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## Application Guidance

### Digital Equity Competitive Grant Program



U.S. Department of Commerce  
National Telecommunications and Information Administration

*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.*

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## 1.0 Purpose

The purpose of this document is to support applicants in applying for the Digital Equity (DE) Competitive Grant Program. This document is intended solely to assist applicants in better understanding the Digital Equity Competitive Grant Program, requirements set forth in the Notice of Funding Opportunity (NOFO), and related 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.

## 2.0 Application Guidance Overview

This document provides step-by-step instructions to familiarize applicants with each component of the DE Competitive Grant Program application, in addition to information on the National Telecommunications and Information Administration (NTIA) Grants Portal (NGP). The document is structured to include the following sections, as seen in Error! Reference source not found..

Figure 1: Application Guidance Document Structure



There are multiple forms required to complete the application. Application materials can be found in the NOFO Section IV.B and are hyperlinked in Section 2.1.2: **Document Repository for Download**.

## 3.0 Program Guidance

### 3.1 Before You Get Started

Before preparing and submitting an application, applicants are encouraged to read the statutory authority (47 U.S.C. 1724, part of the Digital Equity Act of 2021 (“Digital Equity Act”)), the DE Competitive Grant Program NOFO, this Application Guidance, the DE Program page on [www.InternetForAll.gov](http://www.InternetForAll.gov), and any relevant State Digital Equity Plans. Applicants should look to state government broadband office websites to view the plan, [InternetForAll.gov/funding-recipients](http://InternetForAll.gov/funding-recipients).

By carefully reviewing these materials, applicants will help ensure that their application is complete and satisfies the requirements of the program.

Please note that all applicants are **required to be active and registered in [www.SAM.gov](http://www.SAM.gov)** and have a **Unique Entity Identifier (UEI) number** at the time of application and for the duration of the Competitive Grant Program. For more information on how to register for SAM.gov, applicants may reference [NTIA’s SAM.gov Applicant Guidance](#). To find the DE Competitive Grant Program on SAM.gov, applicants should reference the following CDFA number and title:

Catalog of Federal Domestic Assistance Number

The Catalog of Federal Domestic Assistance (CFDA) number for the State Digital Equity Capacity Grant Program is **11.036** and title is **Digital Equity Competitive Grant Program**

### 3.2 Standard Terms and Conditions for Department of Commerce Grants

All awardees are required to comply with all applicable provisions set forth in the following:








- **Uniform Administrative Requirements, Cost Principles and Audit Requirements:** Through 2 C.F.R. § 1327.101, the Department of Commerce adopted Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, which apply to awards in this Program. Refer to <http://go.usa.gov/SBYh> and <http://go.usa.gov/SBq4>.
- **Department of Commerce Financial Assistance Standard Terms and Conditions:** The Department of Commerce will apply to each award in this Program, the Financial Assistance Standard Terms and Conditions in effect on the date of award. The current version, dated November 12, 2020, is accessible at [Department of Commerce Financial Assistance Standard Terms and Conditions](#).
- **Pre-Award Notification Requirements:** The Department of Commerce will apply the Pre-Award Notification Requirements for Grants and Cooperative Agreements dated December 30, 2014 or later (79 FR 78390), accessible at <http://go.usa.gov/hKkR>.

Please note that on April 22, 2024, the Office of Management and Budget (OMB) published a revision to its Guidance for Grants and Agreements (OMB Guidance for Federal Financial Assistance). These revisions, which will impact 2 C.F.R. Part 200, go into effect for all recipients on October 1, 2024; however Federal agencies may begin applying these revisions as early as June 21, 2024. NTIA is applying these revisions to all Digital Equity Competitive Grant Program awards. Refer to 89 [FR 30046](#) to view these revisions.

### 3.3 Competitive Grant Program Applicants

Any Eligible Entity or U.S. Territory that intends to apply to the DE Competitive Grant Program will be referred to as an “applicant” in this document. To be eligible for funding under the DE Competitive Grant Program, applicants must be one of the following types of Eligible Entities in **Figure 2** (or a U.S. Territory applying for the separate U.S. Territory set aside fund).

Figure 2: Eligible Entities for the DE Competitive Grant Program

- |  |  |
|--|--|
|  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 providing public housing, in the State |  A community anchor institution                                     |
|  An Indian Tribe, an Alaska Native entity, or a Native Hawaiian organization  |  A local educational agency   |
|  A foundation, corporation, institution, or association that is a not-for-profit and not a school   |  An entity that carries out a workforce development program         |
|  |  A partnership between any of the entities described in this figure |

Note that to be eligible an entity must **not** be serving or have served as the administering entity for a State under the State Digital Equity Planning Grant Program or the State Digital Equity Capacity Grant Program.

Native Entities (i.e., Indian Tribes, Alaska Native entities, and Native Hawaiian organizations) apply in the general process, though they are eligible and **may apply** for its designated set aside provided for at 47 U.S.C. §1724(j)(2) by submitting an application consistent with the requirements defined in Section IV of the DE Competitive Grant Program NOFO.

U.S. Territories (i.e., the United States Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any other territory or possession of the United States that is not a State) are not considered eligible entities and therefore **may only apply** for its designated set aside provided for at 47 U.S.C. §§1724(j)(3) by submitting an application consistent with the requirements defined in Section IV of the DE Competitive Grant Program NOFO. Organizational Entities within U.S. Territories may apply in the general funding pool.

### 3.4 Key Submission Dates and Methods for Submission

#### 3.4.1 For Eligible Entities (Applicants)

Complete applications from Eligible Entities must be received through the NTIA Grants Portal (NGP) (<https://grants.ntia.gov>) no later than 11:59 p.m. Eastern Daylight Time (ET) on **September 23, 2024**.

Native Entities are considered Eligible Entities and therefore must follow all Eligible Entities requirements.

#### 3.4.2 For Territories (Applicants)

Complete applications from United States Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any other territory or possession of the

United States must be received through the NGP (<https://grants.ntia.gov>) no later than 11:59 p.m. Eastern Daylight Time (ET) on **October 22, 2024**.

### 3.4.3 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](http://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.

NOTE: Applications for the DE Competitive Grant Program will **not** be submitted via Grants.gov. All applications must be submitted via the NGP. For further instructions on how to access and use the NGP, see **Appendix B: NTIA Grants Portal (NGP) Registration** and **Appendix C: NGP Workspace**.

## 3.5 Eligible Activities

An Eligible Entity or U.S. Territory to which a Competitive Grant is awarded must use the grant funds to support **not less than 1** of the allowable activities listed below (i-vi). Applicants should use the application to describe, in detail, the core aspects of their proposed DE projects and activities. All projects and activities must align to the activities identified as allowable activities in the NOFO Section IV.C and should address barriers to digital equity faced by Covered Populations<sup>1</sup>.

Grant funds may be used to cover only eligible costs incurred by the recipient during the period of performance, allowable costs incurred by the recipient during the grant closeout process and limited pre-award expenses.

Applicants must comply with the requirements of 47 U.S.C. §1724(d)(2) of the Digital Equity Act and this NOFO. Grant funds may be used to support the following allowable activities:

- i. To develop and implement digital inclusion activities that benefit one or more of the Covered Populations.
- ii. To facilitate the adoption of broadband by Covered Populations to provide educational and employment opportunities to those populations.
- iii. To implement training programs for Covered Populations that cover basic, advanced, and applied skills or other workforce development programs, including, for example, digital inclusion projects that address online safety, and work to prevent online harassment and abuse.

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<sup>1</sup> The term “Covered Populations” means: individuals who live in covered households; aging individuals; incarcerated individuals (as defined by the State or Territory), other than individuals who are incarcerated in a Federal correctional facility; veterans; individuals with disabilities; individuals with a language barrier, including individuals who are English learners and have low levels of literacy; individuals who are members of a racial or ethnic minority group; and individuals who primarily reside in a rural area.



- iv. To make available equipment, instrumentation, networking capability hardware and software, or digital network technology for broadband services to Covered Populations at low or no cost.
- v. To construct, upgrade, expand, or operate new or existing public access computing centers for Covered Populations through community anchor institutions.
- vi. To undertake any other project or activity that the Assistant Secretary finds to be consistent with the purposes for which the Program is established.

For more information on eligible activities for the purposes of completing the Project Narrative and Project(s) Descriptions Form, refer to the [Competitive Grant Program Overview Webinar](#) and the [Competitive Grant Program Overview Primer](#). Use the Consolidated Budget Form Guidance [link forthcoming] document to understand how certain eligible activities are categorized and have associated spending caps.

Applicants are required to complete multiple fields and forms to describe the proposed activities they seek to fund through the Competitive Grant Program.

- The **main application** (text fields within the NGP) requires that applicants provide Applicant information, summarize overall goals of the grant proposal, describe the portfolio of activities the grant award would support, and detail the Applicant’s capability to carry out the project plan or function of the proposed grant. The main application is also where applicants must upload other required documents such as the Scenario & Risk Mitigation Plan, Data Stewardship Plan, and Key Personnel resumes.

- As a part of the main application, applicants must upload a **Project Narrative** that describes all major project activities and timelines, including the timing of planning and implementation stages, key milestones and when each major project activity will start and end, and potential risks to the timeline and proposed mitigation strategies.

- The **Project(s) Description Form** requires that applicants detail the proposed activities and interventions of the project, including activity summaries, digital equity barrier details, and covered population data. In this form, applicants must also describe their project evaluation strategies and provide anticipated subgrantee information.

- The **Consolidated Budget Form** requires that applicants detail the funding required in each year of the grant to carry out the proposed activities and interventions. In this form, applicants must also provide detail related to their matching funds, the 10% cap on administrative costs, and the 10% cap on evaluation costs.

- Applicants representing a partnership must also complete the **Partnerships Form**, which requires additional information on the role, match contribution, and point of contact for each entity within the partnership.

**Promoting Competitive Program Goals**

For each activity or intervention, applicants must explain how the activity or intervention facilitates the purpose of the Digital Equity Competitive Grant program, specifically by promoting one or more of the following:

- Economic stability including workforce development and employment opportunities;
- Education access;
- Health care access;
- Social and civic engagement;
- Community access to the benefits of Internet technology.

- Applicants must also complete standard application forms, such as the **SF-424**, **CD-511**, and **SF-LLL**. These forms provide required documentation to NTIA about applicants and must be accurate when submitted.

### 3.5.1 Evaluation Requirements and Considerations

Competitive Grant recipients and subrecipients are required to incorporate program measurement and evaluation activities as part of their program design and implementation. Allowable costs are determined in accordance with the cost principles identified in [2 C.F.R. Part 200, including Subpart E](#) of such regulations and in the grant program’s authorizing legislation.

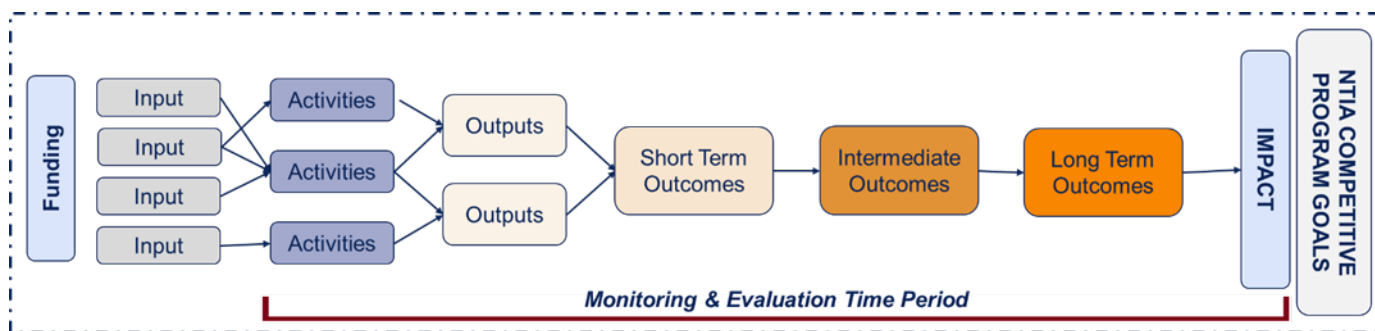
These activities must include documentation of the success of specific funded projects in meeting the performance objectives of the Program. As required by 47 U.S.C. §1724(d)(2)(B), an entity to which the Assistant Secretary awards a grant shall use not more than **10% of the grant amounts** to measure and evaluate the activities supported with the grant amount. All costs related to the evaluation must be included on the [Consolidated Budget Form](#) and referenced, as needed, in the application’s Project Narrative.

#### Considerations for the collection of evaluation metrics

NTIA is interested in measuring the **short, intermediate, and long-term outcomes** of the digital inclusion activities and interventions applicants propose to implement once they receive funding for their project inputs (resources). Within the Projects Description Form of the application, applicants must describe their activities, outputs (tangible results) and the anticipated outcomes (changes that occur in people or conditions because of the activities and outputs) of their proposed projects. **Figure 3** provides the flow of input, activities, outputs, and outcomes for the DE Competitive program. For the purposes of this application, applicants must:

1. Provide a **strategy for measuring both near-term and long-term outcomes** of its proposed Digital Equity Project, including an assessment of the clarity, specificity, and alignment of metrics with project objectives.
2. Ensure proposed evaluation strategies are **achievable and capable of measuring project results**, including direct and indirect effects on digital inclusion.

Figure 3: DE Competitive Outcome Flow



#### Post-Award Evaluation Considerations

As applicants design their implementation strategies and evaluation plans, applicants should consider that recipients will be required to report on the following in the Post-Award period:

- Project implementation milestones and measurable objectives, and alignment to expenditures.
- Project outputs (e.g., number of devices provided/subsidized, number of digital literacy/training programs developed, and number of training hours provided, number of Internet subscriptions provided/subsidized, etc.).
- Project output intended beneficiaries, including number the Covered Populations being served, the total number of individuals being serviced, the number of intended beneficiaries across the Covered Populations, number of jobs created for project implementation, anecdotal or personal testimony demonstrating the positive impact of the Program, and other results from program activities.
- Project or Program effectiveness including whether the intended objectives were accomplished; whether the program resulted in measurable changes in participants from the Covered Populations such as in knowledge or skills and data demonstrating progress toward the goals and objectives caused by the project or activity as opposed to other causes.

### *Evaluation Recap*

- A recipient shall use **no more than 10 percent of the grant amount** to measure and evaluate the activities supported with the grant amounts.
- Applicants should design evaluation to both inform their ongoing program improvement and to meet post-award requirements. The grant recipient must submit each measurement and evaluation performed to NTIA no later than 15 months after the date on which the entity is awarded the grant amounts and annually thereafter during each year in which the entity expends funds under this program.
- NTIA may request this information be incorporated into both the Annual Report (filed December 31<sup>st</sup> of each year) and the Performance (Technical) Report (filed on June 30<sup>th</sup> of each year)

### 3.5.2 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](http://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](mailto:ngphelpdesk@ntia.gov) for assistance in making the update within the system.

## 4.0 DE Competitive Application – Step-by-Step Submission

The following section provides applicants with step-by-step instructions on how to complete and submit the DE Competitive application.

