

STATE DIGITAL EQUITY CAPACITY GRANT PROGRAM

States and Territories Application Guidance

March 29, 2024

Version 1.1

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State & Territory Application Guidance Overview

This document was created to support **State and U.S. Territory applicants** in submitting an application for the State Digital Equity Capacity Grant 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 document is intended solely to assist recipients in better understanding the State Digital Equity Capacity Grant program and 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.

The document is structured in the following four sections:



1.0 Program Guidance

This section highlights **application provisions, eligible entities, key submission dates, and final considerations** for a successful application.



2.0 NTIA Grants Portal Registration

This section outlines **how to access and register for the NTIA Grants Portal**, where applicants can submit their application for the State Digital Equity Capacity Grant Program



3.0 NTIA Grants Portal Workspace

This section outlines **how to navigate the NTIA Grants Portal**. Applications will be shown an **Application Workspace**, which highlights all the sections of the overall application request needed to successfully apply.



4.0 State Digital Equity Capacity Grant Program

Applicants will find detailed, step-by-step instructions on how to properly **fill out their application for the State Digital Equity Capacity Program**, along with instructions on **how to submit each item through the NTIA Grants Portal**.

There are multiple forms required to complete the application for States and U.S. Territories. Application materials include the following:

DE CAPACITY-SPECIFIC ITEMS



SAM.gov Registration*



Specific Project Forms*



Description of Administering Entity/Administering Organization



Description of Other Funding*



Digital Equity Plan*



Consolidated Budget Form*



Project Narrative



Negotiated Indirect Cost Rate Agreement* (as applicable)

Standard Forms: SF424, CD511*, SFLLL* (as applicable)

**Items that require upload into NGP*

Note: Separate Application Guidance will be provided for Native Entities (Indian Tribes, Alaska Native Entities, and Native Hawaiian Organizations) applying to the State Digital Equity Capacity Grant Program due to the later due date for their application.

PROGRAM GUIDANCE

1.0 Program Guidance

1.1 Before You Get Started

Before preparing and submitting an application, applicants are encouraged to read the State Digital Equity Capacity (DE Capacity) Grant Program Notice of Funding Opportunity (NOFO), this Application Guidance, and the DE Program page on 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 active and registered in 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 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 DE 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](#).
- **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 Capacity Grant Program is 11.032. The CFDA Title is State Digital Equity Capacity Grant Program.

1.3 DE Capacity Grant Program Eligible Entities (States and Territories Specific)

To be eligible for funding under DE Capacity, applicants must be one of the following types of entities.

- Any State of the United States, the District of Columbia, or the Commonwealth of Puerto Rico (defined as “States” for the purposes of this program) that has completed a Digital Equity Plan that meets the requirements of 47 U.S.C. §1723(c).
- U.S. Territories that submit a Digital Equity Plan consistent with the obligations of their State Digital Equity Planning Grant award.

Any eligible entity that intends to apply is referred to as an “applicant” in this document. **Note that this application guidance is for States and Territories only.** Guidance for Eligible Native Entities (Indian Tribes, Alaska Native entities, and Native Hawaiian organizations) will be issued at a later date.

1.4 Key Submission Dates and Methods for Submission

1.4.1 For States

Complete applications from States (including D.C. and the Commonwealth of Puerto Rico) must be received through the NTIA Grants Portal no later than 11:59 p.m. Eastern Daylight Time (ET) on **May 28, 2024**.

1.4.2 For Territories

Complete applications from U.S. Territories must be received through the NTIA Grants Portal no later than 11:59 p.m. Eastern Daylight Time (ET) on **July 31, 2024**.

1.4.3 Submission Methods

States' and Territories' applications must be submitted electronically through the NTIA Grants Portal, which can be accessed at 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 Act Programs page under Programs on www.InternetForAll.gov. Applications or portions of thereof submitted by postal mail, courier, email, facsimile, or other means will not be accepted.

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. Applications will be reviewed on a rolling basis.

NOTE: Applications for the DE Capacity Program will **NOT** be submitted via Grants.gov. All applications must be submitted via the NTIA Grants Portal.

1.4.4 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 process the application and may result in delays or a rejection of the application.

The following forms are available to download by following the hyperlinks below and at www.grants.gov:

- [CD-511](#)
- [SF-LLL](#)

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

- Specific Projects Form
- Consolidated Budget Form

Applicants will complete the following directly in the [NTIA Grants Portal](#):

- SF-424
- Project Narrative

1.5 Key Definitions

- **Applicant:** Any eligible entity that applies to the Capacity Grant Program is referred to as an “applicant” in this document. Note: The Applicant will be the entity listed on line 8a. of the SF-424.
- **Authorized Organization Representation (AOR):** An AOR is a member of the applicant organization authorized to submit applications in the NTIA Grants Portal on behalf of the organization. In the submission of the application, only the AOR will be able to attest that all statements are true and submit the application. Note: The AOR will be listed under line 21 and will digitally sign the SF-424 within the NTIA Grants Portal.
- **Administering Entity:** The term “Administering Entity” refers to the entity selected by the Governor (or equivalent official) of each State to administer the State Digital Equity Planning and Capacity Grant Programs. The entity selected for the purposes of the Planning Grant Program must also administer the State Capacity Grant Program, unless the Governor (or equivalent official) selects a new entity to serve in this role. Note: The Applicant and the Administering Entity could be the same entity.
- **Administering Organization:** The term “Administering Organization” refers to the organization selected by the Governor (or equivalent official) of a U.S. Territory to administer a State Digital Equity Capacity Grant Program award. The organization selected by the U.S. Territory for the purposes of the State Digital Equity Planning Grant Program must also administer the State Digital Equity Capacity Grant Program, unless the Governor (or equivalent official) selects a new entity to serve in this role. Note: The Applicant and the Administering Organization could be the same entity.
- **State:** The term “State” refers to any state of the United States; the District of Columbia; and the Commonwealth of Puerto Rico.
- **U.S. Territory:** The term “U.S. Territory,” “U.S. Territories” or “Territory” refers to the United States Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any other territory or possession of the United States that is not a State.

1.6 Final Considerations

- Before applying, Applicants should fully read the State Digital Equity Capacity Grant Program NOFO and other Technical Assistance materials available on the Digital Equity Capacity Grant Program page on www.InternetForAll.gov as well as the [Department of Commerce’s Grants Manual](#).
- Applicants may receive funding only for costs established in the NOFO as allowable uses of funds.
- 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, it is presumed that the application is final, and the Applicant will no longer be able to make changes to the application in the Portal. If an applicant needs to make changes to an application, the applicant must contact NTIA by emailing digitalequity@NTIA.gov 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 States and U.S. Territories.

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

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

Desktop and Laptop Browsers

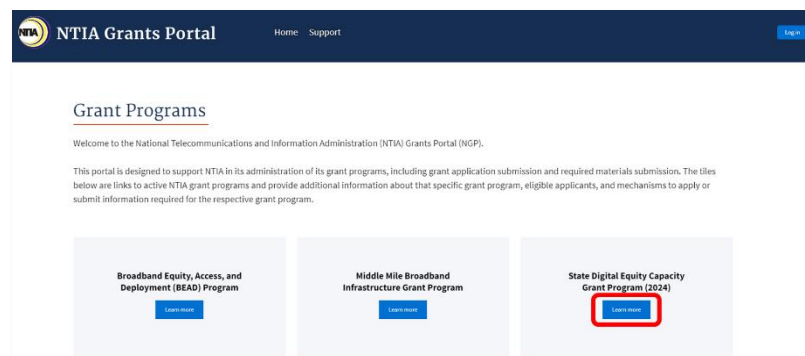
Salesforce supports these browsers. Make sure that your browsers are up to date. Other browsers or older versions of supported browsers aren't guaranteed to support all features.

- IMPORTANT Support for Internet Explorer 11 to access Lightning Experience ended on December 31, 2020.
- When using IE11, a permanent banner displays in your Salesforce org indicating that you're on an unsupported browser.
 - IE11 has significant performance issues in Lightning Experience.
 - This change doesn't impact Salesforce Classic.

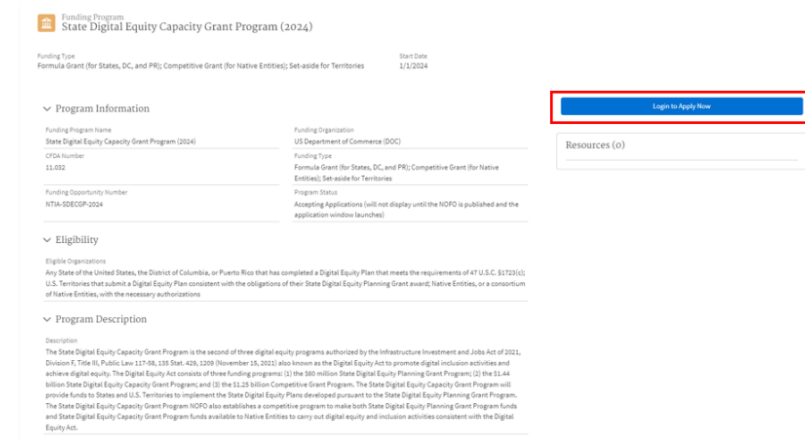
- IMPORTANT Support for the non-Chromium version of Microsoft Edge in Lightning Experience and Salesforce Classic ended on December 31, 2020.

	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



From the Grant Programs page, click the **Learn More** button under “State Digital Equity Capacity Grant Program (2024)” to reach the home page.



When you choose the Capacity Program on the landing page, you will be taken to the State Digital Equity Capacity 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**.

NTIA Grants Portal Home Support Funding Programs

Funding Programs
State Digital Equity Capacity Grant Program (2024)

Funding Type: Formula Grant (for States, DC, and PR); Competitive Grant (for Native Entities); Set aside for Territories Start Date: 1/1/2024

Program Information

Funding Program Name: State Digital Equity Capacity Grant Program (2024)	Funding Organization: US Department of Commerce (DOC)
OTDA Number: 10.002	Funding Type: Formula Grant (for States, DC, and PR); Competitive Grant (for Native Entities); Set aside for Territories
Funding Opportunity Number: NTIA-DDGCP-2024	Program Status: Accepting Applications (will not display until the ISOP is published and the application window is launched)
Application Due Date: 12/31/2024	

Eligibility

Eligible Organizations
Any State of the United States, the District of Columbia, or Puerto Rico that has completed a Digital Equity Plan that meets the requirements of 47 U.S.C. §1710(c); U.S. Territories that submit a Digital Equity Plan consistent with the obligations of their State Digital Equity Planning Grant award; Native Entities, or a consortium of Native Entities, with the necessary authorizations.

Program Description

Description
The State Digital Equity Capacity Grant Program is the second of three digital equity programs authorized by the Infrastructure Investment and Jobs Act of 2021, Division N, Title IX, Public Law 117-56, 117 Stat. 426, 1201 (November 15, 2021) also known as the Digital Equity Act to promote digital inclusion activities and address digital equity. The Digital Equity Act consists of three funding programs: (1) the \$80 million State Digital Equity Planning Grant Program; (2) the \$1.44 billion Broadband Equity, Access, and Deployment (BEAD) Program; and (3) the \$1.44 billion Middle Mile Broadband Infrastructure Grant Program. The State Digital Equity Capacity Grant Program is the second of these three programs.

Apply Now

Resources (0)

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

2.3 Log-in and Registration

NTIA Grants Portal Home Support **Log in**

Grant Programs

Welcome to the National Telecommunications and Information Administration (NTIA) Grants Portal (NGP).

This portal is designed to support NTIA in its administration of its grant programs, including grant application submission and required materials submission. The tiles below are links to active NTIA grant programs and provide additional information about that specific grant program, eligible applicants, and mechanisms to apply or submit information required for the respective grant program.

Broadband Equity, Access, and Deployment (BEAD) Program

[Learn more](#)

Middle Mile Broadband Infrastructure Grant Program

[Learn more](#)

State Digital Equity Capacity Grant Program (2024)

[Learn more](#)

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 Registration

NTIA

Username

Password

Log in

[Forgot your password?](#)


Register

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

If you forgot your password, click **Forgot your password?** below the blue Log in button on the login screen. For assistance, email the NTIA Grants Portal Help Desk at ngphelpdesk@ntia.gov.

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



Please provide the information below to setup an account in the NTIA Grants Portal (NGP).
 Note, if your organization already exists in our system (has an application or awarded grant), an existing member of that application/grant team will need to add you to the team. Contact a team member directly and request that you be added to the team. This is the only way to access an existing application or grant.

* First Name

* Last Name

* Email

* Entity Type

[Sign Up](#)

[Already have an account?](#)


Complete the fields. A red asterisk (*) indicates a required field.

Click the **Entity Type** field to select the entity type. Select either State Government or Territory.

Enter your organization's **SAM.gov UEI**.

Then click the blue **Sign Up** button.

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.



The SAM.gov UEI you entered matched the following Organization:

Test Staging State Government Account


United States

If this is the correct Organization, please click Submit.

