STATE DIGITAL EQUITY PLANNING GRANT PROGRAM

Budget Narrative Sample

*This guidance document is for informational purposes only and is intended solely to assist applicants in better understanding the National Telecommunication and Information Administration (NTIA) State Digital Equity Planning Grant Program, and the requirements set forth in the program’s Notice of Funding Opportunity (NOFO). This guidance does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, or the specific application requirements set forth in the program’s NOFO. In all cases, statutory and regulatory mandates, and the requirements set forth in the program’s NOFO, shall prevail over any inconsistencies contained in the guidance below.*

*Costs detailed below are for illustrative purposes only; actual costs will vary by location, project activity, and project needs. Costs listed below are to illustrate the appropriate level of detail to include in a budget narrative with respect to the information you have available at the time of application. If specific information (name of individual, location of meetings, etc.) is not available at the time of application, please note that in the appropriate section.*

**Sample Budget Narrative for a Project through the State Digital Equity Planning Grant Program**

Applicant Name: State of ABC

Applicant Type: State

Period of Performance: 1 Year (12 months) from Date of Award

Total Project Costs: $1,042,041.60

Total Federal Project Request: $1,042,041.60

Total Matching Funds: $0

**Total Federal Funding for Digital Equity Planning Project**: $1,042,041.60

1. **Personnel: $331,600**

Digital Equity Director ($130,000)

***Consideration for Personnel***

*Budgets for staff members can be structured a variety of ways, depending on the following factors.*

***Salaried vs. Hourly.*** *Will they receive an annual salary, or will they be compensated based on an hourly rate?*

***Fully vs. Partly Grant-Funded.*** *Will they dedicate 100% of their time to activities to support to grant-funded project, or will they spend just a portion of their time supporting the grant-funded project and the rest of their time elsewhere?*

*For example, a state could hire an employee who is partly funded by the State Digital Equity Planning Grant Program and partly funded by the BEAD.*

The digital equity director (DED) position will have a salary of $130,000 per year and be fully funded (100%) through grant funds. The position has associated fringe benefits (see Fringe). This position is currently unstaffed, and upon receiving the grant award the agency will release an open position on the state website for individuals to submit applications for this position. The position duties will include directing day-to-day project activities to manage the digital inclusion project as well as completion of final project deliverables (the Digital Equity Plan). The DED will coordinate with stakeholders, host meetings with telecom partners, conduct data analysis on digital inclusion metrics, interpret the data, and is responsible for overall program and project evaluation and success.

Project Manager ($80,000)

The project manager (PM) position will be staffed by Sam Smith at an annual salary of $80,000 and will be fully funded (100%) through grant funds. The position has associated fringe benefits (see Fringe). The PM will support the DED with data requests and managing community outreach and stakeholder activities and events.

Data Analyst ($41,600)

The data analyst (DA) position will work part time on the grant project activities over a period of one year at an hourly rate (not annual salary). At the time of application, this position has not been filled. Upon receiving the grant award, the agency will release an open position on the state website for individuals to submit applications for this position. The hourly rate is anticipated to be $40.00 per hour. Over the one-year period of performance, the DA will provide no more than 1,040 hours of support to the project, totaling $41,600. The position has no associated fringe benefits. The DA duties are anticipated to include assessing community-provided data through surveys and meetings, developing a data collection database to be used by the DED and PM, and running reports on the data from the system as requested by the DED and PM. If the duties for this position change after the grant award is made, the agency will notify NTIA of any changes in writing.

Community Outreach Coordinator ($60,000)

The community outreach coordinator (COC) position will spend 100% of the time on grant project activities over a period of one year. The anticipated salary for this position is $60,000 a year. The position will not have associated fringe benefits. This position is currently vacant. Upon receipt of the grant award, the agency will release an open position on the state website for individuals to submit applications for this position. The duties for this position will be determined after the individual is hired to align with the employee’s expertise in community outreach activities. The agency will inform NITA of the position duties once the individual has been hired to support the grant.

Grant Manager ($20,000)

One (1) grant manager (GM) position will be staffed by Jane Doe. This position has an annual salary of $80,000, however, only 25% of the time will be charging to the grant program, totaling $20,000 over the period of one year (12 months). The position has associated fringe benefits (see Fringe). GM responsibilities include completing and submitting grant reports on behalf of, or in coordination with, the PM (as allowable and appropriate); archiving grant-related documents and documentation; preparing for, and supporting, any activities related to grant monitoring, audit or compliance requests; compiling, reconciling, and managing the submission of sub-grantee reports and documents.

