

DCRAGRANTS MANAGEMENT SYSTEM GUIDANCE DOCUMENT
DIGITAL EQUITY CAPACITY GRANT PROGRAM
APPLICATION PROCESS

Table of Contents

1. HOW TO ACCESS THE APPLICANT/RECIPIENT PORTAL LANDING PAGE	2
2. OVERVIEW TAB.....	4
3. BUDGET TAB	7
4. PROPOSAL TAB	8
5. FORMS AND FILES TAB.....	9
6. BUDGET CATEGORIES INPUT	12
7. SUBMIT APPLICATION	14

DCRAGRANTS MANAGEMENT SYSTEM GUIDANCE DOCUMENT

DIGITAL EQUITY CAPACITY GRANT PROGRAM

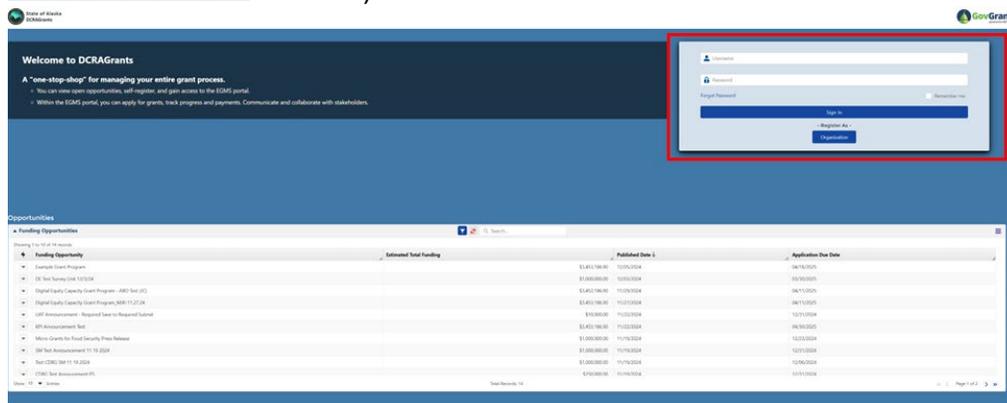
APPLICATION PROCESS

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.

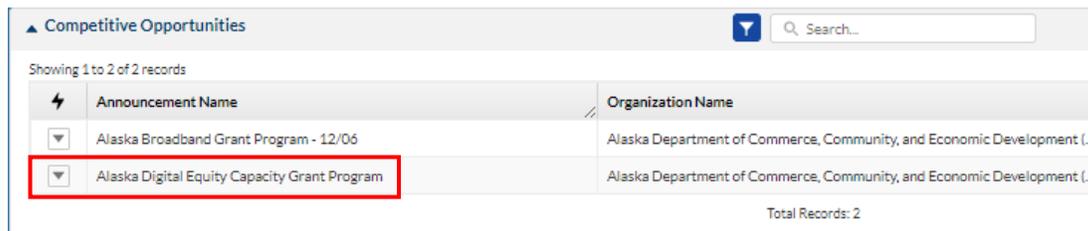
1. HOW TO ACCESS THE GRANTS PORTAL LANDING PAGE

Applicants can access the DCRAGrants Grantee Portal Site at the [DCRAGrants Management System Login](#) 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 [DCRAGrants Guidance Document – Registration Process](#) available on the [Alaska Broadband Office](#) website).



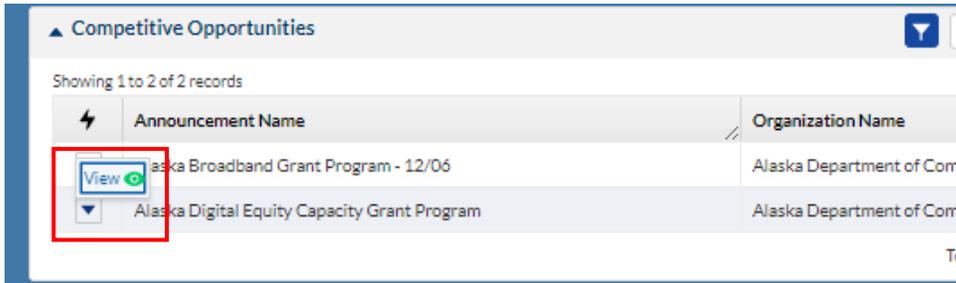
Select the applicable grant opportunity to begin the grant application process under 'Competitive Opportunities'. To begin the application process for the Alaska Digital Equity Capacity Grant Program, select the down arrow to the left of the Alaska Digital Equity Capacity Grant Program grant option and select "View".



