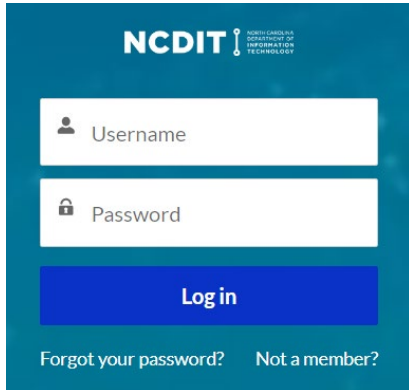


Digital Equity Grant Portal Registration and Application Creation

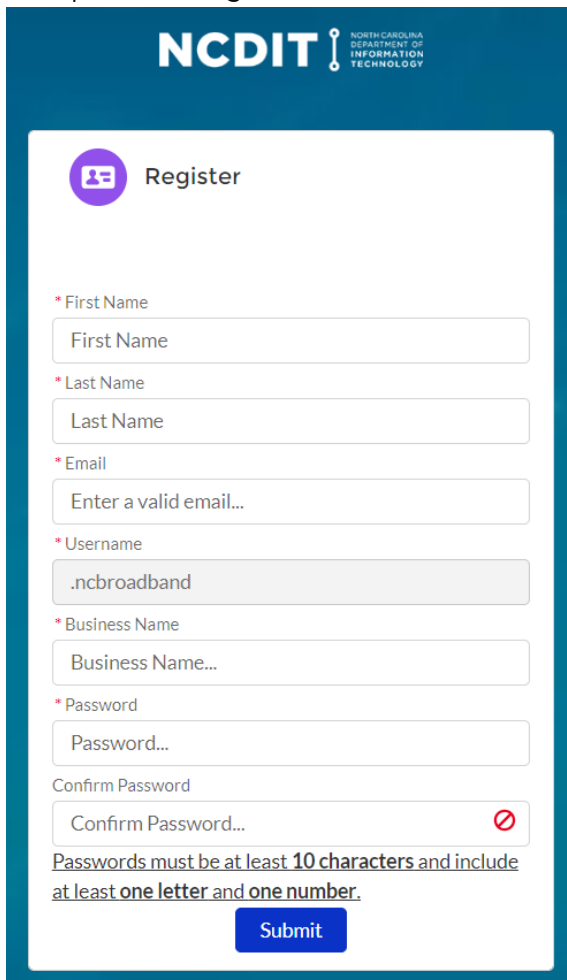
Registration

1. Go to the Digital Equity Grant Portal at <https://ncbroadband.my.site.com/digitalequity>.
2. Click **"Not a member?"** to start your registration.



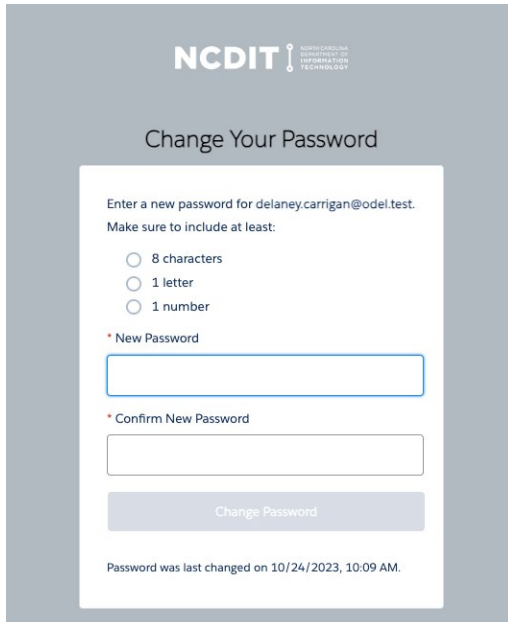
A screenshot of the login page. At the top left is the NCDIT logo. Below it are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A blue 'Log in' button is centered below the fields. At the bottom, there are two links: 'Forgot your password?' and 'Not a member?'.

3. Complete the registration fields shown and click the **"Submit"** button.



A screenshot of the registration page. At the top left is the NCDIT logo. Below it is a purple circle with a person icon and the word 'Register'. The page contains several required fields marked with an asterisk: 'First Name', 'Last Name', 'Email' (with placeholder 'Enter a valid email...'), 'Username' (with placeholder '.ncbroadband'), 'Business Name' (with placeholder 'Business Name...'), 'Password', and 'Confirm Password' (with a red 'X' icon). Below the fields is a note: 'Passwords must be at least 10 characters and include at least one letter and one number.' At the bottom is a blue 'Submit' button.

