



Use and Adoption Application Guidance

Tribal Broadband Connectivity Program 3 and Native Entities Grant Program

This document is intended solely to assist applicants in better understanding the Tribal Broadband Connectivity Program 3 and the Native Entities Grant Program and the requirements set forth in the Notices of Funding Opportunity (NOFOs) for these programs. 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 NOFOs. In all cases, statutory and regulatory mandates, the terms and conditions of the award, the requirements set forth in the NOFOs, and follow-on policies and guidance, shall prevail over any inconsistencies contained in this document.



C O N T E N T S

1	Introduction.....	3
1.1	Purpose	3
1.2	Application guidance Overview	3
1.3	Standard Terms and Conditions for Department of Commerce Grants	4
2	Application Checklist	5
3	Systems Registrations and Required Roles	7
3.1	System for Award Management (SAM).GOV	7
3.2	Electronic Research Administration (eRA) Commons	8
3.3	Grants.gov.....	8
4	Forms and Documentation Required for UA Applications	10
4.1	A Project Narrative	10
4.2	Project Information Form (PIF)	16
4.3	Funded and Unfunded Entity Form	16
4.4	Consolidated Budget Form (CBF).....	17
4.5	Negotiated Indirect Cost Rate Agreement (NICRA) with a Cognizant Federal Agency	18
4.6	Resumes of Key Personnel	18
4.7	A Tribal Government Resolution or Equivalent Formal Authorization	19
4.8	A BEAD Tribal Resolution (If Applicable)	19
4.9	Federal Financial Assistance Forms.....	19
4.10	Match Waiver Request (If Applicable) (NEGP Only).....	20
4.11	Certifications & Assurances required under 47 U.S.C. §1724(f) (NEGP Only).....	20
5	Application Submission Instructions	21
5.1	Grants.gov Submission (Recommended).....	21
5.2	Emailed Submission	21
5.3	Mailed Submission	22
5.4	Contact.....	22

1 INTRODUCTION

1.1 PURPOSE

The purpose of this document is to support applicants in applying for **Use and Adoption (UA)** funding under the **Tribal Broadband Connectivity Program (TBCP 3)** and/or the **Native Entities Grant Program (NEGP)**. For support in applying for TBCP Infrastructure Deployment (ID) funding, see the Infrastructure Deployment Application Guidance available on broadbandusa.ntia.gov.

Before preparing and submitting an application, applicants are encouraged to read the statutory authority, the TBCP 3 and NEGP Notice of Funding Opportunities (NOFOs), this Application Guidance, and the program pages on broadbandusa.ntia.gov. By carefully reviewing these materials, applicants will help ensure that their application is complete and satisfies the requirements of the program.

Per the TBCP 3 and NEGP NOFOs Section G of the Executive Summary, applications for these grants can be submitted through *one* (1) of the following methods: (i) through www.grants.gov; (ii) electronic mail; or (iii) postal mail or courier. Applicants are strongly encouraged to submit their application via Grants.gov.

Completed applications **must be received no later than 11:59 p.m. Eastern Time (ET) on September 17, 2026**. Applications submitted by postal mail or courier service must be postmarked or show clear evidence of mailing by the same date and time.

1.2 APPLICATION GUIDANCE OVERVIEW

This document provides instructions to familiarize applicants with each component of the TBCP 3 and NEGP UA applications, in addition to information on submission methods. The remainder of the document is structured to include the following sections:

- 2.0 Application Checklist**: A checklist to help applicants prepare and assemble all the materials required for a complete application
- 3.0 Required Roles and System Registrations**: Guidance on identifying key points of contact and system registrations
- 4.0 UA Application Requirements**: Explanation of application materials and other requirements
- 5.0 Application Submission**: Instructions for each method of submission

This document includes callout boxes with extra guidance or reminders. Look for the two (2) symbols used in these callouts:



The triangle with an exclamation indicates an important **reminder or requirement that needs close attention.**



