Digital Equity Competitive Grant Tips for Applying

Set Up Your Accounts
You MUST have an active SAM.gov and UEI to register to access the NTIA Grants Portal (NGP) to apply. These items can take weeks or months to set up, so get started as soon as possible.

• Create or verify an Active SAM.gov Registration and Unique Entity Identifier (UEI) number.
• Register for Access to Application Portal. You will NOT be able to access the application portal without this.
• Decide early who needs access. Make sure members of your grant team have the right level of access.
• Make sure usernames and passwords for all relevant accounts (e.g., SAM.gov, NGP, etc.) are accessible and current to avoid last-minute issues.

Get Organized
In order to have time to prepare, review, and submit your application ahead of the due date, you need to get organized and plan ahead.

• Prepare early: Make sure your team is in place and ready to get started on your application as soon as the NOFO is announced.
• Submit early: Aim to submit the application ahead of the due date to avoid last-minute technical issues and to demonstrate professionalism and preparedness. Plan ahead! DO NOT wait hours before the application deadline to submit your applications.
• Late applications will not be accepted.
• Things to do now: Get to know the federal forms needed to apply: SF-424, SF-LLL, CD-511.

Build Partnerships
Partnerships can enhance an application by providing diverse expertise, increasing credibility, and extending a project’s reach.

• Leverage Expertise for Covered Populations: Leverage the expertise of those partners with a proven track record of serving Covered Populations can help strengthen the project’s ability to effectively reach and serve those groups.
• Collaborate on Proposal Development: Work together with partners to develop a strong, cohesive proposal. Leverage each partner’s strengths in drafting sections, gathering data, and providing insights.

Background:
The National Telecommunications and Information Administration (NTIA) will soon announce the launch of the Notice of Funding Opportunity (NOFO) for the Digital Equity Competitive Grant Program. Applicants should take steps now to get ready.

Who will be eligible for funding?
Eligible entities include: (1) A political subdivision, agency, or instrumentality of a State, including an agency of a State that is responsible for administering or supervising adult education and literacy activities, or for providing public housing, in the State; (2) An Indian Tribe, an Alaska Native entity, or a Native Hawaiian organization; (3) A foundation, corporation, institution, or association that is a not-for-profit entity and not a school; (4) A community anchor institution; (5) A local educational agency; (6) An entity that carries out a workforce development program; or (7) A partnership between any of the entities described in paragraphs (1) through (6). 47 U.S.C. §1724(b). For additional details, check out 47 USC 1724: Digital Equity Competitive Grant Program (house.gov).