
INTERNET FOR ALL

Offline 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 (NTIA Grants Portal (NGP)) per the State Digital Equity Capacity Grant Program Notice of Funding Opportunity (NOFO) Section III.C.8, this document focuses on providing guidance for applicants intending to submit via email, mail, or courier (“Offline Applicants” and “Offline Applications”). 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 information to familiarize applicants with the NE Capacity & Planning Grant Program's Offline Application materials and provides guidance on where to access forms and templates and how to complete the application package.

The document is structured into the following three sections:

1. **Program Guidance:** This section highlights application provisions, eligible entities, key submission dates, and final considerations for a successful application.
2. **NE Capacity & Planning Grant Program Application Instructions:** Applicants will find instructions on how to properly fill out their NE Capacity & Planning Offline Application for the NE Capacity & Planning Grant Program.
3. **Technical Guidance:** Applicants will find technical instructions to confirm their application materials are successfully downloaded, packaged, and submitted.

Additionally, documents captured in Section 4.1.2 of this document are available online on the Digital Equity Program page and are found in the [Native Entity Capacity & Planning Grant Program – Offline ZIP folder](#) for download.

Note: *The guidance is intended for applicants submitting through email, mail, or courier. An additional NE NTIA Grants Portal Application Guidance document is available for guidance on submitting applications through the NTIA Grants Portal.*

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, 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 confirm that their application is complete and satisfies the requirements of the program.

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.



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. Having a UEI does not automatically mean you are registered on SAM.gov. Please confirm you can log in to your existing account or register a new account on SAM.gov to complete your registration. 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:

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-;](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/;](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)

3.4.1 Authorization for Consortium Applications

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. The MOU must include the following:

- Demonstrate each Native Entity’s approval of the proposed projects,
- Clearly articulate the specific benefits and responsibilities of each member, and
- 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.

Note: 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 Methods for Offline Submission

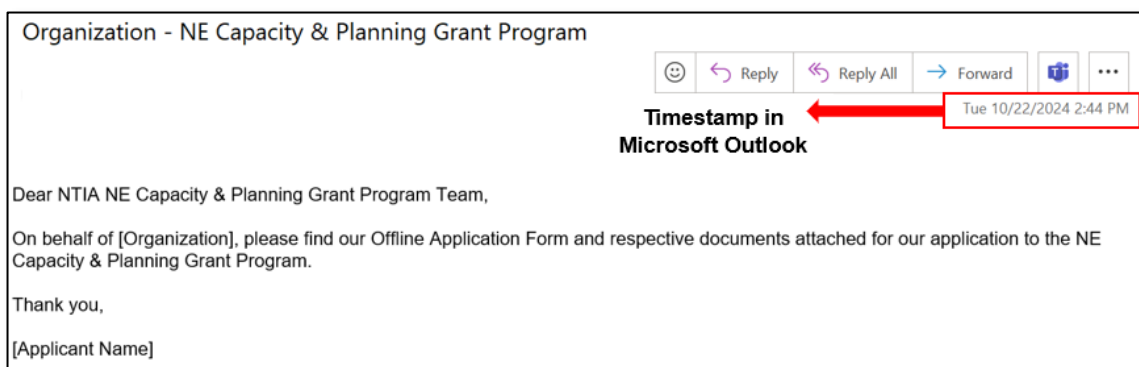
The application window opened on September 25, 2024, and will close on **February 7, 2025, at 11:59 p.m. Eastern Time (ET)**.

3.5.1 Offline Submission Methods

All Native Entity Offline Applications must be **received by NTIA** via email **no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025**, or **sent** by postal mail or courier showing evidence of mailing of their applications **no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025**. In all submittal scenarios, NTIA assumes the last submitted version of the application is the one to be reviewed.

- **Email:** Offline Applicants should email all application content to the NTIA Digital Equity email box - digitalequity@ntia.gov and the email from the applicant must be received by NTIA and time stamped no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025. Applicants are encouraged to list the name of the Native Entity(ies) and Grant Program in the email title. See Appendix B Email Submission of NE Capacity & Planning Grant Program Application for a proposed template to use for the email submission. If more than one email needs to be sent due to limited attachment capabilities, the applicant is encouraged to use the same naming convention for the email title and note in the body of the email this application material should be included in evaluation. If the applicant needs to send more than one email to provide NTIA with the full application, all emails must be time stamped no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025 (see Figure 1: Sample Email with Receipt Timestamp).

Figure 1: Sample Email with Receipt Timestamp



- **Mail or courier:** Offline Applicants must show postmark (for postal mail) or show evidence of mailing (for courier submissions) of their applications no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025, and send the complete application package materials (printed or in a jump drive) to:

Angela Thi Bennett
 Director of Digital Equity
 Office of Internet Connectivity and Growth
 National Telecommunications and Information Administration
 U.S. Department of Commerce
 1401 Constitution Avenue, NW
 Washington, DC 20230

- If an applicant needs to make changes to an application ahead of the submission deadline, the applicant must contact NTIA by emailing digitalequity@NTIA.gov for assistance in making updates. Applicants are encouraged to resubmit the entire application package (e.g., Offline Application Form and all required documents) if the applicant wishes to make revisions ahead of the application deadline.
- In the event an applicant sends multiple versions of the application, NTIA may use the last timely received application that is submitted.

Note: Applications for the NE Capacity & Planning Grant Program will **not** be submitted via Grants.gov. All applications must be submitted via the [NTIA Grants Portal](#), emailed, or sent by mail or courier.

3.5.2 File Sizes

Applicants are responsible for ensuring their emailed application is successfully sent to NTIA. Saving documents as PDFs helps reduce file sizes. Additionally, there are a few other options to reduce the attachment sizes, such as zipping the files. Instructions are detailed in Section 5 Technical Instructions.

3.5.3 Application Templates

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

- be saved and uploaded (if submitting via email or mail/courier using a jump drive) 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 may 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 the Digital Equity Program page and found in the [Native Entity Capacity & Planning Grant Program - Offline ZIP folder](#):

- SDECGP NE Offline App Form (SDECGP NE Offline App Form)
- 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)
- Standard Form 424: Application for Federal Assistance (SF-424)
- Certification Regarding Lobbying (CD-511)
- Disclosure of Lobbying Activities (SF-LLL)

3.6 Offline Applications Post-Submission Processing

Offline Applicants must submit their application by email (digitalequity@ntia.gov) or by mail or courier no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025, per Section III.C.6 of the NOFO. The email from the applicant must be received by NTIA and time stamped no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025. Applicants must show postmark (for postal mail) or show evidence of mailing (for courier submissions) of their applications no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025.

The postmark date or evidence of mailing for courier submissions of the last submitted complete application packet shall be entered into NGP by the NTIA authorized user as the date the application was received. The applications submitted by email, mail, and courier will be entered into NGP by the NTIA authorized user following the application closing date. After the NTIA authorized user inputs the Offline Application into NGP, another NTIA authorizer user will confirm the application is entered exactly as received. The application will then be reviewed in NGP, and all communications thereafter between the applicant and NTIA will be performed via NGP by email.

In the event an applicant sends multiple versions of the application, the last timely application sent may be the one entered in NGP and reviewed. If the latest version cannot be identified, the Initial Review

Team Lead may contact the applicant to determine which application package is the one to review.

