

Alaska Digital Equity Capacity Grant Program



Notice of Funding Opportunity

State of Alaska
Mike Dunleavy, Governor

Department of Commerce, Community, and Economic Development
Julie Sande, Commissioner

Alaska Broadband Office



Cover art by Mititquq, Holly Nordlum, Inupiaq Artist

Table of Contents

Alaska Digital Equity Capacity Grant Program

SECTION 1. – PROGRAM DESCRIPTION

A. ALASKA BROADBAND OFFICE

B. PROGRAM DESCRIPTION

1. Alaska Digital Equity Vision
2. Federal Digital Equity Strategies & Objectives
3. Covered Population Digital Equity Goals
4. Covered Population Digital Equity Strategies
5. Covered Population Key Performance Indicators
6. Broadband Workforce Development Goals
7. Broadband Workforce Development Strategies
8. Program Outcomes
9. Project Prioritization
10. Applicant Eligibility
11. Key Dates
12. Period of Performance
13. Application Submission Instructions, Dates, and Times
14. Maximum Number of Applications
15. Eligible Project Size
16. Estimated Amounts of Available Funds and Distribution (Potential Project Funding Amounts)
17. Funding Caps
18. Cost Sharing/Matching Requirement
19. Eligible Project Categories and Activities
20. Ineligible Project Categories and Activities
21. Application Review and Scoring
22. Program Timeline
23. Application Technical Assistance

SECTION 2. – APPLICATION INSTRUCTIONS AND REQUIREMENTS

- 2.1. Licenses, Registrations, and Certifications
- 2.2. Project Purpose, Need, and Benefits
- 2.3. Strength of Project Implementation Plan and Budget
- 2.4. Strength of Applicant's Organizational Capabilities
- 2.5. Project Results and Evaluation
- 2.6. Application Attachments Checklist

SECTION 3. – PROGRAM DEFINITIONS

SECTION 4. – GENERAL

SECTION 5. – APPENDICES

SECTION 1. – PROGRAM DESCRIPTION

A. ALASKA BROADBAND OFFICE

The State of Alaska, Department of Commerce, Community, and Economic Development (DCCED), Alaska Broadband Office (ABO) is responsible for managing the State’s allocation of funds under the State Digital Equity Capacity Grant Program. The State Digital Equity Capacity Grant Program (Grant Program) is the second of three digital equity programs authorized by the Infrastructure Investment and Jobs Act of 2021, Division F, Title III, Public Law 117-58, 135 Stat. 429, 1209 (November 15, 2021) (“Infrastructure Act” or “IIJA”) also known as the “Digital Equity Act” or “DE Act”. The ABO will oversee the distribution of a portion of the grant funds through the competitive Grant Program for the purpose of implementing the Alaska Digital Equity Plan (ADEP).

B. PROGRAM DESCRIPTION

The purpose of the Grant Program is to implement the ADEP. To that end, applications for project funding must implement elements of the ADEP and benefit one or more Covered Populations. The vision, goals, strategies, objectives, actions, and key performance indicators from the ADEP are identified within this document. Potential applicants should use the full ADEP, and the Alaska Broadband Workforce Development Plan¹ (ABWDP) as primary reference tools when developing the scope of potential projects and related Grant Program applications.

1. Alaska Digital Equity Vision

The vision identified in the ADEP is, *“Every Alaskan, as part of their quality of life, will have the digital tools, access, and skills to affordably participate online, wherever they are.”*

2. Federal Digital Equity Strategies & Objectives

The National Telecommunications & Information Administration (NTIA) has identified five federal categories to address the digital divide. Those include a) Digital Literacy, b) Online Accessibility and Inclusivity, c) Online Privacy and Cybersecurity, d) Devices and Affordability, and e) Availability and Affordability. The ADEP includes one strategy and key performance indicator (KPI) for each federal objective.

- a. **Digital Literacy:** Ensure information and training is available in ways meaningful to Alaska’s eight covered populations. **KPI:** Increase the number of pathways to broadband access at public entities.
- b. **Online Accessibility and Inclusivity:** Increase support for Alaska’s Community Anchor Institutions (CAIs) by developing an effective and low-cost Digital Equity Policy Plan. **KPI:** Encourage nonprofits to increase their focus on digital equity.

¹ The ADEP includes the Goals, Strategies, Objectives, and Actions of the *draft* ABWDP. The *final* ABWDP is the most current version and should be used by applicants referencing workforce development Goals, Strategies, Objectives, and Actions.

- c. **Online Privacy and Cybersecurity:** Launch a statewide digital literacy campaign. **KPI:** Increase the number of Alaskans who are digitally literate.
- d. **Devices and Affordability:** Create a program for device refurbishment, distribution, and maintenance. **KPI:** Increase the number of Alaskans who have access to an affordable device that meets their needs.
- e. **Availability and Affordability:** Develop an initiative for broadband affordability that includes policy, available pricing, Affordable Connectivity Program (or successor program) enrollment, and identification of new funding strategies. **KPI:** Increase share of Alaskans for whom broadband is affordable.

3. Covered Population Digital Equity Goals

Identified below are the goals from the ADEP for each unique Covered Population, along with the corresponding sections of the ADEP. A copy of the ADEP can be found [here](#).

- a. **Individuals with a Language Barrier:** Make digital resources widely available to individuals with a language barrier (ADEP 2.4.1.).
- b. **Incarcerated Individuals:** Ensure accessibility and digital literacy for incarcerated individuals (ADEP 2.4.2.).
- c. **Individuals with Disabilities:** Increase digital skills, privacy, and cybersecurity (ADEP 2.4.3.).
- d. **Individuals in Covered Households:** Increase economic opportunities available through broadband for Alaskans in covered households (ADEP 2.4.4.).
- e. **Aging Individuals:** Increase digital safety, security, and digital literacy and competencies in Alaskans aged 60+ (ADEP 2.4.5.).
- f. **Veterans:** Increase mental health outcomes of veterans through the use of digital options (ADEP 2.4.6.).
- g. **Members of a Racial or Ethnic Minority:** Ensure full inclusion of minorities in Alaska through digital literacy campaigns (ADEP 2.4.7.).
- h. **Individuals Living in Rural Areas:** Ensure rural Alaska online participation through increased access to broadband. (ADEP 2.4.8.).

