

**DOC-NTIA-OTIA (US)**  
**Tribal Broadband Connectivity Program**

**Moderator: Sarah Bleau**  
**July 21<sup>st</sup>, 2021**

**Sarah Bleau:**

1:08

Hello, and thank you for joining us today. We will start the webinar in just a minute. Before we start, we do want to let you know that due to the format of the webinar, we regret that dial in audio is not available for the recorded portion, the video portion of the presentation today. So, if you have dialed in on your phone, on your mobile device, you must download the GoTo Webinar app in order to hear the first part of the webinar. If you are not able to download the app, rest assured, this webinar is also available after today's session for on demand viewing at [BroadbandUSA.gov](http://BroadbandUSA.gov) under Events/Past Events. That will be posted by July 28th. So, once again, we'll start in about a minute. but if you are dialing in on audio, you will not be able to hear it. You must download the GoTo Webinar. Thank you so much.

3:04

Hi and thank you for joining us today for Broadband USA's webinar. I am Sarah Bleau with NTIA's Broadband USA Program.

3:12

As a reminder, this webinar is being recorded and will be posted to our Broadband USA Program website. Today's webinar focuses on our Tribal Broadband Connectivity Program, and it is the third of a many part series.

3:27

Before we begin, I would like to review a few of the logistics for today's webinar. First, we will open up the webinar for questions after completion of the presentations. As you hear from each presenter, please use the question box on the right-hand side of your screen to submit your questions.

3:46

Second, the presentation, along with a transcript and audio recording of today's session will be available on our Broadband USA website within seven days of this webinar. Go look on the Events/Past Events tab.

4:02

And, finally, please visit our Broadband USA website for information about our technical assistance program, including useful guides, products, publications, and other tools that can assist you with planning, funding and implementing your Broadband project. We provide updated information including our monthly newsletter and other broadband news.

4:26

Today, I have the pleasure of introducing to you two of our team members.

4:31

Natalie Romanoff is a member of NTIA's Office of Public Safety Communications, serving as the Program Director for the SLIGP2.0 grant program and she is on detail to OTIA to support our new broadband grant programs. Natalie has more than 15 years of experience in grant and program management, and a Master of Public Administration Degree from George Mason University. Please welcome, Natalie.

5:03

Vanesscia Cresci is part of our Broadband USA Team here at NTIA, and she's a broadband program specialist. She's also a citizen of the Navajo Nation, born and raised in Shiprock, New Mexico. She currently resides in Sacramento, California. Vanesscia serves as one of NTIA's Broadband Program Specialists, and she has more than 20 years of experience in public health management, a Master of Social Work degree from Washington University in St. Louis, and a Master of Public Administration Degree from the University of Southern California. Please welcome, Vanesscia.

5:46

Today, our agenda is tackling a big lesson. How in the world do I apply for the program?

5:55

In total, there are seven federal forms which might come into play, depending if your project is for infrastructure, or use and adoption, or both. Additionally, there are another seven programmatic forms, which might be required, again, depending on your application. It is a complex process, but we've built this agenda today to provide you with a cheat sheet.

6:20

Natalie will review a few salient points before sharing with you at a high level, exactly which forms must be completed from the federal side, and which forms on the programmatic side. She will also go into detail to help you determine which fields must be completed on the Form 424. Next, Vanesscia will refer back to the required federal and programmatic forms, and she will share with you details and explain which form you need to complete.

6:53

Following the reviews, we will go to a live Q&A. Please remember to use the question box on the right-hand side of the screen to submit your questions. And with that, I am very excited to let you hear from Natalie Romanoff. Thank you.

7:11

**Natalie Romanoff:**

Thank you, Sarah. Hi, everyone. I'm Natalie Romanoff. I'm a Grant's Management Specialist at NTIA. Today I'm going to be walking you through the Tribal Broadband Connectivity Program application.

7:22

The Tribal Broadband Connectivity Program is a one-billion-dollar assistance program, specifically for Tribal Governments, Tribal Colleges, or Universities, the Department of Hawaiian Homelands on behalf of the Native Hawaiian Community, including Native Hawaiian Education Programs, Tribal organizations, or Alaska Native Corporations.

7:44

The purpose of the program is to provide funding for the deployment and adoption of broadband service on Tribal land, as well as to promote the use of broadband to access remote learning, telework, or telehealth services.

8:00

The application period is open now and will close September 1<sup>st</sup>, 2021.

8:07

The NOFO, or the Notice of Funding Opportunity, is the official guidance to help you develop and submit your application for the Tribal Broadband Connectivity Program. NTIA has also developed other support documents such as the Frequently Asked Questions, recorded webinars, press releases, and other documents to help you understand the program regulations and application requirements. You can find this information on the Tribal Broadband Connectivity webpage at [BroadbandUSA.gov](http://BroadbandUSA.gov).

8:40

While there are many steps in the federal grant process, today, we're going to focus on the pre-application activities and the application process. The pre-application submitting process makes your organization ready to submit in [grants.gov](http://grants.gov). As I mentioned earlier, the due date for the application is September 1<sup>st</sup>, 2021. This means your entire application needs to be submitted in [grants.gov](http://grants.gov) no later than 11:59 PM, Pacific Daylight Time on September 1<sup>st</sup>, 2021. Similarly, if you're submitting your application by e-mail, you need to ensure that your entire package is addressed to [BroadbandUSA.gov](http://BroadbandUSA.gov) no later than 11:59 PM Pacific Daylight Time on September 1<sup>st</sup>, 2021. Lastly, if you're submitting your application by postal mail or by courier service, your submission must be postmarked no later than 11:59 PM Pacific Daylight Time on September 1<sup>st</sup>, 2021.

9:45

You must submit your complete application using one method. Please do not submit half of your application by mail and the other half by e-mail. Your application must be complete and submitted in one method.

10:01

While you're gathering your application materials, it's extremely important that your organization has an active [SAM.gov](http://SAM.gov) registration. If your [SAM.gov](http://SAM.gov) registration is inactive, it can take up to 30 days to re-activate your account. You must have an active [SAM.gov](http://SAM.gov) registration in order to receive federal funding.

10:22

In addition to SAM.gov, you need to make sure you have access to Workspace in Grants.gov, if you will be submitting your application through Grants.gov. This will mean you need to have a username and password. It can take several days to rectify the Grants.gov access issue. So, please check to see if you can access the system for your organization as soon as possible.

10:47

Lastly, to ensure that you have a complete application, please use the Content and Form of Application section of the NOFO to verify your application is complete before you submit it.

11:00

This slide is pulled directly from the NOFO and provide details on how to register in Grants.gov. The biggest takeaway is that you will need to have an active SAM.gov registration and a DUN'S number in order to register and apply in Grants.gov.

11:18

The Tribal Broadband Connectivity Program will be using the standard form, SF-424 Family, for the application. This means that depending on the type of project you are interested in funding, you will fill out some standard forms and not others. All of these forms can be found in downloaded from Grants.gov.

11:38

If you're applying for a Broadband Use and Adoption Project, you will complete the SF-424, SF-424A, SF-424B, and the two lobbying forms. If you're applying for a Broadband Infrastructure Deployment Project, you will submit the SF-424, the SF-424C, the SF-424D, and the two lobbying forms. If you're applying for both types of projects, you'll need to submit everything for the Broadband Use and Adoption Project and everything for the Broadband Infrastructure Deployment Project. However, you will only submit one SF-424, which I will go through in the next few slides.

