

**INTERNET
FOR ALL**

State Digital Equity Capacity Grant Program: Native Entities Project Narrative

November 2024



This document is intended solely to assist applicants in better understanding the State Digital Equity Capacity Grant Program: Native Entities (2024) and the requirements set forth in the Notice of Funding Opportunity (NOFO) and follow-on policies and guidance for this program. 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). 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.

Table of Contents

4	Overview
10	Project Title, Executive Summary, Funding, & Barriers
16	Covered Populations & Geographic Areas Served
22	Capacity Grant Funds
31	Implementation Team, Key Personnel, Subgrantees & Subcontractors
39	Proposed Outcomes, Anticipated Long-Term Impacts, & Project Plan
43	What's Next?
45	Additional Resources
47	Thank You
48	Additional Application Guidance

Overview

Key Dates to Remember



As a reminder, the NE Capacity & Planning Grant Program award process is a **competitive process**. Applications must be complete at the time of submission.

KEY DATES FOR NATIVE ENTITIES:



Application Window

The application window for Native Entities **opened on September 25, 2024**, and **closes February 7, 2025**.¹



Period of Performance

Native Entities shall expend the grant funds during the **5-year** period beginning on the date on which the Native Entity is awarded grant funds.²



Issuing Awards

NTIA expects to begin making awards under this NOFO in Summer 2025, NTIA may issue awards made under the NE Capacity & Planning Grant Program on a rolling basis.³

NOTE

Award decisions and communications during the application period will be conducted via email. Please reach out to digitalequity@ntia.gov if you have questions or concerns.

Program Focal Points

NTIA recognizes that proposed projects and activities will contain a wide variety of interventions and encourages the development of new and innovative strategies to address the barriers to digital equity. Priority should be given to projects with the greatest potential impact.

PROJECTS MUST CONSIDER THE FOLLOWING CRITERIA AND FOCAL POINTS:¹



FOCUS ON COVERED POPULATIONS

- Prioritize Covered Populations including their subgroups
- Prioritize impact



PROMOTE LONG LASTING MEANINGFUL CHANGE

- Address systemic barriers and gaps to digital access
- Consider sustainability



USE MEASURABLE IMPLEMENTATION STRATEGIES

- Base activities on objectives that are measurable, achievable, sustainable, timebound



INVOLVE STAKEHOLDER ENGAGEMENT

- Involve and encourage stakeholders who are directly affected by the proposed strategies to provide feedback

Application Sections



The NE Capacity & Planning Grant Application has **eight sections** that the applicant must complete. Applicants applying through the NGP should note that work must be saved by clicking “Save” in the NGP. Any role in the NGP assisting with the application can click "Save;" however, only the Authorized Organizational Representative (AOR) can click submit.



1. Applicant Information



2. Project Narrative



3. Funding Information



4. Certifications and Assurances



5. Consolidated Budget Form



6. SF - 424



7. Standard Forms



8. Attest and Submit

Key: Covered in today's presentation



Guidance: Project Narrative Overview



In the Project Narrative section, the Applicant must provide an overall implementation strategy describing how the proposed projects will serve the Covered Populations, be responsive to the program description, statutory purposes set forth in 47 U.S.C. § 1723(d), funding priorities, and the evaluation criteria set forth in [the] NOFO.¹

PROJECT NARRATIVE SECTIONS



General Project Information

- *Executive summary*
- *Total funding requested*
- *Barriers to digital equity*
- *Covered Populations served¹*



Digital Equity Planning Grant (if requested)

- *Details of intended project(s)*
- *Projects' alignment with 47 U.S.C. §1723(c).²*



Digital Equity Capacity Grant

- *Description of the specific grant projects and activities to be funded*
- *Number of Covered Populations the proposed project(s) will serve*
- *Projects' alignment with 47 U.S.C. §1723(d)*
- *Description of how Capacity Grant Funds will be used to implement projects consistent with the outputs of its planning activities, if requesting Planning Grant Funds.³*

1. State Digital Equity Capacity Grant Program NOFO Section III.C.2.c
2. State Digital Equity Capacity Grant Program NOFO Section III.C.2.c.iii
3. State Digital Equity Capacity Grant Program NOFO Section III.C.2.c.iv



Guidance: Project Narrative Elements for Capacity Grant Funds



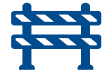
Native Entities applying for Capacity Grant Funds and, if applicable, Planning Grant Funds must include the following information in their Project Narrative.¹



