



THE ENABLING MIDDLE MILE BROADBAND INFRASTRUCTURE PROGRAM

Budget Information – Application Guidance



Today's webinar will focus on the Middle Mile Grant Program – one of four high-speed Internet programs administered by NTIA



BEAD	DIGITAL EQUITY	TRIBAL	<i>Today's focus</i> MIDDLE MILE
\$42.45B	\$2.75B	\$2.00B	\$1.00B
Broadband Equity, Access & Deployment Program	Digital Equity Act	Tribal Connectivity Technical Amendments	Enabling Middle Mile Broadband Infrastructure
A program to get all Americans online by funding partnerships between states or territories, communities, and stakeholders to build infrastructure where we need it to and increase adoption of high-speed Internet.	Three programs that provide funding to promote digital inclusion and advance equity for all. They aim to ensure that all communities can access and use affordable, reliable high-speed Internet to meet their needs and improve their lives.	A program to help tribal communities expand high-speed Internet access and adoption on tribal lands.	A program to expand middle mile infrastructure, to reduce the cost of connecting unserved and underserved areas.



Middle Mile Grant Program will invest in the construction, improvement, or acquisition of middle mile infrastructure



PROGRAM HIGHLIGHTS

Funding pool
\$1.00B

A program to expand middle mile infrastructure, to reduce the cost of connecting unserved, and underserved areas

Middle mile infrastructure refers to the "backbone" of Internet infrastructure, allowing the transfer of large amounts of data at high speeds over long distances to the "last mile" and local homes and businesses.

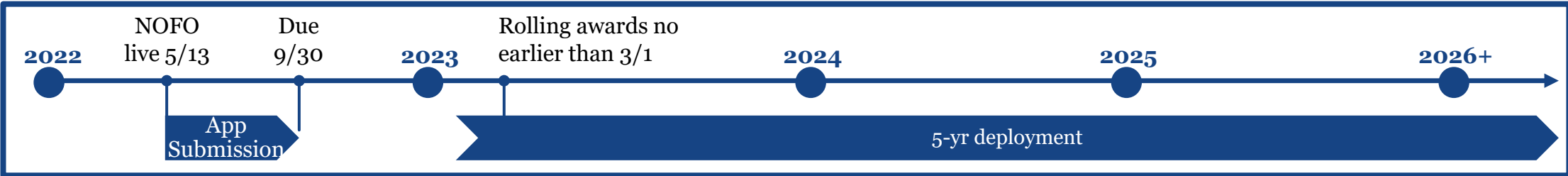
Entities eligible to apply include a wide variety of entities, but not limited to government entities, Native entities, utilities, companies, and non-profits that provide Internet services

Example uses of funds:

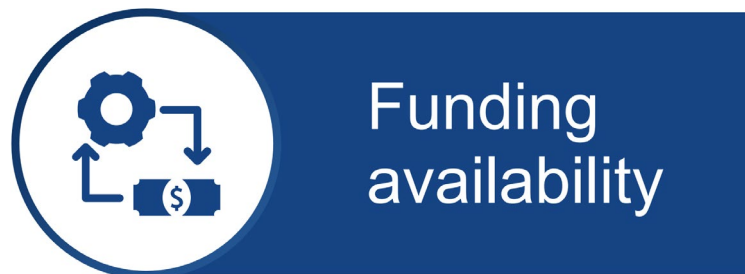
- Construction, improvement or acquisition of facilities and equipment
- Engineering design, permitting and work related to projects
- Personnel costs, including salaries and benefits
- Other costs necessary to program's activities

ESTIMATED TIMELINE

Timeline approximate unless exact date specified



NTIA will grant up to \$980M through \$5-100M grants



NTIA will make up to **\$980M** available for federal assistance under the Middle Mile Grant Program



NTIA expects to make awards under this program within the following funding range: **\$5M to \$100M**

This range is not a required minimum or maximum, but eligible entities requesting amounts for projects outside this range must provide a reasonable explanation for the variance in their project size

NTIA will only accept applications submitted electronically via its online grants portal by September 30, 2022