12:22

In addition to the standard forms from the previous slide, the Tribal Broadband Connectivity Program requires specific programmatic and budgetary information as a part of the application package. As you can see in this chart, the type of project will determine which forms you will submit.

12:39

As with the standard form, if you're applying for both types of projects, you will need to submit the documents for both types of projects in one application.

12:51

The Broadband Infrastructure Deployment Project has several optional items you may submit as part of your application package. The Broadband

Use and Adoption Project do not have these optional items. And we ask that you follow the guidance in the NOFO for what to include in your application submission.

13:10

Now, I'll do an overview of the application documents.

13:14

As I mentioned before, the required forms, known as the standard forms, can be found in Grants.gov. This is a screenshot for what you'll see in Grants.gov. What's important to note is that you may not use all of the mandatory forms that you see here.

13:30

For example, if you're applying only for a Broadband Use and Adoption Project, you will not use the SF-424C or the SF-424D, that you see on the screen.

13:42

The three ways that you can apply for the Tribal Broadband Connectivity funds is you can apply for the Broadband Use and Adoption Project only. You can apply for a Broadband Infrastructure Deployment Project only, or you can apply for both types of projects in one application.

13:58

No matter what type of funding you're interested in applying for, you will be submitting a single SF-424 along with your CD-511, and your Standard Form LLL.

14:12

The NOFO on page 15 details these three required forms and gives some information on how to complete them.

14:23

The SF-424 in Grants.gov has highlighted sections. Not all of the yellow section will be completed by you, so I will walk you through the form to help you understand what to complete.

14:35

In Sections 1 and 2, you will indicate your submission as an application and new. You will not complete numbers 3, 4, 5a, 5b, 6, or 7. The next section you will complete is section 8, Applicant Information.

14:58

The legal name you enter into the SF-424 must match your SAM.gov registration. Similarly, the EIN, Organizational DUNS, and the address, must also be associated with the legal name listed in your SAM.gov registration.

15:17

If you are a consortium applying for funds together, the lead applicant will enter their legal name, EIN, DUNS, and address. You will not complete

section E, Organizational Unit. You must complete Section F as in Frank, which is the name and contact information of the person involved in the application. You will need to enter their name, title, phone number, and e-mail address.

15:50

In section 9, you will need to enter your eligibility status as your type of applicant. For example, if you are a Native Hawaiian Community member, you will enter that. If you are a Tribal government, you will enter that. For consortium, please only enter the type of applicant for the lead entity.

16:10

For item 10, Name of Federal Agency, please enter National Telecommunications and Information Administration, or the NTIA.

16:22

You do not need to complete Section 11, Catalog of Federal Domestic Assistance Number. You do need to complete Section 12. It is the federal opportunity number and title for the Tribal Broadband Connectivity Program. This is found on the front page of the NOFO, or it can be found in Grants.gov. You do not need to complete Section 13, the Competition Identification Number. Section 14 should be completed if you have multiple areas affected by the project. You can add a Word document or an Excel spreadsheet if you have more than one area that's going to be affected by the project.

17:03

Then in Section 15, Descriptive Title of the Applicant's Project, you will name your own project for what you plan to do with the funds. Section 16 helps the federal government understand how the federal funds are being used. You can enter in a Congressional District for where your project will be located in Section A, B, or in an attachment.

17:29

The proposed start and end date in section 17 needs to be listed as a one-year period of performance starting after November 1<sup>st</sup>, 2021. Please be aware that only your official award documents from NTIA will determine your period of performance no matter what you put in this section. You will see your period of performance listed on your official award document.

17:56

Section 18 is the Funding Request section. This is where you'll enter the total for all of your projects in the federal line item, which is row A. The amount should include your Broadband Use and Adoption Project, your Broadband Infrastructure Project, and all administrative costs. If you are interested in additional funding from the Department of Treasury, you will not put that funding request in the SF-424. You will only indicate that you are interested in funding from the Treasury program, in your project

narrative, but you will not note that funding request in this form. This form is just for funding requests from the Tribal Broadband Connectivity Program.

18:41

You will need to enter Letter “C,” for number 19, that the program is not covered by E.O. 12372.

18:53

Question 20 is a requirement. If your entity is delinquent at any federal debt, you need to check “yes” and provide an attachment explaining the debt.

19:04

Question 21 is also required. The list of certifications and assurances can be found in SF-424B and SF-424D, depending on the project you are applying for.

19:17

The last section, the Authorized Representative Information, must be completed. You'll need to fill in the first name, last name, title, telephone number, and e-mail. The authorized representative will also need to sign and date this form. The authorized representative will be listed on the official award documents as the responsible party for the grant program.

19:43

Now, I'll turn the presentation over to Vanesscia, who will walk you through the specific requirements for the two types of projects for the grant program.

19:57

**Vanesscia Cresci:**

Thank you, Natalie. Again, my name is Vanesscia Cresci and I'm going to continue providing some information about the application.

20:07

I will be reviewing the application requirements for Broadband Use and Adoption Projects.

20:14

Natalie covered these in the beginning of her presentation, and I'm going to review them in detail. So, as a reminder, Broadband Use and Adoption Projects are for programs and services such as affordable broadband programs, distance learning, telehealth, digital inclusion efforts, and broadband adoption activities. Next, I'm going to share an example of what the SF-424A form looks like.

20:45

So, this is a screenshot of the SF-424A Budget Information for Non-Construction Programs Budget Template. And as you can see on the top, it does say, Non-Construction Programs. And what you're going to do when you complete this is enter your information in row one where it says Tribal Broadband. And then in Section E, you're going to enter in the

dollar amount that you are requesting, and you would get this dollar amount from your budget. And then you'll see there's a total in column G. And then under six, Object Class Categories, these are all going to come from your budget line items in your detail budget. So, you can see personnel, fringe benefits, et cetera, so those dollar amounts are going to be entered into column E under Federal. And then there's going to be a total.

21:44

So, at the very bottom in row K, column G, you'll have a total amount of your budget that you're requesting for this project. And I just wanted to mention that the numbers used in this budget summary are just to be used as an example, so please use your budget to ensure and complete this information.

22:11

Now, for the Project Narrative. So, there are key items that you need to ensure that is included in your Project Narrative. And these are all listed out as well on pages 16 through 17 in the NOFO. Some things that should be included as part of your Project Narrative includes an executive summary, a description of your applicant as an eligible entity, and your qualifications and experience of key personnel. Make sure to include a table of your funded project participants and unfunded and formal collaborators, resumes of key personnel, project objectives and activities, needs, problems and challenges, your project plan, and also project outcomes, performance measures, outputs, an evaluation plan, and your sustainability plan.

23:07

As mentioned, you can find this information in the NOFO on page 17. But also, just note that this includes more detailed information of each of the project narrative components, and also what documentation you're being going to be asked to submit. So, this includes your status in eligible entity. So, documentation that demonstrates that you are one of the eligible entities. Also include your budget narrative and your detailed budget justification.

23:39

So, your detailed budget justification should be in the form of a spreadsheet, and your budget narrative should be in the form of a Word document.

23:50

And you would also need to include information about your indirect cost rate if that applies to you. So, in the NOFO, in Section 905(C)(6) of the Act, it prohibits an eligible entity from using more than 2% of grant funds received under this funding opportunity for administrative purposes. There is a 2% limitation on administrative expenses, which includes a combined

total of indirect and direct administrative costs. So, your total amount, take 2% of your total amount, and that is your cap for indirect cost rate.

