

**INTERNET
FOR ALL**

Applicant Orientation to the State Digital Equity Capacity Grant Program: Native Entities and Grants Administration

October 2024



Disclaimer



This document is intended solely to assist applicants in better understanding the State Digital Equity Capacity Grant Program: Native Entities (referred to as NE Capacity & Planning 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.



Introduction



The purpose of this training is to provide potential applicants of the NE Capacity & Planning Grant Program with an overview of the program and an introduction to federal grants. This training is intended to assist applicants in better understanding the responsibilities of grants administration and what will be required of potential grant recipients.

TRAINING GOALS

- 1 Provide an overview of the **NE Capacity & Planning Grant Program**
- 2 Understand the **National Telecommunications and Information Administration (NTIA) grants environment**
- 3 Understand the **responsibilities and requirements of each phase of the grant lifecycle**
- 4 Explore **additional resources**



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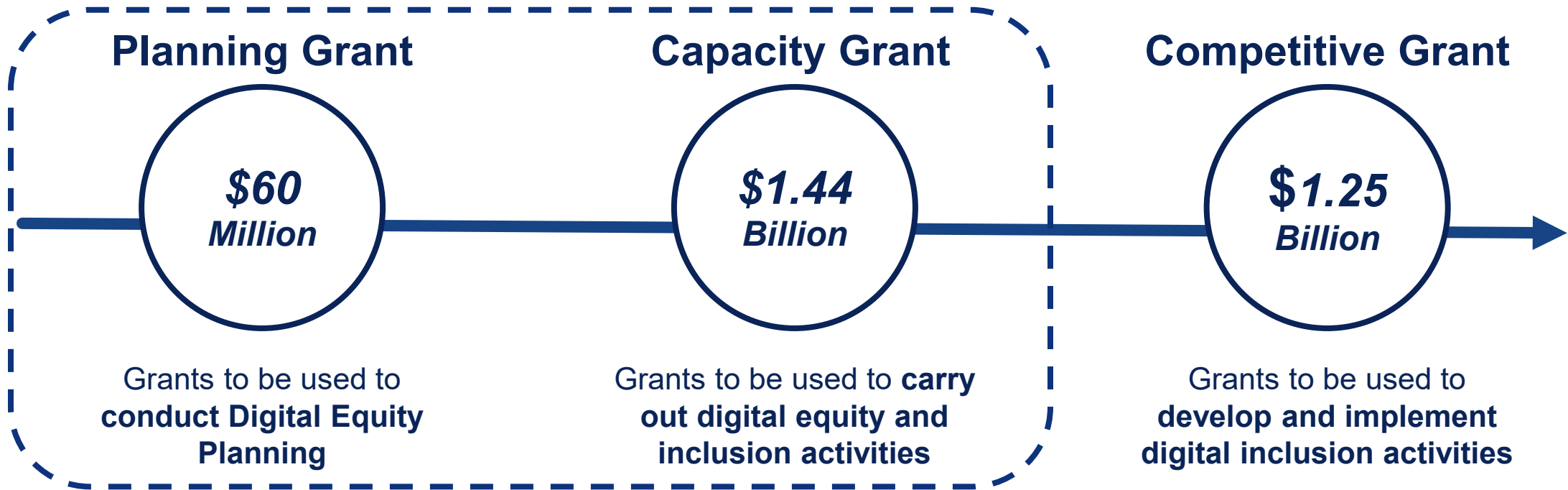
Introduction to the NE Capacity & Planning Grant Program

The Digital Equity Act Established 3 Programs



The programs outlined in the Digital Equity Act focus on promoting large scale social and economic change by centering on **digital equity** and **digital inclusion** among the Covered Populations.¹

FY22 – FY24 Capacity & Planning Grant Program Funding Source



NTIA anticipates making \$45,300,000 available for the NE Capacity & Planning Grant Program.



NE Capacity & Planning Grant Program: Purpose



The program's purpose is to **conduct digital equity planning** and **carry out digital equity and inclusion activities** consistent with the Digital Equity Act.

CAPACITY GRANT FUNDS¹

Purpose | *Implementation*

Funds are available to **carry out digital equity and inclusion activities**.

Open to Native Entities (as Single Applicants or as Consortium Applicants).

The process for allocation is **competitive**.

Native Entities may submit an application that seeks Capacity Grant Funds **only**.

PLANNING GRANT FUNDS (OPTIONAL)²

Purpose | *Strategic Planning*

Funds are available for **digital equity planning purposes**.

Native Entities have the **option** to apply for Planning Grant Funds by submitting and answering **additional** respective requirements in the NE Capacity & Planning Grant Program application and completing the **Planning & Capacity Consolidated Budget Form (CBF)**. Applicants may apply for Planning Grant Funds **in conjunction** with Capacity Grant Funds but **not** on a standalone basis.



Use of Capacity Grant Funds

Native Entities must use their Capacity Grant Funds for specific purposes that are outlined in the NOFO, including the achievement of digital equity, support of digital inclusion activities, and the adoption of broadband by the Covered Populations of the Native Entity.

