
INVESTING IN AMERICA

Digital Equity Competitive Grant
Program Consolidated Budget Form
Guidance



U.S. Department of Commerce
National Telecommunications and Information Administration

Table of Contents

Introduction	3
Background	4
Review Process.....	4
Budgetary Caps Overview	5
Administrative Cost Cap.....	5
Evaluation Cost Cap	5
Match Overview	6
Indirect Cost Overview.....	7
Indirect Cost Rates.....	7
Calculating Indirect Costs	8
Consolidated Budget Form Walkthrough	8
Overview.....	8
Budget Overview Tab.....	9
Year 1-5 Tabs.....	10
Personnel.....	11
Travel.....	14
Equipment.....	16
Supplies	17
Contractual-Subawards.....	18
Construction.....	21
Other	22
Indirect	23
Matching Tab.....	25
Related Outside Funding Tab.....	26
Projects Overview Tab	27
Final Considerations	29



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.



Introduction

Background

Per Section IV.B.8 of [Digital Equity Competitive Grant Program \(Competitive Grant Program\) Notice of Funding Opportunity \(NOFO\)](#), any entity applying for the Competitive Grant Program must submit a Consolidated Budget Form as part of its application. The Consolidated Budget Form, available on the [Competitive Grant Program webpage](#), is an Excel spreadsheet that includes budget details for all proposed grant activities as well as a narrative explanation of those costs. All budget information in the Consolidated Budget Form must:

- Support the dollar amounts identified in the Standard Form (SF)-424;
- Demonstrate that the project or activity meets the eligible use requirements in the Digital Equity Act and Competitive Grant Program NOFO;
- Include itemized calculations for each cost placed under each cost categories;
- Provide a narrative that explains the necessity and basis for costs;
- Reflect only allowable costs¹ that are consistent with the project(s)' scope;
- Account for the applicant's administrative costs, capped at 10% of the grant amount, and program evaluation costs, capped at 10% of the grant amount.²

Review Process

Applicants must upload the completed Consolidated Budget Form as an Excel file to the National Telecommunications and Information Administration (NTIA) Grants Portal as part of their application package. NTIA will coordinate application review in three stages: (1) Initial Eligibility and Administrative Review, (2) Merit Review, and (3) Programmatic Review.³ Consolidated Budget Form review will take place in each stage:

- In the **Initial Eligibility and Administrative Review** stage, NTIA will confirm that the Consolidated Budget Form is included in the application package and is complete.
- During **Merit Review**, reviewers will assess, among other items, the feasibility and appropriateness of the proposed project budget.⁴ This process will include an assessment of whether the amounts budgeted can realistically achieve Digital Equity project goals and whether the award funds would be used effectively and efficiently.
- In the **Programmatic Review** stage, NTIA may ask applicants to submit additional information, as appropriate, to clarify or to further substantiate the representations made in their applications, including representations made in the Consolidated Budget Form. Applicants will have up to ten (10) calendar days to submit information responsive to the feedback provided by NTIA, unless this period is extended by NTIA. NTIA will review the supplemental information, along with all information submitted with the application, to confirm eligibility and evaluate the applications.

¹ Allowable costs are determined in accordance with the cost principles identified in 2 C.F.R. Part 200, including Subpart E of such regulations and the Digital Equity Act.

² For more information on budget caps, please see the [Budget Caps Overview](#) section of this resource.

³ For additional information on application review, please refer to Competitive Grant Program NOFO Section V.

⁴ The full list of merit review evaluation criteria is in the Competitive Grant Program NOFO, Section V.C.

Budgetary Caps Overview

Per the Competitive Grant Program NOFO Section IV.C.4, recipients may not spend more than 10% of grant amounts on administrative costs and an additional 10% of grant amounts on costs associated with grant activity measurement and evaluation. To calculate the administrative and evaluation cost cap, applicants should take their total requested funding amount, including both federal share and matching funds, and multiply it by 0.10. The resulting number is the applicant's specific limit, which applies to both administrative and evaluation costs independently.

Applicants must detail costs against each cap throughout the Consolidated Budget Form and track administrative and evaluation cost totals to ensure compliance with programmatic requirements.

Administrative Cost Cap

As noted in 47 U.S.C. 1724(d)(2)(C), Competitive Grant Program recipients may not use more than 10% of awarded funds for expenses related (directly or indirectly) to the administration of the grant. Administrative costs are expenses incurred by grant recipients in support of the day-to-day operations. These costs are the expenses that are not directly tied to a specific programmatic purpose or activity, as seen in the examples provided in **Figure 1**.

Figure 1: Example Allowable Administrative Costs

Financial	Operations/Occupancy Costs	General
Accounting	Direct costs	Salaries, wages and fringe benefits
Auditing and audit preparations	Indirect costs	
Contracting	Insurance	Grants monitoring/reporting as required by NTIA
Budgeting and budget preparation	Maintenance	Grants-related policy and procedure development
General legal services	Depreciation on buildings	
Drawing down funds from ASAP	General Liability Insurance	Indirect costs as it relates to administration of the Competitive grant
Preparing unfunded grant actions (e.g., budget modification)	General office supplies	
	Travel costs for grants admin	

For additional information and guidance on the 10% Administrative Cost Cap, please reference the [DE Competitive 10% Percent Cap on Administrative Cost Primer](#).

Evaluation Cost Cap

Competitive Grant Program recipients and subrecipients are required to incorporate program measurement and evaluation activities as part of their program design and implementation. However, as required by 47 U.S.C. §1724(d)(2)(B), an entity to which the Assistant Secretary awards a grant shall use not more than 10% of the grant amounts to measure and evaluate the activities supported with the grant amount.

