
INTERNET FOR ALL

NTIA Grants Portal Application Guidance

State Digital Equity Capacity Grant Program: Native Entities (2024)



U.S. Department of Commerce

National Telecommunications and Information Administration

Disclaimer: This document is intended solely to assist applicants in better understanding the State Digital Equity Capacity Grant Program: Native Entities (2024) 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

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1 Purpose

This document was created to support applicants in applying for the *State Digital Equity Capacity Grant Program: Native Entities (2024)*. To avoid confusion with the State Digital Equity Grant Program where the eligible applicants are States (including D.C. and Puerto Rico) & U.S. Territories, this document refers to the program as the Native Entity Digital Equity Capacity Grant Program (“NE Capacity & Planning Grant Program”). While applications for this grant can be submitted via other means (email, mail, or courier) per the State Digital Equity Capacity Grant Program Notice of Funding Opportunity (NOFO) Section III.C.8, applicants are **strongly encouraged** to submit via the National Telecommunications and Information Administration (NTIA) Grants Portal (NGP). This document is intended solely to assist applicants in better understanding the NE Capacity & Planning Grant Program made available through the NOFO and the requirements set forth in the NOFO for this program. Per the NOFO Section III.B, eligible entities for this grant are Indian Tribes, Alaska Native entities, & Native Hawaiian organizations, herein referred to as “Native Entities.”

2 Application Guidance Overview

This document provides step-by-step instructions to familiarize applicants with each component of the NE Capacity & Planning Grant Program application, in addition to information on NGP (<https://grants.ntia.gov/>). This document is structured in three sections, as seen in Figure 1: Application Guidance Document Structure.

Figure 1: Application Guidance Document Structure



Program Guidance

This section highlights **application provisions**, **eligible entities**, key **submission dates**, and **final considerations** for a successful application.



NE Capacity & Planning Grant Program

Applicants will find detailed, step-by-step instructions on how to **properly fill out their application for the Native Entity Capacity & Planning Grant Program** along with instructions on **how to submit each item through the NTIA Grants Portal**.



Appendices

There are four appendices in this document:

- Appendix A reviews **key terms and definitions**.
- Appendix B outlines **how to access and register for the NTIA Grants Portal**.
- Appendix C outlines **how to navigate the NTIA Grants Portal**. Applicants will be shown an **Application Workspace**, which highlights all the sections of the overall application request needed to successfully apply.
- Appendix D outlines **how to check your SAM.gov for UEI and expiration date**.

There are multiple forms required to complete the application. Application requirements can be found in the NOFO Section III.C.2 and are hyperlinked in Section 4.1.2 Document Repository for Download of this document.

Note: The guidance is intended for applicants submitting through NGP (recommended). An additional NE Offline Application Guidance document is available for guidance on submitting through the offline process (email, mail, or courier).

3 Program Guidance

3.1 Before You Get Started

Before preparing and submitting an application, applicants are encouraged to read the statutory authority (47 U.S.C. 1723, part of the Digital Equity Act of 2021 (“Digital Equity Act”)), the State Digital Equity Capacity Grant Program NOFO focusing on Section III available at: <https://www.ntia.gov/federal-register-notice/2024/notice-funding-opportunity-state-digital-equity-capacity-grant-program>, this NTIA Grants Portal Application Guidance, and the Digital Equity (DE) Program page on www.InternetForAll.gov with particular attention the application resources, webinars, and other technical assistance materials.

By carefully reviewing these materials, applicants will help ensure that their application is complete and satisfies the requirements of the program.

Please note that all applicants are required to be active and registered in www.SAM.gov and have a Unique Entity Identifier (UEI) number at the time of application and for the duration of the NE Capacity & Planning Grant Program. For more information on how to register for SAM.gov, applicants may reference [NTIA’s SAM.gov Applicant Guidance](#). To find the NE Capacity & Planning Grant Program on SAM.gov, applicants should reference the following funding opportunity title and CFDA number listed on the NOFO:

Registering with System Award Management

To register or check your SAM.gov registration, go to www.SAM.gov and complete the online SAM registration process to obtain a UEI (SAM) or verify if your organization already has one. Note that a new SAM.gov registration or renewal of an expired SAM.gov registration can take two weeks or more to process after being submitted on SAM.gov.

Catalog of Federal Domestic Assistance Number and Funding Opportunity Title

The Catalog of Federal Domestic Assistance (CFDA) number for the NE Capacity & Planning Grant Program is **11.032** and the title is **State Digital Equity Capacity Grant Program**

3.2 Standard Terms and Conditions for Department of Commerce Grants

All recipients are required to comply with all applicable provisions set forth in the following:

- **Uniform Administrative Requirements, Cost Principles and Audit Requirements:** Through 2 C.F.R. § 1327.101, the Department of Commerce adopted Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, which apply to awards in this Program. Refer to <http://go.usa.gov/SBYh> and [2 C.F.R. Part 200](#).
- **Department of Commerce Financial Assistance Standard Terms and Conditions:** The Department of Commerce will apply to each award in this Program, the Financial Assistance Standard Terms and Conditions in effect on the date of award. The current version, dated October 1, 2024, is accessible at [Department of Commerce Financial Assistance Standard Terms and Conditions](#).
- **Pre-Award Notification Requirements:** The Department of Commerce will apply the Pre-Award Notification Requirements for Grants and Cooperative Agreements dated December 30, 2014 (79 FR 78390), accessible at <http://go.usa.gov/hKkR>.

3.3 Native Entity Capacity & Planning Grant Program Eligible Entities

To apply, Indian Tribes, Alaska Native entities, and Native Hawaiian organizations must appear on one of the following lists prior to the closing of the application window:

Any eligible entity that intends to apply is referred to as an “applicant” in this document. **Note that this application guidance is for Native Entities (Indian Tribes, Alaska Native entities, and Native Hawaiian organizations).**

- U.S. Department of the Interior, Bureau of Indian Affairs, Indian Entities Recognized by and Eligible to Receive Services From the United States Bureau of Indian Affairs, 88 Fed. Reg. 2112 (Jan. 12, 2023), available at: <https://www.federalregister.gov/documents/2023/01/12/2023-00504/indian-entities-recognized-by-and-eligible-to-receive-services-from-the-united-states-bureau-of->
- Alaska Department of Natural Resources, Division of Mining, Land and Water, Index of Regional Native Corporations, available at: <https://dnr.alaska.gov/mlw/paad/17b-easements/search> ;
- U.S. Department of the Interior, Office of Native Hawaiian Relations, Native Hawaiian Organization Notification List, available at: <https://www.doi.gov/hawaiian/nhol> ;
- U.S. Department of the Interior, Office of Native Hawaiian Relations, Homestead & Beneficiary Associations List, available at: <https://www.doi.gov/hawaiian/homestead-beneficiary-associations>; and
- The Department of Hawaiian Home Lands.

3.3.1 Non-profit Corporation

Additionally, a Native Entity on one of the lists identified above may appoint a non-profit corporation authorized by the governing body of the Native Entity to administer Capacity and Planning Grant Funds on behalf of the eligible Native Entity. If a Native Entity intends to utilize an authorized non-profit organization for this purpose, the Native Entity should identify the organization in its application and discuss the role and activities of such organization.

A non-profit corporation that is not a Native Entity **cannot** be the lead applicant. Non-profits can only be appointed by a Native Entity to administer Digital Equity Capacity Grant Program funds and Digital Equity Planning Grant Program funds on behalf of the eligible Native Entity.

3.3.2 Additional Eligibility Requirements

- Applicants must obtain authorizing documentation (e.g., Tribal Government Resolution or equivalent formal authorization) from the governing body of the Native Entity providing express authority to file an application for (1) Capacity Grant Funds or (2) Capacity & Planning Grant Funds on behalf of the Native Entity.
- A Native Entity may either apply as a single applicant or part of a consortium but may only submit one application as outlined in the NOFO.
- If applying as a consortium, the lead applicant must submit:
 - Authorizing documentation (e.g., Tribal Government Resolution or equivalent formal authorization) from the governing body of each participating Native Entity in the consortium and
 - A Memorandum of Understanding (“MOU”) with **each** Native Entity participating in the

consortium demonstrating approval of the proposed projects and clearly articulating the specific benefits and responsibilities of each member.

3.4 Authorization by Governing Authority

Documentation of authorization to apply on behalf of a Native Entity should be in the form of a **Tribal Resolution of Consent** for Indian Tribes and for Alaska Native entities. For Native Hawaiian organizations and other Native Entity organizations that do not use Tribal Resolutions, they must provide an **equivalent formal authorization** from the governing authority of the Native Entity. Native Entity formal authorization elements include:

- Name of the eligible Native Entity (which shall appear on the List of Eligible Native Entity Organizations)
- Express authority to file an application for (1) Capacity Grant Funds or (2) Capacity and Planning Grant Funds
- Signature of a leader within the governing authority and/or other governing body (e.g., the Tribal Council, Native Hawaiian organization President)
- Signature date after March 25, 2024 (NOFO Release Date)

In the case of consortium applications, **each** member of the consortium application is required to submit documentation of an appropriate authorization from the applicable governing authority. Consortium applications submitted without authorizations from each Native Entity named in the application will be considered incomplete.

Additionally, if applying as a **consortium, the lead applicant must submit an MOU with each Native Entity** participating in the consortium demonstrating approval of the proposed projects and clearly articulating the specific benefits and responsibilities of each member. This MOU must include a commitment from the lead applicant to stay in regular communication with each member of the consortium regarding the status of awards and the progress of the proposed projects described.

NTIA will consider application(s) submitted without the appropriate authorizations and agreements as incomplete and may remove them from consideration for funding.

3.5 Key Submission Dates and NGP Submission

The application window opened on September 25, 2024, and will close on February 7, 2025, at 11:59 p.m. Eastern Time (ET). Applications for the NE Capacity & Planning Grant Program must be complete and must adhere to the instructions provided in the NOFO and be submitted in the format required by NGP. Applicants should submit their application through NGP (<https://grants.ntia.gov>) no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025, per Section III.C.6 of the NOFO.

3.5.1 Application Templates

Applicants are required to upload a number of documents using available templates. To ensure an expeditious review of applications, these documents must:

- be uploaded in the same file type as the provided template or as indicated in the template,
- use the same formatting provided in the template, and
- not be password-protected.

Failure to provide files consistent with the templates will result in NTIA being unable to process the

application and may result in delays or a rejection of the application.

The following templates are available to download on [NGP](#) in the [Native Entity Capacity & Planning Grant Program – NGP ZIP folder](#) (names in parenthesis correspond to file name in the ZIP folder):

- NE Capacity & Planning Consolidated Budget Form (SDECGP NE CandP CBF)
- NE Capacity Consolidated Budget Form (SDECGP NE Capacity CBF)
- NE Capacity Consortium Members Form (SDECGP NE Consortium Members Form)
- Certification Regarding Lobbying (CD-511)
- Disclosure of Lobbying Activities (SF-LLL)

Applicants will complete the following directly in [NGP](#):

- Standard Form 424: Application for Federal Assistance (SF-424)
- Project Narrative

Note: Applicants planning to submit their applications through email, mail, or courier should reference the NE Offline Application Guidance for a complete list of required documents.

3.6 Final Considerations

- Before applying, applicants should fully read the State Digital Equity Capacity Grant Program NOFO and other Technical Assistance materials available on the NE Capacity & Planning Grant Program page on www.InternetForAll.gov as well as the [Department of Commerce's Grants Manual](#).
- Applicants may receive funding only for costs established in the NOFO and 2 CFR 200 as allowable uses of funds.
- By applying, the applicant certifies that the information and responses in the application are material representations of fact and are true and correct.

4 Native Entity Capacity & Planning Grant Program Application

The following section provides applicants with step-by-step instructions on how to complete and submit the NE Capacity & Planning Grant Program application in NGP. Native Entities completing their application through NGP can access the site here: <https://grants.ntia.gov>



Important: Save your work within each section by clicking the **Save** or **Next** button. The Section Status will display as 'In Progress.' If you enter information on a screen and do not click Save or Next, your work will not be saved, and you will need to re-enter it. Once an application is submitted in NGP, an applicant will not be able to go in and change the submitted application. If the applicant needs to make changes to an application after submitting it in NGP, the applicant must contact the DE Program Team by emailing digitalequity@ntia.gov for assistance in making updates. All changes must be made prior to the application deadline.

We strongly recommend also saving a hard copy of answers and forms to your computer in case of connectivity issues. **Applications in NGP must be submitted by the Authorized Organizational Representative (AOR). The Authorized Representative identified in the SF-424 will be designated the AOR.**

The following information is intended to support applicants as they navigate NGP. If applicants encounter any technical issues, please email the DE Program Team at digitalequity@ntia.gov for support.

4.1 Application Overview

The following sections will provide step-by-step application instructions. To help you prepare to complete the application, you can use the checklist in Table 1: Application Component Checklist to compile required information and the document repository in Table 2: Document Repository.

4.1.1 NGP Application Checklist

Use the checklist in Table 1: Application Component Checklist to organize the components of the application.

Table 1: Application Component Checklist

Application Component		Action Required
NGP Section 1. Application Information		
<input type="checkbox"/>	1.1 SAM.gov Registration	Verify SAM.gov registration (NOFO Section III.C.5)
<input type="checkbox"/>	1.2 Authorizing Documentation	Identify your organization's Eligible Entity type and provide authorizing documentation(s) (NOFO Sections III.B.1 and III.C.2.a)
<input type="checkbox"/>	1.3 Native Entity Information	Identify the Native Entity or Entities represented in the application (NOFO Sections III.B.1 and III.C.2.a-b)
<input type="checkbox"/>	1.4 Consortium Information	Identify if you are submitting as a consortium and if applicable, upload Consortium Members Form and Memorandums of Understanding(s) (NOFO Sections III.B.1 and III.C.2.b)

Application Component		Action Required
<input type="checkbox"/>	1.5 Non-Profit Information	Identify if a non-profit corporation will administer NE Capacity & Planning Grant Funds on behalf of the eligible Native Entity and if applicable, upload authorizing documentation(s) (NOFO Sections III.B.1 and III.C.2.c.vi)
NGP Section 2. Project Narrative		
<input type="checkbox"/>	2.1 Project Information	Provide general information on your project (e.g., project title, executive summary, total funding requested) (NOFO Section III.C.2.c)
<input type="checkbox"/>	2.2 Planning Grant Funds	Provide information related to Planning Grant Funds (if applicable) (NOFO Section III.C.2.c.iii)
<input type="checkbox"/>	2.3 Capacity Grant Funds	Provide information related to Capacity Grant Funds (NOFO Section III.C.2.c.iv)
<input type="checkbox"/>	2.4 Digital Equity Promotion	Provide information on how the proposed grant projects will promote digital equity among the selected Covered Populations (NOFO Section III.C.2.c.iv)
<input type="checkbox"/>	2.5 Project Size Variance	Identify if the project size is less than \$500,000 or more than \$2,000,000 and if applicable, provide an explanation (NOFO Section III.C.2.c.v)
<input type="checkbox"/>	2.6 Implementation	Describe various aspects of the project Implementation Team, identifying the use of subgrantees and/or subcontractors, and including an upload of key personnel resumes (NOFO Sections III.C.2.c.vii-ix)
<input type="checkbox"/>	2.7 Anticipated Outcomes	Provide a description of the proposed outcomes and anticipated long-term impact on digital equity, including the benefits to the intended project beneficiaries, and upload the comprehensive project plan (NOFO Sections III.C.2.c.x-xi)
NGP Section 3. Funding Information		
<input type="checkbox"/>	3.1 TBCP Funds	Identify if you have applied for TBCP funding and if applicable, provide additional details (NOFO Section III.C.2.c.xii)
<input type="checkbox"/>	3.2 Planning Funds	Identify if you were awarded funding as a sub-recipient to a State Digital Equity Planning Grant and if applicable, provide additional details (NOFO Section III.C.2.c.xii)
<input type="checkbox"/>	3.3 Other Funding	Identify if you applied to or have been awarded any other Federal or outside funding sources and if applicable, provide additional details (NOFO Section III.C.2.c.xii)
NGP Section 4. Certifications and Assurances		
<input type="checkbox"/>	4 Certifications and Assurances	Answer each certification question (NOFO Sections III.C.2.d-f)
NGP Section 5. Consolidated Budget Forms		
<input type="checkbox"/>	5 Consolidated Budget Forms	Upload the Consolidated Budget Form with detailed budget information (NOFO Section III.C.2.g)
NGP Section 6. SF-424		
<input type="checkbox"/>	6 SF-424	Complete the SF-424 in NGP (NOFO Section III.C.2.h)

Application Component		Action Required
NGP Section 7. Standard Forms		
<input type="checkbox"/>	7 Standard Forms	Upload the completed CD-511, SF-LLL (if applicable), and NICRA (if applicable) (NOFO Section III.C.2.h)
NGP Section 8. Attest & Submit		
<input type="checkbox"/>	8 Attest and Submit	Provide Signature, Printed Name, and Date before submission. AOR (Authorized Representative in SF-424) is required to submit applications in NGP.

