



STATE DIGITAL EQUITY PLANNING GRANT PROGRAM

# Application Guidance

FOR U.S. TERRITORIES  
(OTHER THAN PUERTO RICO)

October 17, 2022

Version 1.0

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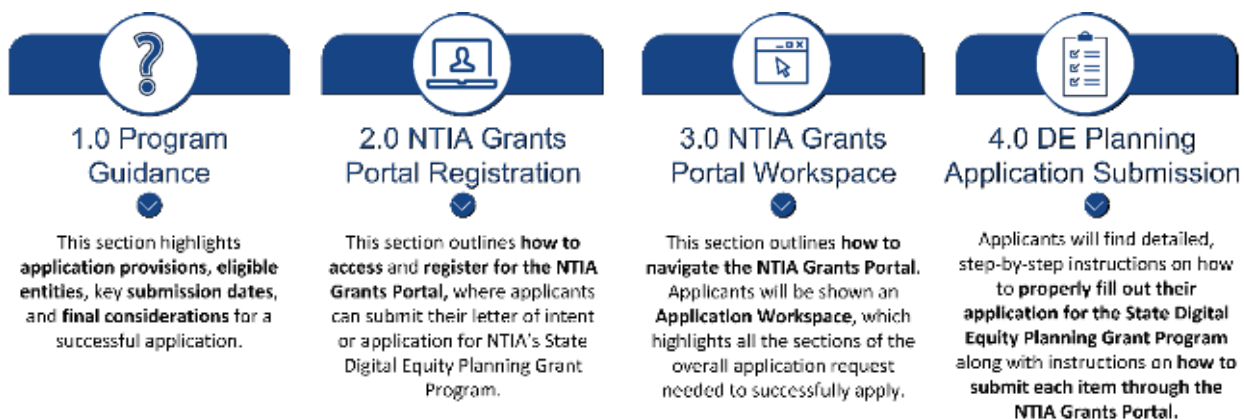
# GRANT APPLICATION GUIDANCE OVERVIEW

## Purpose & Overview

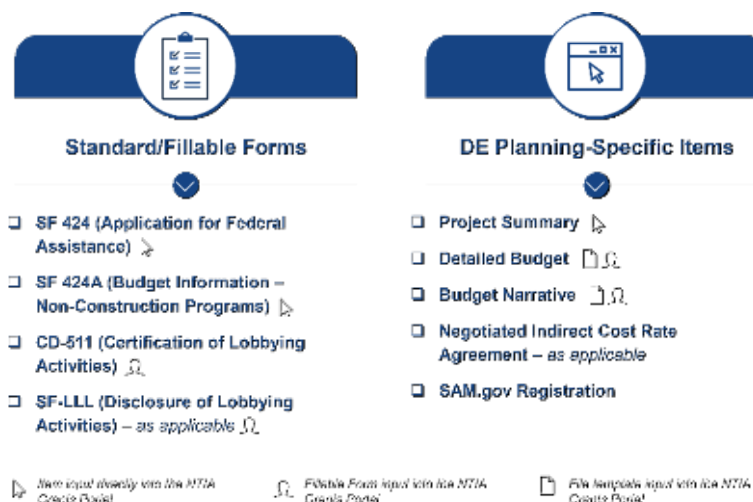
This document was created for U.S. territories (other than Puerto Rico) that submitted a letter of intent to participate in the State Digital Equity Planning Grant Program. This document was created to support entities (which will be referred to as U.S. territories in this document) in submitting an application for the State Digital Equity Planning Grant (SDEPG) Program. Step-by-step instructions are provided to familiarize applicants with the NTIA Grants Portal, outline each component of the application, and provide direction on where to access forms and templates.

*This guidance document is for informational purposes only and is intended solely to assist applicants in better understanding the National Telecommunication and Information Administration (NTIA) State Digital Equity Planning Grant Program, and the requirements set forth in the program's NOFO. This guidance does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, or the specific application requirements set forth in the program's NOFO. In all cases, statutory and regulatory mandates, and the requirements set forth in the program's NOFO, shall prevail over any inconsistencies contained in the guidance below.*

The document is structured in the following four sections:



Required application materials include the following.



# PROGRAM OVERVIEW

## 1.0 Program Overview

### 1.1 Before You Get Started

Before preparing and submitting an application, applicants are encouraged to read the State Digital Equity Planning Grant (SDEPG) Program Notice of Funding Opportunity (NOFO), this Application Guidance, and the Digital Equity Act Programs page on [www.InternetForAll.gov](http://www.InternetForAll.gov). By carefully reviewing these materials, applicants will help ensure that their application is complete and satisfies the requirements of the program. **Please note that all applicants are required to be current and registered in [www.SAM.gov](http://www.SAM.gov) and have a Unique Entity Identifier (UEI) number.**

#### Registering with System Award Management

To register or check your SAM.gov registration, go to [www.SAM.gov](http://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 7-10 business days to process after being submitted on SAM.gov.

### 1.2 Standard Terms and Conditions for Department of Commerce Grants

All awardees 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 <http://go.usa.gov/SBg4>.
- 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 November 12, 2020, is accessible at Department of Commerce Financial Assistance Standard Terms and Conditions, accessible at [www.commerce.gov/oam/policy/financial-assistance-policy](http://www.commerce.gov/oam/policy/financial-assistance-policy)
- 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>.

#### Catalog of Federal Domestic Assistance Number

The Catalog of Federal Domestic Assistance (CFDA) number for the State Digital Equity Planning Grant Program is 11.032. The CFDA Title is State Digital Equity Planning Grant Program.

### 1.3 State Digital Equity Planning Grant Program Eligible Entities

To be eligible for funding via the SDEPG Program, applicants must be one of the following types of entities. Note that any eligible entity that intends to apply is referred to as an “applicant” in this document.

- State of the United States, the District of Columbia, Puerto Rico (Defined as “States” for the purposes of this program).
- U.S. territories or possessions of the United States that are not defined as States for purposes of this program. *Note: U.S. territories are the subject and focus of this guidance document.*

### 1.4 Deadlines, Methods for Submission, and Templates

#### 1.4.1 Deadlines & Methods for Submission



Letters of intent from U.S. territories and Tribal/Native Entities were due July 12, 2022.

Complete applications from U.S. territories and Tribal/Native Entities are due no later than 11:59 p.m. Eastern Daylight Time (EDT) on **January 17, 2022**.

Applicants must also certify that, not later than one (1) year after the date on which the Assistant Secretary awards the planning grant to the State or U.S. territory, the entity administering the grant shall develop a Digital Equity Plan. An applicant may submit a request for an extension of the one-year award period not later than ninety (90) calendar days before the end of the award period.

**NOTE:** Applicants are strongly encouraged to submit applications via the NTIA Grants Portal to allow for an expeditious review by NTIA.

Applications must be submitted electronically through the NTIA Grants Portal, which can be accessed at [grants.ntia.gov](https://grants.ntia.gov). The application package for electronic submission, including templates, is available on the Project Profile pages in the Portal and on the Digital Equity program page on [www.InternetForAll.gov](https://www.InternetForAll.gov). Complete applications or portions of applications submitted by postal mail, courier, email, facsimile, or other means will not be accepted. The NTIA Grants Portal will be available at [www.InternetForAll.gov](https://www.InternetForAll.gov) beginning **October 17, 2022**. Upon completion of the application, the portal will provide a date and time stamped confirmation number that will serve as proof of submission. Applicants are strongly encouraged to submit their applications early to avoid last-minute congestion on the intake system. However, early submissions will not confer any advantage or priority in review.

#### 1.4.2 Application Templates

Applicants are required to upload a number of documents using templates, which will allow NTIA to perform automated processing and analysis. To ensure an expeditious review of applications, these documents must:

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

Failure to provide files consistent with the templates will result in NTIA being unable to automatically process the application and may result in delays or a rejection of the application.

The following templates are available to download on the [NTIA Grants Portal](#):

- CD-511
- SF-LLL
- Budget Narrative
- Detailed Budget Justification

The following documents are built directly into the NTIA Grants Portal:

- SF-424
- SF-424A
- Project Summary and Eligibility

#### 1.5 Final Considerations

- Before applying, applicants should fully read the NOFO and other Technical Assistance materials





available on the Digital Equity Act Programs page on [www.InternetForAll.gov](https://www.InternetForAll.gov) as well as applicable OMB circulars governing administrative requirements, cost principles, and audits.

- Applicants may receive funding only for costs established in the NOFO as allowable uses of funds, as specified in Section IV.C
- By submitting an application, the applicant certifies that the information and responses in the application are material representations of fact and are true and correct.
- Once the application has been submitted, the applicant will no longer be able to make changes to the application. If an applicant needs to make changes to an application, the applicant must contact NTIA, prior to the application deadline for assistance in making updates.

# NTIA GRANTS PORTAL REGISTRATION

## 2.0 NTIA Grants Portal Registration

Use of the NTIA Grants Portal is required for all U.S. territories.

**NOTE: U.S. territories that submitted their LOI via the NTIA Grants Portal will have already completed their registration and can skip this step and proceed to Section 3.0 for an overview of the NTIA Grants Portal Workspace or to Section 4.0 for the Digital Equity Planning Application Step-by-Step Instructions.**

### 2.1 How to Access the NTIA Grants Portal

The NTIA Grants Portal can be accessed at <https://grants.ntia.gov/grantsPortal/s/>. Use one of the following browsers to access the Portal:

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

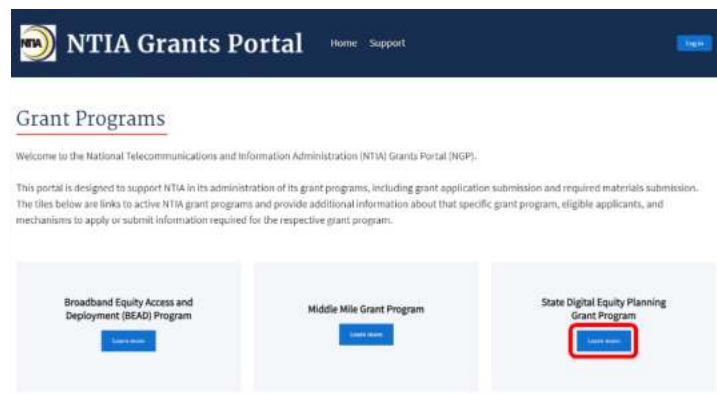
Refer to the [Supported Browsers to Access the Portal](#) page for more information.

#### Desktop and Laptop Browsers

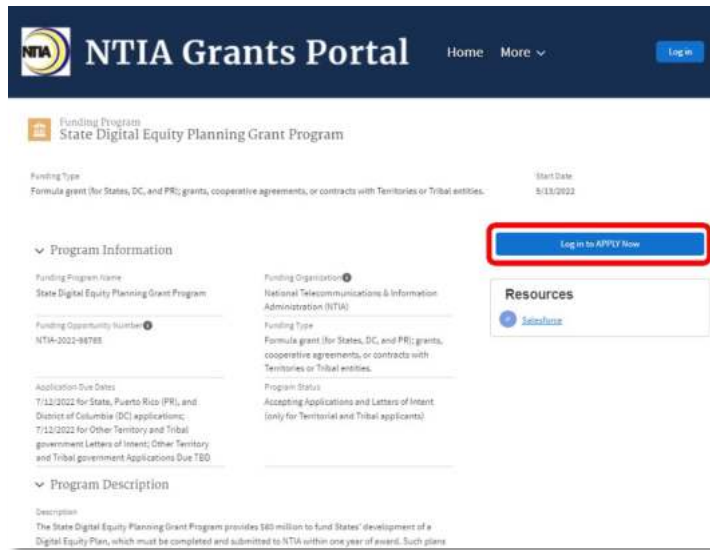
Salesforce supports these browsers. Make sure that your browsers are up to date. Other browsers or older versions of supported browsers aren't guaranteed to support all features.

<p><b>IMPORTANT</b> Support for Internet Explorer 11 to access Lightning Experience ended on December 31, 2020.</p> <ul style="list-style-type: none"> <li>When using IE11, a permanent banner displays in your Salesforce org indicating that you're on an unsupported browser.</li> <li>IE11 has significant performance issues in Lightning Experience.</li> <li>This change doesn't impact Salesforce Classic.</li> </ul>						
<p><b>IMPORTANT</b> Support for the non-Chromium version of Microsoft Edge in Lightning Experience and Salesforce Classic ended on December 31, 2020.</p>						
	MICROSOFT® INTERNET EXPLORER®	MICROSOFT® EDGE (NON-CHROMIUM)	MICROSOFT® EDGE CHROMIUM	GOOGLE CHROME™	MOZILLA® FIREFOX®	APPLE® SAFARI®
Lightning Experience	Not supported	Not supported	Supports latest stable browser version	Supports latest stable browser version	Supports latest stable browser version	Supports latest stable browser version
Experience Builder sites	Not supported	Not supported	Supports latest stable browser version	Supports latest stable browser version	Supports latest stable browser version	Supports latest stable browser version
Special setup considerations?	Not supported	Not supported	No	No	No	No
Limitations?	Yes	Yes	Yes	No	Yes	Yes

### 2.2 NTIA Grant Programs Page

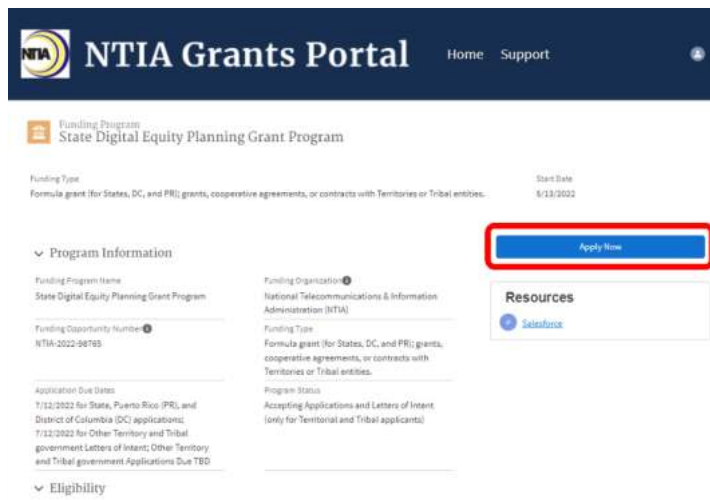


Click the **Learn More** button under the State Digital Equity Planning Grant Program to get to the program home page.



