



Applicant Name:

OMB Control No.
Expiration Date:

Instructions and Summary

Please read the instructions on each worksheet tab before starting. If you have any questions, please ask your DOC contact. Do not modify this template or any cells or formulas.

1. First fill out the blank white cells in workbook tabs a. through j. Enter the project costs identified for each Category line item within each worksheet tab to auto-populate column B of this summary tab.
2. Blue colored cells contain instructions, headers, or summary calculations and should not be modified. Only blank white cells should be populated.
3. All costs incurred by the eligible entity's sub-recipients and contractors, should be entered only in workbook tab. e. Contractual & Subaward. All other workbook tabs are for the costs of the eligible entity only.
4. Ensure all entered costs are allowable, allocable, and reasonable in accordance with the administrative requirements prescribed in 2 CFR 200. Only include costs that can be directly attributed to the project. Do not include costs that will be incurred for any other Federal financial assistance award.
 - **Allowable** refers to costs that may be charged to a grant in accordance with the cost principles prescribed in 2 CFR 200.403.
 - **Allocable** refers to costs that can be directly charged to the grant award based on the benefit provided. See 2 CFR 200.405.
 - **Reasonable** refers to actions a prudent business person would employ and are necessary to the execution of the award. See 2 CFR 200.404.
5. Add rows as needed throughout tabs a. through i. If rows are added, formulas/calculations may need to be adjusted by the preparer. Do not add rows to the **Instructions and Summary** tab or tab j **Program Income**.

SUMMARY OF BUDGET CATEGORY COSTS PROPOSED
The values in this summary table are from entries made in subsequent tabs, only blank white cells require data entry

Category	Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Comments (as needed)
a. Total Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
b. Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
c. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
d. Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
e. Contractual/Subawards	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
f. Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
g. Other Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
h. Total Indirect Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Project Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
i. Cost Sharing/Matching \$ (As applicable)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
i. Cost Sharing/Matching % (As applicable)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Total Federal Request	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Additional Explanation (as needed):

b. Travel

INSTRUCTIONS - PLEASE READ

1. Identify International and Domestic Travel as separate items. Examples of Purpose of Travel include subrecipient site visits, DOC meetings, project management, meetings, etc. Examples of Basis for Estimating Costs include past trips, travel quotes, GSA rates, etc.
2. All listed travel must be necessary for performance of the project.
3. Only travel that is directly associated with this award should be included as a direct travel cost to the award.
4. Federal travel regulations are contained within the applicable cost principles for all entity types.
5. Travel costs should remain consistent with travel costs incurred by an organization during normal business operations as a result of the organizations written travel policy. In absence of a written travel policy, organizations must follow the regulations prescribed by the General Services Administration (GSA).
6. Columns B-J are per trip. If a trip will be made more than once, the total cost for all like trips should be accounted for in the yearly breakdown.
7. The number of days is inclusive of day of departure and day of return.
8. Funds requested in the travel category should be only for project staff. Travel for consultants/contractors should be shown in the "Contract" cost category along with consultant/contractor fees. Because these costs are associated with contract-related work, they must be under the "Contract" cost category.

Purpose of Travel/Justification of Need	Type	No. of Days	No. of Travelers	Lodging per Traveler/per night	Flight per Traveler	Vehicle per Traveler	Per Diem Per Traveler	Total Mileage	Total Miscellaneous	Cost per Trip	Year 1 Travel	Year 2 Travel	Year 3 Travel	Year 4 Travel	Year 5 Travel	Total Cost	Basis for Estimating Costs
Example: MNOs Conference: Funds are requested to attend the Mobile Network Operators' Conference expected to be held for four days total (including travel) in Washington, DC. The purpose of this travel is to participate in the MNO Conference to share best practices for T&E Events and discuss emerging telecommunications policy issues. Miscellaneous costs include taxi/ride-share of \$35 per person per day of travel.	Domestic	4	2	\$200.00	\$300.00	\$0.00	\$80.00	\$0.00	\$280.00	\$2,240.00	\$0.00	\$2,240.00	\$0.00	\$0.00	\$0.00	\$2,240.00	Current GSA rates
										\$0.00						\$0.00	
										\$0.00						\$0.00	
										\$0.00						\$0.00	
										\$0.00						\$0.00	
										\$0.00						\$0.00	
											\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Additional Explanation (as needed):

f. Construction (As applicable)

INSTRUCTIONS - PLEASE READ

1. **Confirm** in the applicable NOFO if construction costs are allowable

2. Construction for the purpose of budgeting, is defined as the construction of new buildings, completion of shell space in existing buildings, renovation or rehabilitation of existing buildings, and construction or development of real property infrastructure improvements (e.g., site preparation, utilities, streets, curbs, sidewalks, parking lots, other streetscaping improvements, etc.).

