



Digital Equity – Competitive Applicant Training Part 2

Funded by the Bipartisan Infrastructure Law (BIL)

*Administered by the Department of Commerce's National Telecommunications and
Information Administration (NTIA)*



Disclaimer



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



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INTRODUCTION

Introduction



This is the **second part of a five-part Applicant Training** for the Digital Equity Competitive Grant Program (Competitive Grant Program). This training is intended to assist applicants in better understanding the key program dates, SAM.gov registration, and partnership requirements listed in the Digital Equity Competitive Grant Program Notice of Funding Opportunity (NOFO).

TRAINING GOALS OF PART 2

- 1 Review the key dates and process for application submission
- 2 Understand **SAM.gov registration** and timeline
- 3 Understand information required for **partnerships between Eligible Entities**, including the **Letter of Commitment**
- 4 Understand information required for **Native Entity applicants and partnerships**



KEY DATES

Key Dates Reminder



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

Application Due Dates



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

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



Issuing Awards

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



Period of Performance

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



SAM.GOV REGISTRATION

System for Award Management (SAM)



Entities doing business with the Federal government must use the Unique Entity ID (UEI) created in SAM.gov. NOFO Section IV.E describes the System for Award Management (SAM) requirements.

New SAM.gov Users



Applicants who are new to SAM.gov may register their entity or receive a UEI by signing into SAM.gov and selecting “Get Started,” then “Register Entity.”



The free annual registration process in SAM.gov **generally takes between 3 and 5 business days but can take more than three weeks.**



Applicants should register early!

The [System for Award Management Guidance for Bipartisan Infrastructure Law Program Applicants](#) document provides more information for Eligible Entities on how to access, register, and complete required documentation in SAM.gov.



Tips for SAM.gov Completion



What is your goal?

 I want to do business...(Select the option most relevant to you)

Directly with the U.S. federal government.

With a business or other organization which receives funds directly from the U.S. federal government.

Other.

Does NEW YORK STATE URBAN DEVELOPMENT CORPORATION wish to apply for a Federal financial assistance project or program, or is NEW YORK STATE URBAN DEVELOPMENT CORPORATION currently the recipient of funding under any Federal financial assistance project or program?*

Yes

No

After clicking “Get Started” and determining registration status, users will be directed to the “What is your goal?” screen. Eligible Entities should **select either the first or second option** and continue through the prompted steps.

Note: Partners and subrecipients registering in SAM.gov should select the selection second option: "with a business or other organization which receives funds directly from the US federal government."

Eligible Entities should select the first option if they are the Authorized Representative, and the second option if they are a participating partner.

- Selecting “Yes”, as seen in Figure 3, will cause the financial assistance representations and certifications to be displayed.
- Users must read and certify that the entity attests to the accuracy of the representations and certifications listed.

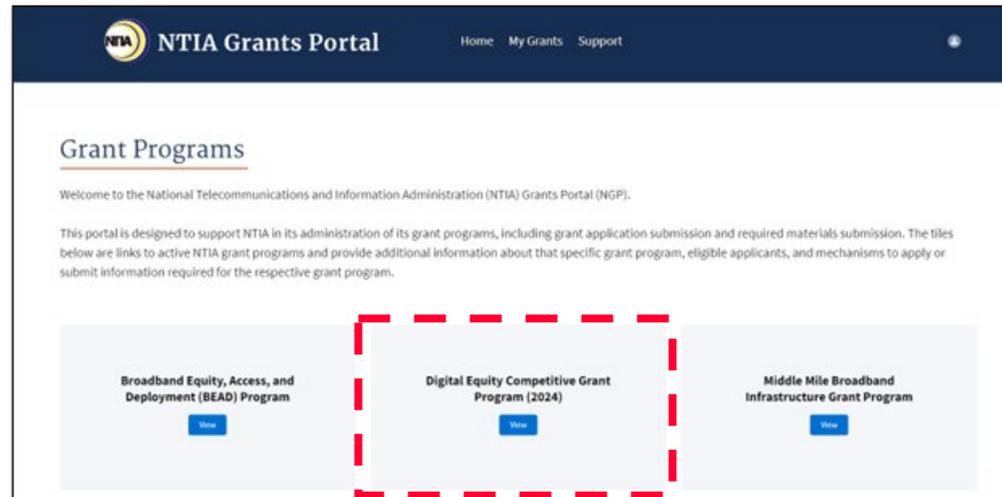


APPLICATION SUBMISSION DETAILS

How to Apply for the Grant



The Competitive Grant Program has forms and requirements that are unique to the program and require special attention. Applicants can obtain additional information and submit applications through the NTIA Grants Portal (NGP).