Executive Summary



Resumes of Key Personnel



Data demonstrating needs and barriers



Sub-granting and sub-contracting processes, if applicable



Specific projects and activities for all funds requested



Proposed outcomes and anticipated long-term impact on digital equity and inclusion



Explanation of the amount requested if it's <\$500,000 or >\$2,000,000



A project plan describing all major project activities and timelines



Role and activities of authorized non-profit organization, if applicable



Geographic Area Served



Implementation team experience



Description of other funding sources as specified in III.C.2.c.xiii



Project Title, Executive Summary, Funding, & Barriers

Instructions: Project Title

The Project Title should be a brief title. It is not a description.

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)

Guidance: Executive Summary



The Executive Summary gives an overview of the proposed project(s) within a 2500 character limit (approximately 500 words).

Executive Summary Elements

- ☐ Application's Main Purpose
- ☐ Associated Activities
- ☐ Barriers to Digital Equity to Address
- ☐ Intended Outcomes

Keep in Mind:

- *If Planning Grant Funds are being requested, include a statement describing how funds will be used in addition to the Capacity Grant Funds.*
- *For this summary, the applicant may provide high level figures, though it is important that any numbers presented in this section are consistent throughout the entire application.*
- *The Executive Summary should not introduce any new information that is not included elsewhere in the application.*

NOTE

NTIA may use all or a portion of the Executive Summary as part of a press release issued by NTIA, or for other public information and outreach purposes. Applicants are advised not to include information that concerns business trade secrets or other confidential or financial information as part of the Executive Summary.



Instructions: Executive Summary



The Executive Summary should include the application's main purpose, associated activities, barriers to Digital Equity to address, and intended outcomes.

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.



Instructions: Total Funding Requested



Applicants must enter the total amount of funding requested, whether applying for only Capacity Grant Funds, or both Capacity Grant Funds and Planning Grant Funds.

2.1.3 Total Funding Requested

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

Amount (USD)	
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NOTE

If the Applicant is requesting funding less than \$500,000 or more than \$2,000,000, the Applicant must provide a reasonable explanation for the variance in their project size in a later question.



Instructions: Barriers to Digital Equity



Applicants must select which Barriers to Digital Equity the proposed project seeks to address and elaborate on their response in the Executive Summary.

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



Covered Populations & Geographic Areas Served

Guidance: Covered Populations Served



The Covered Populations are defined by the Statute 47 U.S.C. 1721 (8) and listed in the State Digital Equity Capacity Grant Program NOFO.¹



Individuals who live in **covered households** (defined as households with **income of not more than 150% of the poverty level**)



Aging individuals aged 60 and older



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**



Instructions: Covered Populations Served



Applicants must indicate the Covered Population(s) the project seeks to serve. They may select more than one Covered Population.

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



Instructions: Geographic Regions Served



Applicants must select Geographic Regions that the applicant's project will impact. Applicants may select more than one region.

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)

NOTE

If "Other" is selected, it is recommended to provide the [Census Tracts](#) for the geographic regions served in Section 2.1.8, "Descriptions of Needs and Barriers."



Instructions: Zip Codes Served



Applicants should enter the Zip Codes that the applicant's project will impact.

2.1.7 Zip Codes Served

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



Instructions: Description of Needs and Barriers



Applicants must provide a Description of Needs and Barriers faced by the Native Entity's Covered Populations. If applying for Planning Grant funds, applicants must indicate what data they will collect and why.

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.

**OTHER DATA
THAT
DEMONSTRATES
NEED MAY BE:**



**Qualitative
and/or**



Quantitative

NOTE

If "Other" was selected for Section 2.1.6 Geographic Regions Served, it is recommended to provide the [Census tracts](#) for the geographic regions served in Section 2.1.8.



Capacity Grant Funds

Guidance: Capacity Grant Funding Implementation Strategy



Applicants must provide an overall implementation strategy that describes how the proposed projects will serve the Covered Populations and how Capacity Grant Funds will be utilized.¹

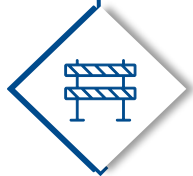


A description of the **specific grant projects and activities** to be funded by the NE Capacity & Planning Grant Program:

- Including 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)



To the extent applying for Planning Grant Funds, a description of how the **Capacity Grant Funds will be used to implement projects** consistent with the Digital Equity Plan.