**Important:** Save your work within each section by clicking the **Save** or **Next** button. The Section Status will display as ‘In Progress.’ 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. If at any time you need to make updates within a section, note that you must review contents for that entire section prior to saving your updates.

NGP operates best within Internet Explorer or Chrome. Disable your pop-up blocker prior to beginning your application to avoid potential issues when uploading and downloading materials during the submission process.

### 4.1 Application Overview

The following sections will provide step-by-step application instructions. To help you prepare to complete the application, use the checklist in **Table 1** to compile required information and the document repository in **Section 2.1.2**

**Document Repository** for Download to download and complete forms in advance.

#### 4.1.1 Application Checklist

Use the checklist in **Table 1** to organize the components of the application.

*Table 1: Application Component Checklist*

Application Component		Action Required
<input type="checkbox"/>	<b>SAM.gov Registration</b>	Verify SAM.gov registration
<input type="checkbox"/>	<b>Applicant Identity Type</b>	Identify your organization’s Eligible Entity type
<input type="checkbox"/>	<b>U.S. Territories</b>	Upload a letter from the governor (or equivalent official) of the U.S. Territory that designates the applicant to apply for the Digital Equity Competitive Grant Program on its behalf, if applicable
<input type="checkbox"/>	<b>Partnerships</b>	Upload a Letter of Commitment from each member of the partnership demonstrating the Authorized Representative has authority to file on behalf of the partners, if applicable
<input type="checkbox"/>	<b>Native Entities</b>	Upload a Tribal Government Resolution or equivalent formal authorization from the governing body of the Native Entity providing express authority to apply for Competitive Grant Funds or to participate in a partnership making application for grant funds, if applicable

Application Component		Action Required
<input type="checkbox"/>	<b>Political subdivisions, agencies, or instrumentalities of a State</b>	Certify that the applicant shall appropriate or otherwise unconditionally obligate from non-Federal sources the funds necessary to meet the matching requirements, if applicable
<input type="checkbox"/>	<b>Project Narrative Executive Summary</b>	Executive Summary: Describe the overall goals of the grant proposal and the portfolio of activities the grant award would support and how the Digital Equity Project will promote the goals of the Digital Equity Act and this Program (includes 10 items to address)
<input type="checkbox"/>	<b>Total Funding Requested</b>	Identify total funding requested
<input type="checkbox"/>	<b>Barriers to Digital Equity</b>	Identify which barriers to digital equity will be addressed
<input type="checkbox"/>	<b>Covered Populations Served</b>	Identify which Covered Populations will be served
<input type="checkbox"/>	<b>Geographic Regions Served</b>	Identify which Geographic Regions will be served
<input type="checkbox"/>	<b>Activities and Interventions</b>	Upload the Project(s) Description Form to provide a description of each specific implementation activity and/or intervention that will be part of the Digital Equity Project, and which will use Competitive Grant Program funding
<input type="checkbox"/>	<b>Environmental and Historic Preservation</b>	For proposed construction, ground disturbance, or installation of fixed equipment, provide photos, if applicable
<input type="checkbox"/>	<b>Project Plan</b>	Upload a description of all major project activities and timelines, including the timing of planning and implementation stages, key milestones and when each major project activity will start and end, and potential risks to the timeline and proposed mitigation strategies.
<input type="checkbox"/>	<b>Consolidated Budget Form</b>	Upload the Consolidated Budget Form with detailed budget information
<input type="checkbox"/>	<b>Negotiated Indirect Cost Rate Agreement (NICRA)</b>	Indicate if the applicant is requesting direct costs and if it is declining to use the de minimis rate

Application Component		Action Required
<input type="checkbox"/>	<b>Justification for Funding Amount Requested</b>	If deviating from the award range outlined in the NOFO, provide the justification, if applicable
<input type="checkbox"/>	<b>Description of Applicant Experience &amp; Capability</b>	Provide demonstrative evidence for each question and upload resumes of key personnel
<input type="checkbox"/>	<b>Scenario &amp; Risk Mitigation Plan</b>	Upload a scenario and risk mitigation plan describing the steps taken to ensure that any proposed deployment of technology will not have adverse consequences for the Covered Populations
<input type="checkbox"/>	<b>Data Stewardship Plan</b>	Upload a data stewardship plan including a technology impact assessment demonstrating a plan to ensure that data collection, management, and utilization are conducted ethically, transparently, and with a strong emphasis on safeguarding the rights and privacy of individuals
<input type="checkbox"/>	<b>Sustainability</b>	Upload a description of strategies to be undertaken to ensure the project or activity will create a sustainable long-term impact on digital equity and inclusion or will lead to the permanent elimination of a barrier to digital equity
<input type="checkbox"/>	<b>Matching</b>	Identify the percentage of the award that will be matched
<input type="checkbox"/>	<b>Match Waiver</b>	If seeking a waiver of the federal share due to financial need, upload a petition to the Assistant Secretary
<input type="checkbox"/>	<b>Source of Matching Funds</b>	Describe the source of matching funds and whether they are cash or in-kind donations
<input type="checkbox"/>	<b>Description of Other Funding Sources</b>	Describe the source and amount of other Federal, State, or outside funding sources
<input type="checkbox"/>	<b>Certifications and Assurances</b>	Answer each certification question
<input type="checkbox"/>	<b>SF-424: Application for Federal Assistance</b>	Complete the SF-424 in the NGP

Application Component		Action Required
<input type="checkbox"/>	<b>CD-511: Certification Regarding Lobbying</b>	Upload the completed CD-511
<input type="checkbox"/>	<b>SF-LLL: Disclosure of Lobbying Activities</b>	Upload the completed SF-LLL if the applicant has lobbying activities to disclose

#### 4.1.2 Document Repository for Download

Applicants can refer to **Table 2** to download the necessary forms and reference documents to complete the Competitive Grant Program application.

Table 2: Document Repository

Document	Location
<b>CD-511: Certification Regarding Lobbying</b>	Download the CD-511 from here <a href="#">Digital Equity Competitive Grant   BroadbandUSA (doc.gov)</a>
<b>Consolidated Budget Form</b>	Download the Consolidated Budget Form from here <a href="#">Digital Equity Competitive Grant Application Materials   BroadbandUSA (doc.gov)</a>
<b>Project(s) Description Form</b>	Download the Project(s) Description Form from here <a href="#">Digital Equity Competitive Grant Application Materials   BroadbandUSA (doc.gov)</a>
<b>Standard Form-424: Application for Federal Assistance</b>	The SF-424 will be completed in the NGP. Applicants are encouraged to <a href="#">download the SF-424 from Grants.gov</a> to prepare their answers.
<b>Standard Form-LLL: Disclosure of Lobbying Activities</b>	<a href="#">Download the SF-LLL from Grants.gov</a>

### General Applicant Information

The following information is intended to support applicants as they navigate the NGP. If applicants encounter any technical issues, please email the NGP Helpdesk at [ngphelpdesk@ntia.gov](mailto:ngphelpdesk@ntia.gov) for support.

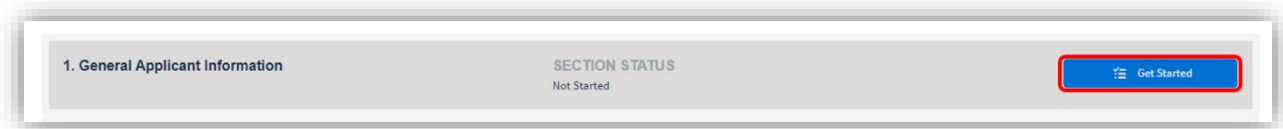
As part of the DE Competitive application package applicants must submit the following **General Applicant Information** related to their **SAM.gov account** and their **Authorized Representatives**. General Application Information **documents must be uploaded as PDFs**, unless a template was provided in another format. See below to get started.

### 4.1.3 SAM.gov Account

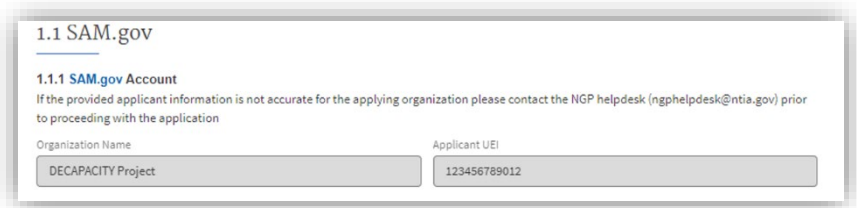
The **System for Award Management (SAM.gov)** is an official website of the U.S. Government. The SAM database is managed by the General Services Administration, which is responsible for acquiring goods and services for government agencies. In order to do business with any federal government agency, an applicant must complete SAM registration on SAM.gov. There is no cost to use SAM.gov.

**Note:** Evidence of the applicant's registration of SAM.gov is required for the Competitive Grant Program application.

From the Application Workspace, locate the **General Applicant Information** section and click the **Get Started** button.

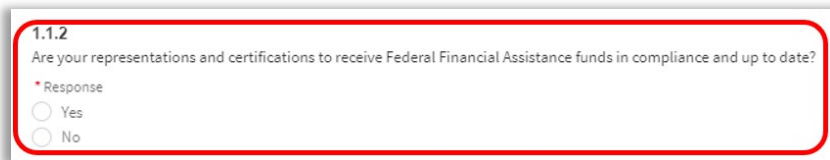


The Applicant's organization name and UEI will be populated based on the Applicant's existing account in the NGP. *If the provided information is not accurate for the applying organization, please contact the NGP helpdesk ([ngphelpdesk@ntia.gov](mailto:ngphelpdesk@ntia.gov)) prior to proceeding with the application.*



In the NGP, 1.1.1., the applicant's pre-populated UEI should match the SAM.gov registration documentation.

In field 1.1.2, Select either **Yes** or **No** to answer the question: 'Are your representations and certifications to receive Federal Financial Assistance funds in compliance and up to date?'



To determine whether your representations and certifications are in compliance and up to date, locate 'Reps and Certs (Financial Assistance)' on the left side menu on SAM.gov. Click on that section and ensure that the intention to apply for Federal financial assistance is selected as 'Yes'; if 'Yes', the certification should automatically be confirmed as well.

If **Yes**, no further action is needed. Click **Save and Next** to proceed.

If **No**, then fields 1.1.3 and 1.1.4 will appear. Complete those fields.



In field 1.1.3, describe the status of obtaining the necessary representations and certifications.  
Character Limit: 2,500 (approximately 500 words).

1.1.3  
If No, describe the status of obtaining the necessary representations and certifications. (2500 character limit)

\* Response

In field 1.1.4, click the **Upload Files** button to submit evidence that necessary steps have been taken to obtain up-to-date and compliant representations and certifications.

1.1.4  
Submit evidence that necessary steps have been taken to obtain up-to-date and compliant representations and certifications.

\* Upload

Or drop files

Click **Save and Next** to proceed.

#### 4.1.4 Applicant Entity Type

In field 1.2.1, select ‘Which of the following entity types are you?’ By selecting one of the entity types below, you are certifying that you are eligible to apply for grants under this Program, as described in Section III.A of the NOFO, and that you are not serving, and have not served, as the administering entity for a State under 47 U.S. C. §1724(b).

**1.2 Applicant Entity Type**

**1.2.1 Applicant Entity Type**

Which of the following entity types are you? By selecting one of the entity types below, you are certifying that you are eligible to apply for grants under this Program, as described in Section III.A of the NOFO, and that you are not serving, and have not served, as the administering entity for a State under 47 U.S.C. §1723(b). If you are applying on behalf of a partnership, select which of the categories (1) – (7) apply to you, and fill out the partnership information below.

\* Response

- 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.
- An Indian Tribe, an Alaska Native entity, or a Native Hawaiian organization.
- A foundation, corporation, institution, or association (Note: Must be a not-for-profit entity and not a school)
- A community anchor institution.
- A local educational agency.
- An entity that carries out a workforce development program.
- U.S. Territory

If you are applying on behalf of a partnership, select which of the categories (1) – (7) apply to you, and fill out the partnership information below.

*(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 (Note: Must be 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.
- (7) U.S. Territory.

In field 1.2.2, click **Upload Files** to upload evidence verifying your status as an Eligible Entity (e.g., Non-profit Disclosures; inclusion in the published list of Indian Entities as recognized by the U.S. Department of the Interior Bureau of Indian Affairs; State Educational/Vocational School License).

Click **Save and Next** to proceed.

1.2.2  
Please upload evidence verifying your status as an eligible entity (e.g., Non-profit Disclosures; inclusion in the published list of Indian Entities as recognized by the U.S. Department of the Interior Bureau of Indian Affairs; State Educational/Vocational School License).

\* Upload

[Upload Files](#) Or drop files

[Save and Next](#)

#### 4.1.5 U.S. Territories

If you are a U.S. Territory applying for the territorial set aside provided for at 47 U.S.C. §1724(j)(3), in field 1.3.1, click the **Upload Files** button to provide a letter from the governor (or equivalent official) of the U.S. Territory that designates the applicant to apply for the Digital Equity Competitive Grant Program on its behalf. The letter must be in **PDF format**.

Click **Save and Next** to proceed.

1.3 U.S. Territories

1.3.1 U.S. Territories

If you are a U.S. Territory applying for the territorial set aside provided for at 47 U.S.C. §1724(j)(3), provide a letter from the governor (or equivalent official) of the U.S. Territory that designates the applicant to apply for the Digital Equity Competitive Grant Program on its behalf.

Upload

[Upload Files](#) Or drop files

[Save and Next](#)

## 4.1.6 Partnerships

NTIA recognizes that partnerships are an effective means of serving the Covered Populations and they are encouraged. When applying as a partnership, one Eligible Entity must be designated as the applicant for the partnership and serve as the “Authorized Representative.” See Types of DE Grant Agreements Primer [link forthcoming] for more details. Before reviewing the application requirements, keep in mind the following helpful information:



*Helpful information to keep in mind:*

- An Eligible Entity may submit only **one application** for Competitive Grant Program funding.
  - An Eligible Entity **may participate as a member of more than one partnership** so long as it is not the Authorized Representative for more than one partnership.
  - Only Eligible Entities may be members of a partnership.
  - The Authorized Representative of a partnership must submit a binding Letter of Commitment (“LOC”) from each member of the partnership demonstrating authority to file on behalf of the partners.
  - A Native Entity partnership may have non-Native Entity partners so long as the Authorized Representative is a Native Entity, and all intended beneficiaries of the proposed programs are members of a Native Entity.
1. Select either **Yes** or **No** to answer field 1.4.1.; ‘Are you applying as a partnership of Eligible Entities?’

If **No**, then no further action is needed. Click **Save and Next** to return to the Application Workspace to move onto the next section.

### 1.4 Partnerships

#### 1.4.1 Partnerships

Are you applying as a partnership of eligible entities? If yes, note that it is expected that the eligible entity completing this application will serve as the Authorized Representative (i.e., the applicant) for the partnership.