ALLOWABLE USES OF FUNDS FOR CAPACITY:¹



Support digital inclusion activities of the Native Entity



Make Subgrants | To **make subgrants** to any of the eligible entities identified at 47 U.S.C. §1724(b) that are located in Native Entity’s jurisdiction to:

- a) **Assist in the implementation of the Digital Equity Plan** and/ or digital equity programs and activities defined
- b) **Pursue digital inclusion activities** consistent with the Digital Equity Plan and/or digital equity programs and activities identified above; and
- c) **Report** to the Native Entity **regarding the digital inclusion activities** of the entity.



Evaluate | To **evaluate the efficacy** of the efforts made to subgrantees, provided that the Native Entity may **not use more than five (5) percent** of the grant funds for this purpose.



Support Administrative Costs | For **administrative costs** incurred in carrying out the activities defined, provided that the Native Entity may **not use more than three (3) percent** of the Capacity Grant Funds for this purpose.



The other permissible uses | Including the Focus of Programs and Permitted Activities as identified in Section III.C.3.a

Use of Planning Grant Funds

If a Native Entity has requested **Planning Grant Funds**, the following eligible uses will apply. Funds are to not exceed seven and one-quarter percent (7.25%) of the total funds requested.

ELIGIBLE USES OF FUNDS FOR PLANNING:¹



To the extent that a Native Entity has requested Planning Grant Funds

The development of the elements of a Digital Equity Plan for the Native Entity that identifies the barriers to digital equity faced by the Covered Populations of the Native Entity and measurable objectives, for addressing:

- 1) The availability of, and affordability of access to, fixed and wireless broadband technology;
- 2) The online accessibility and inclusivity of public resources and services;
- 3) Digital literacy;
- 4) Awareness of, and the use of, measures to secure the online privacy of, and cybersecurity with respect to, an individual; and
- 5) The availability and affordability of consumer devices and technical support for those devices.



Evaluation cap

Funds may be used to evaluate the efficacy of the efforts of funds made to subgrantees, provided that the Native Entity may not use more than five (5) percent of the grant funds for this purpose.

Defining Native Entities



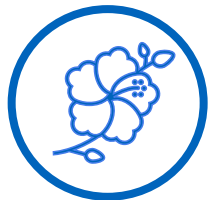
The term “Native Entity” refers to **Indian Tribes, Alaska Native entities, and Native Hawaiian organizations.**¹ Native Entities must meet the eligibility criteria in the NOFO.² Consortium applications from Native Entities are encouraged.³



Alaska Native Entity: A tribally controlled entity in Alaska whose purpose or mission is to represent or advance the interests of one or more native Alaskan communities. This will include, but will not be limited to, subsidiary organizations of an Indian Tribe; entities that receive federal funding due to their status as an Indian or Native organization; and the Alaska Native Regional Nonprofit Organizations created to administer social, educational, and health services for Alaska Native people in their region.



Indian Tribe: Any Indian tribe, band, nation, or other organized group or community (i.e., Tribal Organizations), including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, 43 U.S.C. § 1601 et seq., which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.



Native Hawaiian Organization (NHO): An organization that is registered with the U.S. Department of the Interior’s Office of Native Hawaiian Relations and Hawaiian Homes 19 Commission Act Beneficiary Associations and Homestead Associations, as defined under 43 C.F.R. §§ 47.10 and 48.6, or is the Department of Hawaiian Home Lands.



Eligible Applicants



Indian Tribes, Alaska Native entities, and Native Hawaiian organizations that appear on one of the following lists prior to the closing of the application window, satisfy the definition of a **Native Entity** for purposes of the NOFO.

List of Eligible Native Entity Organizations:



U.S. Department of the Interior, Bureau of Indian Affairs, Indian Entities Recognized by and Eligible to Receive Services From the United States Bureau of Indian Affairs, 88 Fed. Reg. 2112 (Jan. 12, 2023), available at: <https://www.federalregister.gov/documents/2023/01/12/2023-00504/indian-entities-recognized-by-and-eligible-to-receive-services-from-the-united-states-bureau-of>



Alaska Department of Natural Resources, Division of Mining, Land and Water, Index of Regional Native Corporations, available at: <https://dnr.alaska.gov/mlw/paad/17b-easements/search/>



U.S. Department of the Interior, Office of Native Hawaiian Relations, Native Hawaiian Organization Notification List: <https://www.doi.gov/hawaiian/nhol>



U.S. Department of the Interior, Office of Native Hawaiian Relations, Homestead & Beneficiary Associations List, available at: <https://www.doi.gov/hawaiian/homestead-beneficiary-associations>



The Department of Hawaiian Home Lands: <https://dhhl.hawaii.gov/dhhl/>



Introduction to Grants

What Is a Grant?

The Digital Equity Act provides funding for grant programs, like the NE Capacity & Planning Grant Program. A grant is a form of federal financial assistance which provides awards to a recipient to carry out public services and/or specific goals identified in a law, such as the Digital Equity Act. Unlike a loan, no repayment is required*.



