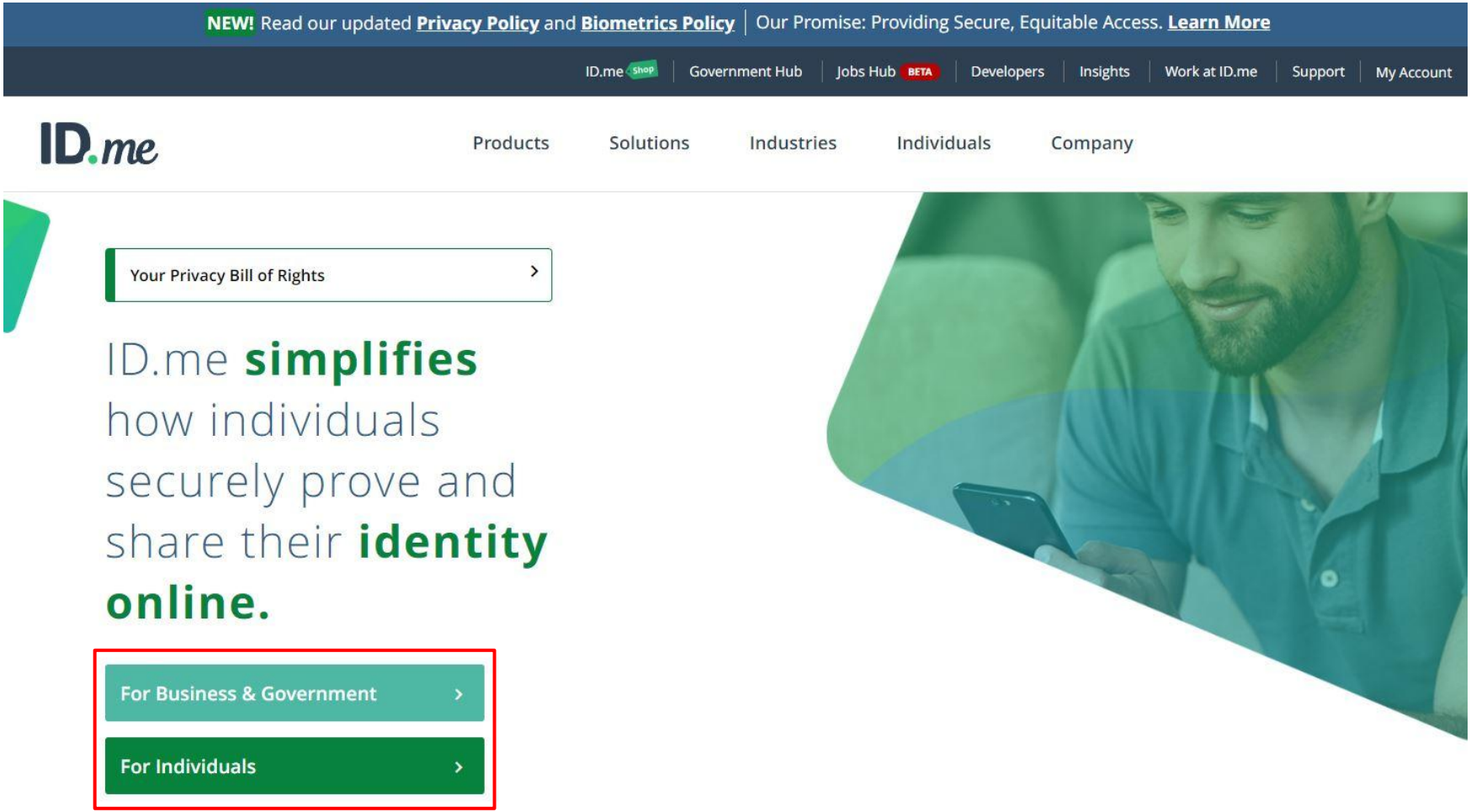
Capital Projects Fund for Tribal Governments

