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	HOW TO ACCESS THE APPLICANT/RECIPIENT PORTAL LANDING PAGE

Intent and Purpose: This document provides guidance regarding the submission process for an organization's application for the Alaska Digital Equity Capacity Grant Program via the DCRAGrants Portal.

1. HOW TO ACCESS THE GRANTS PORTAL LANDING PAGE

Applicants can access the DCRAGrants Grantee Portal Site at the <u>DCRAGrants</u> <u>Management System Login</u> page.

1.1 Login into the DCRAGrants portal by providing your username and password that was set up when registering. (*For guidance on initial portal registration, see the* <u>DCRAGrants Guidance Document – Registration Process</u> available on the <u>Alaska</u> <u>Broadband Office</u> website).

Welcome to DCRAGrants A "dee-stop-shop" for managing your refer grant process. A "dee-stop-shop" for managing your refer grant process. A stop-stop-stop-stop-stop-stop-stop-stop-	uas en cabalemen este salativalem.		La car Carga the	non and "	. Control of
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Select the applicable grant opportunity to begin the grant application process under 'Competitive Opportunities'. To begin the application process for the Alaska Digital Equity Capacity Grant Program, select the down arrow to the left of the Alaska Digital Equity Capacity Grant Program grant option and select "View".

-	Comp	etitive Opportunities	Q Search
5	howing 1	l to 2 of 2 records	
	4	Announcement Name	Organization Name
	\blacksquare	Alaska Broadband Grant Program - 12/06	Alaska Department of Commerce, Community, and Economic Development (
	▼	Alaska Digital Equity Capacity Grant Program	Alaska Department of Commerce, Community, and Economic Development (
			Total Records: 2

Competitive Opportunities	
Showing 1 to 2 of 2 records	
Announcement Name	Organization Name
View aska Broadband Grant Program - 12/06	Alaska Department of Comr
Alaska Digital Equity Capacity Grant Program	Alaska Department of Comr
	Τσ

1.2 The following screen will appear with each category already expanded. Review the program information under the 'Overview' tab ensuring you review each section (Opportunity Information, Opportunity Specific Settings, Ineligible Project Activities, etc.).

Opportunity Alaska Digital Equity Capacity Grant	rogram	
EGMS ID AN-DCCED-003	Status Converted to Application	Application Due Date 4/11/2025
		* Required to Save 🔺 Required to Submit
🛄 Overview 👸 Financials 🖺	Files History 🛱 Messages	
▼ Opportunity Specific Settings		
▼ Ineligible Project Activities		
▼ Federal/NGO Program		=
▼ Eligibility Details		
 Opportunity Details 		
▼ Contacts 🕲		=
▼ Key Dates		
▼ Q&A Informations		
▼ Technical Assistance Information		
 System Information 		

1.3 At the top right corner of the screen there will be a 'Qualify' button. Click to 'Qualify' for this opportunity. Qualified applicants for the 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.

					ŧ	•
		Home	Opportunities	Applications		
✓ Tasks	Copportunity				Qualify	•

1.4 Once it is confirmed that your organization qualifies for the grant, on the next screen, at the top right-hand side of the page, click on 'Create Application':

			A @
Home	Opportunities	Applications	
	Qualified	Converted to Application	Create Application

1.5 A 'Create Application' pop-up appears with the 'Application Title' field, where the applicant can provide a name for this application. The text field is auto-filled with the grant name template. Remove the default name and provide a name for the application following the suggested naming for the application title. The suggested naming convention is: "Organization Name – Project Name".

Once an application name has been provided, select 'Save and Continue.'

	Create Application	×
	* Required to	Save 🗛 Required to Submit
Overview		
Application Information		
* Annication Title		
Organization Name - Project Name		
	Save	and Continue Close

2. OVERVIEW TAB

2.1 The application process has now started, and the Overview tab becomes available for edit. The first section, 'Information', contains the applicant's name, address, Employer Identification Number (EIN) and Unique Entity ID (UEI) numbers along with the SAM.gov expiration date which must be current in order for an award to be issued. This information is pre-populated from the registration process.

Prior to submitting a complete application, applicants are required to a) have obtained an Unique Entity ID (UEI) number from SAM.gov, b) complete registration with SAM.gov, and c) maintain an active SAM.gov registration and UEI during the Grant Program period of performance. This registration with the Federal government is a requirement for receiving Federal funds under the Grant Program. Obtain your UEI number and complete SAM.gov registration at the <u>SAM.gov Home</u> <u>Page</u>. ***Note**: The time between receipt of a UEI and completion of registration with SAM.gov is a minimum of 10-14 business days, or longer. Applicants should begin this process as soon as possible.