24:28

Next, I will review the application requirements for Infrastructure Deployment Projects.

24:35

Again, Natalie covered these in the beginning, but I'm going to provide some additional information. In Broadband Infrastructure Deployment Projects include the support for the establishment of carrier-neutral submarine cable landing stations. It also may include the construction of middle mile or last mile networks, as well as interconnection. And you may propose projects that deploy new broadband infrastructure, replace old infrastructure, or upgrade, or extending your existing infrastructure.

25:12

So, using the NOFO as a reference point, there are some required forms and documentation that you would need to submit if you're applying for only the Infrastructure Deployment Projects.

25:25

First is a Standard Form 424C, and that's your Budget Information for Construction Programs. The second Standard Form 424D, that's Assurances for Construction Programs and you can find this information on pages 18 to 19 of the NOFO.

25:42

As I mentioned, the SF-424C is a required document, or form, and this is a screenshot of an example of what this form looks like. So, you can see at the top of the form, it says Budget Information Construction Programs. And you can see this does look different from the Non-Construction Budget Form. Under cost classification, there is a list of the budget line items, so you can see 1 through 16. You're going to enter your cost per cost classification under column A. And then in column C, it's going to be a total. In row 16, Row 17, column C is your total request that you are requesting under this funding opportunity. This would need to match your Budget Detail and your Budget Justification numbers.

26:39

In addition to the Budget Form, 424C, you also need to include a Project Narrative. And a Project Narrative should be no more than 20 single or 40 double pages.

26:55

Your Project Narrative will include the following: they will include an executive summary, a description of you as an applicant, as an eligible entity. Your qualifications, experience of key personnel. Include a table of funded project participants and unfunded informal collaborators. You would need to submit as an attachment resumes of key personnel. Your narrative should also include project objectives and activities, a

description of the area to be served, meeting Tribal lands definitions and unserved households, businesses or community anchor institutions.

27:32

Also, describe and provide information on the number of households in the proposed service area that is at or below 150% poverty line. And include an estimate of a total number of jobs in a workforce training plan. And this information can be found on pages 19 to 21 of the NOFO.

27:53

In addition, your narrative should include a description of how the project will incorporate labor standards in workforce plans and practices. Include a project plan with activity's timelines and milestones, a plan for long term network sustainability and a description of your physical project area and its surroundings. And this can include photographs or other type of relevant applicable documentation.

28:21

Some other required forms of documentation also include maps of your proposed service area, Tribal resolution, documentation that demonstrates your status as an eligible entity, and a certification of unserved areas. While this is optional, this can be used in lieu of a non-Tribal coverage speed data set such as the FCC 477 carrier source data.

28:47

So, what the certification includes, it could be information, a statement on Tribal letterhead, and any additional supporting documentation that you have available explaining how that determination of unserved was made.

29:04

There are a couple of optional documents that you can also submit. One of these includes Community Economic Development Strategy, a Request for Extension of Award Period. You can include this now as part of the application, or you can include that after, but that would need to be submitted within 90 days of award. And that is for only the Broadband Infrastructure Deployment Projects.

29:31

For your Budget Narrative and Detailed Budget Justification, your Detailed Budget Justification should be in the form of a spreadsheet, and your Budget Narrative should be in the form of the Word document.

29:44

And on page 22 of the NOFO, there is reference to Indirect Cost Rate. And the Act prohibits an eligible entity from using more than 2% of grant funds for administrative expenses. There is a 2% limitation on administrative expenses, which includes the combined total of indirect and direct administrative costs charged to this award.

30:08

There are some optional Infrastructure Deployment application materials, and these include a pro forma and financial information analysis, a network diagram and system design for broadband deployment and construction projects. And also, if you're interested in receiving funding from the Treasury's Coronavirus Capital Projects Funds, you can include a short statement in either your Project Narrative or as a separate attachment, giving permission for NTIA to share your application with Treasury. This statement gives NTIA permission to share your application. This does not replace Treasury's application process.

30:51

Natalie mentioned earlier, the documents you needed to submit if you are applying for both the Broadband Infrastructure Deployment Projects, and Broadband Use and Adoption Projects. I'm going to mention a couple of key points that you need to also remember.

31:09

When applying for both types of projects, you would only need to submit one SF-424. In field 18 of this form, it should show the funding requests for both projects. So, you put the total amount. So, add both the projects together and enter that total amount and field number 18. And as a reminder, there is a 2% cap on administrative and indirect costs. This cap would be on the total award amount. So, 2% is off of the amount that you enter in field number 18 on the SF-424 document.

31:47

Next, I'm going to go over some key points when submitting your application.

31:54

There is an application form format guidance, so your fonts should be a minimum of 10 points. Your line spacing should be single or double spacing. Margins is one inch; top, bottom, left, and right. Your page layout should be in portrait orientation. Your page limit is 20 pages single, or 40-pages double. And as a reminder, if you're applying for both the Infrastructure Deployment and Adoption and Use, then the page limit is for each project. So, if you're applying for both, then you would have 20 or 40 pages for your Infrastructure narrative 20- or 40-pages double space for your Broadband Adoption and Use Project. Your page size should be 8.5 by inches by 11 inches, and you should also number your pages in order.

32:48

And how to submit your application. So, you would want to submit this preferably through Grants.gov. There is a Workspace. So, within Grants.gov, it's an online environment where members of your grant writing team can all upload and edit different web forms within the application. There is a link on this slide if you have any questions or

would like to access instructions on how to use this application package Workspace.

33:23

While you're in the process of creating your application, if you have any questions, please direct your programmatic inquiries to Adam Geisler. And if you have any grants management questions, please direct those to Nicola Bell.

33:37

Now, we're going to open up for Q&A.

33:51

**Sarah Bleau:**

Thank you, Natalie. And thank you, Vanesscia. That was really helpful. I hope that everybody got as much out of that as I did. I think that at least it generated some really good conversation because the questions have been coming in and keep them coming, please. Vanesscia, thank you for submitting the questions. They're all really good. And Vanesscia and Natalie have been helping me in the background in getting our arms around this and provide some answers for you.

34:24

There we go, Hi, Natalie. There we go, Hi Vanesscia.

34:29

All right. I'm going to go ahead. I hope that everybody can hear me OK. All right, I think we're good, So, Natalie, I'm going to begin with you a little bit.

34:48

You mentioned some of the pre-application steps that people will be taking, and so I have a couple of questions for you. One is earlier on in your presentation, there was a statement that NTIA cannot extend the deadline. Can you talk about that, please?

35:08

**Natalie Romanoff:**

Sure. So NTIA does not have the discretion to extend the deadline for the application period. It usually takes an extreme extenuating circumstance to extend the application period for a grant program, like a major hurricane or rolling blackouts that prevent you from submitting your application. However, we encourage applicants who are concerned about the timeline to share your concern with Adam Geisler. He's a member of our team and he currently serves as the National Tribal Government Liaison. His information is in the NOFO if at the very end and the beginning. So, if you have any concerns about making the deadline for the application, please shoot him an e-mail as soon as possible, so that we can start considering your request for an extension.

36:01

**Sarah Bleau:**

Thank you. And another pre-application question. You talked about SAM and Grants.gov. What about, if you have submitted for your SAM account,

but you have not yet been given the number? Can you begin the grant application process?

