



OVERVIEW OF THE NTIA DIGITAL EQUITY COMPETITIVE GRANT PROGRAM

AUGUST 29, 2024



**HIGH
SPEED NV**



Nevada Governor's
Office of Science,
Innovation and
Technology

DISCLAIMER

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

HOUSEKEEPING



Questions

- Type questions into the Chat on the right-hand side of the screen
- There will be time for Q&A after the presentation



Presentation

- The presentation slides and a link to the recording of the webinar will be available on the OSIT website



Objectives

- Supplement, not supplant information from NTIA
- Cover items that require advanced planning or may be unclear

AGENDA

- ☐ NTIA Digital Equity Competitive Grant Program
- ☐ Resources and Tips



**HIGH
SPEED NV**



Nevada Governor's
Office of Science,
Innovation and
Technology

**INTERNET
FOR ALL**

Digital Equity Competitive Grant Program



1. GENERAL APPLICANT INFORMATION



1. General Applicant Information	SECTION STATUS Completed	Review/Update
2. Project Narrative	SECTION STATUS Completed	Review/Update
3. Budget	SECTION STATUS Completed	Review/Update
4. Applicant Capability	SECTION STATUS Completed	Review/Update
5. Project Information	SECTION STATUS Completed	Review/Update
6. Match	SECTION STATUS Completed	Review/Update
7. Other Funding Sources	SECTION STATUS Completed	Review/Update
8. Certifications and Assurances	SECTION STATUS Completed	Review/Update

GENERAL APPLICANT INFORMATION

- Each entity needs an active registration on SAM.gov
 - Note: must be updated annually
 - Includes financial assistance general certifications and representations
 - New entities will need to request a Unique Entity ID (UEI)
 - ***This can take from 3-5 business days to more than three weeks***
 - Ensure each entity is in good standing (not disbarred/suspended)
- Authorized Recipient (AR) needs to upload evidence verifying status as an eligible entity (e.g., non-profit disclosures, business license, inclusion in the published list of Indian Entities as recognized by the U.S. Department of the Interior Bureau of Indian Affairs, municipal bylaws or charters)

AR EXPERIENCE

- In 2500 characters or less (a space counts as a character), demonstrate evidence of the AR's experience managing similar partnerships or coalitions and the plans the partnership has in place to ensure ongoing collaboration

PARTNERSHIPS

- Partnerships must demonstrate
 - The ability to administer resources
 - Address the varied concerns of the covered population
- An Authorized Representative submits on behalf of the partnership
 - Submit a binding Letter of Commitment from each member demonstrating their authority to apply on behalf of each – file upload
 - [NDIA created Letter of Commitment template](#)
 - Can only serve as Authorized Representative for one partnership
- Entities can be part of multiple partnerships

PARTNER ORGANIZATION INFORMATION

- Partner organizations need to provide information to AR
 - UEI
 - Evidence verifying status as an eligible entity (e.g., non-profit disclosures, business license, inclusion in the published list of Indian Entities as recognized by the U.S. Department of the Interior Bureau of Indian Affairs, municipal bylaws or charters) – file upload
 - Whether a partner has applied for funding under any other partnership, and if so the AR for other partnership(s)
 - Letter of Commitment

PARTNERSHIP MEMBERS FORM (UPLOAD)

