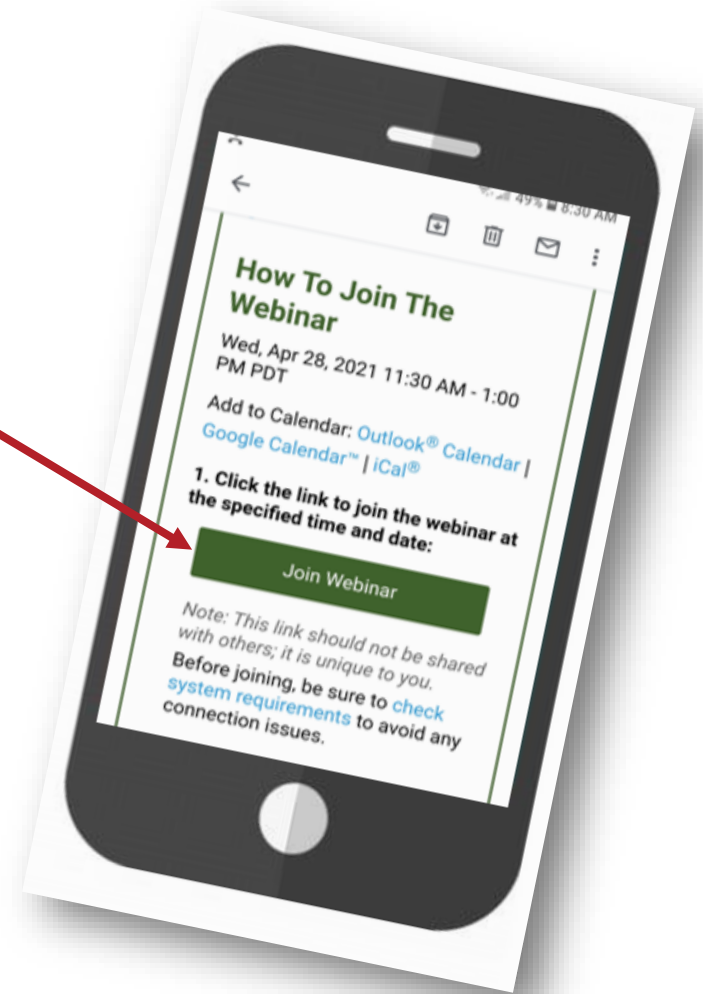# Phone Audio Option - Mobile Device

✓ Click on Join Webinar from your email confirmation.

✓ Download the app as directed.

✓ Webinar will launch automatically once the app is downloaded and opened

*If the webinar does not launch, click "Join Webinar" again from your email confirmation.
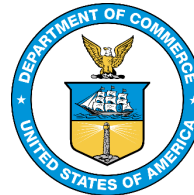

The presentation along with a transcript and recording will be available on the BroadbandUSA website under Events/Past Event on or before July 28, 2021.

Tribal Broadband Connectivity Program

TBCP Application Walkthrough

July 21, 2021

Questions

- Type questions in the Q&A box on the right side of the screen. Questions and answers will be available on the FAQ section of our website.

- [Overview of Consolidated Appropriations Act, 2021 | BroadbandUSA (doc.gov)](#)

Presentation

- The presentation along with a transcript and recording will be available on the BroadbandUSA website under Events/Past Events on or before July 28, 2021.

- [BroadbandUSA Past Events](#)

This presentation is for informational purposes only and is intended solely to assist potential applicants in better understanding the NTIA Tribal Broadband Connectivity Program and the application requirements set forth in the Notice of Funding Opportunity (NOFO) for this program. The presentation 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 presentation.

