



Digital Equity – Competitive Applicant Training Troubleshooting the NTIA Grants Portal (NGP)

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 applicants in better understanding the Digital Equity Competitive Grant Program and the requirements set forth in the Notice of Funding Opportunity (NOFO) and follow-on policies and guidance for this program. This document does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the terms and conditions of the award, or the specific application requirements set forth in the NOFO. In all cases, statutory and regulatory mandates, the terms and conditions of the award, the requirements set forth in the NOFO, and follow-on policies and guidance, shall prevail over any inconsistencies contained in this document.



Table of Contents

4	Application Submission Method
7	Accessing the NGP
10	Login and Registration
17	Application Team Tab
20	Application Workspace Tab
24	Final Considerations
26	Additional Resources
28	What's Next?

Application Submission Method and Key Dates

Application Submission Method



Applicants must submit the application electronically through the NGP, which can be accessed at <https://grants.ntia.gov>. The application package for electronic submission, including required forms, 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 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 following the close of the application period.



Key Dates Reminder



Please note the following key dates and deadlines coming up for the Competitive Grant Program.

Application Due Dates



Complete applications from Eligible Entities, including Native Entities, must be received by the NTIA application portal no later than 11:59 p.m. Eastern Time (ET) on **September 23, 2024**. (NOFO Section IV.F)

Complete applications from U.S. Territories must be received by the NTIA application portal no later than 11:59 p.m. Eastern Time (ET) on **October 22, 2024**. (NOFO Executive Summary Section M)

Issuing Awards



NTIA expects to complete its review, select successful applicants, and begin award processing by Winter 2024. NTIA may, subject to NIST Grants Office Approval, announce awards made under the Competitive Grant Program on a rolling basis. (NOFO Section IV.F)

Period of Performance



Except for measurement and evaluation activities required under the Digital Equity Act and the NOFO, grant recipients must expend the grant amounts within four (4) years after the date on which the entity is awarded the grant. **No extensions to the four-year Period of Performance or the one-year evaluation period will be granted.** (NOFO Section II.B)



Accessing the NGP

How to Access the NGP



The NGP 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



NTIA Grant Programs Page



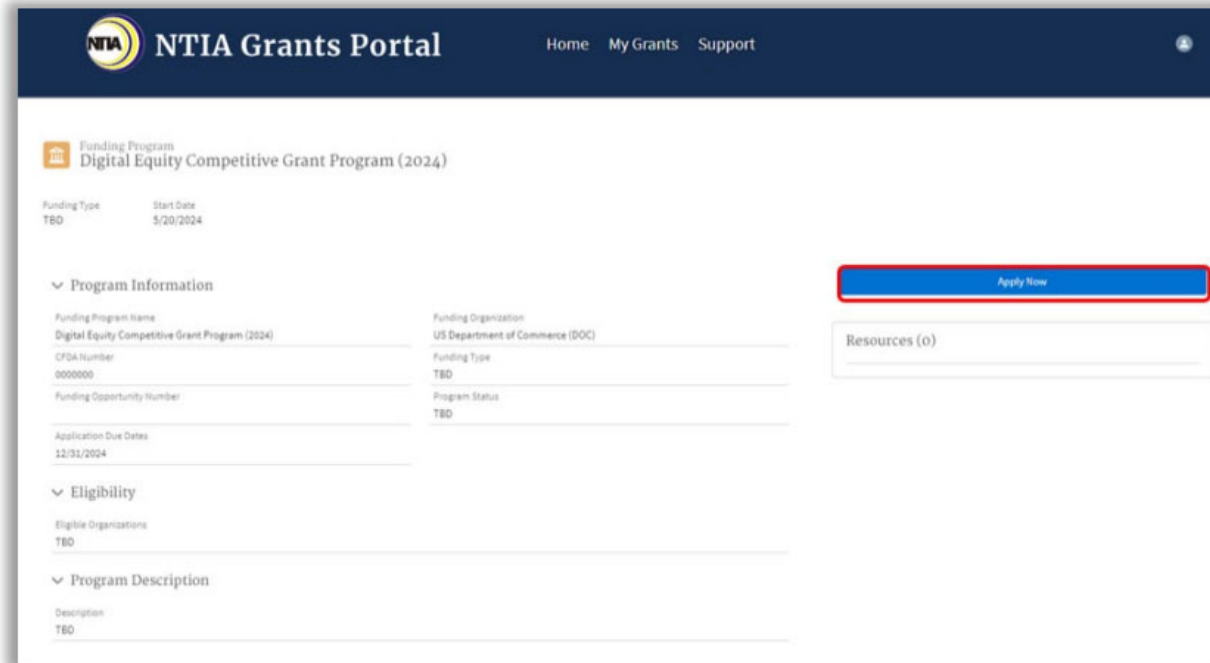
From the Grant Programs page, click the **Learn More** button under “Digital Equity Competitive Grant Program (2024)” to reach the home page.