*Recipients may be required to return the funds if they use them for unallowable costs or ineligible activities, fail to comply with grant terms and conditions, do not meet performance goals, or if an audit reveals mismanagement or misuse of funds. Additionally, repayment may be necessary if there are findings of waste, fraud, or abuse, or if the grant is terminated by the federal agency.

Grant Lifecycle



There are **four unique stages** to the federal grant lifecycle, each with specific grants administration activities.



————— **Period of Performance** —————



Pre-Award Phase

Pre-Award Phase



The Pre-Award phase is the first phase in the grant lifecycle and is **most relevant to potential applicants**.



————— **Period of Performance** —————



How to Apply for the NE Capacity & Planning Grant Program

Native Entities are permitted to submit their NE Capacity & Planning Grant Program applications, either electronically online, via email, or by mail or courier no later than the submission deadline.¹

Submission Deadline

Applications submitted through the NGP must be received no later than **11:59 p.m. Eastern Time (ET) on February 7, 2025.**



Online: NTIA Grants Portal (NGP)

The NGP will open for electronic application submission on October 30, 2024. The forms and requirements can be accessed on the NGP at <https://grants.ntia.gov>. Log in with your account or create an account if you don't have one. Additional instructions can be found in the Application Guidance.



Email to digitalequity@ntia.gov

Reminders:

- All application requirements should be submitted in one email before the submission deadline.
- The last application version NTIA receives will be the application that is reviewed.

Note: All Native Entity applications must be received no later than **11:59 p.m. Eastern Time (ET) on February 7, 2025.**



Mail or Courier

Angela Thi Bennett
Director of Digital Equity
Office of Internet Connectivity & Growth
National Telecommunications & Information Administration
U.S. Department of Commerce
1401 Constitution Avenue, NW
Washington, DC 20230

Note: If submitting by mail or courier, applications must be **postmarked** (for postal mail) or show **clear evidence of mailing** (for courier submissions) **no later than on February 7, 2025.**

System for Award Management (SAM)



All applicants must [register with SAM](#) before submitting an application to this program as outlined in the [NOFO](#) and pursuant to [2 C.F.R. Part 25](#).

- ✓ Applicants must provide **evidence of the applicant's registration on SAM.gov**.
- ✓ Applicants need to **upload an exported PDF of the SAM.gov profile** of the identified applicant.
- ✓ Applicants must ensure that the documentation includes the following:
 - Legal Name;
 - SAM Unique Entity ID (UEI); and
 - Expiration date of the registration.

NEW SAM.GOV USERS:

Applicants who are new to SAM.gov may register their entity or receive a UEI by signing into SAM.gov and selecting "Get Started," then "Register Entity." The free annual registration process in SAM.gov **generally takes between 3 and 5 business days but can take more than three weeks**. Applicants should register early.



General Applicant Information



Applicants should reference the specific NE Capacity & Planning Grant Program application guidance documents when completing their general applicant form.



General Applicant Information

General information about who is applying for the program

REQUIREMENTS

- ✓ Applicants must provide SAM.gov registration information and evidence.
- ✓ Applicants must select their Entity type and provide authorizing documentation.
- ✓ If applying as a consortium of Native Entities, applicants must submit information about each Native Entity member, formal authorizing documentation and a Memorandum of Understanding(s).
- ✓ Applicants must provide all required documentation detailed in the NOFO.



Standard Form 424 (SF-424)



The Standard Form 424 (SF-424) is a standard federal form that provides basic information about the applicant. Every federal grant applicant is required to fill out the SF-424.

Standard Form 424: Application for Federal Assistance



Applicants are required to fill out, directly in the NTIA Grants Portal, an SF-424 Application for Federal Assistance, unless completing an offline application.



Applicants are encouraged to fill out the SF-424 template available on the NGP and program webpage prior to filling out the form on the NGP.



Instructions on how to complete the SF-424 can be found on the grants.gov website, or at this link: www.grants.gov/forms/forms-repository/sf-424-family



Other Standard Application Forms



Aside from the specific forms required for the grant application and the SF-424, there are additional **standard forms** that must be submitted. These are all accessible online on the program page in the **NTIA Grants Portal**.

Form CD-511

Certification regarding lobbying

Standard Form LLL

Disclosure of lobbying activities



Note: All additional documents should be signed by the Authorized Organization Representative (AOR) identified in the SF-424. Ensure that the name listed and the signature match.

Note: More information on Standard Forms, including NICRA requirements, will be provided in further trainings



Consolidated Budget Form



Applicants must be prepared to provide detailed budget information in the required format through the Consolidated Budget Form.



Consolidated Budget Form Information on the dollar amounts for the projects/activities

REQUIREMENTS

- ✓ Must support the dollar amounts identified in the SF-424.
- ✓ Must demonstrate that the project or activity meets the eligible use requirements in the Digital Equity Act and State Digital Equity Capacity NOFO.
- ✓ Provide detailed project costs/summary and justification.

