

## **Tribal Broadband Connectivity Program**

### **Application Submission Guidance**

*This guidance document is for informational purposes only and is intended solely to assist potential applicants in better understanding the NTIA Tribal Broadband Connectivity Program, and the application requirements set forth in the program's second 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.*

#### **Initial Steps Prior to Application Submission**

Prior to filing an application, **all** applicants must register with the System for Award Management (SAM). When registering in SAM, an applicant will obtain a Unique Entity Identifier (UEI) and designate an E-Business Point of Contact (EBiz POC). An applicant must maintain an active SAM registration with current information at all times during which it has an active federal award or an application is under consideration by NTIA or another federal agency. To check your registration, create an account, or find further information, please visit [www.SAM.gov](http://www.SAM.gov). Note that if you need to register a new SAM account, the SAM.gov process may take weeks. Therefore, applicant registration should be done in sufficient time to ensure it does not impact the applicant's ability to meet application submission deadlines.

#### **Application Submission**

Applicants must submit a complete application package by using one of three methods: (1) electronically through [www.Grants.gov](http://www.Grants.gov); (2) through electronic mail (email); or (3) by postal mail or courier. Applicants must submit a complete application package using only **one** of these methods and may not submit partial or duplicate applications using multiple methods of transmission. Note the distinct submission deadlines for each method of transmission below. Applicants are strongly encouraged to make submissions in advance of the deadline.

##### **1. Submit the Application Electronically Through Grants.gov**

**Applications submitted electronically through Grants.gov must be received no later than 11:59 p.m. Eastern Time (ET) on January 23, 2024.**

To submit electronically through Grants.gov, click [HERE](#).

#### **Registering for Grants.gov**

To apply through Grants.gov, an applicant must have a Grants.gov account. To obtain a Grants.gov account, an applicant must first complete the initial steps noted above by registering a SAM account, obtaining a UEI and designating an EBiz POC. Failure to register with SAM will prevent your organization from applying through Grants.gov.

Next, the applicant's EBiz POC must create a Grants.gov account with the same email address used for SAM.gov and add a profile with Grants.gov using the UEI obtained from SAM.gov. Once the applicant is

registered with Grants.gov the EBiz POC must log in to the Grants.gov account to authorize additional Authorized Organization Representative (AOR). Please note that there can be more than one AOR for an organization. The process to create a Grants.gov account can take 1-4 weeks to complete due to the SAM registration process. Applicants are encouraged to start the Grants.gov and SAM.gov registration process as soon as possible.

A complete list of Grants.gov applicant resources can be found here: [grants.gov/applicants/applicant-registration](https://grants.gov/applicants/applicant-registration).

## 2. **Submit the Application via Electronic Mail (email)**

**Applications submitted by email must be received no later than 11:59 p.m. Eastern Time (ET) on January 23, 2024.**

To submit via email, please send completed applications to [broadbandusa@ntia.gov](mailto:broadbandusa@ntia.gov).

Applicant must ensure the application and all files are machine readable and not copy-protected.

## 3. **Submit the Application by Postal Mail or Courier**

**Applications submitted by postal mail or courier service must be postmarked (for postal mail) or show clear evidence of mailing (for courier submissions) no later than 11:59 p.m. Eastern Time (ET) on January 23, 2024.**

To submit via postal mail or courier, please send completed applications to:

National Telecommunications and Information Administration  
U.S. Department of Commerce  
1401 Constitution Avenue NW, Room 4878  
Attn: Douglas Kinkoph, Associate Administrator  
Washington, DC 20230

Applications submitted by postal mail or courier may be in hard copy (paper) or electronic format (e.g., CD-ROM, disk, or thumb drive).

### **Applicant Support**

For applicants using Grants.gov and experiencing technical difficulties, Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket will assist NTIA with tracking your issue and understanding background information on the issue.

For all applicants with questions related to the specific grant opportunity or a non-Grants.gov technical issue, contact the number listed in the application package of the grant you are applying for.

### **Late Application Policy**

Applications submitted after the deadline outlined above will not be accepted. Applicants are strongly encouraged to make submissions in advance of the deadline, and applicants facing technical issues are advised to contact the Grants.gov Support Center or [Broadbandusa@ntia.gov](mailto:Broadbandusa@ntia.gov) well in advance of the deadline.

Applicants who are unable to submit due to technical issues or extenuating circumstances must contact [broadbandusa@ntia.gov](mailto:broadbandusa@ntia.gov) prior to the deadline or their application may not be accepted.

### **Application Forms and Instructions**

Applicants should thoroughly review the Second TBCP NOFO, which establishes and details the required and optional documents applicants must submit as part of their applications.

Please review the application checklist below to help ensure your application package is complete and in the proper format. Templated and example documents can be found on the [BroadbandUSA](http://BroadbandUSA) website. The information below is merely a summary – always look to Section D.2 of the Second TBCP NOFO for specific instructions about how to satisfy each required element of a TBCP application. Failure to meet all application requirements in the Second TBCP NOFO may result in NTIA removing the application from consideration for TBCP funding.

File Name	Documentation for Infrastructure Deployment	Documentation for Broadband Use and Adoption	NOFO Section
SF-424	X	X	D.2.a.i
SF-424A		X	D.2.b.i
SF-424C	X		D.2.c.i
CD-511	X	X	D.2.a.ii
Standard Form LLL	X	X	D.2.a.iii
TBCP2 Project Information Form	X	X	D.2.a.iv
Certification Regarding Compliance with Cybersecurity and Supply Chain Management Requirements	X	X	D.2.a.v
Project Narrative	X	X	D.2.b.ii & D.2.c.ii
Budget Narrative	X	X	D.2.b.iii & D.2.c.viii
Detailed Budget Justification	X	X	D.2.b.iii & D.2.c.viii
Documentation regarding Indirect Cost Rate (if applicable)	X	X	D.2.b.iv & D.2.c.ix
Maps of Proposed Service Areas	X		D.2.c.iii
Tribal Resolution of Consent	X		D.2.c.iv
Tribal Government Certification of Unserved Areas	X		D.2.c.v
Community Economic Development Strategy (optional)	X		D.2.c.vi
Request for Extension of Award Period (optional)	X		D.2.c.vii
Pro Forma Financial Projections	X		D.2.d.1
Physical Network Diagrams and System Designs	X		D.2.d.2