NTIA Grants Portal

Applications must be received through the NTIA Grants Portal no later than 11:59 p.m. EDT on Sept. 30, 2022

Please contact middlemile@ntia.gov with any questions and ngphelpdesk@ntia.gov for technical support with the portal



Application format requirements

- Figures, graphs, images, and pictures should be readable and may be presented in landscape
- Font should be easy to read and 11-point minimum; figures and tables may use smaller type
- One-inch margins on top, bottom, left, and right
- Portrait orientation except for figures, graphs, images, and pictures
- Page size 8 1/2 by 11 inches
- All applications must be typed in English



Today's webinar will focus on the Budget Information portion of the Middle Mile Grant Program Application



APPLICANT
INFORMATION

June 30, 2022



PROJECT
INFORMATION

July 14, 2022



BUDGET
INFORMATION

August 10, 2022

Today's focus



There are three topics that will be covered in the Budget Application section of the Middle Mile Grant Program



Today's Topics

Middle Mile Grant Program Funding Requirements

Grants Portal Budget Information

Best Practices



Middle Mile Grant Program Funding Requirements

Uses of Funding

The following are **eligible**, and **ineligible** uses of funding for the Middle Mile Grant Program:

Eligible Uses

Non-exhausting examples of eligible uses of funds:

- Construction, improvement, and/or acquisition of facilities and telecommunications equipment
- Engineering design, permitting and work related to environmental, historical and cultural reviews
- Personnel costs, including salaries and fringe benefits for staff and consultants (e.g., PMs, SMEs, financial analysts, accountants, attorneys)
- Select pre-application expenses <\$50,000 incurred after NOFO publication and before grant award
- Other costs necessary to programmatic activities, excluding ineligible costs

Ineligible Uses

- Purchase or support of any covered communications equipment or service defined in Section 9 of the Secured and Trusted Communications Networks Act of 2019
- Profit, fee, or other incremental charge above actual cost incurred by an award recipient for subrecipient
- To support or oppose union organizing
- Use of grant funds for non-middle mile infrastructure

Note: Cost allowability must follow the provisions of 2 C.F. R. Part 200, Subpart E and 48 C.F.R. Part 31

Cost Share Requirement

Applicants must commit to a non-federal cost share of **no less than 30%** of the total project's costs.

OVERVIEW			
Acceptable Types	<ul style="list-style-type: none"> ✓ Cash or third party in-kind contributions consistent with Uniform Administrative Requirements, 2 C.F.R. Part 200 		
Examples of Third Party In-kind Contributions (Non-Exhaustive List)	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> ✓ Non-cash donations of property ✓ Goods, or services which benefit a federally assisted project ✓ Employee or volunteer services ✓ Equipment and/or supplies ✓ Indirect costs </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> ✓ Computer hardware and software ✓ Use of facilities ✓ Broadband access to right of ways, pole attachments, conduits, easements, or access to other types of infrastructure </td> </tr> </table>	<ul style="list-style-type: none"> ✓ Non-cash donations of property ✓ Goods, or services which benefit a federally assisted project ✓ Employee or volunteer services ✓ Equipment and/or supplies ✓ Indirect costs 	<ul style="list-style-type: none"> ✓ Computer hardware and software ✓ Use of facilities ✓ Broadband access to right of ways, pole attachments, conduits, easements, or access to other types of infrastructure
<ul style="list-style-type: none"> ✓ Non-cash donations of property ✓ Goods, or services which benefit a federally assisted project ✓ Employee or volunteer services ✓ Equipment and/or supplies ✓ Indirect costs 	<ul style="list-style-type: none"> ✓ Computer hardware and software ✓ Use of facilities ✓ Broadband access to right of ways, pole attachments, conduits, easements, or access to other types of infrastructure 		
Waiver Request	<ul style="list-style-type: none"> ✓ Only Tribal Governments and Native entities may request a partial or complete waiver of the cost share requirement 		
Review Process	<ul style="list-style-type: none"> ✓ Applicant's commitment to contribute a non-federal cost share of 30% or more will be scored using the following point structure during the review process: <ul style="list-style-type: none"> • 5 points for 30 - 40% cost share • 10 points for 41- 50% cost share • 15 points for more than 50% cost share ✓ Applicants must propose cost share of 30% or greater to proceed past initial review 		

Grants Portal Budget Information

There are three sections to complete for the Budget Information portion of the Middle Mile Grant Program Application



BUDGET INFORMATION

Financial Information



Standard Form 424C: Budget Information- Construction Prgms.