The lightbulb highlights **an additional tip, example, or helpful information.**

1.3 STANDARD TERMS AND CONDITIONS FOR DEPARTMENT OF COMMERCE GRANTS

All recipients 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 [2 C.F.R. Part 200](#).
- Department of Commerce Financial Assistance General Terms and Conditions: The Department of Commerce will apply to each award in this Program the Financial Assistance General Terms and Conditions in effect on the date of award. The current version, dated May 19, 2025, is accessible at [Department of Commerce Financial Assistance General Terms and Conditions](#). Refer to Section VII of the NOFOs, Federal Awarding Agency Contacts, Grant Rules and Regulations, for more information.
- Pre-Award Notification Requirements: The Department of Commerce will apply the Pre-Award Notification Requirements for Grants and Cooperative Agreements dated December 30, 2014 (79 FR 78390). Refer to Section VII of the NOFOs, Federal Awarding Agency Contacts, Grant Rules and Regulations, for more information.
- Property Trust Relationship and Public Notice Filings for Grant-Acquired Property: In accordance with 2 C.F.R. 200.316, real property, equipment, and intangible property that are acquired or improved with a federal award must be held in trust by the recipient or subrecipient as trustee for the beneficiaries of the project or program under which the property was acquired or improved. In this connection, NTIA may require the non-federal entity to record liens or other appropriate notices of record to indicate that personal or real property has been acquired or improved with a federal award and that use and disposition conditions apply to the property. Awards issued pursuant to these NOFOs may contain specific award conditions pertaining to the use and disposition of grant-acquired property and to a requirement that the recipient or subrecipient file certain public notices (e.g., UCC-1, Covenant of Purpose, Use and Ownership, etc.) with respect to grant-acquired property.
 - Tribal Laws including TERO, Environmental Protections Ordinances, and other applicable Tribal laws enacted by the Tribal Government.
 - The Davis Bacon Act, Public Law 71-798, 46 Stat. 1494 (Mar. 3, 1931) (Davis Bacon Act) is not applicable to the TBCP; thus, Tribes may use their Tribal Force Account Wage Rates in lieu of Davis Bacon Act Wage Rates.



2 APPLICATION CHECKLIST

The checklist below includes all NOFO requirements for a UA application. The checklist can be used to confirm whether all preparation steps have been taken and whether all required documents and forms are ready for submission.

Use and Adoption Application Submission Checklist			
Section	Preparation	NEGP	TBCP
<u>3.1</u>	Active SAM.gov Registration	<input type="checkbox"/>	<input type="checkbox"/>
<u>3.1.1</u>	Role appointed: EBiz Point of Contact	<input type="checkbox"/>	<input type="checkbox"/>
<u>3.2</u>	Active eRA Account	<input type="checkbox"/>	<input type="checkbox"/>
<u>3.2.1</u>	Role appointed: Signing Official (<i>eRA</i>)	<input type="checkbox"/>	<input type="checkbox"/>
<u>3.3</u>	Active Grants.gov Account	<input type="checkbox"/>	<input type="checkbox"/>
<u>3.3.1</u>	Role appointed: Authorized Organizational Representative (<i>EBiz, Grants.gov, other legal documentation</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Section	Application Requirement	NEGP	TBCP
<u>4.1</u>	A Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>
<u>4.2</u>	Project Information Form (PIF)	<input type="checkbox"/>	<input type="checkbox"/>
<u>4.3</u>	Funded and Unfunded Entity Form	<input type="checkbox"/>	<input type="checkbox"/>
<u>4.4</u>	UA Consolidated Budget Form (CBF)	<input type="checkbox"/>	<input type="checkbox"/>
<u>4.5</u>	Negotiated Indirect Cost Rate Agreement (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>
<u>4.6</u>	Resumes of Key Personnel	<input type="checkbox"/>	<input type="checkbox"/>
<u>4.7</u>	A Tribal Government Resolution or Equivalent Formal Authorization	<input type="checkbox"/>	<input type="checkbox"/>
<u>4.8</u>	A BEAD Tribal Resolution (If Applicable, a Tribal Resolution to Approved BEAD-Funded Projects)	<input type="checkbox"/>	<input type="checkbox"/>
<u>4.9</u>	SF-424 Application for Federal Assistance	<input type="checkbox"/>	<input type="checkbox"/>
<u>4.9</u>	SF-424B Assurances for Non-Construction Programs	<input type="checkbox"/>	<input type="checkbox"/>