A screenshot of the NTIA Grants Portal website. The header is dark blue with the NTIA logo and "NTIA Grants Portal" text on the left, and "Home Support" and a "Log in" button on the right. The main content area is white with the heading "Grant Programs" and a sub-heading "Welcome to the National Telecommunications and Information Administration (NTIA) Grants Portal (NGP)". Below this is a paragraph explaining the portal's purpose. At the bottom, there are three light blue tiles, each with a title and a "Learn more" button. The middle tile, titled "Digital Equity Competitive Grant Program (2024)", has its title and button highlighted with a red box.



Login and Registration

Log In



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.



Registration



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 NGP 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.

A screenshot of the NTIA Grants Portal login and registration interface. The background is dark blue. At the top center is the NTIA logo, which features the letters "NTIA" in white inside a stylized yellow and blue circular graphic. Below the logo are two white input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a lock icon. Below these fields is a prominent blue button labeled "Log in", which is highlighted with a red rounded rectangle. To the right of the "Log in" button is a smaller white button labeled "Register", also highlighted with a red rounded rectangle. Below the "Log in" button is the text "Forgot your password?". At the bottom of the screen, there is a note: "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".

Registration, cont.



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

Click the **Entity Type** field to select the entity type. Select the appropriate Eligible Entity type or the Territory government.

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 NGP appended with **.ntia** as the suffix. For example, the Username for the email address JohnSmith@organization.com would be JohnSmith@organization.com.ntia.

A screenshot of the NTIA Grants Portal (NGP) registration form. The form is set against a dark blue background with the NTIA logo at the top center. The form itself is white and contains the following elements:

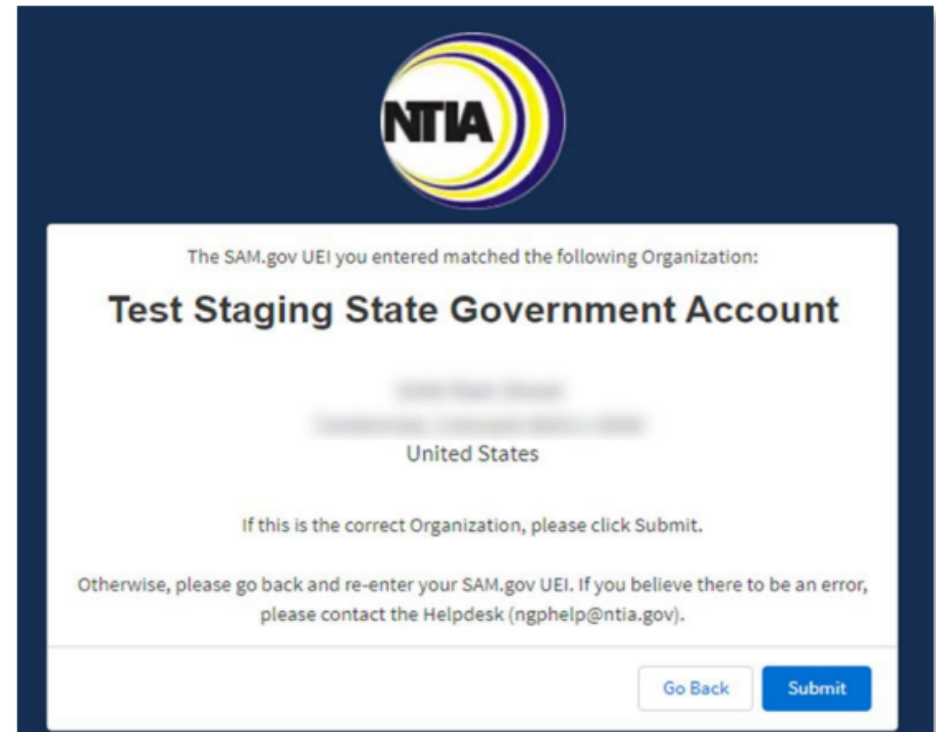
- A heading: "Please provide the information below to setup an account in the NTIA Grants Portal (NGP)."
- A note: "Note, if your organization already exists in our system (has an application or awarded grant), an existing member of that application/grant team will need to add you to the team. Contact 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."
- Input fields for "First Name" and "Last Name", both marked with a red asterisk (*).
- An input field for "Email", marked with a red asterisk (*).
- A dropdown menu for "Entity Type", marked with a red asterisk (*), currently showing "--None--".
- A blue "Sign Up" button.
- A link at the bottom: "Already have an account?"



Registration, cont.



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



Registration, cont.

