

TRIBAL BROADBAND CONNECTIVITY PROGRAM (TBCP) SECOND NOTICE OF FUNDING OPPORTUNITY

BROADBAND USE AND ADOPTION PROJECT APPLICATION GUIDANCE

This guidance document is for informational purposes only and is intended solely to assist applicants in better understanding the NTIA Tribal Broadband Connectivity Program, and the requirements set forth in the program's Notice of Funding Opportunity (Second TBCP 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 Second TBCP NOFO. In all cases, statutory and regulatory mandates, and the requirements set forth in the Second TBCP NOFO, shall prevail over any inconsistencies contained in the guidance below. The Second TBCP NOFO is available at: [ntia-tbcg-round2-nofo.pdf](#).

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Project Narrative Guidance

The Project Narrative is a word-processed document of not more than 20 single- or 40 double-spaced pages responsive to the program description, statutory purposes, funding priorities, and the evaluation criteria set forth in the NOFO. The project narrative must identify specific tasks, measurable milestones and performance outcomes resulting for Native American/Alaska Native/Native Hawaiian communities from the proposed project activities. A complete project narrative must include all of the components outlined below.

Executive Summary (p. 20 of the NOFO)

An executive summary of the project not to exceed two (2) pages. Please note, if an applicant's proposal is selected for funding, NTIA may use all or a portion of the Executive Summary as part of a press release issued by NTIA, or for other public information and outreach purposes. Applicants are advised not to incorporate information pertaining to business trade secrets or other confidential cultural, commercial, or financial information as part of the Executive Summary. *See also* 15 C.F.R. § 4.9(c) concerning the designation of business information by the applicant.

Eligible Entity Description (p. 20 of the NOFO)

Information to sufficiently demonstrate that they are in the category of eligible entities as defined in section 905(a)(8) of the Consolidated Appropriations Act, 2021, as amended (Act).¹ Section 905(a)(8) of the Act specifies the following types of entities as eligible to receive TBCP grants:

- (i) a Tribal Government;
- (ii) a Tribal College or University;
- (iii) the Department of Hawaiian Home Lands on behalf of the Native Hawaiian Community, including Native Hawaiian Education Programs;
- (iv) a Tribal organization; or
- (v) an Alaska Native Corporation.

A description of the eligible entity and the qualifications and experience of key personnel responsible for implementing the proposed project.

Table of Funded Participants and Unfunded Collaborators (p. 20 of the NOFO)

(Does not count toward page limit). Provide a table that identifies all organizations that will participate in and contribute to the proposed activities, note whether they will be funded or unfunded and whether known or unknown at the time of the application submission. The table should consist of an alphabetically ordered list, by organization, of all Funded Project Participants and all Unfunded Informal Collaborators, and indicate which is which. The table should include the organization's name, address, administrative role, scope of work (funded participants only) and proposed funding amount (funded participants only). Administrative roles are applicant, subrecipient, or contractor for funded participants; or collaborator if they will not receive funding. Additionally, if the contractor has not been determined, under "Organization", insert "TBD".

¹ Consolidated Appropriations Act, 2021, Division N, Title IX, Sections 905(a)(8), Pub. L. 116-260, 134 Stat. 1182 (Dec. 27, 2020), as amended by the Infrastructure Investment and Jobs Act, Division F, Title II, Section 60201, Pub. L. 117-58, 135 Stat. 429 (Nov. 15, 2021).

Organization	Administrative Role	Scope of Work (funded participants only)	Funding Amount (funded participants only)

Resumes of Key Personnel (p. 20 of the NOFO)

(Does not count toward page limit but are limited to one-page each). One-page resumes of no more than five key personnel from applicant (not subrecipients) may be included. Any information beyond one page for each resume and any additional resumes submitted will not be considered. Key personnel qualifications and experience may be demonstrated by reference to successful implementation of previously-received Federal broadband grants (under programs administered by NTIA, FCC, USDA, or otherwise).