36:17

**Natalie Romanoff:**

Yes and no. So, we encourage you to start your SAM application as soon as possible. Do it today, if you can. You will be able to do some stuff in Grants.gov, but not everything. So, while you're waiting on your SAM.gov registration to become active, you can complete the rest of your application to gather all of your materials, put together your project narrative. Make sure everything is available for you to submit in Grants.gov. So, as soon as you get that SAM number, you can go into Grants.gov. Complete your Workspace in Grants.gov, so that you can submit your application. Unfortunately, you can't do everything in Grants.gov until you have your SAM.gov registration.

37:02

**Sarah Bleau:**

OK, thank you. Vanessa, you talked about a lot of the forms, as well as some of the other materials that will accompany an application like the Executive Summary. So, I'm going to ask you a few questions about both of those areas. One specific question is on Form 424C. Does that only include costs to construct the project for lines 1 through 11?

37:38

We were not able to hear you right now. There we go, OK.

37:56

**Vanesscia Cresci:**

So, thanks for that question. And the amount that you would enter in is the total proposed cost for your application, whatever the total amount they're going to be.

38:07

**Sarah Bleau:**

So, it's all inclusive?

38:09

**Vanesscia Cresci:**

Yes.

38:11

**Sarah Bleau:**

OK, thank you. What about, still on Form 424 C. There's line item 15. And the question was: is that what's used for a 10% match? Can you talk about if there a match required on the Tribal Broadband Connectivity Program?

38:29

**Vanesscia Cresci:**

No. There is no match required for this. There's no match or cost sharing requirements for this program.

38:39

**Sarah Bleau:**

Well, that's good news. Yeah. How about since that was such an easy one? And it was a great answer. Do you mind talking a little bit please about, can you repeat what is needed in the Executive Summary?

38:57

**Vanesscia Cresci:**

Yes. So, typically an executive summary is just a high-level overview of your project. It includes a brief description, your objectives, goals, participating parties. But it should be no more than two pages and also know that NTIA may use a portion or the entire executive summary for outreach purposes or press releases.

**Sarah Bleau:**

39:23

OK. Thank you and that's covered in the NOFO, also? Is there more of a description in the NOFO?

**Vanesscia Cresci:**

39:32

Yes, and it's on page 16 of the NOFO.

**Sarah Bleau:**

39:34

OK, thank you. All right, this is the Natalie and Vanesscia show. So, Natalie, I'm going to head back your way. Can you please, the form 424 that you spent a lot of time reviewing, when is that form due?

**Natalie Romanoff:**

39:49

That form is due when you submit your application. So, if you're submitting your application through Grants.gov, it will be a required form, or a mandatory form in Grants.gov for you to complete. If you're going to be submitting your application through e-mail or through carrier service, or through regular mail, you'll need to print it off of Grants.gov.

40:10

If you Google SF 424, you can find a million of them online. But you'll need to submit that with your full application when you are ready to submit it.

**Sarah Bleau:**

40:20

OK, so, bottom line, no matter if you're sending your application in through the mail, or e-mail or Grants.gov, you must have this 424 with your application?

**Natalie Romanoff:**

40:31

Yes.

**Sarah Bleau:**

40:32

OK, thank you. How about, still on that 424 Form. This statement was made. We will only include a budget amount of \$500,000, regardless of the actual amounts of the project if it's more, is that correct?

**Natalie Romanoff:**

40:52

No, you should submit the SF-424, with the total of your project. Each project is going to be different. If your project happens to equal \$500,000, you can put that as your total project amount.

41:03

For this form, on the SF-424, let's say you're applying for one project, you're only applying for a Broadband Infrastructure Deployment Project. The Budget Detail spreadsheet, the Budget Narrative that Vanessa discussed. Those numbers, in those two budget documents, will match the SF-424.

41:22

If you're applying for a Broadband Use and Adoption Project, same thing, your budget document will match the SF-424. If you're applying for both types of projects, you will add your Broadband Use and Adoption Project total to your Broadband Infrastructure Deployment Project total, and that's the number that you're going to put in the SF-424. The SF-424 is just the summary of your application.

41:48

**Sarah Bleau:**

OK, thank you. I'm going to open this one up to both of you. Vanessa, I think that this is more up your ally, but I think that there's a lot that goes into this question about labor standards. So, Natalie, if you want to chime in, please do. The question is, what is required with regard to labor standards? How much detail is needed on this, and how much description of support do you need in the Project Narrative?

42:25

**Vanesscia Cresci:**

So, it is important that. Oh, were you going to say something, Sarah?

**Sarah Bleau:**

No, I wasn't sure I was hearing you, sorry.

42:36

**Vanesscia Cresci:**

OK. So, it is important that necessary investments in broadband infrastructure be carried out in ways that produce high quality infrastructure and promote efficiency.

42:51

So, we understand that the importance of promoting workforce development, and encourage recipients and the applicant to ensure that their projects use strong labor standards that are consistent with Tribal Government law. Including any labor agreement and community benefit agreement, which offer wages at or above prevailing rate and include local hire provision, not only to promote effective and efficient delivery of high-quality infrastructure projects, but also to support the economic recovery.

43:24

**Sarah Bleau:**

OK, thank you. Natalie, do you want to add anything?

43:30

**Natalie Romanoff:**

No, but if you do receive an award, there will be some rules and regulations from 2 CFR 200 that you will need to follow in terms of any kind of wage or labor standards. That will be in your award package when you receive an award.

43:50

**Sarah Bleau:** OK, thank you. Vanessa, here's another question that's more to the program. The question is, are there any non-federally recognized Tribes who are eligible for this grant program?

44:08

**Vanesscia Cresci:** So, eligible entities include Tribal government, federally recognized Tribal government. And the definition of a Tribal government is defined as the governing body of an Indian or Alaskan Native Tribe, Band, Nation, Pueblo, Village, Community Component Band, or Component Reservation, individually recognized including parenthetically in the list, which is published, which we call the List Act. It is a fully recognized Indian Tribe List Act of 1984. Eligible entities also include Tribal Colleges and Universities, the Department of Hawaiian Homeland, on behalf of the Native Hawaiian Community, Tribal organizations, and Alaska Native corporations. And you can find the definition of this on page eight of the NOFO, and you can see the definition of a Tribal government.

45:00

**Sarah Bleau:** OK. Thank you. And I know that this is. I know that it's confusing for our audience, because we have three grant programs going on right now, and we have webinars all the time. And so today, we're talking about the Tribal Broadband Connectivity Program.

45:15

Last week, we talked about the Broadband Infrastructure Program, and we called everybody's attention to today's webinar, in particular, because this 424 Form is very useful. But there are a few people in the audience today who've been asking questions about the Broadband Infrastructure Program, and if counties, for example, could be the lead applicant. So, I think what you're saying, Vanessa, is that a county cannot be a lead applicant for the Tribal Broadband Connectivity Program. Is that correct?

**Vanesscia Cresci:** No, only those that are listed as eligible entities. The NOFO is very clear on what those eligible entities are.

45:57

**Sarah Bleau:** OK, OK, thank you very much, I appreciate that. Well, let's talk a little bit more about the entities, and maybe, Natalie, can you talk a little bit please about what qualifies as a Tribal organization?

46:18

**Natalie Romanoff:** Sure. So, a Tribal organization is defined in 25 US code 5304, I know you have that up. And it means that recognizing governing body of any Indian tribe, any legally established organizations of Indian, which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to

be served by such organization and which provides maximum participation of Indians in all phases of its activities.