When you click the **Learn More** button on the landing page, you will be taken to the State Digital Equity Planning Grant Program home page (as illustrated to the left).

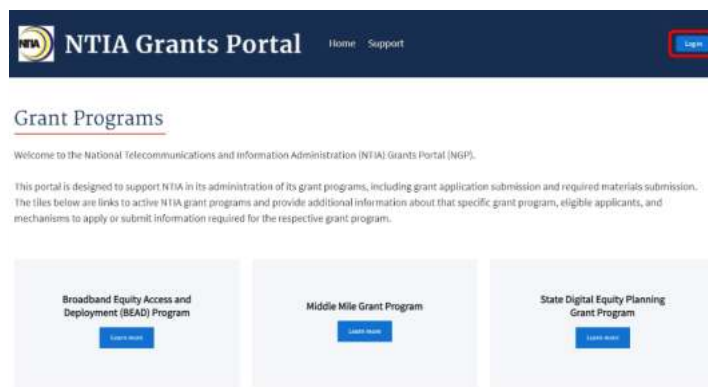
If you have not logged in, the button will show **Log in to APPLY Now**, which will redirect you to the login page. From here, return to the program home page and click **Apply Now**.



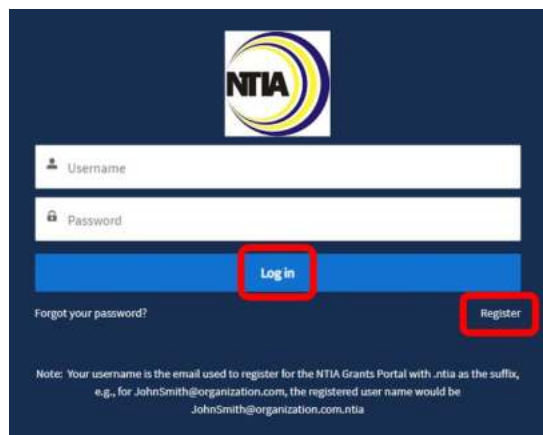
If you are logged in, you can start your application for the State Digital Equity Planning Grant Program by clicking the **Apply Now** button.

## 2.3 Log-in and Registration

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.



### 2.3.1 Log in



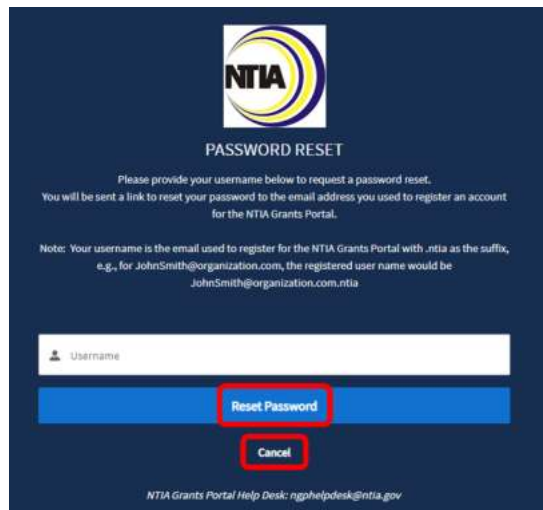
The login screen features the NTIA logo at the top. Below it are two input fields: 'Username' and 'Password'. A blue 'Log in' button is positioned below the password field, and a red 'Register' button is to its right. A link for 'Forgot your password?' is located below the 'Log in' button. A note at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

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

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

**Important:** Upon completing registration, your Username will be the email address used to register for the NTIA Grants Portal appended with **.ntia** as the suffix. For example, the Username for the email address JohnSmith@organization.com would be JohnSmith@organization.com.ntia. If you forgot your password, click **Forgot your password?** below the blue Log in button on the login screen.

### 2.3.2 Reset Password



The password reset screen features the NTIA logo at the top. Below it is the heading 'PASSWORD RESET'. The text reads: 'Please provide your username below to request a password reset. You will be sent a link to reset your password to the email address you used to register an account for the NTIA Grants Portal.' A note at the bottom states: 'Note: Your username is the email used to register for the NTIA Grants Portal with .ntia as the suffix, e.g., for JohnSmith@organization.com, the registered user name would be JohnSmith@organization.com.ntia'. Below this is a 'Username' input field, a blue 'Reset Password' button, and a red 'Cancel' button. At the bottom, it says 'NTIA Grants Portal Help Desk: ngphelpdesk@ntia.gov'.

Enter your Username, which is the email address used to register for the NTIA Grants Portal appended with **.ntia** as the suffix. As an example, for JohnSmith@organization.com email address, the Username would be JohnSmith@organization.com.ntia. Then click the **Reset Password** button or click Cancel to cancel and return to the login screen.

For assistance, email the NTIA Grants Portal Help Desk at [ngphelpdesk@ntia.gov](mailto:ngphelpdesk@ntia.gov).

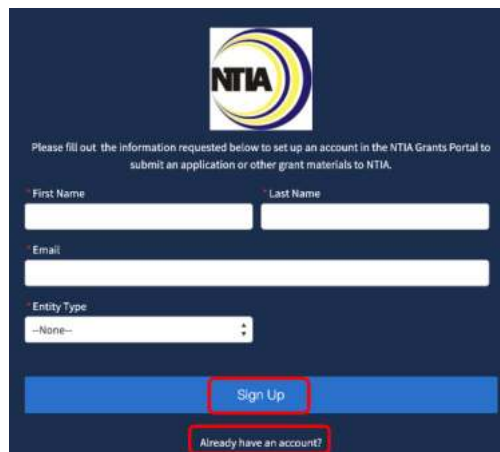
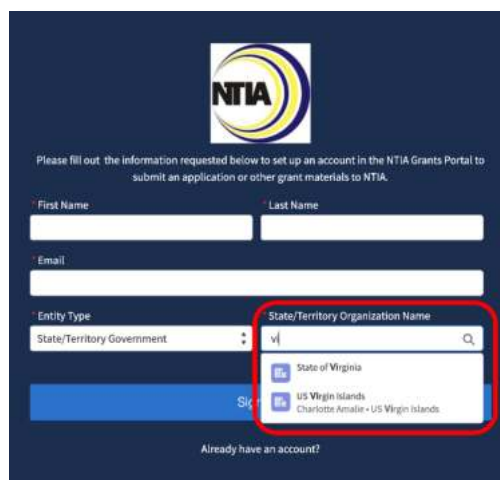
### 2.3.3 Portal Registration & Approval

1. As part of the Portal registration process, approval is required before completing registration. Follow the steps below to register. NTIA will send an approval email with a link to complete the process. Register to access the NTIA Grants Portal by entering contact information in the fields provided. A red asterisk (\*) indicates a required field. Then click the blue **Sign Up** button.

Note: Sam.gov UEI registration information will be required at a later step in the application process.

If you have registered previously, click **Already have an account?** to log in.

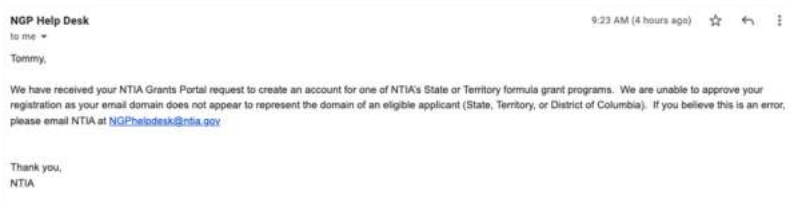
2. Click the **Entity Type** field to select the entity type. For State/territory Government entity types, start typing the name of your territory in the State/territory Organization Name field to select the from the list of States and U.S. territories. Click the blue **Sign Up** button to complete the registration process.

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



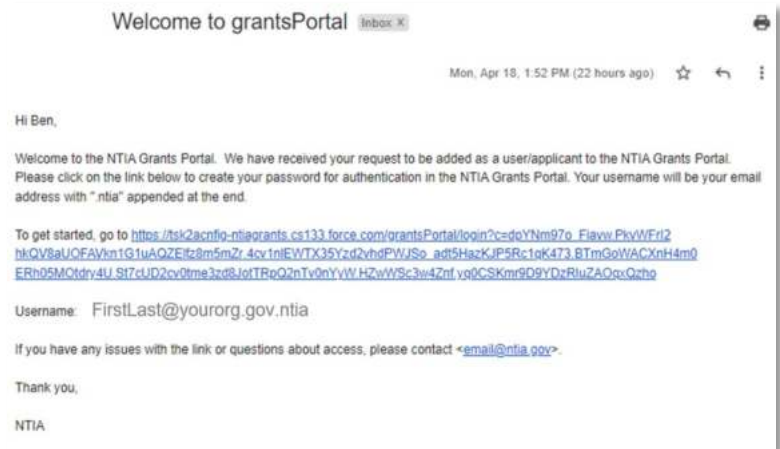
In the event of receiving an email indicating you are not approved, contact [ngphelpdesk@ntia.gov](mailto:ngphelpdesk@ntia.gov) for assistance.



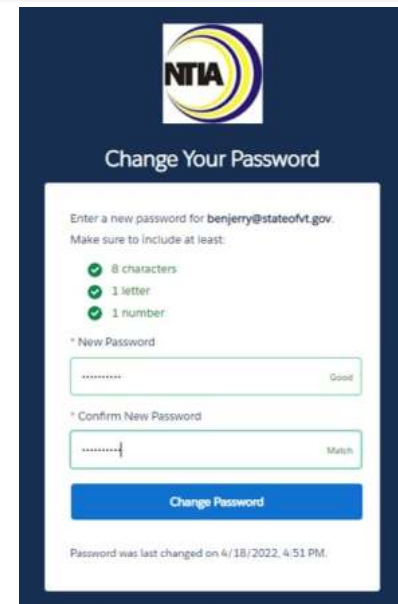
### 2.3.4 Registration Welcome Email with Initial Login Link

- Open your Welcome Email and click on the login link.

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



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



NTIA

### Change Your Password

Enter a new password for benjerry@stateofvt.gov.

Make sure to include at least:

- 8 characters
- 1 letter
- 1 number

\* New Password

Good

\* Confirm New Password

Match

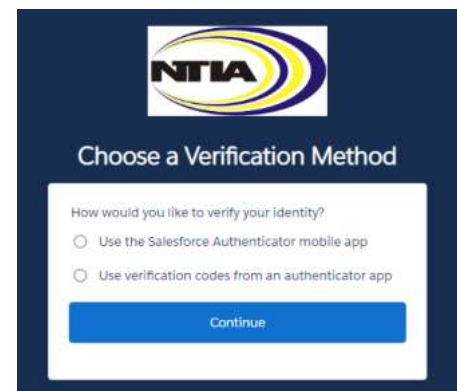
**Change Password**

Password was last changed on 4/18/2022, 4:51 PM.

## 2.4 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.

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



NTIA

### Choose a Verification Method

How would you like to verify your identity?

- ☐ Use the Salesforce Authenticator mobile app
- ☐ Use verification codes from an authenticator app

**Continue**



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](#).

2a. 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.

### 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.

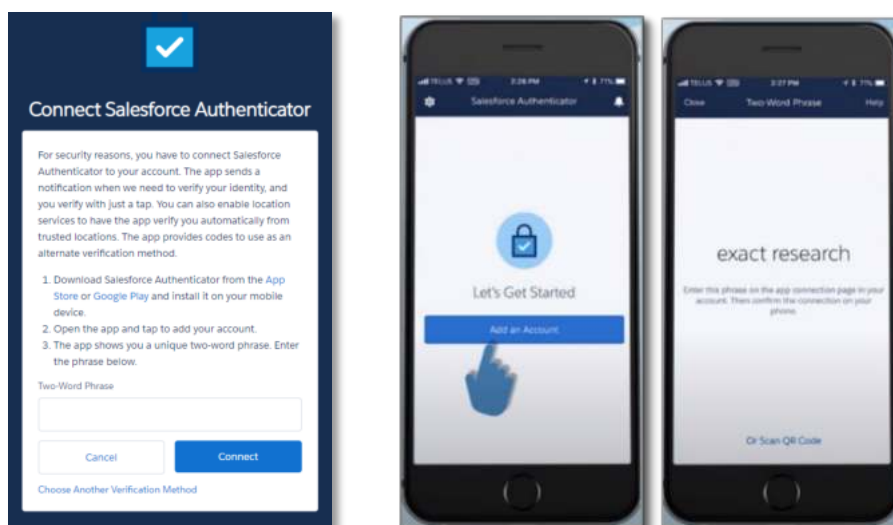
#### 2.4.1 Downloading and Installing the Salesforce Authenticator

1. Search for Salesforce Authenticator in your phone's app store.
  - iPhone/iOS users will search in the Apple App Store
  - 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).