4. Covered Population Digital Equity Strategies

Identified below are the strategies from the ADEP for each unique Covered Population, along with the corresponding sections of the ADEP.

- a. **Individuals with a Language Barrier:** Ensure resources, including government websites and digital literacy materials are accessible to English learners (ADEP 2.4.1.).
- b. **Incarcerated Individuals:** Provide access to technology within correctional facilities across Alaska to facilitate opportunities for rehabilitation and

reentry in ways that promote public safety without cost to incarcerated Alaskans (ADEP 2.4.2.).

- c. **Individuals with Disabilities:** Launch a statewide digital literacy campaign focused on reaching Alaskans with disabilities (ADEP 2.4.3.).
- d. **Individuals in Covered Households:** Increase access to and educational opportunities for economic growth of low-income Alaskans (ADEP 2.4.4.).
- e. **Aging Individuals:** Launch a statewide digital literacy campaign for seniors (ADEP 2.4.5.).
- f. **Veterans:** Equip Alaska Veterans with digital technology so they can meet virtually regarding their healthcare needs (ADEP 2.4.6.).
- g. **Members of a Racial or Ethnic Minority:** Provide digital resources in culturally appropriate formats (ADEP 2.4.7.).
- h. **Individuals Living in Rural Areas:** Deliver 100/20 Mbps broadband internet to rural Alaskans (ADEP 2.4.8.).

5. Covered Population Key Performance Indicators

Identified below are the KPIs from the ADEP for each unique Covered Population, along with the corresponding sections of the Plan.

- a. **Individuals with a Language Barrier:** Best practices for website readability and language accessibility will be identified and incorporated into State of Alaska practices (ADEP 2.4.1.).
- b. **Incarcerated Individuals:** Digital literacy education levels will be improved (ADEP 2.4.2.).
- c. **Individuals with Disabilities:** Digital resources will be made accessible for persons with disabilities (ADEP 2.4.3.).
- d. **Individuals in Covered Households:** Online options will be increased for members of covered households (ADEP 2.4.4.).
- e. **Aging Individuals:** The number of Alaskans over age 60 who are digitally literate will be increased (ADEP 2.4.5.).
- f. **Veterans:** The availability of online mental health resources for veterans will be increased (ADEP 2.4.6.).
- g. **Members of a Racial or Ethnic Minority:** Culturally appropriate digital literacy trainings and materials will be developed (ADEP 2.4.7.).
- h. **Individuals Living in Rural Areas:** Reduce the number of unserved and underserved locations in rural Alaska (ADEP 2.4.8.).

6. Broadband Workforce Development Goals

Identified below are the goals from the Alaska Broadband Workforce Development Plan (ABWDP), included in the ADEP. A copy of the ABWDP can be found [here](#).

- a. Increase the number of Alaskans qualified to fill broadband construction and operations occupations.

- b. Develop a diverse and inclusive regional broadband industry workforce.
- c. Strengthen and expand post-deployment capacity for residents to learn about and navigate education, training, and career opportunities, including self-employment, available using high-speed broadband access.

7. Broadband Workforce Development Strategies

- i. **Strategy 1:** Implement the Broadband Workforce Development Plan and build a sustainable standards-based program, with a focus on public and private partnerships to produce a highly skilled and technically trained workforce that can meet industry labor supply challenges.
- ii. **Strategy 2:** Build upon existing construction industry training and workforce efforts.
- iii. **Strategy 3:** Increase career awareness and information about telecommunications occupations and employment.
- iv. **Strategy 4:** Increase education and training programs that prepare students and adults for apprenticeships and entry-level employment in telecommunications occupations.
- v. **Strategy 5:** Put in place recruitment, training, and employment efforts focused on historically underrepresented groups.

The current action items associated with each Strategy can be found in the ABWDP.

8. Program Outcomes

Performance outcomes can be found in the KPIs within the ADEP, and in the Actions of the BWDP. Proposed projects must identify and track progress toward achieving these outcomes. Proposed projects must also identify progress toward achieving outcomes identified in other relevant statewide plans² addressing economic and workforce development, education, health, civic and social engagement, judicial access, and delivery of other essential services.

9. Project Prioritization

Projects will be prioritized based on application scoring outlined in Section 21.

10. Applicant Eligibility

Entities eligible to apply for the Alaska Digital Equity Capacity Grant Program include agencies of the State of Alaska, political subdivisions of the State of Alaska, Alaska Tribal governments, Alaska Native entities, Indian Tribes, school districts, institutions of higher education, non-profit organizations, and community anchor institutions.

² 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](#).

11. Key Dates

December 13, 2024	Application Period Opens
December 13, 2024-April 12, 2025	Application Period
April 12, 2025	Application Period Closes
April 14-July 14, 2025	Application Review Period
July 15, 2025	Notice of Grant Awards

12. Period of Performance

The Alaska Broadband Office is required to expend grant funds within five years beginning on December 1, 2024, the date the State Digital Equity Capacity Grant was awarded to the ABO. The period of performance for subawardees under the Grant Program is July 16, 2025-August 31, 2029.

