Connecting Minority Communities Pilot Program

October 21, 2021

Questions

- Type questions in the Q&A box on the right-hand side of the screen. Questions and answers will be available on the FAQ section of our website.

- [Overview of Consolidated Appropriations Act, 2021 | BroadbandUSA (doc.gov)](#)

Presentation

- The presentation along with a transcript and recording will be available on the BroadbandUSA website under Events/Past Events **on or before October 27, 2021**.

- [BroadbandUSA Past Events](#)

This presentation is for informational purposes only and is intended solely to assist potential applicants in better understanding the CMC Pilot Program and the application requirements set forth in the Notice of Funding Opportunity (NOFO) for this program. The presentation 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 Final Rule or NOFO. In all cases, statutory and regulatory mandates, and the requirements set forth in the NOFO, shall prevail over any inconsistencies contained in the presentation.

Speakers

Presenters:

- Scott Woods, Senior Broadband Program Specialist & CMC Pilot Program Team Lead, NTIA
- Pandora Beasley-Timpson, Management & Program Analyst, NTIA
- Janice Wilkins, Broadband Program Specialist, NTIA
- Francine Alkisswani, Telecommunications Policy Analyst, NTIA

Moderator:

- Cameron Lewis, Broadband Program Specialist, NTIA

Agenda

Introduction & Overview	Scott Woods
Preparing a Detailed Budget & Budget Narrative	Pandora Beasley-Timpson, Janice Wilkins
Developing a Results Framework & Human Subjects Protection	Francine Alkisswani
Questions & Answers	All

Pandora Beasley-Timpson

Management & Program Analyst

Janice Wilkins

Broadband Program Specialist

Preparing a Detailed Budget & Budget Narrative

Preparing Your Budget

BUDGET CLARITY AND COST EFFECTIVENESS ARE ESSENTIAL
The **BUDGET** is a description of the resources the applicant proposes to use to complete the project in the time period that the applicant specifies.
The **BUDGET** should include the cost of all items needed to complete the project.
The administrative requirements, cost principles, and Audit requirements listed in 2 C.F.R. Part 200 will be incorporated in each award.

IF COST SHARING OR MATCHING FUNDS ARE INCLUDED IN THE BUDGET, THE APPLICANT MUST:
Identify the non-federal source (e.g., state funding).
Distinguish the non-federal and federal portions of the budget in the **Detailed Project Budget and Budget Narrative**.
Information regarding cost sharing or matching funds is available in 2 C.F.R. § 200.306.

Important Notes

Each grant application MUST contain a detailed project budget and budget narrative.*

The Detailed Project Budget MUST:

- Be spreadsheet-formatted to fit letter-sized paper (8.5" x 11")

- Match SF-424A cost categories (personnel, fringe benefits, supplies, contractual, etc.)

- Include itemized calculations for each cost placed under the cost categories

- Reflect same amounts as the SF-424 and SF-424A

The Budget Narrative MUST:

- Be a Word document

- Match SF-424A cost categories (personnel, fringe benefits, supplies, contractual, etc.)

- Explain necessity and basis for all costs

- Reflect only allowable costs that are consistent with the project scope

- Reflect same amounts as the SF-424 and SF-424A

*The same process <u>MUST</u> be used for each Subaward/Subrecipient.

Note: If an applicant has updated their SAM.gov entity registration since February 2, 2019 to include the certifications and representations, then the SF-424B is not required.

Detailed Project Budget

What is the purpose of a Detailed Project Budget?

- It is a tool used to estimate the total cost of a project.

- It includes a detailed estimate of all costs that are likely to be incurred before the project is completed.

- Cost items should be presented in an Excel format.