Once the AOR (Authorized Representative in SF-424) submits the application, proof of submission is automatically recorded by NGP. An electronic date/time stamp is generated within the system when the application is successfully submitted in NGP. The AOR will receive an email acknowledgement of receipt from NGP with the successful transmission of their application. Applications received in NGP after the established due date for the program will be considered late and will not be considered for funding by NTIA.

Note: Please only submit materials requested by the NE Capacity & Planning Grant Program and NOFO. Additional submitted materials will not be reviewed. NGP applications for the NE Capacity & Planning Grant Program must be submitted via <https://grants.NTIA.gov> **not** Grants.gov.

4.1.2 Document Repository for Download

Applicants should download the NGP application materials included in the [Native Entity Capacity & Planning Grant Program – NGP ZIP folder](#) hosted on <https://broadbandusa.ntia.gov>. The list of documents needed to complete the NE Capacity & Planning Grant Program application are as followed:

Table 2: Document Repository

Document	File Name in ZIP Folder	Notes
DE NE Capacity and Planning Consolidated Budget Form	SDECGP NE CandP CBF	For applicants requesting Capacity and Planning Grant Funds, applicants are required to complete the DE NE Capacity and Planning Consolidated Budget Form (SDECGP NE CandP CBF). Save as a .xlsx to upload to NGP. Do not password protect.
DE NE Capacity Consolidated Budget Form	SDECGP NE Capacity CBF	For applicants requesting Capacity Grant Funds only, applicants are required to complete the DE NE Capacity Consolidated Budget Form (SDECGP NE Capacity CBF). Save as a .xlsx to upload to NGP. Do not password protect.
DE NE Consortium Members Form	SDECGP NE Consortium Members Form	For consortium applications only, applicants are required to complete the DE NE Consortium Members Form (SDECGP NE Consortium Members Form). Save as a .xlsx to upload to NGP. Do not password protect.

Document	File Name in ZIP Folder	Notes
SF-424	SF-424	Required for all applicants: The Standard Form-424: Application for Federal Assistance (SF-424) will be completed in NGP online. Applicants are encouraged to download the SF-424 to prepare their answers.
CD-511	CD-511	Required for all applicants: Certification Regarding Lobbying (CD-511). <i>Save as a .pdf to upload to NGP.</i>
SF-LLL	SF-LLL	(If applicable) Disclosure of Lobbying Activities (SF-LLL). <i>Save as a .pdf to upload to NGP.</i>

Step-by-Step Instructions for Completing the NGP Application

The following instructions offer detailed information and guidance on completing the application in NGP. The section numbers correspond to those in NGP.

Section 1 Application Information

As part of the NE Capacity & Planning Grant Program application package, applicants must submit the below application information related to their SAM.gov account and their authorizing documentation (e.g., Tribal Resolution or equivalent formal authorization from the governing authority of the Native Entity).

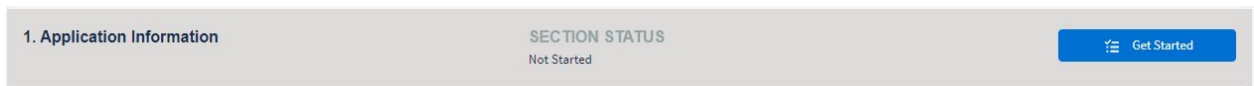
General application information documents must be uploaded as PDFs, unless a template was provided in another format.

Section 1.1 SAM.gov

The **System for Award Management (SAM.gov)** is an official website of the U.S. Government. The SAM database is managed by the General Services Administration, which is responsible for acquiring goods and services for government agencies. In order to do business with any federal government agency, an applicant must complete SAM registration on SAM.gov. There is no cost to use SAM.gov.

Note: Applicants who are new to SAM.gov may register their entity or receive a UEI by signing into SAM.gov and selecting “Get Started,” then “Register Entity.” A new SAM.gov registration or renewal of an expired SAM.gov registration can take two weeks or more to process after being submitted on SAM.gov. All applicants must register with SAM before submitting an application pursuant to this program. Additionally, the applicant must always maintain an active SAM registration with current information while it has an active federal award or an application or plan under consideration by a federal awarding agency. Applicants can register for SAM at <https://www.sam.gov/>. Entities without an active SAM.gov registration and/or UEI at the time of application submission and award may be deemed ineligible for a grant award.

1. From the Application Workspace, locate the **Application Information** section and click the **Get Started** button.



The Applicant's organization name and UEI will be populated based on the Applicant's existing account in NGP. If the provided information is not accurate for the applying organization, please contact the NGP helpdesk (ngphelpdesk@ntia.gov) prior to proceeding with the application.

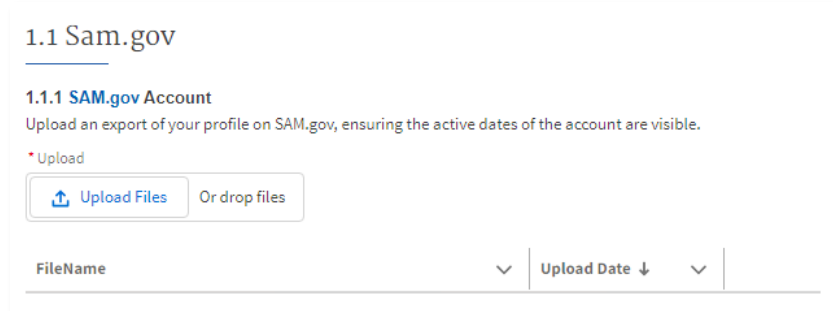
The applicant's pre-populated UEI should match the SAM.gov registration documentation required below.

2. In the **Upload Files** field, upload an exported PDF of the SAM.gov profile of the identified applicant in the SF-424 (see Appendix D for guidance). The registration must be active. The documentation should include the:

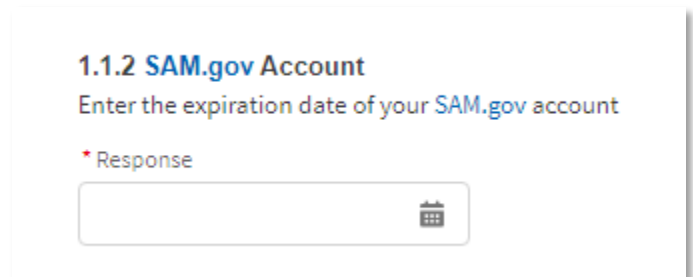
- ✓ Legal Name
- ✓ Unique Entity ID (UEI)
- ✓ Expiration date of the registration

How to download a SAM.gov profile:

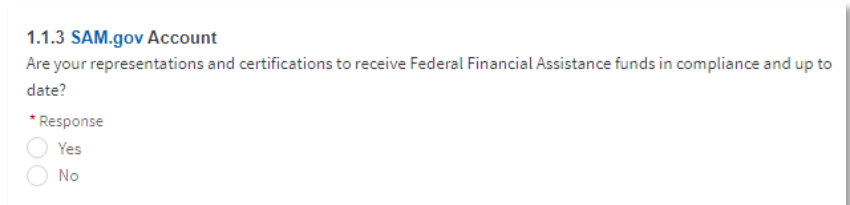
- a. Existing users should log into SAM.gov.
- b. Navigate to the 'Download' button in the upper right corner of the user profile page.
- c. Click the 'Download' button to download a PDF of the public account information. The applicant will need to submit this PDF into the field described above.



3. Locate the **date** field. Enter the SAM.gov account's expiration date. See Appendix D for instructions on how to locate the expiration date.
4. Select either **Yes** or **No** to answer the question: 'Are your representations and certifications to receive Federal Financial Assistance funds in compliance and up to date?'



To determine whether your representations and certifications are in compliance and up to date, locate 'Reps and Certs (Financial Assistance)' on the left side menu on SAM.gov. Click on that section and ensure that the intention to apply for Federal financial assistance is selected as 'Yes'; if 'Yes', the certification should automatically be confirmed as well.

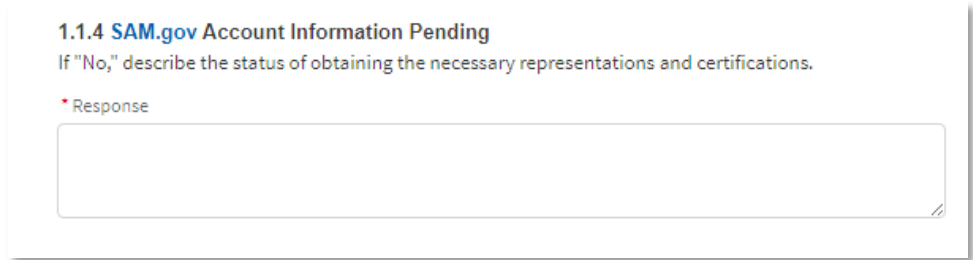


If **Yes**, no further action is needed. Click **Save and Next** to proceed.

If **No**, an additional text field and file upload field will appear.

In the open text field, describe the status of obtaining the necessary representations and certifications.

Character Limit: 2,500 (1250-character limit, approximately 250 words)



1.1.4 SAM.gov Account Information Pending
If "No," describe the status of obtaining the necessary representations and certifications.

* Response

[Empty text input field]

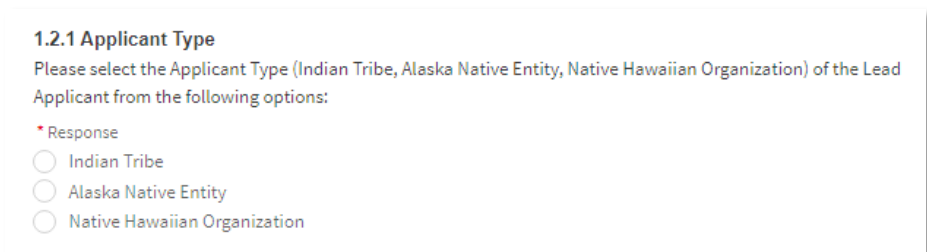
In the Upload Files field, upload documentation to submit evidence that necessary steps have been taken to obtain up-to-date and compliant representations and certifications.

5. Click **Save and Next** to proceed.

Section 1.2 Authorizing Documentation

Applicants will choose from a drop-down list, their respective applicant type (Indian Tribe, Alaska Native Entity, Native Hawaiian Organization)

1. Select from the list, **Indian Tribe, Alaska Native Entity or Native Hawaiian Organization**, to answer the question: 'Please select the Applicant Type using the drop down'



1.2.1 Applicant Type
Please select the Applicant Type (Indian Tribe, Alaska Native Entity, Native Hawaiian Organization) of the Lead Applicant from the following options:

* Response

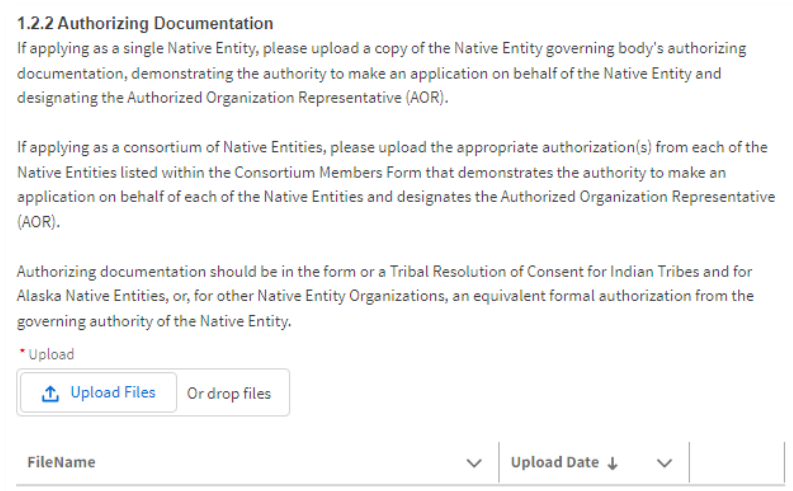
Indian Tribe
 Alaska Native Entity
 Native Hawaiian Organization

2. Applicants are required to upload authorizing documentation (e.g., Tribal Resolution of Consent or an equivalent formal authorization from the governing authority of the Native Entity or Entities).

If applying as a **single Native Entity** (e.g., applications representing an individual Native Entity), you will be asked to **upload a copy** of the governing body's authorizing documentation that demonstrates the authority to make an application on behalf of the Native Entity and designating the Authorized Organization Representative (AOR). The AOR must match the Authorized Representative identified in the SF-424.

Note: The applicant's name must match the name in the authorizing documentation.

If applying as a **consortium**, you will be asked to **upload the appropriate authorization(s) from**



1.2.2 Authorizing Documentation
If applying as a single Native Entity, please upload a copy of the Native Entity governing body's authorizing documentation, demonstrating the authority to make an application on behalf of the Native Entity and designating the Authorized Organization Representative (AOR).

If applying as a consortium of Native Entities, please upload the appropriate authorization(s) from each of the Native Entities listed within the Consortium Members Form that demonstrates the authority to make an application on behalf of each of the Native Entities and designates the Authorized Organization Representative (AOR).

Authorizing documentation should be in the form of a Tribal Resolution of Consent for Indian Tribes and for Alaska Native Entities, or, for other Native Entity Organizations, an equivalent formal authorization from the governing authority of the Native Entity.

* Upload

Or drop files

FileName [dropdown] | Upload Date [dropdown]

each of the Native Entities listed within the Consortium Members Form that demonstrates the authority to make an application on behalf of each Native Entity and designates the Authorized Organization Representative (AOR)

Tip: If you are missing some of the forms before submitting your application, you can still upload the ones you have and come back to upload the other forms prior to pressing “submit”. Remember that saving will save your work but allow you to return for edits. Once you press submit, you cannot make edits.

3. Ensure all information entered is correct and consistent, then click **Save and Next** to proceed.

Section 1.3 Native Entity Information

1. Use the text box to **enter the name of the Native Entity or Entities** represented in this application.

Note: As a reminder, NTIA will permit only one application from each Native Entity. In other words, a Native Entity may either submit an application as a single applicant or apply as part of one consortium. By completing this form, you affirm this is the sole application from your organization.

1.3.1 Native Entity Name(s)
Enter the name of the Native Entity or Entities represented in this application.

As a reminder, NTIA will permit only one application from each Native Entity. In other words, a Native Entity may either submit an application as a single applicant or apply as part of one consortium. By completing this form, you affirm this is the sole application from your organization.

* Response

Section 1.4 Consortium Information

1. **Select Yes or No** to answer the following question: ‘Are you applying on behalf of a consortium of federally recognized Indian Tribes, Alaska Native Entities and/or Native Hawaiian Organizations?’

1.4.1 Consortium Application
Are you applying on behalf of a consortium of federally recognized Indian Tribes, Alaska Native Entities, and/or Native Hawaiian Organizations?

* Response

Yes
 No

If **No**, click **Save** and **Next** to proceed to the *Non-Profit Information* questions.

If **Yes**, proceed to Steps 2-4.