The NTIA Grants Portal can be accessed at <https://grants.ntia.gov>. From the Grant Programs page, click the View button under “Digital Equity Competitive Grant Program (2024).” Log in with your account or create an account if you don’t have one. Additional instructions can be found in the Application Guidance.

****NOTE: Applicants will be able to submit an application in the NTIA Grants Portal beginning on August 14, 2024* Applicants must have an active SAM.gov account and UEI to register for access to the portal.***



Available Forms and Guidance Documents



There are multiple forms, templates, and documents available for applicants to download when submitting their applications.

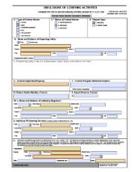


Available at www.grants.gov

Download these forms at www.grants.gov.



[CD-511](#)
(required)



[SF-LLL](#)
(if applicable)



Reference Materials to Assist with the Application

Download this document at the [Digital Equity Competitive Program Page on the NTIA Grants Portal](#).



Application Guidance



Filled out via text boxes in the [NTIA Grants Portal](#)

This document will be filled out via text boxes that are built directly into the [NTIA Grants Portal](#).



SF-424
(required)

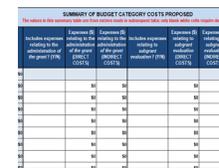


Available on the [NTIA Grants Portal](#)

Download these forms at <https://grants.ntia.gov>.



Project(s)
Description Form
(required)



Consolidated Budget
Form (required)



Partnership
Members Form
(required)



COMPLETING THE APPLICATION

Digital Equity Competitive-Specific Items



The Competitive Grant Program has application requirements that are specific to this program, as outlined in the NOFO Section IV.B.

EXAMPLE DIGITAL EQUITY COMPETITIVE-SPECIFIC ITEMS

-  Partnership information, if applicable
-  Match requirement waiver, if applicable
-  Scenario and Risk Mitigation Plan
-  Native Entity Tribal Government Resolution, if applicable
-  Project Narrative, including Executive Summary
-  Data Stewardship Plan with Technology Impact Assessment
-  Native Entity set-aside certification, if applicable
-  Consolidated Budget Form
-  Description of Strategies for Sustainable Impact
-  U.S. Territory letter from the Governor, if applicable
-  Justification for deviating from the award range, if applicable
-  Percentage, source, and amount of matching funds
-  Political subdivision, agency, or instrumentality of a State certification, if applicable
-  Demonstrative evidence of applicant experience and capability
-  Disclosure of the source and amount of other funding sources



Standard Forms, Certifications, and Assurances



NOFO Section IV.B.22 identifies the following standard forms that are required for the Competitive Grant Program application, while additional certifications and assurances, also required for the application, are noted throughout the NOFO.

STANDARD FORMS



Standard Form 424:
Application for Federal Assistance



CD-511: Certification
Regarding Lobbying



Standard Form LLL:
Disclosure of Lobbying Activities (if applicable)



Negotiated Indirect Cost Rate Agreement (NICRA) (if applicable)

CERTIFICATIONS AND ASSURANCES

In order to apply, applicants must sign off on a number of certifications and assurances.

These certifications and assurances are listed throughout the NOFO and are laid out clearly in the application materials. These include: a certification that grant funds will not result in unjust enrichment, the funds will be used to benefit the Covered Populations, etc.



Application Sections



The Competitive Grant Program application has 10 parts in the NTIA Grants Portal, as shown below. This session will cover Part 1 General Applicant Information. This includes SAM registration, entity type, and partnerships.

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. **SF-424**
10. **Standard Forms**

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



GENERAL APPLICANT INFORMATION

General Applicant Information



Applicants must submit the following General Applicant Information related to their **SAM.gov account** and Applicant Entity Type. General Application Information **documents must be uploaded as PDFs to the NTIA Grants Portal**, unless otherwise stated.

