



# State Digital Equity Capacity Grant Program: Native Entities (2024) General Application

This form serves as a tool to capture responses required for the State Digital Equity (DE) Capacity Grant Program: Native Entities<sup>1</sup> (NE) application. The form is consistent with the requirements outlined in the State Digital Equity Capacity Grant Program Notice of Funding Opportunity (NOFO).

**Instructions:** Applicants should answer each question in the space provided using Adobe's fillable PDF function to confirm accuracy and proper submission. Only provide additional documents specified in this application form. All documents, including this application form, should be submitted in one email or package (if submitting via mail or courier). All applicants must complete every question unless otherwise indicated that one may be skipped.

Please see the NE Offline Application Guidance for additional tips and support the competition of the application. All numbering in this NE Capacity & Planning Offline Application Form relates directly to Section 4 NE Capacity & Planning Grant Program of the NE Offline Application Guidance.

## 1 Application Information

### 1.1 SAM.gov

#### 1.1.1 SAM.gov Account

Please provide your Organization Name and SAM.gov Unique Entity ID (UEI), Activation Date, and Registration Expiration Date in the table below.

**Note:** Active registration with the System for Award Management (SAM) is required of all NTIA applicants and awardees at [www.SAM.gov](https://www.SAM.gov).

Organization Name	SAM Unique Entity ID (UEI)	SAM.gov Activation Date (mm/dd/yyyy)	SAM Registration Expiration Date (mm/dd/yyyy)

<sup>1</sup> To avoid confusion with the State Digital Equity Grant Program with the eligible applicants of States (including D.C. and Puerto Rico) & U.S. Territories, this document refers to the program as the Native Entity Digital Equity Capacity Grant Program ("NE Capacity & Planning Grant Program").

### 1.1.2 SAM.gov Account

Are your representations and certifications to receive Federal Financial Assistance funds in compliance and up to date? *(Select 1 answer)*

- **Yes** (skip to Section 1.2 Authorizing Documentation)
- **No** (continue to Section 1.1.3 SAM.gov Account Information Pending)

### 1.1.3 SAM.gov Account Information Pending

If "No," describe the status of obtaining the necessary representations and certifications. (1250 character limit, approximately 250 words)

## 1.2 Authorizing Documentation

### 1.2.1 Applicant Type

Please select the Applicant Type (Indian Tribe, Alaska Native Entity, Native Hawaiian Organization). *(Select 1 answer)*

- Indian Tribe
- Alaska Native Entity
- Native Hawaiian Organization

### 1.2.2 Authorizing Documentation

**Submission Instructions for Section 1.2.2:** The authorizing documentation(s) must be submitted as a .pdf attachment in the email submission. If an applicant is mailing their application either include as a .pdf on a jump drive or printed as part of a mail or courier submission.

- ***If applying as a single Native Entity***, please provide a copy of the Native Entity governing body's authorizing documentation, demonstrating the authority to make an application on behalf of the Native Entity and designating the Authorized Organization Representative (AOR).
- ***If applying as a consortium of Native Entities***, please provide the appropriate authorization(s) from each of the Native Entities listed within the Consortium Members Form that demonstrates the authority to make an application on behalf of each of the Native Entities and designates the Authorized Organization Representative (AOR).

**Note:** Authorizing documentation should be in the form of a Tribal Resolution of Consent for Indian Tribes and for Alaska Native Entities, or, for other Native Entity Organizations, an equivalent formal authorization from the governing authority of the Native Entity.

### 1.3 Native Entity Information

#### 1.3.1 Native Entity Name(s)

Enter the name of the Native Entity or Entities represented in this application.

**Note:** As a reminder, NTIA will permit only one application from each Native Entity. In other words, a Native Entity may either submit an application as a single applicant or apply as part of one consortium. By completing this form, you affirm this is the sole application from your organization.

### 1.4 Consortium Information

#### 1.4.1 Consortium Application

Are you applying on behalf of a consortium of federally recognized Indian Tribes, Alaska Native Entities, and/or Native Hawaiian Organizations? (*Select 1 answer*)

- ☐ **Yes** (continue Section 1.4 Consortium Information)
- ☐ **No** (skip to Section 1.5 Non-Profit Information)

#### 1.4.2 Consortium Name

Please provide the name of the consortium.