2. If applying on behalf of a consortium, please provide the name of the consortium in the text box.
3. If applying on behalf of a consortium, you will be instructed to **upload the completed Consortium Members Form**.

1.4.2 Consortium Name
Please provide the name of the consortium.

* Response

Note: For each consortium member, please include the member organization's legal name, legal identifiers, if the member is the lead applicant, the type of entity, and their corresponding role in the consortium.

4. If applying on behalf of a consortium, you will be instructed to **upload the completed Memorandum of Understanding** between the lead applicant and each of the Native Entities listed within the Consortium Members Form.

Note: The Memorandum of Understanding should demonstrate approval of the proposed projects and clearly articulate the specific benefits and responsibilities of each consortium member.

5. Click **Save** and **Next** to proceed.

Section 1.5 Non-Profit Information

1. Select either **Yes** or **No** to answer the following question: 'Are you using a non-profit corporation authorized by the Native Entity to administer NE Capacity & Planning Grant Funds on behalf of the eligible Native Entity?'

If **No**, click **Save** and **End** to proceed to the *Project Narrative* section.

If **Yes**, proceed to Steps 2-7.

2. Please **upload the appropriate authorization(s)** from the Native Entity (or each of the Native Entities if there are multiple within the consortium)

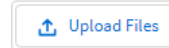
Note: Authorizing documentation should be in the form of a Tribal Resolution of Consent for Indian Tribes and for Alaska Native Entities, or for other Native Entity

Organizations, an equivalent formal authorization from the governing authority of the Native Entity authorizing the non-profit corporation to administer NE Capacity & Planning Grant Funds on their behalf.

1.4.3 Consortium Member Form Upload

Please upload the completed Consortium Member Form. For each consortium member, please include the member organization's legal name, legal identifiers, if the member is the lead applicant, the type of entity, and their corresponding role in the consortium.

* Upload

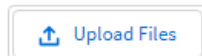
 Or drop files

FileName Upload Date

1.5.2 Non-profit Corporation Authorization

Upload the appropriate authorization(s) from the Native Entity (or each of the Native Entities if there are multiple within the consortium). Authorizing documentation should be in the form of a Tribal Resolution of Consent for Indian Tribes and for Alaska Native Entities, or, for other Native Entity Organizations, an equivalent formal authorization from the governing authority of the Native Entity authorizing the non-profit corporation to administer DE NE Capacity and Planning Grant Funds on their behalf

* Upload

 Or drop files

FileName Upload Date

3. Enter the Authorized Non-Profit Corporation name.
4. Enter the name of the point of contact from the authorized non-profit organization
5. Enter the email of the authorized non-profit organization.
6. Describe the non-profit organization's role and activities. (2500 character limit, approximately 500 words)
7. Click **Save** and **End** to return to the Application Workspace to move on to the next section.

1.5.3 Authorized Non-Profit Corporation Name
Enter the name of the authorized non-profit organization.

* Response

1.5.4 Authorized Non-Profit Corporation PoC Name
Enter the name of the point of contact from the authorized non-profit organization.

* Response

1.5.5 Authorized Non-Profit Corporation Email
Enter the email of the authorized non-profit organization.

* Response

1.5.6 Authorized Non-Profit Corporation Role and Activities
Describe the non-profit organization's role and activities. (2500 character limit)

* Response

Section 2 Project Narrative

The Project Narrative should address both requests for Digital Equity Capacity Grants and Digital Equity Planning Grants (as applicable) and provide an overall implementation strategy that describes how the proposed projects will serve the Covered Populations, be responsive to the program description, statutory purposes set forth in 47 U.S.C. § 1723(d), funding priorities, and the evaluation criteria set forth in the NOFO.

The Project Narrative (see State Digital Equity Capacity Grant Program NOFO III.C.2.c) should include the following:

- I. An **Executive Summary** of the proposed project(s), including a statement on whether Digital Equity Planning Funds are being requested. Please note that if an applicant's proposal is selected for funding, NTIA may use all or a portion of the Executive Summary as part of a press release issued by NTIA, or for other public information and outreach purposes. Applicants are advised not to incorporate information that concerns business trade secrets or other confidential commercial or financial information as part of the Executive Summary. See also 15 C.F.R. § 4.9(b) concerning the designation of business information by the applicant.
- II. To the greatest extent possible, data demonstrating the **needs and barriers** faced by the Native Entity's Cover Populations, including but not limited to:
 - a. The poverty rate of the Native Entity (i.e., the percentage of members of the Native Entity's population that live in Covered Households as defined at 47 U.S.C. §1721(7)).
 - b. The number of Covered Populations to be served and the number of individuals within each Covered Population.
 - c. The number of individuals in the Covered Populations lacking access to a computer, tablet, smartphone, or other device that enables Internet access.
 - d. The number of individuals within the Covered Populations not using or not subscribing to the Internet.
 - e. Other data that demonstrates need.
- III. **Digital Equity Planning Grant Funds:** If the Native Entity seeks Digital Equity Planning Grant funds, a description of the specific planning activities the Native Entity intends to undertake and

the manner in which these activities are consistent with 47 U.S.C. §1723(c), including a description of the outputs of these activities, a timeline for completing those activities, and a strategy to share the outputs of its planning activities, e.g., a Digital Equity Plan, with its respective community and the broader public. The Digital Equity Plan may include:

- a. A vision statement;
- b. Outreach and engagement with the Covered Populations for the purpose of identifying barriers to digital equity and conducting a needs assessment;
- c. Identification of the barriers to digital equity faced by the members of the Covered Populations;
- d. Measurable objectives that address the barriers to digital equity; and
- e. Implementation strategies to achieve the measurable objectives identified above.

Funding requested for planning activities must not exceed seven and one-quarter (7.25) percent of the total amount of funding being requested (i.e., total of both Digital Equity Planning Grant and Digital Equity Capacity Grant funds). Importantly, Digital Equity Planning Grant funding must be tracked separately from Digital Equity Capacity Grant funding.

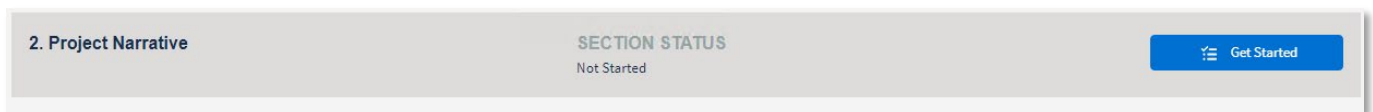
- IV. **Digital Equity Capacity Grant Funds:** A description of the specific grant projects and activities to be funded by the State Digital Equity Capacity Grant Program, including the number of Covered Populations the proposed project(s) will serve and how they are consistent with the goals of digital equity and digital inclusion described in 47 U.S.C. §1723(d), and to the extent applying for Planning Grant Program funds, a description of how the Capacity Grant Program funds will be used to implement projects consistent with the Digital Equity Plan. A description of how the proposed grant projects will address identified barriers to digital equity, the measurable objectives that will be used to assess progress towards overcoming these barriers, and how the proposed grant projects will promote, among the Covered Populations, the following:
 - a. The availability of, and affordability of access to, fixed and wireless broadband technology;
 - b. The online accessibility and inclusivity of public resources and services;
 - c. Digital literacy;
 - d. Awareness of, and the use of, measures to secure the online privacy of, and cybersecurity with respect to, an individual; and 50
 - e. The availability and affordability of consumer devices and technical support for those devices.
- V. If the amount of the requested funding is less than \$500,000 or more than \$2,000,000, provide a reasonable explanation for the variance in the project size.
- VI. If a Native Entity intends to utilize an authorized non-profit organization to administer Digital Equity Capacity Grant Program funds or Digital Equity Planning Grant funds, identify the organization and discuss the role and activities of such organization.
- VII. A description of the implementation team and its experience with the programmatic/technical aspects of project management, the Native Entity's organizational capacity to implement the proposed projects and meet key milestones, and a description of its proposed use of partners or other entities in implementation.
- VIII. Resumes of Key Personnel: One-page resumes of key personnel who will carry out and be responsible for the proposed activities.
- IX. A description of the sub-granting or sub-contracting process to be followed, as applicable.

- X. A description of the proposed outcomes and anticipated long-term impact on digital equity and inclusion, including the benefits to the intended project beneficiaries, and a plan to sustain the project benefits by:
 - a. collaborating and maintaining transparency with key stakeholders, including representatives of the Covered Populations, and
 - b. measuring the long-term impact on digital equity within the Native Entity and its collateral benefits.
- XI. A project plan describing all major project activities and timelines, including key milestones and when each major project activity will start and end.
- XII. A short description of (1) the applicant's status/role in the Tribal Broadband Connectivity Program (TBCP), and the type of award received, or state if the applicant has not received a TBCP grant award or if an application for award is pending review by NTIA; (2) any other sources of federal funding awarded to the applicant to support digital equity and inclusion activities such as, broadband adoption and use, device programs, digital literacy and skills training, and internet subscription or device subsidy programs; (3) any funds received by the applicant as a sub-recipient to a State Digital Equity Planning Grant; and (4) any funds received from private philanthropic organizations for comparable activities.

Note: Many questions will have a limit to the length of the response (e.g., 2500 character limit, approximately 500 words). Applicants are encouraged to plan their response ahead of time to stay within these constraints.

Section 2.1 Project Information

1. From the Application Workspace, locate the **Project Narrative** section and click the **Get Started** button.



2. Enter the **Brief Title** of the project. (1250 character limit, approximately 250 words)

2.1.1 Project Title

Enter a brief title of the project. This is NOT a description but a brief title/name of the project.

* Response

3. Enter the **Executive Summary** (see State Digital Equity Capacity Grant Program NOFO III.C.2.c.i) in the field provided.

Provide an executive summary of the proposed project(s), including its main purpose, associated activities, barriers to Digital Equity to address, and intended outcomes. If applicable, include a statement of whether NE Planning Grant Funds are being requested and, if so, how the Planning Grant Funds will be used in addition to the Capacity Grant Funds. *(2500 character limit,*

approximately 500 words)

For this summary, the applicant may provide high level figures, though it is important that any numbers presented in this section are consistent throughout the entire application. The summary should not introduce any new information not included elsewhere in the application. **The applicant should note that NTIA may make the executive summary publicly available and therefore the applicant should avoid including any confidential or proprietary information in this description.**

2.1.2 Executive Summary

Provide an executive summary of the proposed project(s), including its main purpose, associated activities, barriers to Digital Equity to address, and intended outcomes. If applicable, include a statement on whether DE NE Planning Funds are being requested and, if so, how the DE NE Planning Grant Funds will be used in addition to the DE NE Capacity Grant Funds. (approximately 500 words)

Applicants are advised NOT to incorporate information that concerns business trade secrets or other confidential commercial or financial information as part of the Executive Summary. See 15 C.F.R. § 4.9(b) concerning the designation of business information by the applicant. Note that NTIA may use all or a portion of the Executive Summary as part of a press release issued by NTIA.

* Response

4. Enter the **Total Funding Requested**, including both Capacity and Planning, as applicable.

2.1.3 Total Funding Requested

Please enter the total amount of funding requested, including both Planning and Capacity, as applicable.

* Response

Note: If the applicant is requesting funding less than \$500,000 or more than \$2,000,000, the applicant will be requested to provide a reasonable explanation for the variance in project size in a later question.

5. Select which of the following your proposed grant project(s) will address identified barriers to digital equity, the measurable objectives that will be used to assess progress towards overcoming these barriers, and how the proposed grant projects will promote, among the Covered Populations (NOFO Section III.C.2.c.iv). Applicants may select more than one, and each selection should be identified in the Executive Summary.

- The availability of, and affordability of access to, fixed and wireless broadband technology
- The online accessibility and inclusivity of public resources and services

2.1.4 Barriers to Digital Equity

(Select all that apply) Which of the following barriers to Digital Equity does your project seek to address? Please elaborate in the Executive Summary text above.

* Response

- (1) The availability of, and affordability of access to, fixed and wireless broadband technology
- (2) The online accessibility and inclusivity of public resources and services.
- (3) Digital literacy
- (4) Awareness of, and the use of, measures to secure the online privacy of, and cybersecurity with respect to, an individual
- (5) The availability and affordability of consumer devices and technical support for those devices

- Digital literacy
- Awareness of, and the use of, measures to secure the online privacy of, and cybersecurity with respect to, an individual
- The availability and affordability of consumer devices and technical support for those devices

6. Select **Covered Populations** that the applicant’s project seeks to serve. Applicants may select more than one Covered Population. Each Covered Population should be elaborated upon in the Executive Summary.

The Covered Populations are:

- Individuals who live in covered households (The term “covered household” means a household, the income of which for the most recently completed year is not more than 150 percent of an amount equal to the poverty level, as determined by using criteria of poverty established by the Bureau of the Census)
- Aging individuals
- Incarcerated individuals other than individuals who are incarcerated in a Federal correctional facility
- Veterans
- Individuals with disabilities
- Individuals with a language barrier, including individuals who are English learners and have low levels of literacy
- Individuals who are members of a racial or ethnic minority group
- Individuals who primarily reside in a rural area

7. (Select all that apply) Please select the **Geographic Regions** that will be impacted by your project.

Note: For Section 2.1.6 Geographic Regions Served of the NE Offline Application Form, if you selected (14.) "Other," it is recommended to provide the [Census Tracts](#) for the geographic regions served in Section 2.1.8 Description of Needs and Barriers.

The Geographic Regions are:

- (1.) Alaska (ARO)
 - (2.) Eastern (ERO)
 - (3.) Eastern Oklahoma (EOR)
 - (4.) Great Plains (GPR)
 - (5.) Hawaii (Hawaii)
 - (6.) Midwest (MWR)
 - (7.) Navajo (NRO)
 - (8.) Northwest (NWR)
 - (9.) Pacific (PRO)
 - (10.) Rocky Mountain (RMR)
 - (11.) Southern Plains (SPR)
 - (12.) Southwest (SWR)
 - (13.) Western (WR)
 - (14.) Other (please elaborate in the "Description of Needs and Barriers" section)
8. Enter the 5-digit **Zip Codes** the project intends to serve. Applicants may enter more than one 5-digit zip code separated by a comma ",". (625 character limit, approximately 125 words)
9. In the field provided, provide a **Description of Needs and Barriers faced by the Native Entity's Covered Populations** (see State Digital Equity Capacity Grant Program NOFO III.C.2.c.ii). Applicants should include best available qualitative and/or quantitative data demonstrating the needs and barriers. This description may include the following:
- The poverty rate of the Native Entity (i.e., the percentage of members of the Native Entity's population that live in the Covered Households as defined at 47 U.S.C. § 1721(7)).
 - The number of Covered Populations to be served and the number of individuals within each Covered Population.
 - The number of individuals in the Covered Populations lacking access to a computer, tablet, smartphone, or other device that enables Internet access.
 - The number individuals within the Covered Populations not using or not subscribing to the Internet
 - Other data that demonstrates need.
- If the applicant is applying for Planning Grant Funds, the applicant should indicate what data they will collect and why.
10. Click **Save and Next** to proceed.

Section 2.2 Planning Grant Funds

The following section seeks to gather information about planning activities that the Native Entity intends to undertake and the manner in which these activities are consistent with 47 U.S.C. §1723(c).

All applicants are required to answer the first question of the Planning Grant Funds portion of the Project Narrative: 'Are you applying for Digital Equity Planning Grant Funds?' even if applicant is not pursuing Planning Grant Funds. If applicants select "Yes" they are applying for Planning Grant Funds, then they are required to complete additional questions regarding the Digital Equity Plan development. If applicants select "No" then they may skip to the Capacity Grant section of the Project Narrative.

Note: Funding requested for planning activities must not exceed seven and one-quarter (7.25) percent of the total amount of funding being requested

1. Select **Yes** or **No** to answer the question: 'Are you applying for NE Planning Grant Funds?'

If **No**, click **Save and Next** to proceed to the *Capacity Grant Funds* section.

If **Yes**, proceed to Steps 2-6. Applicants should complete the following fields to describe the specific activities that they intend to undertake in order to develop a Digital Equity Plan.