Otherwise, please go back and re-enter your SAM.gov UEI. If you believe there to be an error, please contact the Helpdesk (ngphelp@ntia.gov).

[Go Back](#) [Submit](#)

If the UEI entered matches an account within the NTIA Grants Portal, a message will appear with the organization the UEI matches. If it is the correct organization, click **Submit** to proceed.



Please provide the information below to setup an account in the NTIA Grants Portal (NGP).
Note, if your organization already exists in our system (has an application or awarded grant), an existing member of that application/grant team will need to add you to the team. Contact a team member directly and request that you be added to the team. This is the only way to access an existing application or grant.

* First Name

* Last Name

* Email

* Entity Type

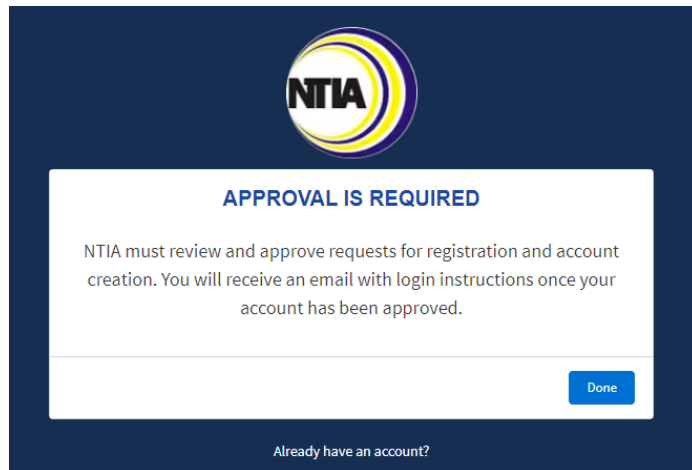
[Sign Up](#)

Already have an account?

If the UEI that is entered does not currently exist in the NTIA Grants Portal system, you will be prompted to create an account.

Complete the required fields and click **Sign Up**.

2.3.2 Approval

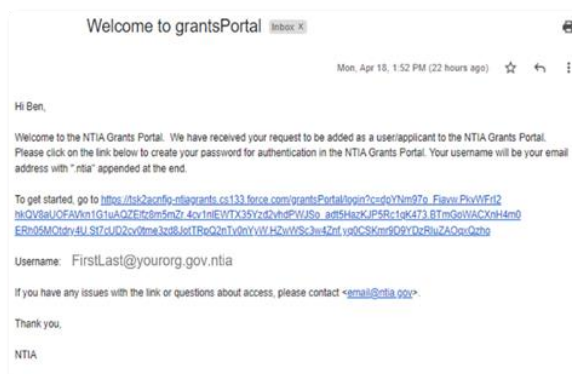


As part of the Portal registration process, approval is required. NTIA will send an approval email with a link to complete the process.

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 NTIA for assistance by emailing NGPhelpdesk@ntia.gov.

2.3.3 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.

2.4 Setting Up Multi-Factor Authentication

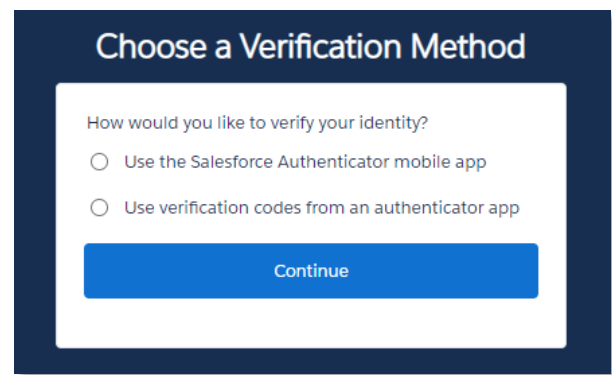
After setting up your password, you will be asked to set up a verification method using Multi-Factor Authentication (MFA). Once MFA is set up, you will use it to verify your identity each time you log in. You will be guided in the subsequent steps to download and install an authentication app of your choice onto your mobile device from the app store.

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.

1. 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.

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.

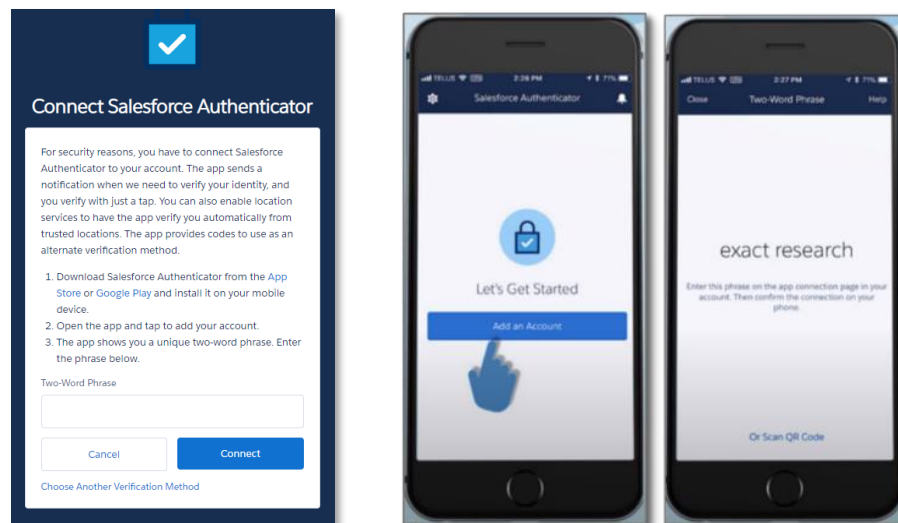
2.4.1 *Downloading and Installing the Salesforce Authenticator*

- a) Search for Salesforce Authenticator in your phone's app store.
 - a. iPhone/iOS users will search in the Apple App Store
 - b. Android users will search in the Google Play Store
- b) Follow your screen's prompts to install the app on your phone.
- c) 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*

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

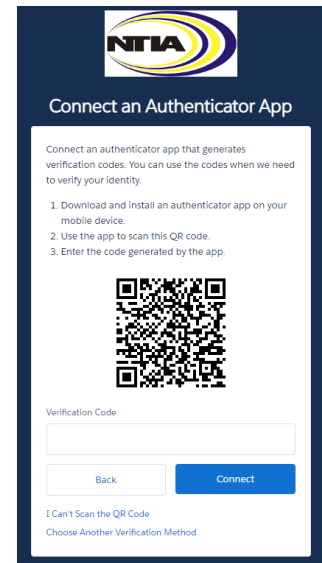
Note: You will only need to connect your account once. You will continue to use the Salesforce Authenticator to approve future logins.



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. Commonly used Authenticator Apps available to download from the app store onto your mobile device include:

- 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 screenshot shows the NTIA Grants Portal interface. At the top, there's a navigation bar with 'Home', 'Support', and 'Funding Programs' buttons. Below this, a welcome message 'Welcome, Morty Smith' is displayed. The main content area shows 'Total Grant Amount Requested' and 'Total Grant Amount Awarded' both at \$5.9M. A section titled 'My Awarded Grants' shows a 'State Digital Equity Planning Grant Program' with a 'FEDERAL AWARD #55-30' and a 'GRANT STAGE' of 'Application'. A 'Go to Grant Workspace' button is visible. On the right, a 'Post Award Requirements Due Within 6 Months' section shows a 'State Digital Equity Annual Report Octob...' with a 'Report Number: REP-004387' and a 'Due Date: 1/28/2024'.

Once logged into the NTIA Grants Portal, you will land on the **Welcome** page.

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.

The **Funding Programs** button will show you a menu of available programs.

To start a grant funding request, follow these steps:

1. From the **Available Programs** section, click on the link: **State Digital Equity Capacity Grant Program (2024)**.

The screenshot shows the 'Available Programs' section of the NTIA Grants Portal. The 'Support' button in the top navigation bar is highlighted with a red box. Below, four program cards are listed. The 'State Digital Equity Capacity Grant Program (2024)' card is highlighted with a red box. The other cards are 'Broadband Equity, Access, and Development (BEAD) Program', 'State Digital Equity Planning Grant Program', and 'Middle Mile Broadband Infrastructure Grant Program'. Each card provides a description, funding program status, CFDA number, application due date, and start date.

2. Click the **Apply Now** button.

The screenshot shows the NTIA Grants Portal interface. At the top, there's a navigation bar with the NTIA logo and the text 'NTIA Grants Portal'. Below this, there are links for 'Home', 'Support', and 'Funding Programs'. The main content area displays the 'Funding Program' details for the 'State Digital Equity Capacity Grant Program (2024)'. It includes fields for 'Funding Type' (Formula Grant for States, DC, and PR; Competitive Grant for Native Entities; Set-aside for Territories) and 'Start Date' (1/1/2024). A red box highlights the 'Apply Now' button. Below the button, there's a 'Resources (0)' section. The 'Program Information' section is expanded, showing details like 'Funding Organization' (US Department of Commerce (DOC)), 'Funding Type', 'Funding Opportunity Number' (NTIA-SDECP-2024), and 'Application Due Dates' (12/31/2024). The 'Eligibility' section is also expanded, listing eligible organizations. The 'Program Description' section is expanded, providing a detailed description of the grant program.

3.2 UEI Confirmation

Before beginning the application, you will be prompted to verify the SAM.gov Unique Entity Identifier (UEI) you would like to apply on behalf of. It is critical to ensure the UEI is accurate before proceeding because the UEI cannot be changed after the application starts.

1. The **Select Organization** window will be pre-populated with your organization's information. If the UEI matches the organization you are applying on behalf of, select **Yes**. You will then be taken to the **Application Workspace**.

If the UEI does *not* match the organization you are applying on behalf of, select **No**.

The screenshot shows the 'Select Organization' window. It has a title 'Select Organization' and a subtitle 'We've identified the following organization based on your user account. Please review the Organization Name and the SAM.gov Unique Entity Identifier (UEI) to verify this is the Organization you want to apply on behalf of. It is critical to ensure your UEI is accurate before proceeding because the UEI cannot be changed after the application starts.' Below this, there are two radio buttons: 'Yes, this is the correct organization I wish to apply on behalf of.' and 'No, I would like to apply on behalf of a different organization. (You will be prompted to enter alternate SAM.gov UEI on next screen).' The 'Organization Name' field is pre-populated with 'ML Test Company'. The 'SAM.gov UEI' field is pre-populated with '468739874059'. The 'Organization Address' section includes fields for 'Street Name' (1234 St), 'City' (Cleveland), 'State/Territory' (Ohio), 'Zip / Postal Code' (44115-0000), and 'Country' (United States). A 'Next' button is located at the bottom right. On the right side of the window, there is a 'Steps' section with a list of steps: 'Select Organization' (highlighted) and 'Search Organization with SAM.gov UEI'.

2. If you selected **No**, you will then be prompted to search for your organization's UEI.

If the UEI is already included in the NGP system, you will be shown the **Select Organization** window with your entity's information pre-populated. Select **Yes** to confirm the information is correct.

3. If your organization's UEI is not present in the NGP system, you will be prompted to create an account. Once finished, your entity will be in the NGP system, and you can move forward into the **Application Workspace**.

3.3 Application Workspace Tab

The **Application Workspace** tab contains the sections of the overall application request process. Navigate to the **Application Workspace** from the **Welcome Page** by clicking the **My Grant Applications** tab.

Note that after the due date has passed, Applications will be archived and moved to the **Archived Applications** section.

Funding Request	GRN	Status	Due Date	Submit...	Amount...
Name-DE Capacity 2024- Capacity App...	GRN-001909	Draft	12/31/2024		\$1,000.00

Once on the **Application Workspace** tab, the application screenshots are listed in the order in which to complete the application:

1. General Applicant Information
2. Digital Equity Plan
3. Project Narrative
4. Other Funding Sources
5. Budget
6. SF-424
7. Standard Forms
8. Certifications and Assurances

Section	Section Status	Get Started
1. General Applicant Information	Not Started	Get Started
2. Digital Equity Plan	Not Started	Get Started
3. Project Narrative	Not Started	Get Started
4. Other Funding Sources	Not Started	Get Started
5. Budget	Not Started	Get Started
6. SF-424	Not Started	Get Started
7. Standard Forms	Not Started	Get Started
8. Certifications and Assurances	Not Started	Get Started
Attestation and Application Submission	Not Started	Get Started

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

3.4 Application Team Tab

Add team members who will participate in the application process as early as possible. 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 SF-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.

Application Workspace **Application Team** Requirements

Please use the Add Contact capability to add additional team members who need access to this Grant. Only one Authorized Organizational Representative can be assigned to a Grant. Requests for AOR changes must be submitted to UGAM@nist.gov. Please contact your FPO for more information.

+ Add Contact

Contact	Organization	Role	Authorized Organizational Representative	Status
[Name]	[Organization]	Applicant		Current

Add Contact

Is this contact outside of the applying organization?

Select Option...

Close

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.