Grant Application Guide

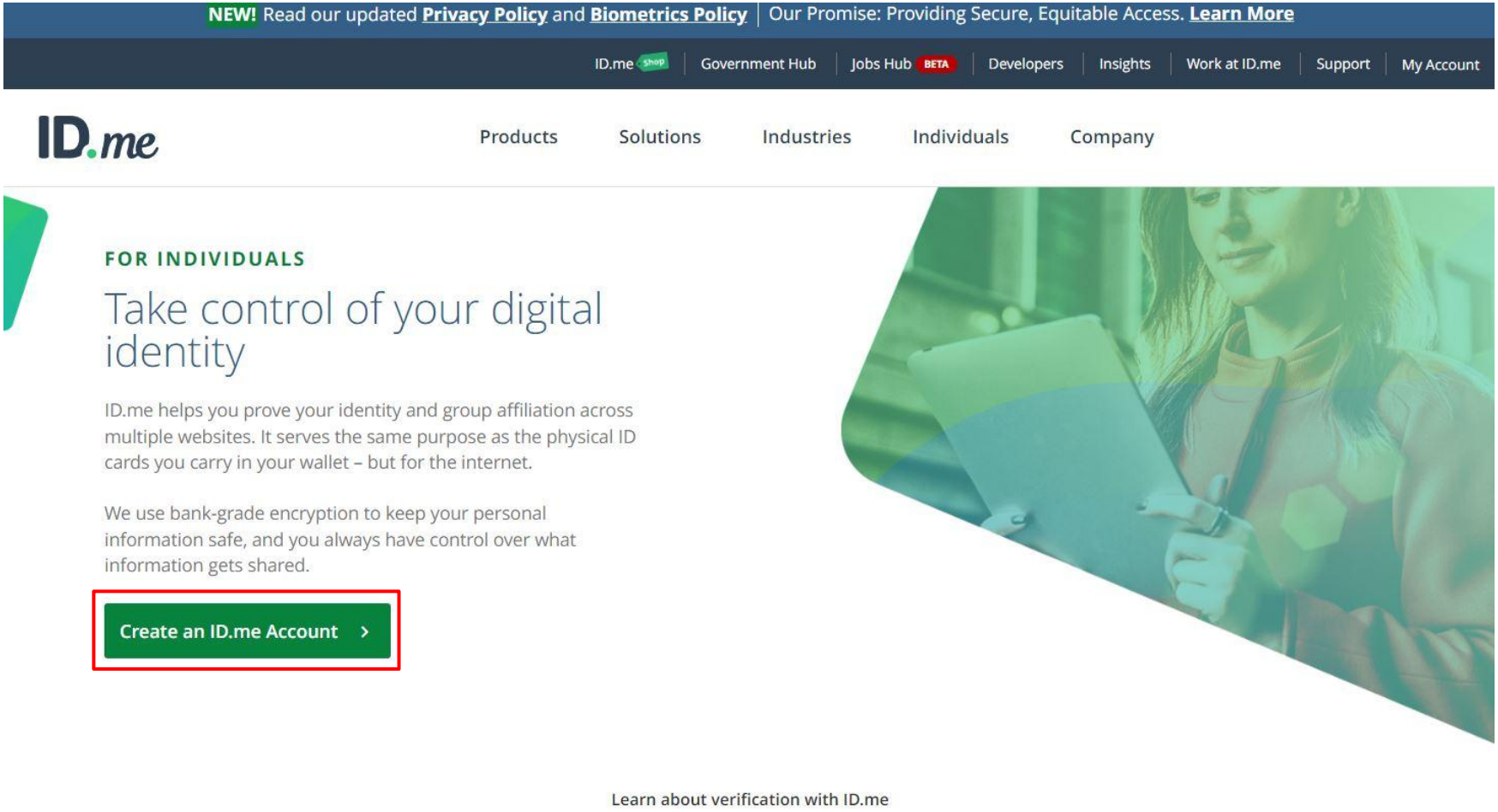
Note: If you already have an ID.me account, you can skip to step 15

Disclaimer: Advanced Kiosks is not a consultant for grants or any other Government-related process. All information in this document is sourced directly from the United States Treasury website. We are not responsible or liable for the results of any grant application or any errors in the application process.