State Digital Equity Capacity Grant Program: Native Entities
Consolidated Budget Form (CBF)

INSTRUCTIONS
 Indicate whether sub-categories contribute funds subject to the cap by indicating "Y" (Yes) in the relevant column (C, E, G, I).
 If needed, provide further context in the bottom of this tab in the "Additional Comments" space provided.
 Other than the dollar entered above, this page is completely automated. All quantitative information taken from the subsequent category tabs "A" through "I, Indirect" and cannot be edited here.
 If you make a change to the dollar cap, the relevant percentage in Row 25 will not recalc. These percentages must comply with the program cap before submission.
 Figures on this page can only be adjusted in the sub-category tabs (A-I). To resolve any conflicts, first determine which sub-category contributes to funds subject to the cap in question by reviewing Column A in the category tabs in Row 10-25. Then, adjust the value in the appropriate sub-category tab.
 In the sub-category cap or dropdown Column C.
 In the sub-category cap or dropdown Column F.
 In the cap on allowable broadband program costs (as detailed in Column H of the "Summary" tab.
 In the cap on DE Plan maintenance and updates (as detailed in Column J of the "Summary" tab.
 For more information on the DE Capacity NOFO, see NOFO B.C.13.

SUMMARY OF BUDGET CATEGORY COSTS PROPOSED
 The values in this summary table are from entries made in subcategory tabs. Cells blank cells reflect zero data entry.

Category	Cost	Includes expenses relating to the administration of the grant? (Y/N)	Expenses (\$) relating to the administration of the grant (Y/N)	Includes expenses relating to subgrant evaluation? (Y/N)	Expenses (\$) relating to subgrant evaluation (Y/N)	Includes expenses relating to administrative broadband programs? (Y/N)	Expenses (\$) relating to administrative broadband programs (Y/N)	Includes expenses relating to DE Plan updates and maintenance? (Y/N)	Expenses (\$) relating to DE Plan updates and maintenance (Y/N)	Comments (optional)
Total Personnel	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
Salaries	\$0.00									
Fringe	\$0.00									
Travel	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
Equipment	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
Supplies	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
Contractual/Third-party	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
Subgrants	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
Contracts	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
Construction	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
Other Direct Costs	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
Total Direct Costs	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
Total Indirect Expenses	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
Total Federal Costs	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
Total expenses relating to the administration of the grant (E)	\$0.00		Total expenses relating to subgrant evaluation (E)	\$0.00	Total expenses relating to administrative broadband program costs (G)	\$0.00	Total expenses relating to DE Plan updates and maintenance (I)	\$0.00	Total expenses relating to DE Plan updates and maintenance (I)	\$0.00
Percent of expenses relating to the administration of the grant (E)	0%		Percent of expenses relating to subgrant evaluation (E)	0%	Percent of expenses relating to administrative broadband (G)	0%	Percent of expenses relating to DE Plan updates and maintenance (I)	0%	Percent of expenses relating to DE Plan updates and maintenance (I)	0%

Applicants should attend additional training on the Consolidated Budget Form



Award Phase

Award Phase

The award phase is the second phase in the grant lifecycle and is marked when the applicant is notified that its application **has been approved for funding**. The applicant accepts the award offer by signing the Financial Assistance Award Document (Form CD-450). Upon signing the Form CD-450, an **"Applicant" becomes a "Recipient."**



————— **Period of Performance** —————

Award Terms and Conditions



Recipients **must follow the terms and conditions** in the CD-450. By signing the CD-450, recipients accept and become legally obligated to carry out the full terms and conditions of the grant and federal statutory and regulatory requirements.

- This is the document the Grants Officer uses to authorize and **issue the award**. Within 30 days, the recipient's AOR must sign and return this form to accept the award and the terms and conditions that accompany it.
- If the CD-450 is **not signed within 30 days of receipt**, the Grants Officer may unilaterally withdraw the Award offer and de-obligate the funds.
- An award will come with a series of **terms and conditions** that must be followed. In certain circumstances, award funds will be placed on hold via a **Specific Award Condition (SAC)**, which is a term that must be satisfied prior to release of funds to the recipient.

FORM CD-450 (REV. 04/17)	U.S. DEPARTMENT OF COMMERCE	<input checked="" type="checkbox"/> GRANT	<input type="checkbox"/> COOPERATIVE AGREEMENT
FINANCIAL ASSISTANCE AWARD		FEDERAL AWARD ID NUMBER	
RECIPIENT NAME	PERIOD OF PERFORMANCE 03/01/2018 - 02/29/2020 *		
STREET ADDRESS	FEDERAL SHARE OF COST \$250,000.00		
CITY, STATE ZIP	RECIPIENT SHARE OF COST \$62,500.00		
AUTHORITY	TOTAL ESTIMATED COST \$312,500.00		
CFDA NO. AND NAME			
PROJECT TITLE:			
<p>This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modifications by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.</p>			
<small>DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS (31 March</small>			

Form CD-450
Department of Commerce
Financial Assistance Award



What is a SAC (Specific Award Condition)?



A SAC is a term that is unique to a particular award. Among other things, a SAC **may place award funds on hold** and request certain information from the recipient prior to funding release.