Application Workspace Application Team Requirements

OMB Control No. 0000-0000
Expiration Date: 00/00/0000

1. General Applicant Information SECTION STATUS
Not Started [Get Started](#)

- ### Steps
- 1.1 SAM.gov
 - 1.2 Applicant Entity Type
 - 1.3 U.S. Territories
 - 1.4 Partnerships
 - 1.5 Native Entities
 - 1.6 Political subdivisions, agencies, or instrumentalities of a State



SAM.gov Account



The first subsection is 1.1 SAM.gov. The applicant should verify that the pre-populated Organization Name and Applicant ID are accurate for the applying organization.

1.1 SAM.gov

1.1.1 SAM.gov Account

If the provided applicant information is not accurate for the applying organization please contact the NGP helpdesk (ngphelpdesk@ntia.gov) prior to proceeding with the application

Organization Name	Applicant UEI
DECAPACITY Project	123456789012

1.1.1 SAM.gov Account

If the provided applicant information is not accurate for the applying organization, please contact the NGP helpdesk (ngphelpdesk@ntia.gov) prior to proceeding with the application.



Representations and Certifications



Applicants must answer whether their representations and certifications to receive Federal Finance Assistance funds are in compliance and up to date.



To determine whether your representations and certifications are in compliance and up to date in SAM.gov, locate “**Reps and Certs (Financial Assistance)**” on the SAM.gov left side menu. Click on that section and ensure that the intention to apply for Federal financial assistance is selected as “Yes.”

A screenshot of a SAM.gov form field. The field is titled "1.1.2" and contains the question "Are your representations and certifications to receive Federal Financial Assistance funds in compliance and up to date?". Below the question is a label "* Response" and two radio button options: "Yes" and "No". The "Yes" option is selected. A blue button with the text "Save and Next" is located to the right of the form field. The entire form field and button are highlighted with a red border.

1.1.2 Representations and Certifications | Select **Yes** or **No** to answer the question, “Are your representations and certifications to receive Federal Financial Assistance funds in compliance and up to date?”

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

If **No**, respond to the subsequent prompt.



Representations and Certifications Documentation



If an applicant's representations and certifications to receive Federal Finance Assistance funds are **not** in compliance and up to date, they must describe the status of obtaining the necessary representations and certifications and upload documentation to submit evidence that necessary steps have been taken.

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

* Response

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

* Upload

 Upload Files Or drop files

The screenshot shows a web form with two sections. The first section, labeled 1.1.3, has a heading and a text input field. The second section, labeled 1.1.4, has a heading and a file upload button. The button is a rounded rectangle with a red border, containing an upload icon, the text "Upload Files", and "Or drop files".

1.1.3 If **No**, describe the status of obtaining the necessary representations and certifications.

Character Limit: 2,500 (approximately 500 words).

1.1.4 Upload Files | Submit evidence that necessary steps have been taken to obtain up-to-date and compliant representation and certifications.

Then click **Save and Next**.



Eligible Entities

Eligible Applicants



The NOFO identifies Eligible Entities in Section III.A. Eligible Entities are asked to self-identify as one of the applicant entity types listed below:

-  Political Subdivision, Agency, Instrumentality
-  Indian Tribe, Alaska Native Entity, Native Hawaiian Organization
-  Foundation, Corporation, Institution, or Association
-  Community Anchor Institution
-  Local Education Agency
-  Entity that Carries Out Workforce Development Program
-  Partnership Between Any of the Entities Described Above

 **Clarifications**

Agencies of a State includes those responsible for administering or supervising adult education, literacy activities, or providing public housing

Foundation, Corporations, etc. must be a not-for-profit entity and not a school

U.S. Territories may ONLY apply for the territorial set aside.



Applicant Entity Type



Select “Which of the following entity types are you?” By selecting one of the entity types, the applicant is certifying that it is eligible to apply for grants under this program, as described in Section III.A of the NOFO, and that it is not serving, and has not served, as the administering entity for a State under 47 U.S.C. §1723(b).

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

1.2.1 Applicant Entity Type | Select “Which of the following entity types are you?” 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 in section 1.4.