#### 1.4.3 Consortium Members Form

**Submission Instructions for Section 1.4.3:** The Consortium Members Form must be submitted as a .xlsx attachment in the email submission. If an applicant is mailing their application either include as a .xlsx on a jump drive or printed as part of a mail or courier submission.

**Note:** For each consortium member, please include the member organization's legal name, legal identifiers, if the member is the lead applicant, the type of entity, and their corresponding role in the consortium.

#### 1.4.4 Memorandum of Understanding

**Submission Instructions for Section 1.4.4:** The Memorandums of Understanding(s) must be submitted as a .pdf attachment in the email submission. If an applicant is mailing their application either include as a .pdf on a jump drive or printed as part of a mail or courier submission.

**Note:** The Memorandums of Understanding(s) is between the lead applicant and each of the Native Entities listed within the Consortium Member Form. The Memorandums of Understanding(s) should demonstrate approval of the proposed projects and clearly articulate the specific benefits and responsibilities of each consortium member.

## 1.5 Non-Profit Information

### 1.5.1 Authorized Non-profit Corporation

Are you using a non-profit corporation authorized by the Native Entity to administer NE Capacity & Planning Grant Funds on behalf of the eligible Native Entity? *(Select 1 answer)*

- **Yes** (continue Section 1.5 Non-Profit Information)
- **No** (skip to Section 2 Project Narrative)

### 1.5.2 Non-Profit Corporation Authorization

**Submission Instructions for 1.5.2:** The authorizing documentation(s) must be submitted as a .pdf attachment in the email submission. If an applicant is mailing their application either include as a .pdf on a jump drive or printed as part of a mail or courier submission.

**Note:** Appropriate authorization(s) from the Native Entity (or each of the Native Entities if there are multiple within the consortium) is required if the applicant is using a non-profit corporation to administer NE Capacity & Planning Grant Funds. Authorizing documentation should be in the form of a Tribal Resolution of Consent for Indian Tribes and for Alaska Native Entities, or, for other Native Entity Organizations, an equivalent formal authorization from the governing authority of the Native Entity authorizing the non-profit corporation to administer NE Capacity & Planning Grant Funds on their behalf.

### 1.5.3 Authorized Non-Profit Corporation Name

Enter the name of the authorized non-profit organization.

### 1.5.4 Authorized Non-Profit Corporation Point-of-Contact (POC) Name

Enter the name of the point of contact from the authorized non-profit organization.

### 1.5.5 Authorized Non-Profit Corporation Email

Enter the email of the authorized non-profit organization.

### **1.5.6 Authorized Non-Profit Corporation Role and Activities**

Describe the non-profit organization's role and activities. (2500 character limit, approximately 500 words)

## 2 Project Narrative

### 2.1 Project Information

#### 2.1.1 Project Title

Enter a brief title of the project. This is NOT a description but a brief title/name of the project. (1250 character limit, approximately 250 words)

### **2.1.2 Executive Summary**

Provide an executive summary of the proposed project(s), including its main purpose, associated activities, barriers to Digital Equity to address, and intended outcomes. If applicable, include a statement on whether NE Planning Funds are being requested and, if so, how the NE Planning Grant Funds will be used in addition to the NE Capacity Grant Funds. (2500 character limit, approximately 500 words)

Applicants are advised NOT to incorporate 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. Note that NTIA may use all or a portion of the Executive Summary as part of a press release issued by NTIA.

### 2.1.3 Total Funding Requested

Please enter the total amount of funding requested, including both Capacity and Planning, as applicable.

<b>Amount (USD)</b>	
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### 2.1.4 Barriers to Digital Equity

Which of the following barriers to Digital Equity does your project seek to address? Please elaborate in the Executive Summary text above in Section 2.1.2. (*Select all that apply*)

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

### 2.1.5 Covered Populations Served

Which of the following Covered Populations will be served through your project? Please elaborate in the Executive Summary text above in Section 2.1.2. (*Select all that apply*)

- Individuals who live in covered households (i.e., households with income of not more than one-hundred fifty (150) percent of the poverty level)
- Aging individuals
- Incarcerated individuals 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
- Individuals who primarily reside in a rural area



### 2.1.6 Geographic Regions Served

Please select the **Geographic Regions** that will be impacted by your project (*Select all that apply*).