#### 2.4.2 Connecting the Salesforce Authenticator to Your NTIA Grants Portal Login

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

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

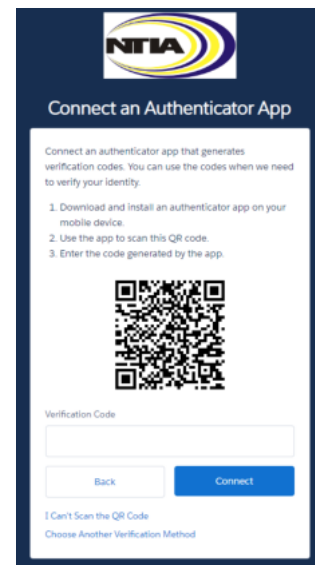




2b. If you selected to use another authenticator app (other than the Salesforce Authenticator App), follow the instructions on the **Connect an Authenticator App** screen. List of commonly used Authenticator Apps available to download from the app store onto your mobile device:

- 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.

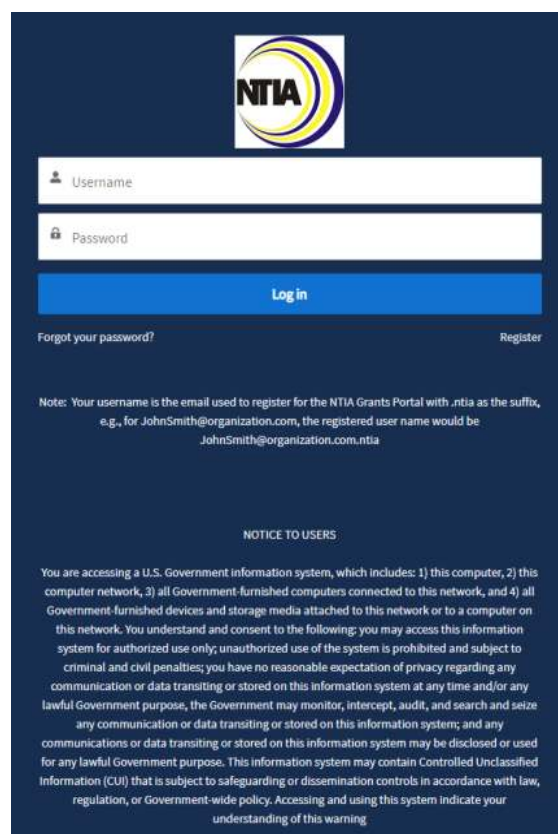


## 2.5 Log into the NTIA Grants Portal Using the Connected Authenticator App

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 the NTIA Grants Portal 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.



# NTIA GRANTS PORTAL WORKSPACE

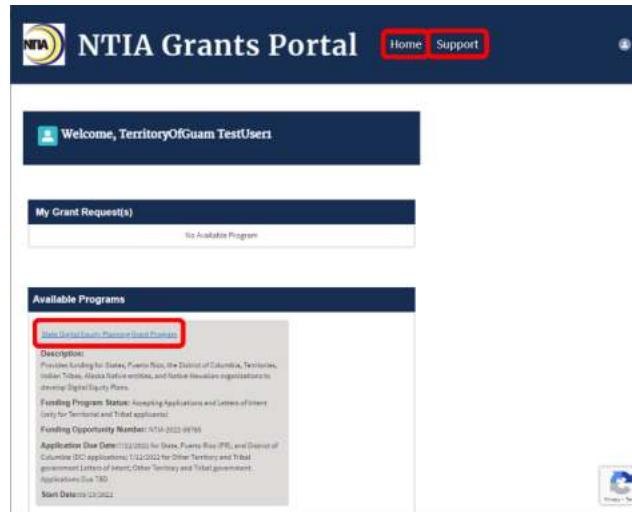
## 3.0 NTIA Grants Portal Workspace

### 3.1 Welcome to the NTIA Grants Portal

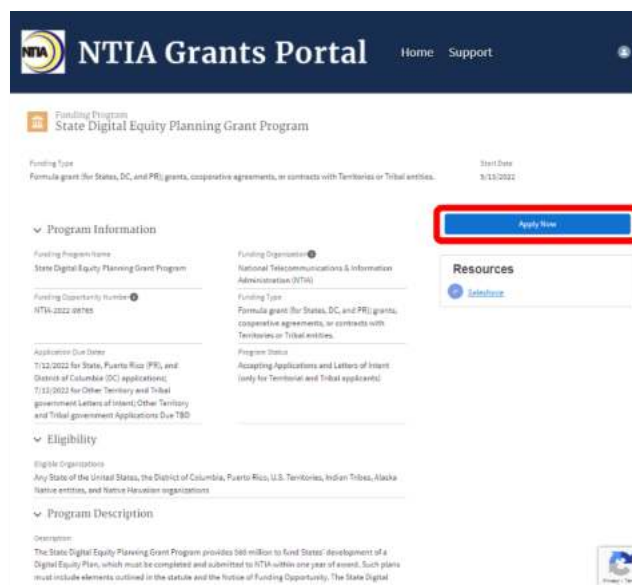
The **Home** button at the top of the screen returns you to your NTIA Grants Portal home page. The **Support** button takes you to a screen with NTIA Support contact information.

Because a grant request has not yet been started, the **My Grant Request(s)** section will be empty. To start a grant request, follow these steps:

1. From the **Available Programs** section, click on the link: **State Digital Equity Planning Grant Program**.



2. Click the **Apply Now** button. If needed, access the **Resources** links.



## 3.2 Application Workspace Tab

The **Application Workspace** tab contains the sections of the overall application request process listed in the order in which to complete the application:

1. Letter of Intent
2. Project Narrative and Eligibility
3. Form 424
4. Budget Form 424A
5. Detailed Budget Justification and Budget Narrative
6. Additional Required Documents
7. Attestation and Generate Forms, and Submit

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

### 3.3 Application Team Tab

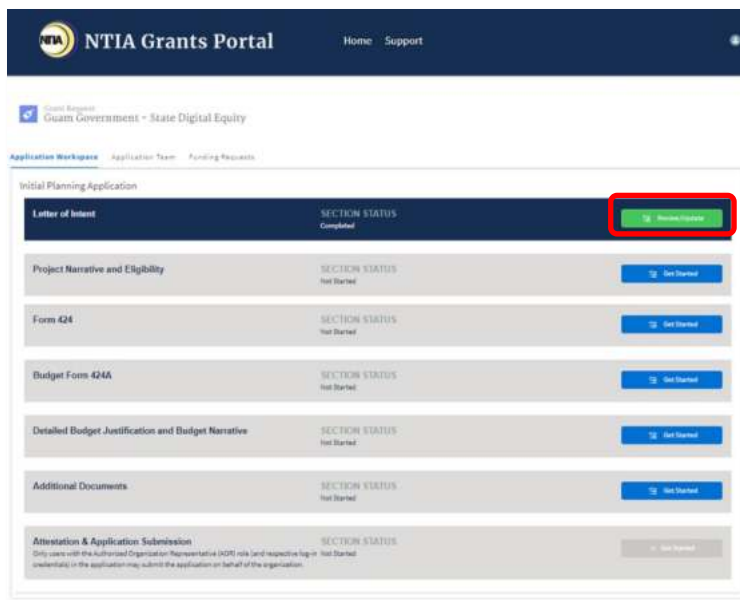
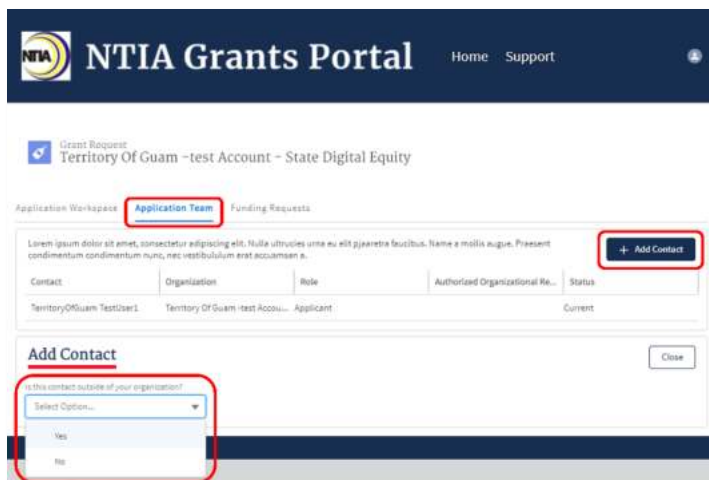
Add team members early on who will participate in the application process. Each team member will require their own login credentials to input application information. To ensure coordination on application inputs, work with all team members on planned application activities so as not to overwrite application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

When adding a team member who needs access to the current application, be aware of the following: Only one Applicant role and only one Authorized Organizational Representative role can be assigned to an application. Changing the applicant and adding or changing the Authorized Organizational Representative can only be done in the Form 424 section in the NTIA Grants Portal.

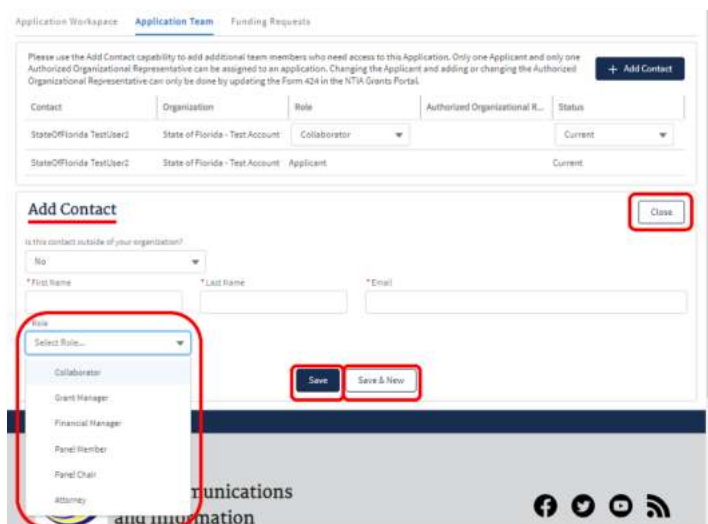
1. Click the **Application Team** tab, then click the **+ Add Contact** button. Indicate if the contact is outside of your organization by selecting **Yes** or **No** from the drop-down menu.
2. Enter the new team member contact information in the Add Contact fields. A red asterisk (\*) indicates a required field. Click the **Save** button, or the **Save & New** button to add additional team members. Click the **Close** button to close the Add Contact section.

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

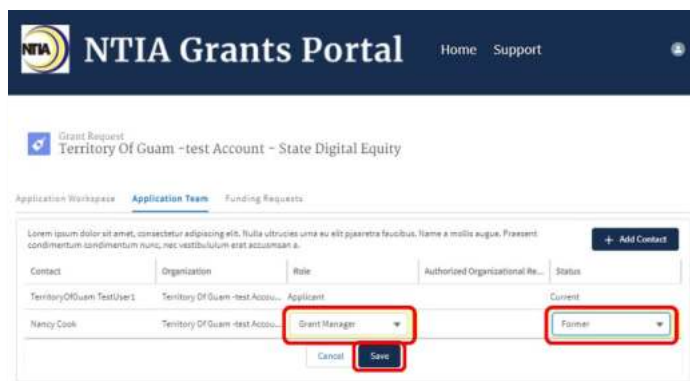
Note: The link in the Welcome Email will expire after 7 days. If a new login link is needed, the applicant team member can go to **Forgot your password?** on the login page and enter their Username to receive a new login link via email, or they can contact NTIA to request a new email with a login link.

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



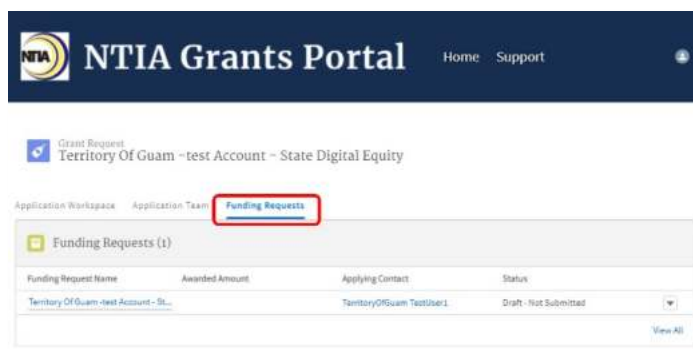
To remove a team member, click the **drop-down** menu under Status to select either Current or Former status, and then click the **Save** button.



Note: You will be able to see who is assigned as Applicant and as Authorized Organizational Representative (AOR), but you cannot manage those users within the Application Team Tab. To add or change the Applicant or AOR, create a new Standard Form 424.

### 3.4 Funding Requests Tab

To view the overall status of the application, click the **Funding Requests** tab.