Partnership Member Legal Name	Insert the name of the member of the partnership.	State of ABC, Department of Labor	Digital Access Foundation
Legal Identifiers of Member	Please include partner's UEI, if available. Note that a partner may not receive federal funds until they have a UEI.	123456789101	111098765432
Entity Type	Insert the EIN of the entity. Indicate which of the following eligible entity categories applies to the entity. By selecting one of the entity types below, you are certifying that the partner is eligible to apply for grants under this Program, as described in Section III.A of the NOFO. (1) A political subdivision, agency, or instrumentality of a State that is responsible for administering or supervising adult education and literacy activities, or for providing public housing, in the State. (2) An Indian Tribe, an Alaska Native entity, or a Native Hawaiian organization. (3) A foundation, corp., institution, or assn. that is a not-for-profit entity & not a school. (4) A community anchor institution. (5) A local educational agency. (6) An entity that carries out a workforce development program.	123456789 (1) A political subdivision, agency, or instrumentality of a state	987654321 (4) A foundation, corporation, institution, or association
Role in Partnership	Provide a narrative description of this entity's scope of work and their role in the partnership, including involvement in specific project implementation activities and/or interventions.	Narrative	Narrative
Involvement in Other Applications	If the partner has applied for DE Competitive Grant Program funding under any other partnership, indicate the name(s) of the AR for each other partnership.	N/A	DE Foundation; ABC Department of Education
Allocation of Funding	If applicable, the amt. of award funds the entity will be allocated under this Program.	N/A	\$ 1,000,000.00
Contribution to Match	If applicable, the amt. of funds the entity is contributing to the in cash .	\$ 500,000.00	N/A
	If applicable, the amt. of funds the entity is contributing in-kind .	\$ 50,000.00	N/A
Point of Contact Name	Provide a point of contact name for the entity.	John Doe	Jane Smith
Point of Contact Phone Number	Provide a phone number for the entity point of contact.	123-456-7890	987-654-3201
Point of Contact Email Address	Provide an email address for the entity point of contact.	jdoo@email.com	jane123@email.com
Point of Contact Address	Provide an address for the entity point of contact.	100 School Rd Springfield, TX 10010	500 Business St Jamestown, VT 46046

NATIVE ENTITY REQUIREMENTS

- To qualify for the Native Entity set-aside, the applicant or Authorized Representative must be a Native Entity
- Tribal Government Resolution or equivalent authorization to apply for Competitive Grant Funds – file upload
- Certification that all intended beneficiaries are members of a Native Entity

PROJECT NARRATIVE

1. General Applicant Information	SECTION STATUS Completed	Review/Update
2. Project Narrative	SECTION STATUS Completed	Review/Update
3. Budget	SECTION STATUS Completed	Review/Update
4. Applicant Capability	SECTION STATUS Completed	Review/Update
5. Project Information	SECTION STATUS Completed	Review/Update
6. Match	SECTION STATUS Completed	Review/Update
7. Other Funding Sources	SECTION STATUS Completed	Review/Update
8. Certifications and Assurances	SECTION STATUS Completed	Review/Update

NTIA HYPOTHETICAL PROJECT EXAMPLES

- ✗ A short-term project may suggest subsidizing Internet access for underserved community members who otherwise cannot afford it. This may solve an immediate need to get people online, but once funding runs out, the community must explore new opportunities.
- ✓ A long-term project, on the other hand, might propose a device distribution initiative coupled with digital skills programs tailored to the specific needs of the community. By emphasizing a targeted approach that empowers individuals with lifelong skills they need to fully participate in the digital economy, this approach helps prevent communities from falling back into digital exclusion by promoting long-term resilience and opportunity. This long-term project offers sustainable, holistic solutions that build capacity within the community, compared to the short-term project, which provides only a temporary fix without addressing underlying issues.

EXECUTIVE SUMMARY

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

ENVIRONMENT & HISTORICAL PRESERVATION

- If no proposed construction, ground disturbance, or installation of fixed equipment, section can be skipped
- Otherwise, upload files as requested and make sure that the information is consistent with Project Description Form

ACTIVITIES & INTERVENTIONS: PROJECT DESCRIPTION FORM

- File upload
- Recommend no more than 2500 characters per field
- For calculating the Covered Populations Served, see [formula on page 31 of Application Guidance](#)
- Subgrantee = partner organization
- Make sure information is consistent between other sections of the application and Project Description Form
- Proposed project start and end dates should align with the anticipated project Period of Performance (January 1, 2025-June 30, 2029), see [slide 13 of DE Competitive Grant Program Applicant Training Part 1 Slide Deck](#)

PROJECT PLAN

- File upload
- Identify key milestones that demonstrate progress – these should be consistent with the Project Description Form and other sections of the application
- Make sure the timeline of activities aligns with the Consolidated Budget Form, Project Description Form, and other sections of the application
- Include risk management plan and activities (distinct from the Scenario & Risk Mitigation Plan)

BUDGET (WEBINAR AUG. 29 AT 1 PM PT)

1. General Applicant Information	SECTION STATUS Completed	Review/Update
2. Project Narrative	SECTION STATUS Completed	Review/Update
3. Budget	SECTION STATUS Completed	Review/Update
4. Applicant Capability	SECTION STATUS Completed	Review/Update
5. Project Information	SECTION STATUS Completed	Review/Update
6. Match	SECTION STATUS Completed	Review/Update
7. Other Funding Sources	SECTION STATUS Completed	Review/Update
8. Certifications and Assurances	SECTION STATUS Completed	Review/Update