13. Application Submission Instructions, Dates, and Times

Applications for the Grant Program must be complete and ***received*** no later than **11:59pm Alaska Daylight Savings Time (ADT) on April 12, 2025 (“Application Deadline”)**. The ABO preferred submittal method is electronically in the online grant application portal, [DCRAGrants](#). For applicants without access to high-speed internet, complete applications may be submitted to the ABO via email at ced.abo.general@alaska.gov with the subject line “Alaska Digital Equity Capacity Grant Application.” Applications may also be submitted via courier service or the United States Postal Service (USPS) to:

Alaska Broadband Office
Attn: DE Grant Administrator
550 West 7th Avenue, Suite 1535
Anchorage, AK 99501

Applications will be accepted by facsimile (fax), sent to (907) 269-8125 with a cover sheet including a subject line “Alaska Digital Equity Capacity Grant Application.” **Note:** Applicants must bear in mind the facsimile resources may be in use if multiple applicants are attempting to submit at the same time. The ABO encourages applicants **NOT TO WAIT UNTIL THE LAST DAY** to submit applications by fax.

It is important that applications, via all submittal methods, are sent early enough to guarantee receipt by the ABO by the Application Deadline. **Applications received after the Application Deadline will NOT be considered.**

14. Maximum Number of Applications

Each eligible entity may submit one application.

15. Eligible Project Size

The Grant Program has no minimum or maximum project size. The Alaska Broadband Office will accept applications for digital equity projects ranging in size/scope from a small entity serving the particular needs of one covered population in a specific geographic area to a large organization serving one or more covered populations on a statewide basis.

16. Estimated Amounts of Available Funds and Distribution (Potential Project Funding and Amounts)

Alaska's allocation from NTIA for the first tranche of Grant Program funding is \$5,631,769.64. The ABO estimates \$3,453,186.90 will be made available, subject to eligible funding, for the Grant Program, of which one quarter (\$863,296.73) is reserved for agencies of the State of Alaska.

The ABO reserves the right to issue multiple awards for several smaller projects, or one large award for a project serving a broad geographical area or large constituency of covered populations.

17. Funding Caps

i. Administrative Costs

Applicants may not exceed three percent (3%) of the total project budget for Administrative Costs. Administrative Costs includes grant management activities like monthly financial progress reporting to the ABO and fulfilling Special Award Conditions (SACs) outlined in the subaward grant agreement. The costs associated with managing the project or program submitted in the application are exclusive of Administrative Costs and should not be included in the calculation for Administrative Costs. Administrative Costs must be calculated on the Summary Tab of Appendix D – Consolidated Grant Program Budget Form.

ii. Affordable Broadband Programs

As required by NTIA, the total amount of subawardee grant funds which may be used to fund subsidies for the provision of broadband services through affordable broadband programs is capped at 10% of Alaska's total allocation, or \$563,176.96. To ensure this number is not exceeded, costs associated with Affordable Broadband Programs must be calculated on the Summary Tab of Appendix D – Consolidated Grant Program Budget Form.

18. Cost Sharing/Matching Requirement

There is no requirement for a non-federal cost share, or match, under the Grant Program. Applicants should describe any extent to which they plan to supplement grant funds with cash or an in-kind match. Matches will be considered during application scoring as part of Budget Feasibility under Scoring Category 'b' Strength of Project Implementation Plan and Budget.

19. Eligible Project Categories and Activities

The Alaska Broadband Office will consider any project consistent with the digital equity and digital inclusion goals, strategies, and Key Performance Indicators described in the ADEP, along with any goals, strategies, objectives and actions described in the ABWDP and incorporated by reference in the ADEP.

20. Ineligible Project Categories and Activities

Subgrantees are prohibited from using Grant Program funding to a) supplant other federal or state funds that have been made available to carry out digital equity activities; b) to conduct website upgrades or other accessibility projects as otherwise required by law; c) generally, deploy broadband infrastructure to connect broadband serviceable locations; d) profit, or impose a fee or other incremental charge above actual costs; or e) directly or indirectly offset other funds to support or oppose collective bargaining. Given the level of funding available for the Grant Program, property acquisition, building acquisition, and new construction are also ineligible project activities.

21. Application Review and Scoring

Grant funds will be awarded on a competitive basis through a fair, transparent, equitable, and inclusive process using the following stages of review:

Phase 1 – Initial Eligibility and Administrative Review: Phase 1 is the initial eligibility and administrative screening and ensures each application contains the required information and documentation, that it was submitted by an eligible entity, and in a timely manner. Phase 1 will be completed by Grant Administration staff within the Division of Community and Regional Affairs (DCRA).

Phase 2 – Merit Review: Phase 2 is the merit review of eligible applications to assess the overall strength of the application, implementation of elements of the ADEP, and the overall project budget. Members of the Review Committee³ will evaluate applications and independently score each application on the scale of points associated with each of the four scoring categories, for a total of 100 available points. The scores of each reviewer will be combined and averaged, resulting in a Merit Review Score for each application. Applications will be placed in ranked order by score and submitted with recommended funding allotments for review by leadership of the Alaska Broadband Office and the Department of Commerce, Community, and Economic Development (DCCED).

³ The Review Committee is comprised of the Alaska Broadband Office Deputy Director, the Alaska Broadband Office Tribal Liaison, the Alaska Broadband Office Administrative Operations Manager, and the Project Manager from the DCCED Office of the Commissioner.

Phase 3 – Risk Assessment: Phase 3 is the risk assessment of applicants anticipated to be awarded funding. The Grant Administrator from DCRA will perform a Risk Assessment on each Applicant using the Risk Assessment Matrix attached as Appendix F, including the following criteria measuring previous performance (if applicable): Administrative Capabilities, Staff Turnover, Project Progress, Financial, Reporting, Responsiveness, Total Subgrantee Funding, Subcontracts/Subawards, and On-Site Monitoring. Applicants will be identified as Low, Moderate, or High risk based on point values assigned to risk criteria, resulting in a Risk Score. The ABO reserves the right to mitigate risk by requiring additional special award conditions or refuse grant funding based on a risk assessment.