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

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

A screenshot of the NTIA registration form. At the top center is the NTIA logo, which features the letters "NTIA" in a bold, black font inside a yellow and blue circular graphic. Below the logo is a white message box with a dark blue border that reads: "No Organization was found with the SAM.gov UEI you entered. Please enter the details of your Organization below." The form contains several input fields: "Organization Name" (a large empty text box with a red border and the text "Complete this field." below it), "Organization Phone" (a text box containing "999-999-9999"), "Street Name" (an empty text box), "City" (an empty text box), "Zip Code" (an empty text box), "Sam.gov UEI" (a text box containing "12345678901k"), "Country" (a dropdown menu with "United States" selected), and "State" (a dropdown menu with "-- none selected --" selected). At the bottom right of the form are two buttons: "Go Back" and "Sign Up". Below the form, the text "Already have an account?" is visible.

Registration, cont.

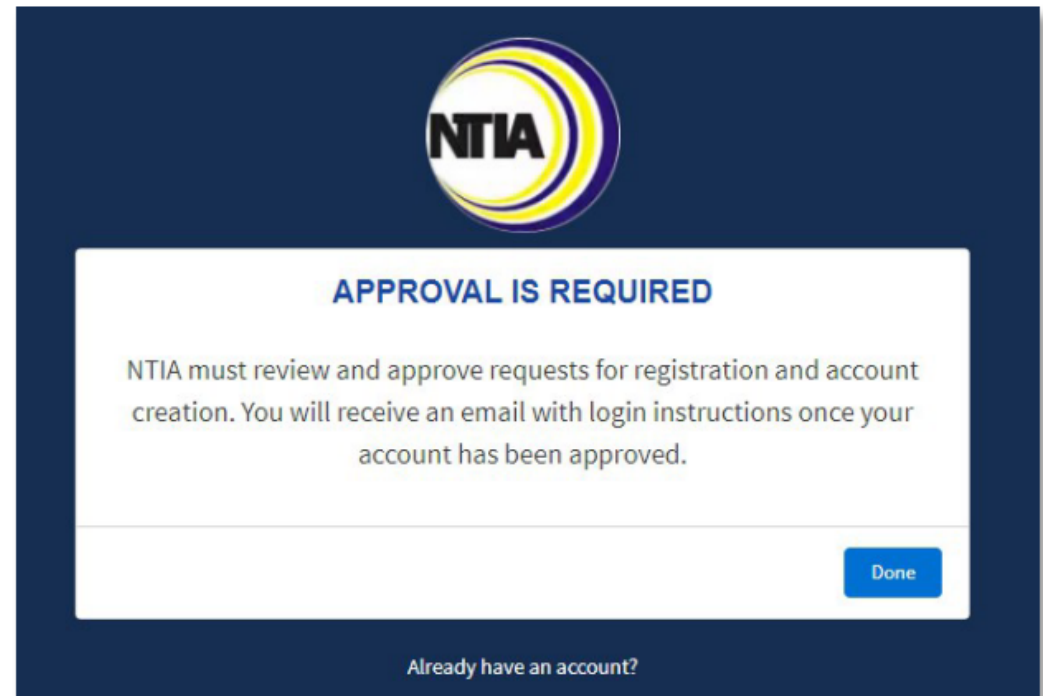


Approval

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.



Application Team Tab

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 NGP.
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.

The screenshot shows the 'Application Team' tab in an application workspace. A table lists team members with columns for Contact, Organization, Role, Authorized Organizational Representative, and Status. A '+ Add Contact' button is visible in the top right. Below the table is an 'Add Contact' dialog box with a dropdown menu for 'is this contact outside of the applying organization?' and a 'Close' button.



Application Team Tab, cont.

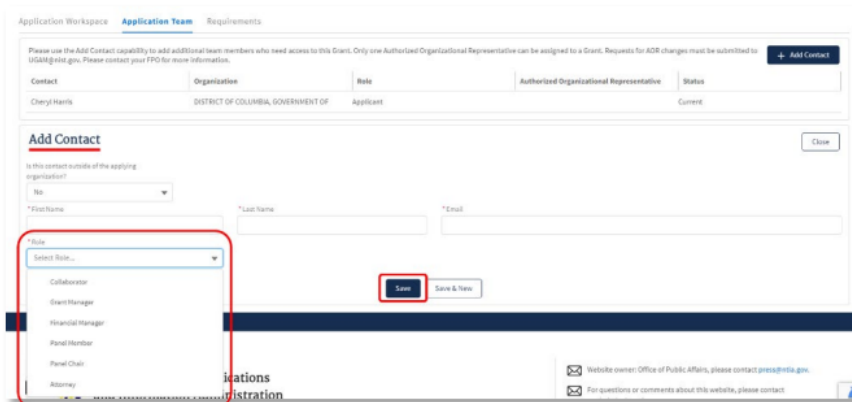


2. Enter the new team member contact information in the Add Contact fields. A red asterisk (*) indicates a required field. Click the **Save** button, or the **Save & New** button to add additional team members. Click the **Close** button to close the Add Contact section.