BUDGET NOTES

- Grants will range from \$5-12 million
 - Outside that range, must provide a “compelling justification”
- 10% match required
 - Can be in-kind
 - Waiver available
 - Extra points awarded to applicants with 20%, 30% match
- Funding caps based on total program costs (grant + match)
 - 10% for administration
 - Not related to direct provision of program activities
 - Must be explicitly identified on the budget form
 - 10% for program evaluation
- All subrecipients/subgrantees must be identified at the time of application

BUDGET CONSIDERATIONS

- Use the NTIA-provided budget spreadsheet, formatting, and terminology
 - Double-check the formulas
- Understand the funding requirements and rules in the NOFO and [Part 2 CFR 200](#)
 - Direct vs. indirect expenses
 - Cost allocation
 - Performance begin and end dates
 - Travel rules
 - Equipment vs. supplies and materials
- Submit realistic cost estimates and show how the amounts were calculated
- Make sure the grant narrative and the budget match, including what the programmatic aspects and budget will cover
- NTIA may request manuals for internal and subrecipient control, work process systems, organizational charts, program implementation plans, etc.
- Understand how to ask for a budget modification if the projected costs change

APPLICANT CAPABILITY

1. General Applicant Information	SECTION STATUS Completed	Review/Update
2. Project Narrative	SECTION STATUS Completed	Review/Update
3. Budget	SECTION STATUS Completed	Review/Update
4. Applicant Capability	SECTION STATUS Completed	Review/Update
5. Project Information	SECTION STATUS Completed	Review/Update
6. Match	SECTION STATUS Completed	Review/Update
7. Other Funding Sources	SECTION STATUS Completed	Review/Update
8. Certifications and Assurances	SECTION STATUS Completed	Review/Update



APPLICANT EXPERIENCE & CAPABILITY

- In 2500 characters or less (a space counts as a character), describe:
 - Organizational structure and evidence of the financial capacity/stability of the organization to implement the project
 - Implementation team and its experience with the programmatic/technical aspects of project management, including past successes and relevant experience managing similar large programmatic initiatives and a demonstrated ability to manage large federal grant awards effectively
 - Applicant's experience with providing services to one or more of the Covered Populations and the extent to which the applicant has facilitated direct support, technical assistance, and capacity building across the Covered Populations
 - Applicant's strategy and experience in managing and fostering collaboration among subrecipients and subcontractors (e.g., conflict management plans, team agreements) (if applicable)

RESUMES OF KEY PERSONNEL

- Identify up to five (5) key personnel from the AR
- Upload a one-page resume for each person

PROJECT INFORMATION

1. General Applicant Information	SECTION STATUS Completed	Review/Update
2. Project Narrative	SECTION STATUS Completed	Review/Update
3. Budget	SECTION STATUS Completed	Review/Update
4. Applicant Capability	SECTION STATUS Completed	Review/Update
5. Project Information	SECTION STATUS Completed	Review/Update
6. Match	SECTION STATUS Completed	Review/Update
7. Other Funding Sources	SECTION STATUS Completed	Review/Update
8. Certifications and Assurances	SECTION STATUS Completed	Review/Update



SCENARIO & RISK MITIGATION PLAN

- Upload file(s) containing scenario and risk mitigation plan describing the steps taken to ensure that any proposed deployment of technology will not have adverse consequences for the Covered Populations (e.g., privacy protections, algorithmic biases, etc.)
 - Clearly outlined, step-by-step plan
 - Must justify if not applicable

DATA STEWARDSHIP PLAN

- Provide a data stewardship plan including a technology impact assessment demonstrating a plan to ensure that data collection, management, and utilization are conducted ethically, transparently, and with a strong emphasis on safeguarding the rights and privacy of individuals.
 - This may connect to the evaluation strategies and plan
 - From Application Guidance: “Applicants must provide appropriate strategies and timelines for data collection and analysis. These strategies must capture qualitative and quantitative data related to project outcomes. Applicants must also address how they will report finding and/or project adjustments and improvements to stakeholders, intended beneficiaries, the federal government, and the community.”
 - Consider Human Subject Research requirements
 - From the NOFO: “All Competitive Grant Program recipients must comply with Department of Commerce regulations relating to the protection of human subjects for all research conducted or supported pursuant to a NTIA grant award (per 15 C.F.R. Part 27). Recipients must review forthcoming guidance for human subjects research protection and make an independent assessment of their planned activities and act in accordance with Human Subjects Research protection requirements and report any new research activities or updates to planned activities on an ongoing basis.”

