

## State Digital Equity (DE) Planning Grant Program Application Templates

*These materials have been compiled to support your work in completing an application for NTIA's State Digital Equity (DE) Planning Grant Program. All materials must be submitted through the NTIA Grants Portal (NGP) (<https://grants.ntia.gov>), however applicants are encouraged to use these forms and templates to prepare their submissions to NTIA. Note that some forms and templates will be uploaded directly in the original file format to the NGP and others will be directly entered into the NGP.*

Complete applications must be received through the NGP no later than 11:59 p.m. Eastern Daylight Time (EDT) on **January 17, 2023**.

### Project Summary

Input into NGP

- Applicants need to provide an overview of the grant project and activities to be funded by the requested State Digital Equity Grant Program funds and how these activities will support the development of a Digital Equity Plan, as specified in Section IV of the NOFO. This content will be limited to 1,500 characters.

### SF424 Application for Federal Assistance

Input into NTIA Grants Portal ([Fillable Form](#))

- This form will be filled out directly in the NGP. You can find a copy of this form in the State Digital Equity Planning Grant Program Zip folder and instructions for completing the SF 424 can be found in the State Digital Equity Planning Grant Program Application Guidance. Applicants are encouraged to complete this form as a DRAFT prior to inputting the form contents in the NGP.

### SF424A Budget/Non-Construction Program

Input into NTIA Grants Portal ([Fillable Form](#))

- This form will be filled out directly in the NGP. You can find a copy of this form in the State Digital Equity Planning Grant Program Zip folder, and instructions for completion can be found in the State Digital equity Planning Grant Program Application Guidance. Applicants are encouraged to complete this form as a DRAFT prior to inputting the form contents in the NGP.

### Budget Narrative

Upload by Applicant ([Template Use Required](#))

- 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, fill in all required information and upload the file.** The file must be uploaded as a Word file, and not converted to a PDF. You can find additional guidance in the Digital Equity State Digital Equity Planning Grant Application Guidance.

## Detailed Budget

Upload by Applicant ([Template use Required](#))

- 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, fill in all required information, and upload the file to the NTIA Grants Portal. Additional instructions for completing the Detailed Budget Justification can be found in Initial Planning Funds Application Guidance

## CD-511 Certification Regarding Lobbying

Upload by Applicant ([Fillable Form Required](#))

- The applicant must upload a completed form that certifies that the Federal fund *have not* and *will not* be used for lobbying in connection with this request for Federal financial assistance. A fillable Form CD-511 can be found in found in the State Digital Equity Planning Grant Program ZIP folder.

## Standard Form LLL Disclosure of Lobbying

Upload by Applicant ([Fillable Form Required, if Applicable](#))

- 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 can be found in found in the State Digital Equity Planning Grant Program ZIP folder.

## Negotiated Indirect Cost Agreement

Upload by Applicant

- 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.