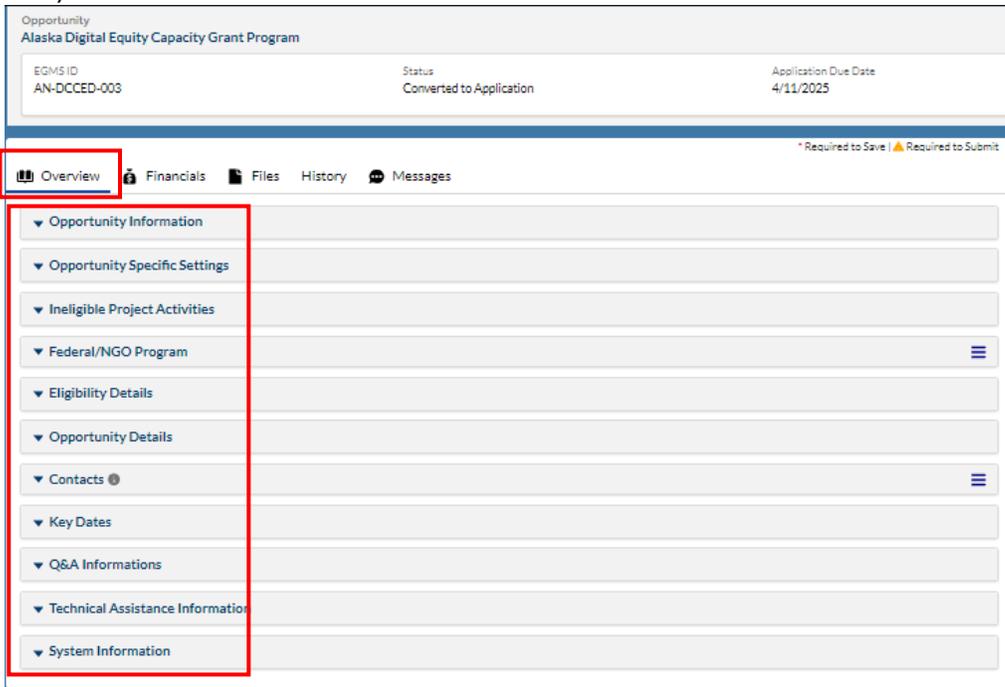
DCRAGRANTS MANAGEMENT SYSTEM GUIDANCE DOCUMENT

DIGITAL EQUITY CAPACITY GRANT PROGRAM

APPLICATION PROCESS



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.).



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.



DCRAGRANTS MANAGEMENT SYSTEM GUIDANCE DOCUMENT

DIGITAL EQUITY CAPACITY GRANT PROGRAM

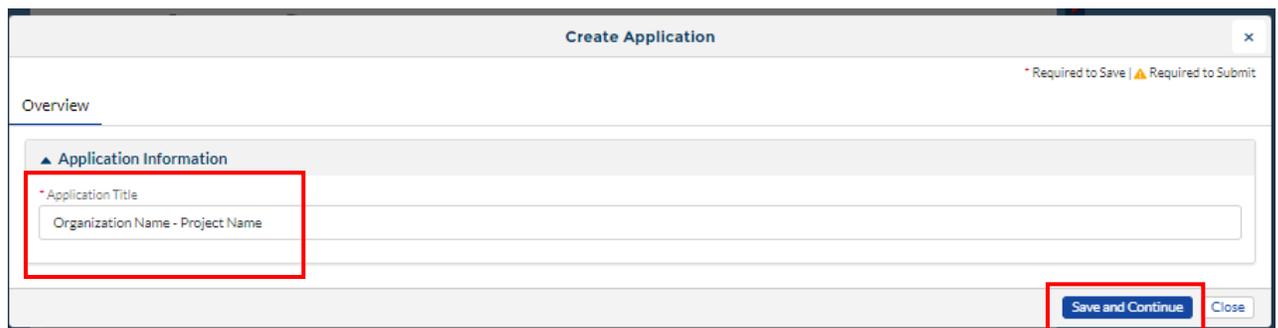
APPLICATION PROCESS

- 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’:



- 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.’



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 [SAM.gov Home Page](#). ***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.*

DCRAGRANTS MANAGEMENT SYSTEM GUIDANCE DOCUMENT

DIGITAL EQUITY CAPACITY GRANT PROGRAM

APPLICATION PROCESS

Overview Budget Proposal Forms and Files History Messages

Information

Applicant Organization: Example Organization Name

Address: 123 Main St, Anchorage, AK 99504, USA

EIN: 920044137

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 Performance

Address line 1: 123 Main St

Address line 2

City: Anchorage

Country

State: AK

Congressional district

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.