- Following your submission, you will see instructions directing you to check your email for a "Welcome to NCDIT Digital Equity Grants" email from digitalequity@nc.gov to finish registering.
- Open the email from digitalequity@nc.gov and click the link and follow the steps to change your password.



NCDIT NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

Change Your Password

Enter a new password for delaney.carrigan@odel.test.
Make sure to include at least:

- 8 characters
- 1 letter
- 1 number

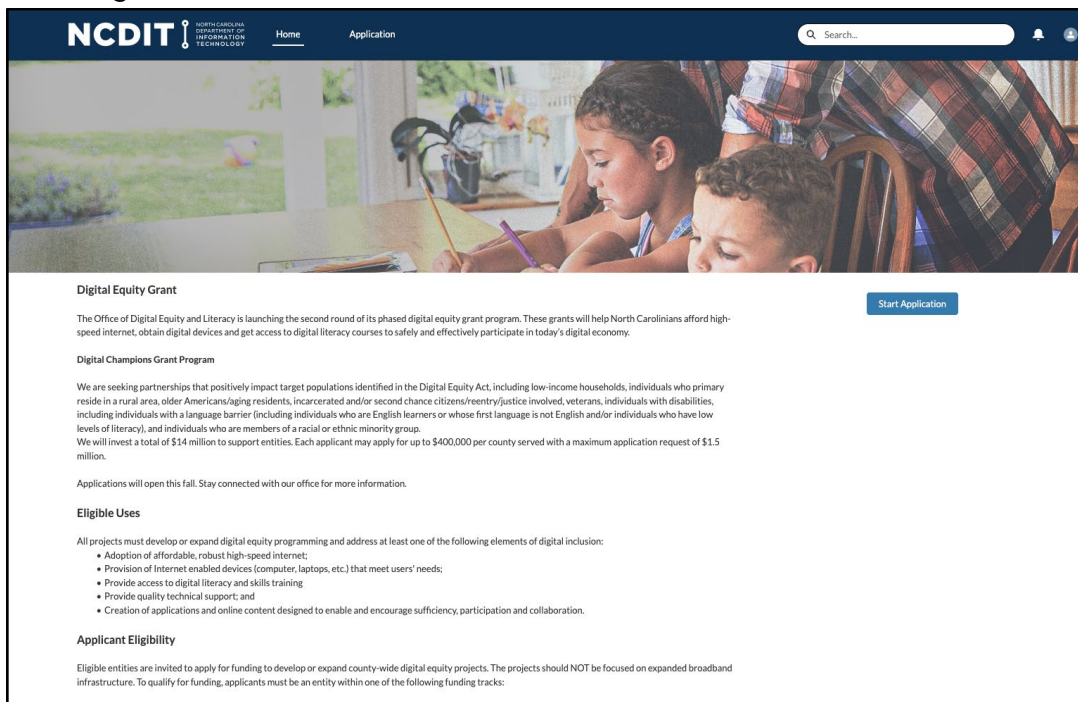
* New Password

* Confirm New Password

Change Password

Password was last changed on 10/24/2023, 10:09 AM.

- When you have logged into the NCDIT Digital Equity Grant Portal, you will see the following home screen.



NCDIT NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

Home Application

Search...

Digital Equity Grant [Start Application](#)

The Office of Digital Equity and Literacy is launching the second round of its phased digital equity grant program. These grants will help North Carolinians afford high-speed internet, obtain digital devices and get access to digital literacy courses to safely and effectively participate in today's digital economy.

Digital Champions Grant Program

We are seeking partnerships that positively impact target populations identified in the Digital Equity Act, including low-income households, individuals who primarily reside in a rural area, older Americans/aging residents, incarcerated and/or second chance citizens/reentry/justice involved, veterans, individuals with disabilities, including individuals with a language barrier (including individuals who are English learners or whose first language is not English and/or individuals who have low levels of literacy), and individuals who are members of a racial or ethnic minority group.

We will invest a total of \$14 million to support entities. Each applicant may apply for up to \$400,000 per county served with a maximum application request of \$1.5 million.

Applications will open this fall. Stay connected with our office for more information.