The screenshot shows the 'Application Team' tab in the NTIA Grants Portal. The 'Add Contact' form is displayed, with fields for Contact, Organization, Role, Authorized Organizational Representative, and Status. The 'Role' dropdown menu is open, showing a list of roles: Collaborator, Grant Manager, Financial Manager, Panel Member, Panel Chair, and Attorney. The 'Save' button is highlighted with a red box.

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.

The screenshot shows the 'Application Team' tab in the NTIA Grants Portal. The 'Add Contact' form is displayed, with fields for Contact, Organization, Role, Authorized Organizational Representative, and Status. The 'Status' dropdown menu is open, showing a list of statuses: Current and Former. The 'Save' button is highlighted with a red box.

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. See Section 4.6 below for instructions on how to fill out the SF-424.

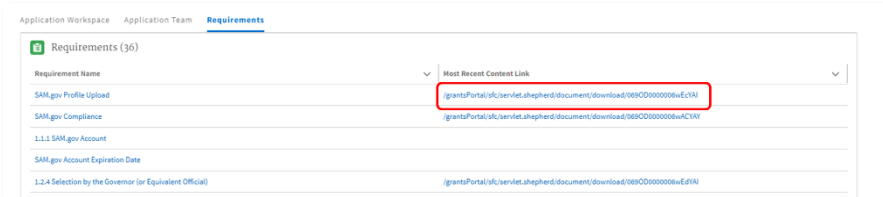
3.4 Requirements Tab

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 'Requirements' tab at the top.

1. Click the **Requirements** tab.

The screenshot shows the 'Requirements' tab in the NTIA Grants Portal. The 'Requirements' tab is highlighted with a red box. Below the tab, there is a table with columns for Requirement Name and Most Recent Content Link. The table lists several requirements, including SAM.gov Profile Upload, SAM.gov Compliance, 1.1.1 SAM.gov Account, SAM.gov Account Expiration Date, and 1.2.4 Selection by the Governor (or Equivalent Official).

2. On the Requirements 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.



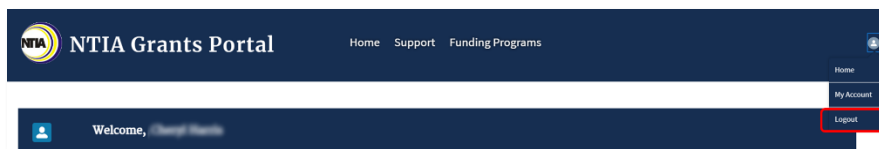
Requirements (36)	
Requirement Name	Most Recent Content Link
SAM.gov Profile Upload	/grantsPortal/sfc/servlet.shepherd/document/download/069CD0000006wEc0A
SAM.gov Compliance	/grantsPortal/sfc/servlet.shepherd/document/download/069CD0000006wEc0A
1.1.1 SAM.gov Account	
SAM.gov Account Expiration Date	
1.2.4 Selection by the Governor (or Equivalent Official)	/grantsPortal/sfc/servlet.shepherd/document/download/069CD0000006wEc0A

Note: 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**.



STATE & TERRITORY DIGITAL EQUITY

4.0 State & Territory Digital Equity Capacity Application – Step by Step

Important: Save your work within each section by clicking the **Save** or **Next** button. The Section Status will display as 'In Progress.' 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.

4.1 General Applicant Information

As part of the Capacity application package applicants must submit the following General Applicant Information related to their SAM.gov account and their Administering Entity (for States) or Administering Organization (for Territories).

General Application Information documents must be uploaded as PDFs, unless otherwise stated in the correct file upload fields provided. See below to get started.

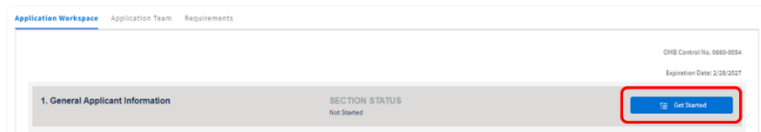
4.1.1 SAM.gov Account

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 applicant must complete SAM registration on SAM.gov. There is no cost to use SAM.gov.

Note: As part of the Planning Grant Program, the applicant should already have a SAM.gov registration.

Evidence of the applicant's registration of SAM.gov is required for the Capacity Grant Program application.

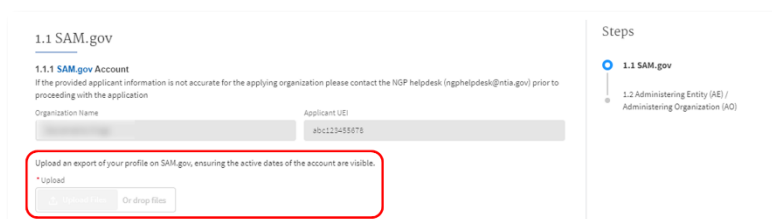
1. From the Application Workspace, locate the **General Applicant Information** section and click the **Get Started** button.



The Applicant's organization name and UEI will be populated based on the Applicant's existing account in the NTIA Grants Portal. If the provided information is not accurate for the applying organization, please contact the NGP helpdesk (ngphelpdesk@ntia.gov) prior to proceeding with the application.

The applicant's pre-populated UEI should match the SAM.gov registration documentation required below.

2. In the **Upload Files** field, upload an exported PDF of the SAM.gov profile of the identified applicant in the SF-424. The registration must be active. The documentation should include the:



- ✓ Legal Name
- ✓ Unique Entity ID (UEI)
- ✓ Expiration date of the registration

How to download a SAM.gov profile:

- a. Existing users should log into SAM.gov.
- b. Navigate to the 'Download' button in the upper right corner of the user profile page.
- c. Click the 'Download' button to download a PDF of the public account information. The applicant will need to submit this PDF into the field described above.

3. Locate the **date** field. Enter the SAM.gov account's expiration date.

4. Select either **Yes** or **No** to answer the question: 'Are your representations and certifications to receive Federal Financial Assistance funds in compliance and up to date?'

Enter the expiration date of your SAM.gov account.

* Response

Are your representations and certifications to receive Federal Financial Assistance funds in compliance and up to date?

* Response

☐ Yes

☐ No

Save and Next

To determine whether your representations and certifications are in compliance and up to date, locate 'Reps and Certs (Financial Assistance)' on the left side menu on SAM.gov. Click on that section and ensure that the intention to apply for Federal financial assistance is selected as 'Yes'; if 'Yes', the certification should automatically be confirmed as well.

If **Yes**, no further action is needed. Click **Save and Next** to proceed.

If **No**, an additional text field and file upload field will appear.

In the open text field, describe the status of obtaining the necessary representations and certifications.
Character Limit: 2,500 (approximately 500 words)

In the Upload Files field, upload documentation to submit evidence that necessary steps have been taken to obtain up-to-date and compliant representations and certifications.

Are your representations and certifications to receive Federal Financial Assistance funds in compliance and up to date?

* Response

☐ Yes

☒ No

If No, describe the status of obtaining the necessary representations and certifications. (2500 character limit)

* Response

Submit evidence that necessary steps have been taken to obtain up-to-date and compliant representations and certifications.

* Upload

Upload Files Or drop files

FileName Upload Date

Save and Next

Click **Save and Next** to proceed.

4.1.2 Administering Entity (AE) / Administering Organization (AO)

1. States will designate an Administering Entity to administer the DE Capacity Grant Program award (see NOFO I.C.2 for definition, responsibilities, and qualifying organizations), while U.S. Territories will designate an Administering Organization to administer the DE Capacity Grant Program award (see Capacity NOFO I.C.3 for definition and responsibilities). Enter the name of the Administering Entity (AE) / Administering Organization (AO). *Character Limit: 200 (approximately 40 words)*

Note: Ensure name of the AE or AO is consistent across all instances of them being referenced throughout the application.

2. Select either **Yes** or **No** to answer the question: 'Is the administering entity / organization for this State Digital Equity Capacity Grant the same entity that served as the administering entity / organization for the State Digital Equity Planning Grant?'

1.2 Administering Entity (AE) / Administering Organization (AO)

1.2.1 Administering Entity (AE) / Administering Organization (AO)
For the purposes of this application, States will designate an Administering Entity and U.S. Territories will designate an Administering Organization. See definitions set forth in Section I.C. of the NOFO.

What is the name of the Administering Entity/Organization (AE/AO)?

* Response

Is the administering entity/organization for this State Digital Equity Capacity Grant the same entity that served as the administering entity/organization for the State Digital Equity Planning Grant?

* Response

☐ Yes

☐ No

Steps

1.1 SAM.gov

1.2 Administering Entity (AE) / Administering Organization (AO)

Note: As defined in Section I.C. of the NOFO: "The entity selected for the purposes of the Planning Grant Program must also administer the State Capacity Program, unless the governor (or equivalent official) selects a new entity." This applies to both States and Territories.

3. Describe the entity selected to serve as the administering entity/organization for the State or Territory. *Character Limit: 2,500 (approximately 500 words)*
4. In the **Upload Files** field, provide a letter from the governor (or equivalent official) of the State or U.S. Territory that designates the entity to administer the State Digital Equity Capacity Grant Program (i.e., the administering entity or administering organization). The letter must be in **PDF format**.

Describe the entity selected to serve as the administering entity/organization for the State or Territory. (2500 character limit)

* Response

Provide a letter from the governor (or equivalent official) of the State or U.S. Territory that designates the entity to administer the State Digital Equity Capacity Grant Program (i.e., the administering entity/organization).

* Upload

[Upload Files](#) Or drop files

Note: The name of the AE or AO provided in Step 2 must match the name of the entity designated in the letter.

5. Indicate which of the following options describes the relationship between the Applicant (i.e., is the entity identified in the SF-424) and the AE or the AO by selected **A**, **B**, or **C**.

A. *The Applicant and Administering Entity/Administering Organization share the same EIN* and UEI** number.*

Indicate which of the following options describes the relationship between the Applicant (as noted in the SF 424) and the Administering Entity/Administering Organization.

*An EIN is the Employer Identification Number issued by the IRS. For more information about EIN numbers, please visit [Employer ID Numbers | Internal Revenue Service \(irs.gov\)](#).

**A UEI number is the Unique Entity ID issued through SAM.gov. For more information about UEI numbers, please visit [SAM.gov | Duns - Sam UEI](#).

***Please note that where the Administering Entity/Administering Organization does not share the same EIN and UEI with the Applicant, both entities will serve as co-recipients of the State Digital Equity Capacity Grant award made to the Applicant in accord with 47 U.S.C. § 1723(b).

* Response

☐ A.) The Applicant and Administering Entity/Administering Organization share the same EIN* and UEI** number.

☐ B.) The Administering Entity/Administering Organization is a separate entity from the Applicant with a distinct UEI or EIN. Please include both the UEI and EIN for the Administering Entity/Administering Organization.***

☐ C.) The Administering Entity/Administering Organization does not have its own EIN and UEI and either has not applied to obtain an EIN and UEI or has applied to obtain an EIN and UEI but has not yet received.

[Previous](#) [Save and End](#)

B. *The Administering Entity/Administering Organization is a separate entity from the Applicant with a distinct UEI or EIN.*

- If B. is selected, two fields will appear. Enter the UEI and the EIN for the Administering Entity/Administering Organization.***

C. *The Administering Entity/Administering Organization does not have its own EIN and UEI and either has not applied to obtain an EIN and UEI or has applied to obtain an EIN and UEI but has not yet received.*

Indicate which of the following options describes the relationship between the Applicant (as noted in the SF 424) and the Administering Entity/Administering Organization.

*An EIN is the Employer Identification Number issued by the IRS. For more information about EIN numbers, please visit [Employer ID Numbers | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers).

**A UEI number is the Unique Entity ID issued through SAM.gov. For more information about UEI numbers, please visit [SAM.gov | Duns - Sam UEI](https://sam.gov/content/duns-uei).

***Please note that where the Administering Entity/Administering Organization does not share the same EIN and UEI with the Applicant, both entities will serve as a co-recipients of the State Digital Equity Capacity Grant award made to the Applicant in accord with 47 U.S.C. § 1723(b).

* Response

☐ A.) The Applicant and Administering Entity/Administering Organization share the same EIN* and UEI** number.

☒ B.) The Administering Entity/Administering Organization is a separate entity from the Applicant with a distinct UEI or EIN. Please include both the UEI and EIN for the Administering Entity/Administering Organization***

☐ C.) The Administering Entity/Administering Organization does not have its own EIN and UEI and either has not applied to obtain an EIN and UEI or has applied to obtain an EIN and UEI but has not yet received.

Please provide the UEI for the Administering Entity/Administering Organization.

* Response

Please provide the EIN for the Administering Entity/Administering Organization. (Use XX-XXXXXXX format)

* Response

Previous Save and End

*An EIN is the Employer Identification Number issued by the IRS. For more information about EIN numbers, visit: <https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers>.

**A UEI number is the Unique Entity ID issued through SAM.gov. For more information about UEI numbers, visit: <https://sam.gov/content/duns-uei>.