2.2.1 Digital Equity Plan Development

Are you applying for DE NE Planning Grant Funds? If you marked yes, please complete the fields below to describe the specific activities you intend to undertake in order to develop a Digital Equity Plan.

As a reminder, requests for Planning Grant Funds must not exceed seven and one-fourth (7.25) percent of the total amount of the requested funds.

* Response

- Yes
 No

Previous

Save and
Next

2. **Provide a response to the following:** 'The activities to develop the DE Plan, including the manner in which these activities are consistent with 7 U.S.C. §1723(c).' (2500 character limit, approximately 500 words)

2.2.2 Digital Equity Plan Development (Activities)

1) The activities to develop the DE Plan, including the manner in which these activities are consistent with 47 U.S.C. . §1723(c). (2500 character limit)

* Response

3. **Provide a response to the following:** 'The outputs of the above activities.' (2500 character limit, approximately 500 words)

2.2.3 Digital Equity Plan Development (Outputs)

2) The outputs of the above activities. (2500 character limit)

* Response

4. **Provide a response to the following:** 'The timeline for completing the activities.' (2500-character limit, approximately 500 words)

2.2.4 Digital Equity Plan Development (Timeline)

3) The timeline for completing the activities. (2500 character limit)

* Response

5. **Provide a response to the following:** 'The strategy to share the outputs of the planning activities (e.g., a Digital Equity Plan with the respective community and the broader public).' (2500-character limit, approximately 500 words)

2.2.5 Digital Equity Plan Development (Dissemination Strategy)

4) The strategy to share the outputs of the planning activities, e.g., a Digital Equity Plan, with the respective community and the broader public. (2500 character limit)

* Response

6. Click **Save** and **Next** to proceed.

Section 2.3 Capacity Grant Funds

The Capacity Grant Funds section of the Project Narrative will collect information about the specific grant projects and activities to be funded by the NE Capacity & Planning Grant Program and how they are consistent with the goals of digital equity and digital inclusion described in 47 U.S.C. §1723(d), and to the extent applying for Planning Grant Program funds, a description of how the Capacity and Planning Grant Funds will be used to implement projects consistent with the Digital Equity Plan.

All applicants are required to complete the Capacity Grant Funds questions.

1. In the text box, **provide a response** to the following: 'Provide a description of the specific grant projects and activities to be funded by the State Digital Equity Capacity Grant Program: Native Entities, including the number of Covered Populations the proposed project(s) will serve and how they are consistent with the goals of digital equity and digital inclusion described in 47 U.S.C. §1723(d). **If applying for Planning Grant Funds**, also include a description of how the Capacity Grant Funds will be used to implement projects consistent with the Digital Equity Plan.' (2500-character limit, approximately 500 words)

2.3.1 Description of Activities to be Funded with Capacity Grant Funds

Provide a description of the specific grant projects and activities to be funded by the State Digital Equity Capacity Grant Program: Native Entities, including the number of Covered Populations the proposed project(s) will serve and how they are consistent with the goals of digital equity and digital inclusion described in 47 U.S.C. §1723(d),

If applying for Planning Grant Funds, also include a description of how the Capacity Grant Funds will be used to implement projects consistent with the Digital Equity Plan. (2500 character limit)

* Response

Note: Applicants should use the space to provide a description of the activities to be funded with the Capacity Grant Funds. Applicants will be asked about the barriers to be addressed and objectives for their activities in the following question.

2. **Provide a response to the following:**

'Include a description of how the proposed grant projects will address identified barriers to digital equity

2.3.2 Description of Barriers to be Addressed and Objectives for Capacity Grant Funds

Include a description of how the proposed grant projects will address identified barriers to digital equity and the measurable objectives that will be used to assess progress towards overcoming these barriers. (2500 character limit)

* Response

and the measurable objectives that will be used to assess progress towards overcoming these barriers. (NOFO Section C.2.c.iv)' (2500-character limit, approximately 500 words)

3. Click **Save and Next** to proceed.

Section 2.4 Digital Equity Promotion

The following questions ask about the applicant's ability to promote digital equity (NOFO Executive Summary Section H).

Note: All questions require a response. If the question does not apply to the applicant's proposed digital equity project, then the applicant can respond to this effect: "This project does not address this item."

1. **Provide a response to the following:** "Describe how the proposed grant projects will promote, among the Covered Populations, the availability of, and affordability of access to, fixed and wireless broadband technology." (2500-character limit, approximately 500 words)

2. **Provide a response to the following:** "Describe how the proposed grant projects will promote, among the Covered Populations, The online accessibility and inclusivity of public resources and services." (2500-character limit, approximately 500 words)

2.4.2 Description of Ability to Promote Digital Equity (Public Resources and Services)

2) The online accessibility and inclusivity of public resources and services. (2500 character limit)

* Response

3. **Provide a response to the following:**

"Describe how the proposed grant projects will promote, among the Covered Populations,

2.4.3 Description of Ability to Promote Digital Equity (Digital Literacy)

3) Digital literacy. (2500 character limit)

* Response

digital literacy." (2500-character limit, approximately 500 words)

4. **Provide a response to the following:**

“Describe how the proposed grant projects will promote, among the Covered Populations, awareness of,

and the use of, measures to secure the online privacy of, and cybersecurity with respect to, an individual.” (2500-character limit, approximately 500 words)

2.4.4 Description of Ability to Promote Digital Equity (Individual Privacy and Cybersecurity)
4) Awareness of, and the use of, measures to secure the online privacy of, and cybersecurity with respect to, an individual.

* Response

5. **Provide a response to the following:**

“Describe how the proposed grant projects will promote, among the Covered Populations, the

availability and affordability of consumer devices and technical support for those devices.” (2500-character limit, approximately 500 words)

2.4.5 Description of Ability to Promote Digital Equity (Consumer Devices and Technical Support)
5) The availability and affordability of consumer devices and technical support for those devices.

* Response

Note: Please answer each topic in the appropriate fields

6. Click **Save and Next** to proceed.

Section 2.5 Project Size Variance

This section requests information on if the applicant is requesting Capacity Grant Funding less than \$500,000 or more than \$2,000,000 (see State Digital Equity Capacity Grant Program NOFO III.C.2.c.v).

1. Select **Yes** or **No** to answer the question: ‘Is the amount of requested Capacity Grant Funding less than \$500,000 or more than \$2,000,000?’

If **Yes**, proceed to Step 2.

If **No**, click **Save and Next** to proceed.

2.5.1 Variance in Project Size

Is the amount of requested Capacity Grant Funding less than \$500,000 or more than \$2,000,000?

* Response

- Yes
 No

2. Provide a reasonable explanation for the variance in project size if the amount of the requested funding is less than \$500,000 or more than \$2,000,000. (2500-character limit, approximately 500 words)

2.5.2 Explanation for Variance in Project Size

Provide a reasonable explanation for the variance in project size if the amount of the requested funding is less than \$500,000 or more than \$2,000,000 (e.g., geographic scope requires the requested funding to fall outside of the provided range). (2500 character limit)

* Response

3. For example: Geographic scope requires the requested funding to fall outside of the provided range.
4. Click **Save and Next** to proceed.

Section 2.6 Implementation

This section requests information regarding the Capacity Grant Implementation Team (see State Digital Equity Capacity Grant Program NOFO III.C.2.c.vii-ix)

1. Please describe: 'The implementation team and its experience with the programmatic/technical aspects of project management. (2500-character limit, approximately 500 words)

2.6.1 Capacity Grant Implementation Team (Programmatic/Technical Experience)

Please describe the following aspects of the project Implementation Team. Please answer each topic in the corresponding text box below. 1) The implementation team and its experience with the programmatic/technical aspects of project management. (2500 character limit)

* Response

2. **Provide a response to the following:** 'The Native Entity's organizational capacity to implement the proposed projects and meet key milestones. (2500-character limit, approximately 500 words)

2.6.2 Capacity Grant Implementation Team (Organizational Capacity)

2) The Native Entity's organizational capacity to implement the proposed projects and meet key milestones. (2500 character limit)

* Response

3. **Provide a response to the following:** 'A description of its proposed use of partners or other entities in implementation. (2500-character limit, approximately 500 words)

2.6.3 Capacity Grant Implementation Team (Proposed Partners)

3) A description of its proposed use of partners or other entities in implementation. (2500 character limit)

* Response

4. **Provide a response to the following:**

'Describe your experience serving the covered populations within the Native Entity. (2500-character limit, approximately 500 words)

2.6.4 Capacity Grant Implementation Team (Experience with Covered Populations)
4) Describe your experience serving the covered populations within the Native Entity. (2500 character limit)

* Response

5. Please Upload one-page resumes of key personnel who will carry out and be responsible for the proposed activities

6. Select either **Yes** or **No** to answer the following question: 'Do you plan to use subgrantees and/or contractors?'

If **Yes**, proceed to Step 7.

If **No**, click **Save and Next** to proceed.

7. Please describe the process by which subgrantees and/or subcontractors will be selected and the safeguards in place to ensure the selection process fosters a sense of fairness and accountability by being open, transparent, and equitable; and is in compliance with 2 C.F.R. part 200. (2500-character limit, approximately 500 words)

2.6.7 Capacity Grant Sub-Granting or Sub-Contracting Process Further Information
To the extent the applicant intends to use subgrantees and subcontractors to implement grant projects and activities, describe the process by which subgrantees will be selected and the safeguards in place to ensure the selection process fosters a sense of fairness and accountability by being open, transparent, and equitable; and is in compliance with 2 C.F.R. part 200. (2500 character limit)

* Response

8. Click **Save and Next** to proceed.

Section 2.7 Anticipated Outcomes

This section requests for information on how you plan to sustain the project benefits by collaborating and maintaining transparency with key stakeholders, including representatives of the Covered Populations, and measuring the long-term impact on digital equity within the Native Entity and its collateral benefits (see State Digital Equity Capacity Grant Program NOFO III.C.2.c.x - III.C.2.c.xi)

1. **Provide a response to the following:** 'How do you plan to collaborate and maintain transparency with key stakeholders, including representatives of the Covered Populations.' (2500-character limit, approximately 500 words)

2.7.1 Capacity Grant Proposed Outcomes, Long-Term Impact, and Sustainability Plan (Stakeholder Transparency)
Provide a description below of the proposed outcomes and anticipated long-term impact on digital equity, including the benefits to the intended project beneficiaries.

Please answer each question in the corresponding text box below.

1) How you plan to collaborate and maintain transparency with key stakeholders, including representatives of the Covered Populations. (2500 character limit)

* Response

2. **Provide a response to the following:** ‘How you plan to measure the long-term impact on digital equity within the Native Entity and its collateral benefits.’ (2500-character limit, approximately 500 words)

2.7.2 Capacity Grant Proposed Outcomes, Long-Term Impact, and Sustainability Plan (Measuring Long-Term Impacts)
 2) How you plan to measure the long-term impact on digital equity within the Native Entity and its collateral benefits. (2500 character limit)

* Response

3. In the **text box**, enter a summary of your project plan describing all major project activities and timelines, including key milestones and when each major project activity will start and end. (2500-character limit, approximately 500 words)

2.7.3 Capacity Grant Project Plan (Summary)
 Enter a brief summary of your project plan describing all major project activities and timelines, including key milestones and when each major project activity will start and end. (2500 character limit)

* Response

4. In the **File Upload** field, please upload a comprehensive project plan that describes all major NE Capacity Grant project activities and timelines, including key milestones and when each major project activity will start and end.

2.7.4 Capacity Grant Project Plan
 Upload a comprehensive project plan via a file upload describing all major DE NE Capacity Grant project activities and timelines, including key milestones and when each major project activity will start and end.

* Upload

Or drop files

FileName	Upload Date

Note: Recommend limiting the comprehensive project plan to 5 pages.

5. Click **Save** and **End** to return to the Application Workspace to move on to the next section.

Section 3 Funding Information

The applicant should disclose whether the Native Entity intends to use other funding sources to support digital equity and inclusion activities (see State Digital Equity Capacity Grant Program NOFO III.C.2.xii). This should include funding the Native Entity has applied for.

1. From the Application Workspace, locate the **Funding Information** section and click the **Get Started** button.

3. Funding Information SECTION STATUS
Not Started ☰ Get Started

Section 3.1 TBCP Funds

The following questions ask if the Native Entity applied and if applicable, been awarded Tribal Broadband Connectivity Program (TBCP) funding.

1. Select **Yes** or **No** to respond the following: 'Please indicate whether or not you applied for Tribal Broadband Connectivity Program (TBCP) funding.'

3.1.1 Tribal Broadband Connectivity Program (TBCP) Application

Please indicate whether or not you applied for Tribal Broadband Connectivity Program (TBCP) funding.

Please answer regardless of having received an award. If you received award, additional information is requested below.

* Response

- Yes
 No

If **No**, click **Save and Continue** to proceed to the *Planning Funds questions*.

If **Yes**, proceed to Step 2.

Note: This question pertains to rounds 1 and 2 of TBCP funding.

2. **Provide a response** to the following: 'Please list the Title and the Grants.Gov Grant Tracking Number (GRANT1345XXXX) of the application submitted. (Title, GRANTID).'

3.1.2 TBCP Grants.Gov Number

If applicable please list the Title and the Grants.Gov Grant Tracking Number (GRANT1345XXXX) of the application submitted. (Title, GRANTID)

* Response

3. Select **Yes**, **Pending**, or **No** to answer the question: 'Were you awarded funding through TBCP or do you have a pending TBCP application?'

If **No**, click **Save and Next** to proceed to the *Planning Funds questions*.

If **Yes** or **Pending**, proceed to Step 4.

4. **Provide a response** to the following: 'If yes, what type of award did you receive?' or 'If pending, please state if the applicant has not yet received a TBCP grant award or if an application for an award is pending review by NTIA.' (625-character limit, approximately 125 words)

3.1.4 TBCP Further Information

If yes, what type of award did you receive?

If pending, please state if the applicant has not yet received a TBCP grant award or if an application for an award is pending review by NTIA.

* Response

5. **Provide a response** to the following: 'If applicable, enter the Grants Online Award Number as assigned for the TBCP award. This is a unique 14-character award identifier that will resemble *NT22TBC029XXX*. Entry is limited to 14 characters.'

3.1.5 TBCP Grants Online Award Number

Enter the Grants Online Award Number as assigned for the TBCP award. This is a unique 14 character award identifier that will resemble *NT22TBC029XXX*. Entry is limited to 14 characters.

* Response

6. Click **Save and Next** to proceed.

Section 3.2 Planning Funds

The following questions ask if the Native Entity was awarded funding as a sub-recipient to a State Digital Equity Planning Grant.

1. Select **Yes** or **No** to answer the question: 'Were you awarded funding as a sub-recipient to a State Digital Equity Planning Grant?'

3.2.1 State Digital Equity Planning Grant Sub-recipient

Were you awarded funding as a sub-recipient to a State Digital Equity Planning Grant?

* Response

- Yes
 No

If No, click **Save and Next to proceed to the Federal Grant Awards for Digital Equity Past Awards** questions.

If Yes, proceed to Step 2.

2. **Provide a response** to the following: 'List the awarded entity, a description of the corresponding project, a short description of awarded funds, and your role as a sub-recipient.'

3.2.2 State Digital Equity Planning Grant Further Information

List the awarded entity, a description of the corresponding project, a short description of awarded funds, and your role as a sub-recipient. (2500 character limit)

* Response

3. Click **Save and Next** to proceed.

Section 3.3 Other Funding

The following questions ask if the Native Entity has been awarded or applied to any other Federal funding or philanthropic awards for digital equity and inclusion activities.

1. Select **Yes** or **No** to answer the question:

3.3.1 Federal Grant Awards for Digital Equity Past Awards

Have you been awarded any other Federal funding, either through a competitive award/grant or formula funding, that provided funding for digital equity and inclusion activities such as broadband adoption and use, device programs, digital literacy and skills training, and internet subscription or device subsidy programs?

