Digital Equity – Capacity Standard Form (SF) 424

Funded by the Bipartisan Infrastructure Law (BIL)

Administered by the Department of Commerce’s National Telecommunications and Information Administration (NTIA)
Disclaimer

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.
Training Goals

**Review the purpose of the SF-424**

**Provide instructions on how to complete the form**

**Identify additional resources for reference and training**
SF-424 Purpose

- The **SF-424: Application for Federal Assistance** is a standard form that provides basic information to the federal government on grant applicants.

- To be eligible for State Digital Equity Capacity Grant Program funding, all recipients **must complete** and submit an SF-424.

- While the SF-424 will be inputted directly into the NTIA Grants Portal, applicants are encouraged to complete the fillable form as a **DRAFT** to ensure they have all the necessary information before entering information in the portal.
In Fields 1 and 2, indicate that the submission is an application and new.

Field 3 will auto-populate the application when submitted in the NTIA Grants Portal.

Applicants are not required to complete Fields 4, 5A, 5B, 6 or 7.

Applicants will complete Field 8. Ensure that the legal name, EIN, UEI, and address match the information provided in the SAM.gov registration.
In Field 8F, provide the name and contact information of the person involved in the application. **This should be the Authorized Organization Representative (AOR)**

Section 8E is not required but is recommended.
Select applicant type from the drop-down menu in Field 9.

Enter Department of Commerce, NTIA in Field 10.

Field 12 should list the NOFO number as NTIA-SDECGP-2024.

Applicants are not required to complete Field 11.
### SF-424 Instructions | Fields 13-15

**Applicants are not required to complete Fields 13 and 14, but it is recommended to complete Section 14 if multiple areas are affected by the project.**

**In Field 15, enter a descriptive title for your project.**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required/Not Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Competition Identification Number:</td>
<td>Required/Not Required</td>
</tr>
<tr>
<td></td>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Areas Affected by Project (Cities, Counties, States, etc.):</td>
<td>Required/Not Required</td>
</tr>
<tr>
<td></td>
<td>Add Attachment</td>
<td>Delete Attachment</td>
</tr>
<tr>
<td>15.</td>
<td>Descriptive Title of Applicant’s Project:</td>
<td>Required/Not Required</td>
</tr>
<tr>
<td></td>
<td>Attach supporting documents as specified in agency instructions.</td>
<td></td>
</tr>
</tbody>
</table>
In Fields 16A and 16B, enter the Congressional Districts of the Applicant and the Program/Project, if applicable. For 16A, the format should be [State abbreviation]-[2 digit congressional district #]. Ex AL-02. For 16B, the answer can be “[State abbreviation]-all”.

Applicants can reference www.census.gov/mycd/ to determine their Congressional Districts.

Select the appropriate response in Field 19.

Note – If your State or Territory is included on the Intergovernmental Review List, select response option ‘a.’ and select a State Review Date. If your State or Territory is not included on this list, select response option ‘b’. Do NOT select option ‘c,’ as this program is covered under E.O. 12372.

Applicants should pay special attention to Fields 17 and 18.

The proposed project start and end dates entered in Field 17 should align with the anticipated project timeline *(e.g., July 1, 2023 – June 30, 2024)*

All budget categories entered in Field 18 should align with all budget documents, such as the Consolidated Budget Form.

*The actual approved Period of Performance will be included in the award document.
SF-424 Instructions | Fields 20-21

Indicate whether your entity is delinquent on any federal debt. If yes, an explanation must be provided in the space provided.

In the NTIA Grants Portal, applicants will only be able to provide a written explanation, not upload additional attachments.

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

- **Yes**
- **No**

If "Yes," provide explanation and attach

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21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 21, Section 1501)

**I AGREE**

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**Authorized Representative:**

- Prefix: 
- Middle Name: 
- **First Name:**
- **Last Name:**
- Suffix: 

- **Title:**
- **Telephone Number:**
- Fax Number
- **Email:**

- **Signature of Authorized Representative:**
- **Date Signed:**

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Enter the first name, last name, title, telephone number, and email address of the AOR.

Note that for any questions regarding the application, NTIA will contact the AOR. ONLY the AOR will be able to submit the application in the NGP.
Additional Resources

The **SF-424: Application for Federal Assistance** form

DE Capacity Application Guidance

Form Item Description from Grants.gov