4.9	CD-511 Certification Regarding Lobbying	<input type="checkbox"/>	<input type="checkbox"/>
4.9	SF-LLL Disclosure of Lobbying Activities	<input type="checkbox"/>	<input type="checkbox"/>
4.10	Match Waiver Request (If Applicable)	<input type="checkbox"/>	
4.11	Assurances required under 47 U.S.C. §1724(f)	<input type="checkbox"/>	
Download Application Documents			
For TBCP 3 Use and Adoption Applications		Link	
For NEGP Use and Adoption Applications		Link	



3 SYSTEMS REGISTRATIONS AND REQUIRED ROLES

Eligible Entities applying for funding must complete and maintain active registrations in three federal systems: [SAM.gov](https://sam.gov), eRA Commons, and [Grants.gov](https://grants.gov). These registrations must be fully completed before submitting an application, active at the time of submission, and kept current for as long as the organization has an active award or a pending application. Because each system has its own processing timeline, applicants are strongly encouraged to begin registration early. Failure to register properly may result in the applicant being ruled ineligible for funding.

Before beginning the system registrations, please carefully consider who will be assigned as POC and their accessibility and involvement in the application process. Some POC roles, such as the Authorized Organizational Representative (AOR), require frequent administrative action, including but not limited to signing on behalf of the award, submitting the application, and communicating directly with the agency.

3.1 SYSTEM FOR AWARD MANAGEMENT (SAM).GOV

An active SAM.gov registration and Unique Entity Identifier (UEI) are required at the time of application submission and award. Applicants without an active registration may be deemed ineligible. **Registrations must be kept active and current for the full duration of any pending federal application or active award.**

Pursuant to the NOFOs, applicants without an active SAM.gov registration and/or UEI at the time of application submission and award may be deemed ineligible for a grant award by NTIA.

For helpful information on setting up and using a SAM.gov account, follow this link to their website's help section: sam.gov/help.



The annual registration process in SAM.gov is free and generally takes between 7 and 10 business days, but it can take up to 2–8 weeks or longer if issues arise. Applicants should register early.

3.1.1 ROLES IN SAM.GOV

The SAM.gov registration process includes designating an Electronic Business Point of Contact (EBiz POC).

- Only one EBiz POC is allowed per UEI.

- The EBiz POC’s responsibilities include (but are not limited to): completing registration in Grants.gov, creating the Organization Applicant Profile, managing Grants.gov access for the organization, and assigning and authorizing applicant roles.



Your SAM.gov username and password are managed by [Login.gov](https://login.gov). Select *Sign In* on SAM.gov to go to Login.gov to sign in or to set up an account. Once you're signed in at Login.gov, you'll be returned to SAM.gov.

3.2 ELECTRONIC RESEARCH ADMINISTRATION (ERA) COMMONS

eRA Commons registration is required and is a one-time, free process that authorizes institutions to apply for federal grants and manage grant activity. Organizations previously registered **do not** need to re-register and can verify status using the eRA Commons search tool. Active SAM.gov registration and UEI are required before eRA registration.

For helpful information on creating an eRA account, follow this link to their website’s help section: era.nih.gov/erahelp.



Registration may take 2-4 weeks. Signing Officials should start as early as possible to avoid any issues that may arise during the registration process.

3.2.1 ROLES IN ERA

The Signing Official (SO) has signature authority and must be the individual to complete registration in eRA. The SO’s responsibility includes creating additional accounts for users within the organization.



The SO must be the same person as the AOR assigned in Grants.gov for the final submission of a grant application.

3.3 GRANTS.GOV

All applicants must have an active Grants.gov account to submit an application using this method. The account must be created using the same email address and UEI (created by the EBiz POC) in SAM.gov.

For helpful information on setting up and using a Grants.gov account, follow this link to their website’s help section: grants.gov/help.



Creating the Grants.gov account typically takes 1 to 3 days. However, the required SAM.gov registration (and obtaining a UEI) is the longest step.

3.3.1 ROLES IN GRANTS.GOV

The AOR is assigned by the EBiz POC in Grants.gov and carries the legal authority to bind an applicant's organization.

The AOR's responsibilities include (but are not limited to): submitting the application for funding, accepting award terms and conditions, and completing required administrative actions throughout the Period of Performance (including amendments, prior approvals, and required reporting).