**B. Fringe: $38,200**

***Note on Fringe Benefits***

*A state might provide multiple fringe benefit packages for personnel for employees to choose from. If this is the case in your state and/or project, provide detail of the packages and the corresponding fringe benefit rates.*

The fringe benefit rate for State of ABC employees is assessed against salaries and wages in two packages, one of which is selected by the employee. One package includes health and dental care (20% fringe benefit rate), and the other does not include these benefits (14% fringe benefit rate). Each employee’s fringe benefit selection is noted below.

Digital Equity Director (DED): $18,200

The fringe benefit rate for the DED is 14% of the salary charges for one year, totaling $18,200 (or 14% of $130,000). Fringe benefits for this position include life insurance, long term disability, retirement, workers compensation, and agency personnel charges.

Project Manager (PM): $16,000

The fringe benefit rate for the PM position is 20% of the salary charges for one year, totaling $16,000 (or 20% of $80,000). Fringe benefits for this position include health and dental care, life insurance, long term disability, retirement, workers compensation, and agency personnel charges.

Grant Manager (GM): $4,000

The fringe benefit rate for the GM is 20% of the salary charges for one year, totaling $4,000 (or 20% of $20,000). Fringe benefits for this position include health and dental, life insurance, long term disability, retirement, workers compensation, and agency personnel charges.

**C. Travel: $42,920**

***Consideration for Travel***

*At the time of submitting the budget with the application, the state most likely will have to estimate travel costs. If that is the case in your state, clarify that the costs listed in the budget are estimates and are subject to change.*

Travel Note: All costs listed below are estimates and subject to change due to increased flight, gas, and other travel costs. Any significant variance in costs will be discussed with NTIA before expending the funds.

Local Travel: $20,928

Two employees (exact persons will vary depending on the trip) will conduct trips within the state to participate in regional stakeholder engagement meetings, conduct robust community and stakeholder outreach, collect data, meet directly with stakeholders, and complete project activities. Each employee will take six (6) trips each quarter for four (4) quarters (or 24 trips each, 48 trips total). Each trip will last a total of two days and one night. The total cost per trip is $436 which includes $200 for lodging, $112 for mileage reimbursement (200 miles at $0.58 per mile), and $120 per diem ($60 for 2 days). Entity travel policy has employees use the Federal mileage reimbursement for work trips. The Federal mileage reimbursement for 2022 is $0.58 per mile. Entity travel policy has work travel per diem at $60 per day. Per diem covers meals and incidentals for the trip such as tolls, parking fees, and other miscellaneous charges.

Local travel will be across the state to meetings, all of which are 100 miles from the applicant’s home city. The estimated hotel cost per night in each meeting location is $200.

Breakdown per trip:

1 person x 1 trip:

Lodging: $200 per night x 1 night = $200

Mileage: 200 miles x $0.58 per mile = $116

Per Diem: $60 per day x 2 days = $120

Total per trip = $436

Domestic Travel (not local): $11,440

Two (2) employees (exact persons will vary depending on the trip) will each travel to a total of four (4) meetings to meet with digital equity experts and stakeholder groups. The total number of trips is eight (8). The total cost per trip is $1,330 including $600 round trip basic airfare, $500 total lodging for two (2) nights ($250 per night for two (2) nights), $150 for car rental, and per diem at $180 ($60 per day for three days). Entity travel policy has work travel per diem at $60 per day. Per diem covers meals and incidentals for the trip such as tolls, parking fees, and other miscellaneous charges.

Travel location is to be determined. The $600 for round trip coach-class airfare is the average airfare for traveling to Washington, DC; San Diego, CA; and Dallas TX.

The average cost for lodging in Washington, DC, San Diego, and Dallas is $250 a night. If lodging varies significantly, the applicant will discuss the price variance with the grantor before making any purchases.

The two (2) employees will share a rental car. The car rental is estimated at $100 a day for three (3) days, totaling $300 for each trip ($150 per person for each trip).

