

**INTERNET
FOR ALL**

Digital Equity Act of 2021 Competitive Grant Program Applicant Training Part 5: Consolidated Budget & Caps

Funded by the Bipartisan Infrastructure Law (BIL)

*Administered by the Department of Commerce's National Telecommunications and
Information Administration (NTIA)*



Disclaimer



This document is intended solely to assist applicants in better understanding the Digital Equity Competitive Grant Program and the requirements set forth in the Notice of Funding Opportunity (NOFO) and follow-on policies and guidance for this program. This document does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the terms and conditions of the award, or the specific application requirements set forth in the NOFO. In all cases, statutory and regulatory mandates, the terms and conditions of the award, the requirements set forth in the NOFO, and follow-on policies and guidance, shall prevail over any inconsistencies contained in this document.



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Training Goals



The Digital Equity Competitive Grant Program (Competitive Grant Program) application requires applicants to submit a Consolidated Budget Form to **provide clear, detailed, and consistent budget information** that aligns with proposed project activities. By the end of this training, applicants will have a clear understanding of the form as well as budget caps, match requirements, and indirect costs.

TRAINING GOALS

- 1 Understand budget caps.
- 2 Understand match requirements.
- 3 Understand indirect cost rates.
- 4 Understand allowable costs for each category in accordance with the funding restrictions listed in Section IV.C of the NOFO.
- 5 Understand each section and tab included in the Consolidated Budget Form.
- 6 Walkthrough the Consolidated Budget Form.



Consolidated Budget Form Overview

Consolidated Budget Form Structure



The Consolidated Budget Form is comprised of ten (10) tabs, which applicants must complete, as applicable, before submitting their form to NTIA. These include the following:

Instructions

- Provides important definitions and instructions for applicant reference while completing the form

Budget Overview

- Consolidates budget information from the following tabs to display the total budget for the entire period of performance

Year 1

- Requests information on Year 1 budget information for all projects across eight cost categories

Year 2

- Requests information on Year 2 budget information for all projects across eight cost categories

Year 3

- Requests information on Year 3 budget information for all projects across eight cost categories

Year 4

- Requests information on Year 4 budget information for all projects across eight cost categories

(Optional) Year 5 – Evaluation

- Requests information on Year 5 budget information for all projects across eight cost categories, as they relate to evaluation

Matching

- Records applicant and third-party cash and in-kind match value and source

Related Outside Funding

- Records outside funding that applicants have received or applied for that relates to the application

Projects Overview

- Lists all projects detailed in application materials and records each project's budget across the period of performance



Consolidated Budget Form Requirements



APPLICANTS SHOULD ENSURE:

- ✓ Each tab is **complete**.
- ✓ The costs identified are **aligned to the activities identified in the Project Narrative**.
- ✓ The costs identified are **allowable and in accordance with the funding restrictions** listed in the NOFO and the cost principles identified in 2 C.F.R. Part 200.403.
- ✓ The **costs identified are allocable** (i.e., the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received) (see 2 C.F.R. 200.405) **and reasonable** (i.e., in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost) (see 2 C.F.R. 200.404).
- ✓ The costs identified are in the **correct cost categories** (e.g., Personnel, Travel, Equipment, etc.).
- ✓ The justification for each of the costs identified **clearly articulates** if costs are expected to be used for the administration and/or the evaluation of the grant.

It is **your responsibility as the applicant** to determine whether a cost is a subject to the statutory caps on those costs. You **must account** for these costs appropriately, document them sufficiently, and make such documentation available to NTIA and the National Institute for Standards and Technology (NIST) if requested.



Consolidated Budget Form: Understanding Budget Caps

Budget Caps | Overview



The Competitive Grant Program has **two budget caps** that applicants must adhere to and include in the Consolidated Budget Form. Applicants must ensure costs listed in the Consolidated Budget Form are **included within the appropriate cap category** and that **costs do not exceed the caps**.