Once the application is entered into NGP, the Authorized Organizational Representative (AOR) will receive an email notifying them of this process. In addition, applicants are required to create an account on NGP to confirm they receive all follow-up communications. Instructions on how to create an account are located in Appendix C.

3.7 Follow-Up Confirmation and Communication

Applicants are encouraged to closely monitor their emails following submission of an Offline Application. The NE Capacity & Planning Grant Program Team will confirm receipt of an application based on how the application was submitted, as outlined below.

Emailed Application Confirmation Receipt: NTIA will acknowledge receipt of applications submitted via email, sent to the originating email address of the application package, within three (3) business days.

Mail or Courier Application Confirmation Receipt: NTIA will acknowledge receipt of applications submitted via mail or courier within approximately two (2) weeks after the application deadline by sending an email to the AOR listed in the application after the application has been inputted into NGP.

In addition, this point of contact and email address may also be used for other instances where the NE Capacity & Planning Grant Program Team requires follow up with the applicant. A phone call may be initiated to make the applicant aware of the follow-up request.

Note: All applicants are required to have an account on NGP following close of application deadline.

3.8 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.

3.9 Technical Issues

Please contact the Digital Equity Team at digitalequity@NTIA.gov if any technical issues (e.g., trouble downloading a form or submitting the application) arise. For all other questions, including instructions on how to complete the application, applicants are encouraged to use this document and other readily available resources on the Digital Equity Program page.

4 NE Capacity & Planning Grant Program

To start, Offline Applicants are required to download the SDECGP NE Offline App Form and other available templates on the Digital Equity Program page and found in the [Native Entity Capacity & Planning Grant Program - Offline ZIP folder](#).

The following section provides applicants with step-by-step instructions on how to complete and submit the NE Capacity & Planning Grant Program application via email, mail, or courier.

Note: Many questions on the application form 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.

4.1 Application Overview

The following sections provide step-by-step application instructions. To help you prepare to complete the application, use the checklist in Table 1: Application Component Checklist to compile required information and the document repository in Error! Reference source not found..

4.1.1 Offline 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
Offline Application 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, provide Consortium Members Form and Memorandums of Understanding(s) (NOFO Sections III.B.1 and III.C.2.b)
<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, provide authorizing documentation(s) (NOFO Sections III.B.1 and III.C.2.c.vi)
Offline Application 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)

Application Component		Action Required
<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, an explanation (NOFO Section III.C.2.c.v)
<input type="checkbox"/>	2.6 Implementation	Describe various aspects of the project Implementation Team 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 provide the comprehensive project plan (NOFO Sections III.C.2.c.x-xi)
Offline Application 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 or have been awarded to any other Federal or outside funding sources and if applicable, provide additional details (NOFO Section III.C.2.c.xii)
Offline Application Section 4. Certifications and Assurances		
<input type="checkbox"/>	4 Certifications and Assurances	Answer each certification and assurance question (NOFO Sections III.C.2.d-f)
Offline Application Section 5. Consolidated Budget Forms		
<input type="checkbox"/>	5 Consolidated Budget Forms	Provide the Consolidated Budget Form with detailed budget information (NOFO Section III.C.2.g)
Offline Application Section 6. SF-424		
<input type="checkbox"/>	6 SF-424	Complete and provide the SF-424 (NOFO Section III.C.2.h)
Offline Application Section 7. Standard Forms		
<input type="checkbox"/>	7 Standard Forms	Provide the completed CD-511, SF-LLL (if applicable), and NICRA (if applicable) (NOFO Section III.C.2.h)
Offline Application Section 8. Attest and Submit		
<input type="checkbox"/>	8 Attest and Submit	Provide your Signature, Printed Name, and Date before submission. AOR (Authorized Representative in SF-424) is required to submit the application.

Note: Please only submit materials requested by the NE Capacity & Planning Grant Program and NOFO. Additional submitted materials will not be reviewed.

Table 2: Checklist of Application Fields That Must be Completed is provided as a guide to assist applicants by highlighting the fields within the application that must be completed. Please note that failure to complete ALL fields noted in the table below may result in the application being removed from further consideration. Applicants are encouraged to review their submissions carefully to ensure compliance with all requirements before finalizing and submitting their applications.

Table 2: Checklist of Application Fields That Must be Completed

<input type="checkbox"/>	Offline Application Form Question	<input type="checkbox"/>	Offline Application Form Question
<input type="checkbox"/>	1.1.1 SAM.gov Account	<input type="checkbox"/>	3.2.1 State Digital Equity Planning Grant Sub-recipient
<input type="checkbox"/>	1.1.2 SAM.gov Account	<input type="checkbox"/>	3.3.1 Federal Grant Awards for Digital Equity Past Awards
<input type="checkbox"/>	1.2.1 Applicant Type	<input type="checkbox"/>	3.3.3 Federal Grant Awards for Digital Equity Past Applications
<input type="checkbox"/>	1.4.1 Consortium Application	<input type="checkbox"/>	3.3.5 Philanthropic Awards for Digital Equity
<input type="checkbox"/>	1.5.1 Authorized Non-Profit Corporation	<input type="checkbox"/>	4.1 Use of Funds Certification
<input type="checkbox"/>	2.1.4 Barriers to Digital Equity	<input type="checkbox"/>	4.2 Supplemental Funds Certification
<input type="checkbox"/>	2.1.5 Covered Populations Served	<input type="checkbox"/>	4.3 Assurance 1
<input type="checkbox"/>	2.1.6 Geographic Regions Served	<input type="checkbox"/>	4.4 Assurance 2
<input type="checkbox"/>	2.2.1 Digital Equity Plan Development	<input type="checkbox"/>	5.1.1 NE Capacity & Planning Consolidated Budget Form
<input type="checkbox"/>	2.5.1 Variance in Project Size	<input type="checkbox"/>	7.1.2 Standard Form LLL, Disclosure of Lobbying Activities
<input type="checkbox"/>	2.6.6 Capacity Grant Sub-Granting or Sub-Contracting Process	<input type="checkbox"/>	7.1.4 Negotiated Indirect Cost Rate Agreement (NICRA)
<input type="checkbox"/>	3.1.1 Tribal Broadband Connectivity Program (TBCP) Application	<input type="checkbox"/>	(If Applicable) 7.1.5 Negotiated Indirect Cost Rate Agreement (NICRA)
<input type="checkbox"/>	(If Applicable) 3.1.3 TBCP Award	<input type="checkbox"/>	8 Attest and Submit

4.1.2 Document Repository for Download

Applicants should download the Offline application materials included in the [Native Entity Capacity & Planning Grant Program – Offline ZIP folder](#) hosted on <https://broadbandusa.ntia.gov>. Applicants can refer to Table 3: Document Repository to find the list of documents needed to complete the NE Capacity & Planning Grant Program Offline Application.