46:53

So, on page nine of the NOFO is where you will find what qualifies as a Tribal organization. And if you have any questions about whether or not you fit this definition, you can contact Adam Geisler or you can reach out to the Broadband USA office.

**Sarah Bleau:**

47:12

Thank you. Here's one that maybe Vanessa, since you were just talking about actually submitting the application. And the question is, if documents can be submitted as a PDF or as a doc or an Excel spreadsheet. Does it really matter the format of the documents that are being submitted?

**Vanesscia Cresci:**

47:38

So, it's easiest for uploading if they are converted to a PDF. But typically, the Workspace, what my experience is, that it has supported the uploading of Word documents and Excel, but it is easier if they are all converted into a PDF.

**Sarah Bleau:**

47:59

OK, thank you. That clarified a little bit. I think it does. How about, I know that I'm all over the place, and I'm sorry. I'm trying to keep up. There's a lot of questions. We've got a lot of people joining us today. So, thank you for all of these good questions. And again, thank you to Natalie and Vanessa for answering so thoughtfully.

48:21

There's a question that there are two parts of the application, so can a Tribe submit an infrastructure portion of the grant on their behalf and then designate a Tribal consortia organization to apply on behalf of the adoption and use portion? Vanessa, do you want to talk to that a little bit, please?

**Vanesscia Cresci:**

48:42

Yes. So, I'll give an example. So, a Tribal government can submit their own application with the Tribal government being the applicant since they are the eligible entity for a Broadband Infrastructure Deployment Project.

49:00

They can also partner with a Tribal organization who is also an eligible entity and that a Tribal organization would be the applicant. And the Tribal government could serve as a sub awardee on the Tribal organization's application for the Broadband Use and Adoption project application.

**Sarah Bleau:**

49:25

OK, thank you. Let's see here. Natalie, is each Tribal entity limited to only one application?

49:41

**Natalie Romanoff:**

No, they're not. So, as Vanessa mentioned, you can be a lead applicant, you can be the one applying for a grant, but you can also be a member of a consortium or a sub grantee. So, you can apply for essentially two grants. However, you can't apply for the same project for the two grants. They need to be two separate projects.

50:04

**Sarah Bleau:**

OK. Vanessa, I'm going to lob this one back towards you. In that consortium idea, does the lead applicant have to be the Tribal government or can the lead applicant be the non-Tribal partner in the consortium?

50:19

**Vanesscia Cresci:**

The lead applicant has to be one of the eligible entities that we talked about. It is listed on page two of the NOFO. So, whoever is going to apply for the project and put their name as the applicant, they have to be an eligible entity.

**Sarah Bleau:**

OK. Let's see here. Let's go back to some of the questions that are very specific about the package, the document, the materials that you're completing. Vanessa, and, for example, on 424A, the question is, can the spreadsheet have more than one tab as long as each tab can be printed on an 8.5 by 11 sheet of paper?

51:13

**Vanesscia Cresci:**

So, the 424, usually that's a standard form, so, the form is already formatted. But maybe you're thinking about the Detailed Budget Justification, which is created in an Excel document. Which is an Excel document that allows for multiple tabs or sheet. So, you just need to make sure that it is formatted to fit a letter size paper.

51:39

**Sarah Bleau:**

OK, just 8.5 by 11? Does it matter if it's letter or portrait? Or just 8.5 by 11?

**Vanesscia Cresci:**

Just 8.5 by 11, yeah.

51:49

**Sarah Bleau:**

How about, um, where we talk about requiring the resumes of key personnel? The NOFO says there's a maximum of five, and can you please confirm, is these five totals across all entities?

52:07

**Vanesscia Cresci:**

So, it's for the lead applicant. So usually, when you submit an application, the lead applicant would designate who their key staff are for their project. And so, we are saying that you can submit up to five resumes of who you designate those key staff. If you are submitting a project where there's multiple partners, sub awardees, then they typically are not considered key staff. Then they wouldn't be included. You wouldn't need to submit their

resumes, however, you can and should list there your partner's name in the table. There is a section in your project narrative, where it asks you to include a table of all your project partners.

52:49

So, you would could share information about your partners there. But your resume should only be of the applicant's key staff. And usually, they will be referenced also in your Budget Narrative as key personnel.

53:08

**Sarah Bleau:** OK, that's really helpful. So, the resume is only for the lead applicant, right?

53:12

**Vanesscia Cresci:** Yes.

53:13

**Sarah Bleau:** Thank you, OK. And here's another very specific question about Line 17 of the Form 424C. Does that line need to be completed? Do you know what I'm talking about?

53:28

**Natalie Romanoff:** Yeah, it, it does need to be completed. There's no match for this grant program. So, usually, if there's a match, you would indicate what you're going to be matching at the percentage. But, because you're going to be receiving 100% federal funds to fund your project, you can put 100 in field 17. And it will just populate your budget amount,

53:55

**Sarah Bleau:** OK, thank you. How about this. There was a question earlier, is there no extension? And so, we talked about the applications and that they are due September 1<sup>st</sup>, unless something happened or if you, we can't extend that application window. However, what's the period of performance for the grant? Can you talk a little bit either Natalie or Vanesscia, what the period of performance is, and if there's any possibility of extending beyond that?

54:27

**Natalie Romanoff:** Sure. So, the period of performance in one year, and your period of performance will be indicated in your award document. So, in the SF-424, I mentioned that there's a start period and an end period field that you would complete. Those aren't your period of performance. I'm sorry. The period of performance will be in your CD 450. It's the form that says you got the grant. There is an option to request an extension for the Broadband Infrastructure Deployment Project of this grant program.

54:59

Unfortunately, the Broadband Use and Adoption Project will be just one year period of performance. But Vanesscia, do you want to explain how you can request the extension for that project?

**Vanesscia Cresci:**

So, you can request an extension as part of the application, or it can actually wait until after you receive your award, and you would have up to, I think it's 90 days to request an extension.

55:28

**Sarah Bleau:**

OK, thank you. And those are just a couple of questions that came in the first 30 minutes of our meeting today, so now I'm going to go live to some of these questions. So please, I appreciate your patience as I go through and try to get as many of these as we can. And they're not in any particular order. So, I'm going to ask Natalie and Vanesscia to chime in.

55:53

When you think that you can. But there was a question when we were talking earlier about labor standards. There was a question if *Davis Bacon* compliance would be required? Can one of you talk about that a little bit?

**Vanesscia Cresci:**

56:19

Yeah, I don't think I can speak to that. We might need to incorporate that, and have a team review your question, and then provide an answer through the next iteration of our Frequently Asked Questions.

**Sarah Bleau:**

56:32

OK, thank you. That's good. There are a couple of people who have been asking about *Davis Bacon*. So, we'll make sure that that goes into our FAQs. Yes. The team has been really good about taking all of these, every single question. Like, I mean, you, you think that you're just having a casual conversation and you ask a question and we go put that in our FAQ tracker. So, all questions, no matter how they're coming in, are being tracked. Even if it's a phone call to Vanesscia or somebody on the team. All of these things are being tracked. And we're providing very thoughtful answers and that is being posted to the website. So please go take a look there.

57:10

These are good questions and good answers like about *Davis Bacon*. Not just about, you know, what color pen you should be using if you're filling this out by hand. There are some very tough questions that the team has been working on to get up there.

57:24

So, how about the nature of this grant program. Is it a budgeted award, or is it first come first served, or based on points? Is it competitive? Vanesscia, can you talk about that a little bit, or Natalie?