10%
Cap for
Administrative Costs

10%
Cap for Program
Evaluation

Applicants **should separate out these costs** in the 'Budget Overview' tab of the Consolidated Budget Form. Costs against each cap also must be **clearly articulated for each cost category** in the 'Year' tab Narrative sections.



Budget Caps | Administrative Costs



Digital Equity Competitive Grant Program funding can be used for **both administrative and programmatic activities**. Administrative activities, both indirect and direct, are subject to the **program's 10% administrative cap**.

Example Allowable Administrative Costs

Financial

- Accounting
- Auditing and audit preparations
- Contracting
- Budgeting and budget preparation
- General legal services
- Drawing down funds from ASAP
- Preparing unfunded grant actions (e.g., budget modification)

Operations/Occupancy Costs

- Direct costs
- Indirect costs
- Insurance
- Maintenance
- Depreciation on buildings
- General Liability Insurance
- General office supplies
- Travel costs for grants admin

General

- Salaries, wages and fringe benefits
- Grants monitoring/reporting as required by NTIA
- Grants-related policy and procedure development
- Indirect costs as it relates to administration of the Competitive grant

Applicant actions count towards the Digital Equity Competitive Grant Program administrative cap.
The administrative cap does not apply to the administrative costs incurred by subrecipients in the management of their projects and programs



Budget Caps | Evaluation



Applicants can additionally expend funds on **evaluation activities** but must ensure this amount is **not more than 10% of the grant amount**.

What Activities Apply to the Cap

- Activities conducted by the Competitive Grant Program recipient to evaluate the efficacy of the efforts of a subrecipient and/or a subrecipient's projects under a subaward.
- Activities where the Competitive Grant recipient is evaluating the efficacy of projects implemented or conducted by the Competitive Grant Recipient.
- Activities conducted by the Competitive Grant recipient to analyze data collected from the subrecipient.

What Activities Don't Apply to the Cap

- Activities where a subrecipient conducts data collection or other evaluation of its own projects to provide information necessary for the Competitive Grant Recipient to evaluate the efficacy of the efforts of a subrecipient and/or a subrecipient's projects.



Consolidated Budget Form: Understanding Match Requirements

Understanding Match Requirements



Match, also known as cost share, is the portion of a project's cost not paid for by federal funds. The Competitive Grant Program has a **statutory 10% match requirement** that applicants must meet and detail in the Consolidated Budget Form.



Cash matches, or cash contributions, include **applicant, subrecipient, or third-party cash** spent for project-related costs.



In-kind matches, also known as in-kind contributions, are **non-cash donations** of property, goods, or services that benefit a federally-assisted project. In-kind contributions **must be allowable and allocable** project expenses and may come from an **applicant, subrecipient or third party**.



Don't forget that the **10% administrative and evaluation cost caps** apply to the entire award – including both the federal share and matching contributions.

Applications that propose **matching funds greater than the 10% minimum, at thresholds of 20% or 30%, may receive additional consideration** as part of the selection process for the Competitive Grant Program, per NOFO Sections V.D.2.ii and V.D.3.iii.



Consolidated Budget Form: Understanding Indirect Cost Rates

What Are Indirect Costs?

According to 2 CFR 200, Subpart F, Appendix IV, Section A.1, **indirect costs** are those that have been incurred for common or joint objectives and cannot be **readily identified** with a particular final cost objective.



Indirect costs are applied **equitably** across all business activities of the organization.



Indirect costs are those that have been incurred for **common** or **joint objectives** and cannot be readily identified with a particular final cost objective.



Indirect costs are a **legitimate cost** of doing business payable under a federal grant if the indirect costs are **reasonable, allowable, and allocable**.

Indirect Cost Rate



An indirect cost rate is a device for determining fairly and conveniently, within the boundaries of sound administrative principles, what amount of indirect costs are reasonable for an entity to charge to a federal award.