A description of how the proposed **grant projects will address identified barriers** to digital equity.



Guidance: Capacity Grant Funding Implementation Strategy Continued



Applicants must provide an overall implementation strategy that describes how the proposed projects will measure progress and how projects will serve the Covered Populations.¹



The **measurable objectives** that will be **used to assess progress** towards **overcoming** these barriers.



How the **proposed grant projects will promote**, among the Covered Populations, the following:

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



Instructions: Description of Activities to be Funded with Capacity Grant Funds



Applicants must provide information about specific grant projects and activities 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, include a description of how Capacity Grant Funds will be used to implement projects consistent with the Digital Equity Plan.

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).

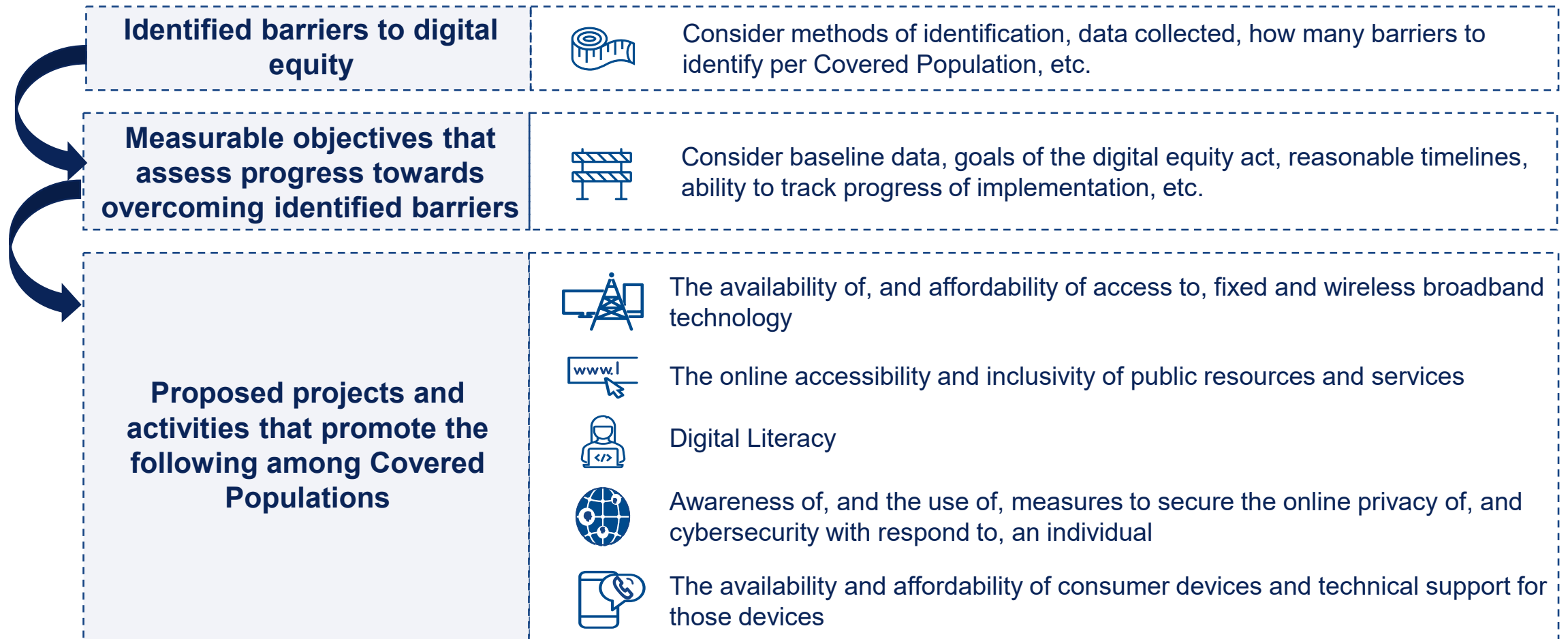
If applying for Planning Grant Funds, also include a description of how the Capacity Grant Funds will be used to implement projects consistent with the Digital Equity Plan. (2500 character limit, approximately 500 words)



Guidance: Barriers to Digital Equity



Applicants can consider the relationship among barriers to digital equity, measurable objectives and the desired outcomes when strategizing for their project plan and activities.¹



Instructions: Description of Barriers to be Addressed & Objectives for Capacity Grant Funds



Applicants must describe how the proposed grant projects will address identified barriers to digital equity and the measurable objectives that will be used to assess the progress towards overcoming these barriers.