Eligible Uses

All projects must develop or expand digital equity programming and address at least one of the following elements of digital inclusion:

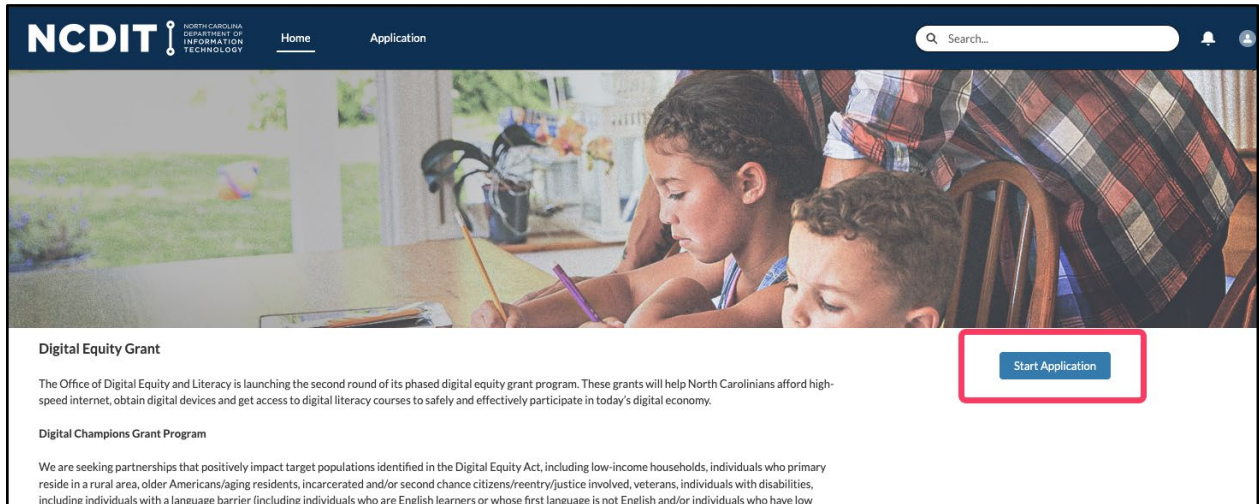
- Adoption of affordable, robust high-speed internet;
- Provision of Internet enabled devices (computer, laptops, etc.) that meet users' needs;
- Provide access to digital literacy and skills training
- Provide quality technical support; and
- Creation of applications and online content designed to enable and encourage sufficiency, participation and collaboration.

Applicant Eligibility

Eligible entities are invited to apply for funding to develop or expand county-wide digital equity projects. The projects should NOT be focused on expanded broadband infrastructure. To qualify for funding, applicants must be an entity within one of the following funding tracks:

Start an Application

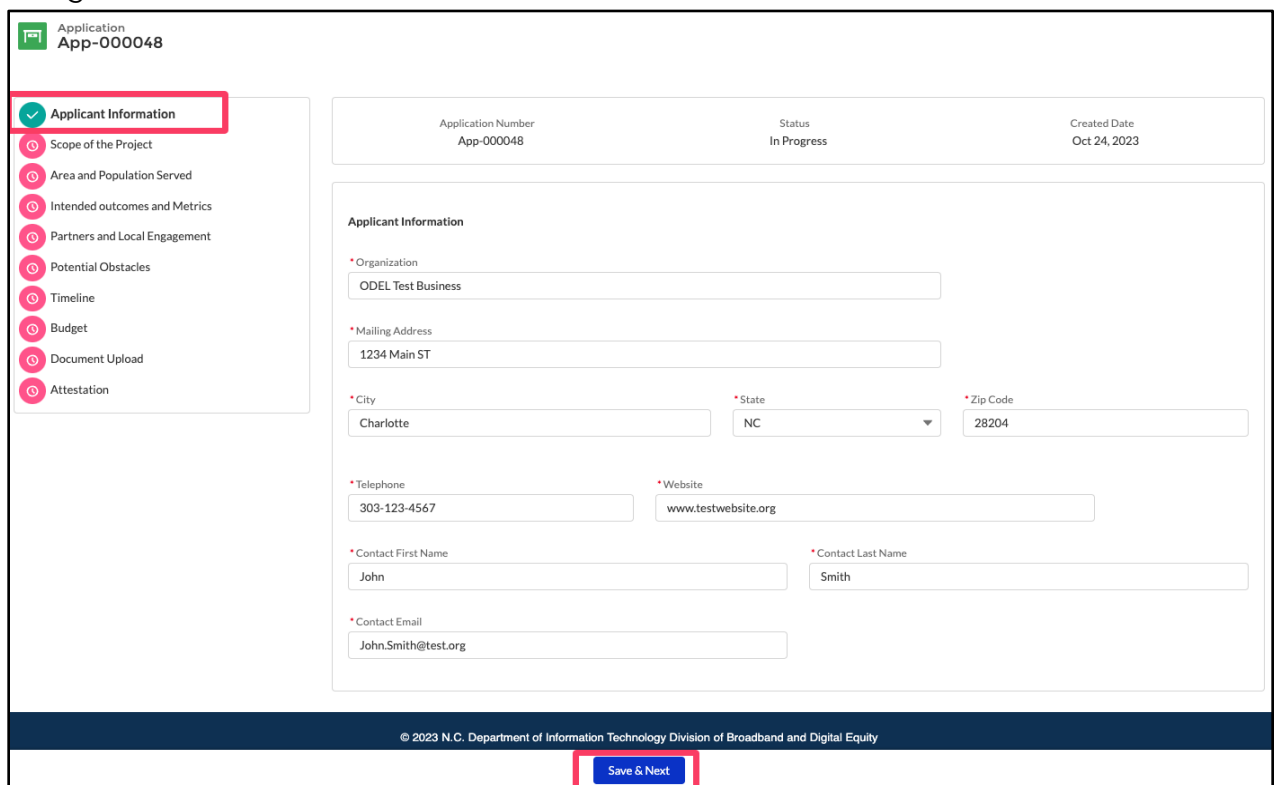
1. Click the **"Start Application"** button on the right side of the page to begin an application.