The indirect cost rate is designed to provide a method for calculating indirect costs and is an equitable and consistent process for allocating costs not directly associated with a single grant, project, or cost objective.



An indirect cost rate is calculated as a percentage by dividing the total allowable indirect costs by a determined cost base.

Competitive Grant Program applicants will utilize either a **Negotiated Indirect Cost Rate (NICRA)** or the **de minimis rate** to calculate their indirect costs in the Consolidated Budget Form.



Negotiated Indirect Cost Rate Agreement (NICRA)



A NICRA is a legal document between the federal government and recipient that formalizes an indirect cost rate which applicants can use in their budgets. Once a recipient obtains a NICRA, that rate will apply in all subsequent federal grants until renewed.

REMINDERS

- ✓ Applicants that wish to charge indirect costs and who do not have a NICRA may use the **de minimis rate of 15%** of Modified Total Direct Costs, as described in 2 CFR 200.414(f). **Calculation of the de minimis rate has changed per the recent OMB updates** to 2 CFR 200, at 89 FR 30046.
- ✓ Applicants wishing to develop a NICRA may do so. In most cases, the NICRA must be approved by the entity's cognizant agency (note – this may not be Department of Commerce; a cognizant agency is typically the agency that provides the most federal funding to an entity). There is **an exception for State or Local Governments and Indian Tribes who received \$35 million or less during their fiscal year - these entities may prepare a NICRA like usual, but do not need to submit it for approval.** They must retain it on file for review upon request by the awarding agency.
- ✓ Only applicants with **an existing NICRA** are required to submit their letter with their application.



De Minimis Indirect Cost Rate



2 CFR 200.414(f) provides parameters for indirect costs.



De Minimis Definition

The de minimis rate is the percentage of the Modified Total Direct Cost (MTDC) that can be used by a non-governmental entity that **does not have a current negotiated rate**.



MTDC Definition

MTDC includes all **direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward**.

Applicants wishing to develop a NICRA may do so. In most cases, the NICRA must be approved by the entity's cognizant agency. There is an **exception for State or Local Governments and Indian Tribes who received \$35 million or less during their fiscal year - these entities may prepare a NICRA like usual, but do not need to submit it for approval**. They must retain it on file for review upon request by the awarding agency.



Consolidated Budget Form: Budget Overview Tab

Budget Overview Tab



The Consolidated Budget Form is comprised of ten (10) tabs. While the Budget Overview Tab is first in the Consolidated Budget Form, **NTIA recommends completing it last**, as the information is cumulative of the entire form.

BUDGET OVERVIEW



KEY CONSIDERATIONS

- The shaded cells in the 'Budget Overview' tab will be **locked and automatically populated** based on information in other tabs. Any errors will need to be corrected in the tab of origin.
- Provide both the **total expenses related to the administration** of the grant and the **total expenses related to the evaluation** of the grant. These sums should be inclusive of **all Project Years**.
- The percentages of the total award allocated to administration and evaluation **must not exceed 10%**, respectively.
- The **statutory matching requirement** for the Competitive Grant Program is **at least 10% of the total project cost**. If the Budget Overview tab shows the percentage of total award matched by non-federal contributions as less than 10%, values will need to be adjusted in 'Budget Detail' and/or 'Matching' tabs prior to submission to avoid curing and to meet the statutory match requirement.
- The **'Budget Overview' tab should be the final tab completed** and reviewed.



Budget Overview Tab | Administrative Costs



Applicants **must manually calculate** the total administrative costs across the period of performance and enter the value in cell B22 of the ‘Budget Overview’ tab. The form will then automatically populate the percentage of total award.

1

Validate that costs are appropriately calculated as **administrative costs** and correctly input into the ‘Budget Overview’ tab.

Total expenses related to the administration of the grant	
--	--

2

Applicants should verify that **administrative costs are not more than 10%**. This cell will turn red if the percentage is over 10%.