Community Needs, Problems, and Challenges (p. 20 of the NOFO)

A description of the Native American/Alaska Native/Native Hawaiian community needs, problems, or challenges that the proposed project will address along with a description of the project’s Native American/Alaska Native/Native Hawaiian beneficiaries, including information about demographics and service areas.

Project Objectives (p. 20-21 of the NOFO)

A description of the project objectives related to promoting broadband adoption, telehealth, remote education, workforce and economic development, digital inclusion and skills, or providing affordable broadband programs for Native American/Alaska Native/Native Hawaiian communities. Describe any existing broadband and/or digital inclusion plans, or any planning activities to be conducted during the project;

- For projects proposing digital inclusion efforts that include digital equity planning activities, a description of digital equity planning activities that the proposed project will undertake and the proposed deliverables, including identifying barriers to achieving digital equity in Native American/Alaska Native/Native Hawaiian communities and developing measurable objectives for overcoming these barriers.
- For projects proposing to offer affordable broadband programs for Native American/Alaska Native/Native Hawaiian communities, provide a clear price comparison of the proposed service solution to comparable available service. Include affordable price predictions for the proposed service offering period, for a maximum of five years of service, along with a defined plan for iterative pricing evaluation and adjustments to maintain affordability.² Additionally, applicants should describe plans to address

² The Act did not define the term affordability; however, the BEAD NOFO addressed the concept of affordability and defined the elements of a low-cost broadband service option, which NTIA will incorporate into this Second NOFO to provide useful guidance to eligible entities in defining this term. BEAD NOFO at 66 – 68.

affordability issues on Tribal Lands, including but not limited to strategies to increase enrollment in the Federal Communications Commission’s Affordable Connectivity Program.³

- For projects intended to facilitate workforce development, a description of a plan to create technology-based employment for Tribal members within the proposed service area through any mix of on-the-job training, formal/academic training/certification, or other steps/processes to increase the availability of technology-related jobs and the skilled knowledge base of the community and Tribe being served. Applicants should describe plans to prioritize the hiring of local workers and recruit historically underrepresented populations facing labor market barriers, such as Tribal members, communities of color and women, to ensure that they have reasonable access to the job opportunities created by the project consistent with Tribal Employment Rights Office (TERO) Ordinances.

Project Purpose and Benefits (p. 21 of the NOFO)

A description of the specific activities to be funded by the grant and the eligible uses of the funding. Federally Recognized Tribes that did not receive a TBCP award in the first round should include a description of the broadband use and adoption activities that they would perform if they were only to receive the equitable distribution allocation of up to \$500,000.

Project Plan (p. 21 of the NOFO)

A project plan describing all major project activities and timelines for implementation, including key milestones and when each major project activity will start and end. Describe how progress will be tracked. See example provided below:

Major Milestones (Y/N)	Project Objectives & Activities	Evaluation Criteria	Year 1				Year 2				Year 3				Year 4			
			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Y	Environmental Review	Call w/THPO & Environmental Consultant; begin NEPA process		X														
N	Identify Architect/Engineer	Follow entity Procurement Policy for RFP		X														
N	Begin search for Construction Company	Follow entity Procurement Policy			x													

A description of the project’s outcomes and the performance measures that will be used to evaluate the project’s success and the benefits delivered to Native American/Alaska Native/Native Hawaiian project beneficiaries. Include proposed metrics, data planned for collection and other evaluation methodologies (e.g., case studies, focus groups, surveys). Describe any planned tangible products from your project (such as curricula, guides,

³ The Affordable Connectivity Program was established in IIJA as the successor to a previous program that has since been discontinued. The FCC in 2022 the *Affordable Connectivity Program Report and Order*, which sets out details regarding the ACP’s operation. See *Affordable Connectivity Program, Report and Order and Further Notice of Proposed Rulemaking*, FCC 22-2 (rel. Jan. 21, 2022) available at <https://docs.fcc.gov/public/attachments/FCC-22-2A1.pdf>. The Affordable Connectivity Program provides a \$75 monthly subsidy for qualifying households living on Tribal Lands.

publications, reports relating to broadband adoption and digital inclusion programs). Describe how the benefits of the project may be sustained.