Evidence of Entity Type

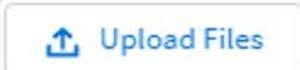


Applicants must provide evidence of their status as an Eligible Entity.

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

 Or drop files

FileName



Upload Date ↓



Previous

Save and Next

1.2.2 Upload Files | 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).

Then click **Save and Next**.



U.S. TERRITORIES

U.S. Territories Set Aside



As required by the Digital Equity Act, NTIA has set aside one (1) percent (\$7,500,000) of Competitive Grant Program funds for U.S. Territories and will increase this amount to \$10,000,000 if the fiscal year 2025 funds become available. This set aside is **only** for U.S. Territories, whereas organizational entities in the U.S. Territories can apply to the general pool of funding.

Note: *U.S. Territories are not Eligible Entities under the Statute and cannot participate directly in the Competitive Grant Program, so these funds will be made available through a separate review process using the same application requirements.*



No individual award will exceed \$2,500,000



Award size will be determined based on number of applications and funding amount requested



Minimum award amounts are expected to be greater than \$1,000,000 (not a required minimum)



The application deadline is October 22, 2024



U.S. Territories Authorization Letter



A U.S. Territory applying for the territorial set aside provided for at 47 U.S.C. §1724(j)(3) must provide a letter from the governor (or equivalent official) of the U.S. Territory that authorizes the applicant to apply for the Competitive Grant Program on its behalf.

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

 Or drop files

FileName ▼ | Upload Date ↓ ▼

1.3.1 U.S. Territories | If you are a U.S. Territory applying for the territorial set aside, provide a letter from the governor (or equivalent official) of the U.S. Territory.

Then click **Save and Next**.

Note: Certain entities, like a non-profit organization, headquartered in the territories are eligible for the general pool of funding.



PARTNERSHIPS

Principles of the Competitive Grant Program

NTIA seeks applications for programs and activities that ***address gaps in the implementation*** of State Digital Equity Plans, will ***supplement or further advance*** State Digital Equity Plans and/or proposals that ***address barriers that were not identified*** in the current State Digital Equity Plans.

NTIA **encourages** proposals that demonstrate a **broad partnership of entities** with the ability to **administer significant resources** and address the varied concerns of the Covered Populations.

Partnerships should demonstrate:



The ability to administer resources

AND



Address the varied concerns of the Covered Populations

NTIA encourages innovative approaches that transcend existing Digital Equity programs.

Authorized Representative of a Partnership



When applying as a partnership, one Eligible Entity must be designated as the applicant for the partnership and serve as the “Authorized Representative (AR).” The AR is the organization responsible for applying and submitting the application.

QUALITIES OF AN ELIGIBLE AR



Qualifiers:

- ✓ Is an Eligible Entity per the Competitive Grant Program NOFO
- ✓ Submits a binding Letter of Commitment (“LOC”) from each member of the partnership demonstrating authority to file on behalf of the partners, if applicable
- ✓ **Has not** submitted an application individually or **as the AR** for another Competitive Grant Program partnership application



Did you know...?

All Eligible Entities, including ARs, must have an Authorized Organizational Representative (AOR). An AOR **must have signatory authority** not only on behalf of the organization they work for, but all organizations in the partnership (if relevant)



An AR Eligible Entity may participate as a **member** of more than one partnership so long as it is not the AR for more than one partnership and application



Authorized Representative Disqualifiers



Applicants should know what experiences or events disqualify them from applying as an Authorized Representative.

QUALITIES OF AN ELIGIBLE AR



Disqualifiers:

- ✘ Served/is serving as the Administering Entity (AE) for the State Digital Equity Planning Grant Program
- ✘ Served/is serving as the Administering Entity (AE) for the State Digital Equity Capacity Grant Program
- ✘ Submitted another application as the Authorized Representative or a partnership or as an independent applicant

Note: “Administering Entity” is defined in 47 U.S.C. § 1723(b)(1) as the entity selected by the governor (or equivalent official) of a State which shall:

- A. serve as the recipient of, and administering agent for, any grant awarded to the State under this section;
- B. develop, implement, and oversee the State Digital Equity Plan for the State described in subsection (c);
- C. make subgrants to any entity described in subsection (c)(1)(D) that is located in the State in support of-
 - (i) the State Digital Equity Plan for the State; and
 - (ii) digital inclusion activities in the State generally; and
- D. serve as-
 - (i) an advocate for digital equity policy and digital inclusion activities; and
 - (ii) a repository of best practice materials regarding the policies and activities described in clause (i).