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)



Instructions: Digital Equity Promotion



Applicants must describe how proposed grant projects will promote specific outcomes among the Covered Populations.

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)

A large, empty rectangular box with a light blue background and a thin black border, intended for the applicant to provide their description of how the proposed grant projects will promote digital equity.

Note: Sections 2.4.2 – 2.4.5 mirror this image in the respective fields.

2.4.1 – 2.4.5 In the respective fields, describe how the proposed grant projects will promote, among the Covered Populations, the following:

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



Instructions: Variance in Project Size



Applicants must indicate if the amount of the requested Capacity Grant Funding is less than \$500,000 or more than \$2,000,000.

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)

NOTE

Depending on the provided response in the NGP, the following sections, steps and question numbers will be different from the NE Offline App Form.



Instructions: Explanation for Variance of Project Size



If the requested Capacity Grant Funding is less than \$500,000 or more than \$2,000,000, Applicants must provide a reasonable explanation for the variance in project size.

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)



Implementation Team, Key Personnel, Subgrantees & Subcontractors

Guidance: Implementation Team and Organizational Capacity



Applicants must describe the Project Implementation Team, including details on their capacity to meet program requirements and implement the proposed projects.¹

DESCRIBE THE FOLLOWING ASPECTS OF THE PROJECT IMPLEMENTATION TEAM:



The implementation team and its experience with the programmatic/technical aspects of project management.



The Native Entity's organizational capacity to implement the proposed projects and meet key milestones.



A description of its proposed use of partners or other entities in implementation.



Describe your experience serving the Covered Populations within the Native Entity.



Instructions: Capacity Grant Implementation Team



Applicants must describe the Project Implementation Team's experience, the organization's capacity to implement proposed projects and meet key milestones, proposed use of partners, and experience serving Covered Populations.

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)

A large, empty rectangular box with a light blue background and a thin black border, intended for the applicant to provide their response to section 2.6.1.

Note: Sections 2.6.1 – 2.6.4 mirror this image within their respective field.

2.6.1 – 2.6.4 In the respective fields, describe the following aspects of the Project Implementation Team:

- a. The implementation team and its experience with the programmatic/technical aspects of project management. (2500 character limit, approximately 500 words)
- b. The Native Entity's organizational capacity to implement the proposed projects and meet key milestones.
- c. A description of its proposed use of partners or other entities in implementation.
- d. Describe the Native Entity's experience serving the Covered Populations within the Native Entity.



Instructions: Resumes of Capacity Grant Key Personnel



Applicants must provide one-page resumes of key personnel who will carry out and be responsible for the proposed activities (not subrecipients). All resumes must be in .pdf format.

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.

NOTE

General application information documents must be submitted as PDFs for both the NGP application and the offline application, unless a template was provided in another format.



Guidance: Understanding Subgrantee & Subcontractor Roles



Applicants should accurately represent the roles and responsibilities between subgrantees and subcontractors in the application, as these roles are subject to the definitions provided in the Uniform Guidance. For more information, please see [2 CFR 200.331](#).¹

A **subgrantee or subrecipient**, is, per [2 CFR 200.1](#), the recipient of a subaward for the purpose of carrying out a portion of the Federal award that creates a Federal financial assistance relationship with a subrecipient.

VS.

A **subcontractor or contractor** is, per [2 CFR 200.1](#), a non-federal entity that receives a legal instrument (contract) to provide goods and services. The contract creates a procurement relationship with the contractor and the awarding non-federal entity.

If applicants plan to use subgrantees and subcontractors, they must describe:



The process by which subgrantees and 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](#).



Guidance: Subgrantee Requirements



The following outlines how subgrants can be used and the types of certifications subgrantees are required to provide before a subgrant is made.



Funds may be used to make subgrants to any of the eligible entities identified at 47 U.S.C. §1724(b) that are located in Native Entity's jurisdiction to:¹

- (a) assist in the implementation of the Digital Equity Plan and/or digital equity programs and activities;
- (b) pursue digital inclusion activities consistent with the Digital Equity Plan and/or digital equity programs and activities; and
- (c) report to the Native Entity regarding the digital inclusion activities of the entity.



Before the Native Entity may award a subgrant, the Native Entity must require that the entity to which a subgrant is to be awarded certify that:¹

- 1) The entity shall carry out the activities required under items (a), (b), and (c),
- 2) The receipt of the subgrant shall not result in unjust enrichment of the entity; and
- 3) The entity shall cooperate with any evaluation of the program as it relates to a grant awarded to the entity and that is carried out by or for the Native Entity, the Assistant Secretary, or another federal official.