\* Response

Yes

No

If yes, note that it is expected that the Eligible Entity completing this application will serve as the Authorized Organizational Representative (i.e., the applicant) for the partnership. If **Yes**, proceed to respond to the subsequent prompts in this question.

2. In field 1.4.2, provide a description demonstrating evidence of the Authorized Representative's experience managing similar partnerships or coalitions and the plans the partnership has in place to ensure ongoing collaboration. (Character limit 200, approximately 40 words).

1.4.2  
Provide a description demonstrating evidence of the Authorized Representative's experience managing similar partnerships or coalitions and the plans the partnership has in place to ensure ongoing collaboration. (2500 character limit)

\* Response

3. For field 1.4.3, applicants must download and complete the Partnership Members Form, then upload it in this field.

1.4.3: Please provide a table that includes:

(1) *A list of all members of the partnership.*

(2) *Verification that each partner is an Eligible Entity.*

(3) *The category of Eligible Entity of each partner (See 47 U.S.C. §1724(b)).*

(4) *The scope of work/role of each partner.*

(5) *Whether a partner has applied for funding under any other partnership, and if so, the Authorized Representative for each other partnership.*

(6) *How award funds will be allocated among partners.*

(7) *How the required federal share/matching requirement will be allocated among partners, as applicable.*

1.4.3  
Please provide a table that includes:

1. A list of all members of the partnership.
2. Verification that each partner is an Eligible Entity.
3. The category of Eligible Entity of each partner (See, 47 U.S.C. §1724(b)).
4. The scope of work/role of each partner.
5. Whether the partner has applied for funding under any other partnership, and if so, the Authorized Representative for each other partnership.
6. How award funds will be allocated among partners.
7. How the required federal share/matching requirement will be allocated among partners, as applicable.

Complete the Partnership Members Form provided, filling out all fields as applicable, and **upload it.**

Complete the Partnership Members Form provided, filling out all fields as applicable, and upload it.

\* Upload

Or drop files

4. In the field 1.4.4: **Upload Files** field, please upload evidence verifying each partner's status as an Eligible Entity (e.g., Non-profit Disclosures; inclusion in the

1.4.4  
Please upload evidence verifying each partner's status as an eligible entity (e.g., Non-profit Disclosures; inclusion in the published list of Indian Entities as recognized by the U.S. Department of the Interior Bureau of Indian Affairs; State Educational/Vocational School License).

\* Upload

Or drop files

published list of Indian Entities as recognized by the U.S. Department of the Interior Bureau of Indian Affairs; State Educational/Vocational School License).

5. In the field 1.4.5: **Upload Files** field, upload a Letter of Commitment (“LOC”) from each member of the partnership. Keep in mind that each LOC must be executed by both the Authorized

Organizational Representative and the partner member. The letter should outline:

- The role/scope of the work of the participating member
- A commitment from the partner to serve in that role
- Any funding the partner will receive from the Authorized Organizational Representative, either as a subrecipient or others, as applicable
- A commitment from the Authorized Organizational Representative to keep each partner informed of project or activity progress

Note that all partners that receive funding must be represented accurately on the Consolidated Budget Form within the Subrecipients section of each Year tab. Review the Consolidated Budget Form Guidance [link forthcoming] for more information.

Click **Save and Next** to proceed.

### 4.1.7 Native Entities

Native Entities are Eligible Entities under the Digital Equity Act, Native Entity and Native Entity partnership applications will be considered as part of the Competitive Grant Program review process. Note, however, that there is a funding set-aside specifically for Native Entities.

*Helpful information to keep in mind:*

1. **A Native Entity** making an application for Competitive Grant Program funds, whether on its own behalf, as an Authorized Representative of a partnership, or as a participant in a partnership, **must submit a Tribal Government Resolution or equivalent formal authorization** from the governing body of the Native Entity providing express authority to apply for Competitive Grant Funds or to participate in a partnership making application for grant funds.
2. To qualify for participation in the Native Entity set aside amount identified by 47 U.S.C. §1724(j)(2), the applicant must be a Native Entity and the intended beneficiaries of the proposed programs (i.e., the recipients of the proposed outputs) must be Covered Populations that are members of a Native Entity.
3. A Native Entity **partnership may have non-Native Entity partners** so long as the Authorized Representative is a Native Entity, and all intended beneficiaries of the proposed programs are members of a Native Entity.

1. In field 1.5.1, Select either **Yes** or **No** to answer the question:

**1.5.1 Native Entities**  
 Are you, or any partner member listed within your application, a Native Entity? (i.e., an Indian Tribe, Alaska Native entity, or Native Hawaiian organization)

\* Response

Yes

No

‘Are you, or any partner member listed within your application, a Native Entity? (i.e., an Indian Tribe, Alaska Native entity, or Native Hawaiian organization).’

If **No**, then no further action is needed. Click **Save and End** to return to the Application Workspace

to move onto the next section. If **Yes**, respond to the

subsequent prompts in this question.

**1.5.2**  
 Provide a Tribal Government Resolution or equivalent formal authorization from the governing body of the Native Entity providing express authority to file an application for Competitive Grant Funds. This resolution is required both when the Native Entity is an applicant and when the Native Entity is a member of a partnership, and is required from each Native Entity participating in the partnership.

\* Upload

Or drop files

In the field 1.5.2., **Upload Files** field, provide a **Tribal Government Resolution or equivalent formal authorization** from the governing body of the Native Entity providing express authority to file an application for Competitive Grant Funds. This resolution is required both when the Native Entity is an applicant and when the Native Entity is a member of a partnership and is required from each Native Entity participating in the partnership.



*Components of a Formal Authorization from the Governing Body of the Native*

- **Name of the Native Entity**, which shall appear on one of the following lists:
  - 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, available at: <https://www.doi.gov/hawaiian/nhol>;
  - U.S. Department of the Interior, Office of Native Hawaiian Relations, Homestead & Beneficiary Associations List, available at: <https://doi.gov/hawaiian/homestead-beneficiary-associations>; and
  - The Department of Hawaiian Home Lands, available at: [Department of Hawaiian Home Lands | DHHL – Department of Hawaiian Home Lands](#)
- **Signature of a leader within the governing authority** and/or other governing body (i.e., the Tribal Council, Native Hawaiian Organization President, etc.)
- **Reference the DE Competitive NOFO** and be dated post July 24, 2024 (release of NOFO)
- Include a **description of the proposed project**, including the entities that will complete the activities and interventions documented in the Project Narrative

2. In the field 1.5.3., select either **Yes** or **No** to answer the question: ‘Do you seek to qualify for the Native Entity set aside identified in 47 U.S.C. §1724(j)(2)?’

**1.5.3**  
Do you seek to qualify for the Native Entity set aside identified in 47 U.S.C. §1724(j)(2)?

\* Response

Yes

No

If **No**, then no further action is

needed. Click **Save and End** to return to the Application Workspace to move onto the next section.

If **Yes**, respond to the subsequent prompts in this question.

If Yes, certify that all the intended beneficiaries of the proposed activities and interventions are members of a Native Entity.

Click **Save and Next** to proceed

#### 4.1.8 Political Subdivisions, Agencies, or Instrumentalities of a State

1. In field 1.6.1, select either **Yes** or **No** to answer the question: ‘Are you, or any partner member listed within your application, a political subdivision, agency, or instrumentality of a State?’

If **No**, then no further action is needed. Click **Save and End** to return to the Application Workspace to move onto the next section.

If **Yes**, certify that the applicant shall appropriate or otherwise unconditionally obligate from non-Federal sources the funds necessary to meet the matching requirements outlined in 47 U.S.C. §1724(e).

2. Note that applicants seeking a waiver of the federal share (i.e., matching) requirement may provide a petition to the Assistant Secretary for a waiver of the federal share requirement later in this application.

Click **Save and Next** to proceed

### 1.6 Political subdivisions, agencies, or instrumentalities of a State

---

#### 1.6.1 Political subdivisions, agencies, or instrumentalities of a State

Are you, or any partner member listed within your application, a political subdivision, agency, or instrumentality of a State?

\* Response

Yes

No

#### 1.6.2

If yes, certify that the applicant shall appropriate or otherwise unconditionally obligate from non-Federal sources the funds necessary to meet the matching requirements outlined in 47 U.S.C. §1724(e)

\* Please certify:

Yes

## 4.2 Project Narrative

From the Application Workspace, locate the **General Applicant Information** section and click the **Get Started** button.

2. Project Narrative

SECTION STATUS

Not Started

Get Started

The Project Narrative must provide a description of the overall goals of the grant proposal and the portfolio of activities the grant award would support (hereinafter, the “Digital Equity Project”) and how the Digital Equity Project will promote the goals of the Digital Equity Act and this Program (NOFO Section IV.B(7)). The Project Narrative section in the NGP has eight components outlined in **Figure 4**.







Figure 4: The Project Narrative Section



NTIA encourages the development of new and innovative strategies to address barriers to digital equity. These proposed activities must focus on creating the necessary conditions to empower individuals and communities with the technological capacity to fully participate in society and the economy. In examining whether a proposed strategy or intervention furthers the goals of the Digital Equity Competitive Grant Program, grant recipients must consider the following criteria and focal points (NOFO IV.C.3) in **Figure 5** below.

Figure 5: Focus of Programs and Permitted Activities











 <p><b>FOCUS ON COVERED POPULATIONS</b></p> <ul style="list-style-type: none"> <li>The project will align with the <b>goals of the Digital Equity Act</b> and focus on the <b>priorities of the Covered Populations</b> being served, including subgroups within each Covered Population.</li> <li>Applicants should prioritize projects with the greatest potential impact, such as targeting Covered Households (i.e., low-income individuals) within other Covered Populations.</li> </ul>	 <p><b>LONG LASTING, MEANINGFUL CHANGE</b></p> <ul style="list-style-type: none"> <li>The proposed Digital Equity Project should <b>address systemic barriers and gaps</b> to digital access.</li> <li>Projects/activities should reflect this goal and consider the sustainability of initiatives created through this funding.</li> </ul>
 <p><b>MEASURABLE IMPLEMENTATION STRATEGIES</b></p> <ul style="list-style-type: none"> <li>Proposed programs and activities should be <b>based on objectives</b> that are <b>measurable, achievable, sustainable, timebound</b>, and are designed to address identified disparities directly and logically.</li> </ul>	 <p><b>STAKEHOLDER ENGAGEMENT</b></p> <ul style="list-style-type: none"> <li><b>Stakeholders who are directly affected by the proposed strategies and interventions should be involved</b> to encourage ongoing feedback regarding the effectiveness of the interventions and to seek input on potential solutions and improvements.</li> </ul>

### 4.2.1 Executive Summary

1. Enter the **Executive Summary** (see Competitive NOFO IV.B.6.a) in the field provided. Provide a description of the overall goals of the grant proposal and the portfolio of activities the grant award would support (“Digital Equity Project”) and how the Digital Equity Project will promote the goals of the Digital Equity Act and this Program (7500 character limit).

The executive summary should include all the elements listed in **Figure 6**.

Figure 6: Executive Summary Elements

- |   |  |
|---|--|
|  An overview of the goals of the Digital Equity Project;   |  A baseline assessment with supporting data showing a need for these services;  |
|  The specific barriers to digital equity the Digital Equity Project will address;  |  A description of how the Digital Equity Project aligns with, or addresses a gap in, the State Digital Equity Plan of the State or Territory within which it will be implemented; |
|  The Covered Populations to be served including the expected number of individuals to be served within each Covered Population;  |  The timeline on which funds will be expended;  |
|  The amount of funding to be devoted proportionally to each Covered Population;  |  The geographic scope of the project; and   |
|  A high level overview of the activities and/or interventions proposed, how they will address the barriers to equity identified, and how they will increase internet access and the adoption of broadband among the Covered Populations; |  The basis on which the applicant believes the Digital Equity Project will be effective in increasing internet access and adoption of broadband.                                  |

Please note, **NTIA may use all or a portion of the Executive Summary** as part of a press release issued by NTIA, or for other public information and outreach purposes.

## 2.1 Executive Summary

### 2.1.1 Executive Summary

Provide a description of the overall goals of the grant proposal and the portfolio of activities the grant award would support (“Digital Equity Project”) and how the Digital Equity Project will promote the goals of the Digital Equity Act and this Program.

The executive summary should include:

- (1) An overview of the goals of the Digital Equity Project;
- (2) The specific barriers to digital equity the Digital Equity Project will address;
- (3) the Covered Populations to be served including the expected number of individuals to be served within each Covered Population;
- (4) The amount of funding to be devoted proportionally to each Covered Population;
- (5) A high level overview of the activities and/or interventions proposed, how they will address the barriers to equity identified, and how they will increase internet access and the adoption of broadband among the Covered Populations;
- (6) A baseline assessment with supporting data showing a need for these services;
- (7) A description of how the Digital Equity Project aligns with, or addresses a gap in, the State Digital Equity Plan of the State or Territory within which it will be implemented;
- (8) The timeline on which funds will be expended;
- (9) The geographic scope of the project; and
- (10) The basis on which the applicant believes the Digital Equity Project will be effective in increasing internet access and adoption of broadband. (7500 character limit)

Please note, NTIA may use all or a portion of the Executive Summary as part of a press release issued by NTIA, or for other public information and outreach purposes. Applicants are advised not to include information that concerns business trade secrets or other confidential commercial or financial information as part of the Executive Summary. See 15 C.F.R. §4.9(b) concerning the designation of business information by the applicant.

\* Response

Applicants are advised not to include information that concerns business trade secrets or other confidential commercial or financial information as part of the Executive Summary. See 15 C.F.R. §4.9(b) concerning the designation of business information by the applicant.

### 4.2.2 Total Funding Requested

1. In field 2.1.2, provide the total funding amount requested. This number should match the number provided in Cell Q20 in the Consolidated Budget Form.

**2.1.2 Total Funding Requested**  
Please enter the total funding amount requested.

Response

### 4.2.3 Barriers to Digital Equity

1. In field 2.1.3, select all that apply to answer the question: ‘Which of the following barriers to Digital Equity does your project seek to address?’
  - (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*
  - (5) *The availability and affordability of consumer devices and technical support for those devices.*
2. Please elaborate in the Executive Summary text above. This information should also match what is reported in Column D of the Project(s) Description Form.

**2.1.3 Barriers to Digital Equity**  
(Select all that apply) Which of the following barriers to Digital Equity does your project seek to address? Please elaborate in the Executive Summary text above.

\* Response

(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

(5) The availability and affordability of consumer devices and technical support for those devices

### 4.2.4 Covered Populations Served

1. In field 2.1.4, select all that apply to answer the question: ‘Which of the following Covered Populations will be served through your project?’
  - (1) *Individuals who live in covered households (i.e., with an income no more than 150 percent of the federal poverty threshold)*
  - (2) *Aging individuals*
  - (3) *Incarcerated individuals (as defined by the State or Territory)*
  - (4) *Veterans*

- (5) *Individuals with disabilities*
- (6) *Individuals with a language barrier, including individuals who are English learners and have low levels of literacy*
- (7) *Individuals who are members of a racial or ethnic minority group*
- (8) *Individuals who primarily reside in a rural area*

**2.1.4 Covered Populations Served**  
 (Select all that apply) Which of the following Covered Populations will be served through your project? Please elaborate in the Executive Summary text above.