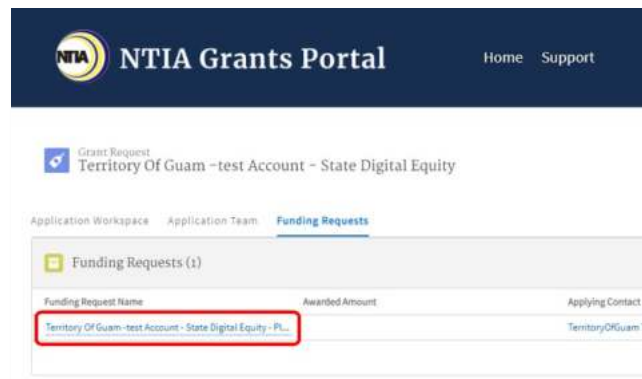
### 3.4.1 Reviewing Documents That Have Been Uploaded

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

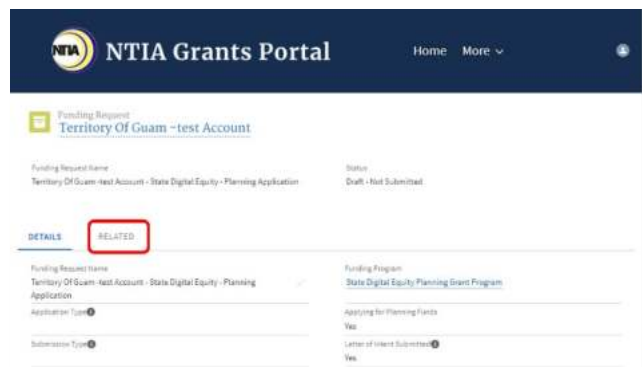
1. Click the **Funding Requests** tab



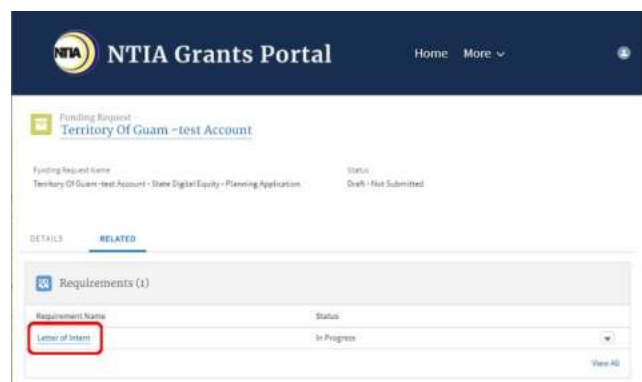
2. Click on the relevant item under the Funding Request Name column.



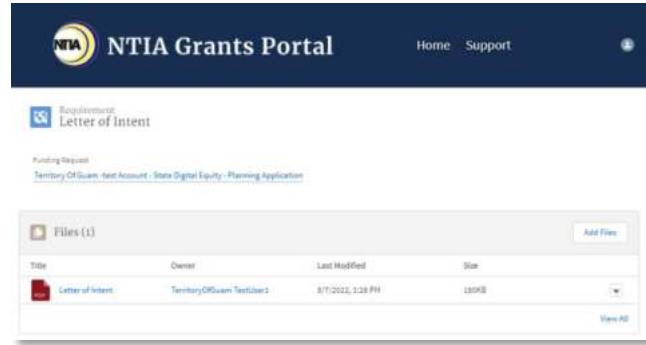
3. Click on the **RELATED** tab.



4. Under the RELATED tab you will be able to review the list of documents that will have been uploaded to the application. Click on the document you wish to review.



5. For each document, you will be able to see any versions that have been uploaded. You will be able to open, review, or download them. Only add documents through the Application Workspace to ensure your application is correct



### 3.5 Saving Your Work and Logging Out

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

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



DIGITAL EQUITY  
PLANNING  
APPLICATION  
STEP-BY-STEP  
INSTRUCTIONS



## 4.0 Digital Equity Planning Application – Detailed Instructions

### 4.1 Project Narrative and Eligibility Section

Applicants must provide a clear and concise description of the proposed project.

The proposed project must align with the statutory purposes described in the NOFO and listed below.

For this summary, applicants must provide a brief description of the organization administering the grant (including the legal name of that entity, the relationship between the applicant and the entity administering the grant, and the Employer Identification Number (EIN) and Unique Entity Identifier (UEI), if different from the applicant's), and an overview of the grant project and activities to be funded by the State Digital Equity Planning Grant Program funds and how these activities will support the development of a State Digital Equity Plan, as specified in Section IV of the NOFO. This content will be limited to a 1000-word narrative.

Applicants must also provide high-level financial figures and budgetary information. It is important that the numbers presented in this section are consistent throughout the entire application. The summary should not introduce new information not included elsewhere in the application. The applicant should note that NTIA will make the Project Summary publicly available and therefore the applicant should avoid including any confidential or proprietary information in this description.

#### 4.1.1 Suggested Components of State Digital Equity Plans

1. Identification of barriers to digital equity faced by Covered Populations in the Territory
2. Measurable objectives for documenting and promoting, among each Covered Population located in that Territory—
  - a. The availability of, and affordability of access to, fixed and wireless broadband technology;
  - b. The online accessibility and inclusivity of public resources and services;
  - c. Digital literacy;
  - d. Awareness of, and the use of, measures to secure the online privacy of, and cybersecurity with respect to, an individual; and
  - e. The availability and affordability of consumer devices and technical support for those devices;
3. An assessment of how the measurable objectives will impact and interact with the Territory's—
  - a. Economic and workforce development goals, plans, and outcomes;
  - b. Educational outcomes;
  - c. Health outcomes;
  - d. Civic and social engagement; and
  - e. Delivery of other essential services;
4. A description of how the Territory plans to collaborate with key stakeholders in the Territory, which may include—
  - a. Community anchor institutions;
  - b. County and municipal governments;

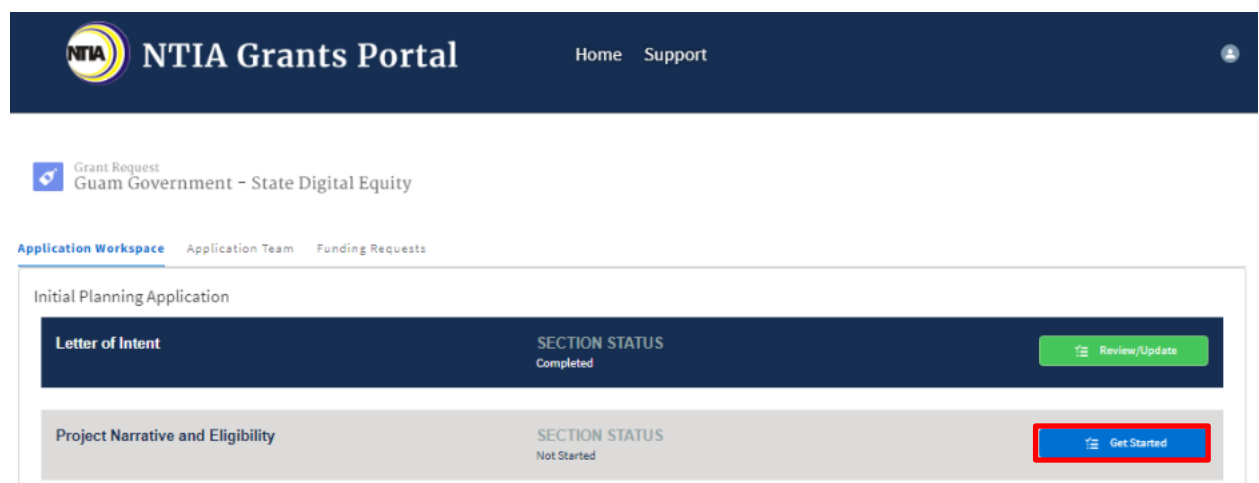
- c. Local educational agencies;
  - d. Where applicable, Indian Tribes, Alaska Native entities, or Native Hawaiian organizations;
  - e. Nonprofit organizations;
  - f. Organizations that represent—
    - i. Individuals with disabilities, including organizations that represent children with disabilities;
    - ii. Aging Individuals;
    - iii. Individuals with language barriers, including—
      - 1. Individuals who are English learners; and
      - 2. Individuals who have low levels of literacy;
    - iv. Veterans; and
    - v. Individuals in that State who are incarcerated in facilities other than Federal correctional facilities;
  - g. Civil rights organizations;
  - h. Entities that carry out workforce development programs;
  - i. Agencies of the Territory that are responsible for administering or supervising adult education and literacy activities in the Territory;
  - j. Public housing authorities in the Territory; and
  - k. A partnership between any of the entities described in clauses (a) through (k); and
- 5. A list of organizations with which the entity administering the award for the Territory collaborated in developing the Plan.
  - 6. A stated vision for digital equity;
  - 7. A digital equity needs assessment, including a comprehensive assessment of the baseline from which the U.S. territory is working and the U.S. territory's identification of the barriers to digital equity faced generally and by each of the covered populations in the U.S. territory;
  - 8. An asset inventory, including current resources, programs, and strategies that promote digital equity for each of the covered populations, whether publicly or privately funded, as well as existing digital equity plans and programs already in place among municipal, regional, and Tribal governments;
  - 9. A coordination and outreach strategy, including opportunities for public comment by, collaboration with, and ongoing engagement representatives of each category of covered populations within the U.S. territory and with the full range of stakeholders within the U.S. territory;
  - 10. A description of how municipal, regional, and/or Tribal digital equity plans will be incorporated into the State Digital Equity Plan;
  - 11. An implementation strategy that is holistic and addresses the barriers to participation in the digital world, including affordability, devices, digital skills, technical support, and digital navigation. The strategy should (a) establish measurable goals, objectives, and proposed core activities to address the needs of covered populations, (b) set out measures ensuring the plan's sustainability

and effectiveness across communities within the U.S. territory, and (c) adopt mechanisms to ensure that the plan is regularly evaluated and updated;

12. An explanation of how the implementation strategy addresses gaps in existing U.S. territory, local, and private efforts to address the barriers identified pursuant to Section IV.C.1.b.i, item 1, of the NOFO;
13. A description of how the U.S. territory intends to accomplish the implementation strategy described above by engaging or partnering with:
  - a. Workforce agencies such as workforce agencies and local workforce boards and workforce organizations;
  - b. Labor organizations and community-based organizations; and
  - c. Institutions of higher learning, including but not limited to four-year colleges and universities, community colleges, education and training providers, and educational service agencies;
14. A timeline for implementation of the plan; and
15. A description of how the U.S. territory will coordinate its use of State Digital Equity Capacity Grant funding and its use of any funds it receives in connection with the Broadband Equity, Access, and Deployment Program, other federal or private digital equity funding.

#### 4.1.2 Project Narrative Submission Instructions

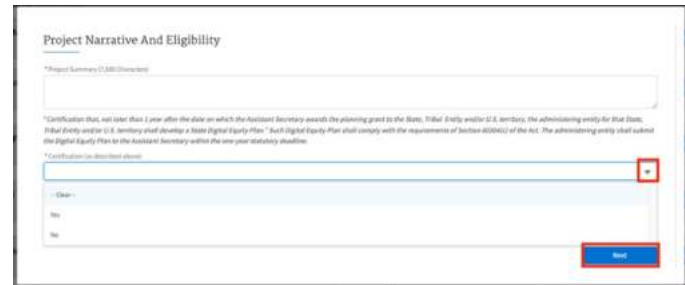
1. Click the **Get Started** button to begin the Project Narrative and Eligibility section.



The screenshot shows the NTIA Grants Portal interface. At the top, there is a dark blue header with the NTIA logo and the text 'NTIA Grants Portal'. Below the header, there is a navigation bar with 'Home' and 'Support' links. The main content area is titled 'Grant Request' and 'Guam Government - State Digital Equity'. Under the 'Application Workspace' tab, there is a table with two rows. The first row is 'Letter of Intent' with a 'SECTION STATUS' of 'Completed' and a green 'Review/Update' button. The second row is 'Project Narrative and Eligibility' with a 'SECTION STATUS' of 'Not Started' and a blue 'Get Started' button, which is highlighted with a red border.

2. Enter Project Narrative and Eligibility information in the fields provided. A red asterisk (\*) indicates a required field.

Click the **drop-down** icon to select a certification response to the statement, “*Certification that, not later than 1 year after the date on which the Assistant Secretary awards the planning grant to the U.S. territory, the administering entity for that U.S. territory shall develop a State Digital Equity Plan. Such Digital Equity Plan shall comply with the requirements of Section 60304(c) of the Act. The administering entity shall submit the Digital Equity Plan to the Assistant Secretary within the one-year statutory deadline.*”



Click the **Next** button to proceed to the next section in the Application Workspace.

#### 4.2 SF-424 (Application for Federal Assistance)

Applicants are required to fill out an SF-424 Application for Federal Assistance directly in the NTIA Grants Portal. The table below provides instructions on each field that must be filled out. Applicants are encouraged to fill out the SF-424 template available on the NTIA Grants Portal and on the DE Planning Program webpage on [www.InternetForAll.gov](http://www.InternetForAll.gov) prior to filling out the form on the NTIA Grants Portal. 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>.

##### Authorized Organizational Representative

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

Note: Some of these fields will pre-populate as a result of the data entered when the applicant's organization is added.

