

# Alaska Digital Empowerment Capacity Grant Program



## Application

### **Section 2.1. Licenses, Registrations, and Certifications**

#### **2.1.a Active Alaska Business and Corporate Licenses**

- ☐ Applicant has an active Alaska Business License.  
License Number: \_\_\_\_\_
- ☐ Applicant has an active Alaska Corporate Entity Number.  
Corporate Entity Number: \_\_\_\_\_

#### **2.1.b. Active Unique Entity ID (UEI)**

- ☐ Applicant has an active SAM.gov registration and UEI.  
UEI: \_\_\_\_\_

#### **2.1.c. Certification Regarding Debarment, Suspension, and Other Responsibility Matters/Instructions for Lower Tier Participants**

- ☐ Applicant certifies it is not on the Federal Debarment and Suspension List.
- ☐ Applicant will complete and upload into the portal Appendix A – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction.

**2.1.d. Compliance with Applicable Federal, State, and Local Laws**

Applicants must provide a narrative description of the demonstrated ability to carry out the funded activities in a competent manner in compliance with all applicable Federal, State, and local laws. Applicant’s narrative description must also confirm their ability to comply with all requirements of the NTIA Notice of Funding Opportunity for the Grant Program. The description shall include details about the applicant’s experience in this area, the ongoing monitoring process throughout the Grant Program period of performance, and identification of staff, or consulting assistance, that will be responsible for compliance monitoring of Federal, State, and local laws, including Build America, Buy America Act (BABA) (Pub. L. No. 117-58, §§ 70901-52) Domestic Content Preference Requirements.

**2.1.e. Civil Rights and Nondiscrimination Law Compliance**

- ☐ Applicant agrees to abide by the non-discrimination requirements set forth in federal statutes, rules, and regulations.
- ☐ Applicant will complete and upload Appendix B - Civil Rights and Nondiscrimination Law Compliance Certification Form.

**2.1.f. State Digital Equity Capacity Grant Program Compliance**

- ☐ Applicant certifies compliance with the requirements of the federal [State Digital Equity Capacity Notice of Funding Opportunity](#).
- ☐ Applicant will complete and upload into the portal Appendix C - State Digital Equity Capacity Notice of Funding Opportunity Certification.

## **Section 2.2. Project Purpose, Need, and Benefits**

### **2.2.a. Project Description**

Provide a summary description of the proposed project, including an outline describing the mechanics of how the project or program works or (if new) is expected to work.

**2.2.b. Purpose and Need Description**

Clearly describe the purpose(s) of the project by identifying the problem or issue(s) being addressed and the associated need. Any survey or statistical data related to need should be summarized and included, along with the source of the data.

**2.2.c. Covered Populations Served**

Provide a description of the Covered Populations being served by the proposed project. This must include but is not limited to: i) the number of different identifiable Covered Populations served; ii). the number of unique individuals within each identifiable covered population; and iii) the number of unique individuals identifying concurrently as a member of more than one Covered Population. Any survey or statistical data related to the Covered Populations should be summarized and included, along with the source of the data.

#### **2.2.d. Relevance to the Alaska Digital Equity Plan**

Clearly describe how the project will specifically address one or more of the goals, strategies, and/or Key Performance Indicators (KPIs) within the [Alaska Digital Equity Plan](#); and/or one or more goals, strategies, objectives, and actions within the [Alaska Broadband Workforce Development Plan](#). Applicants must provide a description of one or more clear and concise measurable outcomes the project will accomplish. The description must also identify the manner in which the project outcomes will improve digital equity alignment with identified outcomes in any of the following fields relevant to the project: economic and workforce development, education, health, civic and social engagement, judicial access, and delivery of other essential services. The description should include the source of the identified outcome (e.g., Alaska Statewide Comprehensive Economic Development Strategy).

**2.2.e. Direct and Indirect Benefits to the Covered Population**

Identify, describe, and provide justification of the direct and indirect benefits the proposed project or program will have to each identifiable Covered Population.



## **Section 2.3. Strength of Implementation Plan and Budget**

### **2.3.a. Timeline, Milestones, and Tasks**

Provide a detailed timeline for implementation and completion of the project within the allowable period of performance identifying all major project activities, key milestones, and the start and end dates of each activity.

**2.3.b. Strength of Project Plan**

Describe the proposed project plan including enough supporting details sufficient to demonstrate the project activities and timeline: i) are achievable; ii) are consistent with allowable Grant Program activities as identified in the NOFO; iii) have established realistic objectives, and iv) can complete the proposed project on time and within budget.

### **2.3.c. Comprehensive Nature of Project**

Demonstrate how the project will be comprehensive in nature, or the final component of a comprehensive solution. A comprehensive solution means the project must provide a tangible benefit, without gaps, for the Covered Population(s) end user. By example, a project that proposes the purchase of tablets for senior citizens must ensure the recipients also have access to high-speed internet, applications, and technical assistance so the tablets can be used for the specified need of the user.

**2.3.d. Project Sustainability**

Describe the extent to which, and how, the project will sustain digital equity efforts beyond the grant period of performance. Specifically, if the project creates, enhances, or extends a digital equity program, the description must also explain how the program will be self-sustaining after the grant period of performance.