Budget Narrative, Detailed Budget, and Related Documents



**Grants Portal Budget
Information:
1. Financial Information**

Financial Information – Upload Documentation

Each applicant must upload the following documentation listed below into the NTIA Grants Portal to show their financial capability



Certification of Financial Capability



Pre-Letter of Credit/Legal Counsel Opinion Letter



Audited Financial Statements



Historical Financial Statements

 *Item uploaded by applicant into the NTIA Grants Portal*

 *Item input directly into the NTIA Grants Portal*

 *Fillable form uploaded by applicant into the NTIA Grants Portal*

Certification of Financial Capability



Financial Information Question 1
Certification of Financial Capability
Each applicant must supply a certification from an officer-level employee (or individual of comparable rank) attesting that it is financially qualified to meet the obligations associated with a project, that they will have available funds for all project costs that exceed the amount of the grant, and that they will comply with all MMG Program requirements, including service milestones.

Upload

Or drop files

FileName	Upload Date

Certification of Financial Capability

A certification from an officer-level employee attesting that the applicant:

- Is financially qualified to meet the obligations of the project
- Will have funds available for all project costs that exceed the amount of the grant
- Will comply with all Middle Mile Grant Program requirements and service milestones

 *Item uploaded by applicant into the NTIA Grants Portal*

 *Item input directly into the NTIA Grants Portal*

 *Fillable form uploaded by applicant into the NTIA Grants Portal*



Pre-Letter of Credit & Legal Counsel Opinion Letter

Financial Information Question 2



Letter of Credit

During the application process, each applicant must submit a letter from a bank meeting eligibility requirements consistent with those set forth in 47 C.F.R. § 54.804(c)(2) committing to issue an irrevocable stand-by letter of credit, in the required form, to the applicant. The letter shall at a minimum provide the dollar amount of credit offered and the issuing bank's agreement to follow the terms and conditions of NTIA's model letter of credit. NTIA shall publish on its website a model letter of credit substantially similar to the model letter of credit established by the Federal Communications Commission in connection with the Rural Digital Opportunity Fund (RDOF - Rural Digital Opportunity Fund Order, 35 FCC Rcd at 773-77, Appx. C.).

NTIA will ensure, prior to issuing a middle mile grant award, that each eligible entity obtains an acceptable, irrevocable standby letter of credit in a value of no less than 25 percent of the award amount.

Each eligible entity shall provide with its letter of credit an opinion letter from its legal counsel clearly stating, subject only to customary assumptions, limitations, and qualifications, that in a proceeding under Title 11 of the United States Code, 11 U.S.C. § 101 et seq. (the "Bankruptcy Code"), the bankruptcy court would not treat the letter of credit or proceeds of the letter of credit as property of the winning bidder's bankruptcy estate under Section 541 of the Bankruptcy Code.

Upload

Letter of Credit*

- Letter of credit from a bank providing no less than 25% of the requested award amount, and the
- Bank agrees to follow the terms and conditions of *NTIA's model letter of credit*

*** Note: Applicants must submit a Pre-Letter of Credit commitment from the bank stating that, if awarded, a Letter of Credit will be provided**

 *Item uploaded by applicant into the NTIA Grants Portal*

 *Item input directly into the NTIA Grants Portal*

 *Fillable form uploaded by applicant into the NTIA Grants Portal*

Audited Financial Statements



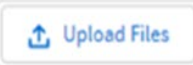
Financial Information Question 3


Audited Financial Statement (Previous 3 Years)

Each applicant shall submit financial statements from the most recent fiscal year that are audited by an independent certified public accountant. If the applicant is not audited in the ordinary course of business, in lieu of submitting audited financial statements it must submit unaudited financial statements from the three prior fiscal years and certify that it will provide financial statements from the three prior fiscal years that are audited by an independent certified public accountant by an NTIA specified deadline.