1. Click the **For Business & Government** or **For Individuals** button.

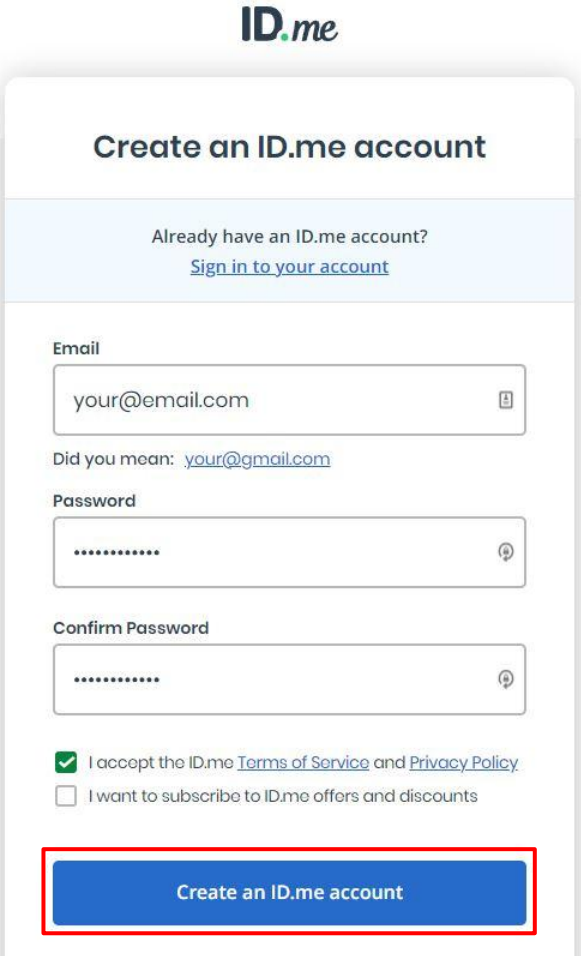


2. Click the **Create an ID.me Account** button.

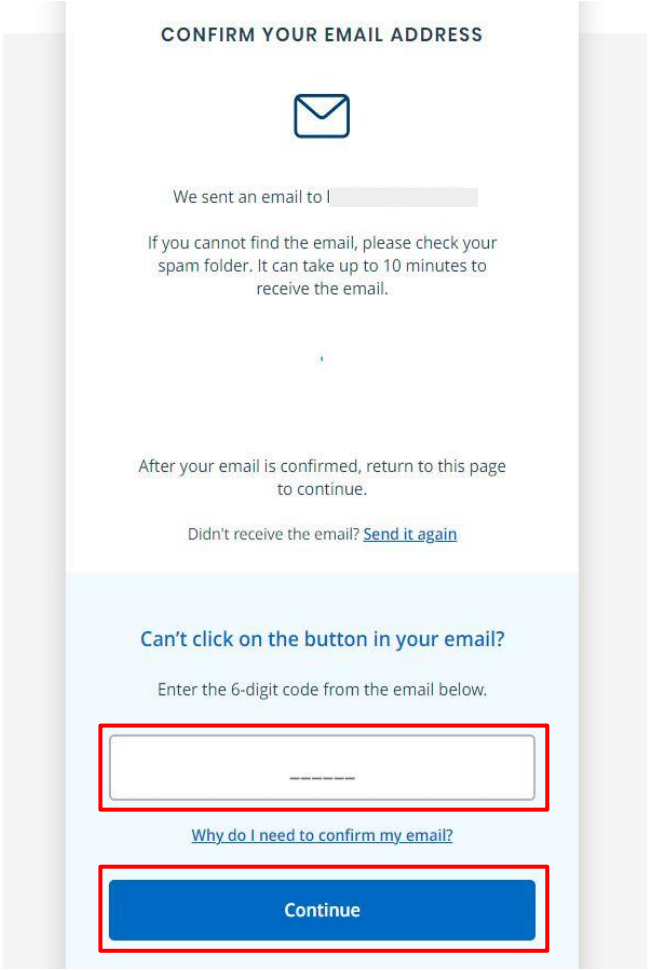


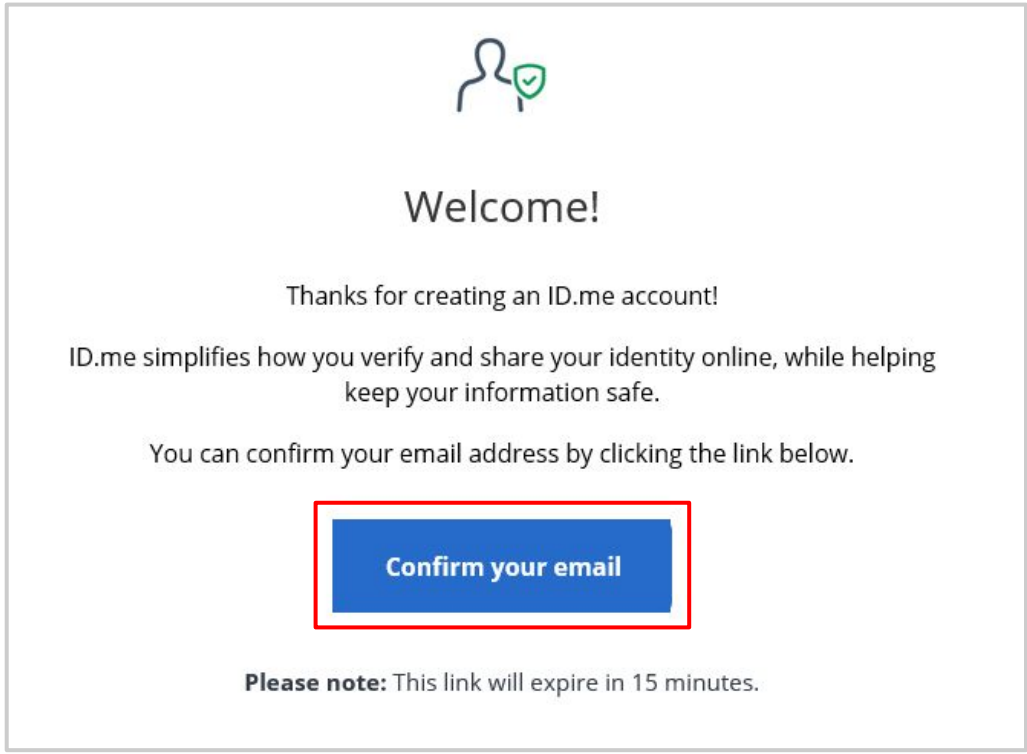
3. Enter your email address and create a password*. Click the **Create an ID.me account** button.

*Be sure to write this password down. You will need it again in just a few steps.