* Response

- Yes
 No

'Have you been awarded any other Federal funding, either through a competitive award/grant or formula funding, that provided funding for digital equity and inclusion activities such as broadband adoption and use, device programs, digital literacy and skills training, and internet subscription or device subsidy programs?'

If No, skip Step 2 and proceed to Step 3.

If Yes, proceed to Step 2.

2. **Provide a response** to the following: 'List the awarding agency(ies) followed by the Program and year separated by a comma. (e.g., USDA, ReConnect Loan and Grant Program)' (1250-character limit, approximately 250 words)

3.3.2 Federal Awarding Agencies

List the awarding agency(ies) followed by the Program and year separated by a comma.

(e.g. USDA, ReConnect Loan and Grant Program)

* Response

3. Select **Yes** or **No** to answer the question: 'Have you applied

3.3.3 Federal Grant Awards for Digital Equity Past Applications

Have you applied for other Federal funding, either through a competitive award/grant or formula funding, that provided funding for digital equity and inclusion activities such as broadband adoption and use, device programs, digital literacy and skills training, and internet subscription or device subsidy programs?

* Response

- Yes
 No

for other Federal funding, either through a competitive award/grant or formula funding, that provided funding for digital equity and inclusion activities such as broadband adoption and use, device programs, digital literacy and skills training, and internet subscription or device subsidy programs?'

If No, skip Step 4 and proceed to Step 5.

If Yes, proceed to Step 4.

4. **Provide a response** to the following: 'List the awarding agency(ies) followed by the Program and year separated by a comma. (e.g., USDA ReConnect Loan and Grant Program)' (1250-character limit, approximately 250 words)

3.3.4 Federal Agencies Applied To

List the awarding agency(ies) followed by the Program separated by a comma.

(e.g. USDA, ReConnect Loan and Grant Program)

* Response

5. Select **Yes** or **No** to answer the question: 'Did the applicant organization receive any funding from private

3.3.5 Philanthropic Awards for Digital Equity

Did the applicant organization receive any funding from private philanthropic organizations for comparable digital equity activities?

* Response

- Yes
 No

philanthropic organizations for comparable digital equity activities?'

If No, click **Save and End** to return to the Application Workspace to move on to the next section.

If Yes, proceed to Step 6.

6. **Provide a response** to the following: 'If applicable, list the philanthropic organizations, a description of

3.3.6 Philanthropic Awards Further Information

If applicable list the philanthropic organizations, a description of the corresponding projects, and your role as a recipient. (2500 character limit)

* Response

the corresponding projects, and your role as a recipient.’

7. Click **Save and End** to return to the Application Workspace to move on to the next section.

Section 4 Certifications and Assurances

1. Click the **Get Started** button to begin the **Certifications and Assurances** section.

4. Certifications and Assurances

SECTION STATUS
Not Started

Get Started

2. Agree to the two certifications by checking the **Yes** box. Click **Save and Next** to continue.

- **Use of Funds Certification:** *Certification that the Capacity Grant Funds and Planning Grant Funds (as applicable) will be used in a manner that is consistent with the purposes and requirements of 47 U.S.C. 1723 and in the NOFO, and that, if the Native Entity seeks both Capacity and Planning Grant Funds, those funds will be budgeted and tracked separately.*

4.1.1 Use of Funds Certification

Certification that the Capacity Grant Funds and Planning Grant Funds (as applicable) will be used in a manner that is consistent with the purposes and requirements of 47 U.S.C. 1723 and in the NOFO, and that, if the Native Entity seeks both Capacity and Planning Grant Funds, those funds will be budgeted and tracked separately.

* Please certify:

Yes

- **Supplemental Funds Certification:** *Certification that the Capacity Grant Funds and Planning Grant Funds (as applicable) will be used to supplement, not supplant, other Federal or State funds that have been made available to carry out digital equity and digital inclusion activities.*

4.1.2 Supplemental Funds Certification

Certification that the Capacity Grant Funds and Planning Grant Funds (as applicable) will be used to supplement, not supplant, other Federal or State funds that have been made available to carry out digital equity and digital inclusion activities.

* Please certify:

Yes

3. Attest to the two assurances by checking the **Yes** box. Click **Save and Finish** to continue.

Do you attest to the following assurances? Note that "AO" refers to "Administering Organization," being applicable for Native Entities.

I hereby provide the following assurances required under 47 U.S.C. §1723(e):

1. *If an entity described in section 60305(b) is awarded grant funds under this section (referred to in this subsection as a "covered recipient"), provide that -*

A. the covered recipient shall use the grant funds in accordance with any applicable statute, regulation, and application procedure;

B. the administering organization for that Native Entity shall adopt and use proper methods of administering any grant that the covered recipient is awarded, including by --

i. enforcing any obligation imposed under law on any agency, institution, organization, or other entity that is responsible for carrying out the program to which the grant relates;

- ii. correcting any deficiency in the operation of a program to which the grant relates, as identified through an audit or another monitoring or evaluation procedure, and
- iii. adopting written procedures for the receipt and resolution of complaints alleging a violation of law with respect to a program to which the grant relates; and

C. the administering organization for that Native Entity shall cooperate in carrying out any evaluation--

- i. of any program that relates to a grant awarded to the covered recipient; and
- ii. that is carried out by or for the Assistant Secretary or another Federal official;

2. the administering organization for that Native Entity shall -

A. use fiscal control and fund accounting procedures that ensure the proper disbursement of, and accounting for, any

Federal funds

B. submit to the Assistant Secretary any reports that may be necessary to enable the Assistant Secretary to perform the duties of the Assistant Secretary under this section;

C. maintain any records and provide any information to the Assistant Secretary, including those records, that the Assistant Secretary determines is necessary to enable the Assistant Secretary to perform the duties of the Assistant Secretary under this section.

4.2.2 Assurance 2

(2) the administering organization for that Native Entity shall--

- (A) use fiscal control and fund accounting procedures that ensure the proper disbursement of, and accounting for, any Federal funds that the Native Entity is awarded under this section;
- (B) submit to the Assistant Secretary any reports that may be necessary to enable the Assistant Secretary to perform the duties of the Assistant Secretary under this section;
- (C) maintain any records and provide any information to the Assistant Secretary, including those records, that the Assistant Secretary determines is necessary to enable the Assistant Secretary to perform the duties of the Assistant Secretary under this section.

* Please certify:

Yes

Section 5 Consolidated Budget Forms

Applicants must upload a Consolidated Budget Form to NGP (see NE DE Capacity & Planning Grant Program NOFO Section III.C.2.g). Applicants requesting Capacity and Planning Grant Funds must complete the "NE Capacity & Planning Consolidated Budget Form," while applicants requesting only Capacity Grant Funds must complete the "NE Capacity Consolidated Budget Form." Complete and submit only one Consolidated Budget Form, depending on if the applicant is requesting Capacity and Planning Grant Funding, or just Capacity Grant Funding. Both versions of the forms are available for download on the Digital Equity Program webpage on www.InternetForAll.gov and found in the [Native Entity Capacity & Planning Grant Program – NGP ZIP folder](#).

1. From the Application Workspace, locate the **Consolidated Budget Forms** section and click the **Get Started** button.



2. Select **Yes** or **No** to answer the question: 'Are you applying for NE Planning Grant Funds?'

Note:

Applicants who are applying for NE Capacity & Planning Grant funds should only complete and upload the

NE Capacity & Planning Consolidated Budget Form. Applicants who are applying for NE Capacity Grant Funds should only complete and upload the NE Capacity Consolidated Budget Form.

- 3. Applicants must upload the completed Consolidated Budget Form (either the NE Capacity & Planning Consolidated Budget Form or the NE Capacity Consolidated Budget Form) **as an Excel file**, to NGP. The form will serve as a tool to capture budget information required for the NE Capacity & Planning Grant Program application.

Applicants must ensure that the total project budget information (i.e., costs and totals) is consistent across ALL forms and templates that request budgetary information, including the SF-424.

5.1.1 Digital Equity Plan Development

Are you applying for DE NE Planning Grant Funds? If you marked yes, please upload the DE NE Capacity and Planning Consolidated Budget Form below. If you marked no, please upload the DE NE Capacity Consolidated Budget Form below.

As a reminder, applicants who are applying for DE NE Capacity and Planning Grant Funds should only complete the DE NE Capacity and Planning Consolidated Budget Form. Applicants who are applying for DE NE Capacity Grant Funds should only complete the DE NE Capacity Consolidated Budget Form.

* Response

Yes

No

5.1.2 DE NE Capacity and Planning Consolidated Budget Form

Upload or attach a completed DE NE Capacity and Planning Consolidated Budget Form. 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 amounts in the SF-424 and all relevant sections in the application.

Note: The completed DE NE Capacity and Planning Consolidated Budget Form must account for the three (3) percent cap on expenses related to the administration of the grant, five (5) percent cap on expenses related to the evaluation of the grant, ten (10) percent cap on expenses related to affordable broadband programs, and twenty (20) percent cap on Capacity expenses related to DE Plan updates. Requests for Planning Grant Funds must not exceed seven and one-fourth (7.25) percent of the total amount of the requested funds.

* Upload

Or drop files

FileName	Upload Date

Applicants are required to submit a Consolidated Budget Form that adequately represents all proposed activities, costs, and cost rationales for their grant-funded project. Please refer to the instructions and guidance outlined within the NE Capacity & Planning Consolidated Budget Form and the NE Capacity Consolidated Budget Form for more information.

Tips for Completing Budget Documentation

- All budget amounts must exactly match across all budget documentation. For example, do not provide estimates or approximate amounts in the Consolidated Budget Form that do not exactly match amounts in the SF-424, and all relevant sections in the application
- All subtotals and totals (including line items) should be exact and not rounded. For example, do not round unit costs ending in \$0.50 or more up to the next whole dollar, and do not round unit costs ending in \$0.49 or less down to the nearest whole dollar.
- All direct and indirect costs will be evaluated for allowability, allocability, and reasonableness according to the relevant cost principles. Only include costs that meet all of those criteria and note that additional detail or documentation may be requested.

Section 6 SF-424

Applicants are required to fill out, directly in NGP, an SF-424 Application for Federal Assistance. The table below provides instructions on each field that must be filled out. Applicants are encouraged to fill out the SF-424 template available on NGP and on the Digital Equity Program webpage on www.InternetForAll.gov prior to filling out the form on NGP. Instructions on how to complete the SF-424 can be found on the grants.gov website, or at this link:

<https://www.grants.gov/web/grants/forms/sf-424-family.html>.

Note:

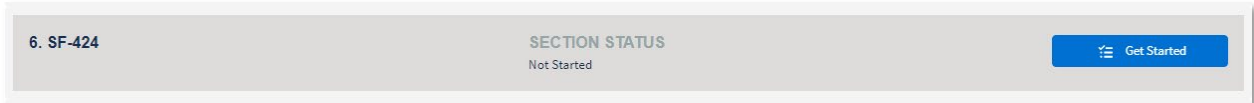
- Some of these fields will pre-populate as a result of the data entered when the applicant's organization is added.
- The SF-424 requests for a contact information on matters involving the application. This point of contact may be different from the Authorized Representative that is identified later in the SF-424. This Authorized Representative will be designated the AOR and submit the application.

Authorized Organizational Representative

The Applicant should identify their Authorized Organizational Representative (AOR) in the SF 424. An AOR is a member of your organization authorized to submit applications in the NTIA Grants Portal on behalf of the organization. Note that in the submission of the application, only the AOR will be able to attest that all statements are true and submit the application.

Application for Federal Assistance SF-424

1. From the Application Workspace, locate the **SF-424** section and click the **Get Started** button.



2. Click each **header** of the SF-424 form to expand or collapse the section on the screen. Some information previously provided will be pre-populated in various fields. Notice the **Steps** highlighted in the sidebar to the right.
3. Use the scroll bar to scroll to the next sections, click on each header to expand the section, and continue entering information for the remaining sections of the Form 424:
 - Application Information
 - Address
 - Organizational Unit
 - Name and contact information of person to be contacted on matters involving this application.
Note: This may be different from the Authorized Representative that is identified later in the SF-424. The Authorized Representative will be designated the AOR and must submit the application.
 - Type of Applicant
4. Click the **Save and Next** button to proceed to the next step – Program and Project Information.

Note: Upon completing the SF-424 Section, a PDF copy will be generated for the Applicant's records. Printing, signing, and uploading the PDF SF-424 copy is not necessary, as the information in NGP is already captured.

Program and Project Information

1. Click each **header** of the Program and Project Information step to expand or collapse the section on the screen. If needed, click the **Program Information** header to expand the section, enter program information using the fields provided. Some information previously provided will be pre-populated in various fields. Use the **scroll bar** to scroll to the next section to continue entering information for the remaining field(s). A red asterisk (*) indicates a required field.
2. Click the **Previous** button to go back to the previous step; click the **Save and Next** button to proceed to the next step – Estimated Funding.

Estimated Funding

1. Enter estimated funding information in the fields provided. A red asterisk (*) indicates a required field. The following fields must match:
 - a. SF-424 18a must match the “Total Federal Costs” field in the Summary tab of the Consolidated Budget Form
 - b. SF-424 18g must match the “Total Project Costs” field in the Summary tab of the Consolidated Budget Form

Click the **Previous** button to go back to the previous step; click the **Save and Next** button to proceed to the next step – Authorized Organizational Representative.

Authorized Organizational Representative

1. Enter the Authorized Organizational Representative (AOR) information in the fields provided. A red asterisk (*) indicates a required field.

The AOR will receive an email notification indicating that they have been added to the funding program application. If they are not already registered with NGP, they will receive a second email with a link to set their password to the Portal. (See the Registration Welcome Email with Initial Login Link section of this guide and follow the instructions.) If the current applicant indicates themselves as the AOR, they will not receive an email, as they are already registered in the Portal.

The screenshot shows a web form titled "Authorized Organizational Representative". The form includes the following fields: a "Prefix" dropdown menu; "First Name", "Middle Name", and "Last Name" text boxes, with red asterisks indicating they are required; a "Suffix" dropdown menu; a "Title" text box with a red asterisk; "Telephone Number", "Fax Number", and "Email" text boxes, with red asterisks indicating they are required; a "Signature of Authorized Representative" field with a grey button labeled "Populated upon submission."; and a "Date Signed" field with a grey button labeled "Populated upon submission." and a calendar icon.

Click the **Previous** button to go back to the previous step; click the **Save and Generate PDF** button to complete the SF- 424 Section.

Once you click Save and Generate, a new tab will open with the generated PDF. The generated SF-

424 will be saved on your application record in the Portal and will be available for attestation, review, and download by the AOR during the final step before submission.

If the designated AOR needs to be updated, return to the SF-424 to make the change. Refer to the instructions above for guidance.

2. Click the download button or the print button in the upper right corner to save a copy of the PDF for your records.
3. Return to the **Application Workspace** still open on the previous browser tab.

Note: If the AOR is a new user to the NGP, they will receive an email with their username and a link to set their password and log in. Only the AOR can submit the SF-424.

Section 7 Standard Forms

This section will require applicants to complete and upload the appropriate documents. All applicants are required to complete the CD-511. If applicable, applicants may also be required to complete the SF-LLL and upload a Negotiated Indirect Cost Rate Agreement.

All additional documents should be signed by the AOR identified in the SF-424. Ensure that the name listed and the signatures match.

Section 7.1.1 Form CD-511 – Certification Regarding Lobbying

The applicant must upload a completed and signed Form CD-511 Certification Regarding Lobbying that certifies that Federal funds

7.1.1 CD-511

Upload a copy of the completed Form CD-511. Applicants must complete a Form CD-511 Certification Regarding Lobbying that certifies that Federal funds have not been used and will not be used for lobbying in connection with this request for Federal financial assistance. A template is available to download with the rest of the Application Package [here](#) or on the DE Capacity Program webpage on www.InternetForAll.gov.