##### 4.2.1 Application for Federal Assistance SF-424

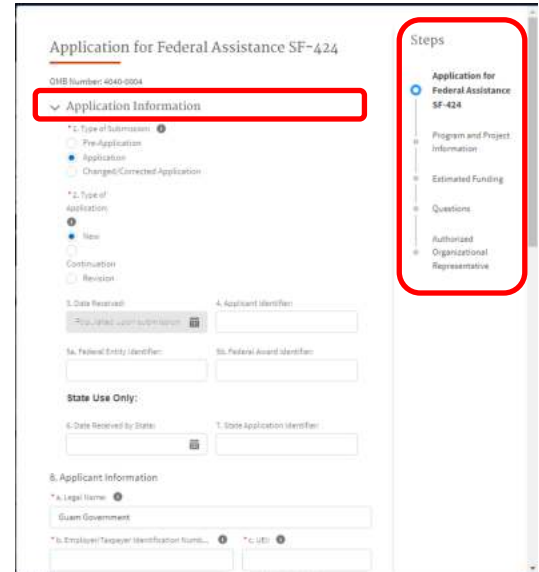
Please note that the U.S. Territory must complete the SF-424 as the applicant. The entity administering the award on behalf of the Territory should not complete the application as the applicant.

1. Click the **Get Started** button to begin the Form 424 section.



2. Click each **header** of the SF-424 form to expand or collapse the section on the screen. Some information previously provided will be pre-populated in various fields. Notice the **Steps** highlighted in the sidebar to the right. Guidance on filling out key fields is included below:

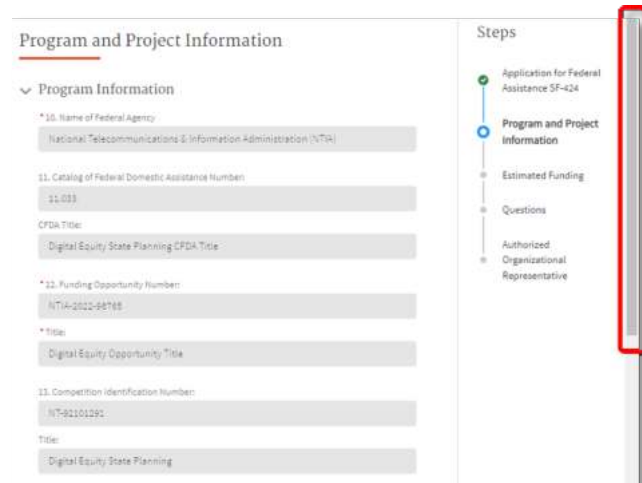
- In field 1, Type of Submission, enter “Application”
- In field 2, Type of Application, enter “New”
- In field 8, Applicant Information:
  - 8a: This is the organization that has registered with the System for Award Management (SAM).
  - 8b: Employer/Taxpayer Identification Number (EIN/TIN) – 9-digit number assigned by the Internal Revenue Service
  - 8c: UEI – Enter the organization’s UEI received from SAM. The UEI is a unique 12-character organization identifier. Information on registering with System for Award Management (SAM.gov) may be obtained by visiting the Grants.gov website.
  - 8e: Organizational Unit – Enter the name of the primary organizational unit, department, or division that will undertake the assistance activity.
  - 8f: Name and Contact Information – Enter the first and last name (required), telephone number and email address of the contact for the application.
- In field 9, Type of Applicant, enter “U.S. Territory or Possession”
- In field 10, Name of Federal Agency, enter “U.S. Department of Commerce”
- In field 12, Funding Opportunity Number, enter “NTIA-DE-PLAN-2022”
  - For title, enter “State Digital Equity Planning Grant Program”
- In field 15, Descriptive Title of Applicant’s Project, enter “State Digital Equity Planning Grant Program”
- In field 16, Congressional District, enter character state abbreviation and “-ALL” for a. Applicant and b. Program/Project, e.g., “AS-ALL” for American Samoa
- In field 17, Proposed Project, enter the proposed start date and end date of the project. Ensure that the end date is not beyond one year from the start date.
- In field 18, Estimated Funding, enter “\$150,000”, which is the allocation for all U.S. territories for this program.



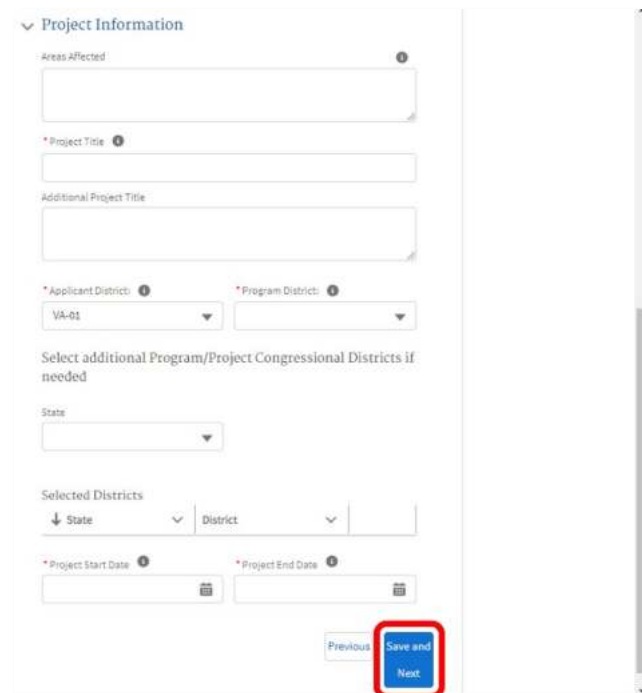
- For field 19, visit the [Intergovernmental Review \(SPOC List\)](#), and select “A” if your territory has listed a SPOC. If “A.” is selected, enter the date the application was submitted to the State.
- In field 20, Federal Debt, select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but may not be limited to delinquent audit disallowances, loans, and taxes. If yes, include an explanation in an attachment.

#### 4.2.2 Program and Project Information

3. Click each **header** of the Program and Project Information step to expand or collapse the section on the screen. If needed, click the **Program Information** header to expand the section and enter program information using the fields provided. Some information previously provided will be pre-populated in various fields. Use the **scroll bar** to scroll to the next section to continue entering information for the remaining field(s). A red asterisk (\*) indicates a required field.



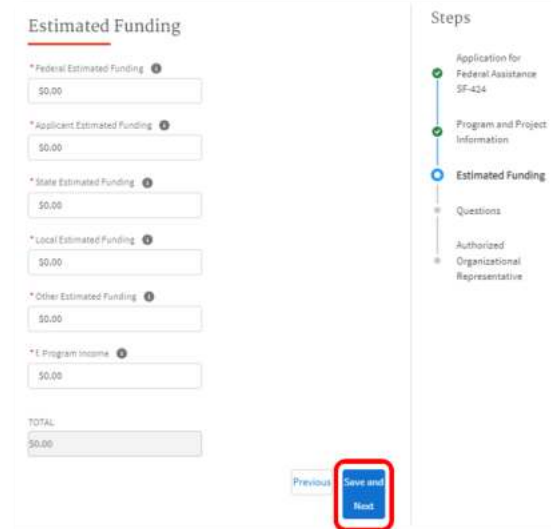
4. Click the **Previous** button to go back to the previous step; click the **Save and Next** button to proceed to the next step – Estimated Funding.



#### 4.2.3 Estimated Funding

5. Enter estimated funding information in the fields provided. The amount for all U.S. territories is **\$150,000**. A red asterisk (\*) indicates a required field. Note that the following fields must match:
  - a. SF-424 18a must match SF-424A, 1e
  - b. SF-424 18g must match SF-424A, 1g

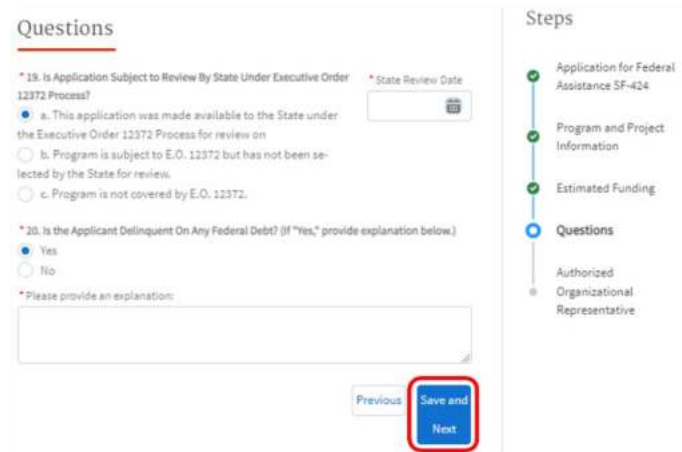
Click the **Previous** button to go back to the previous step; click the **Save and Next** button to proceed to the next step – Questions.



#### 4.2.4 Questions

6. Click the **radio button** to select a response to the questions presented. A red asterisk (\*) indicates a required field. For question 19, if you select response 'a.', select a **State Review Date**. For question 20, if you select 'Yes,' provide an explanation in the space provided.

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

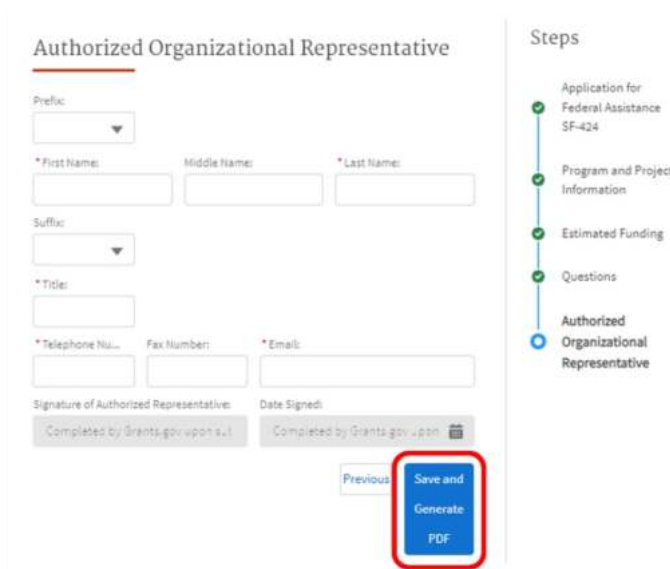


#### 4.2.5 Authorized Organizational Representative



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

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

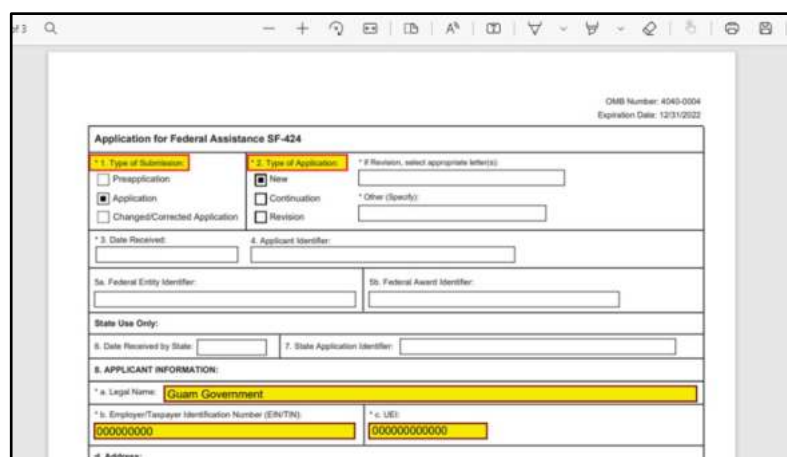


Click the **Previous** button to go back to the previous step; click the **Save and Generate PDF** button to complete the Form 424 Section.

Once you click Save and Generate, a new tab will open with the generated PDF. The generated Form 424 will be saved on your application record in the Portal and will be available for attestation, review, and download by the AOR during the final step before submission.

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

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





### SF-424 Check List

Please make sure the following are completed correctly before submitting your SF-424

- 1 Legal Name exactly matches the name on the SAM.Gov registration
- 2 EIN is all numbers and has 9 characters
- 3 UEI matches exactly with the UEI on the SAM.gov registration
- 4 All budget totals match across the SF-424, SF-424A, Budget Narrative and Budget Justification

### 4.3 SF-424A (Budget Information for Non-Construction Programs)

Applicants are required to complete on the NTIA Grants Portal a SF-424A (Budget Information for Non-Construction Programs). Applicants are encouraged to fill out the SF-424A template available on the DE Planning program webpage on [www.InternetForAll.gov](http://www.InternetForAll.gov) prior to filling out the form directly in the NTIA Grants Portal.