Phase 4 – Leadership Review and Final Project Selection: Phase 4 is the review of the scored and ranked list of applications, along with risk assessments and recommended funding allotments, by the Director of the Alaska Broadband Office and the Deputy Commissioner of DCCED. Upon confirmation by Leadership, final project selection and grant awards will be announced.

Under Phase 2 – Merit Review – applications will be scored on four categories with the corresponding points of the total Merit Review Score.

a. Project Purpose, Need, and Benefits 35 Points

The applicant must clearly describe the purpose(s) of the project by identifying the problem or issue being addressed. The applicant must demonstrate the need for the project. Applicants shall provide information such as, but not limited to: a) the number of different identifiable Covered Populations to be served; b) the number of unique individuals within each identifiable Covered Population to be served; c) the number of unique individuals identifying concurrently as a member of more than one Covered Population; d) the goal(s), strategy(ies), and/or Key Performance Indicator(s) (KPIs) of the Alaska Digital Equity Plan addressed by the project; e) the manner in which the project improves outcomes of digital equity alignment with economic and workforce development, education, health, civic and social engagement, judicial access, and delivery of other essential services; f) and the direct and indirect benefits of the project to the Covered Populations.

	Project Purpose, Need, and Benefits	Points
a.1	Purpose Description and Need	5
a.2	Covered Populations Served	10
a.3	Relevance to Alaska Digital Equity Plan	10
a.4	Alignment with Outcomes	5
a.5	Direct and Indirect Benefits to Covered Populations	5
	Total	35

b. Strength of Project Implementation Plan and Budget 25 Points

Applicants must show the overall soundness of the proposed project(s) plan. The project(s) plan must include a timeline, milestones, and tasks with supporting materials in sufficient detail to demonstrate the project activities are achievable, are consistent with allowable Grant Program activities, have established realistic and measurable objectives, and can complete the proposed project on time and within budget. Applicants must demonstrate the project(s) is comprehensive in nature or is the final component(s) of a comprehensive solution⁴. Applicants must describe the extent to which, and how, the project(s) will sustain digital equity efforts beyond the grant award period of performance. The applicant must describe in narrative format the appropriateness of the proposed project budget. This grant program does not require a match, but applicants should describe any extent to which they are supplementing grant funds with cash or an in-kind match. Applicant must submit the project(s) budget on the Excel template titled, "Consolidated Grant Program Budget Form," attached as Appendix D.

	Strength of Project Implementation Plan & Budget	Points
b.1	Timeline, Milestones, and Tasks	5
b.2	Strength of Project Plan	5
b.3	Comprehensive Nature of Project	5
b.4	Project Sustainability	5
b.5	Budget Feasibility	5
	Total	25

c. Strength of Applicant’s Organizational Capabilities 25 Points

Applicants must show their organizational capabilities to satisfy the requirements of the Grant Program. Applicants must show the programmatic and technical expertise to implement the proposed project(s) identifying the organizational structure, roles, responsibilities, and related experience of staff and/or contractors. Applicants must demonstrate the financial capacity to manage a reimbursement-based grant, including sufficient cash flow, and appropriate accounting internal controls and tracking. Internal controls must also include a description of the applicant’s cybersecurity framework.

	Strength of Applicant’s Organizational Capabilities	Points
c.1	Implementation Team Expertise	10

⁴ Comprehensive solution means the project must provide tangible benefit, without gaps, for the covered population end user. Exemplar: A project that purchases 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.

c.2	Financial Capacity	10
c.3	Internal Controls and Tracking	5
	Total	25

d. Project Results and Evaluation

15 Points

Applicants must describe the strategy for measuring near-term and long-term impacts on digital equity within each identifiable Covered Population. Applicants must identify how results will be measured against the goal(s), strategy(ies), and KPIs of the ADEP; and/or the goal(s), strategy(ies), objective(s), and action(s) of the ABWDP incorporated in the ADEP; and outcomes of digital equity alignment with economic and workforce development, education, health, civic and social engagement, judicial access, and delivery of other essential services to which the project(s) is related. Applicants must identify the baseline data source that will be used for evaluating project success, if the data is different from what will be captured and provided by the ABO within 24 months of the start of this Grant Program. Applicants must demonstrate a commitment to continuous improvement during the project period of performance based on evaluation results, including obtaining input from intended project beneficiaries.

	Project Results and Evaluation	Points
d.1	Alaska Digital Equity Plan Component Evaluation	5
d.2	Outcomes Alignment Evaluation	5
d.3	Outreach & Continuous Improvement Commitment	5
	Total	15

e. ABO Requests for Additional Information

During the Review Period the ABO reserves the right to request additional information, materials, or supporting documentation from an applicant. Requests will be made within the first 60 days of the 90-day Review Period. Applicants must provide a single point of contact to whom requests should be directed, along with an email address and phone number that are regularly monitored. An initial request will be made by both email and phone. If there is no response, a second attempt will be made in two business days. Applicants will have 10 calendar days from the date of the initial request to provide the required information. If there is no response to the request by the applicant, the application will be scored as originally submitted.

f. Appeals

An applicant may appeal the denial of a Grant Application to the DCCED Commissioner. The *only* basis for an appeal is non-adherence to the grant selection and award procedures as identified herein. Appeals must be received by the DCCED Commissioner’s Office in writing within ten business days of the date of notification of Grant Awards. The appeal deadline is therefore

11:59 p.m., July 29, 2025, and must clearly state the basis for the appeal and provide all supporting documentation. The appeal will be reviewed by the Commissioner and a final determination will be made within thirty days of the receipt of the written appeal. The Commissioner's decision on appeal shall be the final administrative decision and may be appealed directly to the Alaska Superior Court within thirty days.

g. Grant Initiation and Documentation

Following notification of award, a grant agreement will be executed for each funded project. Notification of project selection does not imply approval of all activities, specific costs proposed, or proposed timelines.