SUSTAINABILITY

- Upload file(s) containing strategies to be undertaken to ensure the project or activity will create a sustainable long-term impact on digital equity and inclusion OR will lead to the permanent elimination of a barrier to digital equity.
 - This may connect to the evaluation strategies and plan
 - From Application Guidance: “Consider the sustainability of data collection methods to assess near and long-term impacts, gathering input from intended beneficiaries and stakeholders, and processes outlined because of lessons learned, as well as general Digital Equity project feasibility.”

MATCH

1. General Applicant Information	SECTION STATUS Completed	Review/Update
2. Project Narrative	SECTION STATUS Completed	Review/Update
3. Budget	SECTION STATUS Completed	Review/Update
4. Applicant Capability	SECTION STATUS Completed	Review/Update
5. Project Information	SECTION STATUS Completed	Review/Update
6. Match	SECTION STATUS Completed	Review/Update
7. Other Funding Sources	SECTION STATUS Completed	Review/Update
8. Certifications and Assurances	SECTION STATUS Completed	Review/Update



MATCH SOURCE

- In-kind match may include volunteer hours
 - [Value of Volunteer Time Report | Independent Sector Resources](#)
- Provide source of matching funds and amount (2500 character limit)

OTHER FUNDING SOURCES

1. General Applicant Information	SECTION STATUS Completed	Review/Update
2. Project Narrative	SECTION STATUS Completed	Review/Update
3. Budget	SECTION STATUS Completed	Review/Update
4. Applicant Capability	SECTION STATUS Completed	Review/Update
5. Project Information	SECTION STATUS Completed	Review/Update
6. Match	SECTION STATUS Completed	Review/Update
7. Other Funding Sources	SECTION STATUS Completed	Review/Update
8. Certifications and Assurances	SECTION STATUS Completed	Review/Update



OTHER FUNDING

- Note: cannot use other Federal funding sources for activities or projects related to this application

CERTIFICATIONS AND ASSURANCES

1. General Applicant Information	SECTION STATUS Completed	Review/Update
2. Project Narrative	SECTION STATUS Completed	Review/Update
3. Budget	SECTION STATUS Completed	Review/Update
4. Applicant Capability	SECTION STATUS Completed	Review/Update
5. Project Information	SECTION STATUS Completed	Review/Update
6. Match	SECTION STATUS Completed	Review/Update
7. Other Funding Sources	SECTION STATUS Completed	Review/Update
8. Certifications and Assurances	SECTION STATUS Completed	Review/Update



SF-424: APPLICATION FOR FEDERAL ASSISTANCE

- Use the PDF fillable form from the NTIA Application Package to ensure completeness
 - All information will need to be copied into the NGP by the Authorized Organization Representative
 - [NTIA provided instructions \(pages 9-14\)](#)
- Note: Application Subject to Review By State Under Executive Order 12372 Process
 - 19.a) This application was made available to the State under the Executive Order 12372 Process for review on (date [this form was submitted](#))
 - OFA needs at least two (2) business days to review

LOBBYING STANDARD FORMS

- CD-511: Certificate Regarding Lobbying
- Optional SF-LLL: Disclosure of Lobbying Activities
- [NTIA provided instructions \(pages 16-17\)](#)

NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA)

- If you do not have a NICRA with NTIA, plan to use the de minimis rate for indirect costs as obtaining a NICRA can take up to 180 days
- On April 22, 2024, OMB published updates to 2 CFR 200 in the Federal Register at [89 FR 30046](#); these updates include several changes to the calculation of the de minimis rate