\* Response

- (1) Individuals who live in covered households (i.e., with an income no more than 150 percent of the federal poverty threshold)
- (2) Aging individuals
- (3) Incarcerated individuals (as defined by the State or Territory)
- (4) Veterans
- (5) Individuals with disabilities
- (6) Individuals with a language barrier, including individuals who are English learners and have low levels of literacy
- (7) Individuals who are members of a racial or ethnic minority group
- (8) Individuals who primarily reside in a rural area

2. Please elaborate in the Executive Summary text above. This information should also match what is reported in Columns F-M of the Project(s) Description Form.

#### 4.2.5 Geographic Regions Served

1. In field 2.1.5, please select the option that best describes the geographic region that served through your project.

- (1) *National -*
- (2) *Across Multiple States / Territories / Native Entities*
- (3) *Across a Single State / Territory / Native Entity*
- (4) *Regional or Local within a Single State / Territory / Native Entity*

*If selecting Option 2, 3, or 4 - Please select the State(s) and/or Territory(ies) in which your project will take place. [Multiple select checkbox featuring all 50 states, District of Columbia, and U.S. Territories]*

**2.1.5 Geographic Regions Served**  
 Please select the option that best describes the geographic region that served through your project. Please elaborate in the Projects Description Form.

\* Response

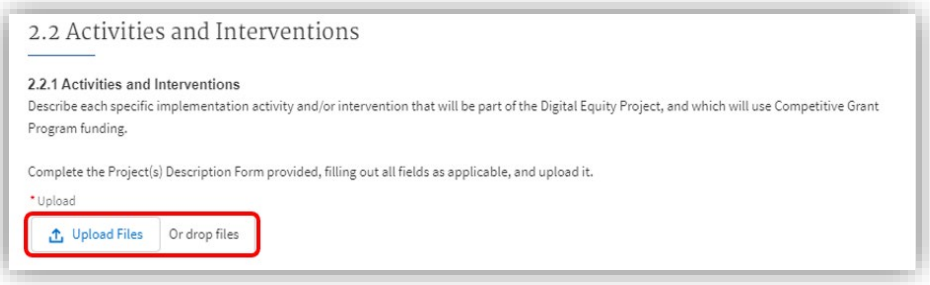
- (1) National
- (2) Across Multiple States / Territories / Native Entities
- (3) Across a Single State / Territory / Native Entity
- (4) Regional or Local within a Single State / Territory / Native Entity

2. Please elaborate in the Executive Summary text above. This information should also match what is reported in Column U of the Project(s) Description Form.

## 4.2.6 Activities and Interventions (Project(s) Description Form)

For the Activities and Interventions section, applicants must download and complete the Project(s) Description Form then upload it in field 2.2.1.

1. In field 2.2.1, describe each specific implementation activity and/or intervention that will be part of the Digital Equity Project, and which will use Competitive Grant Program funding.



Complete the *Project(s) Description Form* provided, filling out all fields as applicable, and upload it.

The **Project(s) Description Form** serves as a tool to capture projects details for each of the specific implementation activities and/or interventions to be funded by the Digital Equity Competitive Grant Program.

When applicable, it is recommended that each section has a character count of 2500 (approximately 500 words).

The information in **Figure 7** must be provided for each specific implementation activity and/or intervention to be completed or implemented.









Figure 7: Project Descriptions Form Data






	Project Name		Summary		Barriers to Digital Equity		Estimated Population to be Served
	Covered Population Served		Societal and Economic Goals of the DE Act		Evaluation Strategy		Implemented Directly or via Subgrant?
	Subgrantee Legal Name		Legal Identifiers of Subgrantee		Relationship to Digital Equity Plans		Geographies Served
	Covered Households		Estimated Outputs		Environmental and Historical Preservation		

Applicants should try to make the Project(s) Description Form as detailed as possible. **Table 3**, provides additional tips and tricks for completing the Project(s) Description Form.

Table 3: Tips and Tricks for Completing the Project(s) Description Form

Section	Tips and Tricks
<b>Project Name</b>	Provide a brief name for the project.
<b>Summary</b>	<p>In a brief summary, include the specific activity or set of activities the project intends to complete or implement.</p> <ul style="list-style-type: none"> <li>Consider adding details on the <b>main objective</b> of the project, the <b>methods, and resources the project will use</b> to achieve its objectives, and the estimated <b>time frame</b>.</li> </ul>
<b>Barriers to Digital Equity</b>	<p>Which of the following Barriers to Digital Equity does your project seek to address? (Please elaborate in the Executive Summary text.):</p> <ol style="list-style-type: none"> <li>(1) The availability of, and affordability of access to, fixed and wireless broadband technology</li> <li>(2) The online accessibility and inclusivity of public resources and services</li> <li>(3) Digital Literacy</li> <li>(4) Awareness of, and the use of, measures to secure the online privacy of, and cybersecurity with respect to, an individual</li> <li>(5) The availability and affordability of consumer devices and technical support for those devices</li> </ol>
<b>Estimated Population to be Served</b>	Provide the total number of individuals the project will serve.

Section	Tips and Tricks
<p><b>Covered Populations Served</b></p>	<p>Provide the estimated percentage of the population to be served that belongs to the following covered populations:</p> <ul style="list-style-type: none"> <li> Individuals who live in <b>covered households</b> (defined as households with <b>income of not more than 150% of the poverty level</b>)</li> <li> <b>Ageing</b> individuals aged 60 and older</li> <li> <b>Incarcerated individuals</b> (as defined by the State or Territory), other than individuals who are incarcerated in a Federal correctional facility</li> <li> <b>Veterans</b></li> <li> Individuals with <b>disabilities</b></li> <li> Individuals with a <b>language barrier</b>, including individuals who are English learners and have low levels of literacy</li> <li> Individuals who are members of a <b>racial or ethnic minority group</b>; and</li> <li> Individuals who primarily reside in a <b>rural area</b></li> </ul> <p>To calculate these percentages, please see the formula below.</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="text-align: center;"> <math display="block">\frac{\text{Total Number of Individuals within each Covered Population}}{\text{Total Number of Individuals the project will serve}} \times 100</math> </div> <div style="margin-left: 20px;"> <p>For example, if you had 200 Aging Individuals within the 1000 individuals the project will serve, you would divide 200 by 1000, and multiply the result by 100 to get your percentage. (e.g., 200/1000 = 0.2, 0.2 x 100 = 20%).</p> </div> </div> <p><i>Note: Because individuals may be members of more than one covered population, the percent of all covered populations served may be more than 100%.</i></p>

Section	Tips and Tricks
<p><b>Societal and Economic Goals of the DE Act</b></p>	<p>Describe how the proposed activity or intervention facilitates the purpose of the Digital Equity Competitive Grant program, specifically by promoting one or more of the following:</p> <ul style="list-style-type: none"> <li>  Economic stability, including workforce development and employment opportunities         </li> <li>  Access to quality education         </li> <li>  Access to healthcare         </li> <li>  Social and civic engagement         </li> <li>  Community access to the benefits of internet technology         </li> </ul> <p>Please indicate which goal(s) the project addresses and describe how the proposed project facilitates the goal(s).</p>
<p><b>Evaluation Strategy</b></p>	<p>Describe the applicant’s evaluation strategy for measuring successful implementation, including both near-term and long-term impacts of the activity or intervention. This should include (at minimum):</p> <ol style="list-style-type: none"> <li>(1) <i>Proposed data collection and analysis procedures, including frequency and scope.</i></li> <li>(2) <i>Key outcomes to be measured; and</i></li> <li>(3) <i>Plan for continuous improvement to use evaluation findings to inform project activities, including obtaining input from intended beneficiaries and stakeholders to inform project adjustments and maximize effectiveness and sustainability.</i></li> </ol> <p>Reference the Consolidated Budget Form Guidance [link forthcoming] for additional information.</p>
<p><b>Implemented Directly or via Subgrant?</b></p>	<p>Indicate whether the project will be implemented by the applicant directly or will be sub-granted.</p> <p><i>Note: If the project will be sub-granted, provide subgrantee details for Subgrantee Legal Name and Legal Identifiers of Subgrantee.</i></p>
<p><b>Subgrantee Legal Name</b></p>	<p>If the project will be implemented through a subgrant, insert the name of the entity that will implement the proposed project.</p>



Section	Tips and Tricks
<b>Legal identifiers of Subgrantee</b>	<p>Please include subgrantee's UEI, if available.</p> <ul style="list-style-type: none"> <li><i>Note that a subgrantee is required to have a UEI prior to receipt of federal funds.</i></li> </ul> <p>If the project will be implemented through a subgrant, insert the EIN of the subgrantee.</p>
<b>Relationship to Digital Equity Plans</b>	<p>To the extent the State Digital Equity Plan is available for review, describe how the project aligns with, or addresses a gap in, the State Digital Equity Plan of the State or Territory within which it will be implemented. Many Digital Equity Plans are available for review on their State Broadband Office or Territory Broadband Offices' websites.</p> <p>Based on the data available consider the following:</p> <ul style="list-style-type: none"> <li>Identify the specific gaps the proposed project addresses within the State Digital Equity Plan and how the proposed project offers solutions to overcoming these challenges.</li> <li>Identify any key priorities outlined in the State Digital Equity Plan and how the proposed project directly supports the State goals in the long term.</li> <li>Outline how the data helps pinpoint specific geographic areas with the highest needs or gaps in digital equity.</li> <li>Explain how the proposed project will identify gaps in current services to ensure that resources are allocated efficiently to the areas and populations with the greatest need.</li> </ul>
<b>Geographies Served</b>	<p>Indicate the specific geographies served or a statement that the activities will be State- or Territory-wide.</p>
<b>Covered Households</b>	<p>Indicate the percentage of covered households within the geographic area to be served.</p>
<b>Estimated Outputs</b>	<p>Provide estimates of the anticipated outputs for each project. For example:</p> <ul style="list-style-type: none"> <li>The number of hours of training to be provided</li> <li>The curricula to be developed</li> <li>The number of certifications to be awarded</li> </ul>

Section	Tips and Tricks
<p><b>Environmental and Historical Preservation (EHP)</b></p>	<p>Keep in mind that if the proposed project involves construction, ground disturbance, or installation of fixed equipment additional documentation for EHP will be required.</p> <p>If it does, provide the following information:</p> <ul style="list-style-type: none"> <li>• A description of the physical project location(s) and surroundings.</li> <li>• Total extent and method of ground disturbance (if applicable); and</li> <li>• Ages of any buildings which would be impacted.</li> </ul> <p><i>Note that additional required documentation for EHP must be uploaded within the NGP.</i></p>

### 4.2.7 Environmental and Historical Preservation

- In field, 2.3.1-2.3.2, if any projects propose construction, ground disturbance, or installation of fixed equipment, provide the following information. For each photo uploaded, please indicate the corresponding "Project Name" from the Project(s) Description Form in the file name of the image (e.g., ProjectABC-Photo1.jpg).

(1) In the **Upload File** field, provide ground-level and aerial photos of the proposed project sites.

(2) In the **Upload File** field, for buildings 50 years or older, upload photographs of proposed installation locations, as well as exterior and interior photos of the building.

### 4.2.8 Project Plan

- In the field 2.4.1, **Upload File** field, provide a project plan describing all major project activities and timelines, including the timing of planning and implementation stages, key milestones and when each major project

activity will start and end, and potential risks to the timeline and proposed mitigation strategies.

2. Click **Save and End**.



*Tips and Tricks for building a Project Plan:*

- Visualize your project's progress over the course of the full period of performance.
- Mark and label milestones that demonstrate progress towards significant phases or achievements of the project.
- Set realistic timelines by assigning start and end dates to each activity, ensuring there's a logical flow and adequate time for each stage.
- Clearly define the planning phase, defining when work will begin for each activity
- Identify any potential risks that may derail the project's timeline and develop mitigation strategies, consider contingency plans (where to allocate additional resources if needed, how to adjust timelines proactively, etc.)
- Keep in mind the budget information in the Consolidated Budget Form (especially the breakdown of years) must be in accordance with the activity's durations specified in the Project Plan.
- Consider the overall soundness of the proposed Digital Equity Project Plan, milestones and whether the proposed activities and timelines are reasonable and can be conducted within the period of performance.

Applicants should consider the evaluation strategies put forward in the Projects Description form in addition to the identified activities. Project Plans should include evaluation components. Review the Considerations for creating an Evaluation Plan call out to guide the Project Plan section build out.

### 4.3 Budget

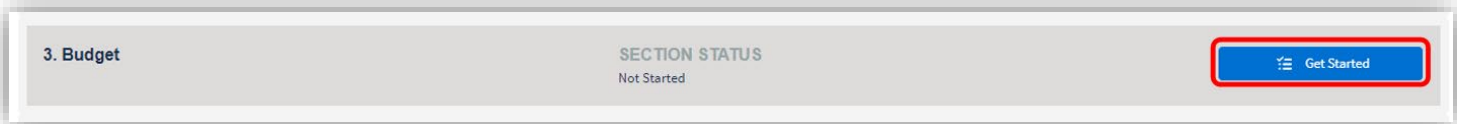
Per Section IV.B.6 of the NOFO, any entity applying for the Digital Equity Competitive Grant Program must submit the Consolidated Budget Form as part of their application. This form will serve as a tool to capture budget information for the Digital Equity Competitive Grant (DECG) application, and it is available on the DE Competitive Program webpage on [www.InternetForAll.gov](http://www.InternetForAll.gov).

1. From the Application Workspace, locate the **Budget** section and click the **Get Started** button.

#### Considerations for creating an Evaluation Plan:

- Strategize measuring both **near-term** and **long-term impacts** of the proposed Digital Equity Project, including an assessment of the clarity, specificity, and alignment of metrics with project objectives.
- Ensure proposed evaluation strategies are **achievable** and capable of **measuring** project results, including direct and indirect effects on digital inclusion.
- Consider the **applicability** and/or **efficacy** of the proposed data collection and analysis procedures, including evaluation frequency and scope, to ensure comprehensive measurement.

Reference the Consolidated Budget Form Guidance [link forthcoming] for additional information.



#### 4.3.1 Consolidated Budget Form

Applicants must download the Consolidated Budget Form and complete it prior to uploading it in the NGP. To see more information on how to complete the Consolidated Budget Form, view the Consolidated Budget Form Guidance document [link forthcoming].

In field 3.1.1, applicants must upload the completed Consolidated Budget Form, **as an Excel file**. The form will serve as a tool to capture budget information required for the Competitive Grant Program application. Applicants must ensure that **all budget amounts must exactly match or reflect across all budget**

**documentation**. For example, amounts in the CBF must match across all relevant sections in the application and the amounts in the SF-424.



1. 3.1.1 Download the Consolidated Budget Form, complete, and upload it.