**Note the special guidance below for completing the SF-424A for Digital Equity Planning Grant Program applications.**

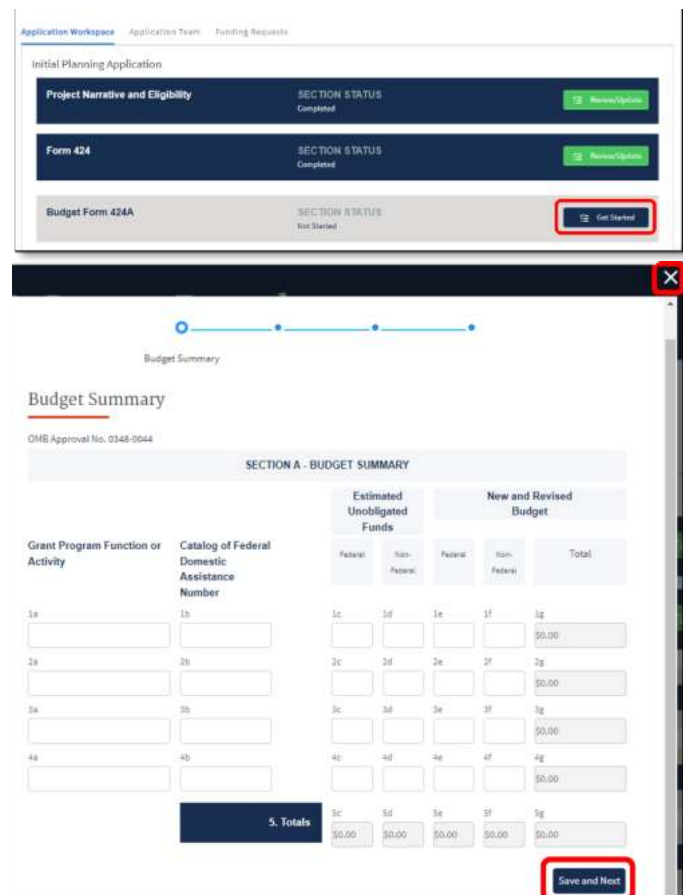
- Section A, Budget Summary
  - Enter on Line 1 under Column (b) the CFDA number: **11.032**.
  - For new applications, leave Column (c) blank.
  - For new applications, leave Column (d) blank.
  - Enter in Column (e) the estimated federal funds needed to support the project for the first funding period.
  - Enter in Column (f) the amounts of non-federal funds that are intended to be contributed to support the project for the first funding period. **Leave blank if there are no non-federal funds required or a non-federal funds waiver (if applicable) is requested for the grant program, function, or activity.**
  - For each line entry, enter in Column (g) the total of the amounts listed under federal and non-federal funding (Columns (e) and(f)).
  - Total is the sum of federal and non-federal funds per line entry.
- Section B, Budget Categories
  - In row 6, under column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, column (a), Section A.
  - In 6-a, enter funds required for compensation of personnel from the selected program.
  - In 6-b, enter funds required for compensation of fringe benefits from the selected program. Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages.

- In 6-c, enter funds required for travel from the selected program. Costs of project-related travel (i.e., transportation, lodging, subsistence, and other related items) are those incurred by employees who are in travel status on official business of the NFE. Travel by non-employees such as consultants, contractors or subrecipients should be included under the "Contractual" category. Local travel for employees in non-travel status should be listed on the "Other" category.
  - In 6-d, enter funds required for equipment from the selected program. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000.
  - In 9-e, enter funds required for supplies from the selected program. Supplies are tangible personal property other than items included in the Equipment category. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the NFE for financial statement purposes or \$5,000, regardless of the length of its useful life.
  - In 6-f, enter funds required for contractual costs from the selected program. This includes the cost of all contracts except those that should be placed under other categories such as equipment, supplies, or construction.
  - In 6-g, enter funds required for construction or major renovation for the selected program. Costs related to construction and major renovation are unallowable in the absence of specific statutory authority.
  - In 6-h, enter the total of all other costs for the selected program not listed elsewhere in this form. Such costs, where applicable and allowed under the program, may include: individual consultant costs; local travel; insurance; medical and dental costs (non-personnel); professional service costs; depreciation of equipment and real property (when treated as a direct cost), printing and publications, training costs (tuition and stipends), staff development costs, and administrative costs (when treated as a direct cost).
  - 6-i will total Direct Charges (sum of 6a and 6h).
  - In 6-j, enter the amount of indirect cost in accordance with the program requirements, negotiated indirect cost rate agreement, or the 10% de minimis rate. Costs must be consistently charged as either indirect or direct costs and may not be double charged or inconsistently charged as both.
  - 6-k will total all Direct and Indirect Charges (sum of 6-i and 6-k).
  - In 7, enter the estimated amount of total program income, if any, expected to be directly generated by or earned from this project. Program income includes but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds.
- Section C, Non-Federal Resources
    - In 8-a, enter name of Grant Program, "State Digital Equity Planning Grant Program."

- 8-b-d is optional.
- 8-e will total non-federal resources (8b, 8c and 8d).
- 12-b-e, include the required sum for each column.
- Section D, Forecasted Cash Needs
  - In 13, list the required sum of forecasted federal cash needs for one year.
  - In 14, list the required sum of forecasted non-federal cash needs for one year.
  - 15 will total forecasted cash needs (lines 13 and 14).
- Section E, Budget Estimates of Federal Funds Needed for Balance of the Project
  - In 16 through 20, list the required forecasted cash needs beyond one year.

#### 4.3.1 Instructions for Filling Out and Submitting the SF-424A

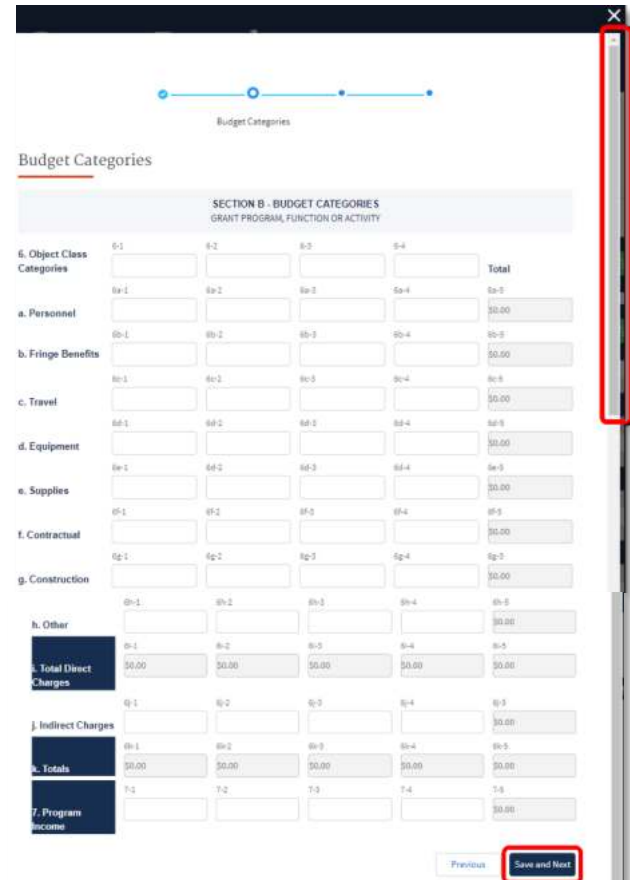
1. Click the **Get Started** button to begin the Budget Form 424A section.



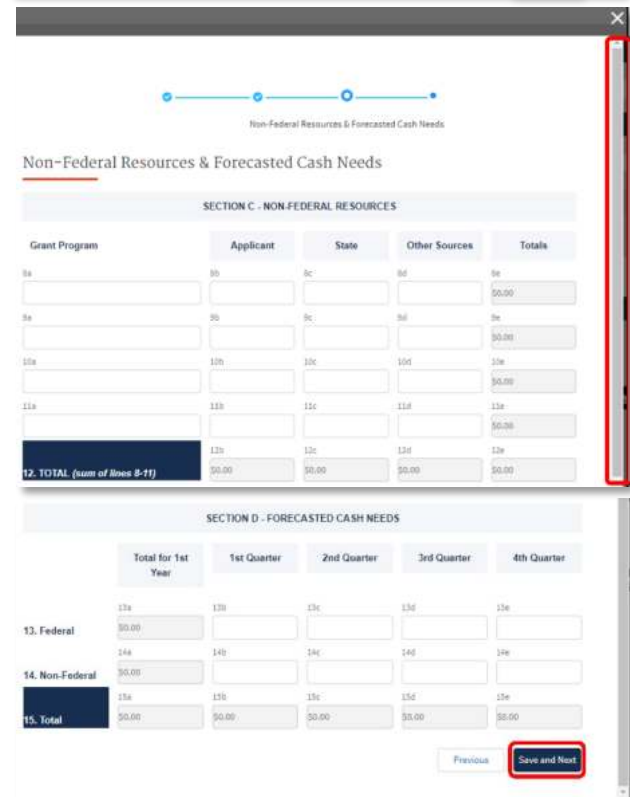
The screenshot displays the 'Initial Planning Application' interface. At the top, there are three tabs: 'Application Workspace', 'Application Team', and 'Funding Requests'. Below these, the 'Initial Planning Application' section shows three items: 'Project Narrative and Eligibility' (Status: Completed), 'Form 424' (Status: Completed), and 'Budget Form 424A' (Status: Not Started). The 'Budget Form 424A' item has a red box around the 'Get Started' button. Below this, a modal window titled 'Budget Summary' is open. It shows a progress bar at the top and a table for 'SECTION A - BUDGET SUMMARY'. The table has columns for 'Grant Program Function or Activity', 'Catalog of Federal Domestic Assistance Number', 'Estimated Unobligated Funds' (with sub-columns for Federal and Non-Federal), and 'New and Revised Budget' (with sub-columns for Federal, Non-Federal, and Total). The table contains five rows of input fields. At the bottom of the table, there is a '5. Totals' row. A red box highlights the 'Save and Next' button at the bottom right of the modal window.

2. Enter Section A - Budget Summary information in the fields provided. Click the **Save and Next** button to proceed to the next section. Notice the Budget Summary **step** highlighted at the top of the modal window. Click the **X** in the upper right corner to close the modal window and return to the Application Workspace.

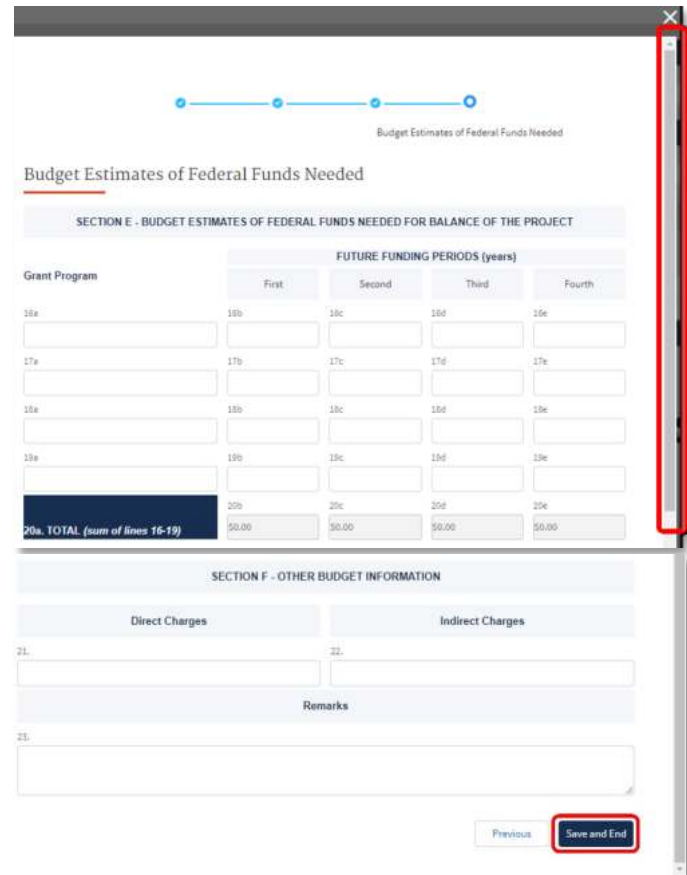
- Enter Section B - Budget Categories information in the fields provided. Use the **scroll bar** to scroll to the next portion of Section B. Click the **Save and Next** button to save your work and proceed; click the **Previous** button to go back to the previous step.



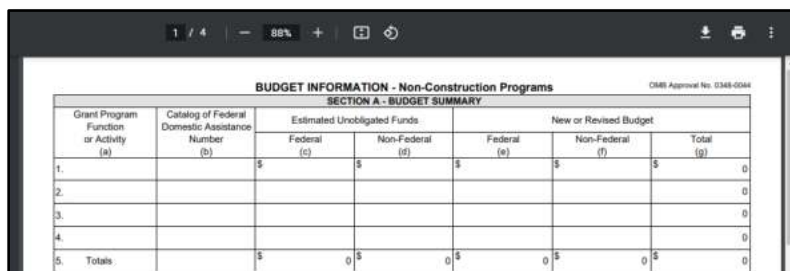
- Enter Non-Federal Resources & Forecasted Cash Needs information in the fields provided. Use the **scroll bar** to scroll to and complete Section D. Click the **Save and Next** button to save your work and proceed; click the **Previous** button to go back to the previous step.



5. Budget Estimates of Federal Funds Needed information in the fields provided. Use the **scroll bar** to scroll to and complete Section F. Click the **Save and Next** button to save your work and proceed; click the **Previous** button to go back to the previous step.



6. A new browser tab will open with the completed SF-424A PDF. Click the download button or the print button in the upper right corner.
7. Return to the **Application Workspace** still open on the previous browser tab.



#### 4.4. Budget Narrative and Detailed Budget Justification

Applicants must upload both a Budget Narrative and a Detailed Budget Justification to the NTIA Grants Portal. Templates for both required documents are available on the State Digital Equity Planning Grant Program page on the NTIA Grants Portal and also available on the Digital Equity Planning Grant Program webpage on [www.InternetForAll.gov](http://www.InternetForAll.gov).