***Please note that where the Administering Entity/Administering Organization does not share the same EIN and UEI with the Applicant, both entities will serve as a co-recipients of the State Digital Equity Capacity Grant award made to the Applicant in accord with Section 60304(b) of the Infrastructure Investment and Jobs Act of 2021.

6. Ensure all information entered is correct and consistent, then click **Save and End** to return to the Application Workspace to move onto the next section.

4.2 Digital Equity Plan

The State Capacity Grant Program follows on the Planning Grant Program where States and Territories were given awards to develop Digital Equity (DE) Plans. Among other things, these Plans include the identification of the barriers to achieving digital equity faced by Covered Populations and measurable objectives to promote: (1) the availability and affordability of access to broadband technology; (2) online accessibility and inclusivity of public resources and services; (3) digital literacy; (4) awareness of online privacy and cybersecurity; and (5) the availability and affordability of consumer devices and technical support for those devices. The Capacity Grant Program will make awards to implement State and Territory Digital Equity Plans in compliance with the DE Act and assist grantees in the pursuit of digital inclusion activities to achieve digital equity.

4.2.1 Digital Equity Plan

1. From the Application Workspace, locate the **Digital Equity Plan** section and click the **Get Started** button.

The screenshot shows the 'Application Workspace' with a table of sections. The first section, '1. General Applicant Information', has a status of 'Completed' and a 'Review/Update' button. The second section, '2. Digital Equity Plan', has a status of 'Not Started' and a 'Get Started' button, which is highlighted with a red box.

2. In the **Upload File** field, upload a **PDF** of 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.

The screenshot shows the '2.1 Digital Equity Plan' upload screen. It includes a section for '2.1.1 Digital Equity Plan' with instructions. Below the instructions is an 'Upload' section with a red box around the 'Upload Files' button and a message 'A file upload is required.' To the right is a 'Steps' sidebar showing '2.1 Digital Equity Plan' as the current step. At the bottom right, the 'Save and Next' button is highlighted with a red box.

Note: When submitting their Digital Equity Plan, applicants must upload the Digital Equity Plan that was reviewed, cured, and accepted by NTIA as part of the State Digital Equity Planning Grant Program.

3. Click **Save and Next**.

4.2.2 Amendments to Digital Equity Plan

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 amended Digital Equity Plan, as well as a redline version of the Plan indicating the specific changes that have been made.

1. Select **Yes** or **No** to answer the question: 'Has the DE Plan of the State or Territory been amended since it was previously submitted to and accepted by NTIA?'

The screenshot shows the '2.2 Digital Equity Plan Amendments' screen. It includes a section for '2.2.1 Amendments to Digital Equity Plan' with the question 'Has the Digital Equity Plan of the State or Territory been amended since it was previously submitted to and accepted by NTIA?'. Below the question are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is highlighted with a red box. At the bottom right, there are 'Previous' and 'Save and End' buttons.

If **No**, no further action is needed. Click **Save and End** to return to the Application Workspace to move onto the next section.

If **Yes**, proceed to Step 2.

- Using the first **Upload File** button, upload a PDF of the amended DE Plan.

- Using the second **Upload File** button, upload a redline version of the Plan that demonstrates the precise changes made (e.g., what language was removed, what language was added, what sections were re-located, and any other revisions).

- Click **Save and End** to return to the Application Workspace to move onto the next section.

4.3 Project Narrative

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. The Project Narrative must describe the details of each specific grant project and activity to be funded by the State Digital Equity Capacity Grant Program that has been identified at the time of application submission.

NTIA recognizes that DE Plans will contain a wide variety of potential programs, activities, and interventions. These programs should focus on creating the necessary conditions to empower individuals and communities with the technological capacity to fully participate in society and the economy. In examining whether a proposed strategy or intervention furthers the goals of the Capacity Program and your State or Territory's DE Plan you must consider the following criteria and focal points:

- Focus on Covered Populations:** The project should align with the Digital Equity Plan's goals and objectives, and the priorities of the Covered Populations being served, including subgroups within each Covered Population. Priority should be given to projects with the greatest potential impact, such as targeting Covered Households (i.e., low-income individuals) within other Covered Populations.
- Long-lasting and Meaningful Change:** Digital Equity Plans are intended to address the systemic barriers and gaps to digital access. Projects/activities should reflect this goal and consider the sustainability of initiatives created through this funding.
- Measurable Implementation Strategies:** Proposed programs and activities should be based on objectives that are measurable, achievable, sustainable, timebound, and are designed to address identified disparities directly and logically.
- Stakeholder Engagement:** Stakeholders who are directly affected by the proposed strategies and interventions should be involved to encourage ongoing feedback regarding the effectiveness of the interventions and to seek input on potential solutions and improvements.

The Project Narrative (see Capacity NOFO II.C.2.e) is composed of two sections:

- The **General Project Information** (see Capacity NOFO II.C.2.e.ii) 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.

2. The **Specific Projects** (see Capacity NOFO II.C.2.e.iii) portion of the Project Narrative asks to articulate detailed information of the specific projects and activities proposed to be funded by the grant award. The number of projects is to be determined by the State or Territory.

Note: Applicants should submit as much detail as is practicable about their specific projects via the Specific Projects Form with their application. If any project details are not known at the time of application, an updated Specific Projects Form can be submitted within nine (9) months of the award date.

4.3.1 General Project Information

1. From the Application Workspace, locate the **Project Narrative** section and click the **Get Started** button.
2. Enter the **Executive Summary** (see Capacity NOFO II.C.2.e.i) in the field provided.

Provide an executive summary of the project(s) and associated activities, the main purpose, and the intended outcomes of the overall DE Plan implementation strategy.
Character Limit:
2,500
(approximately 500 words)

The screenshot displays the 'Application Workspace' interface. At the top, there are tabs for 'Application Workspace', 'Application Team', and 'Requirements'. Below these, a table lists sections: '1. General Applicant Information' (Status: Completed), '2. Digital Equity Plan' (Status: Completed), and '3. Project Narrative' (Status: Not Started). The 'Get Started' button for the Project Narrative section is highlighted with a red box. Below this, the '3.1 General Project Information' form is shown. It includes sections for '3.1.1 Executive Summary', '3.1.2 Digital Equity Plan Elements to be Implemented', '3.1.3 Project Plan', and '3.1.4 Updates to DE Plan'. The '3.1.1 Executive Summary' section has a text input field with a red border. The '3.1.4 Updates to DE Plan' section has radio buttons for 'Yes' and 'No', with 'No' selected. A 'Save and Next' button is at the bottom right. A 'Steps' sidebar on the right shows the progress through the sections.

Note: There will be an opportunity to elaborate on each of the Specific Projects that the Applicant intends to use Capacity funds for later in the application in the 'Specific Projects' step (see 4.3.2 of this Application Guidance).

For this summary, the applicant may provide high level figures, though it is important that any numbers presented in this section are consistent throughout the entire application. The summary should not introduce any new information not included elsewhere in the application. **The applicant should note that NTIA may make the executive summary publicly available and therefore the applicant should avoid including any confidential or proprietary information in this description.**

3. Enter the **Digital Equity Plan Elements to be Implemented** (see Capacity NOFO II.C.2.e.ii) in the field provided.

Identify the elements of the Digital Equity Plan to be implemented for this fiscal year's allocation of Capacity funding and whether specific elements of the Plan or specific Covered Populations are

being prioritized and the rationale for prioritizing those elements or Covered populations consistent with the needs assessment within the Digital Equity Plan. *Character Limit: 2,500 (approximately 500 words)*

4. Provide an overall **Project Plan** (see Capacity NOFO II.C.2.e.x), including the following:

- A description of all major project activities and timelines, including key milestones and when each major project activity will start and end.
- A description of how progress on measurable objectives will be tracked and recorded alongside key milestones.

Character Limit: 2,500 (approximately 500 words)

Note: Consider the Specific Projects Form as an opportunity to elaborate further in the application. Ensure that all major projects activities and timelines identified in the Project Plan are reflected in the Specific Projects Form. The “General Project Information: Project Plan” here may be used as a summary of the specific projects to indicate major, overarching milestones (but does not have to account for the more focused projects or activities).

The screenshot shows a web form titled "3.1 General Project Information". On the right, a "Steps" sidebar lists four steps: 3.1 General Project Information (active), 3.2 General Project Information, 3.3 General Project Information, and 3.4 Specific Projects. The main content area includes three sections: 3.1.1 Executive Summary (with a text input field), 3.1.2 Digital Equity Plan Elements to be Implemented (with a text input field highlighted by a red rectangle), and 3.1.3 Project Plan (with a text input field highlighted by a red rectangle). Below these is section 3.1.4 Updates to DE Plan, which contains a question and two radio button options: "Yes" and "No" (selected). A "Save and Next" button is at the bottom right.

5. Select **Yes** or **No** to answer the question: ‘Does the State or Territory intend to use a portion of its allocation (up to 20%) to update its Digital Equity Plan?’

If **No**, no further action is needed.

If **Yes**, in the field provided indicate the activities the State or Territory intends to conduct to update the Plan, and a timeline for updates, including publication for public. For any aspects of the DE Plan that are forthcoming, such as quantitative baseline data, specify how and when those updates will be made. *Character Limit: 2,500 (approximately 500 words)*

6. Click **Save and Next** to proceed.
7. In the field provided, describe the **Ongoing Collaboration Efforts** (see Capacity NOFO II.C.2.e.v) the State or Territory will conduct with key stakeholders in the State or Territory as listed at 47 U.S.C. 1723(c)(1)(D) and in alignment with the DE Plan.
Character Limit: 2,500 (approximately 500 words)

3.1.4 Updates to DE Plan
Does the State or Territory intend to use a portion of its allocation (up to 20%) to update its Digital Equity Plan?

* Response
☒ Yes
☐ No

Indicate the activities the State or Territory intends to conduct to update the Plan, and a timeline for updates, including publication for public comment. For any aspects of the Digital Equity Plan that are forthcoming, such as quantitative baseline data, specify how and when those updates will be made. (2500 character limit)

* Response

Save and Next

3.2 General Project Information

3.2.1 Ongoing Collaboration Efforts
Describe the ongoing collaboration efforts the State or Territory will conduct with key stakeholders in the State or Territory as listed at 47 U.S.C. 1723 (c)(1)(D) and in alignment with the State Digital Equity Plan. (2500 character limit)

* Response

3.2.2 Description of Benefit to Covered Populations
A detailed description of how the State or Territory's implementation of the Digital Equity Plan, through Digital Equity Capacity Grant Program funding, will benefit each of the Covered Populations located within that State or Territory. (2500 character limit)

* Response

3.2.3 Measuring Success Across Digital Equity Outcomes
Describe how the State or Territory plans to collect data in alignment with the measurable objectives in the Digital Equity Plan to effectively measure the project's success across the digital equity outcomes identified at 47 U.S.C. 1723(c)(1)(C):

a. Economic and workforce development
b. Education
c. Health
d. Civic and social engagement
e. Delivery of other essential services
f. Any other digital equity outcomes specified in the Digital Equity Plan (2500 character limit)

* Response

Steps
3.1 General Project Information
3.2 General Project Information
3.3 General Project Information
3.4 Specific Projects

Note: Key stakeholders may include (see 47 U.S.C. §1723(c)(1)(D)) -

- Community anchor institutions;*
- County and municipal governments;*
- Local education agencies;*
- Where applicable, Indian Tribes, Alaska Native Entities, or Native Hawaiian organizations;*
- Nonprofit organizations;*
- 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 correction facilities*
- g. *Civil rights organizations;*
- h. *Entities that carry out workforce development programs;*
- i. *Agencies of the state that are responsible for administering or supervising adult education and literacy activities in the state;*
- j. *Public housing authorities in the state; and*
- k. *A partnership between any of the entities described in clauses (a) through (j)*

8. In the field provided, provide a description of the **Benefit to Covered Populations** (see Capacity NOFO II.C.2.f), detailing how the State or Territory's implementation of the DE Plan, through DE Capacity funding, will benefit each of the Covered Populations located within that State or

Territory. *Character Limit: 2,500 (approximately 500 words)*

The Covered Populations are:

- Individuals who live in covered households (The term "covered household" means a household, the income of which for the most recently completed year is not more than 150 percent of an amount equal to the poverty level, as determined by using criteria of poverty established by the Bureau of the Census)
- Aging individuals
- Incarcerated individuals (as defined by the State or Territory), other than individuals who are incarcerated in a Federal correctional facility
- Veterans
- Individuals with disabilities
- Individuals with a language barrier, including individuals who-
 - Are English learners; and
 - Have low levels of literacy

3.2 General Project Information

3.2.1 Ongoing Collaboration Efforts
Describe the ongoing collaboration efforts the State or Territory will conduct with key stakeholders in the State or Territory as listed at 47 U.S.C. 1723 (c)(1)(D) and in alignment with the State Digital Equity Plan. (2500 character limit)