1 person x 1 trip:

Airfare: $600 round trip = $600

Lodging: $200 a night x 2 = $500

Car Rental: $150 per person = $150

Per Diem: $60 a day x 3 = $180

Total = $1,430

In-State Conference Travel: $712

Two (2) employees (exact persons will vary depending on conference) will travel to two (2) two-day conferences. The conferences are to attend information sessions on broadband connections as well as to attend trainings on digital equity topics. The total number of trips is four (4). The total cost per trip is $178. Entity travel policy has work travel per diem at $60 per day. Per diem covers meals and incidentals for the trip such as tolls, parking fees, and other miscellaneous charges.

Travel location is yet to be determined but will be within 50 miles of the entity office and therefore no air travel or hotel will be needed.

1 person x 1 trip:

Mileage: 100 miles (50 miles each way) x $0.58 per mile = $58

Per Diem: $60 a day x 2 days = $120

Total = $178

Unknown Travel: $9,840

Due to the nature of the digital equity program, it is anticipated that additional travel will be required to meet the project needs and goals. As stakeholder feedback is collected, the project team will gather a better understanding of what additional trips/travel is needed in order to reach the underserved and unserved populations across the state – to which travel is currently unknown at the time of this application. As travel requirements are solidified, NTIA will be notified of the cost breakdown and other necessary information by the recipient. Estimating 12 additional trips over the period of performance.

Estimated travel: 1 person x 1 trip:

Lodging: $200 a night x 2 nights = $400

Car Rental: $100 a day for 3 days = $300

Per Diem: $60 a day for 3 days = $120

Total = $820

***Note on Equipment***

*While no equipment is necessary for this sample project, equipment might be necessary for your project. If it is, include details of equipment you plan to purchase, such as make, model, and vendor.*

**D. Equipment: $0**

No equipment will be purchased for this program.

**E. Supplies: $4,750**

Printing – generic stakeholder outreach materials: $60

Printing of materials for stakeholder outreach activities is estimated at $5 a month for 12 months, totaling $60 for one year. Materials will include fact sheets about the planning process, and information sheets on broadband. Printing is estimated at $0.10 per copy after doing a search for printing costs at FedEx/Kinko’s, Costco, and the local library. Note that specialty printing (e.g., large posters for a conference) will be included in the event contract under contractual.

Printing – Discussion Guides: $3,500

Printing of spiral-bound handbooks (Digital inclusion discussion guides) for stakeholder engagement meetings. Printing is estimated at $7.00 per book after doing a search for printing costs at FedEx/Kinko’s, Costco, and the local library. Estimated $7 per print (per handbook), and approximately 500 handbooks will be required over the course of the period of performance, totaling $3,500.

Computer: $950

One (1) 15” laptop computer for the project manager to carry out grant project activities. An average price for a laptop, based on an online search (Best Buy, Amazon, Staples) is $950 (tax included). At the time of application, the specific brand of laptop is unknown due to ongoing supply chain issues. The laptop will be used by the project manager to carry out all project management activities, including creating and submitting final deliverables. A laptop is requested as the agency only provides desktop computers. Due to the traveling requirements of the project manager to complete the grant activities, a laptop will allow for working while at stakeholder and outreach events. The laptop will also be used to do presentations and take notes while at events outside the entity office. The laptop comes fully loaded with necessary software, malware protection, and project management functions (e.g., Microsoft Project, Excel, etc.). The laptop will be stored in a locked cabinet in the main office and tagged with a barcode for inventory management.

Office Supplies: $240

General office supplies for the personnel staff listed in this application to use to support grant activities and reporting requirements. Items include pens, paper, staples, sticky notes, etc. Estimated average $20 a month for 12 months, totaling $240.

**F. Contractual: Total Amount $ 200,000**

Management Consulting Firm ($200,000)

A management consulting firm will develop an overarching strategy for collecting data from sub-recipients, how to store the data for records retention requirements, and for a high-level strategic plan for addressing the requirements for the digital equity plan. The consulting firm will deliver the strategic plans to the project manager but will not review the actual program data or design stakeholder level project activities. All final products will be owned by the entity, not the consulting firm. The management consulting firm has not been selected at the time of this application. A request for proposals (RFP) will be posted to the State procurement website after the entity receives the award, and the state will run a competitive review process in line with agency procurement policies to award the grant. The procurement process is to obtain a minimum of three (3) quotes for the work. Then a panel of program and administrative staff (at least three [3] persons) will review the quotes and provide feedback on the project timeline, budget, and organizational capability of the organization to meet the needs listed in the RFP. The panel will summarize their findings and submit to the chief procurement officer for final review and selection. A copy of the procurement policy can be found on the agency website at agencyprocurementwebsite.com. The anticipated award amount is $200,000 and will be inclusive of staff, travel, supplies, and all other costs necessary to meet the goals of the contract. The anticipated contract will be sent to NTIA prior to execution to ensure it is allowable, allocable, and reasonable to meet the program goals.