**Vanesscia Cresci:**

58:04

So, the grant was in statute in its funded for the benefit of Tribal communities. It's not necessarily, like, if you apply for the \$500,000, you're just going to receive the \$500,000. It is a need based. So, you need to document and justify your need for this funding and the amount that you are requesting. It is still a need based. But Congress authorized

enough funding where we would be able to fund each federally recognized Tribe like around the \$500,000 amount.

58:43

But it still can need based grant. So, you still do need to apply for it, and all applications are still going to go through a merit review process, and also will be scored. And if any questions do come up throughout the process, we will have an opportunity to cure the application, and we'll be reaching out if we have any questions or need additional documentation.

**Sarah Bleau:**

59:10

Thank you. Natalie, were you going to add something to that?

**Natalie Romanoff:**

59:15

No, but if you have any questions about what the funding amounts look like, you can go to page three of the NOFO. It does a good job of explaining what the \$500,000 allocation is, and to also explain that there are some allocations for different types of eligible entities. So, I recommend you go to page three of the NOFO to check that out.

**Sarah Bleau:**

59:43

Thank you, Thank you. That's helpful. Since I've been watching these webinars for the Tribal Broadband Connectivity Program since, I guess, April. I know that Adam and the team continue to reiterate, we're trying to work with people, trying to get money in the hands of people and this is not necessarily competitive. There's money. There's no match required, but we do need your application, is that a fair assessment, Vanessa?

**Vanesscia Cresci:**

1:00:12

Yes. Definitely.

**Sarah Bleau:**

1:00:14

Thank you.

**Natalie Romanoff:**

1:00:23

Sarah, can I just add one more thing? Not only do we need your application, but we need merit reviewers. This program can't happen without merit reviewers, so NTIA has put out a call for interested individuals who might want to serve as a merit reviewer for this program.

1:00:40

So, if you're interested, please check out the [BroadbandUSA.gov](http://BroadbandUSA.gov) website to see how to apply to be a merit reviewer because without merit reviewers, we cannot have this program. So, we really need some additional volunteers.

**Sarah Bleau:**

1:00:52

Thank you for that, Natalie. You're right. I think most people here on this audience, you're here because you know a little bit about broadband, you know a little bit about remote learning or working or telehealth. So, yeah,

we've got a process that if you think that there might be a conflict of interest, we've got a process to push you in another geography to review. Not physically, but we will have you review geographies outside of where you are.

1:01:25

The more merit reviewers we have, the faster we can get through these applications and get the money out to people. So please, if you think that you might have, I think we're anticipating just a couple of hours per application, and we will provide training. So, if you can send your resume into GrantReviewer@NTIA.gov. Send your resume, tell us your name, city, state, where you've worked. Anything that that's normally on a resume and we'll take a look. We really, really need your help. We've got three programs right now, so please, that is a big ask. Thank you, Natalie.

1:02:02

Here are some very specific questions. And that 424, Field 17 keeps popping up. So, I'm going to ask you, Natalie or Vanesscia. What are the differences between the sub recipient, a sub grantee, and a contractor? This question goes on, in the Field 17 of 424, what are the proper start and end dates to use? And what is the purpose of 424C, Column B, which says costs not allowable. So, there's three different kinds of questions. Can we talk about differences between sub recipient, sub grantee, and contractor?

1:02:55

It looks like she froze, OK.

1:03:04

Do you, Vanesscia, can you talk a little bit about the proper start and end dates to use on the 424 field 17?

1:03:14

**Vanesscia Cresci:**

No, I would actually defer that to Natalie. She's better with the actual form. But for the sub awardee, the contractor, I know there's a lot of different terms. And what my experience has been, is that when you contract with a company or individual, those contractor costs are usually at the top of your Detailed Budget Narrative or Justification as your direct cost. And then under other costs are usually where, like your sub awardees, your subgrantees or your subcontractors are listed. And when you use a consultant, it's usually to engage with a consultant for a service that you are unable to do. Like, perhaps, a training that you're unable to conduct so you contract for that type of service.

1:04:17

**Sarah Bleau:**

OK, thank you. Can you also please Vanesscia, I know that you spent a lot of time through all the federal forms. If you're completing applications for both Deployment and Adoption and Use projects. There are federal funds in there are programmatic forms. Can you please touch on again, help us remember, what are the forms you need to complete if you're submitting applications for both Deployment as well as Adoption and Use Projects.

1:04:50

**Vanesscia Cresci:**

So, if you are completing an application for both, you need to include all of the required documents and forms that are needed for the Infrastructure Deployment Project. And those forms are things like the SF-424, the CD 511, the Standard Lobbying form, your Project Narrative, your resume, your Budget Narrative, your Budget Detail Justification, a Tribal Resolution, your maps, and documentation showing your status as an eligible entity. So, and that's for Infrastructure Deployment Project.

1:05:32

So, you would also have to include documents that are required for the Adoption and Use Projects. And some of those for Broadband Use and Adoption, you know, it doesn't require Tribal Resolution, but since you're applying for both, you would have to include a Tribal Resolution.

1:05:50

The Broadband Use and Adoption Project does not require a map to proposed service area, but if you're applying for both then you would need to include it. So, you need to make sure that you incorporate and include document that are required for both in your application.

1:06:05

**Sarah Bleau:**

OK, thank you. There are some really good questions here, for example, there's one about the inter-Tribal of Nevada which serves 27 different Tribes in Nevada. I saw one earlier about the Navajo Nation. There are some very specific questions and so I'm going to hold back on those. As far as, how many applications can be received because I think that we want to make sure that that we're covering all bases. Thank you for submitting that. I just wanted you to know that we were not overlooking your questions.

1:06:41

Natalie, are you back with us?

1:06:48

**Natalie Romanoff:**

I think I'm back. I have pretty terrible broadband here, so hopefully we can get that fixed. I missed some of your questions. I'm really sorry if there's something that I can help with.

1:07:01

**Sarah Bleau:**

No, I think we were actually talking about field 17 on the 424 Form.

1:07:14

**Natalie Romanoff:**

OK, so Field 17 is the proposed project start and end date, is that the question?

1:07:21

Those are dates that you're going to be filling in because it's a requirement on the form, but they will not be your period of performance. The period of performance will be set by the grant's office and NTIA. So that will be in your award document.

**Sarah Bleau:**

1:07:36

So, is that something that's kind of designed to just give an indication of if your boot ready or shovel ready to start working on something. Is that what that is?

**Natalie Romanoff:**

1:07:50

No, it doesn't. So actually, if you are shovel ready, you should be indicating that in your Project Narrative. This form is used for a wide variety of different types of projects across the federal government. And in some cases, for some grant program, you are able to choose your period of performance. This program is not one of those programs.

1:08:10

So, for different grant programs across the federal government, you might be able to select when you want your period of performance to begin. But this one, we will be telling you what the period of performance is in your award document.

**Vanesscia Cresci:**

1:08:31

Regardless of what they put in those dates there, when they get the notice of award, a date will be given to them.

**Natalie Romanoff:**

1:08:35

Yes, exactly.

**Sarah Bleau:**

1:08:36

OK. Thank you. Are you still with us, Natalie?

**Natalie Romanoff:**

1:08:41

I am. Sorry, guys. There's rain so I don't know.

**Sarah Bleau:**

There's one more question. The column B of the 424 C, it says, costs not allowable. Can you talk about that? What is the purpose of that?