Presenters:

- Natalie Romanoff, Grant Management Specialist, NTIA
- Vanesscia Cresci, Broadband Program Specialist, NTIA

Moderator:

- Sarah Bleau, Broadband Program Specialist, NTIA

Agenda

Grant Program Overview

Grant Application Process and Timeline

Pre-Application Submission Activities

Application Submission Activities
Overview of Application Requirements
Overview of Standard Forms

Questions and Answers

Natalie Romanoff
Grant Management Specialist
NTIA

Tribal Broadband Connectivity Program: TBCP Application Walkthrough

Tribal Broadband Connectivity Program Overview

How Much	$1 Billion	
Who Can Apply	Tribal Governments, Tribal Colleges or Universities, the Department of Hawaiian Home Lands on behalf of the Native Hawaiian Community, including Native Hawaiian Education Programs, Tribal organizations, or Alaskan Native Corporations	
For What	Deployment and adoption of broadband service on Tribal Land and programs that promote the use of broadband to access remote learning, telework, or telehealth resources during the COVID–19 pandemic.	
When	NTIA is now accepting applications for the Tribal Broadband Connectivity Program until **September 1, 2021**. NTIA cannot extend this deadline.	

Tribal Broadband Connectivity Program Resources

- The Notice of Funding Opportunity (NOFO) includes the program's programmatic objectives, grant requirements, and eligible activities
  - Applications must follow the format described in NOFO

- Additional information on the Tribal Broadband Connectivity Program (TBCP) – including Frequently Asked Questions (FAQS), recorded webinar presentations and transcripts, and press releases – can be found on the Tribal Broadband Connectivity Program webpage

Grant Application Process

Pre-Application Activities

- Verify SAM.gov registration
- Obtain Grants.gov workspace access
- Gather all requirements listed in the NOFO to include programmatic documentation and standard forms

Submit Full Application in Grants.gov

- Applications must be complete and not missing documents
- Applications are due no later than September 1, 2021, 11:59 PDT
- Applications may be submitted through grants.gov, email, or through the mail

NTIA will review applications in accordance with the NOFO

- Eligibility Review
- Merit Review
- Programmatic Review
- NTIA will reach out to applicants with questions on the application, as appropriate

Application Timelines

Application Window:

90 days: June 3, 2021 through September 1, 2021

Application Deadline Key Dates:

- **Applications submitted through Grants.gov:** Must be received no later than 11:59 p.m. Pacific Daylight Time (PDT) on September 1, 2021.

- **Applications submitted by postal mail or by courier service:** Must be postmarked (for postal mail) or show clear evidence of mailing (for courier submissions) no later than 11:59 p.m. Pacific Daylight Time (PDT) on September 1, 2021.

- **Applications submitted by electronic mail:** Must be received no later than 11:59 p.m. Pacific Daylight Time (PDT) on September 1, 2021.

Pre-Application Activities

- Ensure you have an active SAM.gov registration
  - May take up to 30 days to reactivate
  - An active registration is required to receive Federal funding

- Ensure you have access to Workspace in Grants.gov
  - You will submit your application through workspace on the grants.gov website

- Compile all of the grant application requirements as listed in the *"Content and Form of Applications"* section (pg. 14) of the NOFO

How to Register to Apply through Grants.gov

An excerpt from pg. 35 of the NOFO:

Read the instructions below about registering to apply for the funds available under the Tribal Broadband Connectivity Program. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this funding opportunity, then you may begin with step 3, Create a Grants.gov Account, listed below.

Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Complete organization instructions can be found on Grants.gov here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

Application Submission Requirements – Standard Forms found on Grants.gov

Which Federal Forms Do I Need to Submit With My Application?							
	SF-424	SF-424A	SF-424B	SF-424C	SF-424D	CD-511 (Certification re: Lobbying)	Standard Form LLL (Lobbying)
Broadband Use and Adoption Project ONLY	✓	✓	✓			✓	✓
Broadband Infrastructure Deployment Project ONLY	✓			✓	✓	✓	✓
BOTH Types of Projects	✓ *	✓	✓	✓	✓	✓	✓

*ALL requirements for Use and Adoption Project AND ALL requirements for Broadband Infrastructure Deployment Project needed if you are submitting an application with BOTH types of projects

Application Submission Requirements – Required Programmatic and Budget Documentation