Given the time-sensitive nature of these responsibilities, the individual designated as the AOR must have the availability, system access, and administrative capacity to complete actions in federal systems in a timely manner.



Prior funding rounds have demonstrated that delays in application processing, award acceptance, and post-award activities may occur where the designated individual does not have sufficient capacity to carry out these functions.

4 FORMS AND DOCUMENTATION REQUIRED FOR UA APPLICATIONS

4.1 A PROJECT NARRATIVE

The UA Project Narrative must provide a description of the overall goals of the grant proposal, the portfolio of activities the grant award would support (hereinafter, the “Project”), and how the Project will promote the goals of TBCP 3 or NEGP.

The UA Project Narrative Template is a required form that should be submitted as a Word document.



The Elements of the UA Project Narrative



4.1.1 UA PROJECT NARRATIVE: TEMPLATE INSTRUCTIONS

The template serves as a tool to capture responses required for the UA Project Narrative submission for both the TBCP 3 and NEGP applications.

Applicants should provide responses under each section heading in compliance with the section’s word or page limit. Responses longer than the limit will not be reviewed or considered beyond the limit. Applicants may not remove or reorder any section or heading. All applicants must complete each section unless indicated as optional. Applicants may respond with “N/A” in any “As Applicable” section that does not apply to their submission.

4.1.2 UA PROJECT NARRATIVE: TEMPLATE SECTIONS

1. Executive Summary

The executive summary should include these five (5) key elements and must not exceed 1,000 words:

- 1) An overview of the goals of the Project;
- 2) A high-level description of the major activities;
- 3) A description of the Project’s objectives;
- 4) A description of the Project’s locations (e.g., geographic scope and impacted areas) and intended beneficiaries; and
- 5) A description of the Project timeline on which funds will be expended.



If awarded, the executive summary may be used to publicly announce the award. **Do not include any private or sensitive information.**

2. Status as an Eligible Entity

A description explaining how the applicant meets the requirements to qualify as an Eligible Entity. Must not exceed 250 words.



There can only be one applicant per application, and all named members in a Consortium application must be Eligible Entities.

3. Demonstrated Need

A description that clearly explains the specific problems the proposed Project will address and includes evidence showing unmet demand or identifiable barriers to broadband use and adoption beyond demographics alone. All three parts must be answered within a single, 500-word response.

- Supporting data that demonstrates a need for these services (e.g. qualitative or quantitative evidence of barriers such as affordability digital skills gaps, or lack of device access). Potential data sources can include American Community Survey data, Tribal Surveys, market research, and/or other use and adoption data.
- The total number of intended beneficiaries, including as applicable, the number of individuals, the number of households, and demographic data.



Data provided in the Project Narrative must align with the data provided in the [Project Information Form \(PIF\)](#).

- The percentage of total households in the proposed Project service area at or below 150% of the poverty line (based on Department of Health & Human Services (HHS) Poverty Guidelines) and a description of how the total household percentage was calculated, including data source(s) and any other relevant factors. If the census tract-level poverty data does not accurately represent the poverty level of the specific geographic area or population being served, applicants should explain the discrepancy and provide supplemental data sources.



The HHS Poverty Guidelines is a table published each year by the U.S. Department of Health & Human Services that provides the calculated percentage of poverty line annual and monthly dollar amounts based on household size. There are separate tables for Alaska and Hawaii. The tables are available to view at [HHS Poverty Guidelines 2026](#).

4. Funded Activities

A description of the specific Projects and activities to be funded by the grant and the proposed measurable objectives, answering all parts in one 1,000-word limit response.

- How the proposed Project will address barriers and cause measurable improvements to broadband use and adoption and the measurable objectives to be achieved.
- How the proposed Project will address barriers and cause measurable improvements in one or more of the following areas and the measurable objectives to be achieved:
 - Economic and Workforce Development Goals, Plans and Outcomes
 - Educational Outcomes
 - Health Outcomes
 - Social & Civic Engagement
 - Delivery of Other Essential Services
- How the applicant will collect data and information to track the program outcomes, including frequency and scope. Outcomes and performance measures can include metrics, data collection methods and analysis, and evaluation methods (e.g., case studies, focus groups, surveys).
- Whether the proposed activities can create long-term benefits that persist beyond the Period of Performance, independently of this funding.
- (If applicable) For Projects proposing to offer affordable broadband programs for Native communities, provide a clear price comparison of the proposed service solution to comparable available service.