ų	Overview 🌒 👸 Budget 📍 🎬 Proposal 🖣	Forms and Files	🖒 History 🙍 Messages	
	▲ Information			
	Applicant Organization Example Organization Name	Address 123 Main St Anchorage AK 99504 USA	EIN 9 20044137	
	uei 🕲	SAM Expiration Date 🚷		

2.2 The next information section in the Overview tab is the 'Primary Place of Performance'. This information will be auto populated from the Organization registration information. Applicant can update this address where the majority of the project work will take place if different from the registration information.

Primary Place of Performan	ce O	
Address line 1 123 Main St	Address line 2	A City Anchorage
County	A State	Congressional district
A Zip Code 99504	Country USA	4-Digit Zip Code Extension

- *Note: Click 'Save' often. After saving the application, click 'Edit' in the top right corner to continue editing the application. Applicants can save the application if leaving the portal and return to continue editing as needed.
- 2.3 The 'Project Information' section requires a text narrative be provided to move the application process forward, however, the Alaska Broadband Office has provided a custom application form for the Digital Equity Capacity Grant so no detailed information is required in this section. To satisfy the system requirement for text narrative, please type "See Alaska Digital Equity Capacity Grant Program Application form" to move the application to the next steps.



2.4 Under 'Contacts', a key contact for the organization is required. To select the key contact, click the down arrow next to the contact's name, and select 'Edit'. Check the 'Is Key Contact' checkbox, and then click on 'Save'.

			Contacts View of Leconts Ess Set Tole Renove X sci Directo	Manager		
+ Con	tacts					Save Associate
Storing	110 1 0f 1 records					
+	Project Role		Name †	Email	Is Key Contact	ls User
	Project Director/Manager	•	Who Tarufa	algraniae 2gyopeal.com		~

2.5 Under the 'Acknowledgement' section, read the Acknowledgment certifying information provided in the application is accurate and complete. If agreed, click the 'I Agree' box.

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ommy Tel 12/9/	/2024, 2:14 AM

At the top right of the page, click the 'Save' button. This concludes the inputs required for the 'Overview' tab.

Application Organization Name - PDPA 12-04	Created	Submitted	Converted to Award		Save Jancel
EGNS ID AP-DOCED-054	Status Created		Appice 2/18/25	ios Due Data 125	
🕯 Overview 🧴 Budget 🏦 Proposal	Forms and Files 👌 History	*Required to Messages	Seve) & Required to Submit	Chatter Forms Quick	
. Information				Post Question Poll	
Applicant Organization Example Organization Name	Address 123 Main St	EN 0 92044137		Share an update	Share

3. BUDGET TAB

3.1 Once the application has been saved, it is necessary to select the 'Edit' button at the top right-hand side of the screen to resume editing.

Application Example Grant Program	Created	Submitted	Converted to	Edit Submit Application
EGMS ID	Status		Applic	ation Due Date
AP-DCCED-057	Created		4/18/	2025

3.2 Select the 'Budget' tab:



- 3.3 The Budget tab has 3 sections. 'Budget Summary', 'Budget Period' and 'Budget Narrative'.
 - 3.3.1 'Budget Summary' The subaward floor and subaward ceiling information is pre-populated from the grant announcement. The 'Budgeted Amount' will update upon completion of the next section, 'Budget Period'.
 - 3.3.2 'Budget Period' This section requires input from 'Appendix D Consolidated Grant Program Budget Form' covered later in this Guidance document. No inputs are required at this point. Inputs and guidance will be provided in subsequent steps.
 - 3.3.3 'Budget Narrative' This section requires a text narrative be provided to move the application process forward, however, the Alaska Broadband Office has provided a custom application form for the Digital Equity Capacity Grant so no detailed information is required in this section. To satisfy the system requirement for a text narrative, please type "See Alaska Digital Equity Capacity Grant Program Application form and Appendix D - Consolidated Grant Program Budget Form" to move the application to the next steps.

Justification for Project Cost Provide justification for project budget cost.	
Salesforce Sans ▼ 12 ▼ B I U C	$\frac{1}{2} \cdot \cdot = = = \overline{\mathcal{O}} \square I_x$
See Alaska Digital Equity Capacity Grant Program Appl	ication form and Appendix D - Consolidated Grant Program Budget Form

3.4 At the top right, select the 'Save' button. ***Note**: the 'orange' circles next to each tab will be removed as each tab has been completed with the required information.