What Programmatic and Budget Documentation Do I Need to Provide with My Application?							
	Project Narrative	Resumes of Key Personnel	Budget Narrative and Detailed Justification	Indirect Cost Rate, if Including Indirect Costs	Documentation Showing Status as Eligible Entity	Tribal Resolution	Maps of Proposed Service Areas
Broadband Use and Adoption Project ONLY	✓	✓	✓	✓	✓		
Broadband Infrastructure Deployment Project ONLY	✓	✓	✓	✓	✓	✓	✓
BOTH Types of Projects	✓	✓	✓	✓	✓	✓	✓

Note: If you are submitting an application with BOTH types of projects, you must submit all the above programmatic and budget documentation

Application Submission – Optional Documents

Broadband Infrastructure Deployment Project Optional Items
Certification of Unserved Areas
Community Economic Development Strategy
Request for Extension of Award Period
Pro Forma Financial Information and Analyses
Network Diagram and System Design for Broadband Deployment and Construction Projects
Treasury Coronavirus Capital Projects Fund Statement

Overview of Application Documents

Required Forms and Documentation for <u>ALL</u> Applicants

Required forms can be found as part of the grant opportunity package in Grants.gov

PACKAGE FORMS:		Download Instructions
Mandatory Forms (Click to Preview)		**Optional Forms** (Click to Preview)
» Application for Federal Assistance (SF-424) [V4.0] » Budget Information for Non-Construction Programs (SF-424A) [V1.0] » Assurances for Non-Construction Programs (SF-424B) [V1.1] » Budget Information for Construction Programs (SF-424C) [V2.0] » Assurances for Construction Programs (SF-424D) [V1.1] » CD511 Form [V1.1] » Disclosure of Lobbying Activities (SF-LLL) [V2.0]		» Attachments [V1.2]

Close

Different Application Types

- There are three ways to apply for funds from the Tribal Broadband Connectivity Program:
  - Funding for a Broadband Use and Adoption Project **ONLY**
  - Funding for a Broadband Infrastructure Deployment Project **ONLY**
  - Funding for a Broadband Use and Adoption Project **AND** a Broadband Infrastructure Deployment Project

- All applications, regardless of project type, must submit the following with the application in Grants.gov:
  - ✓ SF-424
  - ✓ CD-511 Certification of Lobbying Form
  - ✓ Standard Form LLL

Required Forms and Documentation for <u>ALL</u> Applicants

An excerpt from pg. 15 of the NOFO:

i. **Standard Form 424: Application for Federal Assistance**

This is the title page (SF-424). This form (and all additional forms requiring a signature) must be signed by the applicant's authorized organization representative (AOR). Electronic signatures submitted through www.grants.gov satisfy this requirement.

- SF-424, Item 8.d Zip/Postal Code field, should reflect the Zip code + 4 (#####-####) format.
- SF-424, Item 12, should list the NOFO number as NTIA-TBC-TBCPO-2021-2006948.
- SF-424, Item 18, should list the total federal budget amount requested for the entire project.
- For SF-424, Item 21, the list of certifications and assurances is contained in SF-424B or SF-424D.

ii. **CD–511 Certification Regarding Lobbying:** Enter "NTIA-TBC-TBCPO-2021-2006948" in the Award Number field. Enter the title of the application used in field 15 of the SF-424, or an abbreviation of that title, in the Project Name field.

iii. **Standard Form LLL, Disclosure of Lobbying Activities** (if applicable).

Required Forms and Documentation for __ALL__ Applicants: SF-424

Note: For slides 20-26, we will be reviewing the different sections of the Application for Federal Assistance SF-424 document. All information provided in the yellow sections are meant to provide an example.