Table 3: Document Repository

Document	File Name in ZIP Folder	Notes
NE Capacity & Planning Offline Application Form	SDECGP NE Offline App Form	All Offline Applicants are required to complete the Offline Application Form (SDECGP NE Offline App Form). <i>Save as a .pdf if submitting via email or loading to a jump drive.</i>
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). <i>Save as a .xlsx if submitting via email or loading to a jump drive. Do not password protect.</i>
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). <i>Save as a .xlsx if submitting via email or loading to a jump drive. Do not password protect.</i>
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). <i>Save as a .xlsx if submitting via email or loading to a jump drive. Do not password protect.</i>
SF-424	SF-424	Required for all applicants: Standard Form 424: Application for Federal Assistance (SF-424). <i>Save as a .pdf if submitting via email or loading to a jump drive.</i>
CD-511	CD-511	Required for all applicants: Certification Regarding Lobbying (CD-511). <i>Save as a .pdf if submitting via email or loading to a jump drive.</i>
SF-LLL	SF-LLL	(If applicable) Disclosure of Lobbying Activities (SF-LLL). <i>Save as a .pdf if submitting via email or loading to a jump drive.</i>

Step-by-Step Instructions for Completing the Offline Application Form

The following instructions offer detailed information and guidance on completing the Offline Application Form. The section numbers correspond to those in the Offline Application Form.

General Application Information documents must be submitted in the file format noted in **Error! Reference source not found.** if submitting via email or loading to a jump drive. See below to get started.

Section 1 Application Information

As part of the NE Capacity & Planning Grant Program application package applicants must complete the following 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). The following instructions pertain to Section 1 Application Information of the SDEC GP NE Offline App Form.

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. 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 to 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 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.*

Section 1.1.1 SAM.gov Account

Instructions: Using your SAM.gov account information, provide your Organization Name and SAM.gov Unique Entity ID (UEI), SAM.gov Activation Date, and Registration Expiration Date in the table.

Additional Guidance: To check for your organization’s UEI and SAM.gov Expiration Date, you will need to log into SAM.gov and follow the additional guidance:

1. Go to <https://sam.gov>
2. Search for your organization
3. Under “Entity Registration” the UEI and SAM.gov Expiration Date should be available on the screen.

Unique Entity ID (UEI)

Entity Information

Active Registration

Unique Entity ID CAGE/NCAGE

Expiration Date

Physical Address

Mailing Address

Purpose of Registration
All Awards

Version
Current Record

BUSINESS INFORMATION

Doing Business As (blank)

Division Name (blank)

Congressional District

URL (blank)

Division Number (blank)

State/Country of Incorporation (blank), (blank)

Registration Dates

Activation Date

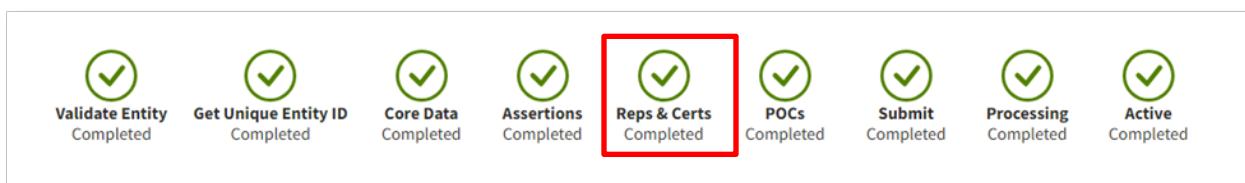
Submission Date

Initial Registration Date

Section 1.1.2 SAM.gov Account

Additional Guidance: For Section 1.1.2 of the SDECGP NE Offline App Form, select **Yes** or **No** to answer the following question: ‘Are your representations and certifications to receive Federal Financial Assistance funds in compliance and up to date?’ To see if your representations and certifications (“reps and certs”) are in compliance and up to date, you will need to log into SAM.gov and follow the additional guidance:

1. Go to <https://sam.gov>
2. At the bottom of the page select “Check Entity Status” under “Customer Service”
3. Search for your organization’s UEI
4. Verify that the “Reps and Certs” are completed



Section 1.2 Authorizing Documentation

Section 1.2.1 Applicant Type

Instructions: For Section 1.2.1 of the SDECGP NE Offline App Form, all applicants must select their respective applicant type from the list provided (Indian Tribe, Alaska Native Entity, Native Hawaiian Organization). See Section 3.3 of this document for a list of eligible entities.

Section 1.2.2 Authorizing Documentation

Instructions: If applying as a single Native Entity, you will be asked in Section 1.2.2 Authorizing Documentation of the SDECGP NE Offline App Form to attach a copy of the governing body's authorizing documentation into your email submission or printed or saved on a jump drive if sending by mail or courier. The authorizing documentation should demonstrate the authority to make an application on behalf of the Native Entity and designating the AOR. The applicant's name must match the name in the authorizing documentation.

If applying as a consortium, you will be asked in Section 1.4.1 of the SDECGP NE Offline App Form to attach the appropriate authorizations from each of the Native Entities listed within the Consortium Members Form into your email submission or printed or saved on a jump drive if sending by mail or courier. The authorizing documentation should demonstrate the authority to make an application on behalf of each Native Entity and designate the AOR.

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.*

Section 1.3 Native Entity Information

Section 1.3.1 Native Entity Name(s)

Instructions: For Section 1.3.1 of the SDECGP NE Offline App Form, enter the name of the Native Entity or Entities represented in the application.

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

Section 1.4 Consortium Information

Section 1.4.1 Consortium Application

Instructions: For Section 1.4.1 of the SDECGP NE Offline App Form, 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?'

If **No**, you are not submitting on behalf of a consortium, skip to Section 1.5 Non-Profit Information of the SDECGP NE Offline App Form.

If **Yes**, you are submitting on behalf of a consortium, continue Section 1.4 Consortium Information of the SDECGP NE Offline App Form.

Section 1.4.2 Consortium Name

Instruction: Provide the name of the Consortium (if applicable).

Section 1.4.3 Consortium Members Form

Instructions: The Consortium Members Form must be submitted as a .xlsx attachment in the email submission. If an applicant is mailing their application either include as a .xlsx on a jump drive or printed as part of a mail or courier submission (if applicable).

Section 1.4.4 Memorandum of Understanding

Instructions The Memorandums of Understanding(s) must be submitted as a .pdf attachment in the email submission. If an applicant is mailing their application either include as a .pdf on a jump drive or printed as part of a mail or courier submission (if applicable).

Note: Consortium applications should attach the Consortium Members Form as well as Memorandum of Understanding (MOUs). The MOU must be submitted between the lead applicant and each of the Native Entities listed in the Consortium Members Form. The MOU should demonstrate approval of the proposed projects and clearly articulate the specific benefits and responsibilities of each consortium member. Applicants may submit one MOU that contains all Native Entities or one MOU per Native Entity, which would result in multiple MOUs. The following is required for Consortium Members Form:

- Each consortium member's legal name
- Each member organization's legal identifiers
- Identification if the member is the lead applicant
- Identification of the type of entity
- Each member's corresponding role in the consortium.

Section 1.5 Non-Profit Information

Section 1.5.1 Authorized Non-Profit Corporation

Instructions: For Section 1.5.1 of the SDECGP NE Offline App Form, select **Yes** or **No** to answer the following question: 'Are you using a non-profit corporation authorized by the Native Entity to administer NE Capacity and Planning Grant Funds on behalf of the eligible Native Entity?'

If **No**, you are not using a non-profit corporation authorized by the Native Entity to administer Digital Equity Program Capacity and Planning Grant Funds on behalf of the eligible Native Entity, skip to Section 2 Project Narrative of the SDECGP NE Offline App Form.