When filling out the Consolidated Budget Form, applicants should consider that, if selected, they will be required to report on a variety of metrics throughout the award period of performance,

including but not limited to:

- Project implementation milestones and measurable objectives and their alignment to expenditures;
- Project outputs (e.g., number of devices provided/subsidized, number of digital literacy/training programs developed, and number of training hours provided, number of Internet subscriptions provided/subsidized, etc.);
- Project output beneficiaries, including number of beneficiaries across the Covered Populations, number of jobs created for project implementation, and other results from program evaluation activities;⁵ and
- Project or Program effectiveness, including whether the intended objectives were accomplished and whether the program resulted in measurable changes in participants from the Covered Populations.⁶

Additionally, applicants should be aware that the Digital Equity Act allows Competitive Grant Program recipients to continue to measure and evaluate the activities supported with the grant amounts for a period of one year after the initial four-year period of performance. **This optional one-year evaluation period is also subject to the 10% evaluation cost cap.** When filling out the Consolidated Budget Form, Applicants should utilize the '(Optional) Year 5 – Evaluation' tab⁷ to track and ensure that all costs, when summed with any evaluation costs incurred during the four-year period of performance, do not exceed the statutory 10% evaluation cap.

Match Overview

Match, also known as cost share, is the portion of a project's cost not paid by federal funds.⁸ A matching contribution can either be a cash match or an in-kind match.⁹ Cash match, or cash contribution, includes applicant 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 which benefit a federally assisted project, and may count toward satisfying the non-federal matching requirement of a project's total budgeted costs when such contributions meet certain criteria. In-kind contributions must be allowable and allocable project expenses and may come from a third party.

As required by 47 U.S.C. §1724(e), the amount of a Competitive Grant Program grant awarded to an applicant through this program may not exceed 90% of the total project cost (i.e., there is a **10% matching requirement**). A waiver request process is available for applicants who are unable to meet the 10% cost-match requirement. For more information on how to request a waiver, applicants should refer to the [Application Guidance](#) and refer to section IV.B.6 of the NOFO. Applications that propose matching funds greater than the 10% minimum may receive additional consideration as part of the selection process for the Competitive Grant Program

⁵ Please refer to Competitive Grant Program NOFO Section VI.F.2.b for additional information on technical progress report requirements.

⁶ Additional information on program effectiveness measurement and evaluation can be found in Competitive Grant Program NOFO Section II.C.

⁷ In-depth information regarding the '(Optional) Year 5 – Evaluation' tab is provided in Consolidated Budget Form Walkthrough section of this resource.

⁸ For all matches, applicants must adhere to the requirements in 2 CFR 200.306.

⁹ Detailed information on Competitive Grant Program match rules and requirements can be found in the Digital Equity Competitive Grant Program Match Primer.

please refer to section V.D.2. of the NOFO for additional information. **Note, the 10% administrative cost cap and the 10% evaluation cap apply to the sum total of the project cost, inclusive of both the federal portion and the match amount.**

In the Consolidated Budget Form, applicants shall identify the value of matching funds that will be used to meet or exceed the statutory 10% match requirement, the kinds of match provided, and the match sources (e.g., if match was provided by the applicant, subrecipient, partners, or a third party).

For additional information and guidance on match, please reference the [Digital Equity Competitive Grant Program Match Primer](#).

Indirect Cost Overview

Indirect costs are costs that are not readily assignable to a particular cost objective but are necessary to the operation of the organization and performance of the project. Because indirect costs are not attributable to a particular cost objective, they are applied equitably across all of an organization's business activities. Indirect costs are legitimate costs of doing business payable under a federal grant as long as the indirect costs are reasonable, allowable, allocable, and necessary. Examples of Competitive Grant Program indirect costs **may** include, but are not limited to:

- Utilities for shared spaces necessary for Competitive Grant Program project administration, and
- General office supplies such as paper or printers that are used for many offices/programs, in addition to the Competitive Grant Program.

Note, funds can never be double-charged as both a direct and an indirect administrative cost. Many indirect costs are also administrative costs, and will need to be evaluated under the 10% administrative cost cap.

Indirect Cost Rates

In order to charge indirect costs to the Competitive Grant Program, applicants **must either have a Negotiated Indirect Cost Rate Agreement (NICRA) or use the de minimis rate** to accurately calculate indirect costs in their Consolidated Budget Form. An indirect cost rate is a device for determining what portion of indirect costs the grantee should bear and which portion the federal government should bear.¹⁰ Competitive Grant Program applicants will calculate their indirect costs using either a NICRA or the de minimis rate.

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

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 (MTDC), 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 -**

¹⁰ 2 CFR Appendix-VII-to-Part-200 B.7

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.

Calculating Indirect Costs

Competitive Grant Program Applicants should calculate indirect costs by multiplying their appropriate cost rate (either their NICRA or the de minimis rate) by the appropriate cost base. If an applicant is using a NICRA, their **appropriate cost base will be defined in the agreement**. If an applicant is applying the de minimis rate, **the cost base is the MTDC**, defined in **Figure 2**.

Figure 2: MTDC Definition

What Are MTDCs?

Per 2 CFR 200, the MTDC is defined as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000

Additional information on how to calculate indirect costs in the Competitive Grant Program Consolidated Budget Form will be detailed in the [Consolidated Budget Form Walkthrough](#) section of this resource.

Consolidated Budget Form Walkthrough

Overview

*As a reminder, Applicants must ensure that **all budget amounts must exactly match or reflect across all budget documentation**. For example, do not provide estimates or approximate amounts in the Consolidated Budget Form that do not exactly match the total amount listed in the SF-424 and all relevant sections in the application.*

The [Competitive Grant Program Consolidated Budget Form](#) is an Excel spreadsheet that consists of an 'Instructions' tab and nine tabs that will capture applicant budget information:

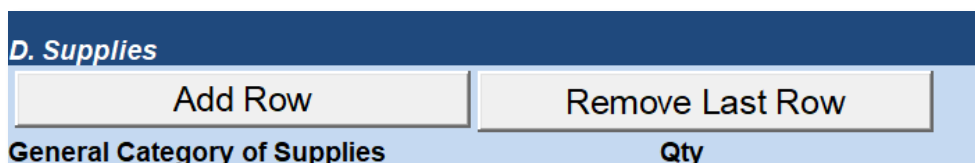
- 'Budget Overview' tab,
- 'Year 1' tab,
- 'Year 2' tab,
- 'Year 3' tab,
- 'Year 4' tab,
- '(Optional) Year 5 – Evaluation' tab,
- 'Matching' tab,
- 'Related Outside Funding' tab, and
- 'Projects Overview' tab.