Partnerships



All applicants must indicate if they are applying as a partnership of Eligible Entities. If yes, the Eligible Entity completing the application will serve as the Authorized Representative for the partnership and must complete the required partnership information.

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

Note: It is expected that the Eligible Entity completing the application will serve as the Authorized Representative (i.e., the applicant) for the partnership.

1.4.1 Partnerships | Are you applying as a partnership of Eligible Entities?

If **Yes**, respond to the subsequent prompt.

If **No**, no further action is needed. Click **Save and Next**.



Authorized Representative Experience



If applying as a partnership, the Authorized Representative must provide evidence of experience managing similar partnerships or coalitions and the plans the partnership has in place to ensure ongoing collaboration.

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

If the applicant responded **Yes** to 1.4.1, they must complete the subsequent partnership information.

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.

When applicable, each section has a character count limit of 2500 (approximately 500 words).



Partnership Members Form Requirements



If applying as a partnership, the applicant must submit a table with the information listed below. This will be completed using the Partnership Members Form.

REQUIRED PARTNERSHIP MEMBERS INFORMATION

- ✓ A list of all members of the partnership
- ✓ Verification that each partner is an Eligible Entity
- ✓ The category of Eligible Entity of each partner
- ✓ The scope of work/role of each partner
- ✓ Whether a partner has applied under any other partnership
- ✓ How award funds will be allocated among partners
- ✓ How the matching requirement will be allocated among partners

Partnership Members Form		
<i>Provide the information below for each member participating in your partnership.</i>		
Partnership Member Legal Name	Legal Identifiers of Member	
<i>Insert the name of the member of the partnership.</i>	<i>Please include partner's UEI, if available. Note that a partner may not receive federal funds until they have a UEI.</i>	<i>Insert the EIN of the entity.</i>
Examples: State of ABC, Department of Labor and Economic Opportunity	123456789101	123456789
Digital Access Foundation	111098765432	987654321
AUTHORIZED REPRESENTATIVE:		



Partnership Members Form Submission



The applicant must complete the Partnership Members Form, then upload the completed form.

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.

* Upload 

 Upload Files Or drop files

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



Evidence of Partners' Eligible Entity Status



All partnership members must be Eligible Entities. The applicant must provide evidence verifying **each** partner's status as an Eligible Entity.

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



Upload Files

Or drop files

1.4.4 Upload Files | 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).



Letter of Commitment Requirements



A Letter of Commitment (“LOC”) is required from **each** member of the partnership. It must be executed by both the Authorized Representative and the partner member and outline the elements listed in NOFO Section IV.B.

LETTER OF COMMITMENT ELEMENTS



The role/scope of work of the participating member(s)



A commitment from the member to serve in that role



Any funding the partner will receive from the Authorized Representative, either as a subrecipient or otherwise, as applicable



A commitment from the Authorized Representative to keep each partner informed of project or activity progress



Letters of Commitment



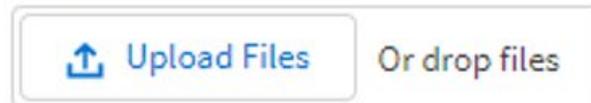
If applying as a partnership, each member of the partnership must provide a Letter of Commitment executed by both the Authorized Representative and the partner member.

1.4.5

Upload a Letter of Commitment (“LOC”) from each member of the partnership. Each LOC must be executed by both the Authorized Representative and the partner member, outlining:

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

Upload



1.4.5 Upload Files | Upload a Letter of Commitment (“LOC”) from each member of the partnership. Each LOC must be executed by both the Authorized Representative and the partner member, outlining:

- 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 Representative, either as a subrecipient or others, as applicable
- A commitment from the Authorized Representative to keep each partner informed of project or activity progress



NATIVE ENTITIES

Native Entity Set Aside Overview



As required by the Digital Equity Act, NTIA has set aside five (5) percent (\$37,500,000) of Competitive Grant Program funds for Native Entities and will increase this amount to \$50,000,000 if the fiscal year 2025 funds become available. Native Entities apply through the same process as other Eligible Entities.