If a funding hold SAC is placed on an award, a recipient **cannot access or use grant funds**, or sometimes even begin the performance on the award or certain activities, **until they demonstrate that the requirements are satisfied**, and the SAC is subsequently removed by NTIA and National Institute of Standards & Technology (NIST).



If grantees or subgrantees do not adhere to the terms and conditions (i.e., use funds that are restricted), they may be **noncompliant with the NE Capacity & Planning Grant Program** and face enforcement actions.



Post-Award Phase

Post-Award Phase

The Post-Award phase is the third phase in the grant lifecycle and marks the start of the recipient's programmatic and **grants administration responsibilities**.

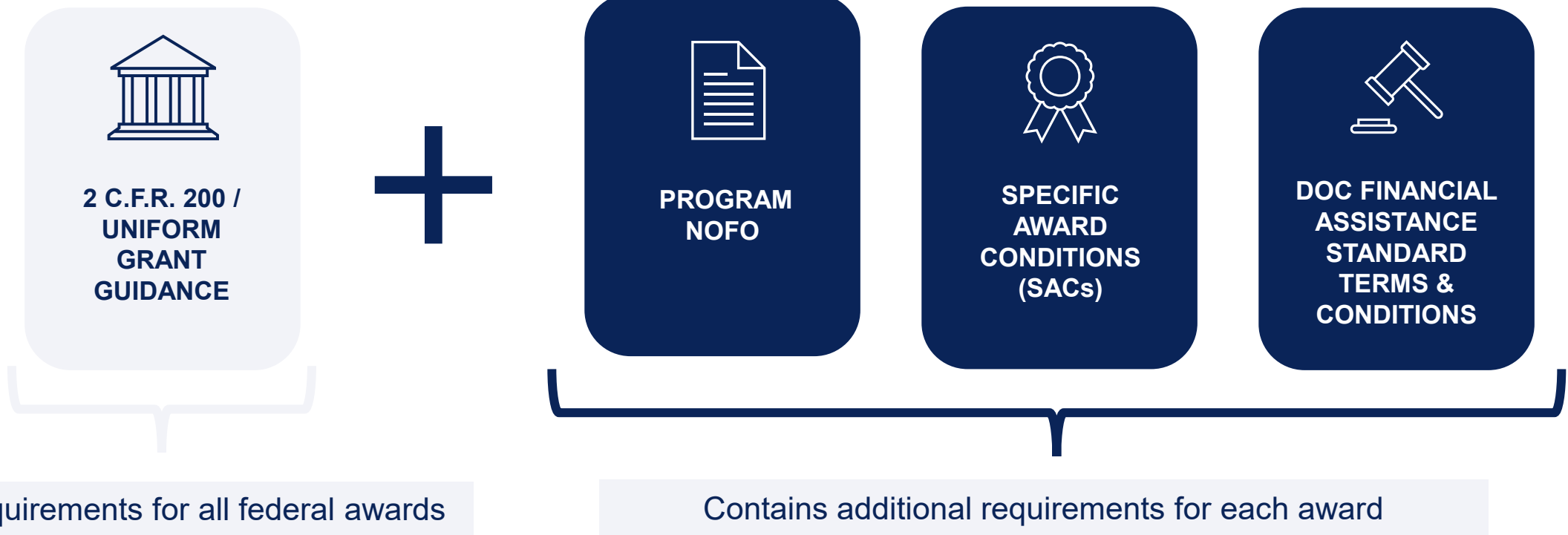


Period of Performance

Who Decides the Rules of Grants Administration?



2 C.F.R. 200, also known as the **Uniform Grant Guidance**, provides rules for all federal grant programs, in addition the Digital Equity Act grants have **grants administration requirements** that are unique to each program



What Makes Up Grants Administration?



Grant administration comprises several **programmatic, financial, and administrative** activities that typically can be broken down into three categories:

POLICIES & PROCEDURES

- The “rules” governing the grant
- Allowable vs. unallowable costs

MONITORING & OVERSIGHT

- Activities that oversee financial and programmatic progress of the grant
- Ensures federal funds are being spent in a reasonable, allowable way

REPORTING COMPLIANCE

- Includes standard Federal Financial Reports (SF-425) and programmatic reporting
- May also include program specific milestones/reporting requirements



Roles in Grants Administration

Multiple agencies have a **role in the administration of the NE Capacity & Planning Grant Program**. This includes, the National Institute of Standards and Technology (NIST), NTIA, and other non-federal entities.



NIST Roles (Grants Office)

- Grants Officer (GO)
- Grants Specialist (GS)
- Notice of Funding Opportunity (NOFO) Coordinator



NTIA Roles (Program Office)

- **Federal Program Officer (FPO)**



Non-Federal Entity (NFE) Roles

- Authorized Organizational Representative (AOR)
- Authorized Representative (AR) of a consortium
- Principal Investigator/Project Director (PI/PD)
- Key Personnel
- Members of a consortium

Key Federal Roles & Responsibilities



While NTIA administers the Digital Equity Act programs, the administration also partners with several federal agencies to assist in grants management.