Requested Funding Range (p. 22 of the NOFO)

If the project funding request is outside of the ranges provided in the NOFO, which is \$100,000 to \$2,500,000 as set forth on page 14 of the NOFO, the applicant must provide a justification for the variance in their project size.

Additional Application Guidance

Budget Narrative and Detailed Budget Justification (p. 22 of the NOFO)

Please see the **SAMPLE_Budget Narrative** and **SAMPLE_Budget Justification** for guidance on satisfying these application requirements. For more information, see Section D.2.b.iii of the NOFO.

Indirect Cost Rate (p. 22 of the NOFO)

Section 905(c)(6)(A) of the Act, as amended, prohibits an Eligible Entity from using more than 2 percent of grants funds received under the TBCP for administrative expenses. For this purpose, the 2 percent limitation on administrative expenses includes the combined total of indirect costs and direct administrative costs charged to an award.

If indirect costs are included in the proposed budget, the applicant must ensure that the budgeted amounts for indirect costs, plus the budgeted amounts for direct administrative costs, do not exceed two percent of the requested grant amount, regardless of any previously approved indirect cost rate it may have negotiated with a cognizant federal agency. If indirect costs are included in the proposed budget, the applicant must provide 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, dated November 12, 2020.

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 of up to 2 percent of modified total direct costs (MTDC), in which case a negotiated indirect cost rate agreement is not required. Applicants proposing an up to 2 percent 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.

As described in 2 C.F.R. § 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Applicants are reminded that the two percent limitation on administrative expenses includes the combined total of indirect costs and direct administrative costs charged to an award. The applicant must clearly describe in the budget narrative how it applied or calculated the 2 percent limitation of administrative and indirect costs.

TBCP2 Project Information Form (p. 19 of the NOFO)

All applicants are required to complete all applicable fields in the TBCP2 Project Information Form and submit with its application package.

Certification Regarding Compliance with Cybersecurity and Supply Chain Management Requirements (p. 19 of the NOFO)

All applicants are required to submit an executed copy of the Certification Regarding Compliance with Cybersecurity and Supply Chain Management Requirements contained in Appendix A of the NOFO, and included below. In the case of a consortium, each Eligible Entity participating in the consortium must submit its own executed certification.

Note on Certifications Regarding Debarment and Suspension (pp. 32 – 35 of the NOFO)

By signing and submitting an application for funding pursuant to the Second TBCP NOFO, an applicant is making all certifications regarding debarment and suspension listed in Section D.2.g of the Second TBCP NOFO.

Appendix A

Certification Regarding Compliance with Cybersecurity and Supply Chain Management Requirements

[To be completed and submitted by each applicant as part of its application]

On behalf of [*Organization Name*], I, [*print name*] _____, hereby certify that, in submitting this Tribal Broadband Connectivity Program (TBCP) application, my organization is in compliance with the Cybersecurity and Supply Chain Management requirements discussed in Section F.4 of the Tribal Broadband Connectivity Program Notice of Funding Opportunity, Funding Opportunity Number NTIA-ICG-TBCPO-2023-2008098, published on July 27, 2023. I further certify that my organization is in compliance with each of the below requirements and attest that:

My organization and any prospective or actual subgrantees of my organization fully recognize and understand that it is the policy of the United States to strengthen the security and resilience of its critical infrastructure against both physical and cybersecurity threats. Entities receiving federal funds must therefore ensure that cybersecurity is integrated into the design, development, operation, and maintenance of critical infrastructure communication technology and operational technology;

In order to accomplish the cybersecurity objectives of the United States Government, my organization and any prospective or actual subgrantees will complete the following actions within twelve (12) months of the acceptance of any TBCP grant award to my organization:

1. Review the Cybersecurity and Infrastructure Security Agency (CISA) Cross-Sector Cybersecurity Performance Goals (CPGs) (https://www.cisa.gov/sites/default/files/2023-03/CISA_CPG_REPORT_v1.0.1_FINAL.pdf), which establish the baseline cybersecurity practices and controls with known risk-reduction value that are actionable and broadly applicable across all critical infrastructure sectors;
2. Perform an initial assessment of the cybersecurity practices of the TBCP award-funded project (Project) using the CISA CPG Checklist Adapted for Grant Awards. This assessment will include the cyber assets controlled as part of the execution of the Project and the cybersecurity practices of my organization and any parent and/or partner organizations;
3. Develop and submit a Cybersecurity Risk Mitigation Plan (Plan) for my organization and any prospective or actual subgrantees that includes:
 - a. The CISA CPG Checklist Adapted for Grant Awards with a current assessment documented for cyber assets controlled as part of the Project, as well as an assessment of the cybersecurity practices of my organization and any parent and/or partner organizations;
 - b. A prioritized list of Project CPG gaps that need to be addressed for cyber assets controlled as part of the execution of the Project, as well as any CPG gaps affecting my organization and any parent and/or partner organizations;

c. Documentation of Project cybersecurity risk mitigation efforts to be undertaken as part of the execution of the TBCP award, with a target implementation date identified for each mitigation effort, including mitigation efforts to address identified Project CPG gaps, as well as mitigation efforts to address identified CPG gaps of my organization and any parent and/or partner organization;

My organization and any prospective or actual subgrantees of my organization fully recognize and understand that any failure to submit and obtain the approval of a Plan by the National Telecommunications and Information Administration (NTIA) within twelve (12) months of acceptance of a TBCP award to my organization will result in corrective action, potentially including, but not limited to, the imposition of a performance improvement plan, additional risk monitoring measures, and/or possible limitations on certain uses of TBCP award funds;

With respect to Supply Chain Risk Management (SCRM), my organization has an SCRM plan (SCRM Plan or Plans) in place that is either: operational, if either my organization or any prospective or actual subgrantees is or are already providing any form or type of telecommunications services; or ready to be operationalized, if my organization and/or any prospective or actual subgrantees is or are not yet providing any form or type of telecommunications services;

The SCRM Plan is based upon the key practices discussed in the National Institute of Standards and Technology (NIST) publication NISTIR 8276, *Key Production In Cyber Supply Chain Risk Management: Observations from Industry* and related SCRM guidance from NIST, including NIST 800-161, *Cybersecurity Supply Chain Risk Management Practices for Systems and Organizations*, and specifies the supply chain risk management controls being implemented;

The SCRM Plan will be reevaluated and updated by my organization on a periodic basis and as events warrant;

The SCRM Plan or Plans of any prospective or actual subgrantees will be submitted to my organization prior to the allocation of grant funds. If a prospective or actual subgrantee makes any substantive changes to its SCRM Plan, a new version will be submitted to my organization within 30 calendar days. My organization will provide its SCRM Plan and the SCRM Plan or Plans of any prospective or actual subgrantees to NTIA upon request; and

My organization will ensure that, to the extent that my organization and/or any prospective or actual subgrantee relies or rely in whole or in part on network facilities owned or operated by one or more third parties (*e.g.*, through the purchase of wholesale carriage on such facilities), my organization will obtain the above attestations from these third parties with respect to both cybersecurity and SCRM practices.

I understand and agree that, if I or my organization knowingly or negligently provides false or inaccurate information in this certification, the organization shall:

1. Not be eligible to receive the Tribal Broadband Connectivity Program grant funding associated with this certification and accompanying application for funding; and

2. Return any grant awarded under the Tribal Broadband Connectivity Program during the time that this certification was not valid; and
3. Not be eligible to receive any subsequent grants under the Tribal Broadband Connectivity Program; and
4. potentially be subject to criminal prosecution (including under 18 U.S.C. § 1001 and/or 1621), civil and administrative penalties, and other remedies, as may its officers, executives, members, or employees, as applicable, as well as any other associated entities, persons, or individuals, including I myself.

Signature of Authorized Organization Representative:

Title: _____

Date: _____