**G. Construction: Total Amount $0**

Construction is not allowable as part of a digital equity planning project.

**H. Other: $380,195.60**

***Notes on Subawards***

*Any sub-awards granted by the Administering Entity through the State Digital Equity Planning Grant Program must be included in the “Other” category of the budget. The associated costs of the sub-award must be broken down into the standard cost categories (i.e., Personnel, Fringe, Travel, Equipment, Supplies, Contractual) within the sub-award item, as shown by the Veterans of ABC example.*

Digital Inclusion Asset Mapping Sub-Award ($125,000)

The State of ABC will sub-award $125,000 to an eligible sub-recipient to support the state in conducting digital inclusion asset mapping through practitioner surveys, meetings, and outreach across the state. $125,000 was selected as the estimated amount based on past mapping awards made by the state. The sub-recipient will provide a report on existing digital inclusion programming and expertise. The sub-recipient for this work has not been selected at the time of application. However, the state will post an RFP for the work. The State of ABC will submit to NTIA the selected entity and related budget prior to awarding the sub-award.

Veterans of ABC ($96,570)

The State of ABC has the largest number of underserved veterans in the country. Therefore, the entity will subgrant $96,570 to Veterans of ABC to conduct outreach, research, and data collection on the following areas as it relates to veterans in the state of ABC: availability, affordability, and access to wireless broadband services; the online accessibility and inclusivity of public resources and services; digital literacy; awareness of, and the use of, measures to secure the online privacy of, and cybersecurity with respect to an individual; and the availability and affordability of consumer devices and technical support for those devices. Veterans of ABC will send a report of all findings to the project manager in the form of a final report. The budget items for this sub-grant are as follows:

Personnel: $95,000

Veterans of ABC director of services, hourly rate of $25 for 2000 hours = $50,000

Support Staff, two individuals with hourly rate of $15 for 3000 hours (combined) = $45,000

Local travel: $870

Estimated travel to and from 30 meetings, average distance 25 miles each direction (50 miles total) at a rate of $0.58 per mile (30 x 50 x 0.58) = $870

Supplies: $700

iPads – two iPad to collect data and conduct surveys in the field. Each iPad is $350 with tax, total $700

Lived Experts ($8,625.60)

Six (6) lived experience experts will be paid for time on digital equity panels during stakeholder events, core planning team meetings, and regional public listening sessions. Volunteers will be paid the national volunteer rate $29.95 per hour and each session/meeting is estimated to be two hours. It is estimated that each individual (6) will attend 2 meetings a month for 12 months totaling 144 meetings.

Stakeholder Engagement and Event Management Firm ($150,000)

A stakeholder and event management non-profit will provide logistical support for four (4) regional stakeholder events and 10 regional public community listening sessions. The estimated price ($150,000) was based off of similar work for prior state programs. The non-profit entity will provide facilitation and logistical event support for all events. Facilitation support includes preparing and providing engaging activities to solicit input from stakeholders. Event management support includes obtaining event space, AV equipment, and other facility items (tables, chairs, etc.). Other activities include setting up a method for sending out invitations to the event, tracking RSVPs, and managing the welcome desk at the beginning of the events/meetings. The non-profit entity has not been selected at the time of application. The State of ABC will submit to NTIA the selected entity and related budget prior to awarding the sub-award.

**I. Indirect Costs: $44,376**

Indirect Costs: $44,376

The entity has a negotiated indirect cost rate agreement (NICRA) issued by the Department of Agriculture at a rate of 12%, applicable to all direct salaries and wages including all fringe benefits. The current indirect cost rate agreement is valid through October 2023. The indirect cost rate agreement is attached to the application.

Total direct costs: $997,665.60