### 2.3.e. Budget Feasibility

Describe in narrative format the appropriateness of the proposed project budget. The Grant Program does not require a match, but applicants should describe any extent to which, and the source from which, grant funds are being supplemented with cash or in-kind match. Applicants must submit the project budget on the Excel template provided by the Alaska Broadband Office titled Appendix D – Consolidated Grant Program Budget Form.

- ☐ Project Budget does not include a match.
- ☐ Project Budget does include a match.
  - ☐ Match will be cash.  
Source of cash match. \_\_\_\_\_
  - ☐ Match will be in-kind.
  - ☐ Match will be a combination of cash and in-kind.  
Source of cash match. \_\_\_\_\_
- ☐ Applicant will complete and upload into the portal Appendix D – Consolidated Grant Program Budget Form.

### 2.3.e.i. Indirect Costs

Identify if the applicant will be including indirect costs in the project budget, and if the indirect costs will be based on the federal de minimis rate of 15% or a federally approved Negotiated Indirect Cost Rate Agreement (NICRA).

- ☐ The applicant will not include indirect costs in the project budget.
- ☐ The applicant will include indirect costs in the project budget.
  - ☐ Indirect costs will be based on the federal 15% de minimis rate.
  - ☐ Indirect costs will be based on a federally approved NICRA.
    - ☐ Applicant has uploaded into the portal a federally approved NICRA.

### 2.3.e.ii. Partial Funding

In the unusual case the ABO determines the need for partial awards, it is necessary to understand the ability of applicants to carry out reduced versions of projects. Provide a narrative summary explaining the impact of an award at both 75% and 50% of the original request.

**2.3.f. Applications for Other Funding**

Provide a list and description of applications submitted to other sources for Digital Equity funding, including, but not limited to, the Digital Equity Competitive Grant Program and the State Digital Equity Capacity: Native Entities Grant Program. Include the amount of funds requested with each application.

## **2.4. Strength of Applicant's Organizational Capabilities**

### **2.4.a. Implementation Team Expertise**

Provide a narrative summary demonstrating organizational capabilities strong enough to satisfy the requirements of the Grant Program including a description of the programmatic and technical expertise to implement the proposed project; and the organizational structure, roles, responsibilities, and related experience of staff, subawardees, and/or contractors working on the project. The narrative summary and documentation must include:

- i. An Organizational Chart with Titles and Names of Organizational Leadership Positions, Key Personnel (internal or contractor) assisting in implementing the project, and Support Personnel (e.g., Accounts Payable Clerk).
- ii. Roles and responsibilities of everyone identified in Question 2.4.a.i. (above), including position descriptions.
- iii. Percentage of Full-Time Equivalent (FTE) or Part-Time Equivalent (PTE) that everyone identified in Question 2.4.a.i. (above) is estimated to spend on the project.
- iv. Description of the experience and qualifications of Key Personnel for undertaking this project and projects of similar size and scope, including resumes.

- ☐ Applicant will upload into the portal an Organizational Chart.
- ☐ Applicant will upload into the portal Position Descriptions of Key Personnel.
- ☐ Applicant will upload into the portal resumes of Key Personnel.



**2.4.b. Financial Capacity**

Provide a narrative description of the organization's financial capacity to manage a reimbursement-based grant, including sufficient cash flow. Information about the organization's Chief Financial Officer and accounting team must be included in the documentation required under Question 2.4.a. of this application. The Chief Financial Officer of the organization must certify the financial capacity of the organization by signing Appendix E- Certification of Financial Capacity.

- ☐ The applicant's Chief Financial Officer certifies the organization's capacity to manage a reimbursement-based grant.
- ☐ Applicant will complete and upload into the portal Appendix E - Certification of Financial Capacity.

### 2.4.c. Internal Controls and Tracking

Demonstrate appropriate internal financial controls by identifying, describing, and providing:

- i. Written financial management policies, procedures, or processes.
- ii. Written policies, procedures, or processes to prevent fraud, waste, and abuse.
- iii. Name of financial system (e.g., QuickBooks), and
  - a. Evidence the system can separately track receipt and expenditure of program funds.
  - b. Evidence the system can generate itemized expenditure reports (e.g., screenshot).
- iv. Written procurement and purchasing policies, procedures, and processes.
- v. Ability to adhere to the U.S. Department of Commerce adopted Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards<sup>1</sup> at 2 C.F.R. Part 200, which apply to awards of this program. Refer to <https://go.usa.gov/SBYh> and <https://go.usa.gov/SBg4>.
- vi. Applicants must provide a detailed description of the entity's cybersecurity framework, including how all activities of the proposed project are consistent with current industry best practices for cybersecurity, such as the NIST Cybersecurity Framework<sup>2</sup> and Cybersecurity and Infrastructure Security Agency (CISA) Cybersecurity Performance Goals (CPGs)<sup>3</sup>. In addition to the description, applicants may provide a copy of the organization's cybersecurity plan or framework.