- (1.) Alaska (ARO)
- (2.) Eastern (ERO)
- (3.) Eastern Oklahoma (EOR)
- (4.) Great Plains (GPR)
- (5.) Hawaii (Hawaii)
- (6.) Midwest (MWR)
- (7.) Navajo (NRO)
- (8.) Northwest (NWR)
- (9.) Pacific (PRO)
- (10.) Rocky Mountain (RMR)
- (11.) Southern Plains (SPR)
- (12.) Southwest (SWR)
- (13.) Western (WRO)
- (14.) Other (If “(14.) Other” is selected, please elaborate in the “Description of Needs and Barriers” Section 2.1.8)

### 2.1.7 Zip Codes Served

What zip code(s) does this project serve? (625 character limit, approximately 125 words)

### 2.1.8 Description of Needs and Barriers

To the greatest extent possible, please provide data demonstrating the needs and barriers faced by the Native Entity's Covered Populations, including but not limited to the:

- 1) The poverty rate of the Native Entity (i.e., the percentage of members of the Native Entity's population that live in the Covered Households as defined at 47 U.S.C. § 1721(7))
- 2) The number of Covered Populations to be served and the number of individuals within each Covered Population
- 3) The number of individuals in the Covered Populations lacking access to a computer, tablet, smartphone, or other device that enables Internet access.
- 4) The number individuals within the Covered Populations not using or not subscribing to the Internet
- 5) Other data that demonstrates need

Please explain the needs and barriers addressed in this project by highlighting here the best available data. If you are also applying for the Planning Grant Funds, indicate what data you will collect and why.

## 2.2 Planning Grant Funds

### 2.2.1 Digital Equity Plan Development

Are you applying for Planning Grant Funds? *(Select 1 answer)*

- **Yes** (continue Section 2.2 Planning Grant Funds)
- **No** (skip to Section 2.3 Capacity Grant Funds)

**Note:** As a reminder, requests for Planning Grant Funds must not exceed seven and one-fourth (7.25) percent of the total amount of the requested funds.

### **2.2.2 Digital Equity Plan Development (Activities)**

Describe the activities to develop the DE Plan, including the manner in which these activities are consistent with 47 U.S.C. §1723(c). (2500 character limit, approximately 500 words)

### **2.2.3 Digital Equity Plan Development (Outputs)**

Describe the outputs of the activities that are described in Section 2.2.2. (2500 character limit, approximately 500 words)

#### **2.2.4 Digital Equity Plan Development (Timeline)**

Describe the timeline for completing the activities described in Section 2.2.2. (2500 character limit, approximately 500 words)

### **2.2.5 Digital Equity Plan Development (Dissemination Strategy)**

Describe the strategy to share the outputs of the planning activities, e.g., a Digital Equity Plan, with the respective community and the broader public. (2500 character limit, approximately 500 words)

## 2.3 Capacity Grant Funds

### 2.3.1 Description of Activities to be Funded with Capacity Grant Funds

Provide a description of the specific grant projects and activities to be funded by the State Digital Equity Capacity Grant Program: Native Entities. Please include the number of Covered Populations the proposed project(s) will serve and how they are consistent with the goals of digital equity and digital inclusion described in 47 U.S.C. §1723(d).

If applying for Planning Grant Funds, also include a description of how the Capacity Grant Funds will be used to implement projects consistent with the Digital Equity Plan. (2500 character limit, approximately 500 words)



### **2.3.2 Description of Barriers to be Addressed and Objectives for Capacity Grant Funds**

Include a description of how the proposed grant projects will address identified barriers to digital equity and the measurable objectives that will be used to assess progress towards overcoming these barriers. (2500 character limit, approximately 500 words)

## **2.4 Digital Equity Promotion**

### **2.4.1 Description of Ability to Promote Digital Equity (Broadband Technology)**

Describe how the proposed grant projects will promote, among the Covered Populations, the availability of, and affordability of access to, fixed and wireless broadband technology. (2500 character limit, approximately 500 words)