Competitive Grant Program applicants are responsible for filling out the entirety of the Consolidated Budget Form with all currently available information, including estimated values. All cost data entered into the form should be exact amounts; applicants should not round any

totals. Additionally, each cost must have a narrative that explains the justification and basis for the cost, including the necessity and allowability. Applicants should refer back to the 'Instructions' tab as needed while filling out the form to ensure compliance.

Generally, white cells throughout the Consolidated Budget Form should be filled by Applicants, while gray-shaded cells are coded to either run automatic calculations or remain empty. Applicants should add additional rows in any given tab as needed using the macro-enabled buttons, as seen in **Figure 3**.

Figure 3: Add Row Buttons



Budget Overview Tab

The 'Budget Overview' tab displays and sums the Federal Request, Matching Contribution, and Totals from each 'Year' tab to provide an overall view of the Competitive Grant Program budget request, as seen in **Figure 4**. The 'Budget Overview' tab also automatically calculates the total applicant/third-party matching contribution, total subrecipient match contribution, total overall match provided, total related outside funding, and the percentage of the total award matched by non-Federal contributions. This percentage, shown in Cell E27, will help applicants ensure they meet the statutory 10% match requirement.¹¹

Figure 4: Budget Overview Tab

Budget Category	Fiscal / Project Year 1			Fiscal / Project Year 2		
	Federal Request	Matching Contribution	Total	Federal Request	Matching Contribution	Total
A. Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E. Contractual/Subawards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subrecipients	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
F. Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G. Other Direct Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Direct Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
H. Total Indirect Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Costs			\$ -			\$ -

Applicants are only responsible for **manually filling out two data points** in the 'Budget Overview' tab, as seen in **Figure 5**: the total expenses related to the administration of the grant (Cell B22) and the total expenses related to the evaluation of the grant (Cell B23). The Consolidated Budget Form will then use these totals, which should be sums of administrative and evaluation-related costs detailed by Applicants in each 'Year' tab, to calculate the

¹¹ Please review the [Match Overview](#) section of this resource for additional information on the Competitive Grant Program match requirement.

percentages of the total award that will be allocated to the administration and evaluation of the grant (Cells E22 and E23, respectively).

Figure 5: Manual Entry Fields

Total expenses related to the administration of the grant		Percentage of the total award that will be allocated to the administration of the grant	0%
Total expenses related to the evaluation of the grant		Percentage of the total award that will be allocated to the evaluation of the grant	0%

Applicants should use this automatic calculation to ensure that administrative and evaluation spending across the Competitive Grant Program period of performance **is not more than the statutory 10% cap on administrative and evaluation costs.**¹²

Year 1-5 Tabs

Applicants are required to separate their proposed budget by each year in the Competitive Grant Program four-year period of performance as well as the optional fifth year, if applicable. An example of what a Year tab looks like is available in **Figure 6**. The ‘Year 1,’ ‘Year 2,’ ‘Year 3,’ ‘Year 4,’ and ‘(Optional) Year 5 – Evaluation’ **tabs have the same structure** and collect budget information on the same eight cost categories:

- Personnel;
- Travel;
- Equipment;
- Supplies;
- Contractual-Subawards;
- Construction;
- Other; and
- Indirect.

¹² Please review the [Budgetary Caps Overview](#) section of this resource for additional information on the statutory budget caps, including what activities are applicable to each cap.

As discussed in the Budget Overview Tab section of this resource, data entered into each respective 'Year' tab will populate in the 'Budget Overview' tab to provide budget totals across the entire period of performance. **Each 'Year' tab, with the exception of the (Optional) Year 5 tab, must be complete for the Consolidated Budget Form to be considered complete.**

Figure 6: Example Year Tab

Personnel

Competitive Grant Program applicants must use this section, seen in **Figure 7**, to list all personnel-related project costs. As a reminder, the Personnel cost category section should list grant costs solely for **employees of the applicant**. All personnel costs for subrecipients and contractors must be included in the Contractual-Subawards section of each 'Year' tab.

Figure 7: Personnel Section

Personnel Section Guidance

When completing this section, applicants should keep the following guidance in mind:

- **Position Title (Column A):** All personnel should be identified by position title (e.g., Grant Manager), not employee name.
- **Key Personnel (Column B):** Grantee employees who are essential to the grant award should be noted as Key Personnel by using the dropdown function, as seen in **Figure 8**.

If an employee is not essential to project functions, they should be noted as “no” under Key Personnel.

Figure 8: Key Personnel Drop Down

Key Personnel		Rele
Yes		
No		

- **Relevant Specific Project(s) (Column C):** For each listed employee, it is recommended that applicants detail the specific project(s) that the employee will support. To reference applicable project(s), applicants should use the exact project name(s) used in other areas of the Consolidated Budget Form.
- **Level of Effort (Column D):** Level of effort must list the quantity of the time unit selected in Unit (Column E). For example, “4” in column D will match “Hour” in Column E.
- **Unit (Column E):** This column has a dropdown list with three options: Annual, Month, and Hour. Applicants should choose the appropriate Unit for employees based on their employment structure (e.g., if an employee is salaried or hourly).
- **Unit Cost (Column F):** This column reflects Unit Cost, which is the compensation rate for the employee’s unit.
- **Subtotal Salary (Column G):** This column will auto-calculate by multiplying Level of Effort (Column D) with Unit Cost (Column F). These cells are not editable and grayed out, as seen in **Figure 9**.

Figure 9: Subtotal Salary for Personnel

D	E	F	G
Level of Effort	Unit	Unit Cost	Subtotal Salary
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

- **Fringe Benefits (Column H):** Fringe Benefits, defined in **Figure 10**, is another column that auto-calculates and therefore, is not editable. To calculate Fringe Benefits, these cells will multiply an employee’s Subtotal Salary (Column G) by the Fringe Rate (Column I).
- **Fringe Rate (Column I):** This column lists an employee’s fringe rate, as determined by the employer.

Figure 10: Fringe Benefits

What Are Fringe Benefits?

Fringe benefits are allowances and services provided to employees as compensation in addition to regular salaries and wages. Applicants do not need to enter a fringe rate for employees who do not receive fringe benefits. Additionally, the rates and how they are applied should not be averaged to get one fringe cost percentage applicable for all listed employees. Complex calculations should be described/provided in the **Total Personnel Narrative section** (Cell A23) along with detailed information on what fringe benefits each employee receives.