Detailed Project Budget: Example

Detailed Budget Spreadsheet

Category	Detailed Description of Budget (for full grant period)			Year 1		Year 2		Total Breakdown of Costs		Total Project Costs
a. Personnel	Quantity	Unit Cost	Total Cost	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	
Program Manager: The program manager will spend 75% of their time . Grant Activities for 2 years. The annual salary is $100,000.	2	$75,000	$150,000	$ 56,250		$ 93,750		$ 150,000	$ -	$ 150,000
Grant Manager. The project manager will spend 75% of their time. grant activities for 2 years. The annual salary is $80,000.	2	$60,000	$120,000	$ 45,000		$ 75,000		$ 120,000	$ -	$ 120,000
Program Specialist: This position will spend 25% of their time. Grant activities. The annual salary is $60,000.	2	$15,000	$30,000	$ 11,250		$ 18,750		$ 30,000	$ -	$ 30,000
Total Personnel			**$300,000**	**$ 112,500**	**$ -**	**$ 187,500**	**$ -**	**$ 300,000**	**$ -**	**$ 300,000**
b. Fringe	Quantity	Unit Cost	Total Cost	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	
Program Manager: Fringe is calculated at 30% of salary, for the portion of time spent on activities.	30%	$ 150,000	$ 45,000		$ 16,875		$ 28,125	$ -	$ 45,000	$ 45,000
Grant Manager: Fringe is calculated at 30% of salary, for the portion of time spent on activities.	30%	$ 120,000	$ 36,000		$ 13,500		$ 22,500	$ -	$ 36,000	$ 36,000
Communications Specialist: Fringe is calculated at 30% of salary, for the portion of time spent on activities.	30%	$ 30,000	$ 9,000		$ 3,375		$ 5,625	$ -	$ 9,000	$ 9,000

The Budget Narrative

What is the purpose of a Budget Narrative?

The **budget narrative** serves two purposes:

1. It explains how the costs were estimated
2. It should justify how the budget items are necessary to:
    - Implement project goals and objectives, and
    - Accomplish the proposed outcomes.

The budget narrative supplements the brief information provided in the Budget Request (SF-424 & SF-424A)

Budget Narrative: Example

Detailed Budget

TOTALS

	Total Award	Increment 1	Increment 2 NTE
Federal:	*$700,000*	*$250,000*	*$450,000*
Non-Federal:	*$175,000*	*$62,500*	*$112,500*
Total:	*$875,000*	*$312,500*	*$562,500*

Personnel: Total Amount $300,000

	Increment 1	Increment 2 NTE
Federal:	*$112,500*	*$187,500*
Non-Federal:	*$0*	*$0*
Increment Total:	*$112,500*	*$187,500*

See the Detailed Budget Spreadsheet for calculations

- Program Manager (**Federal $150,000, Non-Federal $0**):
  Oversight of the entire broadband program within the state. Reports directly to the Single Point of Contact (SPOC) and manages the project team and the overall effort. Serves as the State representative for the program and keeps executives within the State informed on the program. The program manager will spend 75% of their time on SLIGP 2.0 Grant Activities for 2 years. The annual salary is $100,000.
- Grant Manager (**Federal $120,000, Non-Federal $0**):
  This person will provide oversite of the grant program, including assuring completion of progress reports, managing the project's budget and financial reporting, and ensuring grant compliance. The grant manager will spend 75% of their time on SLIGP 2.0 grant activities for 2 years. The annual salary is $80,000.
- Communications Specialist (**Federal $30,000, Non-Federal $0**):
  This person is responsible for coordination with stakeholders, contractors, Native American nations and the public. This position will spend 25% of their time on SLIGP 2.0 grant activities. The annual salary is $60,000.

Fringe: Total Amount $90,000

Budget Narrative: Reminders

1. Present the **budget narrative** in a format that allows a reader to easily assess the costs in relation to the budget.

2. For instance, if the required budget uses headers such as "salaries, fringe benefits, and travel, etc.," be certain to use the same headers in the budget narrative.

3. This will allow readers to quickly skim the budget and the budget narrative to find specific items of cost.

All proposed projects and activities to be funded by the grant funds must be reasonable and the allocation of funds must be sufficient to complete the tasks outlined in the project narrative.

Application Completion Reminders

1. Completing a grant application can take weeks.

2. The application package can be downloaded from **Grants.gov** in the form of a **PDF**, and progress can be saved as form fields are filled in.

3. These form fields require everything from basic organization information to explanations of proposed work and financial data.

4. When an application package has been completed per opportunity instructions and checked for errors, it must be **submitted through Grants.gov**.