- NTIA partners with the NIST **Financial Assistance Agreements Management Office (FAAMO)** to manage Digital Equity Act grant activities.
- In addition to FAAMO, recipients use the **U.S. Department of Treasury’s** Automated Standard Application for Payments (ASAP) system to draw down funds.

NTIA Digital Equity Federal Program Officers (FPO)	FAAMO Grants Officer and Grants Specialist
<ul style="list-style-type: none"> ✓ Monitor and oversee work conducted under an award, compare the actual accomplishments with the goals and objectives established in the award ✓ Provide programmatic guidance and technical assistance to recipients ✓ Review and evaluate reports, including financial, performance, and technical for consistency with the approved project 	<ul style="list-style-type: none"> ✓ Oversee the business management and administrative aspects of grants ✓ Approve awards and amendments ✓ Ensure recipient's compliance with Specific Award Conditions (SACs) ✓ Ensure that each award complies with applicable statutes, regulations, Office of Management and Budget (OMB) guidance, Executive Orders, and Department of Commerce (DOC) policies



Policies and Procedures Overview



Established and approved policies, processes, and procedures are fundamental to managing Digital Equity Act grants as they create a consistent understanding of expectations between NTIA, recipient officials, and subrecipients.

Example policies and procedures may include:

- Procurement Policy
- Record Retention Policy
- Subrecipient Selection Policy
- Subrecipient Monitoring Policy
- Time Tracking Policy
- Waste, Fraud and Abuse Policy
- Payroll policy



Note: These policies and procedures are suggested for strong grants management and may be requested during post-award.

Compliance



Documented policies, processes, and procedures not only support digital equity activities, but also help ensure the recipient is **compliant** with federal requirements.



Information Requests

Digital Equity-related information requests may be made as part of, or outside of, an ongoing audit.



Audits

All projects must comply with federal and DOC/NTIA audit requirements.



Administrative & National Policy Requirements

Grant recipients must comply with applicable federal statutes, rules, regulations, and other program requirements incorporated by reference into the terms and conditions of the NE Capacity & Planning Grant Program



Environmental & National Historic Preservation

Environmental regulations stated in the award conditions, and within their timeframes, must be fulfilled. This includes meeting the National Environmental Policy Act (NEPA) review, which can require an Environmental Assessment (EA).



Monitoring & Reporting Requirements



Recipients are required to adhere to both 2 C.F.R. 200 monitoring and reporting requirements **and** requirements outlined in the State Digital Equity Capacity Grant Program NOFO and terms and conditions that apply to their award.



“The recipient and subrecipient are responsible for the oversight of the Federal award. The recipient and subrecipient must monitor their activities under Federal awards to ensure they are compliant with all requirements and meeting performance expectations. Monitoring by the recipient and subrecipient must cover each program, function, or activity.”

2 C.F.R. 200.329



“[NTIA shall] Develop monitoring plans, subject to the approval of the Assistant Secretary, which may include site visits or desk reviews, technical assistance, and random sampling of compliance requirements.”

State Digital Equity Capacity Grant Program NOFO

Note: Monitoring for each Digital Equity Act Program may include site visits, desk reviews, technical assistance, and a random sampling of compliance requirements.



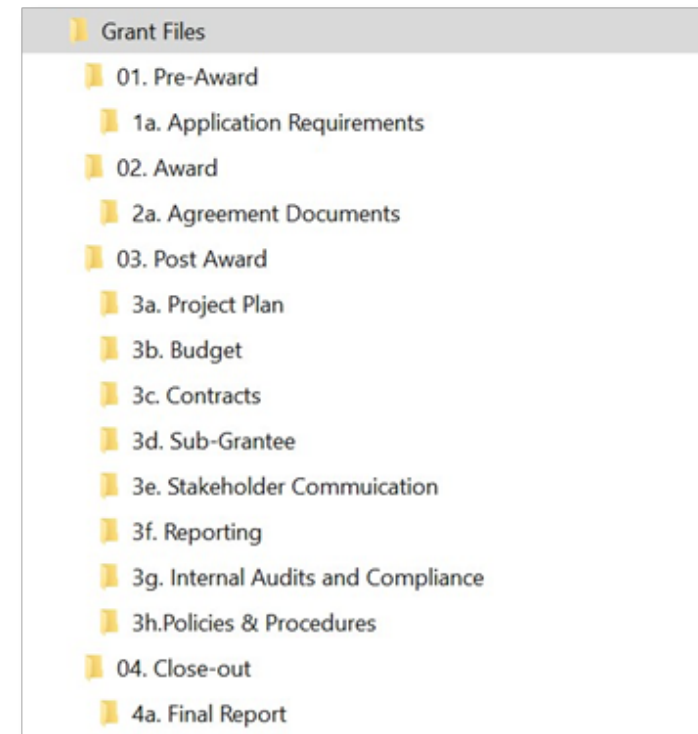
Creating a Grant File

Maintaining an organized grant file, inclusive of all policies and procedures, can minimize recipient risk while improving the efficiency of grant-related activities, such as reporting and information requests.