- Matching Contribution (Column J):** This column lists the dollar amount of any Matching Contribution. The value in Column J will help determine the Federal Request (automatically calculated in Column K).
- Federal Request (Column K):** Automatically determines the Federal Request by adding the Subtotal Salary (Column G) by Fringe Benefits (Column H) and then by subtracting the Matching Contribution (Column J).
- Total (Column L):** This column auto-calculates the total costs associated with each employee by adding the Matching Contribution (Column J) with Total Federal Request (Column K).

Personnel Section Considerations

Applicants should consider several items while detailing personnel-related costs:

- Personnel cannot exceed 100% of their time on all active projects (including other Federal awards or work unrelated to the Competitive Grant Program).
- If loaded labor rates¹³ are utilized, a description of the costs the loaded rate is comprised of must be included in the Total Personnel Narrative section (Cell A23). The National Institute of Standards and Technology (NIST) and the Department of Commerce (DOC) will review all components of the loaded labor rate for reasonableness and unallowable costs (e.g., fees or profits).
- Employee time spent on activities subject to the administrative and/or evaluation statutory caps should be detailed in in the Total Personnel Narrative section (Cell A23), as seen in **Figure 11**.¹⁴
 - For example, if an employee spends 50% of their time on administrative activities, that ratio and corresponding costs (in this example, 50% of their total cost in Column L) should be explicitly detailed in Cell A23 to help track costs against each cap.

Figure 11: Personnel Narrative

A: Personnel	
Add Row Remove Last Row	
Position Title	Key Personnel
TOTAL PERSONNEL Narrative (as needed)	

¹³ Loaded labor rate refers to the company's total cost of paying a worker beyond the base salary or wages. Typically, this includes overheads like benefits, taxes, paid time off, training, travel, and equipment, among other expenses. These additional costs contribute to the “loaded” labor rate.

¹⁴ Please review the [Budgetary Caps Overview](#) section of this resource for additional information on the statutory budget caps, including what activities are applicable to each cap.

Travel

All trips listed in the Travel cost category section, as seen in **Figure 12**, must be necessary for the performance of the project and directly associated with the award. This category is **reserved only for applicant staff travel**; trips for consultants/contractors should be shown in the "Contractual-Subawards" cost category along with consultant/contractor fees. Please note that travel costs should remain consistent with travel costs incurred by an organization during normal business operations, as defined in their travel policies. In the absence of a written travel policy, organizations should follow the regulations prescribed by the General Services Administration (GSA).

Figure 12: Travel Section

A	B	C	D
<i>B. Travel</i>			
Add Row		Remove Last Row	
Purpose of Travel/Justification of Need	Type of Travel (Domestic or International)	No. of Days	No. of Travelers
TOTAL TRAVEL			
Narrative (as needed)			

Travel Section Guidance

When completing this section, applicants should keep the following guidance in mind:

- **Purpose of Travel/ Justification of Need (Column A):** Applicants should use this column to detail what the trip is for and why it is allowable under the Competitive Grant Program. As applicable, this should also note if the travel falls under any of the budgetary caps.
- **Type of Travel (Column B):** This column should indicate if the travel is domestic or international.
- **No. of Days (Column C):** This column should display the number of days of the trip, inclusive of partial travel days (e.g., arrival and departure days).
- **No. of Travelers (Column D):** Applicants should use this column to indicate the number of travelers attending the trip.
- **Lodging per Traveler/per Night (Column E):** This column should list the cost of lodging per person each night.
- **Flight Cost per Traveler (Column F):** Applicants should use this column to list the cost of each round-trip flight per individual traveler.
- **Vehicle Cost per Traveler (Column G):** This column should indicate the cost of a car rental, if applicable, per traveler.
- **Per Diem per Traveler (Column H):** This column indicates the per diem cost per traveler for each day of the trip. Applicants can refer to [GSA](#) for per diem rates.
- **Mileage Cost (Column I):** Applicants should fill this column with the **total mileage**

costs per trip. Mileage reimbursement can be calculated by multiplying the total distance traveled on the trip by the applicable mileage rate referenced on the [GSA](#) website.

- **Miscellaneous (Column J):** This column should reflect the total miscellaneous expenses **per trip**. Some examples of miscellaneous expenses include parking fees, bridge or tunnel fees, ferry fees, or cab/taxi fees.
- **Cost per Trip (Column K):** The total cost of the trip will be automatically calculated in this column.
- **Matching Contribution (Column L):** Applicants should fill this column with the amount of match they plan to provide to cover trip costs, as applicable.
- **Federal Request (Column M):** This column will calculate the federal request, or the cost per trip minus applicant match. This number will indicate how much of the trip will be covered by direct funds from the Competitive Grant Program. The column will automatically determine the Federal Request by subtracting the value of Matching Contribution (Column L) from the Cost per Trip (Column K).
- **Total (Column N):** This column will automatically calculate the total cost of the trip, inclusive of applicant match. The column will automatically determine the Total by adding the value of Matching Contribution (Column L) to the Federal Request (Column M).
- **Used Federal Cost Estimation Tool? (Column O):** As seen in **Figure 13**, applicants should use this column to indicate what federal tools they used to determine their basis of cost. For instance, applicants should use the dropdown to select “Yes” if they used rates listed on the GSA website to determine costs.

Used Federal Cost Estimation Tool?	Basis of cost
Yes	
No	

Figure 13: Column O Dropdown

- **Basis of Cost (Column P):** This column should detail the estimation tools used to calculate the basis of cost.

Travel Section Considerations

Applicants should consider several items while detailing travel-related costs:

- Travel activities subject to the administrative and/or evaluation statutory caps should be detailed in in the Total Travel Narrative section (Cell A47).¹⁵
 - For example, if a trip is for the purpose of project evaluation, corresponding costs should be explicitly detailed in Cell A47 to help track costs against each cap.
- Applicants should place local travel in the Travel section, so long as the travel has an associated cost (e.g., parking fees).

¹⁵ Please review the [Budgetary Caps Overview](#) section of this resource for additional information on the statutory budget caps, including what activities are applicable to each cap.