Note: *Indian Tribes, Alaska Native Entities, and Native Hawaiian organizations may apply for Competitive Grant Program funds on their own behalf, as an Authorized Representative of a partnership, or as a participant in a partnership. To qualify for the Native Entity set-aside, the applicant or Authorized Representative must be a Native Entity, and all intended beneficiaries must be Covered Populations that are members of a Native Entity.*



Award size will be determined based on number of applications and funding amount requested



The application deadline is September 23, 2024

The term “Native Entity” refers to Indian Tribes, Alaska Native entities, and Native Hawaiian organizations as referenced in the Digital Equity Act and the NOFO Section I.B(15).

NOFO Sections II.D and III.A



Native Entity Application Requirements



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, as outlined in NOFO III.A.



Tribal Government Resolution

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.



Beneficiaries Certification

If the applicant seeks to qualify for the Native Entity set aside, the application must include a certification that all intended beneficiaries of the proposed activities and interventions are members of a Native Entity.



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.

1.5 Native Entities

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

1.5.1 Native Entities | Select either **Yes** or **No** to answer the question, “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 **Yes**, respond to the subsequent prompt.

If **No**, no further action is needed. Click **Save and Next**.

Tribal Government Resolution



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.**

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

The form element shows a button with an upward-pointing arrow icon and the text "Upload Files". To the right of this button is the text "Or drop files".

1.5.2 Upload Files | 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. A resolution is also required from **each** Native Entity participating in the partnership.



Native Entity Set Aside



Native Entities are Eligible Entities under the Digital Equity Act. Native Entity and Native Entity partnership applications may also 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

[Previous](#) [Save and Next](#)

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)?”

Then click **Save and Next**.



POLITICAL SUBDIVISIONS, AGENCIES, OR INSTRUMENTALITIES OF A STATE

State Eligibility



While States are not Eligible Entities themselves, discrete units of the State may be. A political subdivision, agency, or instrumentality of a State is an Eligible Entity under this Program if the entity is not serving, and has not served, as the Administering Entity for a State under the State Digital Equity Capacity Grant Program.

STATUTORY EXAMPLES OF AGENCIES ELIGIBLE TO APPLY:



An agency of a State that is responsible for administering or supervising adult education and literacy activities



An agency of a State that is responsible for providing public housing

Note: *If the applicant, or any of its partners, is a political subdivision, agency, or instrumentality of a State, the application **must include a certification** 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).*



Political Subdivision, Agency, or Instrumentality of a State



The applicant must indicate if it, or any of its partners, is a political subdivision, agency, or instrumentality of a State.

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

1.6.1 Political subdivisions, agencies, or instrumentalities of a State | 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 **Yes**, respond to the subsequent prompt in this question.

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



Certification to Obligate Non-Federal Funds



If the applicant, or any of its partners, is a political subdivision, agency, or instrumentality of a State, the applicant must certify that the applicant will meet the matching requirements from non-Federal sources.

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

[Previous](#) [Save and End](#)

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).

Then click **Save and End**.



WHAT'S NEXT?

What's Next? | *Scheduled Information Sessions*



Application Webinar Part 1

What Topics will be Covered?

- SF-424
- Lobbying Standard Forms
- Negotiated Indirect Cost Agreements

What was covered?

- Completing the SF-424
- Completing the Lobbying Standard Forms
- Information on NICRA



Application Webinar Part 3

What Topics will be Covered?

- Project Narrative
- Executive Summary
- Project(s) Description Form
- Project Plan

What will we be covering?

- Details to include in the project narrative
- Breakdown of the executive summary
- Review of the Project(s) Description Form



Application Webinar Part 4

What Topics will be Covered?

- Evaluation Strategy
- Risk mitigation
- Other required plans

What will we be covering?

- Details to include for each plan
- How to submit the plans



Application Webinar Part 5

What Topics will be Covered?

- Related Costs
- Consolidated Budget Form

What will we be covering?

- Review of Consolidated Budget Form
- Review of NICRA
- Review of Budget Caps

Recording Available Now

Upcoming Information Sessions



QUESTIONS