View Burden Statement

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [X] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [X] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):
[   ]

* Other (Specify):
[   ]

* 3. Date Received:
[   ]

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: ABC Native Community

* b. Employer/Taxpayer Identification Number (EIN/TIN):
12-1234567

* c. Organizational DUNS:
123-456-789

d. Address:

* Street1: 1234 Peach Street

Street2: [   ]

* City: Peachtown

County/Parish: [   ]

* State: Georgia

d. Address:

* Street1: 1234 Peach Street

Street2:

* City: Peachtown

County/Parish:

* State: Georgia

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 54321-0000

SF-424, Item 8.d Zip/Postal Code field, should reflect the Zip code + 4 (#####-####) format.

e. Organizational Unit:

Department Name:	Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: *** First Name:** Juan

Middle Name:

* Last Name: Perez

Suffix:

Title: Director

Organizational Affiliation:

* Telephone Number: 555-555-5555   **Fax Number:**

* Email: Juan.Perez@abcnativecommunity.com

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

Indian/Native American Tribal Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

National Telecommunications and Information Administration

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

* 12. Funding Opportunity Number:

NTIA-TBC-TBCPO-2021-2006948

SF-424, Item 12, should list the NOFO number as NTIA-TBC-TBCPO-2021-2006948.

* Title:

Tribal Broadband Connectivity Grant Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

[Add Attachment] [Delete Attachment] [View Attachment]

* 15. Descriptive Title of Applicant's Project:

ABC Native Community Broadband Infrastructure Deployment Project

Attach supporting documents as specified in agency instructions.

[Add Attachments] [Delete Attachments] [View Attachments]

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant `00.0000`   * b. Program/Project `00.0000`

Attach an additional list of Program/Project Congressional Districts if needed.

[   ]   [Add Attachment]   [Delete Attachment]   [View Attachment]

17. Proposed Project:

* a. Start Date: `11/20/01`   * b. End Date: `10/20/02`

18. Estimated Funding ($):

* a. Federal   `100,000`
* b. Applicant   [   ]
* c. State   [   ]
* d. Local   [   ]
* e. Other   [   ]
* f. Program Income [   ]
* g. TOTAL   `100,000`

> SF-424, Item 18, should list the total federal budget amount requested for the entire project.

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on [   ].

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

■ c. Program is not covered by E.O. 12372.

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

☐ Yes   ■ No

If "Yes", provide explanation and attach

	Add Attachment	Delete Attachment	View Attachment

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 218, Section 1001)

[x] ** I AGREE

For SF-424, Item 21, the list of certifications and assurances is contained in SF-424B or SF-424D.

** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name: Juan

Middle Name:

* Last Name: Perez

Suffix:

* Title: Director, ABC Native Community

* Telephone Number: 555-555-5555   Fax Number:

* Email: Juan.Perez@abcnativecommunity.com

* Signature of Authorized Representative: * Date Signed: 7/1/20

Vanesscia Cresci
Broadband Program Specialist
NTIA

Tribal Broadband Connectivity Program: TBCP Application Walkthrough

Requirements for a Broadband Use and Adoption Project

Broadband Use and Adoption Projects Overview

- Projects that promote the adoption and use of broadband services, including:
  - Affordable broadband programs, such as providing free or reduced-cost broadband service and preventing disconnection of existing broadband service
  - Distance learning
  - Telehealth
  - Digital inclusion efforts
  - Broadband adoption activities

Which Federal Forms Do I Need to Submit With My Application?							
	SF-424	SF-424A	SF-424B	SF-424C	SF-424D	CD-511 (Certi-fication re: Lobbying)	Standard Form LLL (Lobbying)
Broadband Use and Adoption Project ONLY	✓	✓	✓			✓	✓

What Programmatic and Budget Documentation Do I Need to Provide with My Application?							
	Project Narrative	Resumes of Key Personnel	Budget Narrative and Detailed Justifi-cation	Indirect Cost Rate, if Including Indirect Costs	Document-ation Showing Status as Eligible Entity	Tribal Resolution	Maps of Proposed Service Areas
Broadband Use and Adoption Project ONLY	✓	✓	✓	✓	✓		

SF 424A: Budget Information for Non-Construction Programs

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Tribal Broadband	11.029	$	$	$ 100,000.00	$	$ 100,000.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		$ 0.00	$ 0.00	$ 100,000.00	$ 0.00	$ 100,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	$	$	$ 45,000.00	$	$ 45,000.00
b. Fringe Benefits			13,500.00		13,500.00
c. Travel			8,776.00		8,776.00
d. Equipment			19,200.00		19,200.00
e. Supplies			24.00		24.00
f. Contractual			10,500.00		10,500.00
g. Construction					0.00
h. Other			1,000.00		1,000.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	98,000.00	0.00	98,000.00
j. Indirect Charges			2,000.00		2,000.00
k. TOTALS (sum of 6i and 6j)	$ 0.00	$ 0.00	$ 100,000.00	$ 0.00	$ 100,000.00
7. Program Income	$	$	$	$	$ 0.00

Note: The numbers used in the budget summary above are only to provide an example.