#### **2.4.2 Description of Ability to Promote Digital Equity (Public Resources and Services)**

Describe how the proposed grant projects will promote, among the Covered Populations, the online accessibility and inclusivity of public resources and services. (2500 character limit, approximately 500 words)

### **2.4.3 Description of Ability to Promote Digital Equity (Digital Literacy)**

Describe how the proposed grant projects will promote, among the Covered Populations, digital literacy. (2500 character limit, approximately 500 words)

#### **2.4.4 Description of Ability to Promote Digital Equity (Individual Privacy and Cybersecurity)**

Describe how the proposed grant projects will promote, among the Covered Populations, awareness of, and the use of, measures to secure the online privacy of, and cybersecurity with respect to, an individual. (2500 character limit, approximately 500 words)

#### **2.4.5 Description of Ability to Promote Digital Equity (Consumer Devices and Technical Support)**

Describe how the proposed grant projects will promote, among the Covered Populations, the availability and affordability of consumer devices and technical support for those devices. (2500 character limit, approximately 500 words)

## 2.5 Project Size Variance

### 2.5.1 Variance in Project Size

Is the amount of requested Capacity Grant Funding less than \$500,000 or more than \$2,000,000? (*Select 1 answer*)

- **Yes** (continue to Section 2.5.2 Explanation for Variance in Project Size)
- **No** (skip to Section 2.6 Implementation)

### 2.5.2 Explanation for Variance in Project Size

Provide a reasonable explanation for the variance in project size if the amount of the requested funding is less than \$500,000 or more than \$2,000,000 (e.g., geographic scope requires the requested funding to fall outside of the provided range). (2500 character limit, approximately 500 words)

## 2.6 Implementation

### 2.6.1 Capacity Grant Implementation Team (Programmatic/Technical Experience)

Please describe the following aspects of the project Implementation Team: The implementation team and its experience with the programmatic/technical aspects of project management. (2500 character limit, approximately 500 words)



## **2.6.2 Capacity Grant Implementation Team (Organizational Capacity)**

Please describe the following aspects of the project Implementation Team: The Native Entity's organizational capacity to implement the proposed projects and meet key milestones. (2500 character limit, approximately 500 words)

### **2.6.3 Capacity Grant Implementation Team (Proposed Partners)**

Please describe the following aspects of the project Implementation Team: A description of the implementation team's proposed use of partners or other entities in implementation. (2500 character limit, approximately 500 words)

#### **2.6.4 Capacity Grant Implementation Team (Experience with Covered Populations)**

Please describe the following aspects of the project Implementation Team: Describe your experience serving the covered populations within the Native Entity. (2500 character limit, approximately 500 words)

## **2.6.5 Resumes of Capacity Grant Key Personnel**

**Submission Instructions for Section 2.6.5:** Provide one page resumes of key personnel who will carry out and be responsible for the proposed activities. The resumes of key personnel must be submitted as a .pdf attachment in the email submission. If an applicant is mailing their application either include as a .pdf on a jump drive or printed as part of a mail or courier submission.

## **2.6.6 Capacity Grant Sub-Granting or Sub-Contracting Process**

Do you plan to use subgrantees and/or subcontractors to implement projects and activities related to DE NE Capacity Grant Funding? (*Select 1 answer*)

- **Yes** (continue to Section 2.6.7 Capacity Grant Sub-Granting or Sub-Contracting Process Further Information)
- **No** (skip to Section 2.7 Anticipated Outcomes)

### 2.6.7 Capacity Grant Sub-Granting or Sub-Contracting Process Further Information

To the extent the applicant intends to use subgrantees and subcontractors, describe the process by which subgrantees and/or subcontractors will be selected and the safeguards in place to ensure the selection process fosters a sense of fairness and accountability by being open, transparent, and equitable; and is in compliance with 2 C.F.R. part 200. (2500 character limit, approximately 500 words)

## 2.7 Anticipated Outcomes

Provide a description below of the proposed outcomes and anticipated long-term impact on digital equity, including the benefits to the intended project beneficiaries.