Project Information

Project Abstract

- Provide a description of the proposed project.

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See Alaska Digital Equity Capacity Grant Program Application form

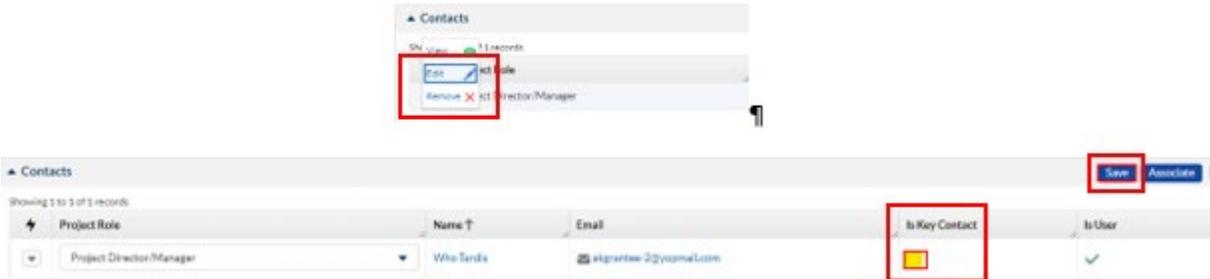
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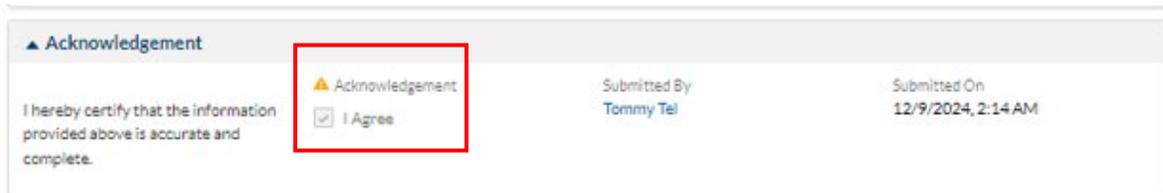
DIGITAL EQUITY CAPACITY GRANT PROGRAM

APPLICATION PROCESS

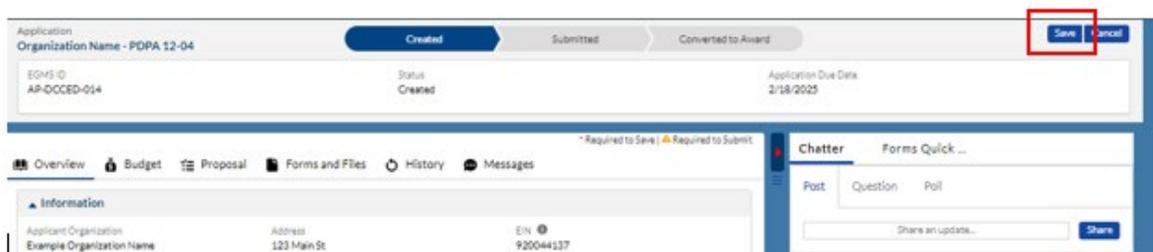
2.4 Under 'Contacts', a key contact for the organization is required. To select the key contact, click the down arrow next to the contact's name, and select 'Edit'. Check the 'Is Key Contact' checkbox, and then click on 'Save'.



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.



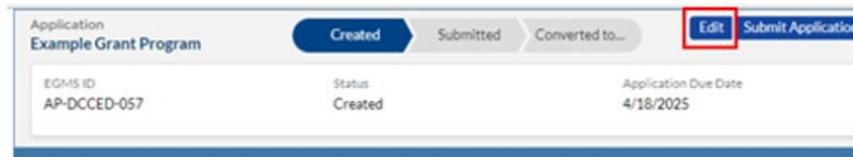
At the top right of the page, click the 'Save' button. This concludes the inputs required for the 'Overview' tab.



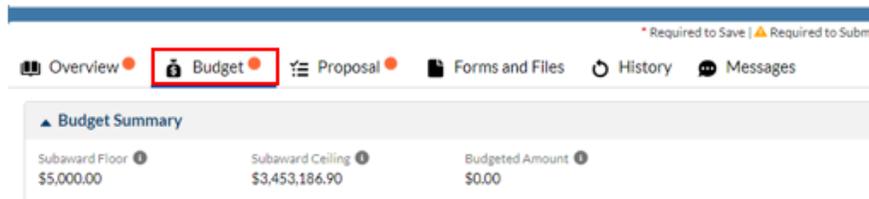
DCRAGRANTS MANAGEMENT SYSTEM GUIDANCE DOCUMENT
DIGITAL EQUITY CAPACITY GRANT PROGRAM
APPLICATION PROCESS

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.