***You must provide 3 years of audited financial statements.**

Upload

 Or drop files

FileName	Upload Date	
		

Audited Financial Statements (Previous 3 Years)

- Financial statements from the last three (3) fiscal years that have been audited by an independent certified public accountant
- If audited financial statements are unavailable, submit unaudited financial statements from the three (3) prior fiscal years
- Unaudited statements must be audited by an independent certified public accountant by an NTIA specified deadline
- If the applicant's organization was established less than three (3) years ago, the applicant should provide all available information.

 *Item uploaded by applicant into the NTIA Grants Portal*

 *Item input directly into the NTIA Grants Portal*

 *Fillable form uploaded by applicant into the NTIA Grants Portal*





Financial Information Question 4
Historical Financial Statements (Previous 3 Years)

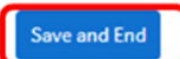
Each applicant shall submit financial statements from the three prior fiscal years that are audited by an independent certified public accountant. If the applicant is not audited in the ordinary course of business, in lieu of submitting audited financial statements it must submit unaudited financial statements from the three prior fiscal years and certify that it will provide financial statements from the three prior fiscal years that are audited by an independent certified public accountant by an NTIA specified deadline.

***You must provide 3 years of historical financial statements.**

Upload

 Upload Files Or drop files

FileName	Upload Date	
		



Historical Financial Statements (Previous 3 Years)

- Summary-level historical revenue, expenditure, and net asset financial information based on the detailed financial statements for the last three (3) years
- If the applicant's organization was established less than three (3) years ago, the applicant should provide all available information

 *Item uploaded by applicant into the NTIA Grants Portal*

 *Item input directly into the NTIA Grants Portal*

 *Fillable form uploaded by applicant into the NTIA Grants Portal*

**Grants Portal Budget Information:
2. SF-424 C: Budget Information for
Construction Programs**

Applicants will complete the SF-424C in the Grants Portal



The screenshot shows the NTIA Grants Portal interface. At the top, there is a dark blue header with the NTIA logo and the text 'NTIA Grants Portal'. Below the header, there are navigation links for 'Home' and 'Support'. The main content area is titled 'Application Workspace' and contains several sections. The 'Acknowledgement' section is completed. The 'Budget Information' section is expanded, showing three sub-sections: 'Financial Information' (Completed), 'Budget Form 424C' (Not Started), and 'Budget Narrative, Detailed Budget and Related Documents' (Not Started). The 'Get Started' button for the 'Budget Narrative' section is highlighted with a red box.

SF-424C: Budget Information for Construction Programs

- Applicants will input the SF-424C data directly into the NTIA Grants Portal
- Totals for each cost classification must match the totals on the applicant's SF-424, Budget Narrative, and Detailed Budget Spreadsheet

*** Note: Applicants are encouraged to complete this fillable PDF form as a *draft* prior to inputting the form contents in the Grants Portal.**



Item uploaded by applicant into the NTIA Grants Portal



Item input directly into the NTIA Grants Portal



Fillable form uploaded by applicant into the NTIA Grants Portal



SF-424C: Cost Classifications Overview

These classifications are also used in the Budget Narrative and Detailed Budget Justification Spreadsheet