For the purpose of this program, long-term benefits means measurable improvements in Broadband access, adoption, affordability, or digital skills that are designed to persist independently of the grant funding.

For example, digital literacy training that builds lasting skills, that participants will not need to repeat; subsidy program paired with a plan for continued affordability after the subsidy period ends; or infrastructure program structured to be maintained by the Tribe or a partner entity after the award period.

Additional Funding Restrictions on Specific Activities

In order to ensure effective use of funds, the following funding restrictions apply to specific types of programs/activities:

Device Distribution Programs:

- Consistent with the prohibition on profit and fees in Section IV.B.4.c of the TBCP 3 NOFO and Section IV.B.3.e of the NEGP NOFO, a financial markup on devices is prohibited.
- Beneficiaries may not receive a device unless they complete a training program (i.e., live sessions, self-paced modules, or hybrid approaches) resulting in a certificate (i.e., Learn to Earn program).
- Beneficiaries may not receive a device through a device distribution program unless they are U.S. citizens aged 18 or older.
- Eligible Entities may not distribute smartphones (i.e., mobile phones).
- Eligible Entities must have systems and procedures in place for inventory security, distribution, tracking (periodic verification of possession), and data protection.
- Eligibility for devices must be based on sufficiently demonstrated need.
- Eligible Entities may not distribute more than one device per household unless there is demonstrated additional need.
- Eligible Entities must maintain records on any device distribution program demonstrating that all grant program requirements governing distribution are met.

Remote Learning Programs:

- NTIA discourages applications for remote learning programs targeted toward individuals under the age of 18. Applications proposing remote learning programs for individuals under the age of 18 will be subject to additional scrutiny and must contain safeguards to address the pedagogical and developmental impacts of remote or screen-based instruction on children.

Broadband Subsidy Programs:

- Eligible Entities may not pre-pay for services that extend beyond the Period of Performance end date.
- Subsidies may not be paid to the beneficiary but shall be paid directly to the service provider.
- The subsidized service must meet or exceed minimum speeds of 100 Mbps download and 20 Mbps upload.
- Eligible Entities may not exceed one subscription per household unless there is sufficiently demonstrated additional need.
- Service subsidies may not be duplicative of FCC Lifeline services.
- Subsidy programs shall not take place unless they are paired with digital skills training programs and/or a cost contribution is made by the beneficiaries themselves.
- Eligible Entities must establish mechanisms to periodically verify usage with participating providers.
- Subsidy eligibility is limited to income-qualified households verified through federal means-tested programs or other approved income verification methods. Subsidies are reimbursed annually upon documentation confirming compliance with program requirements, including qualifying service speeds.

Additional Funding Restrictions on Specific Activities

- Eligible Entities must maintain records on any broadband subsidy program demonstrating that all grant program requirements governing subsidies are met.
- (If applicable) For Projects intended to facilitate workforce development, provide a description of how the Project will contribute to employment opportunities within the proposed service area. Plans should be tied to demonstrated employer and market demand and may include on-the-job training, industry-recognized credentials, apprenticeships, or other hands-on, technical skill-building approaches tied to measurable employment outcomes, using the Telecommunications Industry Registered Apprenticeship Program (TIRAP) as a model. Applicants should describe how hiring and workforce practices will be implemented consistent with applicable Tribal Employment Rights Office (TERO) ordinances or equivalent Tribal requirements, where applicable.



Equitable Distribution (TBCP 3 Only)

Federally Recognized Tribes that did not receive a TBCP award in the first or second round should include a description of the activities that they would perform if they were only to receive the equitable distribution allocation of up to \$500,000.

5. Project Plan

Describe all major activities and timelines for implementation, including:

- Key Project milestones, including anticipated outputs of each activity or Project;
- Start and end dates for each major Project activity;
- A description of how the Project's progress will be tracked and how risks to the Project's implementation strategy and timeline will be mitigated.
- Should be no more than five (5) pages in length.