Percentage of the total award that will be allocated to the administration of the grant	
--	--



Budget Overview Tab | Evaluation Costs



Applicants **must manually calculate** the total evaluation costs across the period of performance and enter the value in cell B23 of the 'Budget Overview' tab. The form will then automatically populate the percentage of total award.

1

Validate that costs are appropriately calculated **as evaluation costs** and correctly input into the 'Budget Overview' tab.

Total expenses related to the evaluation of the grant	
--	--

2

Applicants should verify that **evaluation costs are not more than 10%**. This cell will turn red if the percentage is over 10%.

Percentage of the total award that will be allocated to the evaluation of the grant	
--	--



Consolidated Budget Form: Year Tabs

Year Tabs - Overview



The Consolidated Budget Form includes five 'Year' tabs, one for each potential grant year, that applicants are responsible for filling out with detailed budget information on eight cost categories. This information must be provided for every grant year in the Period of Performance.



Years 1 through 4 should be utilized to detail budget information **across all projects** during the standard period of performance.



The '(Optional) Year 5 – Evaluation' tab should be used to detail **any costs incurred during the optional one-year evaluation period** following a four-year period of performance. Please note, **all costs incurred during this year will be subject to the 10% evaluation cap.**

Applicants should enter data for all years during which they anticipate spending funds. If applicants anticipate spending funds sooner than the four-year period of performance, they should only fill out the tabs corresponding to years with active projects.



Year Tab - Personnel (Category A)



The Consolidated Budget Form includes five tabs, one for each potential grant year, that you are responsible for filling with detailed budget information on eight cost categories. This information must be provided for every year in the applicant's requested period of performance.

A PERSONNEL



KEY CONSIDERATIONS

- Only your **personnel costs for employees (not contractors or subgrantees)** should be included in the Personnel Tab.
- All personnel should be identified by **position title and not employee name.**
- If loaded labor rates are utilized, **a loaded rate cost description must be included in the Narrative section.** Loaded labor rates are the total costs associated with an employee, inclusive of benefits, divided by employee hours worked
- Personnel time charged to the award **must** be for the Competitive Grant Program only.
- Fringe benefits are allowances and services provided to employees as compensation in addition to regular salaries and wages. **The rates and how they are applied should not be averaged to get one fringe cost percentage.**
- The **Total Personnel Narrative** field should be used to detail **match source, match kind** (e.g., cash or in-kind contributions), employee **costs against the administrative and/or evaluation caps**, and **the basis of personnel calculations.** Applicants should consider adding detail on if the employees listed are full-time or part-time and what fringe benefits they receive.



Year Tab - Travel (Cost Category B)



The Consolidated Budget Form includes five tabs, one for each potential grant year, that you are responsible for filling with detailed budget information on eight cost categories. This information must be provided for every year in the applicant's requested period of performance.

B TRAVEL



KEY CONSIDERATIONS

- Only travel costs **for your employees** should be included in the Travel section. Travel for consultants/contractors should be shown in the **“Contract/Subaward”** cost category along with consultant/contractor fees.
- Travel costs must be **directly associated** with this award and must be necessary for performance of the project.
- Columns E-H are **per traveler, not per trip.**
- The number of days **is inclusive** of day of departure and day of return.
- Basis of cost should detail all rates and calculations used to determine travel costs. As a best practice, applicants should consider using **General Services Administration mileage, per diem, and other travel related rates** to calculate costs.
- The **Total Travel Narrative** field should be used to detail **match source, match kind** (e.g., cash or in-kind contributions), **travel costs against the administrative and/or evaluation caps**, and **any organizational travel policies** used to calculate costs.



Year Tab - Equipment (Cost Category C)



The Consolidated Budget Form includes five tabs, one for each potential grant year, that you are responsible for filling with detailed budget information on eight cost categories. This information must be provided for every year in the applicant's requested period of performance.