Resources

How to Prepare a Budget Narrative:
- https://www.uvu.edu/osp/docs/how-to-prepare-a-budget-justification.pdf

Sample Budget Narrative:
- http://www.gnof.org/wp-content/uploads/2015/06/Budget-Narrative-Sample.pdf
- https://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/Budget%20Narrative_Justification%20Example.pdf

Helpful Guidance to Prepare a Budget:
- https://www.nfwf.org/sites/default/files/whatwedo/grants/applicants/Documents/budget-narrative-guide.pdf
- https://ntia.gov/sligp2/program-information
- https://ntia.gov/files/ntia/publications/sligp_2.0_budget_mod_guidance_11-7-16_final.pdf

CMC Data Collection & Evaluation

The project narrative should include a Project Results and Evaluation section to include:

1. A description of your project's intended results and how you plan to evaluate the benefits of your project;

2. A description of performance measures that will be used to evaluate the project's success and the benefits delivered to project beneficiaries; and

3. Proposed metrics, data planned for collection and other evaluation methodologies (*e.g.*, case studies, focus groups, surveys).

What is Evaluation?

- It is the systematic analysis of data and information related to your work.
- It is a tool for effective program planning, implementation, and ongoing management.
- It is a means of monitoring the implementation:
  - Allows for mid-course corrections, and
  - Provides evidence regarding program implementation, operations and effectiveness of achieving project goals.

What is an Evaluation Plan?

This is a narrative description of how and why a program is expected to work. The components are:

- Context of the problem or statement of desired change;

- Goals/results needed to achieve the desired change; and

- Project interventions to drive change.

An Evaluation Plan is a Results Framework
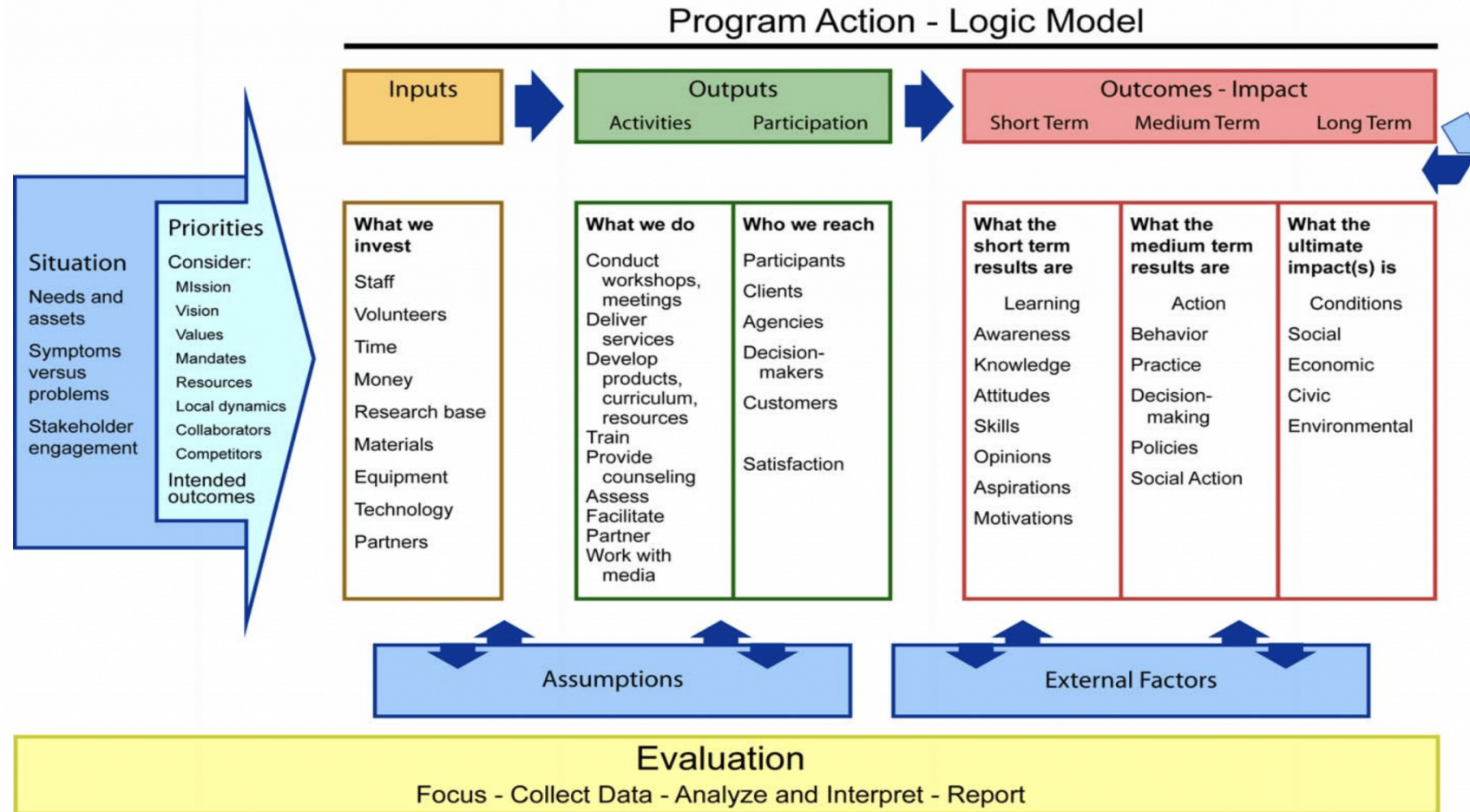
In creating your framework, remember to answer these questions:

- Problem statement: What is the challenge that the project is designed to address?
- What does your project seek to accomplish?
- What are the project objectives?
- What are the drivers of change to further project goals?
- What is the project doing to achieve each objective?
- How will success be measured?

PROGRAM DEVELOPMENT
Planning – Implementation – Evaluation

Program Action - Logic Model

Situation

Needs and assets

Symptoms versus problems

Stakeholder engagement

Priorities

Consider:
- Mission
- Vision
- Values
- Mandates
- Resources
- Local dynamics
- Collaborators
- Competitors

Intended outcomes

Inputs

What we invest
- Staff
- Volunteers
- Time
- Money
- Research base
- Materials
- Equipment
- Technology
- Partners

Outputs

Activities — *Participation*

What we do
- Conduct workshops, meetings
- Deliver services
- Develop products, curriculum, resources
- Train
- Provide counseling
- Assess
- Facilitate
- Partner
- Work with media

Who we reach
- Participants
- Clients
- Agencies
- Decision-makers
- Customers
- Satisfaction

Outcomes - Impact

Short Term — *Medium Term* — *Long Term*

What the short term results are
- Learning
- Awareness
- Knowledge
- Attitudes
- Skills
- Opinions
- Aspirations
- Motivations

What the medium term results are
- Action
- Behavior
- Practice
- Decision-making
- Policies
- Social Action

What the ultimate impact(s) is
- Conditions
- Social
- Economic
- Civic
- Environmental

Assumptions

External Factors

Evaluation
Focus - Collect Data - Analyze and Interpret - Report

What is Evaluation?

In summary, evaluation is a tool for near real-time feedback for continuous program improvement.

Human Subjects Protection

Key Question

Where does your evaluation plan fall within the Human Subjects Protection Framework?

DOC Human Subject Research Requirements

1. <u>All CMC grant recipients </u>must comply with Department of Commerce regulations relating to the protection of human subjects for all research conducted or supported with grant funds.

2. NTIA is required to make a determination of whether or not a project evaluation plan meets the definition of human subject research.

3. No work involving human subjects may be undertaken, conducted, or costs incurred and/or charged for human subjects research, until the appropriate documentation is approved in writing by the Grants Officer.

Human Subject Research - Additional Information

- The Department's regulations related to the protection of human subjects are found at 15 C.F.R. Part 27.

- CMC Guidance and further explanations of this requirement will be posted to the NTIA website.

Q & A

Join us again for the CMC Grants Open Office Hours!

November 2021 – Exact Date TBD

Webinars start at 2:30 pm ET

Registration is required for each webinar and is limited to 1,000

[BroadbandUSA Latest Events](#)

Thank you!

Link to CMC Webpage:

[Connecting Minority Communities Pilot Program | BroadbandUSA (doc.gov)](#)

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CMC Anchor Community Eligibility Dashboard:
https://broadbandusa.ntia.gov/cmcdashboard

Indicators of Broadband Need Map:

[Indicators of Broadband Need (arcgis.com)](#)