Why is Documenting Policies and Procedures Important?

- Proper policy documentation allows for an **effective compliance management** system that maintains consistency throughout the grant’s lifecycle
- Documenting processes helps prepare a recipient for **potential audits** where historical decisions need to be explained
- Organized and documented policies will help recipients quickly and easily provide requested documents to NTIA during **monitoring**



Example Recipient Grant File

Grant Monitoring vs. Auditing



NTIA and the NIST will monitor Digital Equity Act Program grants to ensure compliance with federal regulations and grant terms to avoid and correct any potential issues. **Monitoring is not the same as auditing!**

Monitoring	Auditing
Includes both fiscal compliance and programmatic performance , and through tools such as technical assistance, is intended to guide recipients in best practices.	Solely focused on fiscal compliance and not concerned with whether the program achieves its goals, the impact on end users, or the strategic value of one type of expenditure vs. another.
Occurs on a regular basis and is in the form of site visits and desk reviews . Grant recipients will be notified of any site visits in advance.	Occurs when the non-Federal entity expends \$1,000,000 or more during the non-Federal entity’s fiscal year in federal awards.
Types of activities reviewed during a site visit or desk review: <ul style="list-style-type: none"> - Organizational structure and governance - Contracts, subrecipient, and procurement policies - Financial management policies and procedures - Programmatic activities 	Types of activities reviewed during an audit: <ul style="list-style-type: none"> - Financial statements - Internal controls for accounting



Closeout Phase

Closeout Phase



The Closeout phase is the final phase in the grant lifecycle, where the Recipient completes all necessary tasks to officially close the grant project.



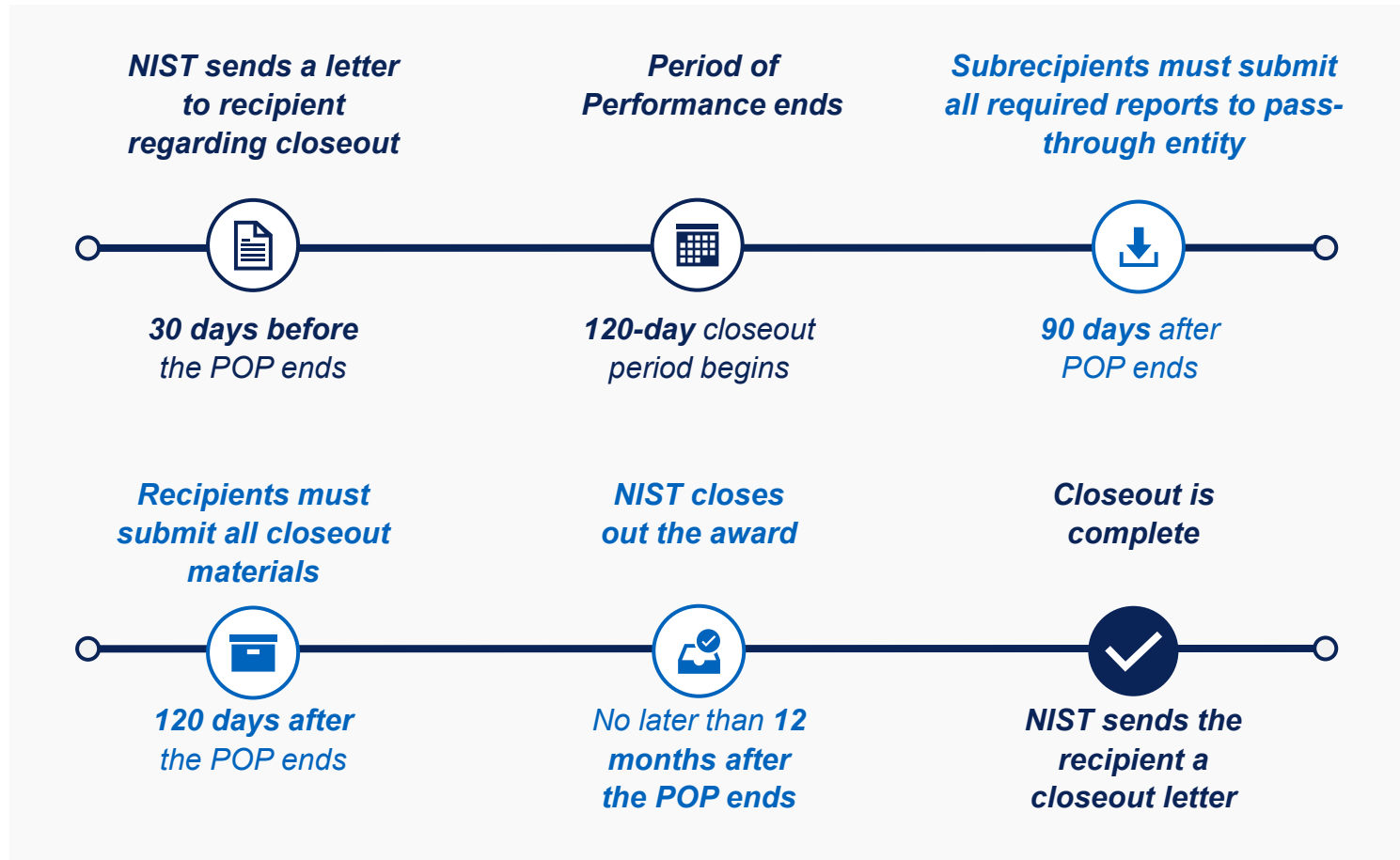
————— **Period of Performance** —————



Closeout Timeline



Recipients of the NE Capacity & Planning Grant Program must **meet all closeout requirements** within a 120-day closeout period.