Instructions: Capacity Grant Sub-Granting or Sub-Contracting Process



Applicants must indicate if they plan to use subgrantees and/or subcontractors to implement projects and activities related to Digital Equity Capacity funding.

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)



Instructions: Subgrantee Selection Process



If applicants plan to use subgrantees or subcontractors, they must describe the process by which subgrantees 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.

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)



Proposed Outcomes, Anticipated Long-Term Impacts, & Project Plan

Guidance: Proposed Outcomes & Anticipated Long-Term Impact



Applicants must describe the proposed outcomes and anticipated long-term impact on digital equity, including the benefits to the intended project beneficiaries.¹

Applicants must:



Plan to collaborate and maintain transparency with key stakeholders, including representatives of the Covered Populations



Plan to measure the long-term impact on digital equity within the Native Entity and its collateral benefits



Information collected must include the following data points:



Documentation of Program Activities



Performance Data



Participant Assessments and Feedback



Program Evaluation

Entities must **document and measure their implementation progress**, and upon program completion, assess the effectiveness of the funded projects in meeting the identified performance objectives.²

Instructions: Anticipated Outcomes



Applicants must describe their project's proposed outcomes and anticipated long-term impact on digital equity, including the benefits to the intended project beneficiaries.

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)



Instructions: Project Plan



Applicants must enter a brief summary of the project plan and then provide a comprehensive project plan.

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.



What's Next?

What's Next? | Scheduled Webinars



The following application webinars will be available for technical assistance.



Standard Forms

What Topics will be Covered?

- SF-424
- Lobbying Forms
- NICRA
- Formal Authorizing Documentation



SAM Registration & Entity Type

What Topics will be Covered?

- Submission Details
- Sections & Eligibility Requirements
- SAM.gov
- Applicant Information
- Authorized Non-Profit Corporation Requirement



Budget

What Topics will be Covered?

- Related Costs
- Consolidated Budget Form
- Program Budget Caps



Certifications

What Topics will be Covered?

- Other Funding Sources
- Certifications and Assurances
- Final Attestation and Application Submission

Recordings Available on [BroadbandUSA](https://BroadbandUSA.gov)

[Upcoming Webinars](#)

Note: Application Guidance information is now available at [State Digital Equity Capacity Grant Program: Native Entities | BroadbandUSA](https://www.broadbandusa.gov/state-digital-equity-capacity-grant-program/native-entities).



Additional Resources

Additional Resources



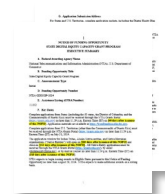
NTIA will provide guidance, resources, and assistance regarding the [State Digital Equity Capacity Grant Program: Native Entities](#).



[SDECGP NE NGP App Guidance](#)

Guidance

Provided guidance on how to fill out the State Digital Equity Capacity Grant Program: Native Entities application, including screenshots and step-by-step instructions.



[State Digital Equity Capacity Grant Program NOFO](#)

Reference Document

Description of the State Digital Equity Capacity Grant Program: Native Entities and all of its requirements



[SDECGP NE Offline App Guidance](#)

Guidance

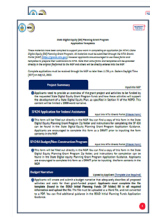
Provided guidance on how to fill out the State Digital Equity Capacity Grant Program: Native Entities application, including step-by-step instructions for completing the form.



[State Digital Equity Capacity Grant Program: Native Entities](#)

Webinar

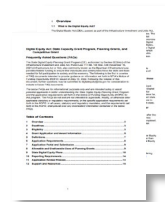
Provides an overview of the application requirements and discusses the NOFO requirements.



[Technical Assistance Resources](#)

Guidance

Collection of guidance documents, primers, and application resources for the State Digital Equity Capacity Grant Program: Native Entities application.



[Digital Equity FAQs](#)

Reference Document

Collection of Frequently Asked Questions that provide insight and additional context into the State Digital Equity Capacity Grant Program: Native Entities.





THANK YOU



Additional Application Guidance

Use of Capacity Grant Funds

Guidance: Use of Capacity Grant Funds



Native Entities must use their Capacity Grant Funds for specific purposes that are outlined in this NOFO, including the achievement of digital equity, support of digital inclusion activities, and the adoption of broadband by the Covered Populations of the Native Entity.