### 4.3.2 Negotiated Indirect Cost Rate Agreement (NICRA)

1. In field 3.2.1, select **Yes** or **No** to answer the question: 'Are indirect costs included in the proposed budget?'

If **No**, then no further action is needed.

If **Yes**, respond to the subsequent prompts in this question.

2. In field 3.2.2, select **Yes** or **No** to answer the question: 'Was an indirect cost rate established by a cognizant agency?'

If **No** (i.e., the rate was not established by a cognizant agency), provide a statement to this effect in the **Text field** provided.

Note that if the successful applicant includes indirect costs in the budget and has not established an indirect cost rate with a cognizant federal audit agency, the applicant will be required to obtain such a rate in accordance with Section B.06 of the Department of Commerce Financial Assistance Standard Terms and Conditions Dated November 12, 2020.

Applicants wishing to develop a NICRA may do so. In most cases, the NICRA must be approved by the entity's cognizant agency, which is generally the agency that awards that entity the most funding. There is an exception for State or Local Governments and Indian Tribes who **received \$35 million or less during their fiscal year** - these entities may prepare a NICRA like usual, but do not need to submit it for approval. They must retain it on file for review upon request by the awarding agency.

Alternatively, consistent with 2 C.F.R. § 200.414(f), applicants that do not have a current negotiated indirect cost rate may elect to charge indirect costs to an award pursuant to a de minimis rate of 15% of modified total direct costs, in which case a negotiated indirect cost rate agreement is not required. Applicants proposing a de minimis rate pursuant to 2 C.F.R. § 200.414(f) should note this election as part of the budget portion of the application.

**Don't have a NICRA?**

Applicants that do not have a current NICRA may:

- Apply for a NICRA simultaneously with submitting their application, or
- Use the de minimis rate

- If the rate was negotiated with a cognizant federal audit agency, the Applicant should submit a NICRA that meets the following requirements:
  - i. Indicates a confirmation of prior agreement with a cognizant federal agency.
  - ii. Contains the estimate of the indirect cost rate negotiated between the Federal Government and Applicant.
  - iii. Is active (i.e., not expired) and signed by the Authorized Representative as indicated in the SF-424.

- If the Applicant is electing to charge indirect costs to an award pursuant to a de minimis rate pursuant to 2 C.F.R. § 200.414(f), the Applicant should provide a statement as attestation to this decision.

Note on April 22, 2024, OMB published updates to 2 CFR 200 in the Federal Register at [89 FR 30046](#) and these updated regulations, including changes to the calculation of the de minimis rate, will apply to all awards under the DE Competitive Grant Program.

Note that applicants should only submit **one** of the two options outlined above. Click **Save and End** to return to the Application Workspace to move onto the next section.

### 4.3.3 Administrative Costs Cap Certification

1. In field 3.3.1, please certify your acknowledgment of the statutory limit on administrative costs (capped at 10% of the grant amount) and certify that your combined direct and indirect administrative costs are at or under the 10% statutory limit.

### 4.3.4 Justification for Funding Amount Requested

1. In field 3.4.1, answer the question; ‘Are you seeking funding outside of the \$5,000,000 to \$12,000,000 award range?’ by selecting **Yes**, **No**, or **I am applying on behalf of a U.S. Territory, not applicable**.

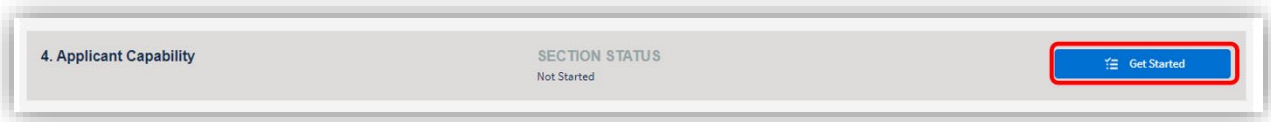
If **No**, then no further action is needed. Note that this is not applicable to U.S. Territories.

If **Yes**, respond to the subsequent prompts in this question.

2. If **Yes**, in field 3.4.2, provide a justification for deviating from this range (e.g., the need to serve a smaller community in a remote area that would otherwise not have access to funds). Note that U.S. Territories are not subject to this requirement due to the size of those awards.

## 4.4 Applicant Capability

Keep in mind relevant considerations for assessing the strength of the applicant’s organizational capability. For more information see the NOFO Section V.C.B.



1. From the Application Workspace, locate the **Applicant Capability** section and click the **Get Started** button.

#### 4.4.1 Description of Applicant Experience & Capability

Keep in mind relevant considerations for assessing the strength of the applicant’s organizational capability, detailed in **Error! Reference source not found..** For more information see the NOFO Section V.C.B.

*Table 4: Assessing Applicant Organizational Capability*

### **Applicant’s Organizational Capability**

The strength of the applicant’s organizational capability to implement the proposed Digital Equity Project including the programmatic and technical experience of the implementation team. This can include, among other factors:

- Breadth and depth of experience, as an organization or through partnerships, that demonstrates the experience with the Covered Populations necessary to effectively complete the proposed projects.
- Ability to manage large federal grant awards effectively, either based on demonstrated management of past projects, or based on an explanation and description in the applicant’s application materials indicating their capacity to do so.
- Ability to manage large programmatic initiatives, either based on the applicant’s past success and relevant experience or based on an explanation in the applicant’s materials indicating their capacity to do so.
- Measures to facilitate direct support, technical assistance, and capacity building across the Covered Populations.
- Strategy to manage and foster collaboration among subrecipient(s) and subcontractor(s) (if applicable).

1. From the Application Workspace, locate the **Applicant Capability** section and click the **Get Started** button.

#### 4.4.2 Description of Applicant Experience & Capability

From the Application Workspace, locate the **Applicant Capability** section and click the **Get Started** button.

1. In field 4.1.1, describe the organizational structure of the applicant and evidence of the financial capacity/stability of the organization to implement the proposed project.

**4.1.1 Description of Applicant Experience & Capability**

Please provide the following demonstrative evidence that the applicant is capable of carrying out the project or function of the proposed grant and is capable of meeting the reporting requirements outlined in 47 U.S.C. §1724(h): Describe the organizational structure of the applicant and evidence of the financial capacity/stability of the organization to implement the proposed project. (2500 character limit)

\* Response

2. In field 4.1.2, describe the implementation team and its experience with the programmatic/technical aspects of project management, including past successes and relevant experience managing similar large programmatic initiatives and a demonstrated ability to manage large federal grant awards effectively.

**4.1.2**

Describe the implementation team and its experience with the programmatic/technical aspects of project management, including past successes and relevant experience managing similar large programmatic initiatives and a demonstrated ability to manage large federal grant awards effectively. (2500 character limit)

\* Response

3. In field 4.1.3, describe the applicant's experience with providing services to one or more of the Covered Populations and the extent to which the applicant has facilitated direct support, technical assistance, and capacity building across the Covered Populations.

**4.1.3**

Describe the applicant's experience with providing services to one or more of the Covered Populations and the extent to which the applicant has facilitated direct support, technical assistance, and capacity building across the Covered Populations. (2500 character limit)

\* Response

4. In field 4.1.4, describe the applicant's strategy and experience in managing and fostering collaboration among subrecipients and subcontractors (e.g., conflict management plans, team agreements). Answer this question only if you intend to use contractors or subrecipients as part of an award.

**4.1.4**

Describe the applicant's strategy and experience in managing and fostering collaboration among subrecipients and subcontractors (e.g., conflict management plans, team agreements) (if applicable). (2500 character limit)

\* Response



- In field 4.1.5, provide one-page resumes of no more than five key personnel from the applicant (not subrecipients). Note that any information beyond one page for each resume and any additional resumes submitted will not be considered.

4.1.5  
Provide one-page resumes of no more than five key personnel from the applicant (not subrecipients). Note that any information beyond one page for each resume and any additional resumes submitted will not be considered.

\* Upload

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## 4.5 Project Information

From the Application Workspace, locate the **Project Information** section and click the **Get Started** button.

5. Project Information SECTION STATUS Not Started

### 4.5.1 Scenario & Risk Mitigation Plan

- In field 5.1.1, provide scenario and risk mitigation plan describing the steps taken to ensure that any proposed

5.1.1 Scenario & Risk Mitigation Plan  
Provide scenario and risk mitigation plan describing the steps taken to ensure that any proposed deployment of technology will not have adverse consequences for the Covered Populations (e.g., privacy protections, algorithmic biases, etc.), if applicable. If this requirement is not applicable to the proposed Digital Equity Project, provide an explanation as to why this requirement does not apply to the proposed project(s).

\* Upload

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deployment of technology will not have adverse consequences for the Covered Populations (e.g., privacy protections, algorithmic biases, etc.), if applicable. If this requirement is not applicable to the proposed Digital Equity Project, provide an explanation as to why this requirement does not apply to the proposed project(s) in the Text Field provided.

### 4.5.2 Data Stewardship Plan

- In field 5.1.2, provide a data stewardship plan including a technology impact assessment demonstrating a

5.1.2 Data Stewardship Plan  
Provide a data stewardship plan including a technology impact assessment demonstrating a plan to ensure that data collection, management, and utilization are conducted ethically, transparently, and with a strong emphasis on safeguarding the rights and privacy of individuals.

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plan to ensure that data collection, management, and utilization are conducted ethically, transparently, and with a strong emphasis on safeguarding the rights and privacy of individuals.

**Note:** Applicants must provide appropriate strategies and timelines for data collection and analysis. These strategies must capture qualitative and quantitative data related to project outcomes. Applicants must also address how they will report finding and/or project adjustments and improvements to stakeholders, intended beneficiaries, the federal government, and the community.

### 4.5.3 Sustainability

- In field 5.2.1, provide a description of strategies to be undertaken to ensure the project or activity will create a sustainable long-term impact on digital equity and inclusion or will lead to the permanent elimination of a barrier to digital equity.

**Note:** Applicants must consider the sustainability of data collection methods to assess near and long-term impacts, gathering input from intended beneficiaries and stakeholders, and processes outlined because of lessons learned, as well as general Digital Equity project feasibility.

### 4.6 Match

From the Application Workspace, locate the **Match** section and click the **Get Started** button. For more information on DE Competitive Grant Program match, reference the DE Competitive Match Primer [link forthcoming].

#### 4.6.1 Matching

- In field 6.1.1, enter a numeric response, 'What percentage of the award will the applicant match?'  
If < 10%, respond to the subsequent prompt.

## 4.6.2 Match Waiver



### Helpful information to keep in mind

- As required by 47 U.S.C. §1724(e), the amount of a Competitive Grant awarded to an Eligible Entity through **this program may not exceed 90 percent of the total project cost.**
  - **Applicants must fund, at minimum, 10% of their total project cost.**
- Applications that propose additional matching funds (as described in Section V(D)(2) of the NOFO) will be given additional consideration over those that meet only the minimum requirement.
- U.S. Territories are **exempt from matching requirements** if the cost share amount is **less than \$200,000**. However, sizable U.S. Territory awards may be subject to match. U.S. Territories may submit a waiver request if needed.
- The Assistant Secretary *may grant a waiver of this cost share requirement if an applicant petitions* the Assistant Secretary for a waiver and the Assistant Secretary determines that the petition demonstrates financial need.
- Matching funds may be in the form of either **cash or in-kind contributions consistent with the requirements outlined in 2 C.F.R. 200.306.**

#### 6.1.2 Match Waiver

Note that per 47 U.S.C §1724(e), the Federal share of any project awarded a grant under this program may not exceed 90 percent. If the applicant seeks a waiver of the federal share (i.e., matching) requirement, please provide a petition to the Assistant Secretary for a waiver of the federal share requirement demonstrating financial need and setting forth the basis upon which the applicant seeks a waiver of this requirement.

\* Upload

Or drop files

1. Note that per 47 U.S.C §1724(e), the Federal share of any project awarded a grant under this program may not exceed 90 percent. If the applicant seeks a waiver of the federal share (i.e., matching) requirement, in the upload file, please provide a petition to the Assistant Secretary for a waiver of the federal share requirement demonstrating financial need and setting forth the basis upon which the applicant seeks a waiver of this requirement.

## 4.6.3 Source of Matching Funds

1. In field 6.1.3, describe the source of the matching funds and the amount of matching funds to be provided in cash versus in-kind donations.

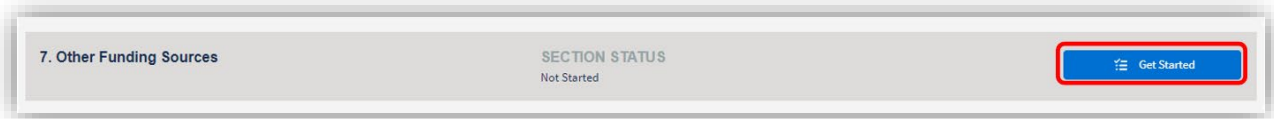
#### 6.1.3 Source of Matching Funds

Please describe the source of the matching funds and the amount of matching funds to be provided in cash versus in-kind donations. (2500 character limit)

\* Response

## 4.7 Other Funding Sources

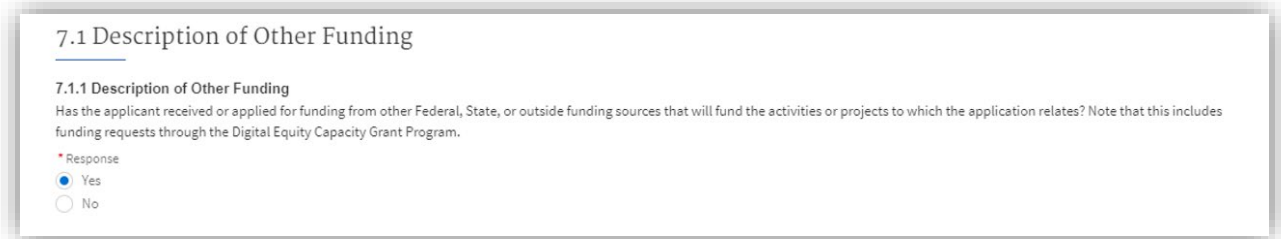
From the Application Workspace, locate the **Other Funding Sources** section and click the **Get Started** button.



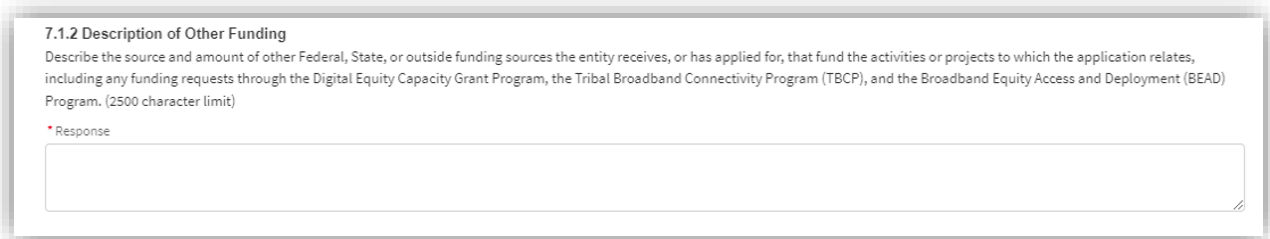
### 4.7.1 Description of Other Funding

1. In field 7.1.1, select **Yes** or **No** to answer the question: 'Has the applicant received or applied for funding from other Federal, State, or outside funding sources that will fund the activities or projects to which the application relates? Note that this includes funding requests through the Digital Equity Capacity Grant Program.'