C EQUIPMENT



KEY CONSIDERATIONS

- Equipment means a **single item of tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$10,000.** Please refer to the applicable Federal regulations in 2 CFR 200.1 and 2 CFR 200.313 for specific equipment definitions and treatment.
- Do **not include supply items** under equipment. Please refer to 2 CFR 200.1 and 2 CFR 200.314 for specifics on what constitutes a supply item.
- List **all equipment, providing a basis of cost** (e.g., specific contractor quotes, catalog prices, prior invoices, etc.). **Briefly** justify items as they apply to the project.
- Any equipment that is leased must be **listed under "Other"** and not under "Equipment".
- The **Total Equipment Narrative** field should be used to detail **match source, match kind** (e.g., cash or in-kind contributions), and equipment **costs against the administrative and/or evaluation caps.**



Year Tab - Supplies (Cost Category D)



The Consolidated Budget Form includes five tabs, one for each potential grant year, that you are responsible for filling with detailed budget information on eight cost categories. This information must be provided for every year in the applicant's requested period of performance.

D SUPPLIES



KEY CONSIDERATIONS

- Supplies are any tangible personal property with **an acquisition cost below lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$10,000, or an item with a useful life expectancy of less than one year.** Supplies are **generally consumed during the project performance.** Please refer to the applicable Federal regulations in 2 CFR 200.1 and 2 CFR 200. 314 for specific supplies definitions and treatment.
- A computing device is a supply if the **acquisition cost is less than the lesser of the capitalization level** established by the non-Federal entity for financial statement purposes or \$10,000, regardless of the length of its useful life.
- Supplies **must be listed** and **provided a basis of costs** (e.g., contractor quotes, catalog prices, prior invoices, etc.).
- Supply items **must be direct costs to the project** at this budget category, and **not duplicative of supply costs included in the indirect pool that is the basis of the indirect rate** applied for this project.
- The **Total Supplies Narrative** field should be used to detail **match source, match kind** (e.g., cash or in-kind contributions), supply **costs against the administrative and/or evaluation caps**, and descriptions of how supplies are directly allocable to projects.



Year Tab - Contractual-Subawards (Cost Category E)



The Consolidated Budget Form includes five tabs, one for each potential grant year, that you are responsible for filling with detailed budget information on eight cost categories. This information must be provided for every year in the applicant's requested period of performance.

E CONTRACTORS



KEY CONSIDERATIONS

- All anticipated costs for **contractors** should be included in the Contractors Table.
- Applicants are responsible for **making case-by-case determinations** whether agreements it enters for the disbursement of Federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor. Please refer to the applicable Federal regulations in 2 CFR 200.331 for the distinction between a subrecipient and a contractor.
- Applicants should **use the space provided to provide the basis of cost** (e.g., planning study estimates, etc.) and a breakdown of those costs, if available.
- **Each row in the Contractor subsection should be a separate contract.** If applicants enter multiple contracts with the same contractor, each contract should be a separate budget line item. Additional information clarifying how contractors support multiple projects should be included in the Total Narrative section.



Year Tab - Contractual-Subawards (Cost Category E)



The Consolidated Budget Form includes five tabs, one for each potential grant year, that you are responsible for filling with detailed budget information on eight cost categories. This information must be provided for every year in the applicant's requested period of performance.

E SUBRECIPIENTS



KEY CONSIDERATIONS

- All anticipated costs for **subrecipients** should be included in the subrecipient table.
- Applicants are responsible for **making case-by-case determinations** whether agreements it enters for the disbursement of Federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor. Please refer to the applicable Federal regulations in 2 CFR 200.331 for the distinction between a subrecipient and a contractor.
- Any **partners receiving Competitive Grant Program funds are considered subrecipients** and should be included in this section.
- Applicants should **use the space provided to provide the basis of cost** (e.g., planning study estimates, etc.) and a breakdown of those costs, if available.
- **Each row in the Subrecipient subsection should be a separate subaward.** If applicants make multiple subawards to the same subrecipient across multiple projects, each subaward should be a separate budget line item. Additional information clarifying how subrecipients support multiple projects should be included in the Total Narrative section.
- Columns E, F, and G in the Subrecipients subsection are **the only areas in the Consolidated Budget Form in which subrecipient match should be detailed.** All other match described in the form should be applicant or third-party match.