If **Yes**, you are using a non-profit corporation authorized by the Native Entity to administer Digital Equity Program Capacity and Planning Grant Funds on behalf of the eligible Native Entity, continue Section 1.5 Non-Profit Information of the SDECGP NE Offline App Form.

Section 1.5.2 Non-Profit Corporation Authorization

Instructions: The authorizing documentation(s) must be submitted as a .pdf attachment in the email submission. If an applicant is mailing their application either include as a .pdf on a jump drive or printed as part of a mail or courier submission (if applicable).

Section 1.5.3 Authorized Non-Profit Corporation Name

Instructions: Enter the name of the authorized non-profit organization (if applicable).

Section 1.5.4 Authorized Non-Profit Corporation Point-of-Contact (POC) Name

Instructions: Enter the name of the point of contact from the authorized non-profit organization (if applicable).

Section 1.5.5 Authorized Non-Profit Corporation Email

Instructions: Enter the email of the authorized non-profit organization (if applicable).

Section 1.5.6 Authorized Non-Profit Corporation Role and Activities

Instructions: Describe the non-profit organization's role and activities. (2500 character limit, approximately 500 words)

Note: *Appropriate authorization(s) from the Native Entity (or each of the Native Entities if there are multiple within the consortium) is required if the applicant is using a non-profit corporation to administer NE Capacity & Planning Grant Funds. 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 Program Funds on their behalf.*

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.

Section 2.1 Project Information

Instructions: Complete all questions in Section 2.1 of the SDEC GP NE Offline App Form.

Section 2.1.1 Project Title

Instructions: Enter a brief title of the project. This is NOT a description but a brief title/name of the project. (1250 character limit, approximately 250 words)

Section 2.1.2 Executive Summary

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.

Section 2.1.3 Total Funding Requested

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

Section 2.1.4 Barriers to Digital Equity

Instructions: Which of the following barriers to Digital Equity does your project seek to address? Please elaborate in the Executive Summary text above in Section 2.1.2. (Select all that apply)

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

Section 2.1.5 Covered Populations Served

Instructions: Which of the following Covered Populations will be served through your project? Please elaborate in the Executive Summary text above in Section 2.1.2. (Select all that apply)

- Individuals who live in covered households (i.e., households with income of not more than one-hundred fifty (150) percent of the poverty level)
- 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

Section 2.1.6 Geographic Regions Served

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

- (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 (WRO)
- (14.) Other (If “(14.) Other” is selected, please elaborate in the “Description of Needs and Barriers” Section 2.1.8)

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

Section 2.1.7 Zip Codes Served

Instructions: What zip code(s) does this project serve? (625 character limit, approximately 125 words)

Note: For Section 2.1.7 Zip Codes Served of the NE Offline Application Form, please enter the 5-digit Zip Code(s).

Section 2.1.8 Description of Needs and Barriers

Instructions: To the greatest extent possible, provide data demonstrating the needs and barriers faced by the Native Entity's Covered Populations, including but not limited to the:

- I) 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))
- II) The number of Covered Populations to be served and the number of individuals within each Covered Population
- III) The number of individuals in the Covered Populations lacking access to a computer, tablet, smartphone, or other device that enables Internet access.
- IV) The number individuals within the Covered Populations not using or not subscribing to the Internet

- V) Other data that demonstrates need

Please explain the needs and barriers addressed in this project by highlighting here the best available data. If you are also applying for the Planning Grant Funds, indicate what data you will collect and why.

Section 2.2 Planning Grant Funds

Section 2.2.1 Planning Grant Funds

Instructions: For Section 2.2.1 of the SDECGP NE Offline App Form, select **Yes** or **No** to answer the following question: ‘Are you applying for Digital Equity Planning Grant Funds?’

If **No**, you are not applying for Planning Grant Funds, skip to Section 2.3 Capacity Grant Funds of the SDECGP NE Offline App Form.

If **Yes**, you are applying for Planning Grant Funds, continue Section 2.2 Planning Grant Funds of the SDECGP NE Offline App Form.

Sections 2.2.2 – 2.2.5 Digital Equity Plan Development

Instructions: Digital Equity Planning Grant Funds: If the Native Entity seeks Digital Equity Planning Grant funds, provide 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:

- I) A vision statement;
- II) Outreach and engagement with the Covered Populations for the purpose of identifying barriers to digital equity and conducting a needs assessment;
- III) Identification of the barriers to digital equity faced by the members of the Covered Populations;
- IV) Measurable objectives that address the barriers to digital equity; and
- V) 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.

Note: Requests for Planning Grant Funds must not exceed seven and one-fourth (7.25) percent of the total amount of the requested funds.

Section 2.3 Capacity Grant Funds

Sections 2.3.1 – 2.3.2

Instructions: Provide 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.

Note: All questions in Section 2.3 Capacity Grant Funds require a response.

Section 2.4 Digital Equity Promotion

Sections 2.4.1 – 2.4.5

Instructions: Complete questions in Sections 2.4.1 – 2.4.5 Digital Equity Promotion of the SDECGP NE Offline App Form.

Provide 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:

- The availability of, and affordability of access to, fixed and wireless broadband technology;
- The online accessibility and inclusivity of public resources and services;
- Digital literacy;
- Awareness of, and the use of, measures to secure the online privacy of, and cybersecurity with respect to, an individual; and 50
- The availability and affordability of consumer devices and technical support for those devices.

Note: All questions in Section 2.4 Digital Equity Promotion require a response. If a 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."

Section 2.5 Project Size Variance

Section 2.5.1 Variance in Project Size

Instructions: For Section 2.5.1 of the SDECGP NE Offline App Form, select **Yes** or **No** to answer the following question: 'Is the amount of requested 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).

If **No**, the amount you are requesting is not less than \$500,000 or more than \$2,000,000, skip to Section 2.6 Implementation of the SDECGP NE Offline App Form.

If **Yes**, the amount you are requesting is less than \$500,000 or more than \$2,000,000, complete Section 2.5.2 Explanation of Variance in Project Size of the SDECGP NE Offline App Form. *For example: Geographic scope requires the requested funding to fall outside of the provided range.*

Section 2.5.2 Explanation for Variance in Project Size

Instructions: 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, approximately 500 words)

Section 2.6 Implementation

Sections 2.6.1 – 2.6.7

Instructions: Complete 2.6.1 – 2.6.6 in Section 2.6 Implementation of the SDECGP NE Offline App Form (see State Digital Equity Capacity Grant Program NOFO III.C.2.c.vii-ix).

For **Section 2.6.6** Capacity Grant Sub-Granting or Sub-Contracting Process of the SDECGP NE Offline

App Form, select **Yes** or **No** to answer the following question: ‘Do you plan to use subgrantees and/or contractors?’

If **No** to Section 2.6.6, you are not planning to use subgrantees and/or contractors, **skip to Section 2.7** Anticipated Outcomes of the SDECGP NE Offline App Form.

If **Yes** to Section 2.6.6, you are planning to use subgrantees and/or contractors, **complete Section 2.6.7** Capacity Grant Sub-Granting or Sub-Contracting Process Further Information of the SDECGP NE Offline App Form.

Section 2.6.7 Capacity Grant Sub-Granting or Sub-Contracting Process Further Information

Instructions: Provide 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. In addition, provide a description of the sub-granting or sub-contracting process to be followed, as applicable.

Note: Submit one-page resumes of Key Personnel who will carry out and be responsible for the proposal activities.