- Applicants should reference any travel policies used to calculate rates and costs in the Total Travel Narrative section (Cell A47).

Equipment

Applicants are required to detail all equipment¹⁶ purchases attributable to the grant within each applicable ‘Year’ tab, as seen in **Figure 14**. Please note that any equipment that is leased must be listed under the “Other” tab and not under “Equipment.”

Figure 14: Equipment Section

A		B		C		D		
C. Equipment								
Add Row		Remove Last Row						
Equipment Item	Qty	Unit Cost	Matching Contribution					
TOTAL EQUIPMENT							\$	-
Narrative (as needed)								

Equipment Section Guidance

When completing this cost-category, applicants should keep the following guidance in mind:

- **Equipment Item (Column A):** This column should name the equipment item.
- **Qty (Column B):** Applicants should use this column to indicate the number of specific equipment items the applicant will be purchasing.
- **Unit Cost (Column C):** This column should list the cost per equipment item.
- **Matching Contribution (Column D):** Applicants should use this column to indicate how much the applicant is providing in match to cover the cost of the equipment, as applicable.
- **Federal Request (Column E):** This column automatically calculates how much of the equipment cost will be covered by Competitive Grant Program award funds. The form calculates this by multiplying the Unit Cost (Column C) by the Quantity of equipment (Column B) minus the Match (Column D).
- **Total Cost (Column F):** This column will automatically calculate the total cost of the equipment, inclusive of both the Federal Request (Column E) and applicant Match (Column D)
- **Basis of Cost (Column G):** Applicants should use this column to detail how they determined the value of the equipment and justify the costs against the award.

¹⁶ Per 2 CFR 200, equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by recipient or subrecipient for financial statement purposes, or \$10,000.

Equipment Section Considerations

Applicants should consider the following while detailing equipment- related costs:

- Equipment costs subject to the administrative and/or evaluation statutory caps should be detailed in the Total Equipment Narrative section (Cell A71).¹⁷
 - For example, if a computer server will be used for award administration, corresponding costs and their calculations should be explicitly detailed in Cell A71 to help track costs against each cap.

Supplies

Competitive Grant Applicants are required to detail all supply¹⁸ purchases attributable to the grant within each applicable ‘Year’ tab, as seen in **Figure 15**. Items in this category must be direct costs; supplies that are indirect will be based on an applicant's indirect cost rate and included in the Indirect cost category.

Figure 15: Supplies Section

A	B	C	D
D. Supplies			
<input type="button" value="Add Row"/> <input type="button" value="Remove Last Row"/>			
General Category of Supplies	Qty	Unit Cost	Matching Contribution
TOTAL SUPPLIES			\$ -
Narrative (as needed)			

Supplies Section Guidance

When completing this cost-category, applicants should keep the following guidance in mind:

- **General Category of Supplies (Column A):** This column reflects the name or description of the supply item.
- **Qty (Column B):** The total number or quantity of supply items the applicant will be purchasing should be listed.
- **Unit Cost (Column C):** The unit cost includes the cost per supply item, not the total.
- **Matching Contribution (Column D):** The matching contribution indicates the cost the applicant is providing in match to cover the cost of the supplies, as applicable.

¹⁷ Please review the [Budgetary Caps Overview](#) section of this resource for additional information on the statutory budget caps, including what activities are applicable to each cap.

¹⁸ Supplies are generally defined as an item with an acquisition cost of \$10,000 or less and 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 for specific supplies definitions and treatment. Please note that a computing device is a supply if the acquisition cost is below 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.



- **Federal Request (Column E):** Automatically determines the Federal Request by multiplying the unit cost (Column C) by the Quantity of supplies (Column B), then subtracting Match (Column D).
- **Total Cost (Column F):** Automatically determines the total cost, by adding the Federal Request (Column E) and the Match (Column D).
- **Basis of Cost (Column G):** Basis of Cost must include a detailed justification of the cost of the supplies and how the applicant determined the value.

Supplies Section Considerations

Applicants should consider several items while detailing supply-related costs:

- Supply costs subject to the administrative and/or evaluation statutory caps should be detailed in in the Total Supplies Narrative section (Cell A97).¹⁹
 - For example, if a tablet will be used for award administration, corresponding costs and their calculations should be explicitly detailed in Cell A97 to help track costs against each cap.

Contractual-Subawards

Applicants are required to detail all costs incurred by the grantee’s subrecipients and contractors for Year 1 – Year 4 within the corresponding tab and section, as seen in **Figure 16**. **Note that all other sections of the form should only reflect applicant costs.**

Figure 16: Contractual-Subawards Section

E. Contractual-Subawards					
CONTRACTORS					
Add Row		Remove Last Row			
Subrecipient Name / Organization					
SUBRECIPIENTS					
Add Row		Remove Last Row			
Subrecipient Name / Organization	Project Description	Value of Subaward (\$)	Basis of Cost	Matching Contribution	Type (Cash, In-Kind, or N/A)

The Contractual-Subawards section is split into two different subsections: Contractors and Subrecipients, with each term defined in **Figure 17**.²⁰

¹⁹ Please review the [Budgetary Caps Overview](#) section of this resource for additional information on the statutory budget caps, including what activities are applicable to each cap.

²⁰ In determining whether an agreement between an Applicant and another non-Federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. Please refer to 2 CFR 200.331 for more information on making a subrecipient vs contractor determination.

Figure 17: Contractor vs. Subrecipient

What is the Difference Between a Contractor and a Subrecipient?

A subrecipient is a legal entity to which a subaward is made, who has performance measured against whether the objectives of the Federal program are met, is responsible for programmatic decision-making, must adhere to applicable Federal program compliance requirements, and uses the Federal funds to carry out a program of the organization. On the other hand, a contractor is a legal entity contracted to provide goods and services within normal business operations, provides similar goods or services to many different purchasers, operates in a competitive environment, provides goods or services that are ancillary to the operation of the Federal program, and is not subject to compliance requirements of the Federal program.