* Response

3.2.2 Description of Benefit to Covered Populations
A detailed description of how the State or Territory's implementation of the Digital Equity Plan, through Digital Equity Capacity Grant Program funding, will benefit each of the Covered Populations located within that State or Territory. (2500 character limit)

* Response

3.2.3 Measuring Success Across Digital Equity Outcomes
Describe how the State or Territory plans to collect data in alignment with the measurable objectives in the Digital Equity Plan to effectively measure the project's success across the digital equity outcomes identified at 47 U.S.C. 1723(c)(1)(C):

- a. Economic and workforce development
- b. Education
- c. Health
- d. Civic and social engagement
- e. Delivery of other essential services
- f. Any other digital equity outcomes specified in the Digital Equity Plan (2500 character limit)

* Response

- Individuals who are members of a racial or ethnic minority group
- Individuals who primarily reside in a rural area

9. In the **Measuring Success Across DE Outcomes** (see Capacity NOFO II.C.2.e.viii). field provided, describe how the State or Territory plans to collect data in alignment with the measurable objectives in the DE Plan to effectively measure the

3.2 General Project Information

3.2.1 Ongoing Collaboration Efforts
Describe the ongoing collaboration efforts the State or Territory will conduct with key stakeholders in the State or Territory as listed at 47 U.S.C. 1723 (c)(1)(D) and in alignment with the State Digital Equity Plan. (2500 character limit)

* Response

3.2.2 Description of Benefit to Covered Populations
A detailed description of how the State or Territory's implementation of the Digital Equity Plan, through Digital Equity Capacity Grant Program funding, will benefit each of the Covered Populations located within that State or Territory. (2500 character limit)

* Response

3.2.3 Measuring Success Across Digital Equity Outcomes
Describe how the State or Territory plans to collect data in alignment with the measurable objectives in the Digital Equity Plan to effectively measure the project's success across the digital equity outcomes identified at 47 U.S.C. 1723(c)(1)(C):

- a. Economic and workforce development
- b. Education
- c. Health
- d. Civic and social engagement
- e. Delivery of other essential services
- f. Any other digital equity outcomes specified in the Digital Equity Plan (2500 character limit)

* Response

Steps

- 3.1 General Project Information
- 3.2 General Project Information**
- 3.3 General Project Information
- 3.4 Specific Projects

project's success across the digital equity outcomes identified at 47 U.S.C. 1723©(1)(C).
Character Limit: 2,500 (approximately 500 words)

- Economic and workforce development
- Education
- Health
- Civic and social engagement
- Delivery of other essential services
- Other DE outcomes specified in the DE Plan

Note: DE Plans were required to include measurable objectives for documenting and promoting, among each Covered Population located in that State (See Planning NOFO IV.C.1.b.i)-

- 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*

10. In the field provided, expand upon **Measuring Benefits to Covered Populations** (see Capacity NOFO II.C.2.e.ix).by

explaining how the benefits delivered to the Covered Populations will be measured to the extent not addressed by the categories for “Measuring Success” above and describe any other proposed research activities, as applicable. *Character Limit: 2,500 (approximately 500 words)*

3.2.4 Measuring Benefits to Covered Populations
Explain how the benefits delivered to the Covered Populations will be measured to the extent not addressed above and describe any other proposed research activities, as applicable. (2500 character limit)

* Response

Previous Save and Next

11. Click **Save and Next** to proceed.

12. In the **Evaluation Plan Populations** (see Capacity NOFO II.C.2.e.vii).field provided, describe the overall plan to evaluate how the proposed projects and activities will achieve the goals of the Digital Equity Plan.

Character Limit: 2,500 (approximately 500 words)

3.3 General Project Information

3.3.1 Evaluation Plan
Describe the overall plan to evaluate how the proposed projects and activities will achieve the goals of the Digital Equity Plan. (2500 character limit)

* Response

3.3.2 Preventing Waste, Fraud, and Abuse
Describe the safeguards the applicant will put in place to prevent waste, fraud, and abuse in the implementation of the program. (2500 character limit)

* Response

3.3.3 Subgrantee Selection Process
Do you plan to use subgrantees to implement grant projects and activities?

* Response

☐ Yes

☒ No

Previous Save and Next

Steps

- 3.1 General Project Information
- 3.2 General Project Information
- 3.3 General Project Information
- 3.4 Specific Projects

13. In the field provided, describe the safeguards the applicant will put into place to **prevent waste, fraud, and abuse Populations** (see Capacity NOFO II.C.2.e.xi) in the implementation of the program. *Character Limit: 2,500 (approximately 500 words)*

Note: This description should include safeguards to ensure there will be no duplication of effort (e.g., ensuring there is no other proposed action or project that will duplicate the applicant's proposed action or project).

14. Select **Yes** or **No** to answer the question: 'Do you plan to use subgrantees to implement grant projects and activities?'

If **No**, no further action is needed.

If **Yes**, to the extent the applicant intends to use subgrantees to implement grant projects and activities, describe the process by which subgrantees will be

3.3.3 Subgrantee Selection Process
Do you plan to use subgrantees to implement grant projects and activities?

* Response

☒ Yes

☐ No

To the extent the applicant intends to use subgrantees to implement grant projects and activities, describe the process by which subgrantees will be selected and the safeguards in place to ensure the selection process fosters a sense of fairness and accountability by being open, transparent, and equitable; and is in compliance with 2 C.F.R. part 200. (2500 character limit)

* Response

Previous Save and Next

selected and the safeguards in place to ensure the selection process fosters a sense of fairness and accountability by being open, transparent, and equitable; and is in compliance with 2 C.F.R. part 200. *Character Limit: 2,500 (approximately 500 words)*

15. Click **Save and Next** to proceed to the Specific Projects portion of the Project Narrative.

4.3.2 Specific Projects Form

The Specific Projects form template is linked in the section instructions. Using the **Upload Files** button, upload the Specific Projects Form (see Capacity NOFO II.C.2.e.iii).

No later than nine (9) months from the award date, Applicants are

required to submit all of the required information pertaining to all projects the State or Territory intends to fund with its Capacity award by using the 'Specific Projects Form available [here](#) under the listed resources. 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. Applicants are not limited in the number of projects that they can have and must use this form to capture specific project details. Note that this form will not be completed within NGP; **the 'Specific Projects' form must be downloaded and completed separately as an Excel file, then uploaded to the File Upload field provided in the Project Narrative portion of the application on NGP.**

Applicants should refer to their Project Plan in the General Project Information portion of the Project Narrative to ensure synchronicity between application components.

Note: Review the Specific Projects form. The form includes an 'Instructions' tab and a fillable 'Specific Projects' tab that will be used to capture information related to specified activities and timelines. Row 7 on the 'Specific Projects' tab provides further instruction and description required for required descriptions according to the element of the project.

Applicants will be required to submit the following information for each project they propose funding with their Capacity grant award:

- State or Territory
- Project name
- Project ID, which will be auto-populated
- Primary DE outcome*, selected from the following drop-down menu:
 - Economic and Workforce Development
 - Education
 - Health
 - Civic and Social Engagement
 - Delivery of Other Essential Services
 - Other
- Secondary DE outcome (if applicable, choosing from the same categories as previous)
- Executive summary, using 2-3 sentences

- List of specific activities the project intends to complete or implement*
- Environmental and Historical Preservation (EHP) requirements, i.e., whether the project proposes to install fixed equipment on/in a building, and if yes, the location of the building and year of original construction
- Build America Buy America (BABA) Act requirements, i.e., whether the project is an “infrastructure project” (as defined in 2 C.F.R. 184.3) and thus is subject to and must abide by BABA
- List of barriers to be addressed
 - *Note: These barriers should align to those identified in the State or Territory’s DE Plan.*
- List of measurable objectives
 - *Note: These measurable objectives should align with those identified in the State or Territory’s DE Plan*
- An estimated number of individuals to be served for **each covered population**
- List of geographies to be served (if not State or Territory wide)
- How the proposed project or activity will be evaluated to determine successful implementation of the DE Plan, including specific references to the DE Plan
- Estimations of the anticipated outputs of the activity or project
- Anticipated start date
- Anticipated end date
- Project duration, which will be auto-populated
- Funding amount to implement the project
- Whether the project will be implemented directly by the State or Territory or if funds will be sub-granted to implement the project

If the project will be sub-granted, the following information is required:

- Subgrantee(s) legal name
- Subgrantee(s) UEI
- Subgrantee(s) EIN
- Description of the subgrantee’s capacity to manage the project for which it will receive a subgrant
- Whether the subgrantee is a women’s business enterprise, minority business enterprise, or small business. For additional information see [Hiring MBEs, WBEs and Labor Surplus Area Firms \(doc.gov\)](https://www.dhs.gov/hiring-mbe-wbe-labor-surplus).

Note: MBEs and WBEs are major catalysts for economic growth and job creation. However, data shows that MBEs and WBEs historically face significant contracting disparities compared to other businesses. Per 2 C.F.R. § 200.321, Federal law requires states and territories receiving grant funds to take “all necessary affirmative steps to assure that MBEs, WBEs, and labor surplus area firms are used when possible.”

4.3.3 Environmental and Historical Preservation

To comply with the National Historic Preservation Act of 1966, applicants will be required to articulate whether each specific project triggers the need for Environmental and Historical Preservation (EHP) approvals based on the proposed activities.

1. In the Specific Projects form, applicants will be required to answer **Yes** or **No** for each project to

answer the question: 'Does the project propose to install fixed equipment on or in a building?'

2. If **Yes**, using the Specific Projects Form, provide the location of the building and year of original construction directly in the corresponding cell of the Excel file.

3. If **Yes**, within NGP, use the **Upload File** fields within the Environmental and Historic Preservation portion of the Specific Projects to upload the following documentation as applicable:

3.4.2 Environmental and Historical Preservation

If any projects propose to install fixed equipment on or in a building, provide the following information:

For buildings 50 years or older, upload photographs of proposed installation locations.

Upload

[Upload Files](#) Or drop files

FileName	Upload Date
----------	-------------

If applicable, upload correspondence with the relevant State Historic Preservation Office or Tribal Historic Preservation Office regarding the potential impacts of the project on historic properties.

Upload

[Upload Files](#) Or drop files

FileName	Upload Date
----------	-------------

- For buildings 50 years or older, upload photographs (JPEG or PNG format) of proposed installation locations.
- If applicable, upload PDF(s) of correspondence with the relevant State Historic Preservation Office or Tribal Historic Preservation Office regarding the potential impacts of the project on historic properties.

4.3.4 Intention to Submit Additional Projects and/or Project Details

Applicants must indicate whether the Specific Projects Form submitted with their application is complete.

1. Select **Yes** or **No** to answer the question: 'Do you plan to submit additional projects and/or project details via an updated Specific Projects Form within 9 months from the award start date?'

3.4.3 Intention to Submit Additional Projects and/or Project Details

Do you plan to submit additional projects and/or project details via an updated Specific Projects Form within 9 months from the award start date?

* Response

☐ Yes

☐ No

[Previous](#) [Save and End](#)

2. If **Yes**, the Applicant shall submit a Specific Projects Form with the amount of information they deem appropriate at the time. A finalized Specific Projects Form must be submitted to NTIA within 9 months of the award date.

*Note: Applicants that select **Yes** for the question above can submit only an updated Specific Projects Form post-award; other elements of the Project Narrative cannot be re-submitted or edited post-award.*

3. If **No**, the Applicant shall submit a fully completed Specific Projects Form that details how the full allocation will be expended and that corresponds to the total project costs of the Consolidated Budget Form (see section 4.5).
4. Click **Save and End** to return to the Application Workspace to move onto the next section.

4.4. Other Funding Sources

The applicant must disclose whether the State or Territory intends to use other funding sources to implement its Digital Equity Plan besides DE Capacity funding (see Capacity NOFO II.C.2.h). This should include funding the State or Territory has applied for.

1. From the Application Workspace, locate the **Other Funding Sources** section and click the **Get Started** button.
2. Select **Yes** or **No** to answer the question: 'Does the State or Territory intend to use other funding sources to implement its DE Plan?'

The screenshot shows the 'Application Workspace' interface. At the top, there are tabs for 'Application Workspace', 'Application Team', and 'Requirements'. On the right, it displays 'OHS Control No. 0860-0054' and 'Expiration Date: 2/28/2027'. The main content area is a table with four rows representing different sections of the application. The first three rows are '1. General Applicant Information', '2. Digital Equity Plan', and '3. Project Narrative', all with a status of 'Completed' and a 'Review/Update' button. The fourth row is '4. Other Funding Sources', with a status of 'Not Started' and a 'Get Started' button highlighted with a red box.

4.1 Other Funding Sources

4.1.1 Description of Other Funding

Does the State or Territory intend to use other funding sources to implement its Digital Equity Plan?

* Response
☐ Yes
☐ No

Save and End

Note: This question is inclusive of other funding that is being applied for at the time of submission.

If **No**, click **Save and End** to return to the Application Workspace to move onto the next section.

If **Yes**, proceed to Step 3.