COST CLASSIFICATION	DEFINITION
1. Administrative and Legal Expenses	Accounting, auditing, contracting, budgeting, and legal services in support of construction; general office supplies; general and administrative salaries and wages, etc. Administrative or filing fees or costs and indirect costs (If including indirect costs, attach a copy of most recent negotiated indirect cost rate agreement)
2. Land, Structures, Rights-of-Way, Appraisals, etc.	Estimated site and right(s)-of-way costs, including purchase, lease, and/or easements
3. Relocation Expenses and Payments	Relocation advisory assistance, replacement housing, relocation payments made to displaced persons or businesses
4. Architectural and Engineering Fees	Start-up services, preparing project performance plans, etc.
5. Other Architectural and Engineering Fees	Costs and fees for surveys, tests, soil borings, field studies, etc.
6. Project Inspection Fees	Engineering inspection fees, including local, Tribal, or Federal fees directly related
7. Site Work	Work, preparation, restoration, or utility work not included in construction contract(s)
8. Demolition and Removal	Estimated demolition and removal costs
9. Construction	Construction contracts and construction related costs not covered by the construction contract(s)
10. Equipment	Does not include any equipment components already included in any construction contracts. Include brand or manufacturer, estimate price, and technology specifications
11. Miscellaneous	Any costs that do not fit into the listed classifications
12. Subtotal of items 1 through 11	--
13. Contingencies	Contingency costs are allowable but must be reasonable and consistent with the cost principles, specifically 2 CFR § 200.433.
14. Subtotal of lines 12 and 13	
15. Project (Program) Income	Project or program income must be reported in accordance with 2 CFR § 200.307

SF-424C: Budget Information – Construction Programs



The total cost for each classification must match the SF-424, Budget Narrative, and Detailed Budget Justification Spreadsheet

Budget Information - Construction Programs (424C)

1. Administrative and legal expenses

Total Cost ⓘ	Cost Not Allowable for Participation ⓘ	Total Allowable Cost
<input type="text"/>	<input type="text"/>	\$0.00

2. Land, structures, rights-of-way, appraisals, etc.

Total Cost ⓘ	Cost Not Allowable for Participation ⓘ	Total Allowable Cost
<input type="text"/>	<input type="text"/>	\$0.00

3. Relocation expenses and payments

Total Cost ⓘ	Cost Not Allowable for Participation ⓘ	Total Allowable Cost
<input type="text"/>	<input type="text"/>	\$0.00

4. Architectural and engineering fees

Total Cost ⓘ	Cost Not Allowable for Participation ⓘ	Total Allowable Cost
<input type="text"/>	<input type="text"/>	\$0.00

5. Other architectural and engineering fees

Total Cost ⓘ	Cost Not Allowable for Participation ⓘ	Total Allowable Cost
<input type="text"/>	<input type="text"/>	\$0.00

All costs must meet eligibility requirements and be reasonable, allocable, allowable and necessary based on the scope of work

Enter any portion of a cost classification that is not allowable for federal assistance under Cost Not Allowable for Participation



SF-424C: Budget Information – Construction Programs



The maximum Federal Percentage Share cannot be greater than 70%.

The amount displayed in this section must match the federal funding requested in the General Budget Overview and the Detail of Project Costs, and tie to the exact dollar in all relevant sections on the application.

FEDERAL FUNDING

17. Federal assistance requested

Federal Percentage Share ⓘ <input style="width: 90%; height: 30px;" type="text"/>	Total Allowable Costs (eligible costs from line 16c Multiplied b... <input style="width: 90%; height: 30px; background-color: #f0f0f0;" type="text" value="\$0.00"/>
--	---

OMB Approval No. 0348-0041

Note: Only Tribal Governments and Native entities that obtain a partial or complete waiver of matching funds can request more than 70% of the total project costs



SF-424C: Budget Information – Construction Programs



Once you complete the SF-424C and click the Save button, a new browser tab will open with the completed form in PDF format.

Retain this form for your records!

BUDGET INFORMATION - Construction Programs OMB Approval No. 0348-0047

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$	\$	\$0
2. Land, structures, rights-of-way, appraisals, etc.	\$	\$	\$0
3. Relocation expenses and payments	\$	\$	\$0
4. Architectural and engineering fees	\$	\$	\$0
5. Other architectural and engineering fees	\$	\$	\$0
6. Project inspection fees	\$	\$	\$0
7. Site work	\$	\$	\$0
8. Demolition and removal	\$	\$	\$0
9. Construction	\$	\$	\$0
10. Equipment	\$	\$	\$0
11. Miscellaneous	\$	\$	\$0
12. SUBTOTAL (sum of lines 1-11)	\$0	\$0	\$0
13. Contingencies	\$	\$	\$0
14. SUBTOTAL	\$0	\$0	\$0
15. Project (program) income	\$	\$	\$0
16. TOTAL PROJECT COSTS (Subtotal #14 less #15)	\$0	\$0	\$0
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.			Enter eligible costs from line 16: Multiply X _____ % \$0