If **Yes**, respond to the subsequent prompt in this question.

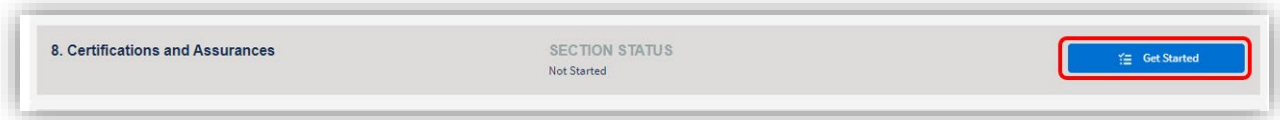


2. In field 7.1.2, describe the source and amount of other Federal, State, or outside funding sources the entity receives, or has applied for, that fund the activities or projects to which the application relates, including any funding requests through the Digital Equity Capacity Grant Program; the Broadband Equity, Access, and Deployment Program; the Capital Projects Fund; or the Tribal Broadband Connectivity Program (TBCP).



## 4.8 Certifications and Assurances

From the Application Workspace, locate the **Certifications and Assurances** section and click the **Get Started** button.

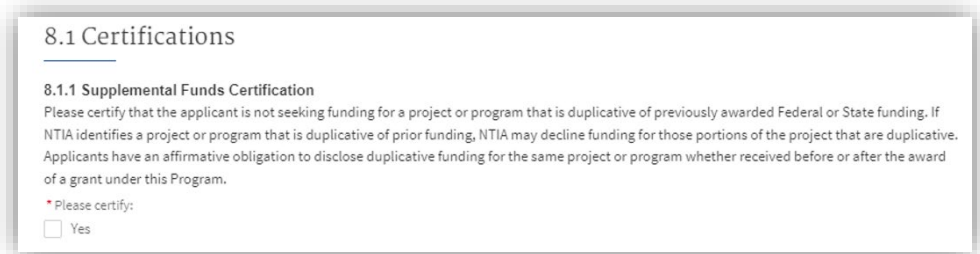


### 4.8.1 Supplemental Funds Certification

1. In field 8.1.1, attest to the assurance by checking the **Yes** box.

Please certify that the applicant is not seeking funding

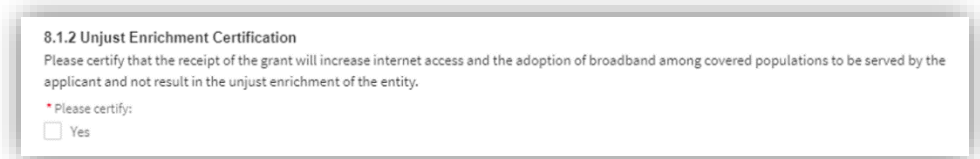
for a project or program that is duplicative of previously awarded Federal or State funding. If NTIA identifies a project or program that is duplicative of prior funding, NTIA may decline funding for those portions of the project that are duplicative. Applicants have an affirmative obligation to disclose duplicative funding for the same project or program whether received before or after the award of a grant under this Program.



### 4.8.2 Unjust Enrichment Certification

1. In field 8.1.2, attest to the assurance by checking the **Yes** box.

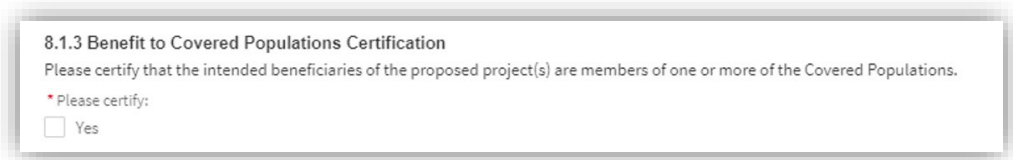
Please certify that the receipt of the grant will increase internet access and the adoption of broadband among Covered Populations to be served by the applicant and not result in the unjust enrichment of the entity.



### 4.8.3 Benefit to Covered Population Certification

1. In field 8.1.3, attest to the assurance by checking the **Yes** box.

Please certify that the intended beneficiaries of the proposed project(s) are members of one or more of the Covered Populations.



#### 4.8.4 Build America Buy America (BABA) Act Certification

- In field 8.1.4, attest to the assurance by checking the **Yes** box.

Please certify that the

applicant, if using Competitive Grant funds for an “infrastructure project” (as defined in 2 C.F.R. 184.3), will abide by the requirements of the Build America Buy America Act (Pub. L. NO. 117-58, §§70901-52) and by the regulations promulgated thereunder at 2 C.F.R. part 184.

Click **Save and Next** to continue.

#### 4.8.5 Assurances

- In field 8.2.1, attest to the assurance by checking the **Yes** box.

*Please attest to the following assurances.*

*I certify, in accordance with the following assurances required under 47 U.S.C. §1724(f), that I shall:*

*(1) use any grant funds I am awarded—*

*(A) in accordance with any applicable statute, regulation, and application procedure; and*

*(B) to the extent required under applicable law;*

In field 8.2.2, attest to the assurance by checking the **Yes** box.

*(2) adopt and use proper methods of administering any grant I am awarded, including by—*

*(A) enforcing any obligation imposed under law on any agency, institution, organization, or other entity that is responsible for carrying out a program to which the grant relates;*

*(B) correcting any deficiency in the operation of a program to which the grant relates, as identified through an audit or another monitoring or evaluation procedure; and*

*(C) adopting written procedures for the receipt and resolution of complaints alleging a violation of law with respect to a program to which the grant relates;*

In field 8.2.3, attest to the assurance by checking the **Yes** box.

*(3) cooperate with respect to any evaluation—*

*(A) of any program that relates to a grant I am awarded; and*

*(B) that is carried out by or for the Assistant Secretary or another Federal official;*

8.2.3  
(3) cooperate with respect to any evaluation—  
  
(A) of any program that relates to a grant I am awarded; and  
  
(B) that is carried out by or for the Assistant Secretary or another Federal official;  
\* Please certify:  
 Yes

In field 8.2.4, attest to the assurance by checking the **Yes** box.

*(4) use fiscal control and fund accounting procedures that ensure the proper disbursement*

*of, and accounting for, any Federal funds that I am awarded under the Program;*

8.2.4  
(4) use fiscal control and fund accounting procedures that ensure the proper disbursement of, and accounting for, any Federal funds that I am awarded under the Program;  
\* Please certify:  
 Yes

In field 8.2.5, attest to the assurance by checking the **Yes** box.

*(5) submit to the Assistant Secretary any reports that may be necessary to enable the*

*Assistant Secretary to perform the duties of the Assistant*

*Secretary under the Program; and*

8.2.5  
(5) submit to the Assistant Secretary any reports that may be necessary to enable the Assistant Secretary to perform the duties of the Assistant Secretary under the Program; and  
\* Please certify:  
 Yes

In field 8.2.6, attest to the assurance by checking the **Yes** box.

*(6) maintain any records and provide any information to the Assistant Secretary, including those records, that the Assistant Secretary determines is necessary to*

*enable the Assistant Secretary to perform the duties of the Assistant Secretary under the Program.*

8.2.6  
(6) maintain any records and provide any information to the Assistant Secretary, including those records, that the Assistant Secretary determines is necessary to enable the Assistant Secretary to perform the duties of the Assistant Secretary under the Program.  
\* Please certify:  
 Yes

In field 8.2.7, attest to the assurance by checking the **Yes** box.

*(7) Additionally, I attest that I shall follow such additional procedures as the Assistant Secretary*

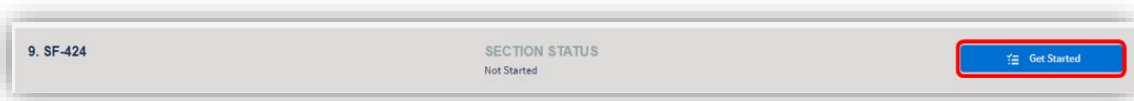
*may require to ensure that grant funds are used and accounted for in an appropriate manner.*

8.2.7  
Additionally, I attest that I shall follow such additional procedures as the Assistant Secretary may require to ensure that grant funds are used and accounted for in an appropriate manner.  
\* Please certify:  
 Yes

Click **Save and End** to continue.

## 4.9 SF-424

From the Application Workspace, locate the **SF-424** section and click the **Get Started** button.



### 4.9.1 SF-424: Application for Federal Assistance

Applicants are required to fill out, directly in the NGP, an SF-424

Application for Federal Assistance. Applicants are encouraged to fill out the SF-424 template available on the NGP and on the DE Competitive Program webpage on

[www.InternetForAll.gov](http://www.InternetForAll.gov) prior to filling out the form in the NGP. Instructions on how to complete the SF-424 can be found on the grants.gov website, or at this link: <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

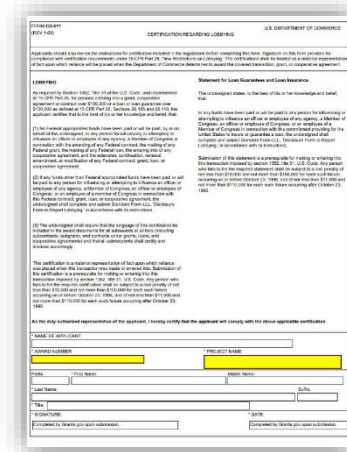
Note: Some of these fields will pre-populate as a result of the data entered when the applicant's organization is added and cannot be changed unless your Applicant Profile is changed.

Click each **header** of the SF- 424 to expand or collapse the section on the screen. Some information previously provided will be pre-populated in various fields. Notice the **Steps** highlighted in the sidebar to the right.



Use the scroll bar to scroll to the next sections, click on each header to expand the section, and continue entering information for the remaining sections of the SF-424:

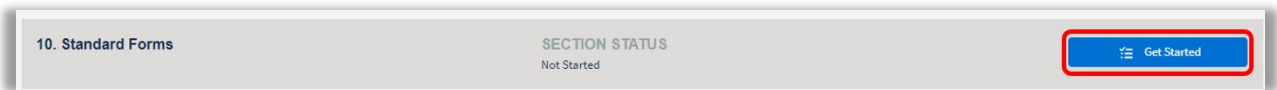
- Application
- Address
- Organizational Unit – Please note that for state and local entities, **this information will be used to distinguish between applications submitted under the same UEI.**
- Name and contact information of person to be contacted on matters involving this application (Authorized Organizational Representative - AOR)
- Type of Applicant



Click the **Save and Next** button to proceed to the next step – Program and Project Information.

### 4.10 Standard Forms

From the Application Workspace, locate the **Standard Forms** section and click the **Get Started** button.



#### 4.10.1 Form CD-511 – Certification Regarding Lobbying

The applicant must upload a completed Form CD-511 Certification Regarding Lobbying that certifies that Federal funds have not been used and will not be used for lobbying in connection with this request for Federal financial assistance. A fillable Form CD-511 is available to be downloaded and filled out on the DE Capacity Program page on the NGP and on the DE Capacity Program webpage on

The screenshot shows the following sections highlighted with red boxes:

- d. Address**: Fields for Street1, Street2, City, County/Parish, State, Province, Country, and Zip / Postal Code.
- e. Organizational Unit**: Fields for Department Name and Division Name.
- f. Name and contact information**: Fields for Prefix, First Name, Middle Name, Last Name, Suffix, Title, Organizational Affiliation, Telephone Number, Fax Number, and Email.
- g. Type of Applicant**: A dropdown menu for selecting the applicant type.

[www.InternetForAll.gov](http://www.InternetForAll.gov)<http://www.internetforall.gov/>.

In field 10.1.1, click Upload Files to upload a completed Form CD-511.

**10.1.1 CD-511: Certification Regarding Lobbying**  
 Applicants must upload a completed Form CD-511 Certification Regarding Lobbying that certifies that Federal funds have not been used and will not be used for lobbying in connection with this request for Federal financial assistance.

Download the linked CD-511 form to fill out and upload it.

\* Upload

[Upload Files](#) | [Or drop files](#)

**Note, the “Award Number” on the CD-511 should be NTIA- DECGP-2024.**

### 4.10.2 Standard Form-LLL – Disclosure of Lobbying Activities

The Standard Form-LLL- Disclosure of Lobbying Activities is required for those applicants who have undertaken activities to influence the outcome of a federal action. These activities must be disclosed.

In field 10.1.2, select **Yes** or **No** to answer the question ‘Does the applicant need to disclose lobbying activities that have been secured to influence the outcome of a Federal action?’

If **Yes**, respond to the subsequent prompt in this question.

**10.1.2 SF-LLL: Disclosure of Lobbying Activities**  
 Does the applicant need to disclose lobbying activities that have been secured to influence the outcome of a Federal action?

\* Response

Yes

No

In field 10.1.3, click **Upload Files** to upload the competed SF-LLL.

**10.1.3 SF-LLL: Disclosure of Lobbying Activities**  
 The Standard Form-LLL- Disclosure of Lobbying Activities must be completed and submitted for those applicants that need to disclose lobbying activities that have been secured to influence the outcome of a Federal action.

Download the linked SF-LLL form to fill out and upload it.

\* Upload

[Upload Files](#) | [Or drop files](#)

## 4.11 Attestation and Application Submission

From the Application Workspace, locate the **Attestation and Application Submission** section and click the **Get Started** button. Note that only the AOR can complete this section.

Attestation and Application Submission

SECTION STATUS  
Not Started

[Get Started](#)

### 4.11.1 Attest and Submit

1. 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).

#### Attestation

Attestation

**11.1.1 Attest and Submit**

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)

\*\* 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

\*  I AGREE

Submit

\*\* 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.

After submitting, a Confirmation message will appear. It is recommended to click the **Download Link** button for a summary PDF of application response. Please note that you must disable your pop-up blocker to complete the PDF download.

Then click the **End** button.

#### Confirmation

This message confirms your successful submission to the Digital Equity Competitive Grant Program (2024). You will also receive an automated email from the NTIA Grants Portal confirming the date and time of your submission.

You may download a Summary PDF of your responses using this link.

Download Link

#### Steps

- ✓ Attestation
- ✓ Compiling Data
- Confirmation

End

## Congratulations!

You have successfully completed your application for the Digital Equity Competitive Grant Program. Please reach out to [DigitalEquity@NTIA.gov](mailto:DigitalEquity@NTIA.gov) for Digital Equity programmatic inquiries. Please reach out to [NGPhelpdesk@ntia.gov](mailto:NGPhelpdesk@ntia.gov) if you have any outstanding technical questions or need additional guidance on submitting your application

## Appendix A: Key Terms and Definitions

The following appendix provides a glossary of key terms used throughout the Application Guidance. Where applicable, additional resources are also provided. **Table 5** includes both key terms and definitions.