- Preparation for closeout
- Closeout process
- Closeout completion

Reminder: The closeout window is 120 days after the period of performance end date.



Grant Program Closeout Requirements



Recipients must complete all programmatic, financial, and administrative requirements under 2 CFR § 200.344 and those included in program NOFO.



PROGRAMMATIC

- Complete monitoring requirements, including resolution of all corrective actions, if applicable
- Submit Final Report to cover the last reporting cycle
- Submit subrecipient closeout reports, if applicable
- Human Subject Research paperwork, if applicable



FINANCIAL

- Submit all Financial Reports
- Refund any unobligated cash balances
- Liquidate all financial obligations.



ADMINISTRATIVE

- Submit all Property Reports
- Account for all real and personal property
- Records Retention



Additional Resources

Guidance, Resources, and Assistance



NTIA will provide guidance, resources, and assistance to applicants regarding the NE Capacity & Planning Grant Program on the [BroadbandUSA](https://www.broadbandusa.gov) website. Applicants should take advantage of these resources and assistance opportunities.



Notice of Funding Opportunity (NOFO)
Reference Document
Description of the specific program and all of its requirements



Application Guidance (Offline and NGP Versions)
Guidance
Provides guidance on how to fill out an application to a specific program, including screenshots and step-by-step instructions



Application Checklist
Guidance
Provide a checklist on all of the application requirements to complete an application



Program Overview
Webinar
Provides an overview of the application requirements and discusses the NOFO requirements



Frequently Asked Questions (FAQs)
Reference Document
Collection of Frequently Asked Questions that provide insight and additional context into the program



Additional Resources



- Department of Commerce Office of Acquisition Management's [Financial Assistance Policy](#) – Provides financial assistance regulations, policies, and guidance that shape the financial assistance environment within the DOC, including:
 - **Department of Commerce Financial Assistance Standard Terms and Conditions:** This document sets out the standard terms and conditions applicable to DOC financial assistance awards.
 - **Department of Commerce Grants and Cooperative Agreements Manual:** This document sets forth DOC guidance on federal award administration and provides DOC with a uniform set of minimum procedures to govern the award lifecycle.
- [Digital Equity Act at a Glance](#) - Provides certain key information on the Digital Equity Act of 2021
- [Digital Equity Act: Funding for Native Entities at a Glance](#) - Provides an overview of the Digital Equity Act Programs and specific information for the Native Entities
- [Get Ready State Digital Equity Capacity and Planning Grant Program: Native Entities](#) –Provides basic information and tips for applicants to get ready for the NE Capacity & Planning Grant Program.
- NTIA's [System for Award Management Guidance for Bipartisan Infrastructure Law Program Applicants](#) - Provides guidance on how to access, register, and complete required documentation in SAM.gov.
- [Title 2 of the Code of Federal Regulations Part 200 \(2 CFR Part 200\)](#) - Contains the regulations on awarding and administering federal grant funds. On April 22, 2024, OMB published updates to 2 CFR 200 in the [Federal Register at 89 FR 30046](#). These updates will apply to all awards issued under the NE Capacity & Planning Grant Program. An unofficial redline of these updates was published by the Chief Financial Officers Council and is available on the [CFO.gov website](#).



Acronyms and Key Terms



Acronyms

- **AOR** - Authorized Organization Representative
- **ASAP** - Automated Standard Application for Payments
- **BEAD** - Broadband Equity, Access, and Deployment Program
- **FFR** - Federal Financial Report
- **FPO** - Federal Program Officer
- **GO** – Grants Officer
- **GS** – Grants Specialist
- **NGP** – NTIA Grants Portal
- **NOFO** – Notice of Funding Opportunity
- **PI/PD** – Principal Investigator/Project Director
- **PPR** - Performance Progress Report
- **RAR** - Recipient Authorized Representative
- **UGA** – Unfunded Grant Action

Key Terms

- **Auditing:** Ensuring compliance with government regulations and evaluating financial information, including expenses paid for with Federal award funds.
- **Monitoring:** Ensuring compliance with Federal regulations and grant terms to avoid and correct any potential issues.
- **No-Cost Extensions:** Extend the project period without adding additional funding.
- **Supplanting:** Using grant funds for project costs that are otherwise covered by other Federal or state funding.
- **Supplementing:** Using Federal funds to enhance existing state and local funds for program activities.



Questions?