The screenshot shows the NCDIT (North Carolina Department of Information Technology) website. The header includes the NCDIT logo, navigation links for 'Home' and 'Application', a search bar, and user icons. The main content area features a large image of children studying at a table. Below the image, there are two sections: 'Digital Equity Grant' and 'Digital Champions Grant Program'. The 'Digital Equity Grant' section includes a 'Start Application' button, which is highlighted with a red rectangular box.

2. You will be navigated to the Applicant Information section of a new Application. Fill out all the fields in the Applicant Information section and click the **"Save & Next"** button at the bottom of the application to save your progress.

NOTE: You should see the progress indicator next to the Applicant Information section turn green.



The screenshot displays the 'Applicant Information' section of the application form. The left sidebar shows a progress indicator for 'Applicant Information' which is highlighted with a red box and a green checkmark. The main form area contains the following fields:

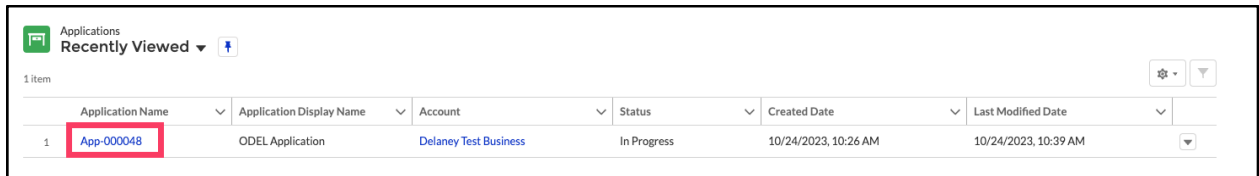
- Application Number: App-000048
- Status: In Progress
- Created Date: Oct 24, 2023
- Organization: ODEL Test Business
- Mailing Address: 1234 Main ST
- City: Charlotte
- State: NC
- Zip Code: 28204
- Telephone: 303-123-4567
- Website: www.testwebsite.org
- Contact First Name: John
- Contact Last Name: Smith
- Contact Email: John.Smith@test.org

At the bottom of the form, a 'Save & Next' button is highlighted with a red rectangular box.

Return to an "In Progress" Application

At any point in the application creation process, you may exit the application and return to it later for completion.