Grants may be awarded at an amount less than originally requested. Individual grants will be awarded only in amounts appropriate to the scope of the identified project; the proposed project activities; the needs, resources, and capabilities of the applicant; and funds available.

The grant agreement is the legal document that governs the administration of the grant and includes:

- i. The amount of Grant Program funds provided, as well as the amount and source of other funds committed to the project, if any.
- ii. A detailed project description outlining the scope of work to be completed.
- iii. A detailed budget for implementation of project activities.
- iv. The schedule for implementation of project activities.
- v. Waiver of sovereign immunity by entities with sovereign immunity.
- vi. The general and special terms and conditions associated with the grant, including:
 - a. indemnification of the State of Alaska;
 - b. compliance with all applicable federal, state, and local laws and regulations;
 - c. compliance with all requirements of the State Digital Equity Capacity Grant Program NOFO, and the requirements of National Telecommunications and Information Administration (NTIA), authorized by the Infrastructure Investment and Jobs Act of 2021, Division F, Title III, Section 60102, Public Law 117-58, 135 Stat. 429 (November 15, 2021).
- vii. Other provisions as required by ABO.

22. Program Timeline

- | | |
|---|--------------------------------------|
| • Notice of Funding Opportunity Published | December 13, 2024 |
| • Application Period Open | December 13, 2024-April 12, 2025 |
| • Application Review Period | April 14-July 14, 2025 |
| • Notice of Grant Awards | July 15, 2025 |
| • Sub-awardee Project Activity | July 16, 2025-August 31, 2029 |
| • Grant/Project Monitoring | July 16, 2025-August 31, 2029 |
| • Sub-awardee Performance Reporting | October 2025-August 2029 (Quarterly) |

23. Application Technical Assistance

The Alaska Broadband Office will provide application technical assistance office hours and workshops according to this schedule:

Virtual Office Hours:

Monday, December 30, 2024 (2:00-3:30pm)

Tuesday, January 14, 2025 (2:00-3:30pm)

Monday, January 27, 2025 (2:00-3:30pm)

Wednesday, February 12, 2025 (2:00-3:30pm)

Monday, February 24, 2025 (2:00-3:30pm)

Tuesday, March 11, 2025 (2:00-3:30pm)

Wednesday, March 26, 2025 (2:00-3:30pm)

Monday, April 7, 2025 (2:00-3:30pm)

Virtual meeting links will be posted on the ABO Website. Recordings, and any related materials, of Virtual Office Hours will be posted on the ABO Website within 48 hours of each session.

Technical Assistance Workshops:

Dates, times, and locations to be posted on the ABO Website Friday, January 3, 2025.

SECTION 2. – APPLICATION INSTRUCTIONS AND REQUIREMENTS

2.1. Licenses, Registrations, and Certifications

Applicants are required to provide evidence of the following licenses, registrations, and certifications with their applications:

2.1.a. Active Alaska Business and Corporate Licenses

Applicants are required to have an active business license, issued by the State of Alaska, to be eligible to participate in this Grant Program. If the entity is also a corporation, an active corporate license in good standing is required to participate. Copies of both licenses can be obtained from the State of Alaska, Division of Corporations, Business, and Professional Licensing. Online access may be found at <https://www.commerce.alaska.gov/web/cbpl/>.

2.1.b. Active Unique Entity ID (UEI)

Prior to submitting a complete application, applicants are required to a) be registered with SAM.gov, b) have obtained an active Unique Entity ID (UEI) number, and c) maintain an active SAM.gov registration and UEI during the Grant Program period of performance. This is your organization's registration with the Federal government and is a requirement for receiving Federal funds under the Grant Program. Copies of SAM.gov registrations and UEI numbers can be found at <https://sam.gov/content/home>. **Note:** The time between registration with SAM.gov and receipt of a UEI is a minimum of 7-10 business days, or longer. Applicants should begin this process as soon as possible.

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

Entities on the Federal Debarment and Suspension List are not eligible to apply. As part of the certifications for this Grant Program, applicants will certify (Appendix A – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction) they are not on the Federal Debarment and Suspension List at the time of application. Applicants are required to comply with C.F.R. Parts 180, 1200, and 1236.

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 Requirements⁵.

2.1.e. Civil Rights and Nondiscrimination Law Compliance

Applicants are required to agree to abide by the non-discrimination requirements set forth in federal statutes, rules, and regulations. Such agreement shall be identified using the Civil Rights and Nondiscrimination Law Compliance Certification Form found in Appendix B. Applicants are required to agree to a binding commitment to:

- i. abide by the Civil Rights and Non-Discrimination Law Compliance requirements set forth herein, and
- ii. acknowledge that failure to comply may result in cancellation of any award and/or recoupment of funds already disbursed.

2.1.f. State Digital Equity Capacity Grant Program Compliance

The applicant must certify compliance with the requirements of the State Digital Equity Capacity Notice of Funding Opportunity by certifying the following (Appendix C - State Digital Equity Capacity Notice of Funding Opportunity Certification):

- 1) The applicant shall carry out the activities required under the State Digital Equity Capacity Notice of Funding Opportunity, Section II.C.3. (a), (b), and (c);
- 2) The receipt of the subgrant shall not result in unjust enrichment of the applicant; and

⁵ The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project.

- 3) The applicant shall cooperate with any evaluation of the program as it relates to a grant awarded to the applicant and that is carried out by or for the Administering Entity or Administering Organization, the Assistant Secretary, or another federal official.

2.2. Project Purpose, Need, and Benefits

Applicants are required to provide the following:

2.2.a. Project Description

The applicant must provide a summary description of the project being submitted for consideration. The description must outline the mechanics of how the project or program works or (if new) is expected to work.