Previous Edition obsolete Authorized for Local Reproduction Standard Form 424C (Rev. 7-87) Prescribed by GSA Circular A-132

INSTRUCTIONS FOR THE SF-424C

Public reporting burden for this collection of information is estimated to average 100 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0047), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.



**Grants Portal Budget Information:
3. Budget Narrative, Detailed Budget,
and Related Documents**

Budget Narrative, Detailed Budget Justification Spreadsheet, and Related Documents



Applicants must provide the following information for the Budget Application section:

Budget Narrative

- Draft a narrative describing proposed activities and costs

Detailed Budget Justification Spreadsheet

- Provide cost details and cost-share information

Pro Forma Projection and Analysis Spreadsheet

- Forecast project sustainability across an eight-year span

Additional Funding Check Y/N and Narrative

- Describe additional funding sources, if applicable

Note: Templates provided in the Application Guidance Package MUST be used to provide the information requested.

Budget Narrative, Detailed Budget and Related Documents

Budget Narrative Question 1

Budget Narrative
Applicants will create and submit a budget narrative that adequately describes all proposed activities and costs for their grant-funded project. Applicants must complete the file template, fill in all required information, and upload the file. The file must be uploaded as a Word file, and not converted to a PDF. You can find additional guidance in the MMG Application Guidance.

Upload
 Or drop files

FileName	Upload Date

Budget Narrative Question 2

Template Detailed Budget Justification
The Detailed Budget Justification spreadsheet must reflect the cost categories that appear on the SF-424 and SF-424C and include itemized calculations for each cost placed under those categories. A fillable Template Detailed Budget Justification can be found in found in the MMG ZIP folder.

Upload
 Or drop files

FileName	Upload Date

Budget Narrative Question 3

Template Pro Forma
Pro forma financial projection and analysis related to the project's sustainability, inclusive of subscriber (e.g., last mile network connections, other wholesale services), across an eight-year forecast period. A fillable Template Pro Forms can be found in the MMG ZIP folder.

Upload
 Or drop files

 *Item uploaded by applicant into the NTIA Grants Portal*

 *Item input directly into the NTIA Grants Portal*

 *Fillable form uploaded by applicant into the NTIA Grants Portal*



Budget Narrative



All applicants must complete a **Budget Narrative** explaining and justifying the expenditures for the listed costs.  

- Applicants must use the template provided by NTIA in the Application Guidance Package
- The Budget Narrative must be uploaded as a Word file
- The listed amounts for each cost classification in your budget narrative must match the SF-424, SF-424C, and Detailed Budget Justification Spreadsheet

All applications for MMG projects must have a detailed budget narrative explaining and justifying the federal expenditures by object class as listed in the SF-424C.

For each object class in the SF-424C, applicants should include detailed descriptions and cost justifications for the listed costs. The budget narrative must match the detailed budget justification spreadsheet and SF-424C dollar amounts. The budget narrative must also match the total dollar amount on the SF424. |

Costs proposed for this grant program must be reasonable, allowable, allocable, and necessary to the supported activity. Please refer to 2 CFR Part 200 for applicable administrative requirements and cost principles. Please refer to the Notice of Funding Opportunity (NOFO) for program objectives as well as specific allowable and unallowable costs and activities.

For each cost listed below, the applicant must provide the breakdown of each cost, applicants must provide a description of each charge to include what it is, who will be doing it (if applicable and if known), and how it relates to the project objectives. If the applicant will be providing a cash or in-kind match in this cost category, this must be noted and explained in the justification to include a break-down of the federal and non-federal share of each proposed cost.

Total Federal Funding for MMG Project

List the total requested funding at the top of the budget narrative. The total listed here must match the total in the SF-424, SF-424C and the detailed budget justification spreadsheet.