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.



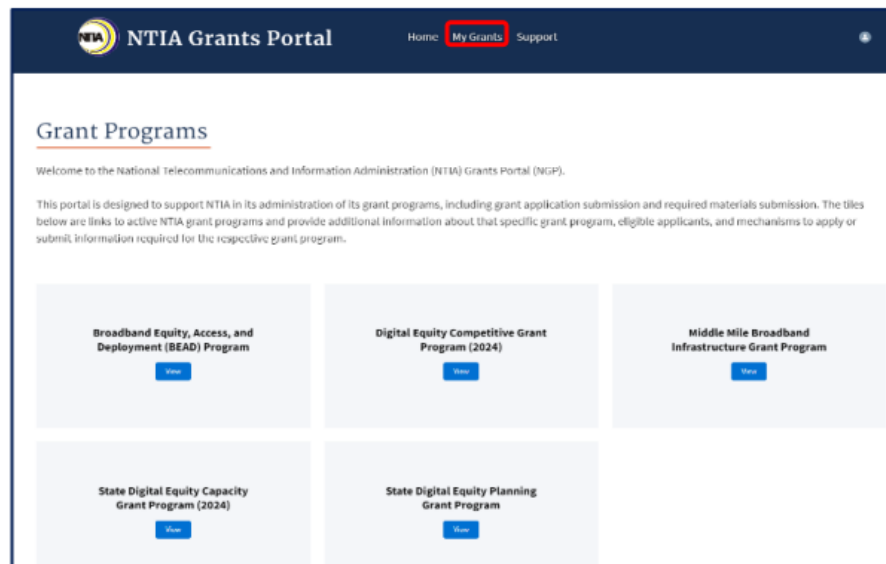
Application Workspace Tab

My Grant tab



The **Application Workspace** tab contains the sections of the overall application request process.

1. Navigate to the **Application Workspace** from the **Welcome Page** by clicking the **My Grant** tab.



2. Click **My Grant Applications** tab.



Application Workspace tab



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. Project Narrative
3. Budget
4. Applicant Capability
5. Project Information
6. Match
7. Other Funding Sources
8. Certifications and Assurances
9. Standard Forms
10. Attest and Submit

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

The screenshot shows the NTIA Grants Portal interface. At the top, there is a navigation bar with the NTIA logo and links for Home, My Grants, and Support. Below this, the page title is 'Florida-DE Competitive 2024-Competitive Application'. The main content area is titled 'Application Workspace' and contains a list of 10 sections, each with a 'Get Started' button. The sections are:

Section Number	Section Name	Section Status	Action
1.	General Applicant Information	Not Started	Get Started
2.	Project Narrative	Not Started	Get Started
3.	Budget	Not Started	Get Started
4.	Applicant Capability	Not Started	Get Started
5.	Project Information	Not Started	Get Started
6.	Match	Not Started	Get Started
7.	Other Funding Sources	Not Started	Get Started
8.	Certifications and Assurances	Not Started	Get Started
9.	SF-424	Not Started	Get Started
10.	Standard Forms	Not Started	Get Started

At the bottom of the list is a section for 'Attestation and Application Submission', which is also marked as 'Not Started'. The page also displays the OMB Control No. 4300-0008 and the expiration date 03/30/2024.



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**.



Final Considerations

Final Considerations



- Before applying, applicants should fully read the Digital Equity Competitive Grant Program NOFO and other Technical Assistance materials available on the Digital Equity Competitive 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. Application materials, such as the Project Plan, Projects Description Form, Consolidated Budget Form, and SF-424 should align and reflect the same information.
- 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 the NGP Helpdesk by emailing ngphelpdesk@ntia.gov for assistance in making the update within the system.



Additional Resources

Additional Resources



Applicants should consider the following resources when completing their Competitive Grant Program Consolidated Budget Form:



Digital Equity Competitive Grant Program Consolidated Budget Form Guidance

- This guidance provides a comprehensive overview of the Digital Equity Competitive Grant Program Consolidated Budget Form and details key considerations for each tab and cost category.



Digital Equity Competitive Grant Program Application Guidance

- This guidance document provides an overview of Digital Equity Competitive Grant Program components, requirements, and best practices.



Digital Equity Competitive Grant Program Consolidated Budget Form Sample

- This sample Digital Equity Competitive Grant Program Consolidated Budget Form provides examples of recommended language to include in a strong Consolidated Budget Form.



Digital Equity Competitive Notice of Funding Opportunity (NOFO)

- The Competitive Grant Program NOFO provides a description of the specific program and its Consolidated Budget Form requirements



What's Next?

What's Next



Digital Equity Competitive Application Webinar: Digital Equity Competitive Grant
Program FAQ Webinar
Tuesday, September 10, 2024 - 4:00 PM



Q&A