**The applicant must ensure that the total project budget information (i.e., costs and totals) across ALL budget forms and templates, including the SF-424, SF-424A, Budget Narrative, and Detailed**

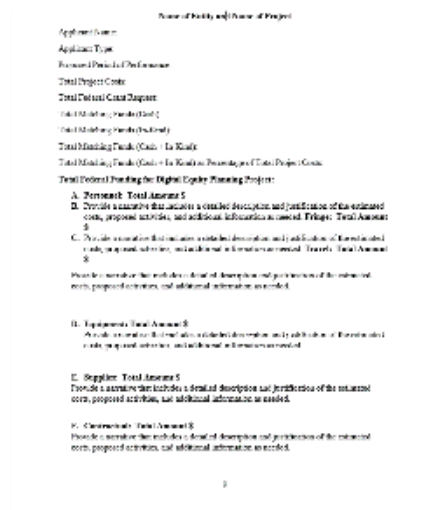
## Budget Justification match.

### 4.4.1 Budget Narrative

Applicants are required to submit a Budget Narrative that adequately describes all proposed activities and costs for their grant-funded project. The applicant must download the Microsoft Word file template (available on the NTIA Grants Portal and on the Digital Equity Planning Act Programs page on [www.InternetForAll.gov](http://www.InternetForAll.gov)), fill in all required information, and upload the completed file to the NTIA Grants Portal. **The upload must be provided as Word file. Do not convert to a PDF prior to upload.** There is no word limit.

The following information should be included in the budget narrative, following the template provided:

- Applicant Name
- Organization Type
- Proposed Period of Performance
- Total Project Costs
- Total Federal Grant Request



The applicant should provide the following information under the respective headers:

#### Personnel:

Each position that will be charging any portion of their time directly to the grant must be listed. For each listing, you must include the title, percent of time they will be charging to the grant, and the annual salary for that position (if annual salary). If there are multiple positions with the same title, but different salaries, list them out separately. If there are multiple positions with the same title and salary, you can note that the position will have two individuals charging to that title and salary. Please note that this is only for the percent of time the individual will charge to the grant, which may be different than how much time and effort they spend on the project (some positions may have multiple funding streams). If known, provide the name of the person in each position.

Examples of administrative personnel expenses include costs attributable to accounting, auditing, contracting, budgeting, and general legal services.

#### Fringe:

Fringe benefits are usually applicable to salaries and wages charged to an award. Each position that will be charging fringe to the grant award must be listed individually. For each listing you must include the fringe percentage (fringe benefit rate) and how long the fringe percentage will be applied (this usually matches the amount of time the position will charge to the grant program). Additionally, applicants must include a breakdown of what the fringe includes. If fringe amounts differ between positions, please explain why the percentages are different. Usually this is because some positions/people choose different fringe benefit packages than others. If fringe benefits are not computed by a percentage, please provide a breakdown for how the computation is done.

The applicant should not combine the fringe benefit costs with salaries and wages in the personnel category. Additionally, the applicant should specifically identify the amount of fringe benefit costs allocable to wages charged to staff performing direct programmatic activities and to staff performing administrative activities, respectively.

**Travel:**

Travel requested should be for staff travel only. Travel for consultants/contractors should be shown in the contractual category along with the consultant's fee, unless this charge is included in their general contract.

Each type of travel needs its own calculation. Each type of trip (e.g., local, domestic, international, conferences) needs to be broken down as much as possible, clearly showing all calculations for how you got to the total dollar amount. Each entry should include the total-per-trip and all calculations you made to get to that total. Hotel costs should be listed inclusive of fees and taxes. If renting a car, please note if the costs will be shared between multiple travelers. If using per-diem, please note what expenses are included and for how many days. If per diem is prorated for travel days, please note this in the justification. If traveling to a conference where lunch/dinner will be served, please indicate if your entity has a policy around per-diem at conferences, and what the rate is for those specific days.

Each trip line item should include origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, a brief description of the travel involved, its purpose, and an explanation of how the proposed travel is necessary for successful completion of the project.

If some travel details are unknown then the basis for proposed costs should be explained (e.g., historical information) or estimated to the best of your ability.

**Equipment:**

As set forth in 2 C.F.R. 200.1, equipment is defined as an article of tangible personal property (including information technology systems) that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. Please also see the definitions of capital assets, computing devices, general purpose equipment, information technology systems, special purpose equipment, and supplies in 2 C.F.R. 200.1.

Each item must be listed individually and include the name (if applicable), type, cost, unit cost (if applicable), and purpose of the equipment. The purpose should justify the use of each item and relate the item to the allowable activities listed in the NOFO.

For every item over \$5,000, the applicant must provide a lease vs. purchase analysis. This must accompany every individual equipment request over \$5,000. If a lease vs. purchase analysis cannot be completed, please provide a statement explaining why not, and how you determined that the chosen procurement method is the most economical approach.

**Supplies:**

As set forth in 2 C.F.R. 200.1, supplies are defined as all tangible personal property other than those described in the definition of equipment in 2 C.F.R. 200.1. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also the definitions of computing devices and equipment in 2 C.F.R. 200.1.

List all supplies by item when appropriate. An explanation is necessary for supplies costing more than \$5,000 or more than 5 percent of the award, whichever is greater. Show unit costs of each item, the number needed, and the total amount. Provide a justification for supplies and relate them to the program objectives.

General office supplies may be shown by an estimated amount per month multiplied by the number of



months in the budget period.

### Construction: Total Amount \$0

Construction is not allowable as part of a digital equity planning project.

### Other:

This category contains both sub-awards and other items not included in the previous categories.

Sub-awards: In accordance with 2 C.F.R. 200.331, a pass-through entity must make case-by-case determinations whether each agreement it makes for the disbursement of Federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor. A sub-award is an award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal award, including a portion of the scope of work or objectives. Provide separate budgets for each sub-award, regardless of the dollar value and indicate the basis for the cost estimates in the narrative.

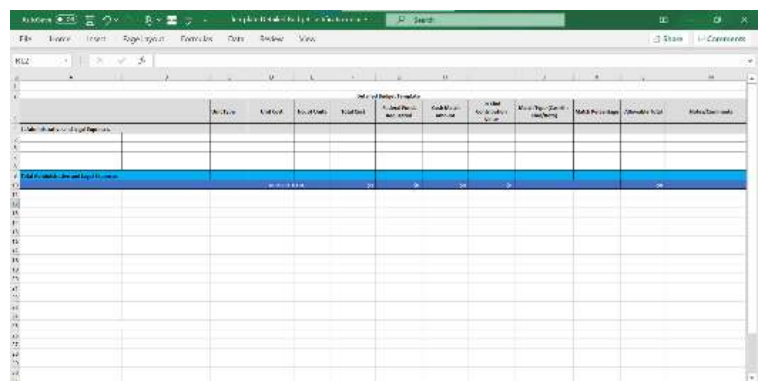
### Indirect Costs:

Indirect costs are costs that are incurred for common or joint objectives and cannot be easily and specifically identified with a particular project or activity. These costs are sometimes called “overhead” costs. Indirect costs are different than direct costs, which can be attributed to direct project activities. Indirect administrative costs must align with the requirements in 2 CFR 200.414.

Examples of administrative expenses include costs attributable to: accounting, auditing, contracting, budgeting, and general legal services; facility occupancy costs, e.g., rent, utilities, insurance, taxes, and maintenance; general liability insurance that protects the organization (not directly related to a program); depreciation on buildings and equipment; general office supplies; and general and administrative salaries and wages.

### 4.4.2 Detailed Budget Justification

The Detailed Budget Justification requires all applicants to provide general budget information and detailed project costs. The applicant must download the Microsoft Excel file template (available on the NTIA Grants Portal and on the Digital Equity Act Programs page on [www.InternetForAll.gov](http://www.InternetForAll.gov)), fill in all required information, and upload the completed file to the NTIA Grants Portal. The upload must be provided as an Excel file. Do not convert to a PDF prior to upload. The applicant should not alter the layout of the provided templates, except to insert additional line-items as needed.



Budget Line Item	Activity	Amount	Budget Category	Other Budget Information	Activity	Amount	Budget Category	Other Budget Information	Activity	Amount	Budget Category	Other Budget Information

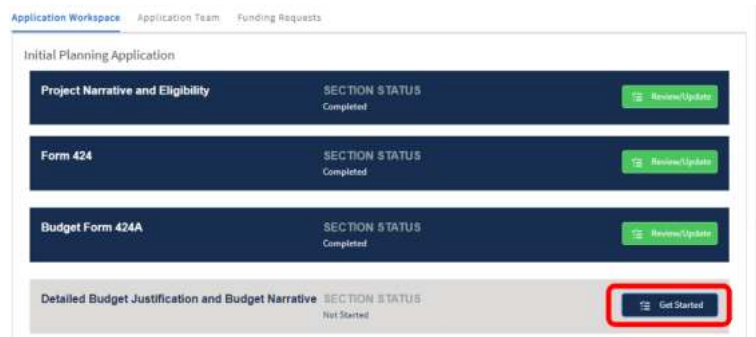


### Tips for Completing Budget Documentation

- All budget amounts must exactly match or tie out across all budget documentation. For example, do not provide estimates or approximate amounts in the Budget Narrative that do not exactly match amounts the SF-424, SF-424A, and all relevant sections in the application
- All subtotals and totals (including line items) must be rounded to whole dollars without cents. Although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar. Amounts ending in \$.49 or less should be rounded down to the nearest whole dollar, while amounts ending in \$.50 or more should be rounded up to the next whole dollar. (For example, a subtotal of \$2.17 would be rounded down to \$2.00, while a subtotal of \$2.72 would be rounded up to \$3.00.) It is acceptable if .00 appears at the end of an amount; that is auto-formatted in some versions of the form.
- In accordance with 2 C.F.R. 200.331, a pass-through entity must make case-by-case determinations whether each agreement it makes for the disbursement of Federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor.
- 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 criteria and note that additional detail or documentation may be requested.

#### 4.4.3 Instructions for Submitting the Budget Narrative and the Detailed Budget Justification

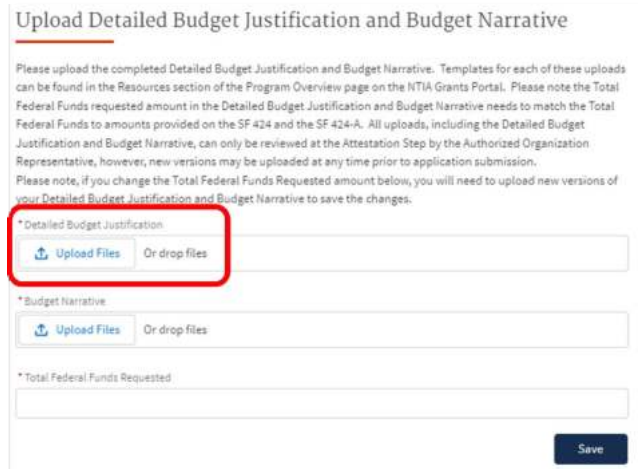
1. Click the **Get Started** button to begin the Detailed Budget Justification and Budget Narrative section.



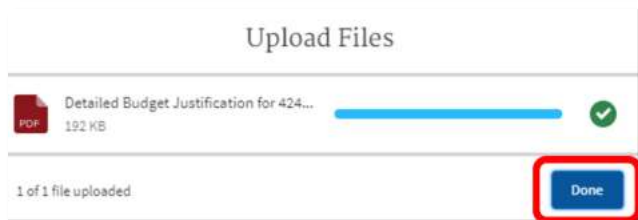
The screenshot shows the 'Initial Planning Application' workspace. It contains a table with four rows, each representing a section of the application. The first three rows are 'Project Narrative and Eligibility', 'Form 424', and 'Budget Form 424A', all with a status of 'Completed' and a green 'Review/Update' button. The fourth row is 'Detailed Budget Justification and Budget Narrative', with a status of 'Not Started' and a blue 'Get Started' button highlighted with a red rectangle.

Section	Section Status	Action
Project Narrative and Eligibility	Completed	Review/Update
Form 424	Completed	Review/Update
Budget Form 424A	Completed	Review/Update
Detailed Budget Justification and Budget Narrative	Not Started	Get Started

- Click the **Upload Files** button, or drag and drop files into the space provided for each required document. A red asterisk (\*) indicates that a document is required. Click **Cancel** to return to the Application Workspace.

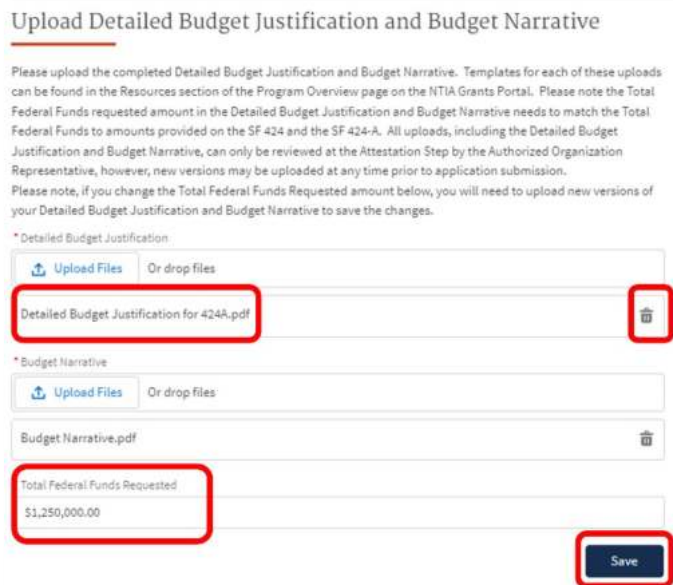


- Click the **Done** button.