Applicants are encouraged to add tables and charts with sufficient details to show planned activities and timelines.

6. Implementation Team

A description of the Eligible Entity applying for funds, and the qualifications and experience of key personnel responsible for implementing the proposed Project. Include a description of the implementation team and its experience with the programmatic/technical aspects of Project management, including past successes and a demonstrated ability to manage large federal grant



If the implementation team includes key personnel from an entity other than the applicant, the entity must be reflected in the Funded and Unfunded Entity Form.

awards effectively. As applicable, include Consortium members and their role in implementation. Response must not exceed 500 words.

7. Alignment with Existing Program

Describe your coordination with your State's Broadband Office, including alignment with the state's Broadband Equity, Access, and Deployment (BEAD) implementation plan and whether the applicant provided a Tribal Resolution permitting BEAD deployment on tribal land. Identify whether the Project will support BEAD-funded Broadband Serviceable Locations (BSLs). Additionally, describe your prior experience coordinating with state and federal broadband initiatives, and outline how the proposed Project will complement, leverage, or avoid duplication with other publicly funded efforts. Response must not exceed 500 words.

8. Environmental and Historical Preservation (If Applicable)

For Projects including construction and/or ground disturbing activities, include site and aerial photographs (e.g., Google Maps images). Describe how the applicant intends to comply with the environmental and historic preservation and cultural requirements applicable to an award received under the TBCP 3 and/or NEGP (including, but not limited to, the National Environmental Policy Act and the National Historic Preservation Act). If applicable, include a copy of any environmental and historic preservation review documentation that has been prepared in connection with obtaining permits or approvals from State, Tribal, local, or other federal entities.



If a Project includes installing satellite dishes on buildings, remember to consult the Tribal Historic Preservation Office to determine if the building is over 50 years in age.

9. Justification for Funding Variance (If Applicable)

If the requested funding is outside of the anticipated award range, the applicant must explain why their application falls below or above this range and must provide a compelling justification for deviating from this range. Response must not exceed 250 words.




Example reasons for funding variance include: the need to serve a smaller community in a remote area that would otherwise not have access to funds; a Consortium serving a larger community of multiple schools, libraries, and community organizations in a city.

10. Other Funding Sources

Provide a detailed disclosure of 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, but not limited to, any funding requests through the Broadband Equity, Access, and Deployment Program; the Capital Projects Fund, the Tribal Broadband Connectivity Program, or any other federal broadband grant program. Additionally, outline how the proposed project will complement, leverage, or avoid duplication with other publicly funded efforts. Response must not exceed 500 words.

4.4 CONSOLIDATED BUDGET FORM (CBF)

Applicants must complete a Consolidated Budget Form (CBF) within the provided Excel file template. All budget information in the CBF must support the dollar amounts identified in the Eligible Entity’s SF-424 and Funded and Unfunded Entity Form, demonstrate that the Project or activity meets the eligible use requirements in this NOFO, and reflect only allowable costs that are consistent with the Project(s)’ scope. Allowable costs are determined in accordance with the cost principles identified in 2 C.F.R. Part 200, including Subpart E.



Applicants are **highly encouraged** to read the instructions on each tab of the CBF.

The budget must account for each program’s specific cost caps. For a recipient’s administrative costs, the cap limitation on administrative costs includes the combined total of direct administrative costs and indirect administrative costs charged to the award. If the proposed budget includes indirect costs, the applicant must either provide a copy of their approved negotiated indirect cost rate agreement or state that they are electing to use the *de minimis* rate in accordance with 2 C.F.R. 200.414. Applicants must state which indirect cost method they are utilizing in the CBF in the Explanation of Indirect Cost Base column of the Indirect Cost tab.

TBCP	NEGP	
Administrative Cap	Evaluation Cap	Administrative Cap
2%	10%	10%

4.4.1 PRE-AWARD COSTS

Reasonable pre-award expenses in an amount not to exceed 5% of award costs, up to a maximum \$50,000 may be recoverable under 2 C.F.R. §200.458. Expenses related to preparing an application may be reimbursed if they are incurred after the publication date of the NOFOs and prior to the date of issuance of the grant award from NTIA. These costs should be clearly identified in the Consolidated Budget Form and must be approved by NTIA and the Grants Officer in writing at the time of award to be considered allowable. Pre-award costs are incurred at the sole risk of the applicant and will not be reimbursed by NTIA if the proposed project does not receive an award pursuant to this Program.