* Upload

Or drop files

FileName

▼

Upload Date ↓

▼

have *not* been used and *will not* be used for lobbying in connection with this request for Federal financial assistance. A fillable Form CD-511 is available to be downloaded and filled out on the DE Capacity Program page on NGP and on the DE Capacity Program webpage on www.InternetForAll.gov. Completion of this form is required for all applications.

Note: The “Award Number” on the CD-511 should be NTIA-SDEC GP-2024.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

* NAME OF APPLICANT

[Redacted]

* AWARD NUMBER

NTIA-SDEC GP-2024

* PROJECT NAME

[Redacted]

Prefix:

[Redacted]

* First Name:

[Redacted]

Middle Name:

[Redacted]

* Last Name:

[Redacted]

Suffix:

[Redacted]

* Title:

[Redacted]

* SIGNATURE:

[Redacted]

* DATE:

[Redacted]

Sections 7.1.2 – 7.1.3 Standard Form-LLL – Disclosure of Lobbying Activities (if applicable)

The Standard Form-LLL- Disclosure of Lobbying Activities must be completed, signed, and submitted for those applicants that need to disclose lobbying activities that have been secured to influence the outcome of a Federal action.

1. Select **Yes** or **No** to answer the question: 'Do you need to disclose lobbying activities that have been secured to influence the outcome of a Federal action?'

7.1.2 Standard Form LLL, Disclosure of Lobbying Activities
Do you need to disclose lobbying activities that have been secured to influence the outcome of a Federal action?

* Response

Yes

No

7.1.3 Standard Form LLL, Disclosure of Lobbying Activities
Upload a copy of the completed Standard Form-LLL - Disclosure of Lobbying Activities. The Standard Form LLL must be completed and submitted for those applicants that need to disclose lobbying activities that have been secured to influence the outcome of a Federal action. A template is available to download with the rest of the Application Package [here](#) or on the DE Capacity Program webpage on www.InternetForAll.gov.

* Upload

Or drop files

FileName	Upload Date
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If **No**, no further action is needed.

If **Yes**, the applicant must upload a copy of the complete SF-LLL.

Sections 7.1.4 – 7.1.7 Negotiated Indirect Cost Rate Agreement (NICRA)

Applicants receiving more than cumulative \$35 million in federal grant funding within a fiscal year must complete and submit a Negotiated Indirect Cost Rate Agreement (NICRA) and use the rate when developing their budget. If the applicant is below the \$35 million threshold, the applicant may elect to use the de minimis rate or can establish a NICRA.

1. Select **Yes** or **No** to answer the question: 'Are indirect costs included in the proposed budget?'

If **No**, no further action is needed. Click **Save and End** to return to the Application Workspace and move onto the next section.

If **Yes**, proceed to the next question.

2. Select **Yes** or **No** to answer the question: 'If Yes, was an indirect cost rate established by a cognizant federal audit agency? Select 'No' if in the process of obtaining a NICRA.'

If **Yes**, upload a copy of the approved negotiated agreement.

If **No**, indicate in the following text box whether (1) you are in the process of obtaining a negotiated indirect cost rate agreement or (2) you are using the de minimis rate, described further in the following Note.

Note: Consistent with 2 C.F.R. § 200.414(f), applicants that do not have a current negotiated indirect cost rate may elect to charge indirect costs to an award pursuant to a de minimis rate of 15% of modified total direct costs, in which case a negotiated indirect cost rate agreement is not required.

Applicants proposing a de minimis rate pursuant to 2 C.F.R. § 200.414(f) should note this election as part of the budget portion of the application

3. Click **Save and End** to return to the Application Workspace to move onto the next section.

Instructions for Submitting Standard Forms

1. Click the **Get Started** button to begin the Standard Forms section.



2. Click the **Upload Files** button to select the file(s) to upload or drag and drop the file(s) into the upload files space provided. A red asterisk (*) indicates that a document is required. Click the **delete** icon to remove a file.
3. Click the **Save and End** button to return to the Application Workspace.

Section 8 Attestation & Application Submission

Once the applicant has completed its application, it is advised to proofread the materials submitted and verify the consistency of data provided in more than one location (particularly with respect to the project budget). The final Attestation & Application Submission section is accessible only to the designated AOR in Form 424; the Attestation & Application Submission section is not accessible to other team member roles. **The AOR must complete the Attestation & Application Submission section.**

By submitting this application, the applicant certifies that the information and responses in the application are material representations of fact and are true and correct.

1. The AOR is responsible for reviewing all forms and application documents before final submission. Uploaded forms can be viewed in the Requirements section of the application workspace. If changes are needed, return to the corresponding section(s) in the Application Workspace and complete all steps of the section(s) to update and save changes to the form(s) and document(s). It is recommended to download each form and document for archival purposes.
2. Click the **Get Started** button to begin the Attestation & Application Submission section.
3. Upon reviewing the application for final submission, complete the Attestation by clicking the required checkbox next to "I AGREE." Then click the **Submit** button.

Important: Once the AOR confirms submission by clicking Submit, the application submission process has completed, and the application records will be locked and awaiting review by NTIA.

4. A PDF version of SF-424 with the AOR attested signature and date at the bottom of the form will open in a separate tab. Click the download button or the print button in the upper right corner to save a copy of the PDF for your records.
5. You will receive a Confirmation message that your application was submitted. You may use the Download Link to download a summary PDF of your application responses.
6. Click **End**, and you will be returned to the Application Workspace where each section status is now marked as **Submitted**.

7. A confirmation email will be sent from the NGP system.

Congratulations!

You have successfully completed your application for the NE Capacity & Planning Grant Program. Please reach out to DigitalEquity@NTIA.gov for Digital Equity programmatic inquiries, if you have any outstanding technical questions, or need additional guidance on submitting your application.

Appendix A: Key Definitions

- **Applicant:** Any eligible entity that applies to the NE Capacity & Planning Grant Program is referred to as an “applicant” in this document. Note: The applicant will be the entity listed on line 8a. of the downloaded SF-424.
- **Authorized Organization Representation (AOR):** An AOR is a member of the applicant organization authorized to submit applications in NGP on behalf of the organization. During the submission of the application, only the AOR will be able to attest that all statements are true before submitting the application. Note: The AOR will be listed under line 21 and will digitally sign the SF-424 within NGP.
- **Alaska Native Entity:** The term “Alaska Native entity” will refer to a tribally controlled entity in Alaska whose purpose or mission is to represent or advance the interests of one or more native Alaskan communities. This will include, but will not be limited to, subsidiary organizations of an Indian Tribe; entities that receive federal funding due to their status as an Indian or Native organization; and the Alaska Native Regional Nonprofit Organizations created to administer social, educational, and health services for Alaska Native people in their region.
- **Indian Tribe:** The term “Indian Tribe” means any Indian tribe, band, nation, or other organized group or community (i.e., Tribal Organizations), including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, 43 U.S.C. § 1601 et seq., which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
- **Native Entity:** As used in the DE State Digital Equity Capacity Grant Program NOFO, the term “Native Entity” refers to Indian Tribes, Alaska Native entities, and Native Hawaiian organizations as referenced in 47 U.S.C. 1723(i)(2) and that meet the eligibility criteria outlined in Section III.B.1 of the NOFO.
- **Native Hawaiian Organization (NHO):** An organization that is registered with the U.S. Department of the Interior’s Office of Native Hawaiian Relations and Hawaiian Homes Commission Act Beneficiary Associations and Homestead Associations, as defined under 43 C.F.R. §§ 47.10 and 48.6, or is the Department of Hawaiian Homelands

Appendix B: NTIA Grants Portal (NGP) Registration

The following appendix provides information on how to use NGP.

How to Access NGP

NGP can be accessed at <https://grants.ntia.gov/grantsPortal/s/>.

Use one of the following browsers to access the Portal. Refer to the [Supported Browsers to Access the Portal](#) page for more information.

- Chrome Latest Release (Recommended)
- Microsoft Edge Chromium (Recommended)
- Mozilla Firefox Latest Release
- Safari

Desktop and Laptop Browsers

Salesforce supports these browsers. Make sure that your browsers are up to date. Other browsers or older versions of supported browsers aren't guaranteed to support all features.

IMPORTANT Support for Internet Explorer 11 to access Lightning Experience ended on December 31, 2020.

- When using IE11, a permanent banner displays in your Salesforce org indicating that you're on an unsupported browser.
- IE11 has significant performance issues in Lightning Experience.
- This change doesn't impact Salesforce Classic.

IMPORTANT Support for the non-Chromium version of Microsoft Edge in Lightning Experience and Salesforce Classic ended on December 31, 2020.

	MICROSOFT* INTERNET EXPLORER*	MICROSOFT* EDGE (NON-CHROMIUM)	MICROSOFT* EDGE CHROMIUM	GOOGLE CHROME**	MOZILLA* FIREFOX*	APPLE* SAFARI*
Lightning Experience	Not supported	Not supported	Supports latest stable browser version	Supports latest stable browser version	Supports latest stable browser version	Supports latest stable browser version
Experience Builder sites	Not supported	Not supported	Supports latest stable browser version	Supports latest stable browser version	Supports latest stable browser version	Supports latest stable browser version
Special setup considerations?	Not supported	Not supported	No	No	No	No
Limitations?	Yes	Yes	Yes	No	Yes	Yes

NTIA Grant Programs Page

The screenshot shows the NTIA Grants Portal interface. At the top, there is a navigation bar with the NTIA logo and links for Home, My Grants, and Support. Below the navigation bar, the page title is "Grant Programs". A welcome message follows, stating: "Welcome to the National Telecommunications and Information Administration (NTIA) Grants Portal (NGP). This portal is designed to support NTIA in its administration of its grant programs, including grant application submission and required materials submission. The tiles below are links to active NTIA grant programs and provide additional information about that specific grant program, eligible applicants, and mechanisms to apply or submit information required for the respective grant program." Below this text, there are six tiles, each representing a different grant program with a "Learn more" button. The tiles are:

- Broadband Equity, Access, and Deployment (BEAD) Program
- Digital Equity Competitive Grant Program (2024)
- Middle Mile Broadband Infrastructure Grant Program
- State Digital Equity Capacity Grant Program (2024)
- State Digital Equity Capacity Grant Program: Native Entities.. (This button is highlighted with a red box)
- State Digital Equity Planning Grant Program

 At the bottom of the page, there is a circular seal of the Department of Commerce, United States of America.

From the Grant Programs page, click the **Learn More** button under State Digital Equity Capacity Grant Program: Native Entities (2024) to reach the home page.



Applications for the Digital Equity Capacity Grant Program: Native Entities (2024) are open. Applications from Native Entities must be received through the NTIA Grants Portal or by email no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025, or, if submitted by mail or courier, postmarked (for postal mail) or show clear evidence of mailing (for courier submissions) no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025.

Funding Program State Digital Equity Capacity Grant Program: Native Entities (2024)

Funding Type: Competitive Grant Start Date: 9/25/2024

Program Information

Table with 2 columns: Field Name and Value. Fields include Funding Program Name, CFDA Number, Funding Opportunity Number, Funding Organization, and Program Status.

Eligibility

Eligible Organizations: Indian Tribes, Alaska Native entities, and Native Hawaiian organizations that appear on one of the following lists prior to the closing of the application window...

Program Description

Description: NTIA issues this Notice of Funding Opportunity ("NOFO") to describe the requirements under which it will award grants for the State Digital Equity Capacity Grant Program ("Capacity Grant Program" or "Program")...

Login to Apply Now

- Resources (2): InternetForAll, SAM.gov

When you choose the Capacity Program on the landing page, you will be taken to the NE Capacity & Planning Grant Program home page (as illustrated to the left).

If you have not logged in, the button will show Login to Apply Now, which will redirect you to the login page. From here, return to the program home page and click Apply Now.

The screenshot shows the NTIA Grants Portal interface. At the top, there is a navigation bar with the NTIA logo, the text 'NTIA Grants Portal', and links for 'Home', 'My Grants', and 'Support'. Below the navigation bar, a red banner contains the following text: 'Applications for the Digital Equity Capacity Grant Program: Native Entities (2024) are open. Applications from Native Entities must be received through the NTIA Grants Portal or by email no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025, or, if submitted by mail or courier, postmarked (for postal mail) or show clear evidence of mailing (for courier submissions) no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025.'

The main content area features a section titled 'Funding Program' with the subtitle 'State Digital Equity Capacity Grant Program: Native Entities (2024)'. Below this, there is a table with columns for 'Funding Type' (Competitive Grant) and 'Start Date' (9/25/2024). A 'Program Information' section is expanded, showing details such as 'Funding Program Name', 'Funding Organization', 'CFDA Number', 'Funding Type', 'Funding Opportunity Number', 'Program Status', 'Application Due Dates', and 'Accepting Applications'. A blue 'Apply Now' button is prominently displayed and highlighted with a red rectangular box. To the right of the 'Apply Now' button, there is a 'Resources (2)' section with links for 'InternetForAll' and 'SAM.gov'.

If you are logged in, you can start your application for the NE Capacity & Planning Grant Program by clicking the **Apply Now** button.

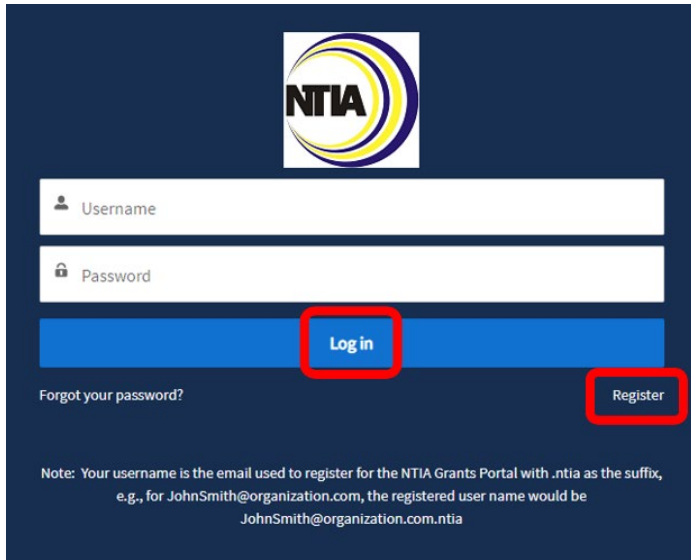
Log-In And Registration

This screenshot shows the top navigation bar of the NTIA Grants Portal. It includes the NTIA logo, the text 'NTIA Grants Portal', and navigation links for 'Home' and 'Support'. A blue 'Log in' button is located in the upper right corner of the navigation bar.

Click the **Log-in** button in the upper right corner to sign in as a registered

Portal user or to register the first time you access the Portal.

Registration

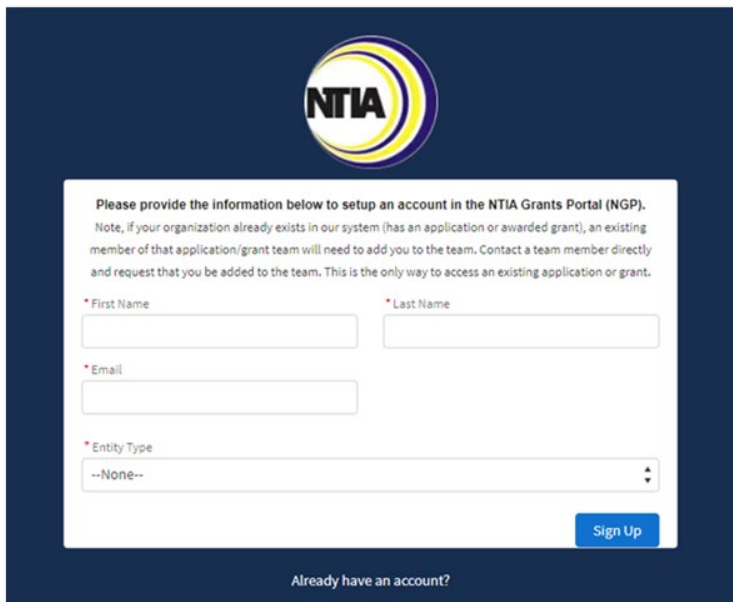


The screenshot shows the NTIA Grants Portal login and registration interface. At the top center is the NTIA logo. Below it are two input fields: "Username" and "Password". A blue "Log in" button is positioned below the password field, and a "Register" button is located at the bottom right. A link for "Forgot your password?" is on the left. A note at the bottom states: "Note: Your username is the email used to register for the NTIA Grants Portal with .ntia as the suffix, e.g., for JohnSmith@organization.com, the registered user name would be JohnSmith@organization.com.ntia". The "Log in" and "Register" buttons are highlighted with red boxes.