### 2.7.1 Capacity Grant Proposed Outcomes, Long-Term Impact, and Sustainability Plan (Stakeholder Transparency)

Describe how you plan to sustain the project benefits by collaborating and maintaining transparency with key stakeholders, including representatives of the Covered Populations. (2500 character limit, approximately 500 words)

**2.7.2 Capacity Grant Proposed Outcomes, Long-Term Impact, and Sustainability Plan (Measuring Long-Term Impacts)**

Describe how you plan to sustain the project benefits by measuring the long-term impact on digital equity within the Native Entity and its collateral benefits. (2500 character limit, approximately 500 words)

### **2.7.3 Capacity Grant Project Plan (Summary)**

Enter a brief summary of your project plan describing all major project activities and timelines, including key milestones and when each major project activity will start and end. (2500 character limit, approximately 500 words)



#### **2.7.4 Capacity Grant Project Plan**

**Submission Instructions for Section 2.7.4:** A comprehensive project plan must be submitted as a .pdf attachment in the email submission. If an applicant is mailing their application either include as a .pdf on a jump drive or printed as part of a mail or courier submission. The project plan should be approximately five pages in length.

**Note:** The comprehensive project plan should describe all major NE Capacity Grant project activities and timelines, including key milestones and when each major project activity will start and end.

### 3 Funding Information

#### 3.1 TBCP Funds

##### 3.1.1 Tribal Broadband Connectivity Program (TBCP) Application

Please indicate whether or not you applied for Tribal Broadband Connectivity Program (TBCP) funding. *(Select 1 answer)*

Please answer regardless of having received an award. If you received award, additional information is requested below.

- ☐ **Yes** (continue Section 3.1 TBCP Funds)
- ☐ **No** (skip to Section 3.2 Planning Funds)

##### 3.1.2 TBCP Grants.Gov Number

If applicable please list the Title and the Grants.Gov Grant Tracking Number (GRANT1345XXXX) of the application submitted. (Title, GRANTID) (100 character limit)

##### 3.1.3 TBCP Award

Were you awarded funding through the TBCP or do you have a pending TBCP application? *(Select 1 answer)*

- ☐ **Yes**, Awarded Funding (please complete Sections 3.1.4 – 3.1.5 to provide additional information)
- ☐ **Yes**, Pending Funding (please complete Section 3.1.4 to provide additional information)
- ☐ **No** (skip to Section 3.2 Planning Funds)

##### 3.1.4 TBCP Further Information

If **'Yes'**, you were awarded funding through TBCP, what type of award did you receive? If **'Pending'**, please state if the applicant has not yet received a TBCP grant award or if an application for an award is pending review by NTIA. (625 character limit, approximately 125 words)

##### 3.1.5 TBCP Grants Online Award Number

Enter the Grants Online Award Number as assigned for the TBCP award. This is a unique 14 character award identifier that will resemble NT22TBC029XXXX. (14 character limit)

## 3.2 Planning Funds

### 3.2.1 State Digital Equity Planning Grant Sub-recipient

Were you awarded funding as a sub-recipient to a State Digital Equity Planning Grant? (*Select 1 answer*)

- ☐ **Yes** (continue Section 3.2 Planning Funds)
- ☐ **No** (skip to Section 3.3 Other Funding)

### 3.2.2 State Digital Equity Planning Grant Further Information

List the awarded entity, a description of the corresponding project, a short description of awarded funds, and your role as a sub-recipient. (2500 character limit, approximately 500 words)

### 3.3 Other Funding

#### 3.3.1 Federal Grant Awards for Digital Equity Past Awards

Have you been awarded any other Federal funding, either through a competitive award/grant or formula funding, that provided funding for digital equity and inclusion activities such as broadband adoption and use, device programs, digital literacy and skills training, and internet subscription or device subsidy programs? *(Select 1 answer)*

- ☐ **Yes** (continue Section 3.3 Other Funds)
- ☐ **No** (skip to Section 3.3.3 Federal Grant Awards for Digital Equity Past Applications)

#### 3.3.2 Federal Awarding Agencies

List the awarding agency(ies) followed by the Program and year separated by a comma. (e.g., USDA, ReConnect Loan and Grant Program) (1250 character limit, approximately 250 words)