Application Organization Name - Project Name 3	Created	Submitted Converted to Award	Save Cancel
EGMSID AP-DCCED-018	Status Created		Application Due Date 4/11/2025
u Overview 🍐 Budget 👙 Proposal ● 🕒 Forms and	Files 👌 History 😰 Messages	* Required to Save 📥 Required to Submit	Chatter Forms Quick VI Post Question Poll

3.5 This concludes the inputs required for the 'Budget' tab at this stage of the process. Additional steps be required following the completion of 'Appendix D - Consolidated Grant Program Budget Form' later in the application.

4. PROPOSAL TAB

- 4.1 Proposal tab has three sections. However, because the Alaska Broadband Grant Program provides a customized application form (reviewed later in this Guidance), the only information required in this tab is for text to be provided in the 'Approach/Methodology', 'Capacity' and 'Qualifications' section narrative boxes to move the application forward. Detailed information will be provided by the applicant in the custom application form.
 - 4.1.1 For the 'Approach/Methodology' text box, please enter "See Alaska Digital Equity Capacity Grant Program Application form" as the text narrative required to move the application to the next steps.
 - 4.1.2 For the 'Capacity' text box, please enter "See Alaska Digital Equity Capacity Grant Program Application form" as the text narrative required to move the application to the next steps.
 - 4.1.3 For the 'Qualifications' text box, please enter "See Alaska Digital Equity Capacity Grant Program Application form" as the text narrative required to move the application to the next steps.

Approach/Methodolog Provide an explanation	N in of the approach and methodology that will be used to meet the project objectives.
Salesforce Sans 💌	12 \checkmark B I $\underline{\vee}$ C \exists \exists \exists \forall \exists
See Alaska Digita	Equity Capacity Grant Program Application form"
aracters: 66, Characte	s Left: 9934
Capacity Provide an explanation	in of the capacity of the organization to meet the project objectives.
	······································
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aracters: 66, Character Qualifications Provide an explanatio Salesforce Sans See Alacka Dinita	The set of the personnel as they relate to project objectives.

4.2 At the top right, select the 'Save' button. This concludes the inputs required for the 'Proposal' tab.

Application Organization Name - Project Name 3	Created	Submitted	Converted to Award	Save Cancel
💷 Overview 🎄 Budget 🌾 Proposal 📲 Forms and Files	👌 History 🙍 Messages	* Required to	o Save 📥 Required to Submit	Chatter Forms Quick Vi
			100	Post Question Poll

5. FORMS AND FILES TAB

5.1 There is one key section for this grant application under the 'Forms and Files' tab. The 'Supporting Documents Checklist' section is where the Alaska Digital Equity Capacity Grant Program custom application form and mandatory appendices are found. The subsequent sections do not apply to the Alaska Digital Equity Capacity Grant Program.

Supporting Documents Checklist ()

Showing 1	to 7 of 7 records			
4	Description 1	Required	Status	Template Link
$\overline{\mathbf{v}}$	Alaska Digital Equity Capacity Grant Program Application	Mandatory	Active	View
$\overline{\mathbf{v}}$	Appendix A - Debarment Certification	Mandatory	Active	View
\mathbf{w}	Appendix B - Civil Rights and Nondiscrimination Law Compliance Certification Form	Mandatory	Active	View
\mathbf{w}	Appendix C - State Digital Equity Capacity Notice of Funding Opportunity Certification	Mandatory	Active	View
\mathbf{w}	Appendix D - Consolidated Grant Program Budget Form	Mandatory	Active	View
\mathbf{w}	Appendix E - Financial Capacity Certification Form	Mandatory	Active	View
\mathbf{w}	Appendix F - Risk Assessment Matrix	Optional	Active	View

The 'Alaska Digital Equity Capacity Grant Program Application' form is a customized fillable PDF file created specifically for the Alaska Digital Equity Capacity Grant Program and will not apply to any other type of grant application. It will need to be downloaded, filled out, and re-uploaded to the grant portal.

To download the file, click the 'View' link in the 'Template Link' column. The file will download to the applicant's local computer. Carefully review the form and provide required responses.