**Natalie Romanoff:**

1:09:00

Sure. So, in some construction projects, there are allowable cost and unallowable cost. However, you may need to do some unallowable costs in order to have a completed project. So, there might be some fees that might be unallowable for these projects, but you're going to consider them part of your overall project. They would go into column B, which is cost not allowable for participation.

1:09:31

Essentially, these are additional costs that are you're going to be incurring for your project but you're not billing to the grant program. So, the total allowable cost, which is column C, should be the bottom, number 16, should match your budget for the grant program.

**Vanesscia Cresci:**

You're not going to incorporate that cost in column B in any of your total allowable costs.

1:10:07

Yeah, it won't be added or totaled into it. It shouldn't be, no.

1:33:05

**Sarah Bleau:**

What about speaking of what's reimbursable? The people want their applications to be good. So, the question is, can they hire a technical expert to develop more accurate cost estimates, can that kind of an expense be reimbursed?

1:10:46

**Natalie Romanoff:**

I was going to say, you know, allowable costs are listed in the NOFO. And so, if you have questions about what you can and cannot do for the NOFO, you can look into the eligible uses and eligible cost sections in the NOFO.

1:11:00

**Sarah Bleau:**

OK, thank you.

1:11:03

**Natalie Romanoff:**

But then, sorry, additionally in the NOFO on page 31, there is a section about reasonable costs associated with preparing the grant application. So, there are allowable pre-application costs, which include expenses related to preparing the application, and they may be reimbursed if they're incurred after the NOFO published. So, the date that the NOFO came out to the date you actually received the award from NTIA. So, pre-application costs, you would need to identify these in your proposed project budget. And these are kind of the risks that you may not be funded by the grant program. So, we just want to remind you that it is at your own risk to have pre-award costs.

1:11:54

But if you look at page 31 of the NOFO, you can read pre-application costs.

**Sarah Bleau:**

OK, thank you. And yeah, the NOFO has been published so some of those items can be reimbursable right now, right?

1:12:10

**Vanesscia Cresci:**

So yeah, Sarah, I do want to mention that on page 32, there is a section for Broadband Infrastructure Deployment activities. The eligible cost includes the cost of planning, feasibility and sustainability studies, but they can't exceed 1% of the total project cost too.

**Sarah Bleau:**

OK, the cost to get those surveys and determine this, OK, all right. Thank you. I do want to make a quick reminder before I forget. We have difficulty with the audio portion of this platform sometimes, and sometimes the video is not good for people. Sometimes the audio is not so good for people. So, we're sorry about that.

1:13:02

And, what I can tell you is that the recording that we're doing right now, as well as a transcript of the content, and the questions and answers, and

finally, the, the video content, that PowerPoint presentation. All of that information is going to be available on our website in seven days.

1:13:23

So, if you missed part of it, if it sounded kind of fuzzy or didn't look so good, we take a lot of time going through those transcripts to make sure that they make some sense. And I hope that they are useful to you. So, please go, take a look, I know, seven days is a long time. But go, take a look at our website. We'll have transcripts and material available on our website. And also, traditionally, the format of these webinars has been the same content, both Wednesday and Thursday, followed by live Q&A.

1:13:54

The team here has gone above and beyond realizing that there's a lot of questions that need to be answered. People are really interested in this, and this is a good thing. Today, Vanessa and Natalie have spent a lot of time talking about the application process and the forms. I think that they've done a really good job addressing your questions.

1:14:17

Tomorrow, the topic is going to be new. It will be the hot topics and Vanessa, we're going to have some talk about NEPA, and rights of way, and inventory, and digital inclusion. Right?

1:14:35

**Vanesscia Cresci:**

Yes, so my colleagues will be talking about all those. Those are all great topics. And I know a lot of questions have been coming through to the Tribal broadband team related to those topics so please do join us.

1:14:48

**Sarah Bleau:**

Yes. So, we'll have a lot of content about the Tribal Broadband Connectivity Program this week. In seven days, you'll see the transcripts for this about all of the forms. And then seven days, you're going to see all transcripts for all the new content that we discuss tomorrow. So, please join us.

1:15:05

How about here? Let's see. Oh, well, there's a question about Alaska, and I think that, and, you know, Alaska is a tremendous amount of land, and it's hard to reach people. And we're sympathetic to that, that with latency, and it's very, I think somebody once asked us on one of these webinars, it would cost more than what this whole program is worth to bring fiber to every Alaskan. And I believe it. So, for the person who's asked here about Alaska, please take a look at our FAQs in the past. We've tried addressing some of the questions about satellite, and latency, and all that. So, I hope that that helps you.

1:15:55

Let's see. We've answered this question about sub-grantees and sub-recipients. There is a question here and I'm not sure; with regard to the NOFO, a description of the number of total Native American, Alaska

Native, Native Hawaiian households in the proposed service area at or below 150% of the poverty line applicable to the average family size. You know what, that is a statement, and I don't see that there was a question. I'm just trying to read these.

1:16:45

Do you have any comments on that Vanessa? The poverty?

**Vanesscia Cresci:**

Well, it could be about calculating the percentage of households that are below the poverty line. So, if it's related to that, and maybe how to calculate it or where do they go?

1:17:02

You could use the Department of Health and Human Services poverty guidelines to calculate percentage of households that are below poverty line.

**Sarah Bleau:**

1:17:12

Do you have that URL available that you can put in the chat, maybe that we can share with people?

**Vanesscia Cresci:**

1:17:20

Let's see. Let me try to put that in there. I will work on that.

**Sarah Bleau:**

1:17:36

OK. Let's see. Thank you. And if not, we can make that a note to put in the FAQs.

**Vanesscia Cresci:**

1:17:56

There, I think I can type it in. You can continue on while I type it.

**Sarah Bleau:**

1:18:03

OK. Natalie, you talked about if somebody didn't fill out the application on Grants.gov, you can Google 424, or something like that, and find examples all over the place. This question is, how and where do we get the forms or the applications? Can you talk about a couple of different possibilities on how you would answer that?

**Natalie Romanoff:**

1:18:24

The standard forms are found online. You can find them on Grants.gov. Depending on which four you're looking for, that's a standard form. You can find them on almost any federal entity's website. So, if you Google SF-424, you'll find 15 different versions of the same document. Some are fillable. Some aren't. I recommend you go to Grants.gov to get the most recent version, and then you can fill it out online.

1:18:54

The other documents, so the Project Narrative, resumes, and other documents are required for this program. You will be creating those documents. We don't have samples, or examples, or templates, for those. You need to follow the guidelines that are listed in the NOFO so that you can complete those required documents accurately and to meet all the

different pieces needed that are listed in the NOFO. But unfortunately, we don't have templates or any kind of fillable document for those additional programmatic requirements.

1:19:31

**Sarah Bleau:** OK. But the important thing is that there is something representing a resume, and a Project Narrative, and budget, and all that included with the application. Right?

1:19:43

**Natalie Romanoff:** Yes.

1:19:45

**Sarah Bleau:** OK, thank you. How about this? There is a limit to the number of pages that we're allowing in an application. And sometimes, if you're like me, it's kind of fun to go a little bit crazy on maps, and like, you know, you've got like a big map, service area. And like, you can drill down and show all kinds of levels of detail. Does the 20-page limit include maps that you might attach in your application?

1:20:19

**Vanesscia Cresci:** No, those are not included in that page limit. You would upload those as an attachment, and they won't be considered towards the 20-single space and 40-double space page limit.

1:20:30

**Sarah Bleau:** That's good. Thank you. And are there details around the file format for those maps that would be uploaded. Are those details in the NOFO?