If you have a Username and Password, enter the username and password and click the blue **Log-in** button to move forward.

If you forgot your password, click **Forgot your password?** Below the blue Log in button on the login screen. For assistance, email the NTIA Grants Portal Help Desk at ngphelpdesk@ntia.gov.

If you are new to the Portal and need to register for the first time, click **Register** below the blue Log in button.



The screenshot shows the registration form for the NTIA Grants Portal. It features the NTIA logo at the top. Below the logo is a section titled "Please provide the information below to setup an account in the NTIA Grants Portal (NGP)." with a note: "Note, if your organization already exists in our system (has an application or awarded grant), an existing member of that application/grant team will need to add you to the team. Contact a team member directly and request that you be added to the team. This is the only way to access an existing application or grant." The form includes fields for "First Name", "Last Name", and "Email", each marked with a red asterisk to indicate they are required. There is also a dropdown menu for "Entity Type" with "--None--" selected. A blue "Sign Up" button is at the bottom right. A link "Already have an account?" is at the bottom center.

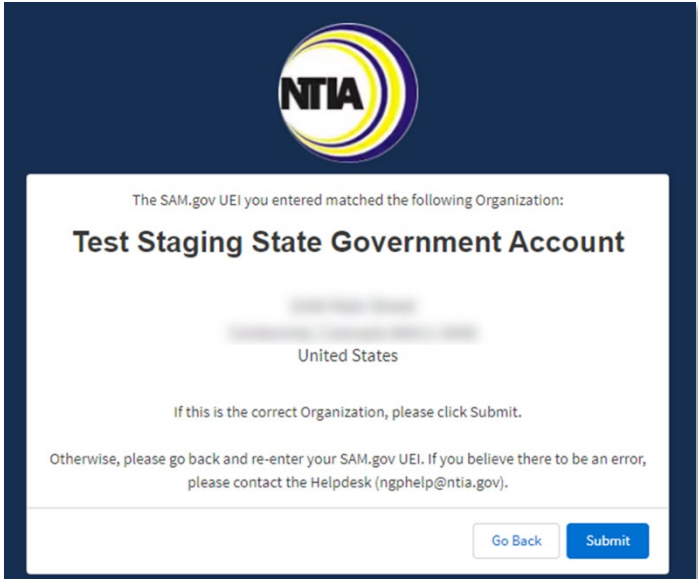
Complete the fields. A red asterisk (*) indicates a required field.

Click the **Entity Type** field to select the entity type. Select your Entity Type.

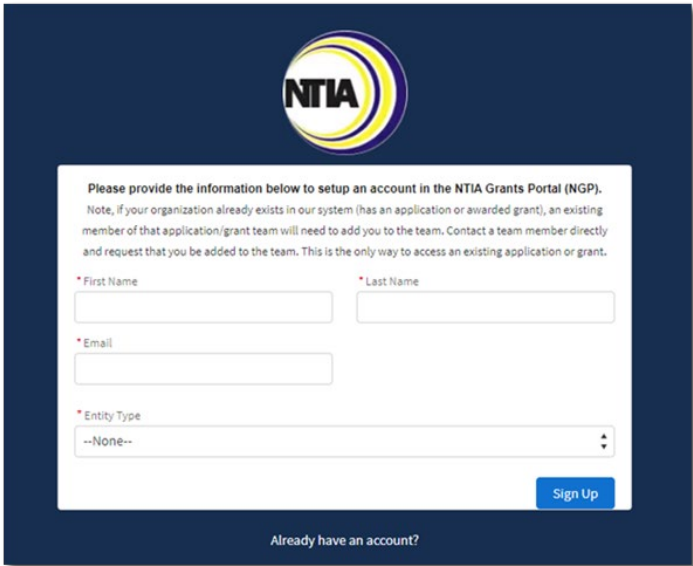
Enter your organization's **SAM.gov UEI**.

Then click the blue **Sign Up** button.

Important: Upon completing registration, your Username will be the email address used to register for NGP appended with **.ntia** as the suffix. For example, the Username for the email address JohnSmith@organization.com would be JohnSmith@organization.com.ntia.



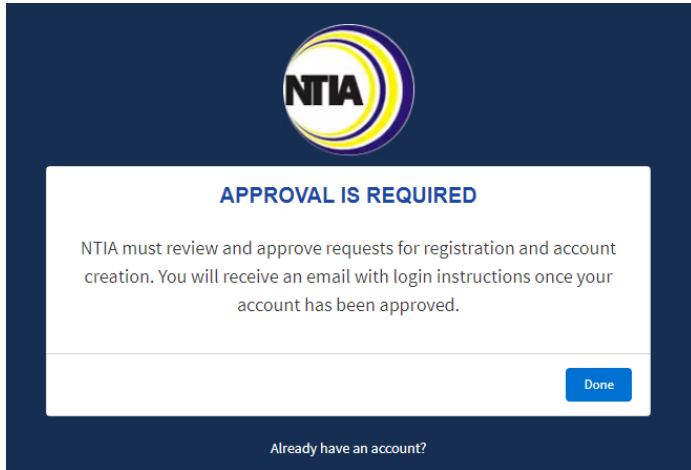
If the UEI entered matches an account within NGP, a message will appear with the organization the UEI matches. If it is the correct organization, click **Submit** to proceed.



If the UEI that is entered does not currently exist in NGP system, you will be prompted to create an account.

Complete the required fields and click **Sign Up**.

Approval

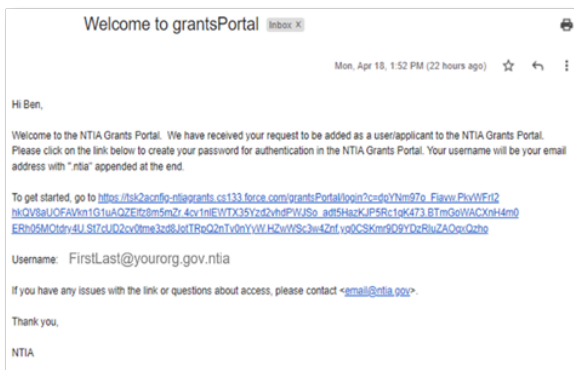


As part of the NGP registration process, approval is required. NTIA will send an approval email with a link to complete the process.

Check your email inbox for an approval email, confirming your registration and providing steps to complete the registration and login process.

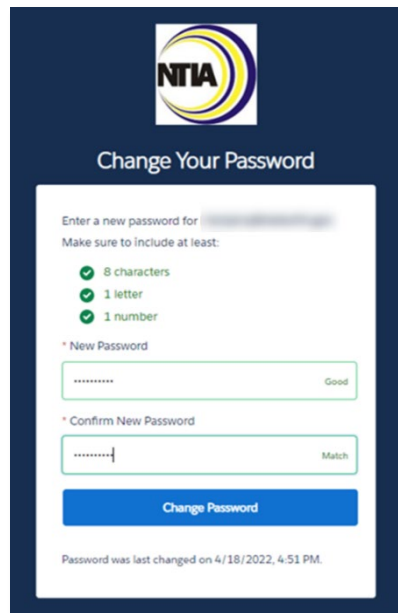
In the event of receiving an email indicating you are not approved, contact NTIA for assistance by emailing NGPhelpdesk@ntia.gov.

Registration Welcome Email with Initial Login Link



Open your Welcome Email and click on the Login link.

Important: Your Username is the email address used to register, appended with **.ntia**. Note this will be the Username used when logging in to the Portal in the future.



You will be asked to **Change Your Password**. Enter a password according to the requirements indicated, and then click the **Change Password** button.

Setting Up Multi-Factor Authentication

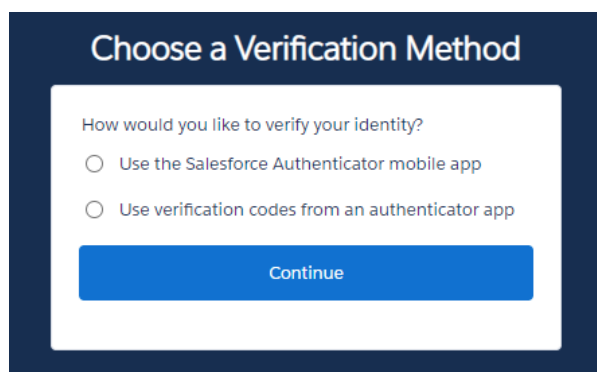
After setting up your password, you will be asked to set up a verification method using Multi-Factor Authentication (MFA). Once MFA is set up, you will use it to verify your identity each time you log in. You will be guided in the subsequent steps to download and install an authentication app of your choice onto your mobile device from the app store.

What is Multi-Factor Authentication?

Multi-factor authentication (MFA) is a digital authentication method used to confirm the identity of a user to allow them access to a website or app through at least two pieces of evidence. With an authenticator app downloaded onto your mobile device, users are given an automatically generated code that refreshes around every 30 seconds. Using an authenticator app on your mobile device bolsters your online security.

1. Click the **radio button** for the app you wish to use – either the Salesforce Authenticator mobile app or another authenticator app – then click the **Continue** button.

For more information about using the Salesforce Authenticator mobile app for multi-factor authentication, view this video: [How to Use Salesforce Authenticator for MFA Logins](#)



Choose a Verification Method

How would you like to verify your identity?

Use the Salesforce Authenticator mobile app

Use verification codes from an authenticator app

Continue

Salesforce Authenticator Mobile App Verification

If you selected to use the Salesforce Authenticator mobile app verification method, follow the instructions on the **Connect Salesforce Authenticator** screen, or use the following instructions.

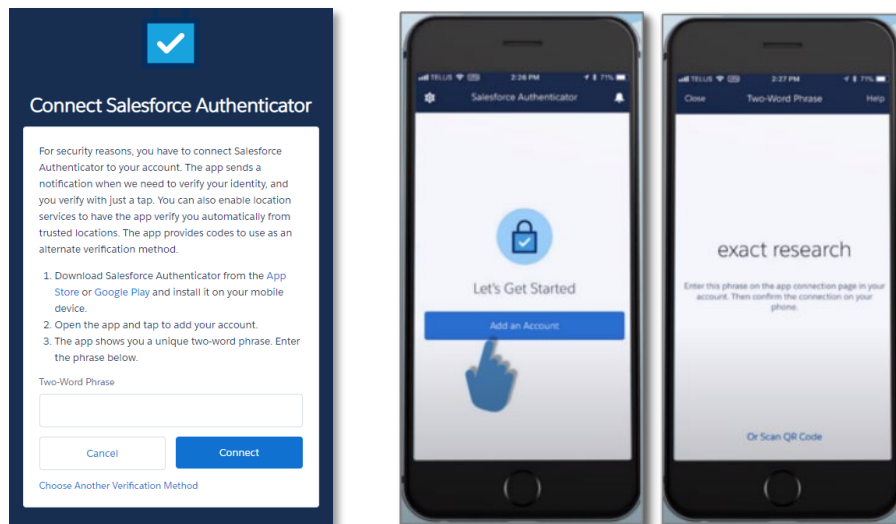
Downloading and Installing the Salesforce Authenticator

1. Search for Salesforce Authenticator in your phone's app store.
 - a. iPhone/iOS users will search in the Apple App Store
 - b. Android users will search in the Google Play Store
2. Follow your screen's prompts to install the app on your phone.
3. Open the Salesforce Authenticator app and follow the verification setup activities when you are prompted (mobile number verification, four-digit passcode setup).

Connecting the Salesforce Authenticator to Your NTIA Grants Portal Login

1. In the Salesforce Authenticator app on your mobile device, tap **Add an Account**.
2. A unique two-word phrase will appear in the app, enter the phrase into the **Connect Salesforce Authenticator** screen (illustrated below) and click **Connect**.
3. Confirm the connection in the Salesforce Authenticator app and you will have successfully paired your account.

Note: You will only need to connect your account once. You will continue to use the Salesforce Authenticator to approve future logins.

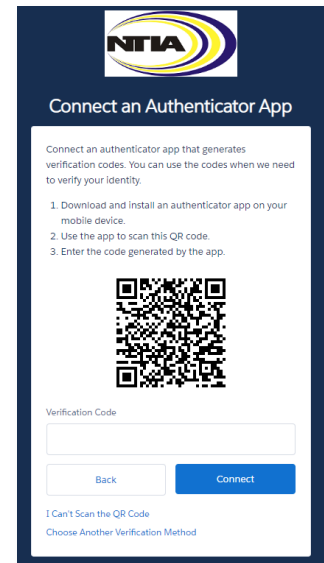


Other Authenticator App

If you selected to use another authenticator app (other than the Salesforce Authenticator App), follow the instructions on the **Connect an Authenticator App** screen. Commonly used Authenticator Apps available to download from the app store onto your mobile device include:

- Google Authenticator
- Lastpass
- Microsoft Authenticator
- Authy by Twilio
- 2FA Authenticator
- Duo Mobile
- Aegis Authenticator

Note: You will only need to connect (pair) your account once with an authenticator app. You will continue to use the authenticator app to approve future logins.

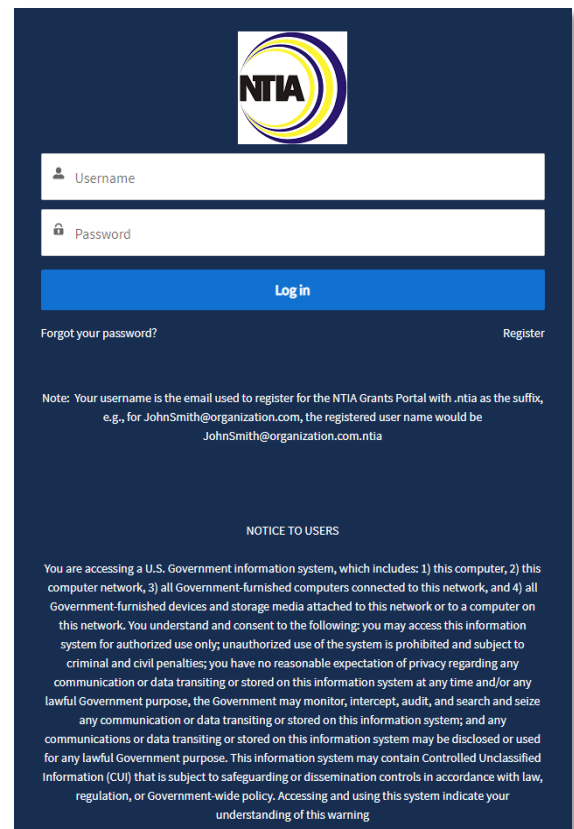


Log into NGP Using the Connected Authenticator App

Once you have installed and connected the authenticator app on your mobile device, you will continue to use the app to verify your identity each time you log into the Portal.

1. Enter the Username you received during the registration process, which is your email address appended with **.ntia**, and the Password you created, in the fields provided into NGP from your computer web browser. The Portal will send a notification to your mobile device.
2. The authenticator app will provide details of the login request, including Username, Service, Device, and Location.
3. Review the login details, then tap **Approve**; if you do not recognize the request, tap **Deny**.