Applicants should list total project costs, the total Federal grant request, total cash match (if applicable), and total in-kind match (if applicable). The applicant should then provide the total matching funds for all match (cash and in-kind) as the percentage of total project costs.

1. Administrative and Legal expenses

Examples of administrative and legal expenses may include costs attributable to: accounting, auditing, contracting, budgeting, and legal services in support of the construction of the project; general office supplies; and general and administrative salaries and wages. Costs related to the normal functioning of government must not be included. Please be mindful that some of the costs above may be considered indirect costs, and if so, should not be charged to the award as a direct cost and must be applied in accordance with 2 CFR § 200.412.

Administrative and legal fees should be listed by category (ex. training, grant management, etc.), or broken down by line item as much as possible. Each line must include the total time (ex. total number of hours), cost per unit, and the total cost for that line item. If applicable, time commitment(s) such as hours or level of effort should be provided.



Item uploaded by applicant into the NTIA Grants Portal



Item input directly into the NTIA Grants Portal



Fillable form uploaded by applicant into the NTIA Grants Portal



Budget Narrative cont.

Budget Narrative

Required components:

- A header with the applicant's name, type of organization, period of performance, amount of funds requested, and a breakout of any matching funds being provided for the project
- Clearly connect the entries to the information included in the Detailed Budget Justification Spreadsheet
- Only reflect allowable costs consistent with the project's scope
- Provide itemization for each cost and a full description, including the necessity and basis of each charge
- Provide an itemized breakout of all non-federal cost sharing and matching funds by budget category

 *Item uploaded by applicant into the NTIA Grants Portal*

 *Item input directly into the NTIA Grants Portal*

 *Fillable form uploaded by applicant into the NTIA Grants Portal*

Construction - \$xxx [Insert the total category cost]

Provide a description of any construction activities for the project. Include all applicable taxes and delivery fees into the line item cost (do not have separate line items for these charges).

Example:

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Boring	Per Foot	\$5.50	111,500	\$613,250
Wireless Tower	Each	\$20,000	8	\$160,000

Example detail:

Boring (\$613,250) – Charge is per foot for an estimate of 111,500 feet. The estimated 111,500 feet is based on the number of boring locals in later cables and on a main route next to one of the nodes. Prices are from a local vendor quote.

Wireless towers (\$160,000) – Eight (8) wireless towers at \$20,000, totaling \$160,000. Each monopole tower will facilitate interconnection by last mile service providers and meet open network standards. Price is quoted by two local vendors and is average for the local area.

Note: See the Budget Narrative Template and Middle Mile Application Guidance for more examples

Detailed Budget Justification Spreadsheet

Applicants **must** use the template provided in the Application Guidance Package to complete the **Detailed Budget Justification Spreadsheet**

Federal Funds Requested cannot exceed 70% of total project cost

See 2 CFR § 200.306 for detailed information on cash matching and in-kind contributions

Match Percentage must be at least 30%*

Middle Mile Grant Program
Detailed Budget Justification Template

OMB Control No. 0660-0046
Expiration Date: 11/30/2022

	Unit Type	Unit Cost	No. of Units	Total Cost	Federal Funds Requested	Cash Match Amount	In Kind Contribution Value	Match Type (Cash/In-Kind/Both)	Match Percentage	Allowable Total	Notes/Comments
1. Administrative and Legal Expenses											
Total Administrative and Legal Expenses											

*** Note: Except for Tribal Governments and Native entities with a waiver**

Total dollar amounts must match the amounts in the SF-424, SF-424C, and Budget Narrative

Item uploaded by applicant into the NTIA Grants Portal

Item input directly into the NTIA Grants Portal

Fillable form uploaded by applicant into the NTIA Grants Portal

Pro Forma Projection and Analysis

	Forecast Period							
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
Revenues								
Network Services Revenues:								
Wholesale Lit Capacity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wholesale Transit (Paid Peering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wholesale Data Services (Other)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retail Lit Capacity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retail Transit (Paid Peering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retail Data Services (Other)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dark Fiber	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Colocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Installation Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Uncollectible Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses								
MMG Total Project Costs from SF-424	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Spares	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Backhaul	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Network Maintenance/Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Leasing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales/Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Customer Care	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Billing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Corporate G&A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EBITDA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Earnings Before Interest and Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Expense - New Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Expense - Existing Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Expense - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Income Before Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Income Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Pro Forma Projection and Analysis Spreadsheet