RESOURCES AND TIPS



**HIGH
SPEED NV**

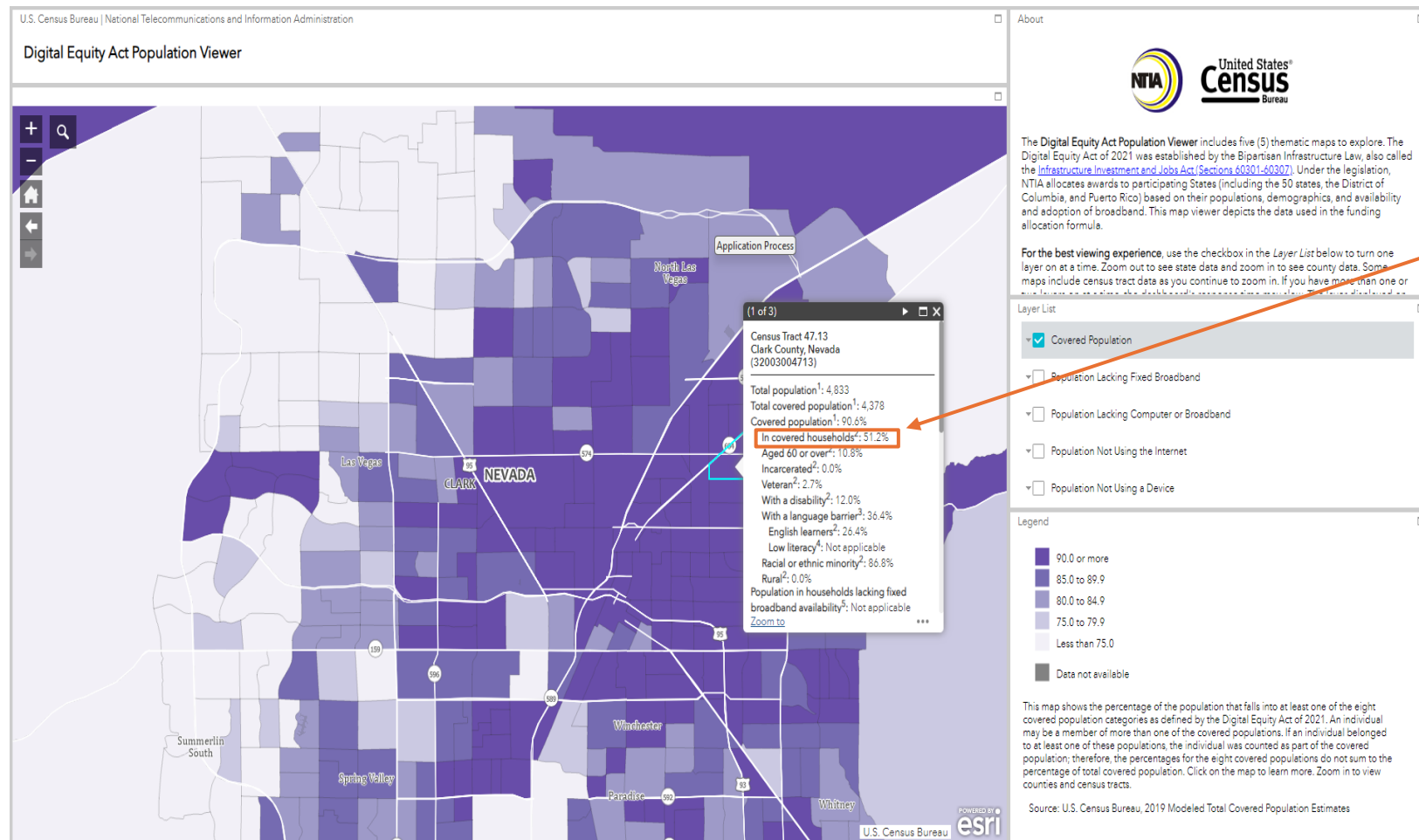


Nevada Governor's
Office of Science,
Innovation and
Technology

TIPS

- Authorized Organization Representative can register *now* for the NTIA Grants Portal
- Read the NOFO carefully
- Watch/attend the NTIA recorded webinars for the Competitive Grant Program
- Review all NTIA-provided documentation
- Draft content in a document so you can check spelling and character count as well as have a copy available in case there are issues with the initial submittal
- Formatting does not carry over into the NGP fields
- Make sure information that exists in multiple locations is consistent
- Spell check all of your text – even text in spreadsheets
- Don't wait until the last minute to submit your application
- Keep in mind the benefits to the people we serve 😊

US CENSUS DIGITAL EQUITY ACT POPULATION VIEWER



Example of a geographic area where > 50% of households are Covered Households (income of not more than 150% of the poverty level).