Year Tab - Construction (Cost Category F)



The Consolidated Budget Form includes five tabs, one for each potential grant year, that you are responsible for filling with detailed budget information on eight cost categories. This information must be provided for every year in the applicant's requested period of performance.

F CONSTRUCTION



KEY CONSIDERATIONS

- Only construction costs completed by the applicant should be included in the 'Construction' section.
- Construction costs must be directly associated with this award and are **necessary for performance of the project**.
- **Construction costs are subject to Build America, Buy America (BABA)** and should align to the descriptions provided in the project narrative.
- Please note that **you must provide a justification for construction activities**.
- The **Total Construction Narrative** field should be used to detail **match source, match kind** (e.g., cash or in-kind contributions), any **costs against the administrative and/or evaluation caps**, and **the basis of the construction cost**. Basis of cost could include but is not limited to vendor quotes, online product listings, or previous purchase histories.



Year Tab - Other (Cost Category G)



The Consolidated Budget Form includes five tabs, one for each potential grant year, that you are responsible for filling with detailed budget information on eight cost categories. This information must be provided for every year in the applicant's requested period of performance.

G OTHER



KEY CONSIDERATIONS

- Other direct costs are direct cost items **required for the project which do not fit clearly into other categories**. These direct costs **must not be included in the indirect costs** (for which the indirect rate is being applied for this project).
- Amounts must be estimated using broadly-accepted cost estimating methodologies and accepted by the awarding agency.
- Basis of cost are items such as contractor quotes, prior purchases of similar or like items, published price list, etc.
- The **Total Other Narrative** field should be used to detail **match source, match kind** (e.g., cash or in-kind contributions), any **costs against the administrative and/or evaluation caps**, and **the basis of the other direct cost**. Basis of cost could include but is not limited to vendor quotes, online product listings, or previous purchase histories.



Year Tab - Indirect (Cost Category H)



The Consolidated Budget Form includes five tabs, one for each potential grant year, that you are responsible for filling with detailed budget information on eight cost categories. This information must be provided for every year in the applicant's requested period of performance.

(H) INDIRECT



KEY CONSIDERATIONS

- **Applicants that wish to charge indirect costs and who do not have a NICRA may use the de minimis rate of 15% of Modified Total Direct Costs**, as described in 2 CFR 200.414(f). Calculation of the de minimis rate has changed per the recent OMB updates to 2 CFR 200, at 89 FR 30046.
- **Applicants wishing to develop a NICRA may do so.** In most cases, the NICRA must be approved by the entity's cognizant agency. There is an exception for State or Local Governments and Indian Tribes who received \$35 million or less during their fiscal year - these entities may prepare a NICRA like usual, but do not need to submit it for approval. They must retain it on file for review upon request by the awarding agency.
- Indirect costs that are related to administration of the grant **count toward the statutory 10 percent administrative cap.** It is your responsibility as the applicant to determine which of your indirect costs are subject to the cap.
- Please note that your actual ability to charge indirect costs may be much lower than what your NICRA would allow, since **both direct and indirect costs will count against the 10% administrative statutory cap.**



Consolidated Budget Form: Matching Tab

Matching Tab



The Consolidated Budget Form’s ‘Matching’ tab captures the source of match provided by applicant or third parties.

MATCHING



KEY CONSIDERATIONS

- Matches noted on this tab should only be **match provided directly by the applicant or third parties**. Subrecipient match should be noted in the ‘Year’ tabs.
- In-kind matches require a **description of items provided** in addition to their value. Value can be determined via vendor quotes, labor rates, online listings, and purchase history, among other methods.
- Applicants should consider filling out the ‘Year’ tabs before completing the ‘Matching’ tab to ensure that the totals included in the ‘Matching’ tab are equal to the detailed match values in the ‘Year’ tabs.