Project Narrative Components for __Broadband Use and Adoption Projects ONLY__

Project Narrative Components (Section D.2.b.iii on pgs. 16-17 of NOFO)

- Executive summary
- Description of eligible entity and qualifications and experience of key personnel
  - Table of Funded Project Participants and Unfunded Informal Collaborators
  - Resumes of Key Personnel
- Project objectives and activities
- Needs, problems, or challenges
- Project plan
- Project outcomes, performance measures, outputs, evaluation plan, sustainability plan

Required Forms and Documentation for <u>Broadband Use and Adoption Projects ONLY</u>

An excerpt from pg. 17 of the NOFO:

✓ **iv. Status as Eligible Entity.** Applicants should provide information to demonstrate that they are in the category of eligible entities as defined in section 905(a)(8) of the Act.

✓ **v. Budget Narrative and Detailed Budget Justification**

Applicants must submit a Detailed Budget Justification in the form of a spreadsheet, as well as a Budget Narrative in the form of a Word document. All budget information must support the dollar amounts identified in the SF-424 and SF-424A and demonstrate that the project or activity meets the eligible use requirements in the Act and in this NOFO.

The Detailed Budget Justification spreadsheet must reflect the cost categories that appear in the SF-424A and include itemized calculations for each cost placed under those categories. The spreadsheet must be formatted to fit letter-sized paper (8.5" x 11").

The Budget Narrative must explain the necessity and basis for all costs, clearly correspond to the information included in the Detailed Budget Justification spreadsheet, and reflect only allowable costs that are consistent with the project scope. Information on cost allowability is available in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. § 200, which apply to awards in this program.

Required Forms and Documentation for <u>Broadband Use and Adoption Projects ONLY</u> (Cont.)

An excerpt from pg. 18 of the NOFO:

✓ **vi. Indirect Cost Rate**

Section 905(c)(6) of the Act prohibits an eligible entity from using more than two percent (2%) of grants funds received under the Tribal Broadband Connectivity Program for administrative expenses. For this purpose, the two percent limitation on administrative expenses includes the combined total of indirect costs and direct administrative costs charged to an award.

Requirements for a Broadband Infrastructure Deployment Project

Broadband Infrastructure Deployment Projects Overview

- Broadband infrastructure deployment projects
  - includes support for the establishment of carrier-neutral submarine cable landing stations
  - may involve the construction of middle mile or last mile networks as well as interconnection.

- Applicants may propose projects that deploy new broadband infrastructure, replace antiquated infrastructure, or upgrade or extend existing infrastructure

Which Federal Forms Do I Need to Submit With My Application?

	SF-424	SF-424A	SF-424B	SF-424C	SF-424D	CD-511 (Certi-fication re: Lobbying)	Standard Form LLL (Lobbying)
Broadband Infrastructure Deployment Project ONLY	✓			✓	✓	✓	✓

What Programmatic and Budget Documentation Do I Need to Provide with My Application?

	Project Narrative	Resumes of Key Personnel	Budget Narrative and Detailed Justifi-cation	Indirect Cost Rate, if Including Indirect Costs	Documen-tation Showing Status as Eligible Entity	Tribal Resolution	Maps of Proposed Service Areas
Broadband infrastructure Deployment Project ONLY	✓	✓	✓	✓	✓	✓	✓

Required Forms and Documentation for <u>Broadband Infrastructure Deployment Projects ONLY</u>

An excerpt from pgs. 18-19 of the NOFO:

c. Required Forms and Documentation for Broadband Infrastructure Deployment Projects

✓ i. Standard Form 424C: Budget Information for Construction Programs (SF-424C)

Applicants must complete this form and provide a detailed budget narrative that adequately describes all costs for their proposed construction projects and associated activities that will be funded by the grant funds.