2.2.b. Purpose and Need Description

The applicant must clearly describe the purpose(s) of the project by identifying the problem or issue(s) being addressed. The applicant must further identify the need for the project. If survey or statistical data is available related to need, the applicant should summarize and include it in the description, along with the source of the data.

2.2.c. Covered Populations Served

Applicants shall 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.

If survey or statistical data is available related to the Covered Populations it should be summarized and included in the description, along with the source of the data.

2.2.d. Relevance to the Alaska Digital Equity Plan

Applicants shall identify how the project will specifically address one or more of the goals, strategies, and/or Key Performance Indicators (KPIs) within the ADEP; and/or one or more goals, strategies, objectives, and actions within the ABWDP. 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(s)

Applicant shall identify, describe, and provide justification of the direct and indirect benefits to each identifiable Covered Population.

2.3. Strength of Project Implementation Plan and Budget

The applicant shall provide an overall Project Implementation Plan that includes a description of all major project activities and timelines, including all key milestones and when each activity will start and end. The applicant must also provide a detailed budget.

2.3.a. Timeline, Milestones and Tasks

The applicant must 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

The applicant shall provide enough supporting details sufficient to demonstrate the project activities and timeline are achievable, are consistent with allowable Grant Program activities as identified in this NOFO, have established realistic objectives, and can complete the proposed project on time and within budget.

2.3.c. Comprehensive Nature of Project

Applicants must demonstrate the project is 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

Applicants must 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

Applicants must 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."

2.3.e.i. Indirect Costs

Indirect (facilities and administrative (F&A)) costs mean those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.

Indirect costs may be charged to the award if the applicant has a Federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or if the applicant has never received a NICRA and elects to charge a de minimis rate of 15 percent (15%) of modified total direct costs (MTDC), which can be used indefinitely. An Applicant with a Federally approved NICRA must attach a copy with the grant application.

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and contractual up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward exceeding \$50,000.

An Applicant who elects to employ the 15% de minimis Indirect Cost rate cannot claim resulting costs as a Cost Share contribution, nor can the Recipient claim "unrecovered indirect costs" as a Cost Share contribution. Neither of these costs can be reflected as actual indirect cost rates realized by the organization, and therefore are not verifiable in the Recipient records as required by Federal Regulation (§200.306(b)(1)).

2.3.e.ii. Partial Funding

The ABO anticipates the number of applications and related amount of funding requests will exceed available program 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 based on 75% and 50% of requested funding. Applicants must 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

Applicants must disclose applications submitted to other funding sources, including, but not limited to, the Digital Equity Competitive Grant Program. This information must be included in the application but is not part of the scoring consideration.

2.4. Strength of Applicant's Organizational Capabilities

2.4.a. Implementation Team Expertise

Applicants must demonstrate organizational capabilities strong enough to satisfy the requirements of the Grant Program. This includes having the programmatic and technical

expertise to implement the proposed project. Applicants must identify the organizational structure, roles, responsibilities, and related experience of staff and/or contractors working on the project. Documentation must include an organizational chart and narrative summary with:

- i. 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 Section 2.4.a.i., including position descriptions.
- iii. Percentage of Full-Time Equivalent (FTE) or Part-Time Equivalent (PTE) that everyone identified in Section 2.4.a.i. 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.

2.4.b. Financial Capacity

Applicants must demonstrate, through a narrative description, the 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 Section 2.4.a. of this NOFO. The Chief Financial Officer⁶ of the organization must certify the financial capacity of the organization by signing the template provided by the Alaska Broadband Office, titled "Certification of Financial Capacity" and attached as Appendix E.

2.4.c. Internal Controls and Tracking

Applicants must be able to demonstrate appropriate internal financial controls to manage the project. Applicants must identify, describe, and provide:

- 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 Awards⁷ 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>.

⁶ For agencies of the State of Alaska without a Chief Financial Officer, the equivalent shall be the Director of Administrative Services for the applying Department.

⁷ 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.

- 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 Framework⁸ and Cybersecurity and Infrastructure Security Agency (CISA) Cybersecurity Performance Goals (CPGs)⁹. In addition to the description, applicants may provide a copy of the organization’s cybersecurity plan or framework.

2.5. Project Results and Evaluation

Applicants must describe their overall strategy for measuring near-term and long-term impacts on digital equity within each identifiable Covered Population. Applicants must identify the baseline data source(s) that will be used for evaluating project success¹⁰. Successful applicants will be required to submit quarterly performance tracking results throughout the Grant Program period of performance. 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 achieved;
- v. Baseline data;
- vi. Projected performance outcomes;
- vii. Actual performance outcomes.

2.5.a. Alaska Digital Equity Plan Component Evaluation

Applicants must 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 ABWDP 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).

2.5.b. Outcomes Alignment Evaluation

Applicants must identify the impact of the proposed project on existing goals in other relevant statewide plans regarding:

- i. economic and workforce development,
- ii. education,
- iii. health,

⁸ NIST Cybersecurity Framework, <https://www.nist.gov/cyberframework/framework>.

⁹ Cybersecurity & Infrastructure Security Agency, Cross-Sector Cybersecurity Performance Goals, <https://www.cisa.gov/cross-sector-cybersecurity-performance-goals>.

¹⁰ 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 Subject Research must be followed, evidence of which must be submitted in advance to the Alaska Broadband Office. 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.

- iv. civic and social engagement,
- v. judicial access, and
- vi. delivery of other essential services.

Applicants must 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).

2.5.c. Outreach & Continuous Improvement Commitment

Applicants must 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. Applicants must also describe the process by which feedback will be used to improve project delivery, increasing the positive impact of the project.

