**Budget Narrative Guidance for Broadband Equity, Access, and Deployment (BEAD) Projects**

All applications must have a detailed budget narrative explaining and justifying the proposed costs as listed 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, SF-424C dollar amounts, and the total dollar amount on the SF-424.

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. Also, refer to the Notice of Funding Opportunity (NOFO) for program objectives as well as specific allowable and unallowable costs and activities.

The applicant must provide the breakdown of the proposed costs as listed below with a narrative explanation for each cost.

All proposed costs should be listed by the cost classification in connection with the SF-424C (ex. administrative and legal expenses, other architectural and engineering fees, miscellaneous, etc.), and 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.

Along with the calculations for each line item, 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 (although cash or in-kind match are not required for the initial planning phase of the BEAD program).

**Total Federal Funding for BEAD Planning 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 (although cash or in-kind match are not required for the initial planning phase of the BEAD program).

**Administrative and Legal Expenses**

Examples of administrative and legal expenses may include, depending on the specific proposed activity, costs attributable to: (i) publications, outreach, and communications support; (ii) establishing, operating, or increasing capacity of a broadband office that oversees broadband programs and broadband deployment in an eligible entity; (iii) meeting the local coordination requirements including capacity building at the local and regional levels or contracted support; and (iv) reasonable post-NOFO, pre-award expenses in an amount not to exceed $100,000 relating to the preparation of program submissions to NTIA (such as the Letter of Intent).

Sample Justification for Federally funded activities:

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| --- | --- | --- | --- |
| Activity | Total Time | Rate | Total Cost |
| Grant Management activities | 300 hours | $50 per hour | $15,000 |
| Legal Fees | 60 hours | $150 per hour | $9,000 |

**Other Architectural and Engineering Fees**

Examples of other architectural and engineering fees may include costs attributable to: (i) asset mapping across the eligible entity to catalogue broadband adoption, affordability, equity, access, and deployment activities occurring within the eligible entity; and (ii) conducting surveys of unserved, underserved, and underrepresented communities to better understand barriers to adoption.

**Miscellaneous**

Examples of miscellaneous expenses may include depending on the specific proposed activity, costs attributable to: (i) research and data collection, including initial identification of unserved locations and underserved locations; (ii) the development of a preliminary budget for pre-planning activities; (iii) publications, outreach, and communications support; (iv) providing technical assistance to potential subgrantees, including through workshops and events; (v) training for employees of the broadband program or office of the eligible entity or employees or political subdivisions of the eligible entity, and related staffing capacity or consulting or contracted support to effectuate the goals of the BEAD Program; (vi) establishing, operating, or increasing capacity of a broadband office that oversees broadband programs and broadband deployment in an eligible entity; (vii) costs associated with meeting the local coordination requirements in Section IV.C.1.c of the NOFO including capacity building at the local and regional levels or contracted support; (viii) reasonable post-NOFO, pre-award expenses in an amount not to exceed $100,000 relating to the preparation of program submissions to NTIA (such as the letter of intent); and (ix) other uses approved in advance writing by the Assistant Secretary (including in response to an eligible entity’s request) that support the goals of the Program.

Example Budget Narrative:

**Total Proposed Costs $240,00**

**Administrative and Legal Fees--$24,000**

Grant Management Activities ($15,000) – Staff time (estimated 150 hours @ $100 per hour) to complete mandatory grant management activities such as completing reports, responding to audit requirements, conducting budgetary activities, and other activities as required by the grantor. These activities are necessary to meet the reporting and compliance requirements of the grant program. This position will be Federally funded/not match funded.

Legal Fees ($9,000—36 hours @ $250 per hour) – Development of agreements and MOUs between the various organizations involved in the grant, to include sub-grantees. Also, will conduct legal reviews for all contracts.

**Other Architectural and Engineering Fees--$100,000**

Surveys ($50,000—10 surveys @ $5,000 per survey) – Each survey will include the following expenses: $1,000 in printing costs for 500 paper surveys, $1,000 in fees associated with web-hosting, and $3,000 in staff time of 40 hours @ $75 per hour. Surveys will be distributed by paper/mail and website to obtain information necessary to assess barriers to adoption in unserved and underserved areas.

Asset Mapping ($50,000--to include 10 mapping software licenses @ $1,500 per license and 350 staff hours @ $100 per hour) – Technicians will be provided software to map and identify current assets in place to identify gaps. Staff time will be spent collecting and collating the data into the mapping software as well as an analysis of the final maps to make determinations of areas of need.

**Miscellaneous ($100,000)**

Training ($10,000—consisting of 2 train the trainer courses @ $2,500 per course for 2 staff) – for the purposes of training all employees at the broadband office in program management areas necessary for the successful implementation and oversight of the BEAD program.

Technical Assistance Workshops ($90,000 to include 9 workshops @ $10,000 each. Venue costs for each workshop are $8,000, $1,000 materials for 100 participants per workshop @ $10 per participant, and $1,000 in staff time per workshop of 10 hours @ $100 per hour). The workshops will provide technical assistance to potential subgrantees regarding the requirements of the program and the application process.

**BEAD Planning Budget Narrative Template**

Applicant Name:

Applicant Type:

Proposed Period of Performance:

Total Project Costs:

Total Federal Grant Request:

Total Matching Funds (Cash):

Total Matching Funds (In-Kind):

Total Matching Funds (Cash + In-Kind):

Total Matching Funds (Cash + In-Kind) as Percentage of Total Project Costs:

**Administrative and Legal Expenses - $**

**Other Architectural and Engineering Fees - $**

**Miscellaneous - $**

Provide a narrative that includes a detailed description and justification of the estimated costs, proposed activities, and additional information as needed.

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| --- | --- | --- | --- |
| Activity | Total Time | Rate | Total Cost |
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