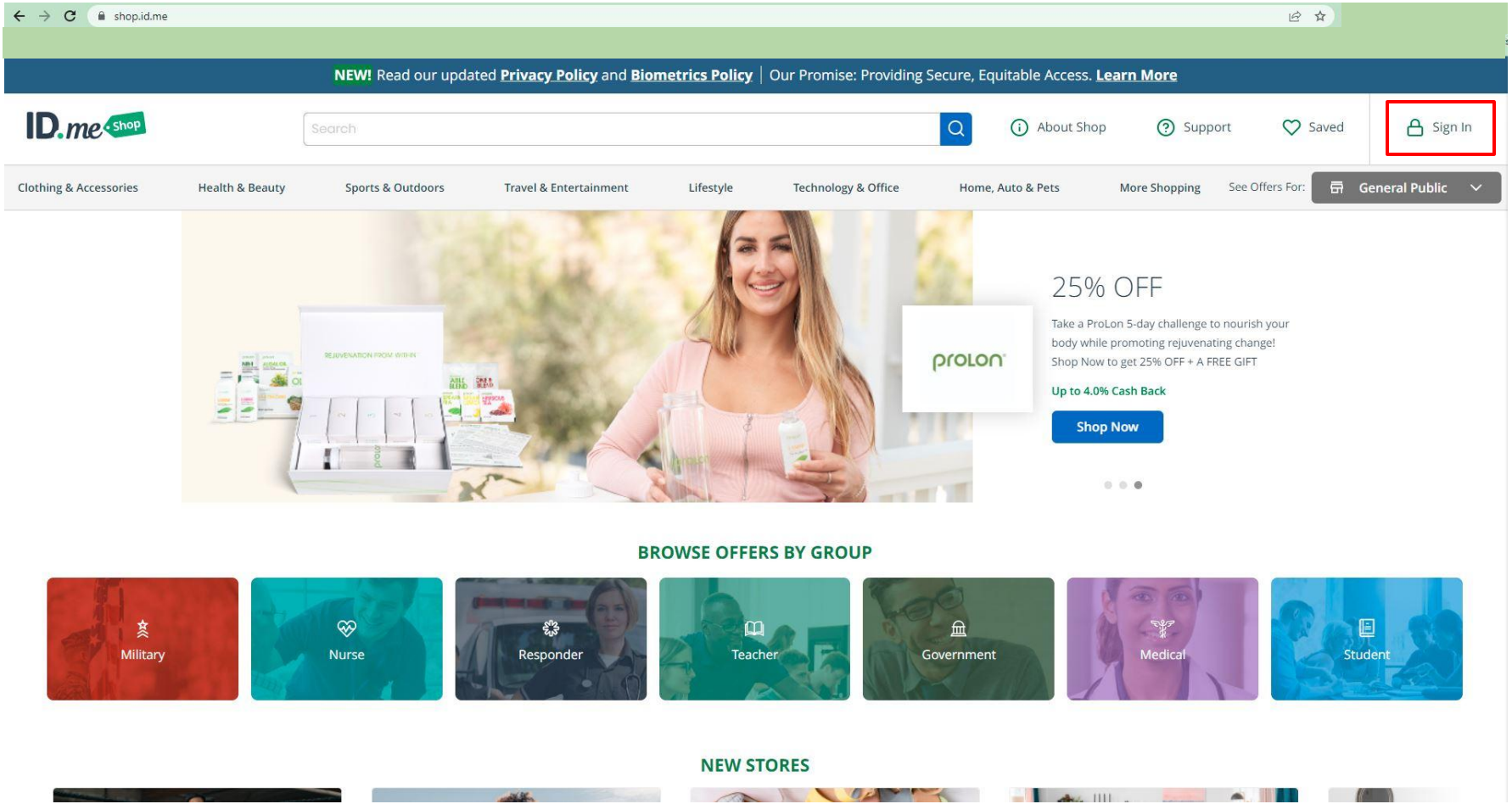


4. Confirm your email address by entering the code sent to your inbox. Click **Continue** and then **Confirm your email** buttons.