Table 5: Key Terms and Definitions

Term	Definition
Applicant	Any Eligible Entity and U.S. Territory that applies to the Competitive Grant Program is referred to as an “applicant” in this document. Note: The Applicant will be the entity listed on line 8a. of the SF-424.
Authorized Organization Representative (AOR)	An AOR is a member of the applicant organization authorized to submit applications in the NGP on behalf of the organization. In the submission of the application, only the AOR will be able to attest that all statements are true and submit the application. Note: The AOR will be listed under line 21 and will digitally sign the SF-424 within the NGP.
Authorized Representative (AR)	In a partnership, one Eligible Entity must be designated as the applicant for the partnership and serve as the Authorized Representative (“AR”). The AR must a binding <a href="#">Letter of Commitment</a> (“LOC”) from each member of the partnership demonstrating authority to file on behalf of the partners and a commitment to keep each partner informed of progress on the project or activity. <sup>2</sup>
Covered Populations	The term “Covered Populations” means: <ul style="list-style-type: none"> <li>• Individuals who live in covered households (defined as households with income of not more than 150% of the poverty level)</li> <li>• Aging individuals aged 60 and older</li> <li>• Incarcerated individuals (as defined by the State or Territory), other than individuals who are incarcerated in a Federal correctional facility</li> <li>• Veteran Individuals with disabilities</li> <li>• Individuals with a language barrier, including individuals who are English learners and have low levels of literacy</li> <li>• Individuals who are members of a racial or ethnic minority group; and</li> <li>• Individuals who primarily reside in a rural areas</li> </ul>

<sup>2</sup> Note: A Native Entity partnership may have non-Native Entity partners so long as the Authorized Representative is a Native Entity, and all intended beneficiaries of the proposed programs are members of a Native Entity.

Term	Definition
Eligible Entity	<p>The following entities are eligible to apply for grants under this Program if the entity is not serving, and has not served, as the administering entity for a State under 47 U.S.C. §1724(b):</p> <ul style="list-style-type: none"> <li>(1) A political subdivision, agency, or instrumentality of a State, including an agency 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.</li> <li>(2) An Indian Tribe, an Alaska Native entity, or a Native Hawaiian organization.</li> <li>(3) A foundation, corporation, institution, or association that is – <ul style="list-style-type: none"> <li>a. A not-for-profit entity; and</li> <li>b. Not a school.</li> </ul> </li> <li>(4) A community anchor institution.</li> <li>(5) A local educational agency.</li> <li>(6) An entity that carries out a workforce development program.</li> <li>(7) A partnership between any of the entities described in paragraphs (1) through (6).</li> </ul>
Partnership	<p>Partners are Eligible Entities that support the activities of a partnership application. Their roles and responsibilities are defined by the Letter of Commitment submitted with the application.</p> <p>When receiving funding, partners are considered subrecipients. Note that contractors are not partners.</p> <p>The Eligible Entity serving as the Authorized Representative of the partnership is responsible for financial and programmatic oversight.</p>
State	<p>The term “State” refers to any state of the United States; the District of Columbia; and the Commonwealth of Puerto Rico.</p>
Subcontractor <sup>3</sup>	<p>A subcontractor is a non-federal entity that receives a legal instrument (contract) to provide goods and services. The contract creates a procurement relationship with the contractor and the awarding non-federal entity. For more information, view the [DE Grant Participant Guidance, link forthcoming].</p>

<sup>3</sup> 2 CFR 200.331

Term	Definition
Subrecipient <sup>4</sup>	A subgrantee, also known as a subrecipient, is either a for-profit entity or non-federal entity, such as a state government, local government, Indian tribe, Institution of Higher Education, or nonprofit organization, that receives a subgrant for the purpose of carrying out part of a federal award. The subgrant creates a federal assistance relationship with the subgrantee. For more information, view the [DE Grant Participant Guidance, link forthcoming].
U.S. Territory	The term “U.S. Territory,” “U.S. Territories” or “Territory” refers to the United States Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any other territory or possession of the United States that is not a State.

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<sup>4</sup> 2 CFR 200.331

## Appendix B: NTIA Grants Portal (NGP) Registration

The following appendix provides information on how to use the NGP. Note, use of the NGP is required for all Applicants (Eligible Entities and U.S. Territories).

### 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

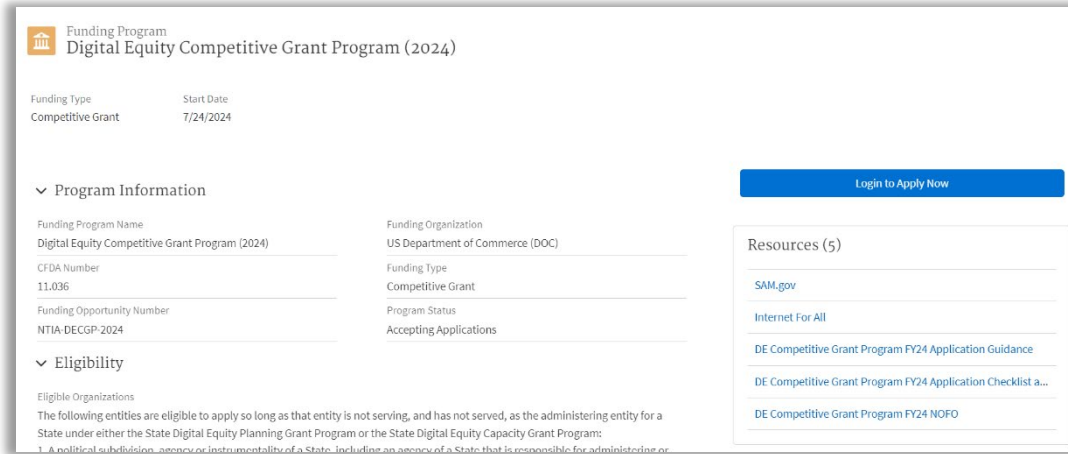
### NTIA Grant Programs Page

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

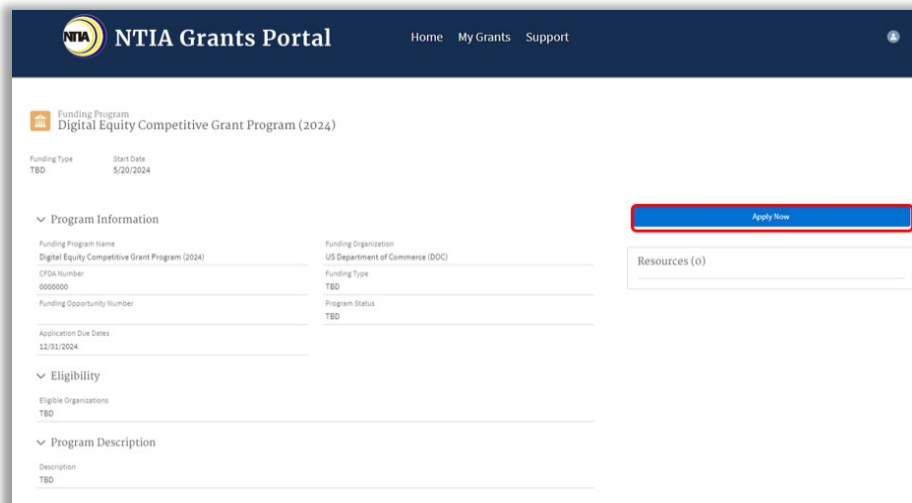
When you choose the Competitive Program on the landing page, you will be taken to the Digital Equity Competitive Grant Program home page (as illustrated below).

If you have not logged in, the button will show **Log in to Apply Now**, which will redirect you to the login page. From here, return to the program home page and click **Apply Now**.

If you are logged in, you can start your application for the Digital Equity Competitive Grant Program by clicking the **Apply Now** button.



## Login and Registration



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](mailto: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.

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](mailto:JohnSmith@organization.com) would be [JohnSmith@organization.com.ntia](mailto:JohnSmith@organization.com.ntia).

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.

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

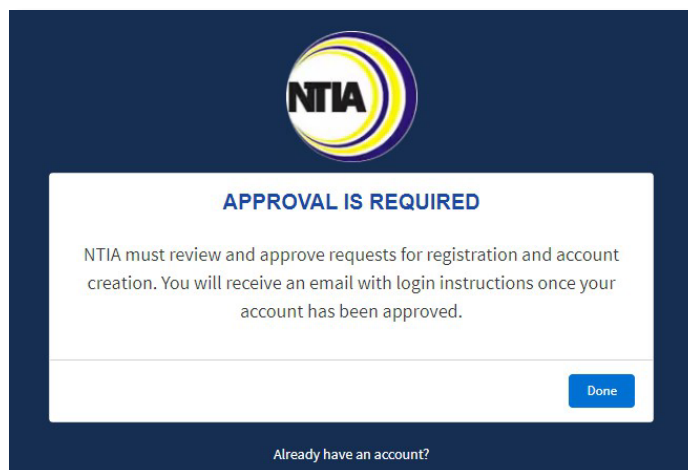
Complete the required fields and click **Sign Up**.

### 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.

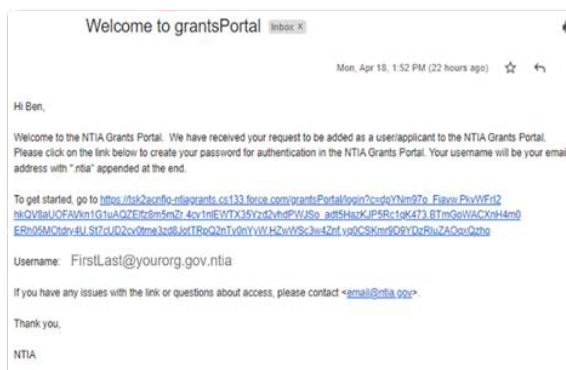
In the event of receiving an email indicating you are not approved, contact NTIA for assistance by emailing [NGPhelpdesk@ntia.gov](mailto:NGPhelpdesk@ntia.gov).



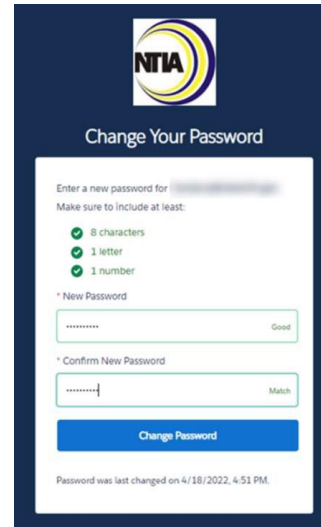
### Registration Welcome Email with Initial Login Link

Open your Welcome Email and click on the Login link.

**Important:** Your Username is the email address used to register, appended with **.ntia**. Note this will be the Username used when logging in to the Portal in the future.



You will be asked to **Change Your Password**.  
 Enter a password according to the requirements indicated, and then click the **Change Password** button.



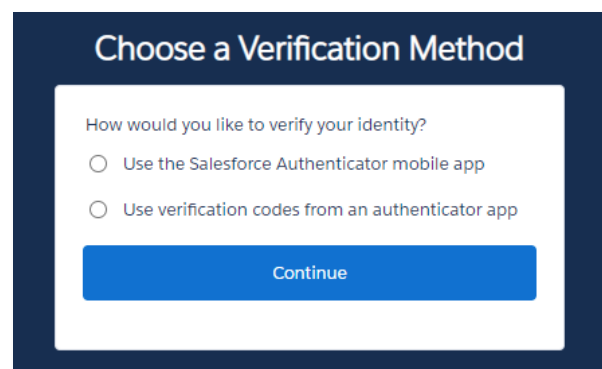
## Setting Up Multi-Factor Authentication

After setting up your password, you will be asked to set up a verification method using Multi-Factor Authentication (MFA). Once MFA is set up, you will use it to verify your identity each time you log in. You will be guided in the subsequent steps to download and install an authentication app of your choice onto your mobile device from the app store.

### What is Multi-Factor Authentication?

Multi-factor authentication (MFA) is a digital authentication method used to confirm the identity of a user to allow them access to a website or app through at least two pieces of evidence. With an authenticator app downloaded onto your mobile device, users are given an automatically generated code that refreshes around every 30 seconds. Using an authenticator app on your mobile device bolsters your online security.

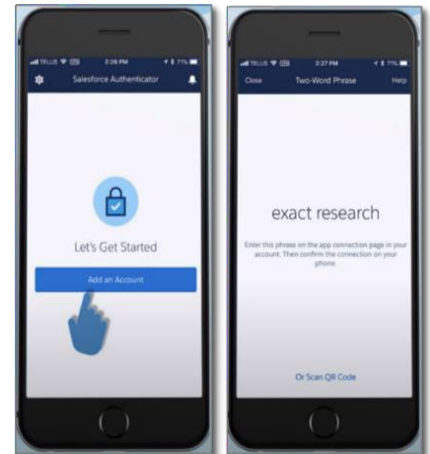
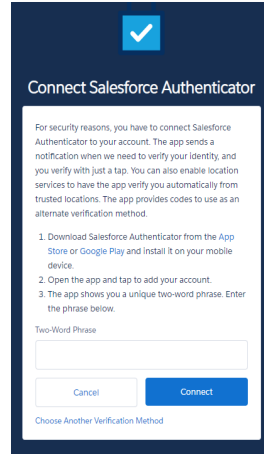
1. Click the **radio button** for the app you wish to use – either the Salesforce Authenticator mobile app or another authenticator app – then click the **Continue** button.
2. For more information about using the Salesforce Authenticator mobile app for multi-factor authentication, view this video: [How to Use Salesforce Authenticator for MFA Logins](#).



(a) If you selected to use the Salesforce Authenticator mobile app verification method, follow the instructions on the **Connect Salesforce Authenticator** screen, or use the following instructions.

*Downloading and Installing the Salesforce Authenticator*

- A. Search for Salesforce Authenticator in your phone's app store.
  - a. iPhone/iOS users will search in the Apple App Store
  - b. Android users will search in the Google Play Store



- B. Follow your screen's prompts to install the app on your phone.
- C. Open the Salesforce Authenticator app and follow the verification setup activities when you are prompted (mobile number verification, four-digit passcode setup).

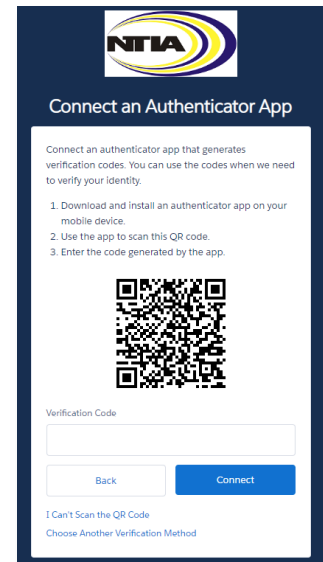
*Connecting the Salesforce Authenticator to Your NGP Login*

- D. In the Salesforce Authenticator app on your mobile device, tap **Add an Account**.
- E. A unique two-word phrase will appear in the app, enter the phrase into the **Connect Salesforce Authenticator** screen (illustrated below) and click **Connect**.
- F. Confirm the connection in the Salesforce Authenticator app and you will have successfully paired your account.