1:20:38

**Vanesscia Cresci:** Yes, they are in the NOFO and I think it does provide you some information about that but it is in there.

1:20:47

**Sarah Bleau:** OK. Thank you, Vanesscia. Back to Alaska really quickly. If you are in Alaska, you might need a latency waiver. You just might need it. Is there a latency waiver that you can point people to?

1:21:22

**Vanesscia Cresci:** Yes, hmm. Natalie, do you know the answer on that?

1:22:26

**Natalie Romanoff:** I don't, but I think that's something that we can put into an FAQ.

1:22:32

**Sarah Bleau:** OK, thank you. And let's see. One question that comes back that this is something around \$500,000 per, and there's no match required, it's not really competitive, but you need to get your application in. The question is, if the equitable distribution of the funds is to be distributed only among federally recognized Tribes or all eligible entities? Do you know the answer to that, Vanesscia?

1:22:11

**Vanesscia Cresci:** Well, all eligible entities are eligible to apply. So, are you asking if it's only being calculated by Tribal governments?

1:22:27

**Sarah Bleau:** You know what, I think it's not really a competitive bid so much, there's money that's been allocated but we do need to see in an application. And there are a multitude of entities who are eligible, possibly, to apply, right?

1:22:46

**Vanesscia Cresci:** Yes. So, all the eligible entities can apply, but you need equitable distribution. NTIA did allocate up to \$500,000 to each of the federally recognized Tribes. But, of course, it is need based, so you would need to write what your needs are. There is not a funding cap either.

1:23:14

**Sarah Bleau:** OK. There's a question here about IRUs, for example, that a dark fiber IRU is an eligible expense. And then the question goes into; if long term leases for lit fiber, microwave, or satellite backhaul are also eligible expenses.

1:23:36

I think that we try to be technology neutral. Is that correct?

**Vanesscia Cresci:** Yes. So, you would put forth in your application, the technology that meet your Tribal community or your community's needs. So, if that includes multiple technologies, then include multiple technologies. But you would need to justify your need for requesting multiple technologies.

1:24:04

**Sarah Bleau:** OK, thank you. I realize, I'm really, sorry, Natalie and Vanesscia. I realize that I'm getting way off of the topic, of just the forms. So, thank you for being patient with me but I'm going back to the forms. Here's a question. It keeps popping up, and I think that it's worth repeating. The lead applicant, is that the Tribe or the service provider?

1:24:27

**Vanesscia Cresci:** So, the lead applicant has to be one of the eligible entities. So that is federally recognized Tribe, Tribal Colleges and Universities, the Department of Hawaiian Homelands on behalf of the Native Hawaiian community, Alaska Native Corporation. They have to be one of the eligible entities that's outlined in the Act and outlined in the NOFO.

1:24:49

**Sarah Bleau:** OK, thank you. Here's a question, if Use and Adoption activities or expenses should be included in the *CAPEX* portion of the financial pro forma. I think there normally, when I think of Use and Adoption, I think of more operating expenses, and, but I guess if there were capital projects that for the use and adoption, would that go in the pro forma?

**Natalie Romanoff:**

1:25:20  
I don't know, we'll have to get back to you on that one.

**Sarah Bleau:**

OK, OK, that's a good question, thank you.

1:25:28  
Let's see. Oh, well, I'll repeat this one. It looks like the person has left. I think that's, it's worth repeating. The question was, can we ask for an extension of the application?

1:25:45  
And we cannot grant extensions of the application window. Vanessa, do you want to add anything to that?

**Vanesscia Cresci:**

1:25:58  
Yes. At the time, we can't extend the deadline for the application to be submitted. However, we encourage you to send an e-mail request to Adam Geisler about that. But, as of today, we're not able to extend the application deadline.

**Sarah Bleau:**

1:26:17  
OK, thank you. And there's one more question that I see here that I'm going to ask, we're running out of time here. I'm going to point this person back to the FAQs because the question is; if the Broadband Adoption portion must, if it's part of the deployment project that's going to take more than a year, what does that person do?

1:26:47  
Because you can get extensions for the project for deployment and construction, but not for adoption and use. And so, for that, we have addressed that question a couple of times in the FAQs. If your adoption and use is contingent on this construction, what do you do? But apart from looking at the FAQs, Natalie, I know that you talked about this a little bit earlier. Do you want to add a little bit?

**Natalie Romanoff:**

1:27:19  
You can request the extension for the Broadband Deployment, but I think it would have to be on a case-by-case basis for the Broadband Use.

**Sarah Bleau:**

1:27:29  
OK, maybe we'll work with people that if there is adoption and use that's contingent on the deployment and construction. I just keep thinking.

**Vanesscia Cresci:**

Well, I would also say to look at your work plan, and what can you reasonably complete in a year and incorporate those activities in your application. So, I understand that you may have larger long-term plans, but when you look at your overall plan, what can you realistically do in a one-year time frame and incorporate those activities?

**Sarah Bleau:**

1:28:03  
Thank you, Vanessa. All right. I hope that this was helpful for everybody here as it was for me. I know I learned a lot today about filling

out the application. It's confusing, and there's a lot of information that needs to be provided. And so, your questions are great. I'm sure, if you have a question, there were probably at least 10 other people who had the same questions. So, thank you for taking the time to join us and put your questions up there.

1:28:33

I am going to ask if we can quickly show the slide. We do have a slide with contact information for the team here. There you go.

1:28:45

So, Margaret will be back on to moderate in August. Crystal, Gabe, and Nicholas will be talking to you tomorrow about the hot topics. We've got Vanessa, who's here today. Adam is out doing all kinds of outreach and trying to answer people's questions as fast as he can. So, here's contact information. Take a screenshot or wait until next week when all this information will be in your hands.

1:29:20

And then on this next slide, we have a list of the upcoming webinars. If we can please move to the next slide.

1:29:49

Here we go, OK. We have the webinar series. So today is July 21<sup>st</sup>. We will have a new, fresh content tomorrow on the 22<sup>nd</sup>. Please come back and join us. Additionally, we've set up four more dates, August 11<sup>th</sup>, 12<sup>th</sup>, 23<sup>rd</sup>, and 24<sup>th</sup>, and the team is going to be here. The full Tribal Broadband Connectivity Program team is going to be here answering your questions. So, tomorrow will be hot topics.

1:30:23

Again, Vanessa, it's digital inclusion, inventory, and NEPA, and rights of way. Right?

1:30:35

And, so, ask tough questions to that team tomorrow. Come back and join us in August, where we're going to have the full team here to answer your questions. Additionally, if you're interested, the Broadband Infrastructure Program will be meeting again, August 4<sup>th</sup> and 5<sup>th</sup>, right before our applications are due. And we've got the Connecting Minority Communities Pilot Program has got a bunch of webinars coming up. All of these webinars begin at 2:30 Eastern. We have been having problems from day one with the audio and not being able to hear the recording. We always have the transcript, the video, and the presentation itself available on our website, if you go to Broadband USA, and go look at the Events-Past Events, and here's our [BroadbandUSA@NTIA.doc.gov](mailto:BroadbandUSA@NTIA.doc.gov). Here's an e-mail and here's a quick phone number. So, please reach out.

1:31:30

Thank you, thank you, thank you very much for joining us today. And please come back and join us tomorrow! Bye.

**Vanesscia Cresci:**

1:31:37

Thank you. Have a good day, everyone.

END TRANSCRIPT.