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- ☐ Applicant will upload to the portal Financial Management Policies.
  - ☐ Applicant will upload to the portal Fraud Prevention Policies.
  - ☐ Applicant will upload to the portal Financial System Tracking evidence.
  - ☐ Applicant will upload to the portal Financial System Itemization evidence.
  - ☐ Applicant will upload to the portal Procurement Policies.
  - ☐ Applicant will upload to the portal Cybersecurity Plan or Framework (if applicable).

<sup>1</sup> Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards were adopted by the U.S. Department of Commerce through 2 C.F.R. § 1327.101.

<sup>2</sup> NIST Cybersecurity Framework, <https://www.nist.gov/cyberframework/framework>.

<sup>3</sup> Cybersecurity & Infrastructure Security Agency, Cross-Sector Cybersecurity Performance Goals, <https://www.cisa.gov/cybersecurity-performance-goals>.

## 2.5. Project Results and Evaluation

Describe overall strategy for measuring near-term and long-term impacts on digital equity within each identifiable Covered Population, including identification of the baseline data source(s) that will be used for evaluating project success<sup>4</sup>. Performance measurement information collected and reported must include:

- i. Number of Covered Population(s) served;
- ii. Number of people served within each Covered Population;
- iii. Total number of people served;
- iv. Goal, strategy, Key Performance Indicator, objective, or action item to achieve;
- v. Baseline data;
- vi. Projected performance outcomes;
- vii. Actual performance outcomes.

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<sup>4</sup> Applicants must identify the data source(s) being used to establish the baseline upon which performance measures will be based. If an applicant plans on conducting independent surveys, federal regulations regarding Human Subjects Research must be followed. The Alaska Broadband Office will be conducting baseline data surveys identified in the KPIs of the Alaska Digital Equity Plan with completion anticipated within 24 months of the Digital Equity Capacity Grant award to the State. Upon completion, this data will be provided to successful applicants. The new baseline data can be used to enhance performance measurement efforts.

### **2.5.a. Alaska Digital Equity Plan Component Evaluation**

Identify which goal(s), strategy(ies), and/or Key Performance Indicators (KPIs) of the Alaska Digital Equity Plan; and/or goal(s), strategy(ies), objective(s), and/or action(s) of the Alaska Broadband Workforce Development Plan the project relates to and how results of the project will be tracked and quantifiably measured against each goal, strategy, and/or KPI throughout the Grant Program period of performance (and beyond, if applicable)<sup>5</sup>.

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<sup>5</sup> All Plan component evaluation must comply with Human Subject Research regulations outlined in Section 2.5.d. of the Alaska Digital Equity Capacity Grant Program Notice of Funding Opportunity.

### 2.5.b. Outcomes Alignment Evaluation

Identify the impact of the proposed project and expected progress toward improving outcomes identified in other relevant statewide plans<sup>6</sup>, including:

- i. economic and workforce development;
- ii. education;
- iii. health;
- iv. civic and social engagement;
- v. judicial access; and
- vi. delivery of other essential services.

Describe how project outcomes will be tracked and quantifiably measured against existing outcomes in these subject areas throughout the Grant Program period of performance (and beyond, if applicable)<sup>7</sup>.

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<sup>6</sup> Examples of “other relevant statewide plans” include, but is not limited to, the [Alaska Statewide Comprehensive Economic Development Strategy 2022-2027](#), the [Alaska State Plan for Senior Services FFY24-FFY27](#), the [Alaska State Plan on Education and Early Development](#), [Alaska’s Workforce Future: A Cross-Industry Workforce Plan](#), the [Alaska Workforce Innovation and Opportunity Act Combined Plan 2024-2027](#), and the [State of Alaska Office of Veterans Affairs Strategic Plan 2021-2025](#).

<sup>7</sup> All outcomes alignment evaluation must comply with Human Subject Research regulations outlined in Section 2.5.d. of the Alaska Digital Equity Capacity Grant Program Notice of Funding Opportunity.

**2.5.c. Outreach & Continuous Improvement Commitment**

Describe the outreach plan that demonstrates appropriate engagement, throughout the Grant Program period of performance, with members of the unique Covered Populations that will benefit from the proposed project, and the process by which feedback will be used to improve project delivery, increasing the positive impact of the project<sup>8</sup>.

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<sup>8</sup> All outreach and engagement must comply with Human Subject Research regulations outlined in Section 2.5.d. of the Alaska Digital Equity Capacity Grant Program Notice of Funding Opportunity.

**2.5.d. Human Subject Research (HSR)**

Describe all planned or anticipated HSR activities, including surveys, interviews, focus groups, listening sessions, or similar undertakings that will be employed to evaluate performance outcomes in conformance with Sections 2.5.a. and 2.5.b. of the Grant Program NOFO and conduct outreach in conformance with Section 2.5.c. of the Grant Program NOFO.

The description must include:

1. The type or types of HSR activity;
2. The individuals responsible for administering and overseeing the activity(ies);
3. A description of how the administering individuals will ensure compliance with 15 CFR § 27 in acquiring and managing the data obtained during the HSR activities;
4. A draft list of questions to be asked associated with each type of HSR activity; and
5. An acknowledgement that no HSR activity will take place until approval of all Grant Program HSR activity has been received by the ABO from NTIA.