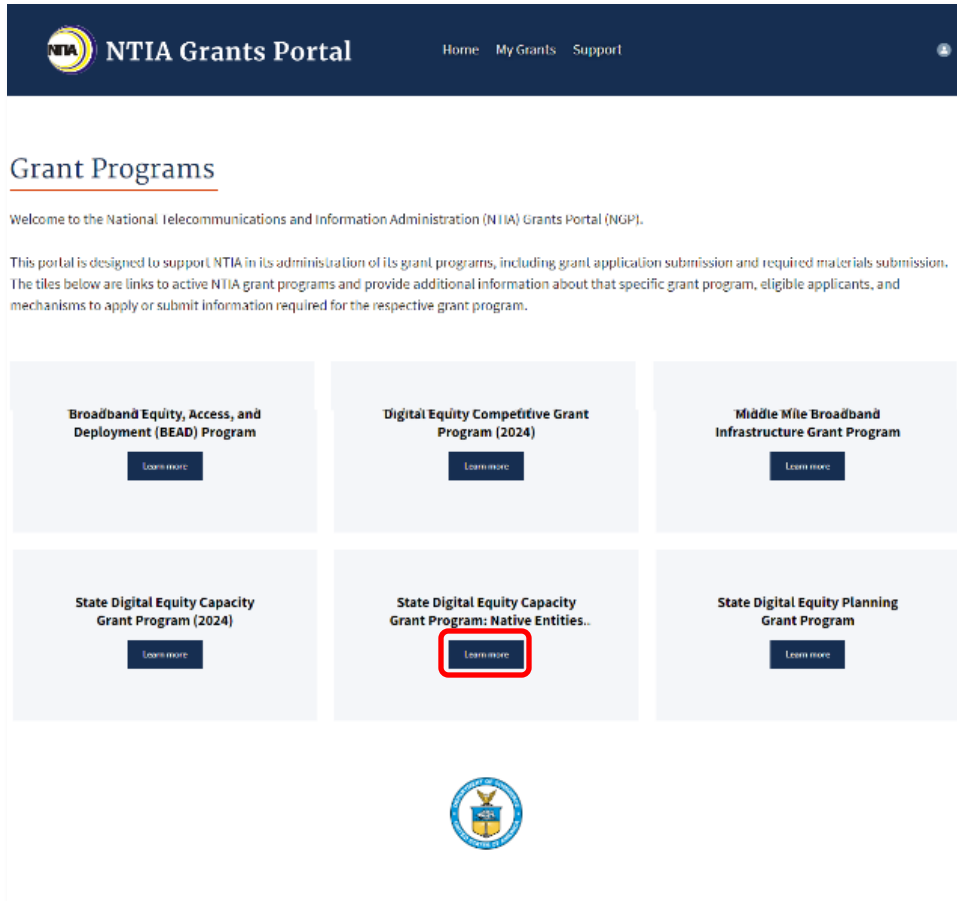
Note: To make logging in easier, enable **Always approve from this location** from the Salesforce Authenticator to automatically approve requests matching location and login information.



Appendix C: NTIA Grants Portal Workspace

Welcome to the NTIA Grants Portal

Once logged into NGP, you will land on the **Welcome** page.



The **Home** button at the top of the screen returns you to your NGP home page. The **Support** button takes you to a screen with NTIA Support contact information.

The **My Grants** button will show you a menu of all awarded grants and grant applications.

To start a grant funding request, follow these steps:

From the **Home** page, click the **Learn More** button for State Digital Equity Capacity Grant Program: Native Entities (2024).

1. Click the **Apply Now** button.

NTIA Grants Portal Home My Grants Support

Applications for the Digital Equity Capacity Grant Program: Native Entities (2024) are **open**. Applications from Native Entities must be received through the NTIA Grants Portal or by email no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025, or, if submitted by mail or courier, postmarked (for postal mail) or show clear evidence of mailing (for courier submissions) no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025.

Funding Program
State Digital Equity Capacity Grant Program: Native Entities (2024)

Funding Type: Competitive Grant | Start Date: 9/22/2024

Program Information

Funding Program Name	State Digital Equity Capacity Grant Program: Native Entities (2024)	Funding Organization	US Department of Commerce (DOC)
CFDA Number	11.032	Funding Type	Competitive Grant
Funding Opportunity Number	NTIA-SDECGP-2024	Program Status	Accepting Applications
Application Due Date	2/7/2025		

Apply Now

Resources (2)

- InternetForAll
- SAM.gov

Eligibility

Eligible Organizations

Indian Tribes, Alaska Native entities, and Native Hawaiian organizations that appear on one of the following lists prior to the closing of the application window, or that meet the criteria set forth below, satisfy the definition of a Native Entity for purposes of this NOFO:

- 1) U.S. Department of the Interior, Bureau of Indian Affairs, Indian Entities Recognized by and Eligible to Receive Services From the United States Bureau of Indian Affairs, 88 Fed. Reg. 2112 (Jan. 12, 2023), available at: <https://www.federalregister.gov/documents/2023/01/12/2023-00304/indian-entities-recognized-by-and-eligible-to-receive-services-from-the-united-states-bureau-of>;
- 2) Alaska Department of Natural Resources, Division of Mining, Land and Water, Index of
- 3) Regional Native Corporations, available at: <https://dmr.alaska.gov/mfw/pwaf/5-to-assessments/search/>
- 4) U.S. Department of the Interior, Office of Native Hawaiian Relations, Native Hawaiian
- 5) Organization Notification List, available at: <https://www.doi.gov/hawaiian/nhnl>
- 6) U.S. Department of the Interior, Office of Native Hawaiian Relations, Homestead & Beneficiary Associations List, available at: <https://www.doi.gov/hawaiian/homestead-beneficiary-associations>
- 7) The Department of Hawaiian Home Lands, available at: <https://dhh.hawaii.gov/dhhl/>

Program Description

Description

NTIA issues this Notice of Funding Opportunity ("NOFO") to describe the requirements under which it will award grants for the State Digital Equity Capacity Grant Program ("Capacity Grant Program" or "Program"), authorized by § 80304(d) of the Infrastructure Investment and Jobs Act of 2021, Division F, Title III, Public Law 117-56, 135 Stat. 425, 1209 (November 15, 2021) ("Infrastructure Act" or "IIJA"), also known as the Digital Equity Act of 2021 ("Digital Equity Act" or "DE Act"). The Capacity Grant Program provides funding for the implementation of Digital Equity Plans created pursuant to 47 U.S.C. §1723(c), including the promotion of digital inclusion activities.

UEI Confirmation

Before beginning the application, you will be prompted to verify the SAM.gov Unique Entity Identifier (UEI) of the applicant. It is critical to ensure the UEI is accurate before proceeding because the UEI cannot be changed after the application starts.

1. The **Select Organization** window will be pre-populated with your organization's information. If the UEI matches the organization you are applying on behalf of, select **Yes**. You will then be taken to the **Application Workspace**.

If the UEI does *not* match the organization you are applying on behalf of, select **No**.

2. If you selected **No**, you will then be prompted to search for your organization's UEI.

If the UEI is already included in the NGP system, you will be shown the **Select Organization** window with your entity's information pre-populated. Select **Yes** to confirm the information is correct.

3. If your organization's UEI is not present in the NGP system, you will be prompted to create an account. Once finished, your entity will be in the NGP system, and you can move forward into the **Application Workspace**.

Application Workspace Tab

The **Application Workspace** tab contains the sections of the overall application request process. Navigate to the **Application Workspace** from the **Welcome Page** by clicking the **My Grants** button, then the **My Grant Applications** tab.

Note that after the due date has passed, Applications will be archived and moved to the **Archived Applications** section.

NTIA NTIA Grants Portal Home My Grants Support

Welcome, DENative AOR

Total Grant Amount Requested **\$40K** Total Grant Amount Awarded **\$0**

My Awarded Grants **My Grant Applications**

Click the Funding Request name to navigate to the Application Workspace and view Funding Request details. After the "Application Due Date" has passed, Applications will be archived and moved to the "Archived Applications" section.

Post Award Requirements Due Within 6 Months
There are no Post Award Requirements due at this time.

In Process Applications

Funding Request	GRN	Status	Due Date	Submi...	Amou...
ML Test Company-DE Native 2024-Compe...	GRN-002272	Draft	02/07/2025	10/09/2024	\$90,000.00
Native Entity Test Account DE Native...	GRN-002274	Submitted	02/07/2025	10/10/2024	\$40,000.00
Native Hawaiian Entity DE Native 202...	GRN-002275	Draft	02/07/2025	10/07/2024	\$5,000.00

Once on the **Application Workspace tab**, the application screenshots are listed in the order in which to complete the application:

1. Application Information
2. Project Narrative
3. Funding Information
4. Certifications and Assurances
5. Consolidated Budget Forms
6. SF-424
7. Standard Forms
8. Attest and Submit

Each section reflects a **Section Status**, such as Not Started, In Progress, and Completed.

The screenshot displays the 'Application Workspace' tab for a grant request titled 'State Territory Name-DE Native 2024-Competitive Application'. The page includes a navigation bar with 'Home', 'My Grants', and 'Support'. Below the header, there are tabs for 'Application Workspace', 'Application Team', and 'Requirements'. The main content area shows a list of sections with their status and a 'Review/Update' button. The status for sections 1 through 7 is 'Completed', while section 8, 'Attest and Submit', is 'Not Started'. A 'Get Started' button is visible for the 'Attest and Submit' section.

Section Number	Section Name	Section Status	Action
1.	Application Information	Completed	Review/Update
2.	Project Narrative	Completed	Review/Update
3.	Funding Information	Completed	Review/Update
4.	Certifications and Assurances	Completed	Review/Update
5.	Consolidated Budget Forms	Completed	Review/Update
6.	SF-424	Completed	Review/Update
7.	Standard Forms	Completed	Review/Update
8.	Attest and Submit	Not Started	Get Started

Application Team Tab

Add team members who will participate in the application process as early as possible. Each team member will require their own login credentials to input application information. To ensure coordination on application inputs, work with all team members on planned application activities so as not to overwrite application information.

When adding a team member who needs access to the current application, be aware of the following:

- Only one applicant role and only one Authorized Organizational Representative role can be assigned to an application.
- Changing the applicant and adding or changing the Authorized Organizational Representative can only be done in the SF-424 section in NGP. To add or change the Applicant or AOR, create a new SF-424. See section below for instructions on how to fill out the SF-424.

1. Click the **Application Team** tab, then click the **+ Add Contact** button. Indicate if the contact is outside of your organization by selecting **Yes** or **No** from the drop-down menu.

The screenshot shows the 'Application Team' tab selected. A table lists team members with columns for Contact, Organization, Role, Authorized Organizational Representative, and Status. Below the table is an 'Add Contact' dialog box with a dropdown menu for 'Is this contact outside of the applying organization?' and a 'Close' button.

2. Enter the new team member contact information in the Add Contact fields. A red asterisk (*) indicates a required field. Click the **Save** button, or the **Save & New** button to add additional team members. Click the **Close** button to close the Add Contact section.

The new team member will receive a Welcome Email with a link to log into the portal.

Note: The link in the Welcome Email will expire after 7 days. If a new login link is needed, the applicant team member can go to **Forgot your password?** on the login page and enter their Username to receive a new login link via email, or they can contact NTIA to request a new email with a login link.

To update the role of an application team member, click the drop-down menu under **Role** and select the new role, then click the **Save** button.

This screenshot shows the 'Add Contact' dialog box with fields for First Name, Last Name, and Email. A dropdown menu for 'Role' is open, showing options like Collaborator, Grant Manager, Financial Manager, Panel Member, Panel Chair, and Attorney. The 'Save' button is highlighted with a red box.

To remove a team member, click the drop-down menu under **Status** to select either Current or Former status, and then click the **Save** button.

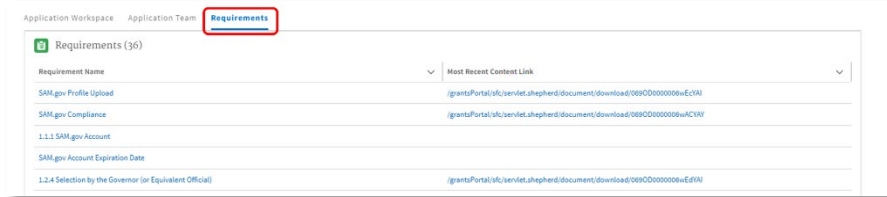
The screenshot shows the table from the previous screenshot. The 'Status' dropdown menu for the first team member is open, showing 'Current' and 'Former' options. The 'Save' button is highlighted with a red box.

Note: You will be able to see who is assigned as applicant and as Authorized Organizational Representative (AOR), but you cannot manage those users within the Application Team Tab. To add or change the applicant or AOR, create a new Standard Form 424. See Section 4.7 of this document for instructions on how to fill out the SF-424.

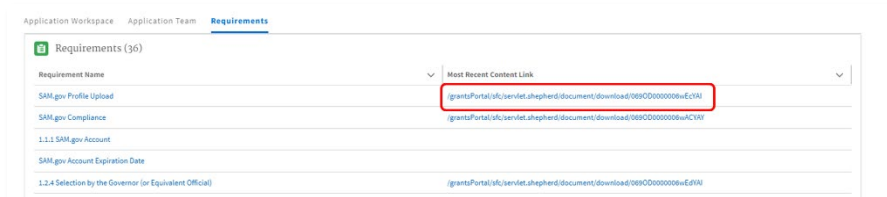
Requirements Tab

There are multiple steps throughout the application process that require you to upload documents. To view, download or confirm the files that were uploaded you will use the 'Requirements' tab at the top.

1. Click the **Requirements** tab.



2. On the Requirements tab, you will be able to review the list of documents that will have been uploaded to the application. Click on the document you wish to review.

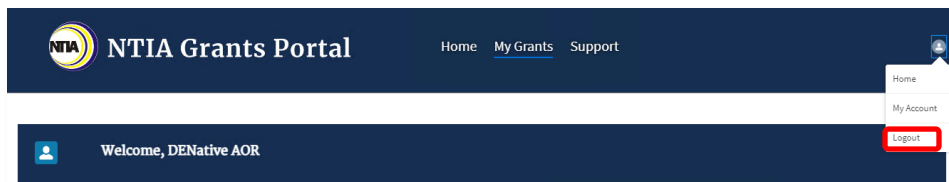


Note: Only add documents through the Application Workspace to ensure your application is correct.

Saving Your Work and Logging Out

Important: Save your work within any section by clicking the **Save** or **Next** button. The Section Status will display as 'In Progress.' Click the **Continue** button to return to your saved work. **If you enter information on a screen and do not click Save or Next, your work will not be saved and you will need to re-enter it.**

To log out, click the **profile icon** in the upper right, then click **Logout**.



Appendix D: How to Check SAM.gov for UEI and Expiration Date

The **System for Award Management (SAM.gov)** is an official website of the U.S. Government. The SAM database is managed by the General Services Administration, which is responsible for acquiring goods and services for government agencies. In order to do business with any federal government agency, an applicant must complete SAM registration on SAM.gov. There is no cost to use SAM.gov.

Evidence of the applicant's registration of SAM.gov is required for the NE Capacity & Planning Grant Program application. Additionally, the applicant must always maintain an active SAM registration with current information during which it has an active federal award or an application or plan under consideration by a federal awarding agency. Applicants can register for the SAM at <https://www.sam.gov/>. Entities without an active SAM.gov registration and/or UEI at the time of application submission and award may be deemed ineligible for a grant award.

How to check for UEI and SAM.gov expiration:

Unique Entity ID (UEI)

The screenshot shows the SAM.gov Entity Information page. On the left is a navigation menu with options like Entity Registration, Core Data, Business Information, Entity Types, Financial Information, Points of Contact, Assertions, Reps and Certs (FAR/DFARS), Reps and Certs (Financial Assistance), Exclusions, and Responsibility / Qualification. The main content area is titled 'Entity Information' and includes a status indicator 'Active Registration'. Two red boxes highlight the 'Unique Entity ID' field and the 'Expiration Date' field (showing 'Jan 4, 2025'). Red arrows point from these boxes to the labels 'Unique Entity ID (UEI)' and 'SAM.gov Expiration Date'. Below this is the 'BUSINESS INFORMATION' section, which includes fields for 'Doing Business As', 'Division Name', 'Congressional District', 'URL', 'Division Number', 'State/Country of Incorporation', and a 'Registration Dates' sub-section with 'Activation Date', 'Submission Date', and 'Initial Registration Date'.