Contractor Section Guidance

When completing this cost-category, applicants should keep the following guidance in mind:

- **Contractor Name/Organization (Column A):** This column should list the name of the contractor or organization carrying out the contract.
- **Project Description (Column B):** Applicants should use this column to describe the contract as well as how contract costs relate to project implementation as outlined in the applicant's project plan. Descriptions should be concise and written so that someone not specifically familiar with the project can conceptually understand the rationale, purpose, and calculation of the anticipated costs identified. Additionally, applicants should use this space to identify why the contractor goods or services advance project goals.
- **Basis of Cost (Column C):** This column should describe how applicants determined the contract value. This information can come from a variety of sources, such as contractor quotes or market research.
- **Value (Column D):** This column should be filled with the accurate value of the contract as found through the source detailed in Column C. As a reminder, this field should not be rounded.
- **Federal Request (Columns E):** This column will automatically calculate the federal request for contract costs by displaying the value of the contract (Column D)
- **Total Cost (Column F):** This column will automatically calculate the total cost of the contract by displaying the Value of the contract (Column D). Please note that Columns D, E, and F (Value, Federal Request, and Total Cost) will reflect the same value.

Contractor Section Considerations

Applicants should consider several items while detailing contract-related costs:

- Contractors cannot be partners under the Competitive Grant Program as they do not meet the requirements of an Eligible Entity under the Digital Equity Act²¹

²¹ Per 47 U.S.C. 1724(b)

and Competitive Grant Program NOFO.²²

- Permissible contractor matching contributions should be detailed in the 'Other' tab, not the Contractor section.
- Each row in the Contractor subsection should be a separate contract. If applicants enter into multiple contracts with the same contractor, each contract should be a separate budget line item.

Subrecipient Section Guidance

When completing this cost-category, applicants should keep the following guidance in mind:

- **Subrecipient Name/ Organization (Column A):** This column should list the name of subrecipient carrying out the specific subaward.
- **Project Description (Column B):** Applicants should use this column to provide a description of the subaward and detail how the specific subaward costs relate to project implementation as outlined in the in the applicant's project plan. Descriptions should be concise and written so that someone not specifically familiar with the project can conceptually understand the rationale, purpose, and calculation of the anticipated costs identified. Additionally, applicants should use this space to identify how the subaward meets project goals. However, specific items in subrecipient budget(s) should not be explained here.
- **Value of the Subaward (Column C):** This column should be filled with the dollar value of the subaward. As a reminder, this value should be an exact number and not a rounded total.
- **Basis of Cost (Column D):** Applicants should use this column to detail the subaward basis of cost.
- **Matching Contribution (Column E):** This column should be filled with the dollar value of match that will be provided by subrecipient for that specific subaward.
- **Type (Cash, In-Kind, or N/A) (Column F):** This column should specify if the subrecipient's provided match will be provided in cash or in-kind contributions.
- **Source (Column G):** Applicants should use this column to detail information on the source of match funds, which may be as general as the name of the subrecipient.
- **Federal Request (Column H):** This column will automatically calculate the federal subaward request by reflecting the Value of the subaward entered into Column C.
- **Total Cost (Column I):** This column will automatically calculate the total subaward value by adding the Matching Contribution (Column E) to the Federal Request (Column H).

Subrecipient Section Considerations

Applicants should consider several items while detailing contract and subrecipient-related costs:

- For partnership applications, include costs related to partners in this category only if the partner(s) will be a subrecipient(s). Note that partners must be Eligible Entities under the Competitive Grant Program NOFO.
- Each row in the Subrecipient subsection should be a separate award. If applicants award multiple subawards to the same subrecipient across multiple projects, each subaward should be a separate budget line item.
- Columns E, F, and G in the Subrecipients subsection are the only areas in the

²² [Competitive Grant Program NOFO, Section J: Eligibility](#)

Consolidated Budget Form in which subrecipient match should be detailed. All other match described in the form should be applicant or third party match which is collected on the matching tab.

Construction

The 'Construction' tab should detail each general construction activity to be completed by the applicant, as seen in **Figure 18**. Any construction activities to be completed by a contractor or subrecipient should be detailed in the [Contractual-Subawards](#) subsection within the 'Year' tabs.

Figure 18: Construction Section

A	B	C	D
F. Construction			
Add Row		Remove Last Row	
Purpose	General Description	# of Items	Cost
TOTAL CONSTRUCTION			
Narrative (as needed)			

Construction Section Guidance

When completing this cost-category, applicants should keep the following guidance in mind:

- Purpose (Column A):** This column should explain the end goal of the construction activity (e.g., “to establish a new public access computing center for Covered Populations”).
- General Description (Column B):** This column should describe the construction activity or item that the Applicant will require to meet the Purpose in Column A (e.g., “Excavator to be used to help construct a new computing center at the existing community anchor institution”). This description should also include an explanation of how the Applicants determined the Value to be entered in Column D (e.g., product quote, online listing, labor rates, etc.).
- Number of items (Column C):** This column should indicate the quantity of the service or product described in Column B that will be carried out with Competitive Grant Program funds.
- Cost (Column D):** This column should indicate the cost per good or service, not the sum cost of all goods/services indicated by the quantity in Column C.
- Matching Contribution (Column E):** This column should indicate the total dollar value of any Applicant-provided match per line item (not per individual construction activity), as applicable.
- Federal Request (Column F):** This column will automatically calculate the value of federal funds that will be used to cover the cost of the construction.
- Total Cost (Column G):** Reflects the total cost of the construction activities in the line item inclusive of costs covered by match.

Construction Section Considerations

- Construction costs subject to the administrative and/or evaluation statutory caps should be detailed in in the Total Construction Narrative section (Cell A172).²³
 - The narrative should include the value of costs subject to the cap as well as any calculations used by the Applicant to determine the values.

Other

The ‘Other’ section should capture direct costs items required for proposed projects that do not fit clearly into previous cost categories, as seen in **Figure 19**. These costs are directly attributable to proposed projects and **therefore must be directly charged** to the Competitive Grant Program award (i.e., NOT indirect cost). Other direct costs must not be duplicated in the [Indirect](#) section, which details applicant indirect/overhead costs.

Additionally, permissible contractor matching contributions should be detailed in the ‘Other’ section. Contractor matching contributions are permissible if the applicant submits valid justification that these funds are consistent with the requirements of 2 C.F.R. 200.306 and do not raise concerns of pay-to-play or other improper influence.