- Enter **Total Federal Funds Requested** in the field provided. Note: Budget amounts between Form 424 and Form 424A must match. Click the **Next** button to return to the Application Workspace.

Click the **delete** icon to remove a file. Click the **Next** button to return to the Application Workspace.



#### 4.5 Negotiated Indirect Cost Rate Agreement – as applicable

If indirect costs are included in the proposed budget, the applicant must upload a copy of the approved negotiated agreement if this rate was negotiated with a cognizant federal audit agency. If the rate was not established by a cognizant federal audit agency, provide a statement to this effect. If the successful applicant includes indirect costs in the budget and has not established an indirect cost rate with a cognizant federal audit agency, the applicant will be required to obtain such a rate in accordance with Section B.06 of the Department of Commerce Financial Assistance Standard Terms and Conditions



Alternatively, 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, 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.

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

The applicant must upload a completed 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 to be downloaded and filled out on the State Digital Equity Planning Grant Program page on the NTIA Grants Portal and on the Digital Equity Act Programs page on [www.InternetForAll.gov](https://www.InternetForAll.gov).

[illegible]

- In field titled “AWARD NUMBER”, enter “NTIA-DE-PLAN-2022”
- In field titled “PROJECT NAME”, enter “[U.S. territory name] Digital Equity Planning Grant”

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.

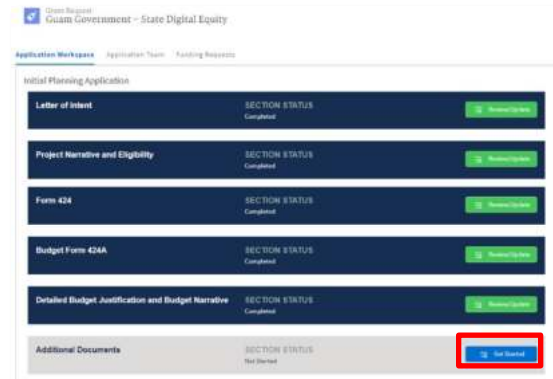
[illegible]

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

Applicants should upload evidence of SAM.gov registration of the Eligible Entity identified in the SF-424. The documentation should include the Legal Name, Unique Entity ID (UEI), and expiration date of the registration.

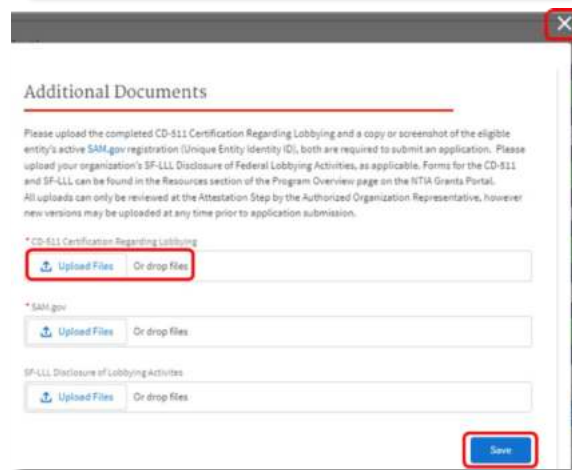
#### 4.6.5 Instructions for Submitting Additional Required Documents

1. Click the **Get Started** button to begin the Additional Required Documents section.



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

For the SAMS.gov Registration required document, a screenshot of the holder's SAMS.gov registration information page is sufficient.

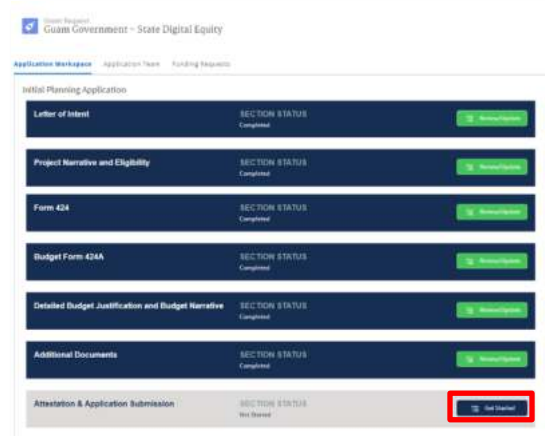


#### 4.7 Attestation & Application Submission

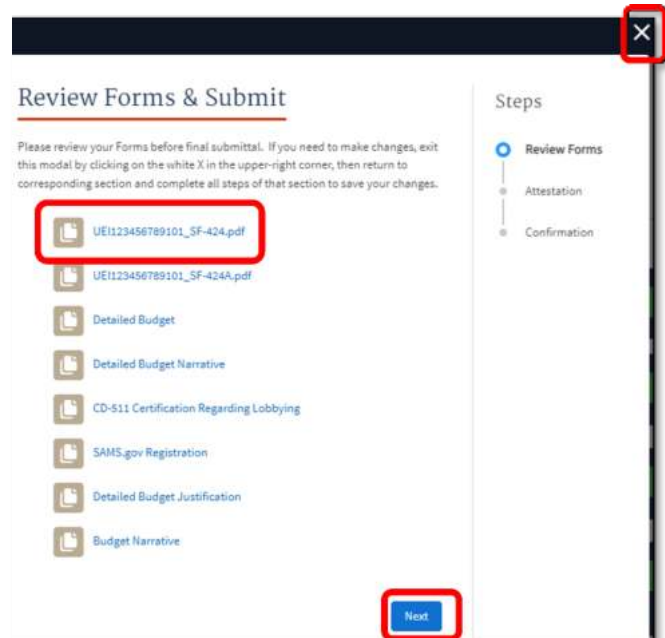
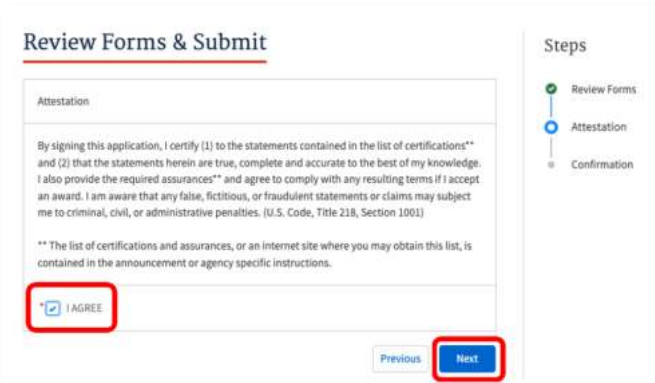
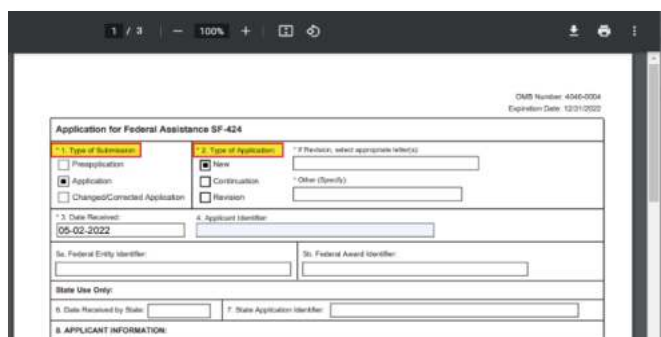
Once the applicant has completed their application, it is advised to proofread the materials submitted and verify the consistency of data provided in more than one location (particularly with respect to the project budget). The final Attestation & Generate Forms & Submit section is accessible only to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

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

1. Click the **Get Started** button to begin the Attestation & Application Submission section.

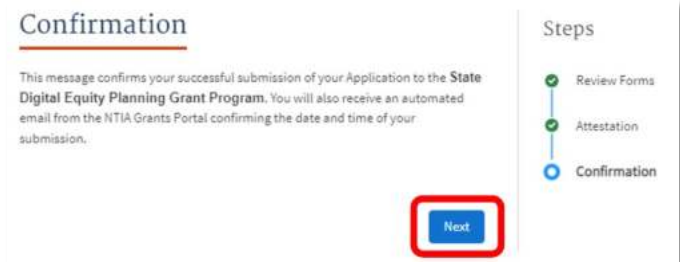


2. The AOR is responsible for reviewing all forms and application documents listed on the Review Forms & Submit screen before final submission. If changes are needed, exit this modal by clicking on the white **X** in the upper-right corner, then return to the corresponding section(s) in the Application Workspace and complete all steps of the section(s) to update and save changes to the form(s) and document(s).
3. Click the document **link** in the Review Forms & Submit modal screen to download the PDF form or document. It is recommended to download each form and document for archival purposes.
4. Click the **Next** button to get to the Attestation step.
5. Upon reviewing the forms for final submission, click the required **checkbox** next to "I AGREE", then click the **Next** button.
6. A PDF version of SF-424 with the AOR attested signature and date at the bottom of the form will open in a separate tab. Click the download button or the print button in the upper right corner to save a copy of the pdf for your records.

- Click the **Next** button to complete the attestation step.

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



**Confirmation**

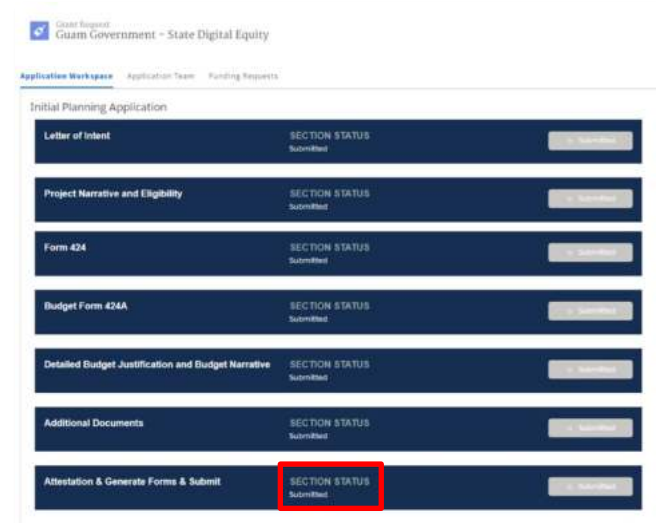
This message confirms your successful submission of your Application to the **State Digital Equity Planning Grant Program**. You will also receive an automated email from the NTIA Grants Portal confirming the date and time of your submission.

**Next**

**Steps**

- Review Forms
- Attestation
- Confirmation

- Upon confirming attestation, you will be returned to the Application Workspace where each section status is now marked as **Submitted**.



Guam Government - State Digital Equity

Application Workspace Application Team Funding Requests

Initial Planning Application

Section	SECTION STATUS	Submit
Letter of Intent	Submitted	Submit
Project Narrative and Eligibility	Submitted	Submit
Form 424	Submitted	Submit
Budget Form 424A	Submitted	Submit
Detailed Budget Justification and Budget Narrative	Submitted	Submit
Additional Documents	Submitted	Submit
Attestation & Generate Forms & Submit	Submitted	Submit

- A confirmation email will be sent from the Portal system.

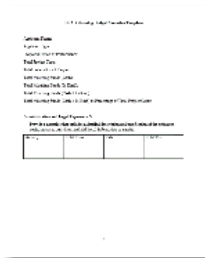
## **Congratulations!**

You have successfully completed your application for the State Digital Equity Planning Grant Program. Please reach out to [DigitalEquity@NTIA.gov](mailto:DigitalEquity@NTIA.gov) for Digital Equity programmatic inquiries. Please reach out to [NGPhelpdesk@ntia.gov](mailto:NGPhelpdesk@ntia.gov) if you have any outstanding technical questions or need additional guidance on submitting your application.

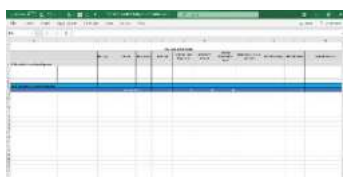


## Appendix

### Repository of Documents Required for Download



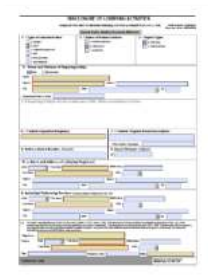
- **Budget Narrative:** Applicants will create and submit a budget narrative that adequately describes all proposed activities and costs for their grant-funded project. Applicants must complete the file template (available to download on the Digital Equity Program page and found in the DE Planning ZIP folder), fill in all required information and upload the file. The file must be uploaded as a Word file, and not converted to a PDF.



- **Detailed Budget Justification:** Applicants are required to submit a Detailed Budget Justification to provide general budget information and detailed project costs. The applicant must use the Microsoft Excel file template (available to download on the Digital Equity Program page and found in the DE Planning ZIP folder), fill in all required information, and upload the file to the NTIA Grants Portal.



- **CD-511:** A copy of this form is available to download on the Digital Equity Program page and is found in the DE Planning Zip folder



- **Standard Form-LLL:** Standard Form-LLL must be completed and submitted for those applicants that need to disclose lobbying activities that have been secured to influence the outcome of a Federal action. A fillable Form SF-LLL is available to download on the Digital Equity Program Page and can be found in the DE Planning ZIP folder.