orting Documents Checklist 🕚			
1 to 7 of 7 records			
Description 1	Required	Status	Template Link
Alaska Digital Equity Capacity Grant Program Application	Mandatory	Active	View
Appendix A - Debarment Certification	Mandatory	Active	View
Appendix B - Civil Rights and Nondiscrimination Law Compliance Certification Form	Mandatory	Active	View
Appendix C - State Digital Equity Capacity Notice of Funding Opportunity Certification	Mandatory	Active	View
Appendix D - Consolidated Grant Program Budget Form	Mandatory	Active	View
Appendix E - Financial Capacity Certification Form	Mandatory	Active	View
Appendix F - Risk Assessment Matrix	Optional	Active	View
	Description ↑ Alaska Digital Equity Capacity Grant Program Application Appendix A - Debarment Certification Appendix B - Civil Rights and Nondiscrimination Law Compliance Certification Form Appendix C - State Digital Equity Capacity Notice of Funding Opportunity Certification Appendix D - Consolidated Grant Program Budget Form Appendix E - Financial Capacity Certification Form Appendix F - Risk Assessment Matrix	Description A Required Alaska Digital Equity Capacity Grant Program Application Mandatory Appendix A - Debarment Certification Mandatory Appendix B - Civil Rights and Nondiscrimination Law Compliance Certification Form Mandatory Appendix C - State Digital Equity Capacity Notice of Funding Opportunity Certification Mandatory Appendix D - Consolidated Grant Program Budget Form Mandatory Appendix E - Financial Capacity Certification Form Mandatory Appendix F - Risk Assessment Matrix Optional	Percenting Documents Checklist Into 7 of 7 records Description Into 7 of 7 records Required Status Alaska Digital Equity Capacity Grant Program Application Mandatory Active Appendix A - Debarment Certification Mandatory Active Appendix B - Civil Rights and Nondiscrimination Law Compliance Certification Form Mandatory Active Appendix C - State Digital Equity Capacity Notice of Funding Opportunity Certification Mandatory Active Appendix D - Consolidated Grant Program Budget Form Mandatory Active Appendix E - Financial Capacity Certification Form Mandatory Active Appendix F - Risk Assessment Matrix Optional Active

Also listed in the Supporting Documents Checklist are Appendices A - F. Appendices A-E are mandatory, while Appendix F is optional and informational only. Please download each of these files by clicking the 'View' link. Carefully review each appendix and provide appropriate responses.

Once completed, each file can be uploaded and attached to the grant application by selecting the corresponding file name, clicking the down arrow, and selecting 'Attach'.

▲ Supp	orting Documents Checklist 🕚
Showing	1 to 7 of 7 records
Attac	Description 🕆 Alaska Digital Equity Capacity Grant Program Application
	Appendix A - Debarment Certification
-	Appendix B - Civil Rights and Nondiscrimination Law Compl
	Appendix C - State Digital Equity Capacity Notice of Funding
T	Appendix D - Consolidated Grant Program Budget Form
	Appendix E - Financial Capacity Certification Form
	Appendix F - Risk Assessment Matrix

A file upload pop-up window will open. Select the 'Other' file classification, drag/drop the appropriate file, and provide a file description in the 'Description' text box. Click 'Upload'.

Upload File from Computer	Upload File from Library		
Classification			•
* Upload File			•
		Choose a File OR Drag it here Alaska Digital Equity Capacity Grant Program Application.pdf	
Upload single file up to 2 GB Description			
Alaska Digital Equity Capa	city Grant Program Application		
		Upload	:el

The file has been uploaded successfully when the dialog box shows 'Uploaded Successfully'. Click 'Close' to return to the 'Files and Forms' screen.

U	pload File from Computer	Upload File from Library	
	File Alaska Digital Equit	y Capacity Grant Program Application.pd [*] Uploaded successfully.	×

Upload File from Computer	Upload File from Library	
Classification		
Template for Application		:
Upload File		
	Alaska Digital Equity Capacity Grant Program Application.pdf	
Upload single file up to 2 GB		
Description		
Alaska Digital Equity Capa	ity Grant Program Application	
		1
	Upload	Cancel
		Close

The 'Supporting Documents Checklist' will show a new 'View' link to the uploaded file in the 'Subrecipient Document Link' column.

4	Description 1	Required //	Status	Template Link	Subrecipient Document Link
$\overline{\mathbf{v}}$	Alaska Digital Equity Capacity Grant Program Application	Mandatory	Active	View	View
$\overline{\mathbf{v}}$	Appendix A - Debarment Certification	Mandatory	Active	View	Not Applicable
$\overline{\mathbf{v}}$	Appendix B - Civil Rights and Nondiscrimination Law Compliance Cer	Mandatory	Active	View	Not Applicable
\mathbf{w}	Appendix C - State Digital Equity Capacity Notice of Funding Opport	Mandatory	Active	View	Not Applicable

Repeat this process for all mandatory Application and Appendix files.