Section 2.7 Anticipated Outcomes

Sections 2.7.1 – 2.7.4

Instructions: Complete all questions in Section 2.7 Anticipated Outcomes of the SDECGP NE Offline App Form (see State Digital Equity Capacity Grant Program NOFO III.C.2.c.x-xi).

2.7.4 Capacity Grant Project Plan

Instructions: Provide a project plan describing all major project activities and timelines, including key milestones and when each major project activity will start and end.

Note: *Recommend limiting the comprehensive project plan to 5 pages for Section 2.7.4.*

Section 3 Funding Information

Starting Section 3 Funding Information of the SDECGP NE Offline App Form, the applicant should disclose whether the Native Entity intends to use other funding sources to support digital equity and inclusion activities (State Digital Equity Capacity Grant Program NOFO III.C.2.xii). This should include funding the Native Entity has applied for.

Section 3.1 TBCP Funds

Section 3.1.1 Tribal Broadband Connectivity Program (TBCP) Application

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

Instructions: Select **Yes** or **No** to answer the following question: ‘Please indicate whether or not you applied for Tribal Broadband Connectivity Program (TBCP) funding.’

If **No**, you did not apply for TBCP funding, skip to Section 3.2 State Digital Equity Planning Grant Sub-Recipient of the SDECGP NE Offline App Form.

If **Yes**, you applied for TBCP funding, please continue Section 3.1 TBCP Funds in the SDECGP NE Offline App Form. Only complete Section 3.1.5 TBCP Grants Online Award Number if you were awarded

funding through TBCP.

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

Section 3.1.2 TBCP Grants.Gov Number

Instructions: If applicable please list the Title and the Grants.Gov Grant Tracking Number (GRANT1345XXXX) of the application submitted. (Title, GRANTID) (100 character limit)

Section 3.1.3 TBCP Award

Instructions: Were you awarded funding through the TBCP or do you have a pending TBCP application? (Select 1 answer)

If **Yes**, Awarded Funding (please complete Sections 3.1.4 – 3.1.5 to provide additional information)

If **Yes, Pending Funding** (please complete Section 3.1.4 to provide additional information)

If **No** (skip to Section 3.2 Planning Funds)

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.

Section 3.2.1 State Digital Equity Planning Grant Sub-recipient

Instructions: Select **Yes** or **No** to answer the following question: ‘Were you awarded funding as a sub-recipient to a State Digital Equity Planning Grant?’

If **No**, you were not awarded funding as a sub-recipient to a State Digital Equity Planning Grant, skip to Section 3.3 Other Funding of the SDECGP NE Offline App Form.

If **Yes**, you were awarded funding as a sub-recipient to a State Digital Equity Planning Grant, please complete Section 3.2.2 State Digital Equity Planning Grant Further Information of the SDECGP NE Offline App Form.

Section 3.2.2 State Digital Equity Planning Grant Further Information

Instructions: 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, approximately 500 words) (if applicable).

Section 3.3 Other Funding

Section 3.3.1 Federal Grant Awards for Digital Equity Past Awards

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

Instructions: Select **Yes** or **No** to answer the question in Section 3.3 of the SDECGP NE Offline App Form: ‘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**, you were not awarded any other Federal funding, skip to Section 3.3.3 Federal Grant Awards for Digital Equity Past Applications of the SDECGP NE Offline App Form.

If **Yes**, you were awarded other Federal funding, list the awarding agency(ies) in Section 3.3.2 of the SDECGP NE Offline App Form.

Section 3.3.2 Federal Awarding Agencies

Instructions: 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) (if applicable).

Section 3.3.3 Federal Grant Awards for Digital Equity Past Applications

The following questions ask if the Native Entity has applied for any other Federal funding for digital equity and inclusion activities, regardless of the status of the funding (e.g., pending review). Applicants should not repeat information captured in the preceding section, *Federal Grant Awards for Digital Equity Past Awards*.

Instructions: Select **Yes** or **No** to answer the question: ‘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?’

If **No**, you did not apply to any other Federal funding, skip to Section 3.3.5 Philanthropic Awards for Digital Equity of the SDECGP NE Offline App Form.

If **Yes**, you applied to other Federal funding, list the awarding agency(ies) in Section 3.3.4 Federal Agencies Applied To of the SDECGP NE Offline App Form.

Section 3.3.4 Federal Agencies Applied To

Instructions: List the awarding agency(ies) followed by the Program separated by a comma. (e.g., USDA, ReConnect Loan and Grant Program) (1250 character limit, approximately 250 words) (if applicable).

Section 3.3.5 Philanthropic Awards for Digital Equity

The following questions asks if the Native Entity receives any funding from private philanthropic organizations for comparable digital equity activities.

Instructions: Select **Yes** or **No** to answer the question: ‘Did the applicant organization receive any funding from private philanthropic organizations for comparable digital equity activities?’

If **No**, you did not receive any funding from private philanthropic organizations, skip to Section 4 Certifications and Assurances of the SDECGP NE Offline App Form

If **Yes**, you received funding from private philanthropic organizations, proceed to complete Section 3.3.6 Philanthropic Awards Further Information of the SDECGP NE Offline App Form.

Section 3.3.6 Philanthropic Awards Further Information

Instructions: If applicable list the philanthropic organizations, a description of the corresponding projects, and your role as a recipient. (2500 character limit, approximately 500 words)

Section 4 Certifications and Assurances

In this section you will attest and certify each statement and assurance. Please refer to Section 4 Certifications and Assurances of the SDECGP NE Offline App Form.

Section 4.1 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 Planning Grant and Capacity Grant funds, those funds will be budgeted and tracked separately.*

Section 4.2 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.*

Section 4.3 Assurance 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

Section 4.4 Assurance 2: The administering organization for that Native Entity shall—

- (A) use fiscal control and fund accounting procedures that confirm 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.

Section 5 Consolidated Budget Forms

Applicants must provide a Consolidated Budget Form (State Digital Equity Capacity Grant Program NOFO Section III.C.2.g). Applicants requesting Capacity and Planning Grant Funds must complete the “SDECGP NE CandP CBF,” while applicants requesting only Capacity Grant Funds must complete the “SDECGP NE Capacity CBF.” 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 – Offline ZIP folder](#).

Applicants are required to submit the 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 respective Consolidated Budget Form for more information.

Applicants are required to attach the Consolidated Budget Form (saved as a .xlsx file) to the email submission or printed or loaded (saved as a .xlsx file) to a jump drive if sending by mail or courier.

Note:

- *Applicants are encouraged to complete the Consolidated Budget Form in Microsoft Excel as there are embedded formulas that will assist applicants in correctly completing the form. Applicants will not need to be online to use the formulas embedded in the Excel document.*
- *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.*

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.

Note on Printing the Consolidated Budget Form: *If the applicant wants to print and mail their final application as a hard copy, the applicant is responsible for ensuring the way the Excel prints is legible. Additionally, the Consolidated Budget Form contains multiple tabs. To print all tabs, make sure to select “Print Entire Workbook”.*

Section 6 SF-424

Applicants are required to fill out an SF-424 Application for Federal Assistance.