4.5 NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA) WITH A COGNIZANT FEDERAL AGENCY

If indirect costs are included in the proposed budget, the applicant must either (1) provide a copy of its Negotiated Indirect Cost Rate Agreement (NICRA) or provisional indirect cost rate agreement, if applicable, or (2) elect to use the *de minimis* rate in accordance with applicable federal requirements. The applicant should state which rate is being used on the Indirect Costs tab of the CBF. The administrative cap applies to the indirect costs charged to the award. The NICRA should be submitted as a PDF. The administrative cap applies to the indirect costs charged to the award.



If submitting a NICRA, check that your NICRA is up to date.

	Negotiated Indirect Cost Rate Agreement (NICRA)	<i>De Minimis</i> (Modified Total Direct Costs)
	Must be used if the applicant receives more than \$35,000,000 in total federal funding and/or has an existing NICRA	Can only be used if the applicant does not have an existing NICRA
What indirect cost rate does it provide?	Depends on an entity's individual agreement, check the agreement for more details	15%
Who provides this rate?	An applicant's cognizant agency (In most cases, the agency that awards that entity the most funding)	The Code of Federal Regulations (C.F.R.)
What counts towards the indirect cost base?	Each negotiated agreement is different and should be followed exactly	The Modified Total Direct Costs (See 2 C.F.R. 200.414 for more information)

4.6 RESUMES OF KEY PERSONNEL

Every application must include one-page resumes of no more than five (5) key personnel. Any information beyond one page for each resume and any additional resumes will not be considered. There is no required template. The resumes should be submitted as a PDF or Word document.



Key Personnel qualifications and experience may be demonstrated by reference to successful implementation of previously received Federal broadband grants (such as programs administered by NTIA, FCC, USDA).

4.7 A TRIBAL GOVERNMENT RESOLUTION OR EQUIVALENT FORMAL AUTHORIZATION

Each Eligible Entity applying for UA funding under the TBCP 3 and/or the NEGP is required to submit a Resolution of Consent or equivalent formal authorization from each Tribal Government and/or from the Tribal Council of the appropriate governing body upon whose Tribal Lands the broadband infrastructure will be deployed. The Tribal Government Resolution or equivalent formal authorization must express authority to submit an application for TBCP 3 and/or the NEGP funding. This is required both when the Eligible Entity is an applicant and when the Eligible Entity is a member of a Consortium. Consortium applications submitted without resolutions from each Tribe named in the application may be deemed incomplete. There is no required template. The resolution should be submitted as a PDF.

An applicant that does not submit the required Tribal Government Resolution or equivalent formal authorization to file an application may be eliminated from review. A Consortium that fails to submit the required Tribal Government Resolution or equivalent formal authorization from each member of the Consortium may also be eliminated from review.



To demonstrate express authority, NTIA recommends including the following to support the resolution:

- Name of the Eligible Entity
- Dated after June 17, 2026 (NOFO release date)
- Express authority to file an application for TBCP 3 and/or NEGP funds
- Signature of a leader within the governing authority and/or other governing body

4.8 A BEAD TRIBAL RESOLUTION (IF APPLICABLE)

If applicable, include a BEAD Tribal Resolution of Consent, approving deployment of BEAD services on the applicant's land consistent with the State Broadband Office's Final Proposal under the BEAD program. The resolution should be submitted as a PDF.

4.9 FEDERAL FINANCIAL ASSISTANCE FORMS

Every applicant is required to submit four (4) standard federal financial assistance forms with their application. Each form must be signed and dated by the AOR. If submitting through Grants.gov these forms should be completed within the Grants.gov Workspace. For mailed or emailed submissions, the standard forms can be downloaded from the [Grants.gov form repository](#) and should be submitted as a PDF.