EXAMPLES OF DIGITAL EQUITY PROJECTS: NC

- Appalachian Regional Library
\$402,655.75 awarded to purchase hotspots, laptops, and e-readers for offsite populations and staff use to address access to technology and digital literacy education for seniors and rural communities. Through regular classes and one-on-one instruction at various locations, the library aims to empower individuals with the skills needed to utilize internet and library resources, ultimately increasing access and fostering technological inclusion in the community.
- Asheville Medical Research and Education Corporation
\$500,000 awarded to provide veterans access, training, and support for telehealth services and digital literacy, ensuring sustainability beyond grant funding through partnerships, community resources, and a comprehensive outreach plan.
- City Startup Labs Inc.
\$400,000 awarded to support the planning and launch of the ReConnex (ReentryConnections) pilot, a retail digital device repair operation within Charlotte, providing reliable, dependable, affordable, hyper-local tech support to communities lacking such services.
- More examples: <https://www.ncbroadband.gov/digital-champion-grantees>

EXAMPLES OF DIGITAL EQUITY PROJECTS: OH

- Accompanying Returning Citizens with Hope (ARCH)
\$100,000 in grants to distribute devices, provide digital literacy support and encourage enrollment in the Grow with Google program to justice-involved individuals, returning citizens and those participating in Café Overlook's workforce development program.
- Central Community House
\$92,800 in grants for a technology access project to expand existing programming, including technology-oriented classes, workshops, and one-on-one assistance for seniors. Participants in the programs will receive devices and adaptive accessories for those with physical limitations.
- The Spanish American Committee
\$100,000 in grants to support the Families First Program, which will provide Latino/Hispanic individuals and families with a caseworker specifically focused on supporting digital access and literacy. Case managers will help connect clients to high-speed internet, access devices, and gain digital skills.
- More examples: <https://development.ohio.gov/home/news-and-events/all-news/2023-0724-broadbandohio-awards-more-than-650k-in-grants-to-advance-digital-opportunity-across-ohio>

OSIT

- [Nevada's Digital Equity Plan](#)
- Subscribe to the Digital Equity Program Notifications Listserv – link on the [Digital Equity webpage](#)
- [Partnership Finder for the NTIA Digital Equity Competitive Grant \(form\)](#)
 - [Partnership Finder for the NTIA Digital Equity Competitive Grant \(responses\)](#)
- [OSIT Mapping Portal](#) with maps providing information about connectivity, digital divide, covered populations
- State Broadband Offices, including OSIT, are not eligible applicants for this grant. OSIT will support a limited number of applications upon request if the:
 - Applicant provides OSIT with the entire application for review at least one week prior to the due date via email sent to highspeedNV@gov.nv.gov,
 - Application aligns with [OSIT's Statewide Digital Equity Plan](#), and
 - Application meets a gap identified in the Plan

OFFICE OF FEDERAL ASSISTANCE (OFA)

The Agency provides a range of grant-related support for the legislatively identified stakeholders. With a mission to increase the number of grant dollars Nevada receives, OFA works to reduce and remove barriers to federal grant funding through providing grant resources, advocacy, and coordination, among federal grant applicants across the state.

<https://ofa.nv.gov/>

✉ grants@ofa.nv.gov

☎ (775) 684-0156

- [Grant Resource Library](#)
- [Grant Training \(includes future events and recorded webinars\)](#)

NATIONAL TELECOMMUNICATIONS AND INFORMATION ADMINISTRATION (NTIA)

- [NTIA Digital Equity Competitive Grant Program Notice of Funding Opportunity \(NOFO\)](#)
 - The [BroadbandUSA/NTIA Digital Equity Competitive Grant Program webpage](#) has additional information, including webinar recordings, upcoming NTIA webinars, and the application package.
 - The [Internet for All Digital Equity Competitive Grant program webpage](#) also has information, including an overview of eligible entities and downloadable technical assistance documentation.
 - [Application Guidance](#)
 - Email questions to digitalequity@ntia.gov
 - Problems with the NTIA Grant Portal (NGP)? Email NGPHelpDesk@ntia.gov