Figure 19: Other Section

A	B	C	D
<i>6. Other</i>			
Add Row		Remove Last Row	
General Description	Quantity	Cost	Matching Contribution
TOTAL OTHER			\$ -
Narrative (as needed)			

Other Section Guidance

When completing this section, applicants should keep the following guidance in mind:

- **General Description (Column A):** This column should describe the other direct cost. The description should include a justification of need (e.g., why the costs are necessary for the proposed projects) and information on if the other direct costs will be used for the administration and/or evaluation of the grant award.
- **Quantity (Column B):** This column should reflect the quantity of the other direct cost to be purchased or utilized.
- **Cost (Column C):** This column should show the cost per unit of other direct cost.

²³ Please review the [Budgetary Caps Overview](#) section of this resource for additional information on the statutory budget caps, including what activities are applicable to each cap.



- **Matching Contribution (Column D):** This column should detail the total applicant match to be provided for the budget line item, as applicable.
- **Federal Request (Column E):** This column automatically calculates the value of the other direct cost covered to be covered by the award. This value should equal the cost minus any match provided by the applicant.
- **Total Cost (Column F):** This column automatically calculates the total cost, inclusive of costs covered by applicant match.

Other Section Considerations

Applicants should consider the following while detailing ‘other’-related costs:

- If a contractor is providing matching funds, enter matching contributions from contractors within the ‘Other’ section. Under "General Description," state the contractor name using the following format "Contractor Name (CTR - Match)" along with a description of the matching contribution. Include the corresponding matching amount within the "Matching Contribution" column. Please note this contractor matching contribution will also need to be entered as a line item within the ‘Matching’ tab and will count towards the "Total Matching Contribution" on the ‘Budget Overview’ tab.
- Other direct costs subject to the administrative and/or evaluation statutory caps should be detailed in in the Total Other Narrative section (Cell A196).²⁴
 - The narrative should include the value of costs subject to the cap as well as any calculations used by the Applicant to determine the values.

Indirect

As detailed in the [Indirect Cost Overview](#) section of this resource, indirect costs are costs that are not readily assignable to a particular cost objective but are necessary to the operation of the organization and performance of the project. Notably, indirect costs that are related to the applicant’s administration or evaluation of the grant count towards the statutory 10% cap on each activity type. Applicants must document the accounting procedures used to determine whether any of their indirect costs are subject to these caps and make those procedures available to NTIA and NIST, if requested. All indirect costs must be captured in this section, as seen in **Figure 20**.

Figure 20: Indirect Section

A	B	C	D
<i>H. Indirect</i>			
Add Row		Remove Last Row	
General Description	Rate Period	Indirect Cost Base (\$)	Indirect Cost Rate (%)
TOTAL INDIRECT			
Narrative (as needed)			

²⁴ Please review the [Budgetary Caps Overview](#) section of this resource for additional information on the statutory budget caps, including what activities are applicable to each cap.

Indirect Section Guidance

When completing this section, applicants should keep the following guidance in mind:

- **General Description (Column A):** Indirect costs should be described in detail, including the types of indirect costs to be charged to the award.
- **Rate Period (Column B):** This column lists the rate period, or the date range during which the applicant's applicable indirect cost rate is valid (i.e., not expired). For applicants using the de minimis rate, the rate period should be the period of performance.
- **Indirect Cost Base (Column C):** This column should display the applicant's applicable indirect cost base.²⁵
- **Indirect Cost Rate (Column D):** This column should be filled with the applicant's appropriate indirect cost rate.²⁶ Please note that Indirect Cost Rate (Column D) will automatically format the value to be a percentage, so applicants should enter a whole number, not a decimal.
- **Total Indirect Costs (Column E):** This column automatically calculates the applicant's total indirect costs by multiplying the Value (Column C) by the percentage in Column D, as seen in **Figure 21**. Please see the [DE Competitive 10% Administrative Cap Primer](#) for more guidance.

Figure 21: Indirect Cost Rate Calculation

Indirect Cost Base (\$)	Indirect Cost Rate (%)	Total Indirect Costs (\$)
\$ 1,000,000.00	15%	\$ 150,000.00
		\$ -
		\$ -
		\$ -

- **Matching Contribution (Column F):** This column should be filled with the value of applicant indirect cost match, as applicable.²⁷
- **Federal Request (Column G):** This column will automatically calculate the portion of indirect costs to be covered by the federal request.
- **Total Cost (Column H):** This This column will automatically calculate the indirect cost total.

Indirect Section Considerations

Applicants should consider the following while detailing indirect costs:

- Applicants should ensure any costs in the Indirect Section are not double counted as direct costs elsewhere in the budget.
- Indirect costs subject to the administrative and/or evaluation statutory caps should be detailed in in the Total Other Narrative section (Cell A220).²⁸

²⁵ Please reference the [Indirect Cost Overview](#) section for additional information on determining the appropriate indirect cost base.

²⁶ Please reference the [Indirect Cost Rates](#) section for additional information on identifying the appropriate indirect cost rate.

²⁷ Per 2 CFR 200.306(c), Applicants may not claim "unrecovered indirect costs" as a Cost Share contribution.

²⁸ Please review the [Budgetary Caps Overview](#) section of this resource for additional information on the statutory budget caps, including what activities are applicable to each cap.

- The narrative should include the value of costs subject to the cap as well as any calculations used by the applicant to determine the values.

Matching Tab

The ‘Matching’ tab requests information on the **sources of applicant and third-party match**, as seen in **Figure 22**. This information will coincide with the match information entered into specific line items in each Year Tab (note – match in the Year Tabs captures where applicant/third-party is *going*, while match in the Matching Tab captures where applicant/third-party match is *coming from*).

Please note that **subrecipient match should not be included in this section**, as subrecipient match should only be detailed in the Contractual-Subaward section of the ‘Year’ tabs. However, Additionally, permissible contractor matching contributions should be detailed as line items in the ‘Matching’ tab.