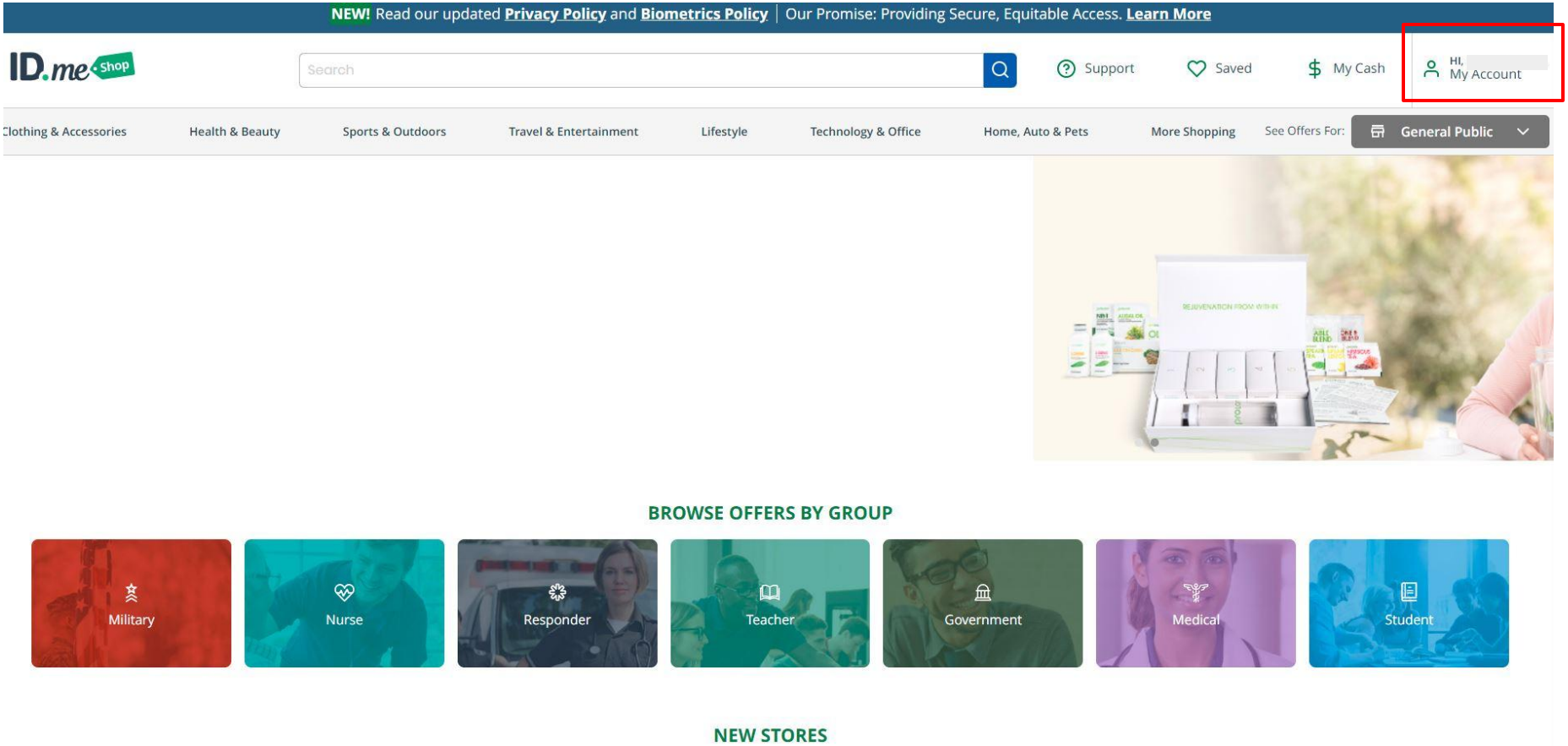




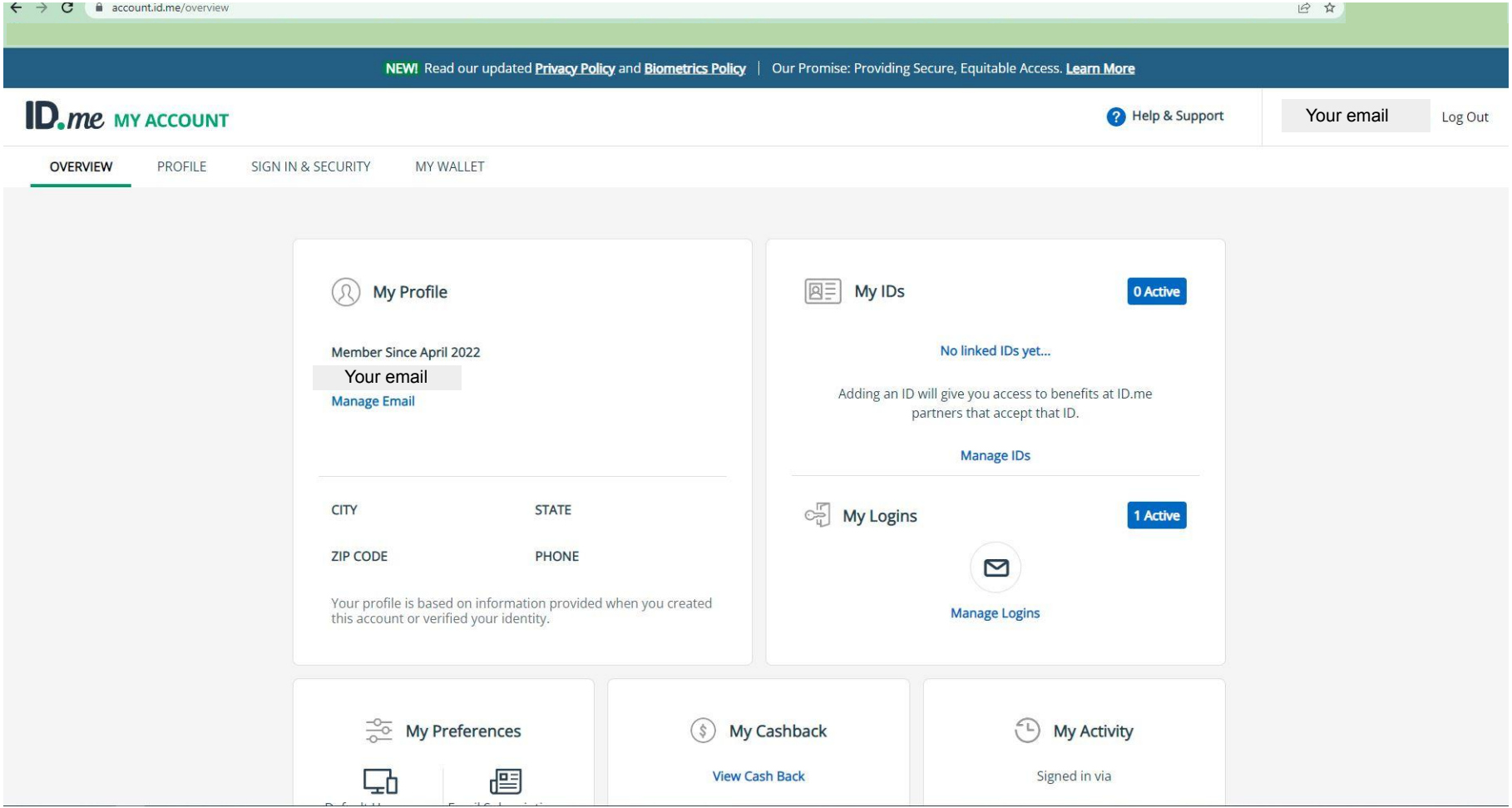
5. After entering your code, you will be directed to **shop.id.me.** Click **Sign In** to access your account.