✓ ii. Standard Form 424D: Assurances for Construction Programs (SF-424D)

The SF-424D is required for all applicants that have not updated their System for Award Management (SAM.gov) entity registration since February 2, 2019 to include the federal financial assistance Certifications and Representations (Certs and Reps). If an applicant has updated their SAM.gov entity registration since February 2, 2019 to include the certifications and representations, then the SF-424D is not required.

SF 424C: Budget Information for Construction Programs

BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	$ 150,000.00	$ 0.00	$ 150,000.00
2. Land, structures, rights-of-way, appraisals, etc.	$ 508,000.00	$ 0.00	$ 508,000.00
3. Relocation expenses and payments	$ 50,000.00	$ 0.00	$ 50,000.00
4. Architectural and engineering fees	$ 198,000.00	$ 0.00	$ 198,000.00
5. Other architectural and engineering fees	$ 0.00	$ 0.00	$ 0.00
6. Project inspection fees	$ 2,400.00	$ 0.00	$ 2,400.00
7. Site work	$ 84,000.00	$ 0.00	$ 84,000.00
8. Demolition and removal	$ 0.00	$ 0.00	$ 0.00
9. Construction	$ 1,284,000.00	$ 0.00	$ 1,284,000.00
10. Equipment	$ 590,000.00	$ 0.00	$ 590,000.00
11. Miscellaneous	$ .00	$ 0.00	$ 0.00
12. SUBTOTAL (sum of lines 1-11)	$ 2,866,400.00	$ 0.00	$ 2,866,400.00
13. Contingencies	$ 0.00	$ 0.00	$ 0.00
14. SUBTOTAL	$ 2,866,400.00	$ 0.00	$ 2,866,400.00
15. Project (program) income	$ 0.00	$ 0.00	$ 0.00
16. TOTAL PROJECT COSTS (subtract #15 from #14)	$ 2,866,400.00	$ 0.00	$ 2,866,400.00

FEDERAL FUNDING

17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c Multiply X __100.00__ %	$ 2,866,400.00

Note: The numbers used in the budget summary above are only to provide an example.

Required Forms and Documentation for <u>Broadband Infrastructure Deployment Projects ONLY</u>

An excerpt from pg. 19 of the NOFO:

✓   iii. Project Narrative for Broadband Infrastructure Deployment Projects

The Project Narrative is a word-processed document of not more than 20 single- or 40 double-spaced pages responsive to the program description, statutory purposes, funding priorities, and the evaluation criteria set forth in this NOFO. The project narrative must identify specific tasks, measurable milestones and performance outcomes resulting for Native American/Alaska Native/Native Hawaiian communities from the proposed project activities. The Project Narrative shall include:

Required Forms and Documentation for <u>Broadband Infrastructure Deployment Projects ONLY</u> (Cont.)

Project Narrative Components (Section D.2.c.iii on pgs. 19-21 of the NOFO)

- Executive summary
- Description of eligible entity and qualifications and experience of key personnel
  - Table of Funded Project Participants and Unfunded Informal Collaborators
  - Resumes of Key Personnel
- Project objectives and activities
- Area to be served meeting Tribal lands definition and unserved households, businesses, or community anchor institutions
- Number of households in proposed service area at or below 150% poverty line
- Estimate of total number of jobs and workforce training plan

Required Forms and Documentation for <u>Broadband Infrastructure Deployment Projects ONLY</u> (Cont.)