The SF-424 template is available on the Digital Equity Program page on www.InternetForAll.gov and in the [Native Entity Capacity & Planning Grant Program - Offline ZIP folder](#). 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: *The SF-424 Line f. requests for a contact information on matters involving the application. This point of contact may be different from the Authorized Representative (AOR) that is identified later in the SF-424. The AOR is required to sign the SF-424 and submit the application.*

Section 7 Standard Forms

This section will require applicants to complete all appropriate documents. All applicants are required to complete the CD-511. If applicable, applicants may also be required to complete the SF-LLL and provide a Negotiated Indirect Cost Rate Agreement. All additional documents should be signed by the AOR identified in the SF-424. Confirm that the name listed and the signature match. These forms must be attached to the email submission or printed if sending by mail or courier

Section 7.1.1 Form CD-511 – Certification Regarding Lobbying

The applicant must complete 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 fillable Form CD-511 is available for download and filled out on the Digital Equity Program page at www.InternetForAll.gov and in the [Native Entity Capacity & Planning Grant Program - Offline ZIP folder](#). Completion of this form is required for all applications.

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

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

Answer the following: Do you need to disclose lobbying activities that have been secured to influence the outcome of a Federal action? (Select 1 answer)

Yes (complete Section 7.1.3 Standard Form-LLL)

No (skip to Section 7.1.4 Negotiated Indirect Cost Rate Agreement)

The Standard Form-LLL- Disclosure of Lobbying Activities 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 copy of the SF-LLL is available for download on the Digital Equity Program page at www.InternetForAll.gov and in the [Native Entity Capacity & Planning Grant Program – Offline ZIP folder](#).

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

Instructions: Select **Yes** or **No** to answer the question in Section 7.1.4: ‘Are indirect costs included in the proposed budget?’

If **Yes**, complete Section 7.1.5 Negotiated Indirect Cost Rate Agreement (NICRA) of the SDECGRP NE Offline App Form.

If **No**, skip to Section 8 Attest and Submit of the SDECGRP NE Offline App Form.

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.

Additional instructions: For Section 7.1.5, select **Yes** or **No** to answer the following question: ‘Was an indirect cost rate established by a cognizant federal audit agency?’

If **Yes**, proceed to Section 7.1.6 Negotiated Indirect Cost Rate Agreement (NICRA) of the SDECGP NE Offline App Form.

If **No**, or if in the process of obtaining a NICRA, proceed to Section 7.1.7 Negotiated Indirect Cost Rate Agreement (NICRA) of the SDECGP NE Offline App Form, and indicated in the 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 note above.

Section 8 Attest and Submit

Once the applicant has completed the 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 must be completed by the designated AOR in Form 424; the Attestation & Application Submission section is not accessible to other team member roles. The Offline Application must be submitted by the AOR.**

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.

The AOR is responsible for reviewing all forms and application documents before final submission.

Review before Submitting

Before submitting your application, please refer to Table 4: Summary of Documents for Submission and directions listed in the SDECGP NE Offline App Form to confirm that all required documents for your application package have been successfully included and properly formatted to validate completeness. If an applicant is mailing the application either include the documents in a .pdf or .xlsx on a jump drive or printed as part of a mail or courier submission.

Table 4: Summary of Documents for Submission

Offline App Form Section	Document Name	Submission Format	Notes
N/A	SDECGP NE Offline App Form	.pdf or printed	Required for all Offline Applicants. Applicants must use the form provided on the DE website.
1.2.2 Authorizing Documentation	Authorizing Documentation	.pdf or printed	<p>Required for all applicants.</p> <p>If applying as a single Native Entity, please provide 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).</p> <p>If applying as a consortium of Native Entities, please provide 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</p>

Offline App Form Section	Document Name	Submission Format	Notes
			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.
1.4.3 – 1.4.4 Consortium Information	<i>SDECGP NE Consortium Members Form</i>	<i>.xlsx or printed</i>	Required for consortium applications. Applicants should use the template provided on the DE website.
	<i>Memorandum of Understanding</i>	<i>.pdf or printed</i>	Required for consortium applications.
1.5.2 Non-Profit Corporation Authorization	<i>Non-Profit Authorizing Documentation</i>	<i>.pdf or printed</i>	Required for applicants that plan to use a non-profit corporation to administer NE Capacity & Planning Grant Funds.
2.6.5 Resumes of Capacity Grant Key Personnel	<i>Resumes of Capacity Grant Key Personnel</i>	<i>.pdf or printed</i>	Required for all applicants.
2.7.4 Capacity Grant Project Plan	<i>Comprehensive Project Plan</i>	<i>.pdf or printed</i>	Required for all applicants. The comprehensive project plan should describe all major NE Capacity Grant project activities and timelines, including key milestones and when each major project activity will start and end. Recommend limiting to 5 pages.
5.1.1 NE Capacity & Planning Consolidated Budget Form	<i>SDECGP NE CandP CBF</i>	<i>.xlsx or printed</i>	Required for applicants seeking Capacity <u>and</u> Planning Grant Funds. Applicants must use the template provided on the DE website.
	<i>SDECGP NE Capacity CBF</i>	<i>.xlsx or printed</i>	Required for applicants seeking Capacity Grant Funds <u>only</u> . Applicants must use the template provided on the DE website.
6 SF-424	<i>SF-424</i>	<i>.pdf or printed</i>	Required for all applicants. Applicants must use the template provided on the DE website.
7 Standard Forms	<i>CD-511</i>	<i>.pdf or printed</i>	Required for all applicants. Applicants must use the template provided on the DE website.
	<i>SF-LLL</i>	<i>.pdf or printed</i>	Required for applicants that need to disclose lobbying activities that have been secured to influence the outcome of a Federal action. Applicants must use the template provided on the DE website.
	<i>Negotiated Indirect Cost Rate Agreement (NICRA)</i>	<i>.pdf or printed</i>	Required for applicants where indirect costs are included in the proposed budget and the indirect cost rate was established by a cognizant federal audit agency.

Submit

As a reminder, Offline Applications must be received by email ***no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025***, or sent by mail or courier postmarked ***no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025***. In all submittal scenarios, NTIA assumes the last submitted version of the application is the one to be reviewed. The AOR must submit the application.

- **Email:** Offline Applicants should email all application content to the NTIA Digital Equity email box - digitalequity@ntia.gov and the email must be time stamped no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025. Applicants are encouraged to list the name of the Organization and Grant Program in the email title. See Appendix B Email Submission of NE Capacity & Planning Grant Program Application for a proposed template to use for the email submission. If more than one email needs to be sent due to limited attachment capabilities, the applicant is encouraged to use the same naming convention for the email title and note in the body of the email this application material should be included in evaluation. If the applicant needs to send more than one email to provide NTIA with the full application, all emails must be received and time stamped no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025.
- **Mail or courier:** Offline Applicants must postmark their applications no later than 11:59 p.m. Eastern Time (ET) on February 7, 2025 and send the complete application package materials (printed or in a jump drive) to:

Angela Thi Bennett
Director of Digital Equity
Office of Internet Connectivity and Growth
National Telecommunications and Information Administration
U.S. Department of Commerce
1401 Constitution Avenue, NW
Washington, DC 20230

5 Technical Instructions

Applicants who decide to complete their application offline must confirm that the forms are properly downloaded, packaged, and submitted. Below are instructions on how to navigate Adobe, reduce file size, and print (if sending by mail or courier).^{1,2}

5.1 How to Download Forms

1. **Download** form to your Computer.
 - a. Click the **"Print"** button: The Print button downloads a PDF of the filled form immediately with no further user interaction, after clicking on Print check your "Downloads" folder on your computer for "filename_filled.pdf" (where "filename" is the name of your original form).
 - i. A message will tell you that the filled form is being generated. Once that message is not shown the PDF will be downloaded to your "Downloads" folder - the experience will be different depending on the web browser, often the file is downloaded with no further user interaction. After clicking on "Print" check your "Downloads" folder on your computer for "filename_filled.pdf" (where "filename" is the name of your original form).
 - b. Or click **"Download as PDF"**
2. Next click **"Download PDF to My Computer"**
3. The PDF of the filled form is created immediately and there is a message showing the progress:
4. Once that message is not shown the PDF will be downloaded to your "Downloads" folder - the experience will be different depending on the web browser, often the file is downloaded with no further user interaction. After clicking on "Download PDF to My Computer" check your "Downloads" folder on your computer for "filename_filled.pdf" (where "filename" is the name of your original form).