3. If **Yes**, in the File Upload field provided, submit an **Excel** file that lists all other funding sources the State or Territory intends to use to implement its Digital Equity Plan (including

4.1 Other Funding Sources

4.1.1 Description of Other Funding

Does the State or Territory intend to use other funding sources to implement its Digital Equity Plan?

* Response
☒ Yes
☐ No

Describe all other funding sources (including funding applied for) the State or Territory intends to use to implement its Digital Equity Plan, the amount allocated, and the specific DE Plan elements they will fund. Applicants should include in this funding description other Federal programs, State or local government programs, and any private for-profit or not-for-profit funding. This description should also include 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. If no other funds are anticipated to implement the Digital Equity Plan, indicate as such with "N/A."

* Upload

Upload Files Or drop files

FileName

▼

Upload Date

▼

Save and End

funding applied for), 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. Applicants should include funding from other Federal programs, State or local government programs, and any private for-profit or not-for-profit funding.

Note: There is no downloadable form for the description of other funding sources, but applicants

should utilize the example table below to organize their Excel files. It should contain the following five columns, and the Funding Type should always be one of the following: Federal, State, Local, Private For-Profit, or Private Not-for-Profit.

Click **Save and End** to return to the Application Workspace to move on to the next section.

Funding Type	Description of Funding, including the Source	Amount Allocated	Specific DE Plan Elements to be Funded	Explanation of Non-Supplanting, Non-Conflicting, Non-Duplicating Use of Funds
(Federal, State, Local, Private For-Profit, Private Not-for-Profit)				

4.5. Budget

Applicants must upload a Consolidated Budget Form to the NTIA Grants Portal (see Capacity NOFO II.C.2.i). Use of the form is required, and it available for download on the DE Capacity Program Page on the NTIA Grants Portal and also available on the DE Capacity Program webpage on www.InternetForAll.gov.

4.5.1 Consolidated Budget Form

1. From the Application Workspace, locate the **Budget** section and click the **Get Started** button.

The screenshot shows the 'Application Workspace' with a navigation bar at the top containing 'Application Workspace', 'Application Team', and 'Requirements'. On the right, it displays 'ONB Control No. 0680-0054' and 'Expiration Date: 2/28/2027'. The main content area lists five sections: '1. General Applicant Information' (Status: Completed), '2. Digital Equity Plan' (Status: Completed), '3. Project Narrative' (Status: Completed), '4. Other Funding Sources' (Status: Completed), and '5. Budget' (Status: Not Started). Each section has a 'Review/Update' button. The '5. Budget' section has a red box around its 'Get Started' button.

2. Applicants must upload the completed Consolidated Budget Form, as an Excel file, to the NTIA Grants Portal. The form will serve as a tool to capture budget information required for the Capacity Grant Program application.

The screenshot shows the '5.1 Consolidated Budget Form' page. It includes instructions: 'Upload the Consolidated Budget Form. All budget amounts must exactly match or reflect across all budget documentation. For example, do not provide estimates or approximate amounts in the Consolidated Budget Form that do not exactly match amounts in the SF-424 and all relevant sections in the application.' Below this, it says 'Download the linked Consolidated Budget Form to fill out and upload.' There is an 'Upload' section with a red box around the 'Upload Files' button and the text 'Or drop files'. At the bottom right, there is a red box around the 'Save and Next' button. A 'Steps' sidebar on the right shows '5.1 Consolidated Budget Form' as the current step and '5.2 Negotiated Indirect Cost Rate Agreement (NICRA)' as the next step.

Applicants must ensure that the total project budget information (i.e., costs and totals) is consistent across ALL forms and templates that request budgetary information, including the SF-424.

Applicants are required to submit the Consolidated Budget Form that adequately represents all proposed

activities, costs, and cost rationales for their grant-funded project. The Consolidated Budget Form is an Excel spreadsheet that consists of eight main fillable tabs:

- a. Personnel
- b. Travel
- c. Equipment
- d. Supplies
- e. Contractual-Subawards
- f. Construction
- g. Other
- h. Indirect

Begin by completing the blank white cells in workbook tabs a-h. Do not fill out blue colored cells, which contain instructions, headers, or summary calculations and should not be modified. Red text in tabs a-h serves as examples of what should be input in each column. You may add rows as needed for each of these tabs. Note that if rows are added, formulas/calculations may need to be adjusted by the preparer.

The Instructions and Summary tab at the beginning of the document is generally not to be edited directly by the applicant, as it will be auto-populated based on the amounts listed in tabs a-h. Ensure the totals being displayed in the Summary accurately capture the applicants' intended figures. If it is not accurate, adjustments(s) must be made to the relevant budgetary information in tab(s) a-h. Applicants will edit the section of the Instructions and Summary tab to denote if their budget includes costs related to administration and/or to evaluation of subgrantee activities. The form will indicate if those costs exceed the respective cap.

Applicants will also be able to submit a budget addendum to denote costs related to the other two caps and to demonstrate that those costs do not exceed the respective cap. Examples resources will be made available that provide this auto-calculation feature for the cost caps on DE Plan Updates and on Affordable Broadband Access Programs. These resources will help applicants to ensure their budget is compliant with the various cost caps.

Cost Caps

When completing the Consolidated Budget Form, Applicants should take care to ensure that award distributions are compliant with cost caps outlined in the Capacity NOFO (see "Funding Restrictions" II.C.3.):

- DE Plan Updates: "No more than twenty (20) percent of the amount of the grant may be used to update or maintain the Digital Equity Plan of the State or of the Territory (as applicable)."
- Evaluation of Subgrantee Activities: "No more than five (5) percent of the amount of the grant may be used to evaluate the efficacy of the efforts funded by grants made to subgrantees."
- Administration: "No more than three (3) percent of the amount of the grant may be used for administrative costs (exclusive of costs for program evaluation and updating the Digital Equity plan) in carrying out allowable activities under this program and described in an SDECGP award. For this purpose, the three percent limitation on administrative expenses includes the combined total of indirect costs and direct administrative costs charged to an award."
- Affordable Broadband Access Programs: "Any affordable access program shall provide digital literacy and skills training to empower program participants on how to use digital resources effectively and may not exceed ten (10) percent of the total amount of the grant award."

Applicants should leverage the "Additional Explanation (as needed)" section to explain the execution of the administrative cost cap in the budget.

The applicant must follow the instructions provided at the top of each tab (in the light blue box) and provide the following information under the respective tabs within the Consolidated Budget Form:

a. 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:

- Position title
- Key personnel
- Level of effort (hours for hourly employees, months for monthly, etc.)
- Unit (annual or hour)
- Unit cost
- Subtotal salary
- Fringe benefits
- Fringe rate
- Total
- Justification of Need

Personnel Tab Instructions:

1. List project costs solely for employees of the grantee. All personnel costs for subrecipients and contractors must be included under e. Contractual- Subawards.
2. All personnel should be identified by position title and not employee name. Enter the level of effort (e.g., hours for hourly employees, number of months for monthly, etc.), select the unit from the drop down menu, enter the unit cost, fringe benefits and the total direct personnel compensation will automatically calculate.
3. Personnel cannot exceed 100% of their time on all active projects (including other Federal awards or work unrelated to the State Digital Equity Capacity Grant Program).
4. If loaded labor rates are utilized, a description of the costs the loaded rate is comprised of must be included in the Additional Explanation section below. NIST/DOC must review all components of the loaded labor rate for reasonableness and unallowable costs (e.g., fee or profit).
5. Fringe benefits are allowances and services provided to employees as compensation in addition to regular salaries and wages. The rates and how they are applied should not be averaged to get one fringe cost percentage. Complex calculations should be described/provided in the Additional Explanation section below.
6. The fringe benefit rates should be applied to all positions, regardless of whether those funds will be supported by Federal Share or Recipient Cost Share.

b. Travel

Each trip will require its own row in the b. Travel tab. While there may be multiple trips that have the same purpose or justification, information for each trip is required in the following fields:

- Purpose of Travel/ Justification of Need
- Number of days
- Number of travelers
- Lodging per traveler per night
- Flight per traveler

- Vehicle per traveler
- Per diem per traveler
- Mileage
- Miscellaneous
- Cost per trip
- Basis for estimating costs

Travel Tab Instructions:

1. Examples of Purpose of Travel are subrecipient site visits, DOC meetings, project mgmt. meetings, etc. Examples of Basis for Estimating Costs are past trips, travel quotes, GSA rates, etc.
2. All listed travel must be necessary for performance of the project.
3. Only travel that is directly associated with this award should be included as a direct travel cost to the award.
4. Federal travel regulations are contained within the applicable cost principles for all entity types.
5. Travel costs should remain consistent with travel costs incurred by an organization during normal business operations as a result of the organizations written travel policy. In absence of a written travel policy, organizations must follow the regulations prescribed by the General Services Administration (GSA).
6. Columns B-I are per trip.
7. The number of days is inclusive of day of departure and day of return.
8. Funds requested in the travel category should be only for project staff. Travel for consultants/contractors should be shown in the "Contract" cost category along with consultant/contractor fees. Because these costs are associated with contract-related work, they must be under the "Contract" cost category.

c. Equipment

Applicants are required to detail all equipment in the c. Equipment tab. Each unique equipment item requires its own row and the following information:

- Equipment Item
- Quantity
- Unit cost
- Total cost
- Basis of cost
- Justification of need

Equipment Tab Instructions:

1. Equipment means a single item of tangible, personal property (including information technology systems) having 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 refer to the applicable Federal regulations in 2 CFR 200.1 and 2 CFR 200.313 for specific equipment definitions and treatment.
2. Do not include supply items under equipment. Please refer to 2 CFR 200.1 and d. Supplies on what constitutes a supply item.

3. List all equipment below, providing a basis of cost (e.g. contractor quotes, catalog prices, prior invoices, etc.). Briefly justify items as they apply to the project.
4. Any equipment that is leased must be listed under tab g. Other and not under c. Equipment.

d. Supplies

Applicants are required to detail all supplies in the d. Supplies tab. Each general category of supplies will require its own row and the following information:

- General Category of Supplies
- Quantity
- Unit cost
- Total cost
- Basis of cost
- Justification of need

Supplies Tab Instructions:

1. Supplies are generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Please refer to the applicable Federal regulations in 2 CFR 200.1 and 2 CFR 200.314 for specific supplies definitions and treatment. 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.
2. List all proposed supplies below, providing a basis of costs (e.g. contractor quotes, catalog prices, prior invoices, etc.).
3. Briefly justify the need for the Supplies as they directly apply to the project. Note that Supply items must be direct costs to the project at this budget category, and not duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project. Supply costs must be allocable specifically to the project.

e. Contractual/Subawards

Applicants are required to detail *all costs incurred by the grantee's sub-recipients and contractors* in the e. Contractual/Subawards tab. Note that all other sections of the form are for the costs of the grantee only. Applicants are required to list each subrecipient in the relevant subrecipient table (i.e., the first table on tab e.); and list each contractor in the relevant contractor table (i.e., the second table on tab e.).

For each subaward, the applicant will need to indicate the following information:

- Project ID (as it corresponds to the Specific Projects Form)
- Subrecipient name/organization
- Justification of need
- Basis of cost and breakdown
- Subrecipient costs
- Subrecipient cost share/matching (if applicable)

For each contract, the applicant will need to indicate the following information:

- Project ID (as it corresponds to the Specific Projects Form)
- Contractor name/organization
- Justification of need
- Basis of cost and breakdown

- Contractor costs

Your State or Territory must use documented procurement procedures, consistent with the State, local, and Tribal laws and regulations and standards of 2 CFR Part 200 Subpart D.

Contractual/Subaward Tab Instructions:

1. The eligible entity must provide all costs related to subrecipients and contractors in the applicable boxes below. For each cost related to subrecipients and contractors, indicate the Project ID from the list of Specific Projects that the cost is associated with. Refer to 2 C.F.R. 200.331 for subrecipient and contractor determinations.
2. **Subrecipients (sub-awardees):** A subrecipient is a legal entity to which a subaward is made, who has performance measured against whether the objectives of the Federal program are met, is responsible for programmatic decision making, must adhere to applicable Federal program compliance requirements, and uses the Federal funds to carry out a program of the organization. All characteristics may not be present and judgment must be used to determine subrecipient vs. contractor status.
3. **Contractors:** A contractor is a legal entity contracted to provide goods and services within normal business operations, provides similar goods or services to many different purchasers, operates in a competitive environment, provides goods or services that are ancillary to the operation of the Federal program, and is not subject to compliance requirements of the Federal program. All characteristics may not be present and judgment must be used to determine subrecipient vs. contractor status. List all contractors supplying commercial supplies or services used to support the project.
4. In determining whether an agreement between a pass-through entity and another non-Federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. Please refer to 2 CFR 200.331 Subrecipient and contractor determinations for more information on making a determination on subrecipient vs contractor.
5. **Justification of Need:** Proper budget justifications should explain how the costs associated with each line item relate to the implementation of the project as outlined in the proposal being submitted. Justifications should be concise and be written in such a way that someone not specifically familiar with the project can conceptually understand the rational, purpose and calculation of the anticipated costs identified. Explain why items are essential in relation to the aims of the project as well as meeting the goals of the project. Do not merely restate the proposed expenditure. The specific items in the subrecipient budget(s) should not be explained here.
6. **Construction contracts/subawards:** In the basis of cost and breakdown, provide information such as engineering estimates, fees, permits, prior construction, etc., and briefly justify its need as it applies to the project.
7. **Subrecipient Cost Share/Matching:** Please provide any cost share/matching that is being provided by a subrecipient. Contractors may not provide cost share. Any partial donation of goods or services by a contractor is considered a discount and is not allowable.

f. Construction

Per the funding restrictions detailed in the NOFO, in general deployment of broadband infrastructure to connect broadband serviceable locations should be accomplished through other programs, such as BEAD. However, to the extent that installation of broadband infrastructure is necessary to accomplish an eligible program, activity, or intervention (e.g., installing fixed equipment on a building as part of a strategy to promote access to affordable broadband service), additional information will be required to determine the potential for environmental and historical impacts.