#### 3.3.3 Federal Grant Awards for Digital Equity Past Applications

Have you applied for other Federal funding, either through a competitive award/grant or formula funding, that provided funding for digital equity and inclusion activities such as broadband adoption and use, device programs, digital literacy and skills training, and internet subscription or device subsidy programs? *(Select 1 answer)*

- ☐ **Yes** (continue Section 3.3 Other Funds)
- ☐ **No** (skip to Section 3.3.5 Philanthropic Awards for Digital Equity)

### 3.3.4 Federal Agencies Applied To

List the awarding agency(ies) followed by the Program separated by a comma. (e.g., USDA, ReConnect Loan and Grant Program) (1250 character limit, approximately 250 words)

### 3.3.5 Philanthropic Awards for Digital Equity

Did the applicant organization receive any funding from private philanthropic organizations for comparable digital equity activities? (*Select 1 answer*)

- ☐ **Yes** (continue Section 3.3 Other Funds)
- ☐ **No** (skip to Section 4 Certifications and Assurances)

### **3.3.6 Philanthropic Awards Further Information**

If applicable list the philanthropic organizations, a description of the corresponding projects, and your role as a recipient. (2500 character limit, approximately 500 words)

## 4 Certifications and Assurances

Applicants must comply (by selecting “I agree”) to the following certifications and assurances as required by the NOFO and 47 USC 1723.

**Note that “AO” refers to “Administering Organization,” being applicable for Native Entities.**

### 4.1 Use of Funds Certification

Certification that the Capacity Grant Funds and Planning Grant Funds (as applicable) will be used in a manner that is consistent with the purposes and requirements of 47 U.S.C. 1723 and in the NOFO, and that, if the Native Entity seeks both Capacity and Planning Grant Funds, those funds will be budgeted and tracked separately.

- **I agree**

### 4.2 Supplemental Funds Certification

Certification that the Capacity Grant Funds and Planning Grant Funds (as applicable) will be used to supplement, not supplant, other Federal or State funds that have been made available to carry out digital equity and digital inclusion activities.

- **I agree**

### 4.3 Assurance 1

If an entity described in section 60305(b) is awarded grant funds under this section (referred to in this subsection as a “covered recipient”), I hereby provide the following assurance required under 47 U.S.C. §1723(e):

- (A) the covered recipient shall use the grant funds in accordance with any applicable statute, regulation, and application procedure;
- (B) the administering organization for that Native Entity shall adopt and use proper methods of administering any grant that the covered recipient is awarded, including by—
  - (i) enforcing any obligation imposed under law on any agency, institution, organization, or other entity that is responsible for carrying out the program to which the grant relates;
  - (ii) 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
  - (iii) 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; and
- (C) the administering organization for that Native Entity shall cooperate in carrying out any evaluation—
  - (i) of any program that relates to a grant awarded to the covered recipient; and
  - (ii) that is carried out by or for the Assistant Secretary or another Federal official

- **I agree**

### 4.4 Assurance 2

The administering organization for that Native Entity shall — following assurances required under 47 U.S.C. §1723(e):

- (A) use fiscal control and fund accounting procedures that confirm the proper disbursement of, and accounting for, any Federal funds that the Native Entity is awarded under this section;
- (B) 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 this section;
- (C) 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 this section.

- **I agree**

## 5 Consolidated Budget Forms

### 5.1 Consolidated Budget Forms

#### 5.1.1 NE Capacity & Planning Consolidated Budget Form

Are you applying for NE **Planning** Grant Funds? *(Select 1 answer)*

- **Yes** (please submit the NE Capacity & Planning Consolidated Budget Form)
- **No** (please submit the NE Capacity Consolidated Budget Form)

**Submission Instructions for Section 5.1.1:** The Consolidated Budget Form must be submitted as a .xlsx attachment in the email submission. If an applicant is mailing their application either include as a .xlsx on a jump drive or printed as part of a mail or courier submission.