Note: The document may automatically request to save a copy on your computer upon signing the form using the Digital ID function.

5.2 How to Convert a Word Document into an Adobe PDF Document

1. Open the Word document
2. Click File > Save As
3. Select a location to save the file
4. Choose PDF from the drop-down list to save
5. Click Save

¹ Adobe Acrobat, "Adobe Acrobat User Guide," <<https://helpx.adobe.com/acrobat/user-guide.html>>, accessed Sept. 9, 2024.

² Microsoft, "Zip and Unzip Files," Microsoft <<https://support.microsoft.com/en-us/windows/zip-and-unzip-files-f6dde0a7-0fec-8294-e1d3-703ed85e7ebc>>, accessed Sept. 9, 2024.

5.3 How to Add Signature to Adobe PDF Document

5.3.1 How to Add Signature Using Adobe Digital ID

1. Click the Signature box to sign.
2. Choose the Digital ID that you want to use for signing.
3. Click Continue.
4. Click Sign.
5. Select a location to save the signed form > Click Save.

5.3.2 How to Add Signature by Typing or Drawing in Adobe

1. Click the Sign icon in the top toolbar.
2. Click Add Signature in the sub menu.
3. Choose one of the four options Acrobat Sign provides for adding an e-signature:
 - a. Type your name
 - b. Draw your own signature using your mouse or finger on a touchscreen
 - c. Select Image to upload a picture of your own signature
 - d. Select Mobile to capture your signature on your mobile device
4. Click Apply.
5. Move your mouse to the correct location and click once to place your signature.
6. Click Done.

Note: Once a PDF is signed, the document can no longer be edited. If changes need to be made, a new form will need to be downloaded, completed, then signed. Signing should be the last step to validate all edits are included in the document.

5.4 How to Reduce File Size on PC and Mac

Applicants are responsible for ensuring their emailed application is successfully sent to NTIA. Large attachments may prevent emails from being successfully sent. To reduce file size of an attachment, applicants can compress PDFs or zip the files to send. Remember, NTIA must be able to open the application so do not password protect the zip files. Applicants should review all reduced files to confirm the file can be read.

Note: Applicants sending via email should confirm file sizes are no larger than 20 megabytes (MB) total in size for successful delivery to NTIA.

Instructions for Reducing File Size:

1. **Open** the PDF in Acrobat.
2. From the File menu, **select** Save As Other > Reduced Size PDF.

3. **Choose** the location to save the file and select Save. Acrobat displays a message showing the successful reduction in PDF size.

5.5 How to Zip Files to Reduce Size on PC and Mac

1. Locate the file or folder that you want to zip.
2. Press and hold (or right-click) the file or folder, select (or point to) Send to, and then select Compressed (zipped) folder.
3. A new zipped folder with the same name is created in the same location. To rename it, press and hold (or right-click) the folder, select Rename, and then type the new name.

5.6 How to Search For Downloads and Open Documents on a Mac

Applicants on a Mac device can easily view downloads and access using the following instructions.

Instructions for Viewing Downloads:³

Option 1: Using the Dock

1. Look at the Dock (the bar at the bottom or side of your screen).
2. Find the Downloads folder icon. It looks like a folder with a down arrow.
3. Click on this Downloads folder. A pop-up will show your most recent downloads.
4. To open the full Downloads folder, click Open in Finder at the top of the pop-up list.

Option 2: Using Finder

1. Click on the Finder icon (the smiling face in the Dock).
2. In the Finder sidebar, you should see a Downloads folder under "Favorites."
3. Click on Downloads to view all your downloaded files.

Instructions for Accessing Documents:⁴

Option 1: Using Finder

1. Click the Finder icon in the Dock.
2. In the Finder sidebar, click on Documents under "Favorites."
3. This will open your Documents folder, where any saved documents should be located.

Option 2: Spotlight Search

1. Press Command (⌘) + Spacebar to open Spotlight Search.
2. Type the name of the document you're looking for.

³ Apple Support, "Safari User Guide," Apple < <https://support.apple.com/guide/safari/download-items-from-the-web-sfri40598/mac>>, accessed Oct. 10, 2024.

⁴ Apple Support, "Mac User Guide," Apple < <https://support.apple.com/guide/mac-help/open-documents-mchl971293e1/mac>>, accessed Oct. 10, 2024.

3. If it is saved on your Mac, it should appear in the search results. You can click on it to open the document directly.

Additional Tips:

To move a file (like from Downloads to Documents):

1. Open Finder.
2. Drag the file from the Downloads folder to the Documents folder in the sidebar.

Customizing the Finder Sidebar: If you do not see "Downloads" or "Documents" in the Finder sidebar, go to the Finder menu at the top, click Finder > Preferences > Sidebar, and check the folders you want to appear.

5.7 How to Attach a File to an Email Message in Outlook

1. In a new message, a reply, or a forwarding message, select Attach File from the Include group on the Message tab.

Note: You will only see Include on the ribbon when you select New mail, or after you select Reply, Reply all, or Forward on a received message.

2. Select your file from one of the following locations:
 - a. **Recent items**

The 12 most recent files you have worked on will be displayed here. These files may be on your computer, on OneDrive, SharePoint, or another online document library. Select a file to attach it to your email.
 - b. **Browse Web Locations**

Locations include **OneDrive**, **SharePoint** sites, or other locations such as a groups document library that you have accessed before. Select one of the locations to open a new window and then select your attachment.
 - c. **Attach Item**

Gives you the option to include a Business Card or Outlook item.
 - d. **Browse This PC**

If you selected a file on your local computer or group document library, a copy of the file is attached to the email. Selecting a OneDrive or SharePoint file, however, provides you with additional permission options and information.
3. If you selected a file on your local computer or group document library, a copy of the file is attached to the email. Selecting a OneDrive or SharePoint file, however, provides you with additional permission options and information.
4. **Send a link or send a copy:** Sending a link to the OneDrive or SharePoint file keeps the size of your email message small. If you choose to send a copy of the file, the entire file is attached to the email, just like it would be if you selected a file on your computer. If you choose to send a link to the file, you can also set the permissions on your file.
5. By default, if you are in a business environment, everyone within your organization can edit the linked file. To change these permissions, select the arrow at the right of the attachment name to display a drop-down menu with a variety of permission options.