Project Narrative components (Section D.2.c.iii on pgs. 19-21 of the NOFO)

- Description of how project will incorporate labor standards and workforce plans and practices

- Project plan with activities, timelines, and milestones

- Plan for long-term network sustainability

- Description of physical project area and its surroundings
  - Photographs, NEPA, NHPA, environmental and historic preservation documentation

Required Forms and Documentation for <u>Broadband Infrastructure Deployment Projects ONLY (Cont.)</u>

An excerpt from pgs. 21-22 of the NOFO:

✓ iv. **Maps of Proposed Service Areas.** (preferably in shapefiles, .kmz, .kml formats).

✓ v. **Tribal Resolution** (preferred, but a Letter of Consent by the Governing Body of the Tribe will be accepted if the Tribal Council is not meeting due to COVID-19 closures or restrictions).

✓ vi. **Status as Eligible Entity.** Applicants should provide information to demonstrate that they are in the category of eligible entities as defined in this NOFO.

✓ vii. **Certification of Unserved Areas (optional).** A Tribal Government may certify whether an area within its own "Tribal Lands" is "unserved," in lieu of using a non-tribal coverage/speed data set such as FCC 477 carrier sourced data. Any other Eligible Entity may also request a Tribal certification of "unserved." Any such Tribal Government certification of "unserved" must certify that the areas where last mile service is proposed is unserved and provide a statement on Tribal Letterhead, and additional supporting information if available, explaining how that determination of unserved was made. The Department of Hawaiian Home Lands may also certify whether Tribal Lands as described in Subsection D of this NOFO are "unserved." A Tribal Government may not certify Tribal Lands covered under an Enforceable Buildout Commitment, as defined in Section A.2.g of this NOFO, as unserved. A Tribal Government must disclose whether it has terminated an existing agreement qualifying as an Enforceable Buildout Commitment in anticipation of receiving funding under the Tribal Broadband Connectivity Program.

Required Forms and Documentation for <u>Broadband Infrastructure Deployment Projects ONLY</u> (Cont.)

An excerpt from pg. 22 of the NOFO:

✓ viii. Community Economic Development Strategy (optional). An eligible entity may submit a copy of its or a regional or State Community Economic Development Strategy if applicable to its project proposal.

✓ ix. Request for Extension of Award Period (optional).

✓ x. Budget Narrative and Detailed Budget Justification

Applicants must submit a Detailed Budget Justification in the form of a spreadsheet, as well as a Budget Narrative in the form of a Word document. All budget information must support the dollar amounts identified in the SF-424 and SF-424C and demonstrate that the project or activity meets the eligible use requirements in the Act and in this NOFO.

The Detailed Budget Justification spreadsheet must reflect the cost categories that appear in the SF-424C and include itemized calculations for each cost placed under those categories. The spreadsheet must be formatted to fit letter-sized paper (8.5" x 11").

The Budget Narrative must explain the necessity and basis for all costs, clearly correspond to the information included in the Detailed Budget Justification spreadsheet, and reflect only allowable costs that are consistent with the project scope. Information on cost allowability is available in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. § 200, which apply to awards in this program.

Required Forms and Documentation for <u>Broadband Infrastructure Deployment Projects ONLY</u> (Cont.)

An excerpt from pg. 22 of the NOFO:

✓ **xi. Indirect Cost Rate**

Section 905(c)(6) of the Act prohibits an eligible entity from using more than two percent (2%) of grants funds received under the Tribal Broadband Connectivity Program for administrative expenses. For this purpose, the two percent limitation on administrative expenses includes the combined total of indirect costs and direct administrative costs charged to an award.

Optional Broadband Infrastructure Deployment Application Materials

An excerpt from pg. 23 of the NOFO:

d. Additional Application Materials

Applicants may include the following documents in support of the application submission:

1. Pro forma financial information and analyses for the proposed project(s), such as balance sheets, income statements, and statement of cash flows; and

2. Network diagram and system design for broadband deployment and construction projects.

3. Tribal Government applicants that are interested in receiving funding from the Treasury's Coronavirus Capital Projects Fund, referenced in Section B.1 of this NOFO, should include the following short statement either in its project narrative or as a separate attachment giving permission for NTIA to share its complete application package with Treasury: "[Authorized Representative of Tribal Government] authorizes NTIA to provide its Tribal Broadband Connectivity Program application and supporting documents to Treasury for consideration in connection with an award from Treasury's Coronavirus Capital Projects Fund." Once NTIA receives this authorization, it will then transmit a copy of the application package to Treasury, which may use this information to assess more quickly the applicant's eligibility for funding under the Treasury program.