ALLOWABLE USES OF FUNDS FOR CAPACITY:¹



Support digital inclusion activities of the Native Entity



Make Subgrants | To **make subgrants** to any of the eligible entities identified at 47 U.S.C. §1724(b) that are located in Native Entity's jurisdiction to:

- a) **Assist in the implementation of the Digital Equity Plan** and/ or digital equity programs and activities defined
- b) **Pursue digital inclusion activities** consistent with the Digital Equity Plan and/or digital equity programs and activities identified above; and
- c) **Report** to the Native Entity **regarding the digital inclusion activities** of the entity.



Evaluate | To **evaluate the efficacy** of the efforts made to subgrantees, provided that the Native Entity may **not use more than five (5) percent** of the grant funds for this purpose.



Support Administrative Costs | For **administrative costs** incurred in carrying out the activities defined, provided that the Native Entity may **not use more than three (3) percent** of the Capacity Grant Funds for this purpose.



The other permissible uses | Including the Focus of Programs and Permitted Activities as identified in Section II.C.3.b



Planning Grant Funds

Guidance: Planning Grant Funds Project Narrative Requirements



Applicants applying for Planning Grant Funds have additional application requirements that demonstrate what, when, and how the applicant plans to use the requested funding.

PLANNING GRANT APPLICATION PROJECT NARRATIVE REQUIREMENTS:¹



Description of the specific planning activities the Native Entity intends to undertake and the manner in which these activities are consistent with 47 U.S.C. §1723(c),



Including a description of the outputs of these activities



A timeline for completing those activities



A strategy to share the outputs of its planning activities, e.g., a Digital Equity Plan

NOTE

Funding requested for planning activities must not exceed seven and one-quarter (7.25) percent of the total amount of funding being requested (i.e., total of both Capacity Grant Funds and Planning Grant Funds). Planning Grant Funds must be tracked separately from Capacity Grant Funds.



Guidance: Digital Equity Planning Activities

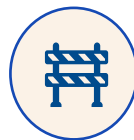


Applicants who seek Planning Grant Funds need to provide a description of the outputs of their planning activities. An example of an output may be a Digital Equity Plan.

A DIGITAL EQUITY PLAN MAY INCLUDE:¹



A vision statement



Identification of the barriers to digital equity faced by the members of the Covered Populations



Outreach and engagement with the Covered Populations for the purpose of identifying barriers to digital equity and conducting a needs assessment



Measurable objectives that address the barriers to digital equity



Implementation strategies to achieve the measurable objectives identified



Guidance: Use of Planning Grant Funds



If an applicant has requested **Planning Grant Funds**, the following eligible uses will apply. Funds are to not exceed seven and one-quarter percent (7.25%) of the total funds requested.

ELIGIBLE USES OF FUNDS FOR PLANNING:¹



To the extent that a Native Entity has requested Planning Grant Funds

The development of the elements of a Digital Equity Plan for the Native Entity that identifies the barriers to digital equity faced by the Covered Populations of the Native Entity and measurable objectives, for addressing:

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



Evaluation cap

Funds may be used to evaluate the efficacy of the efforts of funds made to subgrantees, provided that the Native Entity may not use more than five (5) percent of the grant funds for this purpose.



Instructions: Planning Grant Funds



Applicants must indicate if they are applying for Planning Grant Funds in conjunction with Capacity Grant Funds.

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.

NOTE

Depending on the provided response in the NGP, the following sections, steps, and question numbers will be different from the NE Offline App Form.



Instructions: Digital Equity Plan Development (Activities)



To apply for Planning Grant Funds in addition to Capacity Grant Funds, Applicants must provide information about planning activities and the manner in which these activities are consistent with 47 U.S.C. §1723(c).

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)



Instructions: Digital Equity Plan Development (Outputs)



If applying for Planning Grant Funds in addition to Capacity Grant Funds, Applicants must provide information about the anticipated outputs of planning activities.

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)



Instructions: Digital Equity Plan Timeline



If applying for Planning Grant Funds in addition to Capacity Grant Funds, Applicants must provide information about the timeline for completing planning activities.

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)



Instructions: Digital Equity Plan Development (Dissemination Strategy)



If applying for Planning Grant Funds in addition to Capacity Grant Funds, Applicants must provide information about the strategy to share the outputs of the planning activities with the respective community and the broader public.

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)