- a. Organization can Edit if you want anyone in your organization to be able to modify the file.
 - b. Organization can View, if you want anyone in your organization to be able to read, but not modify, the file.
 - c. Recipients can Edit if you want only the recipients of your email to be able to modify the file.
 - d. Recipients can View if you want only the recipients of your email to be able to read, but not modify, the file.
6. If Outlook detects that your recipients won't be able to view the file, for example if it is stored on a SharePoint site that is only accessible to you, you will see a warning message directly under the file icon and name. Select Attach as copy to change the attachment from a linked file to a copy of the file.

5.8 How to Attach a File to an Email Message in Gmail

1. In a new message, a reply, or a forwarding message, click the Paperclip Icon at the bottom of the screen⁵.

Note: You will only see the paperclip icon when you select Compose, or after you select Reply, Reply all, or Forward on a received message.

2. After clicking the Paperclip Icon, you will be prompted to select a file from the appropriate file path located on your PC.
3. Once you have found the file, select it, and click 'open' for it to attach to the email.
4. Click Send to complete the process once all necessary documents have been included and the message is finalized.

5.9 How to Request a Read Receipt in Gmail


1. Open Gmail and click Compose to write a new email message.
2. At the bottom right of the compose window, click More options (the three dots or the triangle icon).
3. Select Request read receipt from the menu. You will see a tick next to it.
4. Send your message. Gmail will send a read receipt request to your recipient. If they accept, you will be notified that they read your email.

Note: Applicants are responsible for ensuring their emailed application is not too large to send or be received by the Digital Equity email box. Applicants must check to confirm their email does not "bounce back".

⁵ Gmail Help, "Send Attachments with your Gmail Message," Gmail <<https://support.google.com/mail/answer/6584?hl=en&co=GENIE.Platform%3DDesktop>>, accessed Oct. 10, 2024.

5.10 How to Print

Instructions for printing PDF files (for applicants who are submitting via mail or courier):

1. Choose **File > Print** or click  icon in the toolbar.
2. Select a **Printer** and number of **Copies** to print.
3. (Optional) Click **Properties** to open the **Printer** properties. For more information, see your printer documentation.
4. Under **Pages to Print**, select an option:
 - a. **All** - prints all pages in the PDF.
 - b. **Current page** - prints the current page in the PDF.
 - c. **Pages** - specifies a subset of pages to print. You can enter individual page numbers, a range, or a combination. For example: 1, 6-18, 33, 98.
 - d. **More options** - specifies additional options such as even or odd pages, and reverse pages.

Note: As you change the settings, the print preview is displayed. Click the arrow buttons at the bottom to preview the other pages. If necessary, click **Page Setup** to change the paper size, paper source, or orientation.

5. Click **Print**.

5.11 How Print Multiple Tabs on Excel

Print a partial sheet, an entire sheet, or an entire workbook:

1. Perform one of the following:
 - To print a partial sheet, click the sheet, and then select the range of data that you want to print.
 - To print the entire sheet, click the sheet or the sheet tab.
 - To print a workbook, click any of its sheets.
2. On the **File** menu, click **Print**.
3. On the **Printer** menu, select the printer that you want.
4. The default is to print all active sheets. To change what is printed, select **Show Details**.
5. In the **Print** drop-down menu, select the option that corresponds to what you want to print (**Selection**, **Active Sheets**, or **Entire Workbook**) and then select **Print**.

Print several sheets at once:

1. Select the sheets that you want to print.

To select	Do this
Two or more adjacent sheets	Click the tab for the first sheet. Then, hold down SHIFT and click the tab for the last sheet that you want to select.
Two or more nonadjacent sheets	Click the tab for the first sheet. Then, hold down COMMAND and click the tabs of the other sheets that you want to select.
All sheets in a workbook	Hold down CONTROL and click a sheet tab, and then click Select All Sheets on the shortcut menu.

2. **Note:** When multiple sheets are selected, **[Group]** appears in the title bar at the top of the sheet. To cancel a selection of multiple sheets in a workbook, click any unselected sheet. If no unselected sheet is visible, hold down CONTROL and click the tab of a selected sheet, and then click **Ungroup Sheets** on the shortcut menu.
3. On the **File** menu, click **Print**.
4. On the **Printer** menu, select the printer that you want.
5. Select **Show Details**.
6. In the **Print** drop-down menu, select **Active Sheets**, and then select **Print**.

Print selections from several sheets at once:

1. On each sheet, select the range of data that you want to print.
2. On the **File** menu, click **Print**.
3. Select **Show Details**.
4. In the **Print** drop-down menu, select **Selection**, and then select **Print**.

Print several workbooks at once:

Note: All of the workbook files that you want to print must be in the same folder.

1. On the **File** menu, click **Open**.
2. For adjacent files, hold down SHIFT and select the name of each workbook that you want to print. Or, for nonadjacent files, hold down COMMAND and select the name of each workbook that you want to print.
3. On the **File** menu, click **Print**.

Print an Excel table:

1. Click a cell within the table to activate the table.
2. On the **File** menu, click **Print**.
3. Select **Show Details**.

4. In the **Print** drop-down menu, select **Selection**, and then select **Print**.

Other print options:

- Select **Show Details** in the **Print** dialog box to print to a PDF file, or to set which pages to print, paper handling options, margins, and scaling.
- The **Page Layout** tab in the ribbon includes more options for page setup and printing, including page orientation, paper size and whether to print gridlines and headings.

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 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 at the end of the form “Authorized Representative” and will sign the SF-424.
- **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 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 this 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: Email Submission of Native Entity Capacity & Planning Grant Program Application

From: [Applicant Email]
To: digitalequity@ntia.gov
Subject: [Organization Name] – NE Capacity & Planning Grant Program

Dear NTIA NE Capacity & Planning Grant Program Team,

On behalf of [Native Entity(ies) Name(s)], please find our Offline Application Form and respective documents attached for our application to the NE Capacity & Planning Grant Program.

Thank you,

[Applicant Name]

Appendix C: NTIA Grants Portal (NGP) Registration

The following appendix provides information on how to register and use NGP:

1. NGP can be accessed at <https://grants.ntia.gov/grantsPortal/s/>
2. 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
3. From the Grant Programs page, click the **Learn More** button under NE Capacity & Planning Grant Program to reach the home page.
4. When you choose the **Capacity Program** on the landing page, you will be taken to the NE Capacity & Planning Grant Program home page.
 - a. **If you have not logged in**, the button will show **Log-in to Apply Now**, which will redirect you to the login page. From here, return to the program home page and click **Apply Now**.
 - b. **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

1. 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

1. 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.
2. Complete the fields. A red asterisk (*) indicates a required field.
3. Click the **Entity Type** field to select the entity type. Select your Entity Type.
4. Enter your organization's **SAM.gov UEI**.
5. 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.

6. 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.
7. If the UEI that is entered does not currently exist in NGP system, you will be prompted to create an account.
8. Complete the required fields and click **Sign Up**.

Approval

1. As part of the NGP registration process, approval is required. NTIA will send an approval email with a link to complete the process.
2. Check your email inbox for an approval email, confirming your registration and providing steps to complete the registration and login process.
3. 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

1. 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.

2. 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.

- Select the Salesforce Authenticator mobile app or another authenticator app of your choice (other types listed below in “**Other Authenticator App**” Section) – 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](#)

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 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.