Applying for Broadband Infrastructure Deployment Projects AND Broadband Use and Adoption Projects

When Applying for Both Types of Projects…

- **Only submit one SF-424**
  - The estimated funding (field number 18) should show the funding request for both projects

- **TBCP has a 2% cap on Administrative and Indirect Costs**
  - This cap is on the total award amount and is not capped per project
  - Applicants should calculate the 2% off of the total funding requested (field number 18 on the SF-424 document)

Submitting your Application

Application Format Guidance

- **Font:** 10 point minimum
- **Line spacing**: single or double spacing
- **Margins:** one inch top, bottom, left, and right
- **Page layout:** Portrait orientation except for figures, graphs, images, and pictures. Paragraphs are to be clearly separated from each other
- **Page limit:** Project narrative is limited to 20 pages single spaced or 40 pages double spaced
  - *If you are applying for both infrastructure deployment and adoption and use: 20 single spaced or 40 pages double space for each, not total.*
- **Page size:** 8 ½ in x 11 in
- **Page numbering:** Number pages sequentially

How to Submit an Application Via Grants.gov

An excerpt from pg. 36 of the NOFO:

b. How to Submit an Application for the Tribal Broadband Connectivity Program via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to:
https://www.grants.gov/web/grants/applicants/workspace-overview.html

Application Inquiry Contacts

An excerpt from pg. 52 of the NOFO:

1. Please direct programmatic inquiries to:

Adam Geisler
National Tribal Government Liaison
Office of Telecommunications and Information Applications
National Telecommunications and Information Administration
U.S. Department of Commerce
1401 Constitution Avenue, NW, Room 4887
Washington, DC 20230
Phone: (202) 631-1188
Email: adam.geisler@firstnet.gov

2. Please direct grant management inquiries to:

Nicola Bell
National Oceanic and Atmospheric Administration
Grants Management Division
1325 East West Highway, Room 9340, (SSMC2)
Silver Spring, MD 20910-3282
Phone: (301) 628-1328
Email: Nicola.Bell@noaa.gov

Q & A

Contact Us

Name	Title	Agency	Email Address
Margaret Gutierrez	National Tribal Government Liaison	First Responder Network Authority	margaret.gutierrez@firstnet.gov
Crystal Hottowe	Broadband Program Specialist	NTIA, Tribal Broadband Connectivity Program	chottowe@ntia.gov
Vanesscia Cresci	Broadband Program Specialist	NTIA, Tribal Broadband Connectivity Program	vcresci@ntia.gov
Adam Geisler	National Tribal Government Liaison	First Responder Network Authority	adam.geisler@firstnet.gov
Gabe Montoya	Broadband Program Specialist	NTIA, Tribal Broadband Connectivity Program	gmontoya@ntia.gov
Nicholas Courtney	Broadband Program Specialist	NTIA, Tribal Broadband Connectivity Program	ncourtney@ntia.gov

Join again for the grants webinar series!

	Broadband Infrastructure Program	Tribal Broadband Connectivity Program	Connecting Minority Communities Pilot Program
Past Events:	April 28 & 29 June 9 & 10	April 21 & 22 June 16 & 17	May 5 & 6 June 23 & 24
Upcoming Events:	July 14 & 15 August 4 & 5	July 21 & 22 August 11 & 12 August 23 & 24	July 28 & 29 August 18 & 19 September 22 & 23 October 20 & 21

Webinars start at 2:30 pm ET

Registration is required for each webinar and is limited to 1,000

BroadbandUSA Latest Events

Thank you for attending

The slides, transcript, and a recording will be posted on the BroadbandUSA website by July 28.

🌐 Broadbandusa.ntia.doc.gov/

✉️ broadbandusa@ntia.doc.gov

📞 202-482-2048