2.5.d. Human Subjects Research (HSR) *Updated February 6, 2025*

All applicants must comply with the US Department of Commerce regulations relating to the protection of human subjects for all research conducted or supported by this Grant Program (per 15 CFR. § 27). HSR is studying people to gather knowledge about a particular topic or condition, including surveys, interviews, focus groups, and listening sessions. Successful grant recipients will need to employ one or more types of HSR to evaluate performance outcomes in conformance with Sections 2.5.a. and 2.5.b. of this NOFO and conduct outreach in conformance with Section 2.5.c. of this NOFO.

For the purposes of the Grant Program, all¹¹ HSR activity must comply with [15 CFR § 27.104\(d\)\(1\)\(2\)\(i,ii\)](#) Exempt Research and must be:

(1) Research, conducted in established or commonly accepted educational settings, that specifically involves normal educational practices that are not likely to adversely impact students' opportunity to learn required educational content or the assessment of educators who provide instruction. This includes most research on regular and special education instructional strategies, and research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research that only includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior (including visual or auditory recording) if at least one of the following criteria is met:

(i) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained, directly or through identifiers linked to the subjects; or

(ii) Any disclosure of the human subjects' response outside the research would not reasonably place the subjects at risk of criminal or civil liability or be

¹¹ HSR activity approved by an Institutional Review Board (IRB), or under IRB review at the time of application and subsequently approved, is not limited to activity covered under 15 CFR Part 27.104(d)(2)(i, ii).

damaging to the subjects' financial standing, employability, educational advancement, or reputation.

Applicants must provide a detailed description of all planned or anticipated HSR activities, including surveys, interviews, focus groups, listening sessions, or similar undertakings. 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.

2.6. Application Attachments Checklist

- a. Alaska Business License (2.1.a.)
- b. Alaska Corporate License (if applicable) (2.1.a.)
- c. SAM.gov Registration/Unique Entity Identification (UEI) (2.1.b.)
- d. Appendix A: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction (2.1.c.)
- e. Appendix B: Civil Rights and Nondiscrimination Law Compliance Certification (2.1.e.)
- f. Appendix C – State Digital Equity Capacity Notice of Funding Opportunity Certification (2.1.f.)
- g. Appendix D: Consolidated Grant Program Budget Form (2.3.e.)
- h. Negotiated Indirect Cost Rate Agreement (NICRA) (if applicable) (2.3.e.i.)
- i. Organizational Chart (2.4.a.)
- j. Position Descriptions (2.4.a.ii.)
- k. Resumes (2.4.a.iv.)
- l. Appendix E: Certification of Financial Capacity (2.4.b.)
- m. Financial Management Policies (2.4.c.i.)
- n. Fraud Prevention Policies (2.4.c.ii.)
- o. Financial System Evidence Tracking (2.4.c.iii.a.)
- p. Financial System Evidence Itemization (2.4.c.iii.b.)
- q. Procurement Policies (2.4.c.iv.)
- r. Cybersecurity Plan or Framework (if applicable) (2.4.c.vi.)

SECTION 3. – PROGRAM DEFINITIONS

3.1. Alaska Broadband Office: The term “Alaska Broadband Office” (ABO) means the State of Alaska Office of Broadband established in House Bill 363 and signed into law by Governor Dunleavy in August 2022 that resides within the Department of Commerce, Community, and Economic Development (DCCED).

3.2. Alaska Digital Equity Plan: The term “Alaska Digital Equity Plan” (ADEP) means the State of Alaska Digital Equity Plan approved by the National Telecommunications & Information Administration (NTIA) on March 14, 2024; and successor versions approved by the NTIA during the period of performance of this program.

3.3. Alaska Native Entity: The term “Alaska Native entity” will refer to a tribally controlled entity in Alaska whose purpose or mission is to represent or advance the interests of one or more Native Alaskan communities. This will include, but will not be limited to, a Tribal Government, a Tribal College or University, a Tribal Organization, or an Alaska Native Corporation, including ANCSA Regional and Village Corporations, subsidiary organizations of an Indian Tribe; entities that receive federal funding due to their status as an Indian or Native organization; and the Alaska Native Regional Nonprofit Organizations created to administer social, educational, and health services for Alaska Native people in their region.

3.4. Aging Individual: The term “Aging Individual” means an individual aged 60 years or older.

3.5. Commission: The term “Commission” refers to the Federal Communications Commission.

3.6. Community: The term “Community” means a city, borough, or unincorporated area with a qualified entity that has received money from the Community Assistance Program at least once within the last five (5) consecutive years.

3.7. Community Anchor Institution: The term “Community Anchor Institution” means a public school, a public or multi-family housing authority, a library, a medical or healthcare provider, a community college or other institution of higher education, a State or Territory library agency, and any other nonprofit or governmental community support organization. Community Anchor Institution also means a non-profit support organization, Remote Job Center, shelter, youth support organization, washateria, and community gathering location.

3.8. Community Gathering Location: The term “Community Gathering Location” means a site of intrinsic value to a community where individuals gather to spend time together. Examples include farmers markets, parks, community halls, and similar venues.

3.9. Covered Household: The term “covered household” means a household, the income of which for the most recently completed year is not more than 150 percent of an amount equal to the poverty level, as determined by using criteria of poverty established by the Bureau of the Census.

3.10. Covered Populations: The term “Covered Populations” means:

1. Individuals with a language barrier, including individuals who—
 - a. Are English learners; and/or
 - b. Have low levels of literacy;
2. Incarcerated individuals (as defined by the State or Territory), other than individuals who are incarcerated in a federal correctional facility;
3. Individuals with disabilities;
4. Individuals who live in covered households;
5. Aging individuals;
6. Veterans;
7. Individuals who are members of a racial or ethnic minority group; and
8. Individuals who primarily reside in a rural area.