**Note:** You will only need to connect your account once. You will continue to use the Salesforce Authenticator to approve future logins.

- 2. (b) If you selected to use another authenticator app (other than the Salesforce Authenticator App), follow the instructions on the **Connect an Authenticator App** screen. Commonly used Authenticator Apps available to download from the app store onto your mobile device include:

- Google Authenticator
- Lastpass
- Microsoft Authenticator
- Authy by Twilio
- 2FA Authenticator
- Duo Mobile
- Aegis Authenticator



**Note:** You will only need to connect (pair) your account once with an authenticator app. You will continue to use the authenticator app to approve future logins.

## Log into the NGP Using the Connected Authenticator App

Once you have installed and connected the authenticator app on your mobile device, you will continue to use the app to verify your identity each time you log into the Portal.

1. Enter the Username you received during the registration process, which is your email address appended with **.ntia**, and the Password you created, in the fields provided into the NGP from your computer web browser. The Portal will send a notification to your mobile device.
2. The authenticator app will provide details of the login request, including Username, Service, Device, and Location.

Review the login details, then tap **Approve**; if you do not recognize the request, tap **Deny**.

**Note:** To make logging in easier, enable **Always approve from this location** from the Salesforce Authenticator to automatically approve requests matching location and login information

## Appendix C: NGP Workspace

The following appendix provides information on how to use the NGP, following activation and log in.

### Welcome to the NGP

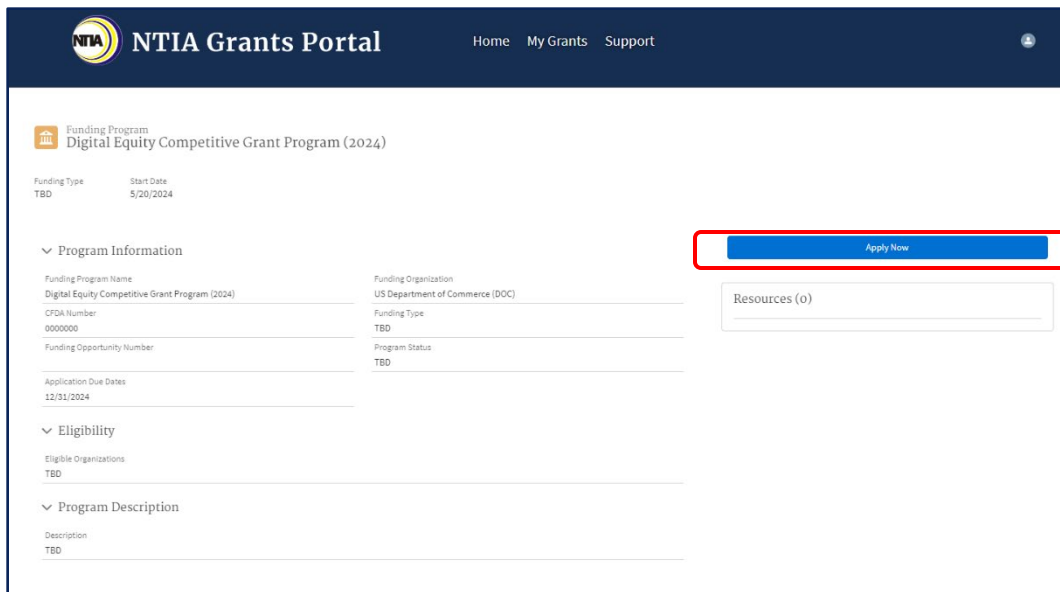
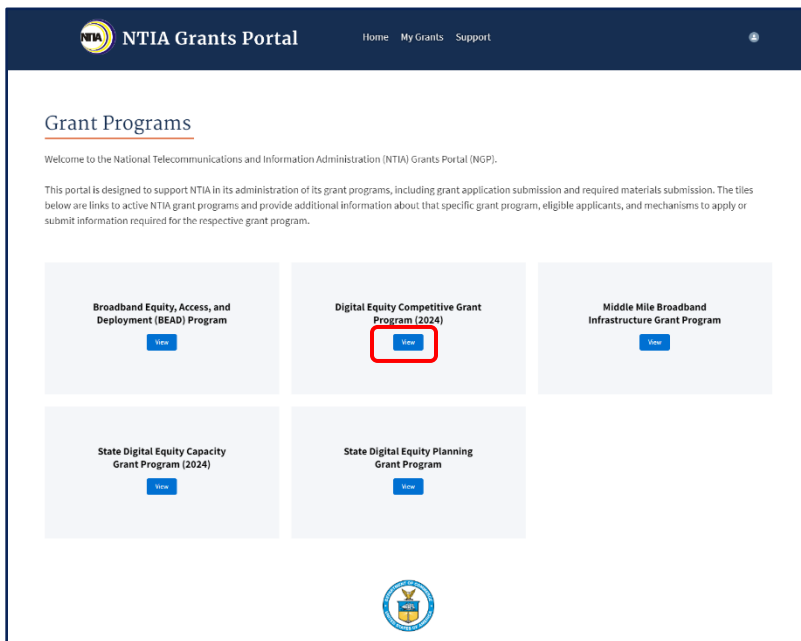
Once logged into the NGP, you will land on the **Welcome** page.

The **Home** button at the top of the screen returns you to your NGP home page. The **Support** button takes you to a screen with NTIA Support contact information.

The **My Grants** button will show you a menu of available programs.

To start a grant funding request, follow these steps:

1. From the **Available Programs** section, click on the link: **Digital Equity Competitive Grant Program (2024)**.
2. Click the **Apply Now** button.



## UEI Confirmation

Before beginning the application, you will be prompted to verify the SAM.gov Unique Entity Identifier (UEI) you would like to apply on behalf of. It is critical to ensure the UEI is accurate before proceeding because the UEI cannot be changed after the application starts.

1. Enter a Response in the **SAM.gov UEI:** field. Click the **Search** button. If this is the correct Organization confirm by selecting **Yes** and then click the **Next** button

If this is not your organization, select **No**, and then click the **Next** button. You will then be returned to the search pop-up above.

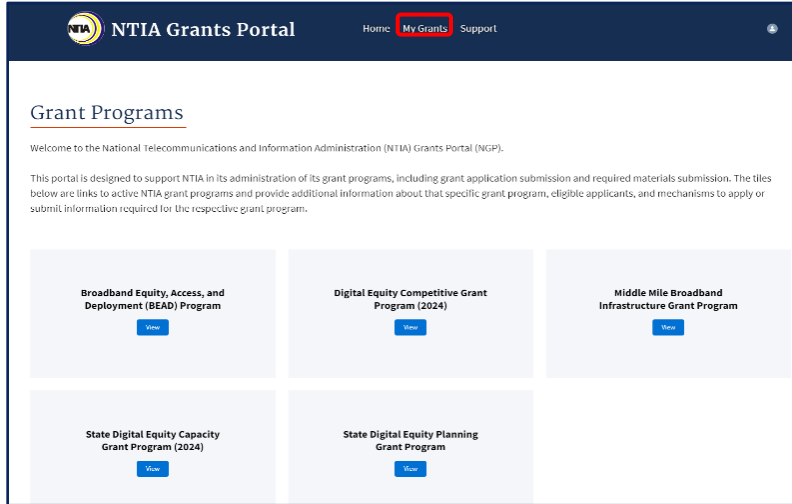
2. If you are unable to find an existing organization you may input the information manually.

3. Review the information before certifying Yes. Once you have, click the **Yes** box then click the **Next** button.

## Application Workspace Tab

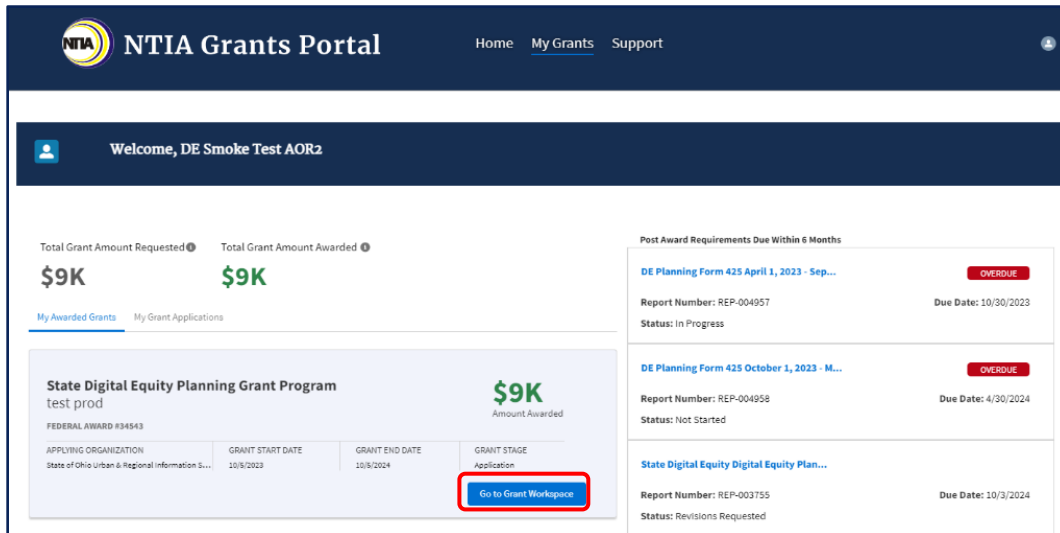
The **Application Workspace** tab contains the sections of the overall application request process.

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



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

Note that after the due date has passed, Applications will be archived and moved to the **Archived Applications** section.

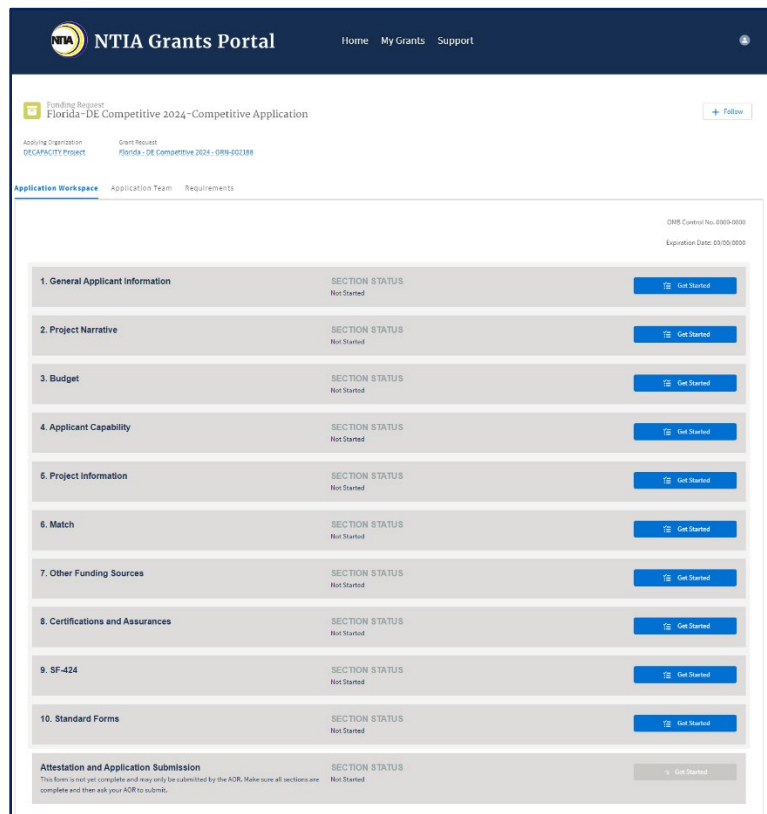




Once on the **Application Workspace** tab, the application screenshots are listed in the order in which to complete the application:

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.

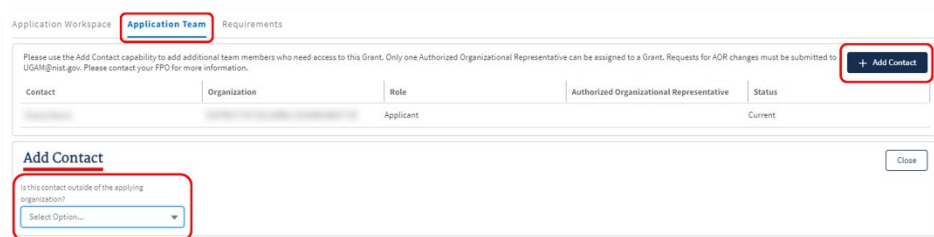


## Application Team Tab

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.



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.

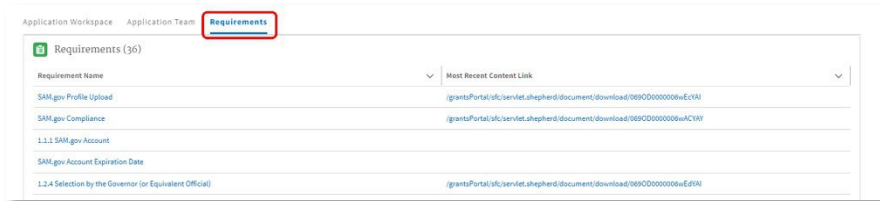
To remove a team member, click the drop-down menu under **Status** to select either Current or Former status, and then click the **Save** button.

**Note:** You will be able to see who is assigned as Applicant and as Authorized Organizational Representative (AOR), but you cannot manage those users within the Application Team Tab. To add or change the Applicant or AOR, create a new Standard Form 424. See section [4.9.1](#) below for instructions on how to fill out the SF-424.

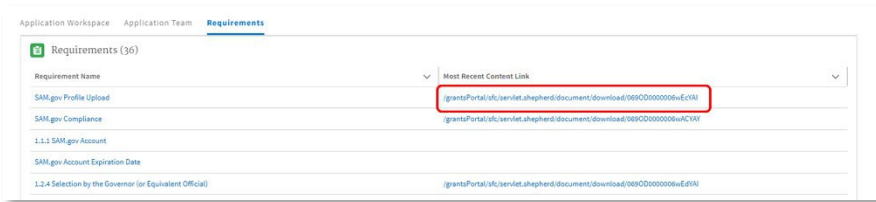
## Requirements Tab

There are multiple steps throughout the application process that require you to upload documents. To view, download or confirm the files that were uploaded you will use the 'Requirements' tab at the top.

1. Click the Requirements tab.



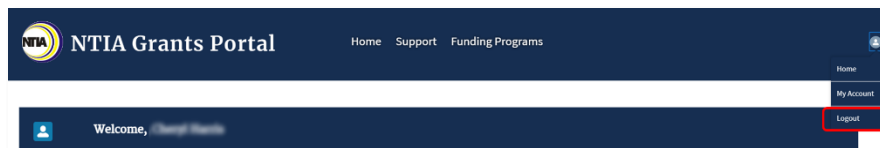
2. On the Requirements tab, you will be able to review the list of documents that will have been uploaded to the application. Click on the document you wish to review.



**Note:** Only add documents through the Application Workspace to ensure your application is correct.

### *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**.