Matching					
Record the cash or cash value of any intended instances of matching proposed by the eligible entity or by third party contributors in the table below. Please do NOT enter any matching funding provided by a subrecipient on this tab. All matching funding provided by a subrecipient should be entered within the "SUBRECIPIENTS" section on the Years 1-4 and (Optional) Year 5 - Evaluation tabs.					
Add Row		Remove Last Row			
Organization/Source	Type	Cost Share Item/Description (Required for In-Kind Match) <i>E.g., use of a facility, providing tablets to be used in Project A, etc.</i>	Source Type	Value	Share Value of Total Award Cost
					0%
					0%
					0%
					0%
					0%
					0%
					0%
					0%
					0%
					0%
TOTAL MATCHING				\$	-
Narrative (as needed)					



Consolidated Budget Form: Related Outside Funding

Related Outside Funding Tab



The Consolidated Budget Form’s ‘Related Outside Funding’ tab captures the sources and amounts of outside funding that the applicant has received or applied for that fund applicant activities or projects relating to the Competitive Grant Program application.

RELATED OUTSIDE FUNDING

KEY CONSIDERATIONS

- **Any other funding sources that could fund Digital Equity Competitive projects or activities** related to the grant must be noted. Related outside funding can come from Federal, State, local, private for-profit, private not-for profit, or other sources.
- You must note **anticipated funding in addition to received funding**. In other words, detail funding sources that you have applied for, regardless of award status.

Related Outside Funding				
Record the source and amount of other Federal, State, or outside funding sources the entity receives, or has applied for, that fund the activities or projects to which the application relates. This includes any funding requests through the Digital Equity Capacity Grant Program, the Tribal Broadband Connectivity Program (TBCP), and the Broadband Equity Access and Deployment (BEAD) Program. Please see Section IV B (15) of the DE Competitive NOFO for more information.				
Add Row		Remove Last Row		
Organization/Source	Funding Description	Source Type	Received / Anticipated (i.e., applied for)	Amount
TOTAL RELATED OUTSIDE FUNDING				\$ -
Narrative (as needed)				



Consolidated Budget Form: Projects Overview Tab

Projects Overview Tab



The Consolidated Budget Form’s ‘Project Overview’ tab lists all projects included in the application and breaks down project-specific budget information by grant year.

PROJECTS OVERVIEW



KEY CONSIDERATIONS

- Provide the **name of each project** included in your application in Column A. Project descriptions should be provided in other application materials.
- Information must be completed for each Project Year in the period of performance. If utilizing the **optional fifth year for evaluation**, please specify how costs align to specific projects in the **‘(Optional) Year 5 – Evaluation’** tab.

As a best practice, **consider naming projects by letter (e.g., Project A) or number (e.g., Project 1)** for easy referencing and differentiation. It is recommended that this **naming convention be kept consistent across all application materials.**



Additional Resources

Applicants should consider the following resources when completing their Competitive Grant Program Consolidated Budget Form:



Digital Equity Competitive Grant Program Consolidated Budget Form Guidance

- This guidance provides a comprehensive overview of the Digital Equity Competitive Grant Program Consolidated Budget Form and details key considerations for each tab and cost category.



Digital Equity Competitive Grant Program Application Guidance

- This guidance document provides an overview of Digital Equity Competitive Grant Program components, requirements, and best practices.



Digital Equity Competitive Grant Program Consolidated Budget Form Sample

- This sample Digital Equity Competitive Grant Program Consolidated Budget Form provides examples of recommended language to include in a strong Consolidated Budget Form.



Digital Equity Competitive Notice of Funding Opportunity (NOFO)

- The Competitive Grant Program NOFO provides a description of the specific program and its Consolidated Budget Form requirements



THANK YOU