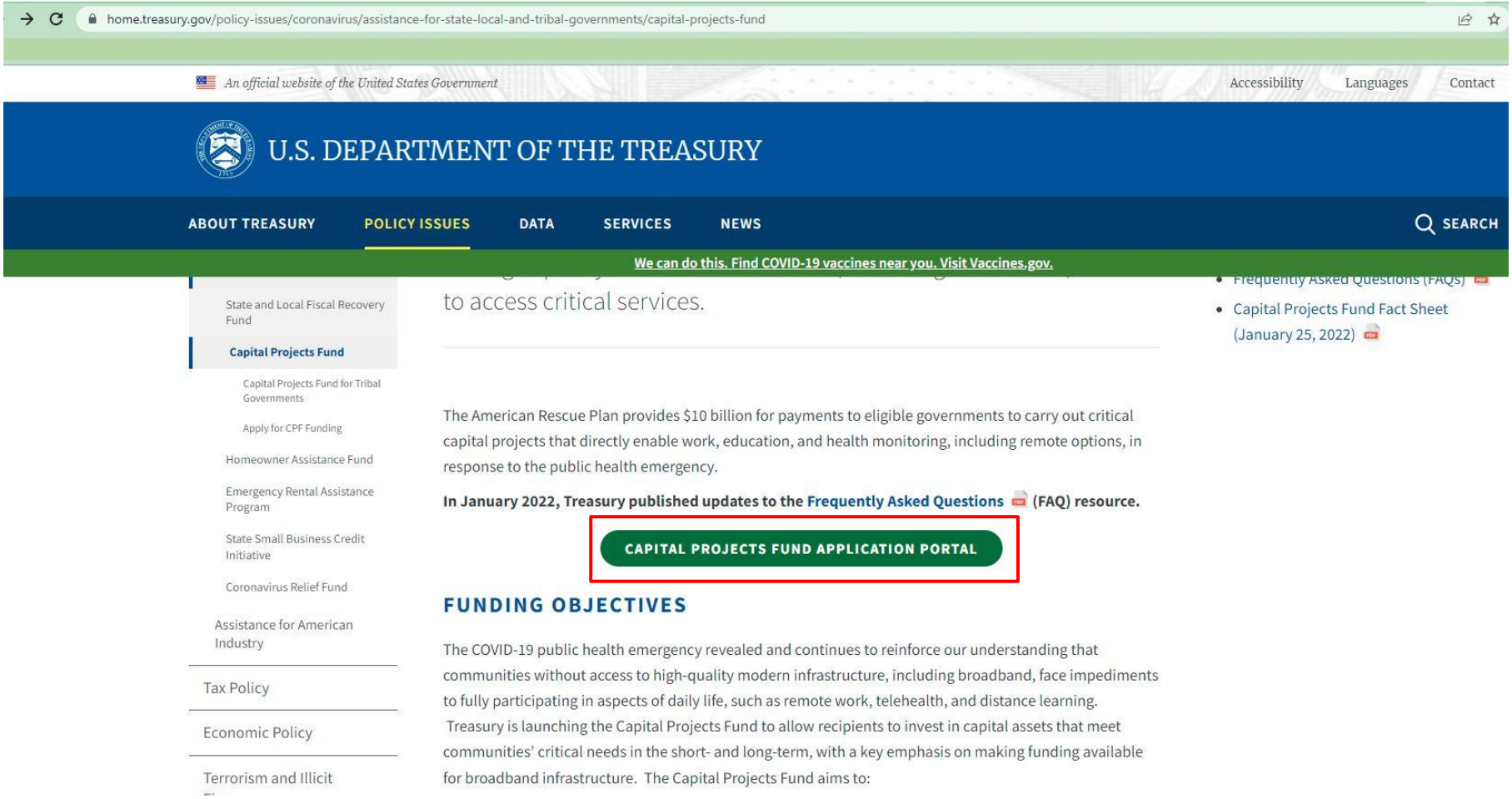
6. Enter your login credentials and click **My Account**.