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.

DCRAGRANTS MANAGEMENT SYSTEM GUIDANCE DOCUMENT

DIGITAL EQUITY CAPACITY GRANT PROGRAM

APPLICATION PROCESS

Technical Proposal

Approach/Methodology

- Provide an explanation of the approach and methodology that will be used to meet the project objectives.

See Alaska Digital Equity Capacity Grant Program Application form"

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Capacity

- Provide an explanation of the capacity of the organization to meet the project objectives.

See Alaska Digital Equity Capacity Grant Program Application form"

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Qualifications

- Provide an explanation of the qualifications of the personnel as they relate to project objectives.

See Alaska Digital Equity Capacity Grant Program Application form"

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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

Chatter Forms Quick Vi...

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.

DCRAGRANTS MANAGEMENT SYSTEM GUIDANCE DOCUMENT

DIGITAL EQUITY CAPACITY GRANT PROGRAM

APPLICATION PROCESS

▲ Supporting Documents Checklist ⓘ

Showing 1 to 7 of 7 records

⚡	Description ↑	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

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.

▲ Supporting Documents Checklist ⓘ

Showing 1 to 7 of 7 records

⚡	Description ↑	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

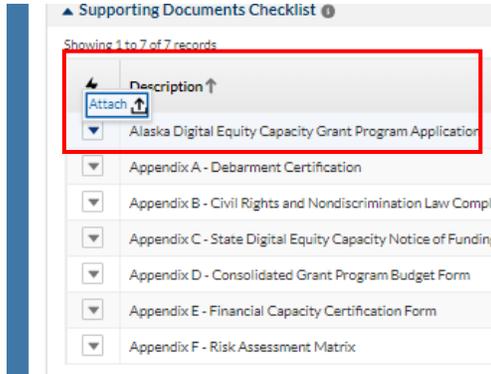
Also listed in the Supporting Documents Checklist are Appendices A - F. Appendices A-E are mandatory, while Appendix F is optional and informational only. Please download each of these files by clicking the 'View' link. Carefully review each appendix and provide appropriate responses.

DCRAGRANTS MANAGEMENT SYSTEM GUIDANCE DOCUMENT

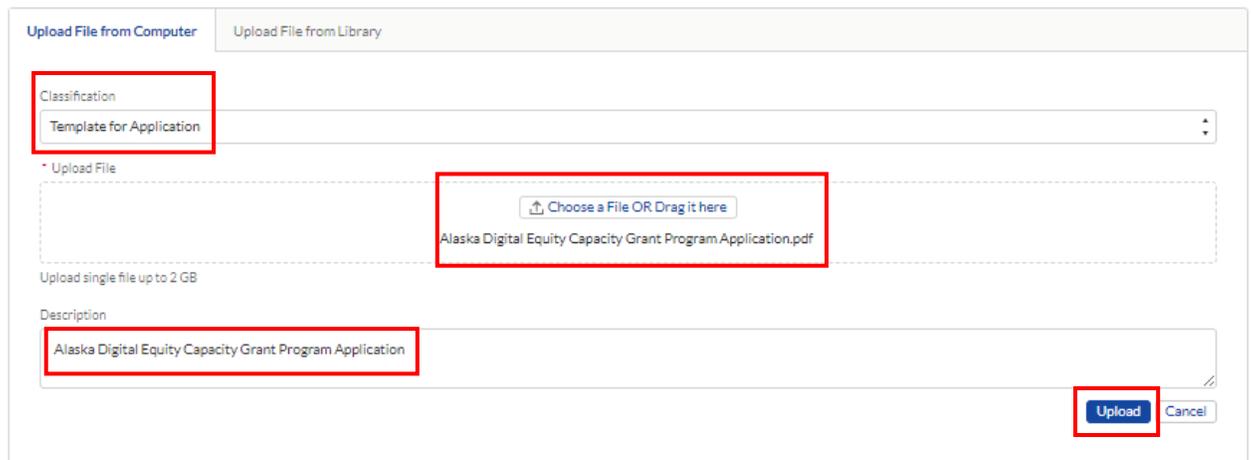
DIGITAL EQUITY CAPACITY GRANT PROGRAM

APPLICATION PROCESS

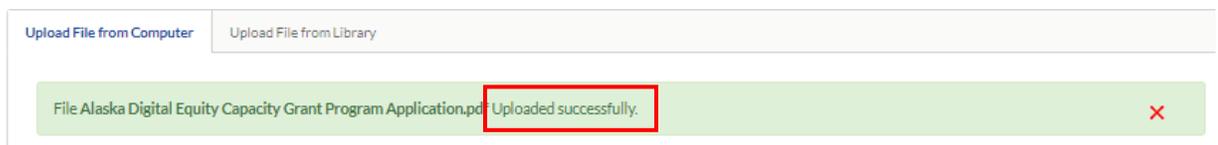
Once completed, each file can be uploaded and attached to the grant application by selecting the corresponding file name, clicking the down arrow, and selecting 'Attach'.