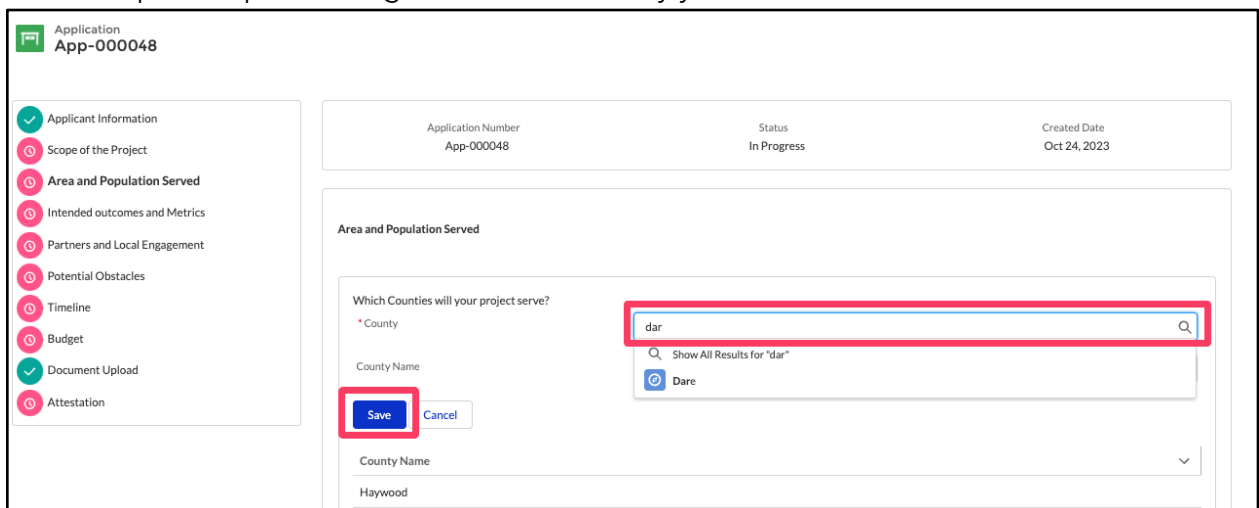
1. From the Home page, click the **"Application"** tab in the navigation bar.
2. Click the application name (App-#) on the List View to open the application and complete the information.



	Application Name	Application Display Name	Account	Status	Created Date	Last Modified Date	
1	App-000048	ODEL Application	Delaney Test Business	In Progress	10/24/2023, 10:26 AM	10/24/2023, 10:39 AM	

Add Counties and Priority Populations to an Application

1. In the "Area and Population Served" section, to add Counties that the project will serve, locate the "Which Counties will your project serve?" Table.
 - a. Click the **"Add"** button.
 - b. In the "County" field, search for the name of the county to add. Click the **"Show all results for..."** dropdown item to search for counties meeting the search term.
 - c. Once you have located a County to add, select it and click the **"Save"** button.
 - d. Repeat steps 1a though 1c for each county you would like to add.



Application App-000048

Application Number: App-000048 | Status: In Progress | Created Date: Oct 24, 2023

Area and Population Served

Which Counties will your project serve?

* County: dar

County Name: Dare

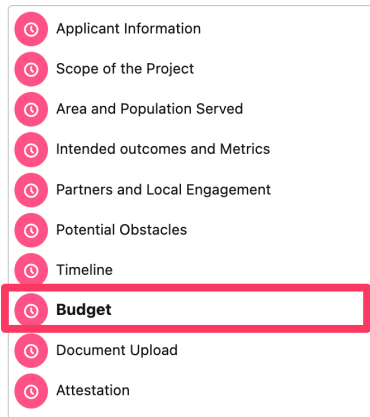
Save | Cancel

County Name: Haywood

2. Next, locate the "Which priority populations will your project serve?" question. You can select multiple priority populations from the checkbox group.
3. When the section is completed, click **"Save & Next"** to save the application section.

Add Project Budget to an Application

1. The budget section provides fields to enter budget information.



2. Follow the instructions at the top of the page to download the personnel spreadsheet and complete the budget fields.
3. Complete the downloaded personnel spreadsheet and upload your completed personnel spreadsheet in the file upload field.
4. Complete the budget categories as needed.
5. Click the **"Save & Next"** button to save the budget section.

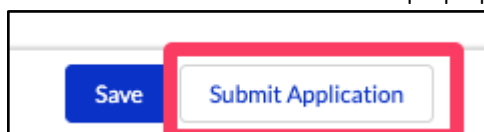
Upload Documents to an Application

1. Upload any documents in the document upload section of the application.

4. Click the **"Upload Files"** button and select one or multiple files to attach to the application.
5. Click **"Save & Next"** to save the file uploads and attach them to the application.

Submit an Application

1. If you have completed and saved all sections of the application, and have completed the Attestation section, the application can be submitted.
2. To submit your application, click the **"Submit Application"** button in the bottom center of the screen. In the confirmation popup, click **"Ok."**



3. Verify that the application status has been updated to "Submitted." Once the application is submitted, you can no longer edit it.

Application Number App-000048	Status Submitted	Created Date Oct 24, 2023
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