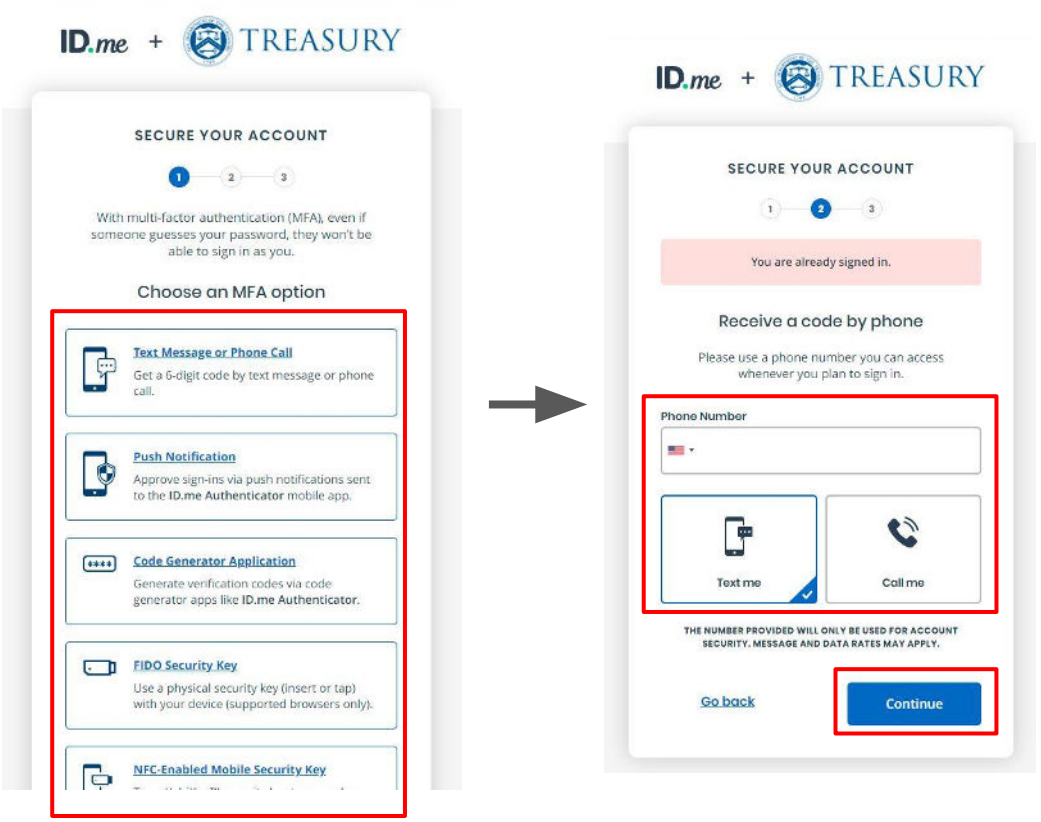
7. Your account page should look like this:



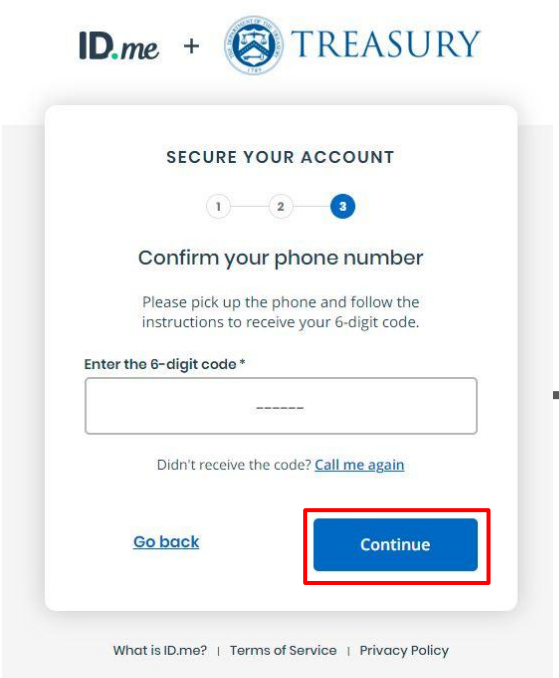
8. Navigate to [US Treasury Department web page for Capital Projects Fund] and click **Application Portal** button

