



## State Digital Equity (DE) Capacity Grant Program States & Territories Application Checklist

*These materials have been compiled to support your work in completing an application for NTIA’s State Digital Equity (DE) Capacity Grant Program. This document is intended solely to assist recipients in better understanding the requirements set forth in the Notice of Funding Opportunity (NOFO) for this program. This document 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 NOFO. In all cases, statutory and regulatory mandates, and the requirements set forth in the NOFO, shall prevail over any inconsistencies contained in this document.*

*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. All fillable forms and templates can be found in the State Digital Equity Capacity Grant Program application ZIP folder. Note that some forms and templates will be uploaded in the original file format to the NGP and others will be directly entered into the NGP.*

*Note that this document serves as a checklist only for forms and documents that must be uploaded by the applicant into the NGP. Applicants will provide additional information not included in this list directly into the NGP; see section II.C.2 of the NOFO for a complete list of application requirements.*

Complete applications from **States** (including the District of Columbia and the Commonwealth of Puerto Rico) must be received through the NGP no later than 11:59 p.m. ET on **May 28, 2024**. Complete applications from **U.S. Territories** (other than the Commonwealth of Puerto Rico) must be received through the NGP no later than 11:59 p.m. ET on **July 31, 2024**.

### Digital Equity Plan

Upload by Applicant

- Applicants must upload the Digital Equity Plan for the State meeting the requirements of 47 U.S.C. 1723(c) or the Digital Equity Plan for the Territory meeting the requirements of the Digital Equity Planning Grant award of the Territory (see NOFO section II.C.2.b). Note that this must be the Digital Equity Plan that was reviewed, cured, and accepted by NTIA as part of the State Digital Equity Planning Grant Program. The file should be uploaded as a PDF.

### Amendments to Digital Equity Plan

Upload by Applicant, if applicable

- If the State or Territory’s Digital Equity Plan has been amended since it was previously submitted to and accepted by NTIA, applicants are required to upload the following documentation: 1) The amended Digital Equity Plan, and 2) A redline version of the Plan indicating the specific changes that have been made.

## Project Narrative: General Project Information

Input into NGP

- The Project Narrative should provide an overall implementation strategy that is consistent with the Digital Equity Plan and implements the purposes of the Digital Equity Act and the NOFO (see NOFO section II.C.2.e). The General Project Information portion of the Project Narrative asks about the treatment of the overall grant award; this information refers to the whole effort funded by the award, rather than any singular project or activity. This information will be input directly into NGP.

## Project Narrative: Specific Projects Form

Upload by Applicant (Template Use Required)

- Applicants are required to submit information pertaining to all projects the State or Territory intends to fund with its Capacity award by using the 'Specific Projects Form' Excel template. Applicants should submit the details of each specific project that has been identified at the time of application submission; if any project details are not known at the time of application, an updated Specific Projects Form must be submitted **no later than nine (9) months of the award date**. Whereas the General Project Information provides an overview of the treatment of the entire grant award, the Specific Projects Form should detail information about the specific projects and activities proposed (see NOFO section II.C.2.e.iii). Note that if the corresponding project information is not included in the Specific Projects Form at the time of application, a Specific Award Condition will limit the funding amount that can be withdrawn and/or draw-down limits until project details are provided at a later time.
- The applicant must download and complete the Microsoft Excel file template and upload the file to the NGP. The template can be found in the State Digital Equity Capacity Grant Program application Zip folder. Additional instructions for completing the Specific Projects Form can be found in the State DE Capacity Program Application Guidance.

## Environmental and Historical Preservation

Upload by Applicant, if applicable

- If any of the applicants' Specific Projects propose to install fixed equipment on or in a building (and therefore trigger the need for Environmental and Historical Preservation (EHP) approvals), applicants must upload the following documentation within NGP as applicable: 1) For buildings 50 years or older, photographs of proposed installation locations (in JPEG or PNG format), and 2) Correspondence with the relevant State Historic Preservation Office or Tribal Historic Preservation Office regarding the potential impacts of the project on historic properties (in PDF format). See NOFO section II.C.3.c.v for more information.

## Other Funding Sources

Upload by Applicant, if applicable

- Applicants must disclose whether the State or Territory intends to use other funding sources to implement its Digital Equity Plan besides DE Capacity funding (including funding the State or Territory has applied for). Note there is no downloadable template for the description of other funding sources. Applicants must upload an Excel file that lists all other funding sources the State or Territory intends to use to implement its Digital Equity Plan, a description of the funding, the amount allocated, the specific DE Plan elements they will fund, and an explanation as to how this alternative funding is being used in a way that does not supplant, conflict with, or duplicate the activities for which the Capacity Grant funds will be used (see NOFO section II.C.2.h). Additional instructions for how to organize and upload this information can be found in the State DE Capacity Program Application Guidance.

## Consolidated Budget Form

Upload by Applicant (Template Use Required)

- Applicants must download and complete the Consolidated Budget Form to capture the budget information required for the Capacity Grant Program application (see NOFO section II.C.2.i). The template can be found in the State Digital Equity Capacity Grant Program application ZIP folder. The file must be uploaded to NGP as an Excel file. Note that if the corresponding project information is not included in the Specific Projects Form at the time of application, a Specific Award Condition will limit the funding amount that can be withdrawn and/or drawn-down limits until project details are provided at a later time. Additional instructions for completing the Consolidated Budget Form can be found in the State DE Capacity Program Application Guidance. Applicants will also be able to submit a budget addendum to demonstrate that project costs do not exceed the funding restrictions and associated cost caps detailed in Section II.C.3.c. of the NOFO. Examples resources will be made available to help applicants to ensure their budget is compliant with the various cost caps.

## Negotiated Indirect Cost Rate Agreement

Upload by Applicant, if 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 Applicant is electing to charge indirect costs to an award pursuant to a de minimis rate pursuant to 2 C.F.R. § 200.414(f), the Applicant should provide a statement as attestation to this decision within the NGP (see NOFO sections II.C.2.i and II.C.2.j).

## SF-424 Application for Federal Assistance

Input into NGP

- The SF-424 will be filled out directly in the NGP. You can find a fillable copy of this form in the State Digital Equity Capacity Grant Program application ZIP folder and instructions for completing the SF-424 can be found in the State DE Capacity Program Application Guidance. Applicants are encouraged to complete this form as a draft prior to inputting the form contents in the NGP.

## CD-511 Certification Regarding Lobbying

Upload by Applicant (Fillable Form Required)

- The applicant must upload a completed CD-511 form that certifies that the Federal funds have not and will not be used for lobbying in connection with this request for Federal financial assistance (see NOFO section II.C.2.j). A fillable Form CD-511 can be found in found in the State Digital Equity Capacity Grant Program ZIP folder.

## SF-LLL Disclosure of Lobbying

Upload by Applicant (Fillable Form Required, if applicable)

- The SF-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 (see NOFO section II.C.2.j). A fillable Form SF-LLL can be found in found in the State Digital Equity Capacity Grant Program ZIP folder.