Applicants are required to detail all construction costs in the f. Construction tab. Each general construction activity will require its own row and the following information:

- General description
- Cost
- Basis of cost
- Justification of need

Construction Tab Instructions:

1. Construction for the purpose of budgeting, is defined as the construction of new buildings, completion of shell space in existing buildings, renovation or rehabilitation of existing buildings, and construction or development of real property infrastructure improvements (e.g., site preparation, utilities, streets, curbs, sidewalks, parking lots, other streetscaping improvements, etc.).
2. Any construction work that is performed by a contractor or subrecipient should be entered under e. Contractual-Subawards.
3. List all proposed non-deployment construction being proposed to be undertaken directly by the eligible entity below, providing a basis of cost such as engineering estimates, prior construction, etc., and briefly justify its need as it applies to the project.

g. Other

Applicants may use the g. Other tab to list elements not included in previous categories. For each element include:

- General description
- Cost
- Basis of cost
- Justification of need

Other Tab Instructions:

1. Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs must not be included in the indirect costs (for which the indirect rate is being applied for this project). Examples are: tuition, printing costs, etc. which can be directly charged to the project and are not duplicated in indirect costs (overhead costs).
2. Basis of cost are items such as contractor quotes, prior purchases of similar or like items, published price list, etc.
3. Contingency is that part of a budget estimate of future costs (typically of large IT projects or other items as approved by the Federal awarding agency) which is associated with possible events or conditions arising from causes the precise outcome of which is indeterminable at the time of estimate, and that experience shows will likely result, in aggregate, in additional costs for the approved activity or project. Amounts for major project scope changes, unforeseen risks, or extraordinary events may not be included. Amounts must be estimated using broadly-accepted cost estimating methodologies and accepted by the Federal awarding agency. Contingency costs are reserved until a demonstrated need is approved by the Grants Officer. Please refer to 2 CFR 200.433 for more information.

h. Indirect

Applicants should list all indirect costs in the h. Indirect Costs tab. The following information is required for each indirect cost:

- Rate period
- Indirect cost base (\$)
- Indirect cost rate (%)

- Total indirect costs (\$)
- Amount (\$) of indirect costs covered by federal funds
- Amount (\$) of indirect costs covered by non-federal funds
- Explanation of indirect cost base

Note: Applications with indirect costs reflected in the Consolidated Budget Form must include a Negotiated Indirect Cost Rate Agreement (NICRA); if the Applicant has not yet established a rate with a cognizant federal audit agency, a statement indicating use of a de minimis Indirect Cost Rate must be provided. See “4.5.2 Negotiated Indirect Cost Agreement” for more details.

Indirect Tab Instructions:

1. Indirect (facilities & administrative (F&A)) costs mean those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. See 2 C.F.R. 200.1.
2. Indirect costs may be charged to the award if, the applicant has a Federally approved indirect cost rate or, the applicant does not have a current indirect cost rate and elects to charge a de minimis rate of 10 percent of modified total direct costs (MTDC), which can be used indefinitely. See 2 C.F.R. § 200.414(f). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. See 2 C.F.R. 200.1.
3. Indirect costs that are related to the administration of the Eligible Entity's grant count toward the statutory three percent cap. By their nature, indirect costs are those recipient costs that are not directly associated with the recipient's execution of its grant-funded project, but that are necessary to the operation of the organization and the performance of its programs. A grantee should describe the types of indirect costs that it will charge to the grant. A grantee can never double-charge a cost as both a direct and an indirect administrative cost. The budget provided by the Eligible Entity must explain how they will account for direct and indirect costs charged to the grant within the statutory three percent cap on administrative costs. It is the Eligible Entity's responsibility to determine whether their indirect costs include such expenses subject to the cap, and account for them appropriately. The Eligible Entity must document such accounting and make it available to NTIA and NIST if requested.
4. Fill out the table below to indicate how your indirect costs are calculated.
5. The rates and how they are applied should not be averaged to get one indirect cost percentage. Complex calculations or rates that do not correspond to the below categories should be described/provided in the Additional Explanation section below. If questions exist, consult with your DOC contact before filling out this section.
6. The indirect rate should be applied to the total request for funding, including both the Federal Share and Recipient's Voluntary Committed Cost Share (if any).

NOTE: A Recipient may **not claim "unrecovered indirect costs" as a Cost Share contribution (see 2 CFR 200.306(c))**.

Regardless of how the Eligible Entity calculates its indirect costs, it may not exceed the statutory three percent cap on administrative costs for both direct and indirect costs combined.

4.5.2 Negotiated Indirect Cost Agreement

1. Select **Yes** or **No** to answer the question: 'Are indirect costs included in the proposed budget?'

5.2 Negotiated Indirect Cost Rate Agreement (NICRA)

5.2.1 Negotiated Indirect Cost Rate Agreement (NICRA)
Are indirect costs included in the proposed budget?

☒ Yes ☐ No

Previous Save and End

Steps

- 5.1 Consolidated Budget Form
- 5.2 Negotiated Indirect Cost Rate Agreement (NICRA)

2. If **No**, no further action is needed.

3. If **Yes**, the Applicant must submit either a copy of the approved Negotiated Indirect Cost Rate Agreement (NICRA) in the **Upload** field or a statement that they elect to charge indirect costs to a de minimis rate in the **Response** field.

5.2 Negotiated Indirect Cost Rate Agreement (NICRA)

5.2.1 Negotiated Indirect Cost Rate Agreement (NICRA)
Are indirect costs included in the proposed budget?

☒ Yes ☐ No

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 agency, provide a statement to this effect (2500 character limit). 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, 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.

Upload

Upload Files Or drop files

FileName Upload Date

Response

Previous Save and End

Steps

- 5.1 Consolidated Budget Form
- 5.2 Negotiated Indirect Cost Rate Agreement (NICRA)

- If the rate was negotiated with a cognizant federal audit agency, the Applicant should

submit a NICRA that meets the following requirements:

- i. Indicates a confirmation of prior agreement with a cognizant federal agency
 - ii. Contains the estimate of the indirect cost rate negotiated between the Federal Government and Applicant
 - iii. Is active (i.e., not expired) and signed by the Authorized Representative as indicated in the SF 424
 - 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.
4. Note that Applicants should only submit **one** of the two options outlined above. Click **Save and End** to return to the Application Workspace to move onto the next section.

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 Consolidated Budget Form that do not exactly match amounts the SF-424, 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.
- 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 of those criteria and note that additional detail or documentation may be requested.

4.6 Application for Federal Assistance SF-424

Applicants are required to fill out, directly in the NTIA Grants Portal, an SF-424 Application for Federal Assistance. 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 Capacity Program webpage on 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>.

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

4.6.1 Application for Federal Assistance SF-424

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.

1. From the Application Workspace, locate the **SF-424** section and click the **Get Started** button.

Application Workspace | Application Team | Requirements

OMB Control No. 060-0054
Expiration Date: 2/28/2027

Section	SECTION STATUS	Action
1. General Applicant Information	Completed	Review/Update
2. Digital Equity Plan	Completed	Review/Update
3. Project Narrative	Completed	Review/Update
4. Other Funding Sources	Completed	Review/Update
5. Budget	Completed	Review/Update
6. SF-424	Not Started	Get Started

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.

Application for Federal Assistance SF-424

OMB Number: 060-0054

Application Information

*1. Type of Submission: ☒ Pre-Application ☐ Application ☐ Changed/Corrected Application

*2. Type of Application: ☒ New ☐ Continuation ☐ Revision

3. Date Received: Populated upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. Applicant Information

*a. Legal Name:

*b. Employer/Taxpayer Identification Number (EIN/TIN):

*c. USID:

Steps

- Application for Federal Assistance SF-424
- Program and Project Information
- Estimated Funding
- Questions
- Authorized Organizational Representative

- Use the scroll bar to scroll to the next sections, click on each header to expand the section, and continue entering information for the remaining sections of the Form 424:

- Application Information
- Address
- Organizational Unit
- Name and contact information of person to be contacted on matters involving this application (Authorized Organizational Representative - AOR)
- Type of Applicant

The screenshot shows a web form with several sections highlighted by red boxes and expandable headers:

- d. Address:** Includes fields for Street1, Street2, City, County/Parish, State (dropdown), Province, Country (dropdown), and Zip / Postal Code.
- e. Organizational Unit:** Includes fields for Department Name (Office of the Chief Technology Officer) and Division Name (State Broadband and Digital Equity Office).
- f. Name and contact information:** Includes fields for Prefix, First Name, Middle Name, Last Name, Suffix, Title, Organizational Affiliation, Telephone Number, Fax Number, and Email.
- g. Type of Applicant:** Includes a dropdown menu for Type of Applicant (1) with the selected option being "A: State Government".

- Click the **Save and Next** button to proceed to the next step – Program and Project Information.

This screenshot shows the expanded "9. Type of Applicant" section. It contains four dropdown menus for "Type of Applicant (1)", "Type of Applicant (2)", and "Type of Applicant (3)", all of which are currently empty. Below these is a text field for "Type of Applicant Other Explanation". A blue "Save and Next" button is located at the bottom right of the section, highlighted by a red box.

4.6.2 Program and Project Information

1. 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, 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.

Program and Project Information

Program Information

10. Name of Federal Agency
US Department of Commerce (DOC)

11. Catalog of Federal Domestic Assistance Number
11.032

CFDA Title
State Digital Equity Capacity Grant Program (2024)

12. Funding Opportunity Number
NTIA-SDEOSP-2024

Title
State Digital Equity Capacity Grant Program (2024)

13. Competition Identification Number
123456

Title
DE Capacity 2024

Steps

- Application for Federal Assistance SF-424
- Program and Project Information**
- Estimated Funding
- Questions
- Authorized Organizational Representative

2. 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.

All Selected Program/Project Districts

State District

Project Start Date Project End Date

Previous Save and Next

4.6.3 Estimated Funding

3. Enter estimated funding information in the fields provided. A red asterisk (*) indicates a required field. The following fields must match:

- a. SF-424 18a must match the “Total Federal Costs”

field in the Summary tab of the Consolidated Budget Form

- b. SF-424 18g must match the “Total Project Costs” field in the Summary tab of the Consolidated Budget Form

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

4.6.4 Questions

4. Click the **radio button** to select a response to the questions presented. A red asterisk (*) indicates a required field.

All applications under this program are subject to Executive Order 12372, which requires intergovernmental consultation with State and local officials. To determine whether your State or Territory requires review, refer to [SPOC-list-as-of-2023.pdf \(whitehouse.gov\)](https://www.whitehouse.gov/presidential-action/special-oversee-and-consultation-process/).

Your response to **Question 19** will depend on your State or Territory’s status on the Intergovernmental Review List above.

If your State or Territory is included on the Intergovernmental Review List above, select response option ‘a.’ indicating ‘This application was made available to the State under Executive Order 12372 Process.’ If you select response ‘a.,’ select a **State Review Date**.

If your State or Territory is not included on this list, select response option ‘b’ indicating ‘Program is subject to E.O. 12372 but has not been selected by the State for review.’

Only options ‘a’ or ‘b’ should be selected. Do NOT select option ‘c,’ as every program is covered under E.O. 12372.

5. 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.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation below.)

☒ Yes
☐ No

* Please provide an explanation:

Previous Save and Next

4.6.5 Authorized Organizational Representative

6. 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 SF-424 Section.

Authorized Organizational Representative

Prefix:

* First Name: Middle Name: * Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number: * Email:

Signature of Authorized Representative: Date Signed:

Populated upon submission. Populated upon submission.

Previous Save and Generate PDF

Steps

- Application for Federal Assistance SF-424
- Program and Project Information
- Estimated Funding
- Questions
- Authorized Organizational Representative

Once you click Save and Generate, a new tab will open with the generated PDF. The generated SF-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.