5.2 At the top right, select the 'Save' button. This concludes the inputs required for the 'Forms and Files' tab.

Application Organization N	lame - Project	Name 3		Created		Submitted	Converted to Award				Save	Cancel
. Overview	A. Rudaat	V= Dranasal	Earms and Elles	. History		* Required to Sa	ve 🗛 Required to Submit	Chatte	r Forr	ns Quick		
Overview	B buuger	:= Proposal	Forms and Files	O HIStory	wiessage:	\$ 		Post	Question	Poll		

6. BUDGET CATEGORIES INPUT

6.1. Next, return to the 'Budget' tab to input Budget Category summary budget data.

🛄 Overview	👸 Budget	Y≣ Proposal	Forms and Files	O History	Messages	
Budget Su	mmary					

6.2. Go to the 'Budget Periods' tab and select the dropdown arrow at 'BP01'. This will open the required budget categories for the Digital Equity Capacity Grant Program.

Budget P	Periods			2			1
howing 1 to	1 of 1 records						
Bu	dget Period #	1	Start Date 1		, En	d Date	
> BP	01		07/14/2025		08	/31/2029	
			Total Re	cords: 1			
🔺 Budg	get Categories						=
Showing 1	to 9 of 9 records	* Records are	sorted by Focus	Area ascending order, I	Focus Area ascer	nding order, Category	Name ascending orde
4	Category Name 1	Budget	Cash Match	Non-Cash Match	Total Match	Other Leverage	Total Project Cost
Focus A	rea : Standard Focus Area						
\mathbf{v}	Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
•	Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
•	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\mathbf{v}	Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
•	Indirect costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T	Materials and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T	Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\mathbf{v}	Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
•	Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Focus Area : Standard Focus Area	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		¢0.00	60.00	£0.00	£0.00	£0.00	£0.00

6.3. To provide summary budget information, select the down arrow next to each budget category and select 'Edit'. Provide the appropriate summary budgeted amount for that category. Cash Match (same as In-Kind contributions) can also be input if applicable. There are nine budget categories (see 'Page 2' if all categories are not displayed on the screen).

Bud	l get Categories
4	Category Name 个
Focus	Area : Standard Focus Area
▼ Add	Construction
▼	Equipment
T	Fringe Benefits
Ŧ	Indirect costs
Ŧ	Materials and Supplies
T	Other
Ŧ	Personnel
Ŧ	Travel
	Focus Area : Standard Focus Area
	Grand Total
Show 4	All - Entring

A pop-up screen will appear for that budget category. Click on the down arrow and select 'Edit' to enter summary budget information in the 'Award Budget' column from your summary budget data provided in 'Appendix D - Consolidated Grant Program Budget Form'. Add 'Cash Match', 'Non-Cash Match' (i.e. In-Kind Services) or 'Other Leverage' if applicable.

Application Budget Categories x								
Detailed Line Items						New		
Showing 1 to 1 of 1 records					* Records are sorted b	/ Last Modified Date ascending order		
4 Title	Narrative	Award Budget	Cash Match	Non-Cash Match	Other Leverage	Total Project Cost		
Edit 💉 struction	Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Delete 💼 al		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
						Close		

Click 'Save' and 'Close'.

			Application	Budget Categories			×
🔺 Det	ailed Line Items						Save New 😑
Showing :	L to 1 of 1 records				*Re	cords are sorted by Last Mo	Determinending order
4	*Title	Narrative	Award Budget	Cash Match	Non-Cash Match	Other Leverage	Total Project Cost
•	Construction	Construction	0.00	0.00	0.00	0.00	\$0.00
	Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
							Class
							Close

- 6.4. Repeat this process for each budget category that applies. A summary total will be calculated. Confirm that this summary total matches the total in Appendix D Consolidated Grant Program Budget Form.
- 6.5. At the top right, select the 'Save' button. This concludes the inputs required for the 'Budget' tab.

Application Organization Name - Project Name 3		Created		Submitted	Converted to Award	i		Save Cancel
🗈 Overview 🍝 Rudget 🌾 Bronocol	Eorms and Eiles	History	Massagas	* Required to Sa	we 🕰 Required to Submit	• Chatter	Forms Quick	
Budget := Proposar	Forms and Files	O History	Messages			Doct	Ouestion Doll	

7. SUBMIT APPLICATION

Before submitting the completed application, review all data inputs and information provided. Once an application is submitted it cannot be revised. If errors are identified by the system, it will prevent application submittal and error messages will report the missing information.

Confirm
This action will submit the application to grantor and you will not be able to edit it. Are you sure you want to proceed ?
Cancel OK

Upon a successful submission, the 'Created' application status will turn 'green' to indicate the application has been sent to the Alaska Broadband Office for review and scoring.

Application Organization Name - Project Name 3		Submitted Converted to Award
EGMSID	Status	Application Due Date
AP-DCCED-018	Submitted to Grantor	4/11/2025

This concludes the Alaska Digital Equity Capacity Grant Program application process.