Figure 22: Matching Tab

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			
Organizational/Source	Type	Cost Share Item/Description (Required for In-Kind Match) <small>(i.e., use of facility, equipment, etc. to conduct Project & etc.)</small>	Source Type	Value	Share Value of Total Award Cost
TOTAL MATCHING				\$	
<i>Narrative (if needed)</i>					

Match Tab Guidance

When completing this tab, applicants should keep the following guidance in mind:

- **Organizational/Source (Column A):** This column should list the name of the entity providing match.
- **Type (Column B):** This column provides a dropdown list that applicants should use to denote if the match will be provided as cash or an in-kind contribution.
- **Cost Share Item/ Description (Column C):** Applicants should use this column to provide a description of the item(s) provided as in-kind match. **This column is only required if the match detailed in that row is in-kind**; applicants can leave this blank or indicate “N/A” if the match described is cash.
- **Source Type (Column D):** This column provides a dropdown list that applicants should use to describe if the match is coming from a State, local, or other source.
- **Value (Column E):** Applicants should fill this column with the dollar value of the match provided. If the match detailed in the row is cash, the number in Column E should be the value of cash match provided. If the detailed match is in-kind, Column E should reflect the cash value of in-kind goods and/or services provided. As a reminder, this number should be precise and not rounded to the nearest dollar.
- **Share Value of Total Award Cost (Column F):** This column will automatically calculate what percentage of the applicant’s total award is matched by matching contributions.

Match Tab Considerations

Applicants should consider the following while detailing match:

- Accurate calculations in Column F are dependent on completion of each of the ‘Year’ tabs, so it is recommended that applicants complete the ‘Matching’ tab after filling in each ‘Year’ tab.

Related Outside Funding Tab

The ‘Related Outside Funding’ tab, as seen in **Figure 23**, should provide information about all other Federal, State, or other outside funding sources that the applicant **has received or applied for that fund activities or projects that are related to activities proposed in the Competitive Grant Program application**. This includes any funding that applicants may have requested or received via the State Digital Equity Capacity Grant Program (SDECGP), Tribal Broadband Connectivity Program (TBCP), and/or Broadband Equity Access and Deployment Program (BEAD). Applicants who have not applied for or received any related outside funding do not need to complete this tab.

Figure 23: Related Outside Funding Tab

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)				

Related Outside Funding Tab Guidance

When completing this tab, applicants should keep the following guidance in mind:

- **Organization/Source (Column A):** This column should list the source(s) of related outside funding.
- **Funding Description (Column B):** This column should detail the outside funding’s source, purpose, and relationship to proposed Competitive Grant Program projects and activities.
- **Source Type (Column C):** Applicants should use this column’s dropdown list of six options to indicate the type of organization that provided the related outside funding, as seen in **Figure 24**. Please note that if the Applicant feels that the ‘Other’ option is the best fit for source type, Column B should provide as detailed of a description of the source as possible.

Figure 24: Related Outside Funding Source Type Dropdown

Source Type	Rece
Federal	
State	
Local	
Private For-Profit	
Private Not-for-Profit	
Other	

- **Received/Anticipated (i.e., applied for) (Column D):** This column should be used to clarify if applicants have received the related outside funding or applied but not yet received the funding.
- **Amount (Column E):** Applicants should populate this column with the exact amount of funding either received or requested.

Related Outside Funding Tab Considerations

Applicants should consider the following while detailing related outside funding:

- Applicants should include a detailed disclosure of 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.
 - For example, any funding requests through the Digital Equity Capacity Grant Program; the Broadband Equity, Access, and Deployment Program; the Capital Projects Fund, or the Tribal Broadband Connectivity Program.

Projects Overview Tab

In the 'Projects Overview' tab (**Figure 25**), applicants should detail the budget information per project year for all Competitive Grant Program projects detailed in application materials. Please note that this tab does not assess project-specific information for the optional fifth, evaluation-focused year.

Figure 25: Projects Overview Tab

Projects Overview			
List all of the projects included in your application (i.e., the discrete activities/interventions to be implemented) below, and provide Amount to be Subgranted is the amount of funding designated for the specific project that will be subgranted for each Project Year			
Add Row	Remove Last Row		
Project Year 1			
Project Name	Total Amount Allocated	Amount to be Subgranted	Amount to be Implemented Directly
Project A			
Project B			
Project C			

Projects Overview Tab Guidance

When completing this tab, applicants should keep the following guidance in mind:

- **Project Name (Column A)** This column should name each project to be funded by the Competitive Grant Program award. Please note that project **names provided should match project names in other areas of the Consolidated Budget Form** as well as in other components of the application package.
- **Total Amount Allocated (Column D):** This column should list the total amount to be allocated to a specific project in Project Year 1.²⁹
- **Amount to be Subgranted (Column E):** Applicants should use this column to detail the amount of the project allocation in Column D that will be subgranted to subrecipients in Project Year 1. Notably, the values of any contracts attributable to the award should not be included in Column E.
- **Amount to be Implemented Directly (Column F):** This column should be populated with award amount to be administered by the applicant in support of the specific project. This value should include the value of contracts made in support of the project. Note that the values in Amount to Be Subgranted (Column) E and Amount to Be Implemented Directly (Column F) should equal the Total Amount Allocated (Column D) when added together.
- **Columns G through O:** These columns should be filled with the type of information solicited in Columns D through F (Total Amount Allocated, Amount to be Subgranted, and Amount to be Implemented Directly) for each project in each following Project Year (Project Years 2-4).
- **Total (Column P):** This column will automatically calculate the total allocation per project across all four project years.

Projects Overview Tab Considerations

Applicants should consider the following while detailing related outside funding:

²⁹ Columns B and C are purposefully hidden in the form and are not intended to be filled out by Applicants.

- Information must be completed for all applicable Project Year(s) 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.

Final Considerations

Before completing the Consolidated Budget Form, Applicants should fully read the Competitive Grant Program NOFO and other application materials available on the [Digital Equity Competitive Grant Program page on Broadband USA](#).

By submitting an application, the Applicant certifies that the information and responses in the application are material representations of fact and are true and correct. Application materials, such as the Project Plan, Projects Description Form, Consolidated Budget Form, and SF-424 should align and reflect the same information.

Once the application has been submitted, it is presumed that the application is final, and the Applicant **will no longer be able to make changes to the application in the Portal**. If an applicant needs to make changes to a submitted application before the application window closes, or if the applicant wishes to withdraw a submitted application, the applicant must contact NTIA by emailing digitalequity@NTIA.gov.