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:
☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:
☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:
 05-02-2022

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State: 7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):
 123456789

* c. UEI:
 123456789123

- Click the download button or the print button in the upper right corner to save a copy of the PDF for your records.
- Return to the **Application Workspace** still open on the previous browser tab.
- Note: If the AOR is a new user to the NGP, they will receive an email with their username and a link to set their password and log in.

National Telecommunications and Information Administration (NTIA)

4.7.2 Standard Form-LLL – Disclosure of Lobbying Activities

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.

4.7.3 Instructions for Submitting Standard Forms

1. Click the **Get Started** button to begin the Standard Forms 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.

4.8 Certifications and Assurances

1. Click the **Get Started** button to begin the Certifications and Assurances section.

The screenshot shows the 'Application Workspace' interface. At the top, there are tabs for 'Application Workspace', 'Application Team', and 'Requirements'. On the right, it displays 'OHS Control No. 0960-0084' and 'Expiration Date: 2/28/2027'. The main area is a list of sections, each with a status and a 'Review/Update' button. Section 8, 'Certifications and Assurances', is the only one with a status of 'Not Started' and a 'Get Started' button, which is highlighted with a red box.

Section Number	Section Name	Section Status	Action
1.	General Applicant Information	Completed	Review/Update
2.	Digital Equity Plan	Completed	Review/Update
3.	Project Narrative	Completed	Review/Update
4.	Other Funding Sources	Completed	Review/Update
5.	Budget	Completed	Review/Update
6.	SF-424	Completed	Review/Update
7.	Standard Forms	Completed	Review/Update
8.	Certifications and Assurances	Not Started	Get Started

2. Agree to the three certifications by checking the **Yes** box. Click **Save and Next** to continue.

The screenshot shows the '8.1 Certifications' page. It has a 'Steps' sidebar on the right with '8.1 Certifications' selected. The main content area has three certification sections, each with a 'Please certify:' label and a 'Yes' checkbox. The 'Save & Next' button at the bottom right is highlighted with a red box.

8.1 Certifications

8.1.1 Digital Equity Plan Implementation Certification
Certification that the State or Territory, acting through the administering entity/organization for the State or Territory, shall not later than five (5) years after the date on which the Assistant Secretary awards the Capacity Grant to the State or Territory implement the Digital Equity Plan of the State or Territory and make subgrants in a manner that is consistent with the aims of such Digital Equity Plan.
* Please certify:
☐ Yes

8.1.2 Supplemental Funds Certification
Certification that Capacity Grant funds will be used to supplement, not supplant, other Federal or State funds that have been made available to carry out the activities in Digital Equity Plan and the NOFO.
* Please certify:
☐ Yes

8.1.3 Build America Buy America (BABA) Act Certification
Certification that the State or Territory, if using Capacity Grant funds for an "infrastructure project" (as defined in 2 C.F.R. 184.3), will abide by the requirements of the Build America Buy America Act (Pub. L. No. 117-58, §§ 70901-52) and by the regulations promulgated thereunder at 2 C.F.R. part 184).
* Please certify:
☐ Yes

Save & Next

- **Digital Equity Plan Implementation Certification:** *Certification that the State or Territory, acting through the administering entity/organization for the State or Territory, shall not later than five (5) years after the date on which the Assistant Secretary awards the Capacity Grant to the State or Territory implement the Digital Equity Plan of the State or Territory and make grants in a manner that is consistent with the aims of such Digital Equity Plan.*
- **Supplemental Funds Certification:** *Certification that Capacity Grant funds will be used to supplement, not supplant, other Federal or State funds that have been made available to carry out the activities in Digital Equity Plan and the NOFO.*
- **Build America Buy America (BABA) Act Certification:** *Certification that the State or Territory, if using Capacity Grant funds for an "infrastructure project" (as defined in 2 C.F.R. 184.3), will abide by the requirements of the Build America Buy America Act (Pub. L. No. 117-58, §§ 70901-52) and by the regulations promulgated thereunder at 2 C.F.R. part 184).*

3. Attest to the three assurances by checking the **Yes** box. Click **Save and Finish** to continue.

8.2 Assurances

8.2.1 Assurances

Do you attest to the following assurances? Note that "AE/AO" refers to "Administering Entity / Administering Organization," with "Administering Entity" being applicable for States and "Administering Organization" being applicable for U.S. Territories.

I hereby provide the following assurances required under 47 U.S.C. §1723(e):

1. If an entity described in 47 U.S.C. §1724(b) is awarded grant funds under this section (referred to in this subsection as a "covered recipient"), provide that-

A. the covered recipient shall use the grant funds in accordance with any applicable statute, regulation, and application procedure;

B. the AE/AO for that State shall adopt and use proper methods of administering any grant that the covered recipient is awarded, including by

i. enforcing any obligation imposed under law on any agency, institution, organization, or other entity that is responsible for carrying out the program to which the grant relates;

ii. correcting any deficiency in the operation of a program to which the grant relates, as identified through an audit or another monitoring or evaluation procedure; and

iii. adopting written procedures for the receipt and resolution of complaints alleging a violation of law with respect to a program to which the grant relates; and

C. the AE/AO for that State shall cooperate in carrying out any evaluation—

i. of any program that relates to a grant awarded to the covered recipient; and

ii. that is carried out by or for the Assistant Secretary or another Federal official;

* Please certify:

☐ Yes

2. The AE/AO for that State shall—

A. use fiscal control and fund accounting procedures that ensure the proper disbursement of, and accounting for, any Federal funds that the State is awarded under this section;

B. submit to the Assistant Secretary any reports that may be necessary to enable the Assistant Secretary to perform the duties of the Assistant Secretary under this section;

C. maintain any records and provide any information to the Assistant Secretary, including those records, that the Assistant Secretary determines is necessary to enable the Assistant Secretary to perform the duties of the Assistant Secretary under this section; and

D. with respect to any significant proposed change or amendment to the State Digital Equity Plan for the State, make the change or amendment available for public comment in accordance with subsection (c)(2); and

* Please certify:

☐ Yes

3. the State, before submitting to the Assistant Secretary the State Digital Equity Plan of the State, has complied with the requirements of subsection (c)(2).

* Please certify:

☐ Yes

[Previous](#) [Save & Finish](#)

Steps

- 8.1 Certifications
- 8.2 Assurances

Do you attest to the following assurances? Note that "AE/AO" refers to "Administering Entity / Administering Organization," with "Administering Entity" being applicable for States and "Administering Organization" being applicable for U.S. Territories.

I hereby provide the following assurances required under 47 U.S.C. §1723(e):

1. If an entity described in section 1724(b) is awarded grant funds under this section (referred to in this subsection as a "covered recipient"), provide that-

A. the covered recipient shall use the grant funds in accordance with any applicable statute, regulation, and application procedure;

B. the AE/AO for that State or U.S. Territory shall adopt and use proper methods of administering any grant that the covered recipient is awarded, including by

i. enforcing any obligation imposed under law on any agency, institution, organization, or other entity that is responsible for carrying out the program to which the grant relates;

ii. correcting any deficiency in the operation of a program to which the grant relates, as identified through an audit or another monitoring or evaluation procedure; and

iii. adopting written procedures for the receipt and resolution of complaints alleging a violation of law with respect to a program to which the grant relates; and

C. the AE/AO for that State or U.S. Territory shall cooperate in carrying out any evaluation—

- i. of any program that relates to a grant awarded to the covered recipient; and*
 - ii. that is carried out by or for the Assistant Secretary or another Federal official;*
- 2. The AE/AO for that State/Territory shall—**
 - A. use fiscal control and fund accounting procedures that ensure the proper disbursement of, and accounting for, any Federal funds that the State is awarded under this section;*
 - B. submit to the Assistant Secretary any reports that may be necessary to enable the Assistant Secretary to perform the duties of the Assistant Secretary under this section;*
 - C. maintain any records and provide any information to the Assistant Secretary, including those records, that the Assistant Secretary determines is necessary to enable the Assistant Secretary to perform the duties of the Assistant Secretary under this section; and*
 - D. with respect to any significant proposed change or amendment to the State Digital Equity Plan for the State, make the change or amendment available for public comment in accordance with subsection (c)(2); and*
- 3. the State, before submitting to the Assistant Secretary the State Digital Equity Plan of the State, has complied with the requirements of subsection (c)(2).**

4.9 Attestation & Application Submission

Once the applicant has completed its 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 & Application Submission section is accessible only to the designated AOR in Form 424; the Attestation & Application Submission section is not accessible to other team member roles. The AOR must complete the Attestation & Application Submission 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.** The AOR is responsible for reviewing all forms and application documents before final submission. Uploaded forms can be viewed in the Requirements section of the application workspace. If changes are needed, 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). It is recommended to download each form and document for archival purposes.

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

The screenshot shows the 'Application Workspace' interface. At the top, there are tabs for 'Application Workspace', 'Application Team', and 'Requirements'. On the right, it displays 'OMB Control No. 0860-0054' and 'Expiration Date: 2/28/2027'. The main area is a table with 9 rows, each representing a section of the application. The first 8 rows are dark blue with 'SECTION STATUS' as 'Completed' and a green 'Review/Update' button. The 9th row is light gray with 'SECTION STATUS' as 'Not Started' and a blue 'Get Started' button, which is highlighted with a red rectangle.

Section	SECTION STATUS	Action
1. General Applicant Information	Completed	Review/Update
2. Digital Equity Plan	Completed	Review/Update
3. Project Narrative	Completed	Review/Update
4. Other Funding Sources	Completed	Review/Update
5. Budget	Completed	Review/Update
6. SF-424	Completed	Review/Update
7. Standard Forms	Completed	Review/Update
8. Certifications and Assurances	Completed	Review/Update
Attestation and Application Submission	Not Started	Get Started

3. Upon reviewing the application for final submission, complete the Attestation by clicking the required checkbox next to "I AGREE." Then click the **Submit** button.

The screenshot shows the 'Attestation' page. On the left, under the 'Attestation' heading, is the 'Attest and Submit' section. It contains a paragraph of text certifying the accuracy of the application and a checkbox labeled 'I AGREE'. Below this is a blue 'Submit' button. On the right, a 'Steps' sidebar shows three steps: 'Attestation' (selected with a blue circle), 'Compiling Data', and 'Confirmation'.

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

4. 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.
5. You will receive a Confirmation message that your application was submitted. You may use the Download Link to download a summary PDF of your application responses.

The screenshot shows the 'Confirmation' page. It features a message confirming the successful submission to the State Digital Equity Capacity Grant Program (2024) and an automated email from the NTIA Grants Portal. Below the message is a blue 'Download Link' and a blue 'End' button. On the right, a 'Steps' sidebar shows three steps: 'Attestation', 'Compiling Data', and 'Confirmation' (selected with a blue circle).

- Click **End**, and you will be returned to the Application Workspace where each section status is now marked as **Submitted**.

The screenshot shows the 'Application Workspace' interface. At the top, there are tabs for 'Application Workspace', 'Application Team', and 'Requirements'. On the right, it displays 'OMB Control No. 0660-0054' and 'Expiration Date: 2/28/2027'. The main area is a table with 9 rows, each representing a section of the application. Each row has a section name, a 'SECTION STATUS' column showing 'Submitted', and a 'Submitted' button.

Section Name	SECTION STATUS	Action
1. General Applicant Information	Submitted	Submitted
2. Digital Equity Plan	Submitted	Submitted
3. Project Narrative	Submitted	Submitted
4. Other Funding Sources	Submitted	Submitted
5. Budget	Submitted	Submitted
6. SF-424	Submitted	Submitted
7. Standard Forms	Submitted	Submitted
8. Certifications and Assurances	Submitted	Submitted
Attestation and Application Submission	Submitted	Submitted

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



Congratulations!

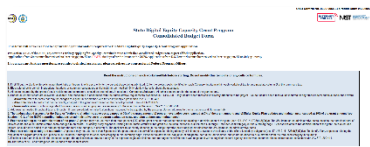
You have successfully completed your application for the State Digital Equity Capacity Grant Program. Please reach out to DigitalEquity@NTIA.gov for Digital Equity programmatic inquiries. Please reach out to NGPhelpdesk@ntia.gov if you have any outstanding technical questions or need additional guidance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

Appendix

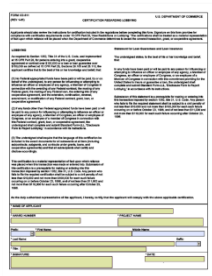
Repository of Documents Required for Download



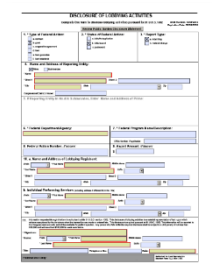
- **Specific Projects Form:** Applicants are required to submit a Specific Projects Form to detail activities and timelines. The applicant must use the Microsoft Excel file template (available to download on the Digital Equity Program page and found in the DE Capacity ZIP folder), fill in all required information, and upload the file to the NTIA Grants Portal.



- **Consolidated Budget Form:** 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 Capacity 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 Capacity 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 found in the DE Capacity ZIP folder.