3.11. Digital Equity: The term “digital equity” means the condition in which individuals and communities have the information technology capacity that is needed for full participation in the society and economy of the United States.

3.12. Digital Inclusion: The term “digital inclusion” –

1. Means the activities that are necessary to ensure that all individuals in the United States have access to, and the use of, affordable information and communication technologies, such as—
 - a. Reliable fixed and wireless broadband internet service;
 - b. Internet-enabled devices that meet the needs of the user; and
 - c. Applications and online content designed to enable and encourage self-sufficiency, participation, and collaboration; and
2. Includes—
 - a. Obtaining access to digital literacy training;
 - b. The provision of quality technical support; and
 - c. Obtaining basic awareness of measures to ensure online privacy and cybersecurity.

3.13. Digital Literacy: The term “digital literacy” means the skills associated with using technology to enable users to safely find, evaluate, organize, create, communicate, and receive information.

3.14. Disability: The term “disability” means, with respect to an individual—

1. A physical or mental impairment that substantially limits one or more major life activities of such individual;
2. A record of such an impairment; or
3. Being regarded as having such an impairment.

3.15. Incarcerated Individuals: The term “Incarcerated Individuals” means an individual, either juvenile or adult, confined in a facility or environment that is intended to restrain the individual’s movement or freedom, inclusive of prisons, jails, community residential centers,

other secure confinement programs, and use of electronic monitoring devices operated by the Alaska Department of Corrections; or youth facilities and electronic monitoring devices operated by the Alaska Division of Juvenile Justice.

3.16. Indian Tribe: The term “Indian Tribe” means any Indian tribe, band, nation, or other organized group or community individually recognized (including parenthetically), or Alaska Native Tribe or Entities in the list published most recently as of the date of enactment of this Act pursuant to section 104 of the Federally Recognized Indian Tribe List Act of 1994 (25 U.S.C. § 5131). *See Department of the Interior, Bureau of Indian Affairs, Indian Entities Recognized by and Eligible to Receive Services from the United States Bureau of Indian Affairs, 86 Fed. Reg. 7554 (Jan. 29, 2021).*

3.17. National Telecommunications & Information Administration: The term “National Telecommunications & Information Administration” (NTIA) means the federal Executive Branch agency, located within the Department of Commerce, identified within the Infrastructure Investment and Jobs Act of 2021, responsible for administering the programs established in the Digital Equity Act.

3.18. Non-Profit Support Organization: The term “Non-Profit Support Organization” means a location that serves one or more of the covered populations by providing support, access, and assistance to wrap-around services. Examples include Alaska’s remote Veterans of Foreign Wars and American Legion Posts. These locations often provide internet service in communities where it is not widely available or is cost prohibitive. They also help individuals seeking access to electronic services, such as online access to VA benefits for veterans.

3.19. Racial or Ethnic Minority Group: The term “Racial or Ethnic Minority Group” means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics (including individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country) as adopted in 42 U.S.C. § 300u-6(g)(1-2).

3.20. Remote Job Center: The term “Remote Job Center” means any one of the Job Centers of the Alaska Division of Employment and Training within the Alaska Department of Labor & Workforce Development located in a remote community.

3.21. Rural Area: The term “Rural Area” means a community or location with a population of 7,500 or less that is not connected by road or rail to Anchorage or Fairbanks; or a community or location with a population of 1,500 or less that is connected by road or rail to Anchorage or Fairbanks.

3.22. Shelter: The term “Shelter” means as a facility that exists to protect individuals from something harmful. This may include, but may not be limited to, locations serving individuals that are unhoused, escaping abuse, or surviving a natural disaster.

3.23. Tribal Organization: The term “Tribal Organization” means the recognized governing body of any Indian Tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities: provided that in any case where a contract is let or grant made to an organization to perform services benefiting more than one Indian tribe, the approval of each such Indian tribe shall be a prerequisite to the letting or making of such contract or grant.

3.24. Veteran: The term “veteran” means a person who served in the active military, naval, air, or space service, and who was discharged or released therefrom under conditions other than dishonorable.

3.25. Washateria: The term “Washateria” means a location common in remote Alaska communities providing communal laundry and shower facilities when access to city or individual well water is not widely available.

3.26. Youth Support Organization: The term “Youth Support Organization” means an organization providing support to vulnerable youth.

SECTION 4. – GENERAL

4.1. Information Disclosure

Applicants acknowledge that all information submitted to ABO may be subject to public disclosure. ABO will not publicly disclose or post any personally identifiable information (PII) or proprietary information unless required to do so by law or court order. ABO will treat Applicant’s information that is designated as proprietary and confidential consistent with applicable federal and state law. If any Application contains information or data that the Applicant deems to be confidential or proprietary and it requests the information be exempt from disclosure under state open records laws or is protected under applicable state or federal privacy laws, the Applicant shall specifically designate the information as privileged, proprietary, or confidential. Otherwise, the information may be made publicly available. In addition to applicable federal law, ABO will comply with all Alaska laws regarding disclosure, privacy, and confidentiality, including but not limited to relevant provisions in the following: the Alaska Public Records Act, AS 40.25.100 – 40.25.295 and applicable regulations at 2 AAC 96.100 – 2 AAC 96.900; the Alaska Personal Information and Protection Act, AS 45.48.010 – AS 45.48.995; and any other applicable state laws.

SECTION 5. – APPENDICES

5.1. Appendix A: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction

5.2. Appendix B: Civil Rights and Nondiscrimination Law Compliance Certification

- 5.3.** Appendix C: State Digital Equity Capacity Notice of Funding Opportunity Certification
- 5.4.** Appendix D: Consolidated Grant Program Budget Form
- 5.5.** Appendix E: Certification of Financial Capacity
- 5.6.** Appendix F: Risk Assessment Matrix