- Applicants must provide information related to the project’s sustainability for an eight-year forecast period
- This includes subscriber services such as last mile network connections or other wholesale services
- Applicants must complete the spreadsheet using the template provided in the Application Guidance Package
- Applicants must upload the spreadsheet into the NTIA Grants Portal once completed

 Item uploaded by applicant into the NTIA Grants Portal


 Item input directly into the NTIA Grants Portal

 Fillable form uploaded by applicant into the NTIA Grants Portal

Additional Funding Check Y/N and Narrative

Applicant is to provide information on other funding for this project, such as but not limited to:

- Funds provided for the purpose of deploying broadband services (e.g., *American Rescue Plan Act of 2021; Families First Coronavirus Response Act; The Care Act; Consolidated Appropriations Act, 2021*) – use of these funds must comply with statutes
- Financial Relationships and partnerships
- State or locality fee waivers



Budget Narrative Question 4
Any other funding provided for this project?

Response

Yes
 No

Please describe.

* Response

Save and End



Item uploaded by applicant into the NTIA Grants Portal



Item input directly into the NTIA Grants Portal



Fillable form uploaded by applicant into the NTIA Grants Portal

Best Practices

Applicants should pay close attention to application requirements to avoid delays in review



Common Mistakes

In previous NTIA programs, some of the most common reasons for curing included **missing or incomplete forms**.

Common curing reasons included:

- Ineligible use of funding
- Not meeting the required cost share minimum of 30%
- Funding is not sufficient to complete the task outlined in the project
- Costs are not reasonable, allowable, and allocable based on the scope of work
- A detailed narrative breakout is not provided for each cost in the Budget Narrative
- Total federal budget amounts requested in Field 18 of the SF-424 do not align to the number in the SF-424C, Budget Narrative, or Detailed Budget Justification

Best Practices

➤ Ensure that all forms are completed per the instructions in the NOFO, to include formatting requirements and **all required forms and documents have been uploaded or narrative** have been directly entered into the NTIA Grants Portal, including:

- Certification of Financial Capability
- Pre-Letter of Credit
- Audited Financial Statements
- Historical Financial Statements
- SF-424C
- Budget Narrative
- Detailed Budget Justification
- Pro Forma Financial Projection and Analysis
- Y/N: "Any other funding provided for this project?"

➤ Ensure budget is prepared in accordance with 2 C.F.R. Part 200, Subpart E and 48 C.F.R. Part 31





Additional resources for the Middle Mile Grant Program

- 1 Visit the InternetForAll.gov website for additional information on federal funding programs
- 2 Engage with your State or territory regarding their plans to improve high-speed Internet access
- 3 Submit questions to middlemile@ntia.gov
- 4 Attend future NTIA webinars, including program-specific application guidance webinars for applicants





Programmatic inquiries

Sarah Bleau
Middle Mile Director
Office of Internet Connectivity and Growth
National Telecommunications and
Information Administration
U.S. Department of Commerce
1401 Constitution Avenue, NW
Washington, DC 20230
Phone: (202) 482-2048
Email: middlemile@ntia.gov

Grant Management inquiries

Scott McNichol
NIST Grants Officer
Grants Management Division
National Institute of Standards and
Technology
325 Broadway
Boulder, CO 80305
Phone: (303) 497-3444
Email: scott.mcnichol@nist.gov

Media inquiries

Virginia Bring
Press Secretary
Office of Public Affairs
National Telecommunications and
Information Administration
U.S. Department of Commerce
1401 Constitution Avenue NW,
Room 4897
Washington, DC 20230
Phone: (202) 594-6254
Email: press@ntia.gov

For specific inquiries, please contact the appropriate office