General Description of Construction Activity	Year 1 Construction	Year 2 Construction	Year 3 Construction	Year 4 Construction	Year 5 Construction	Total Cost	Basis of Cost	Justification of need
Example: Installation for new buried fiber	\$375,000.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$625,000.00	Installation costs estimated at \$25,000 per route mile and includes trenching, labor, materials to bury 25 miles of new fiber.	Trenching costs required to install underground fiber along planned route
						\$0.00		
						\$0.00		
						\$0.00		
						\$0.00		
						\$0.00		
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Additional Explanation (as needed):

h. Indirect Costs

INSTRUCTIONS - PLEASE READ

1. Indirect (facilities & administrative (F&A)) costs means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.
2. Indirect costs may be charged to the award as per their Indirect Cost Agreement with a cognizant Federal audit agency. Applicants that do not have a current negotiated (including provisional) indirect cost rate except for those non-Federal entities described in Appendix VII, paragraph D.1.b. of 2 CFR 200 may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 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 \$25,000.
3. By their nature, indirect costs are those recipient costs that are not directly associated with the recipient's execution of its grant-funded project, but that are necessary to the operation of the organization and the performance of its programs. An applicant should describe the types of indirect costs that it will charge to the grant. A grant recipient can never double-charge a cost as both a direct and an indirect administrative cost.
4. The rates and how they are applied should not be averaged to get one indirect cost percentage. Complex calculations or rates that do not correspond to the below categories should be described/provided in the Additional Explanation section below. If questions exist, consult with your DOC contact before filling out this section.
5. The indirect rate should be applied to both the Federal Share and Recipient Cost Share.
6. **NOTE:** A Recipient who elects to employ the 10% de minimis Indirect Cost rate **cannot claim resulting costs as a Cost Share contribution, nor can the Recipient claim "unrecovered indirect costs" as a Cost Share contribution.** Neither of these costs can be reflected as actual indirect cost rates realized by the organization, and therefore are not verifiable in the Recipient records as required by Federal Regulation (§200.306(b)(1)).

Rate Period	Indirect Cost Rate	Year 1 Indirect Cost Base	Year 2 Indirect Cost Base	Year 3 Indirect Cost Base	Year 4 Indirect Cost Base	Year 5 Indirect Cost Base	Year 1 Indirect Costs	Year 2 Indirect Costs	Year 3 Indirect Costs	Year 4 Indirect Costs	Year 5 Indirect Costs	Total Cost	Explanation of Indirect Cost Base	
01/01/2022 - 12/31/2025	10.00%	\$320,000.00	\$220,000.00	\$205,000.00	\$210,200.00	\$200,090.00	\$32,000.00	\$22,000.00	\$20,500.00	\$21,020.00	\$20,009.00	\$115,529.00	The Eligible Entity does not have a Federally approved indirect costs rate and elects to charge a de minimis rate of 10 percent of modified total direct costs (MTDC). Indirect Cost Base of the MTDC is based on the following Tabs: Personnel (\$552,000); Travel (\$12,190); Supplies (\$8,900); Other (\$32,200); First \$25,000 of each subaward (2 Subawards totaling \$50,000 and \$500,000 contracts)	
							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Additional Explanation (as needed):

i. Cost Sharing/Matching (As applicable)

INSTRUCTIONS - PLEASE READ

1. A detailed presentation of the cash or cash value of all cost share/matching proposed by the applicant must be provided in the table below. Identify the source organization & amount of each cost share item proposed in the award. *Any cost share/matching provided by a subrecipient should be entered in tab e. Contractual-Subawards.*
2. **Cash** - Funds from other Federal programs may not be used as matching funds.
3. **In Kind** - Contributions, which may include third-party in-kind contributions, are non-cash donations of property, goods or services, which benefit a federally assisted project, and which may count toward satisfying the non-federal matching requirement of a project's total budgeted costs when such contributions meet certain criteria. NTIA encourages applicants to thoroughly consider potential sources of in-kind contributions that, depending on the particular property or service and the applicable federal cost principles, could include employee or volunteer services; equipment; supplies; indirect costs; computer hardware and software; and use of facilities.
4. All matching must be necessary to the performance of the project. If questions exist, consult your NTIA contact before filling out In Kind cost share in this section.
5. Program Income – Only if used as Cost Share. See Tab j for additional instructions.
6. A Recipient **cannot claim "unrecovered indirect costs"** as a Cost Share contribution, **without prior approval.**

Category	Cost Share Item/Description	Total Cost	Cost Share Type	Year 1 Cost Share	Year 2 Cost Share	Year 3 Cost Share	Year 4 Cost Share	Year 5 Cost Share	Total Cost Share / Match	Match Percentage	Notes / Comments
Example: Equipment	Six servers will be requested to run vRAN function testing. The applicant will provide a cash match of \$10,000 to offset some of the requested cost	\$60,000.00	Cash	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	16.67%	
									\$0.00	#DIV/0!	
									\$0.00	#DIV/0!	
									\$0.00	#DIV/0!	
									\$0.00	#DIV/0!	
									\$0.00	#DIV/0!	
									\$0.00	#DIV/0!	
									\$0.00	#DIV/0!	
									\$0.00	#DIV/0!	
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Additional Explanation (as needed):

j. Program Income(As applicable)

INSTRUCTIONS - PLEASE READ

1. Program Income: Any gross income earned by the applicant that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance is considered program income. This includes registration fees for events or for services provided. The applicant should provide projected amounts of program income it anticipates generating through the life of the award, what activity will generate the program income, and how the applicant plans to use the additive or cost-sharing/matching method for this income as outlined in 2 CFR § 200.307.

2. Per the Federal-wide Research Terms and Conditions as adopted by the Department of Commerce, research projects must use the additive method of 2 CFR 200.307(e)(2) to dispose of program income

Question	Response
1. Does the recipient anticipate earning Program Income as a result of this grant program? If the answer is yes, please answer question 2.	
2. How does the recipient elect to use any earned Program Income? Please refer to 2 CFR 200.307 for the definition of each approach.	
Additional Explanation (as needed):	

Program Income Item/Description	Year 1 Program Income	Year 2 Program Income	Year 3 Program Income	Year 4 Program Income	Year 5 Program Income	Total Program Income	Notes/Comments
Example: Program Income from participant registration fees	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Additional Explanation (as needed):