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'.



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



DCRAGRANTS MANAGEMENT SYSTEM GUIDANCE DOCUMENT

DIGITAL EQUITY CAPACITY GRANT PROGRAM

APPLICATION PROCESS

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

⚡	Description ↑	Required	Status	Template Link	Subrecipient Document Link
▼	Alaska Digital Equity Capacity Grant Program Application	Mandatory	Active	View	View
▼	Appendix A - Debarment Certification	Mandatory	Active	View	Not Applicable
▼	Appendix B - Civil Rights and Nondiscrimination Law Compliance Cer...	Mandatory	Active	View	Not Applicable
▼	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.

6. BUDGET CATEGORIES INPUT

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

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.

DCRAGRANTS MANAGEMENT SYSTEM GUIDANCE DOCUMENT

DIGITAL EQUITY CAPACITY GRANT PROGRAM

APPLICATION PROCESS

Budget Periods

Showing 1 to 1 of 1 records

Budget Period #	Start Date ↑	End Date
BP01	07/14/2025	08/31/2029

Total Records: 1

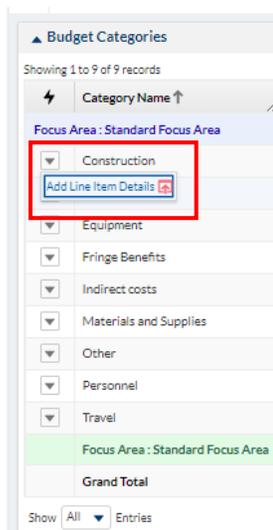
Budget Categories

Showing 1 to 9 of 9 records * Records are sorted by Focus Area ascending order, Focus Area ascending order, Category Name ascending order

Category Name ↑	Budget	Cash Match	Non-Cash Match	Total Match	Other Leverage	Total Project Cost
Focus Area : Standard Focus Area						
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
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
Materials and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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
Grand Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Show All Entries Total Records: 9

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).



DCRAGRANTS MANAGEMENT SYSTEM GUIDANCE DOCUMENT

DIGITAL EQUITY CAPACITY GRANT PROGRAM

APPLICATION PROCESS

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.

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
Construction	Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Click 'Save' and 'Close'.

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

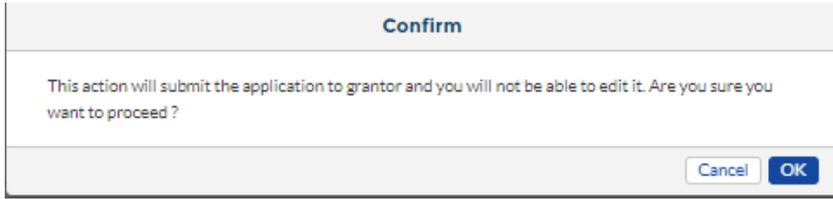
6.4. Repeat this process for each budget category that applies. A summary total will be calculated. **Confirm that this summary total matches the total in Appendix D - Consolidated Grant Program Budget Form.**

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

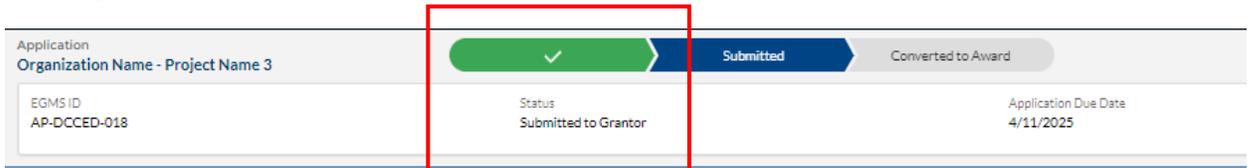
7. SUBMIT APPLICATION

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.

DCRAGRANTS MANAGEMENT SYSTEM GUIDANCE DOCUMENT
DIGITAL EQUITY CAPACITY GRANT PROGRAM
APPLICATION PROCESS



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.



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