- ***If requesting NE Capacity and Planning Grant Funds***, please complete and submit the NE Capacity & Planning Consolidated Budget Form. The completed NE Capacity & Planning Consolidated Budget Form must account for the three (3) percent cap on Capacity Grant Funds for expenses related to administrative costs, five (5) percent cap on expenses related to the evaluation of the total grant amount, ten (10) percent cap on Capacity Grant Funds for expenses related to affordable broadband programs, and twenty (20) percent cap on Capacity Grant Funds for expenses related to DE Plan updates. Requests for Planning Grant Funds must not exceed seven and one-fourth (7.25) percent of the total amount of the requested funds.
- ***If requesting NE Capacity Grant Funds only***, please complete and submit the NE Capacity Consolidated Budget Form. The completed NE Capacity Consolidated Budget Form must account for the three (3) percent cap on expenses related to the administration of the grant, five (5) percent cap on expenses related to the evaluation of the grant, ten (10) percent cap on expenses related to affordable broadband programs, and twenty (20) percent cap on Capacity expenses related to DE Plan updates.

**Note:** All budget amounts must exactly match or reflect across all budget documentation. For example, do not provide estimates or approximate amounts in the Consolidated Budget Form that do not exactly match amounts in the SF-424 and all relevant sections in the application.



## 6 SF-424

**Submission Instructions for Section 6:** The SF-424 must be submitted as a .pdf attachment in the email submission. If an applicant is mailing their application either include as a .pdf on a jump drive or printed as part of a mail or courier submission.

**Note:** The SF-424 template is available on the Digital Equity Program page on [www.InternetForAll.gov](http://www.InternetForAll.gov) and in the Native Entity Capacity & Planning Grant Program ZIP folder. Instructions on how to complete the SF-424 can be found on the grants.gov website, or at this link: <https://www.grants.gov/forms/forms-repository/sf-424-family>

## 7 Standard Forms

### 7.1.1 CD-511

**Submission Instructions for Section 7.1.1:** The CD-511 must be submitted as a .pdf attachment in the email submission. If an applicant is mailing their application either include as a .pdf on a jump drive or printed as part of a mail or courier submission.

**Note:** Applicants must complete a 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 template is available on the grants.gov website, or at this link: <https://www.grants.gov/forms/forms-repository/sf-424-family>

**The “Award Number” on the CD-511 should be NTIA-SDECGP-2024.**

### 7.1.2 Standard Form LLL, Disclosure of Lobbying Activities

Do you need to disclose lobbying activities that have been secured to influence the outcome of a Federal action? (*Select 1 answer*)

- **Yes** (continue Section 7 Standard Forms)
- **No** (skip to Section 7.1.4 Negotiated Indirect Cost Rate Agreement)

### 7.1.3 Standard Form LLL, Disclosure of Lobbying Activities

**Submission Instructions for Section 7.1.3:** The SF-LLL must be submitted as a .pdf attachment in the email submission. If an applicant is mailing their application either include as a .pdf on a jump drive or printed as part of a mail or courier submission.

**Note:** The Standard Form LLL 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. A template is available on the grants.gov website, or at this link: <https://www.grants.gov/forms/forms-repository/sf-424-family>

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

Are indirect costs included in the proposed budget? *(Select 1 answer)*

- **Yes** (continue Section 7 Standard Forms)
- **No** (skip to Section 8 Attest and Submit)

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

Was an indirect cost rate established by a cognizant federal audit agency? Select “**No**” if in the process of obtaining a NICRA. *(Select 1 answer)*

- **Yes** (skip to Section 7.1.6 Negotiated Indirect Cost Rate Agreement (NICRA))
- **No** (skip to Section 7.1.7 Negotiated Indirect Cost Rate Agreement (NICRA))

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

If “**Yes**” indirect cost rate was established by a cognizant federal audit agency, provide a copy of the approved negotiated agreement if this rate was negotiated with a cognizant federal audit agency.

**Submission Instructions for Section 7.1.6:** The copy of the approved negotiated indirect cost rate agreement must be submitted as a .pdf attachment in the email submission. If an applicant is mailing their application either include as a .pdf on a jump drive or printed as part of a mail or courier submission.

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

If “**No**” the rate was not established by a cognizant agency, provide a statement to this effect; if “No” but you are in the process of obtaining a NICRA, provide a statement to this effect. (2500 character limit, approximately 500 words)

## 8 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 18, Section 1001)

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*\* 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