- Application for Federal Assistance (SF-424)
- Assurances for Non-Construction Programs (SF-424B)

- Certification Regarding Lobbying (CD-511)
- Disclosure of Lobbying Activities (SF-LLL)



If there are no lobbying activities to disclose, complete the SF-LLL using 'N/A' in the appropriate fields. The **form must still be submitted** with the AOR signature.

4.10 MATCH WAIVER REQUEST (IF APPLICABLE) (NEGP ONLY)

An Eligible Entity must contribute at least ten (10) percent matching funds as part of its application. However, an Eligible Entity may include in its application a petition to the Assistant Secretary to waive some or all of the required 10% match. Per 47 U.S.C. §1724(e)(2), the Eligible Entity's petition should document the financial need for a partial or full waiver of the cost match requirement. The inclusion of matching funds as part of an application beyond the required 10% will not be considered during Merit Review but is a selection factor during the OICG Associate Administrator Review and the Assistant Secretary Final Selection. See Section III.B of the NEGP NOFO for more information pertaining to the cost sharing requirements for this program. There is no required template, however, the waiver should be submitted on letterhead as a PDF or Word document.



See the Consolidated Budget Form for illustrative examples cost match examples. Refer to 2 CFR 200.306 for allowable match requirements.

4.11 CERTIFICATIONS & ASSURANCES REQUIRED UNDER 47 U.S.C. §1724(f) (NEGP ONLY)

Applicants must submit a document containing the Certifications & Assurances language set forth in Section IV.A.1.i of the NEGP NOFO, signed by the applicant's Authorized Organizational Representative (AOR). The AOR's signature certifies the applicant's agreement with and acceptance of the required Certifications & Assurances.

There is currently no required template or prescribed format for submitting the Certifications & Assurances, provided the submitted document contains the language from Section IV.A.1.i of the NEGP NOFO and includes the AOR's signature. NTIA intends to provide a sample (model) Certifications & Assurances form in future guidance to assist applicants in preparing their submissions. The model form will be provided as a convenience only and its use will not be required.

5 APPLICATION SUBMISSION INSTRUCTIONS

Complete application packages may be submitted through one of the following methods: (i) Online submission through www.grants.gov; (ii) Electronic mail or (iii) Postal mail or courier. Applicants are strongly encouraged to submit applications through www.grants.gov.



Partial or duplicate applications using multiple methods of transmission will not be accepted.

5.1 GRANTS.GOV SUBMISSION (RECOMMENDED)

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different forms within an application. See the [Workspace-Overview | Grants.gov](#) for help on setting up Workspace.

For additional resources, including video tutorials, refer to: grants.gov/help

Submission must be submitted by 11:59 p.m. Eastern Time (ET) on September 17, 2026. Grants.gov recommends submitting 24-48 hours prior to this deadline to provide you with time to correct any potential technical issues that may disrupt the application submission.

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist NTIA with tracking your issue and understanding background information on the issue.

5.2 EMAILED SUBMISSION

Submissions by email must have all required application documents and forms attached and sent no later than **11:59 p.m. Eastern Time (ET) on September 17, 2026.**

Emailed application must be sent to:

- TBCP 3 - TBCP3@ntia.gov
- NEGP - broadbandgrants@ntia.gov



5.3 MAILED SUBMISSION

Submissions by mail can be printed or sent as portable media storage (e.g. CD ROM or USB Drive). Applications submitted by postal mail or courier service must be postmarked or show clear evidence of mailing no later than **11:59 p.m. Eastern Time (ET) on September 17, 2026.**

Address for submission:

TBCP 3	NEGP
Margaret Gutierrez Division Chief – Tribal Connectivity and Nation to Nation Coordination National Telecommunications & Information Administration U.S. Department of Commerce 1401 Constitution Avenue, NW, Room 4878 Washington, DC 20230	Angela Thi Bennett Director of the Native Entities Grant Program National Telecommunications and Information Administration U.S. Department of Commerce 1401 Constitution Avenue, NW, Room 4878 Washington, DC 20230

5.4 CONTACT

For Program questions:

Website: broadbandusa.ntia.gov

Phone: (202) 482-2048

Email: broadbandgrants@ntia.gov

For Grants.gov submission questions:

Website: [Support | Grants.gov](https://support.grants.gov)

Phone: 1 (800) 518-4726

Email: support@grants.gov