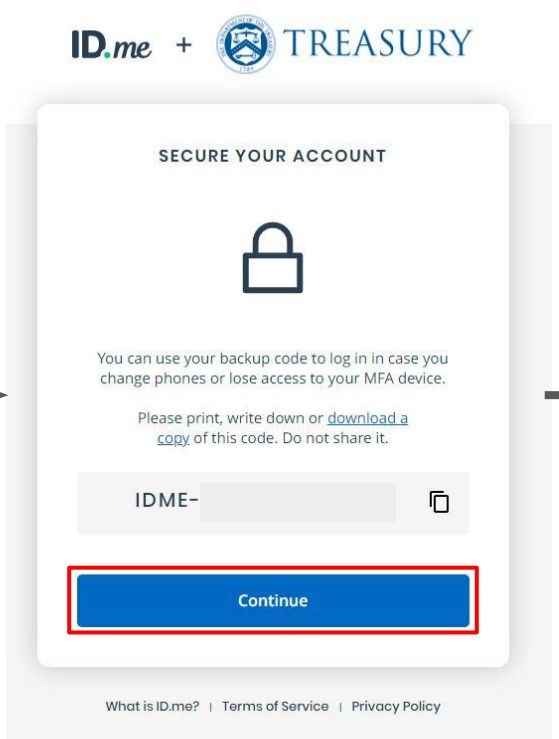


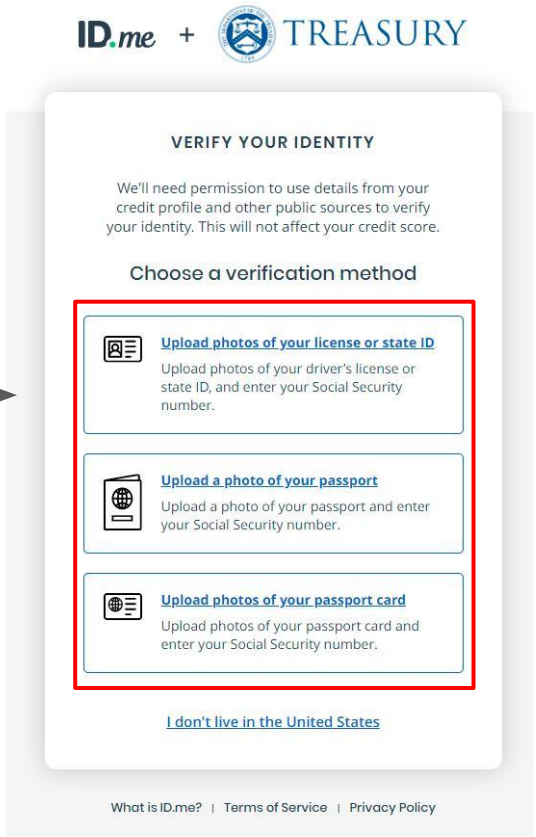
9. Choose method by which you will **Secure Your Account**. We chose **Text Message or Phone Call**. Click **Continue** button.



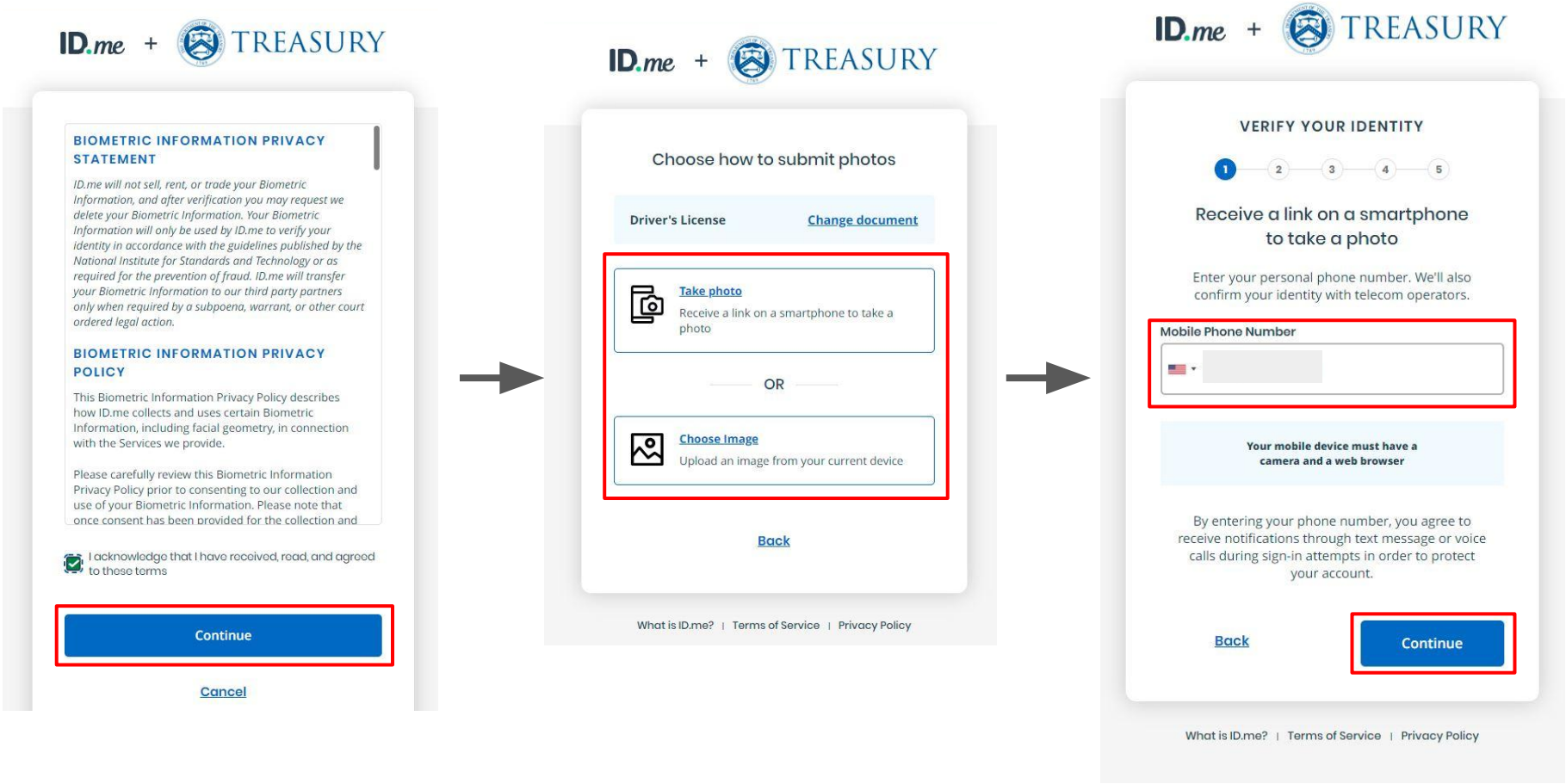
10. Confirm your phone number and be sure to **print, write down, or download your backup code**.
Next, you will need to confirm your identity with an image of you on an official ID (License, state ID or passport). Choose one.



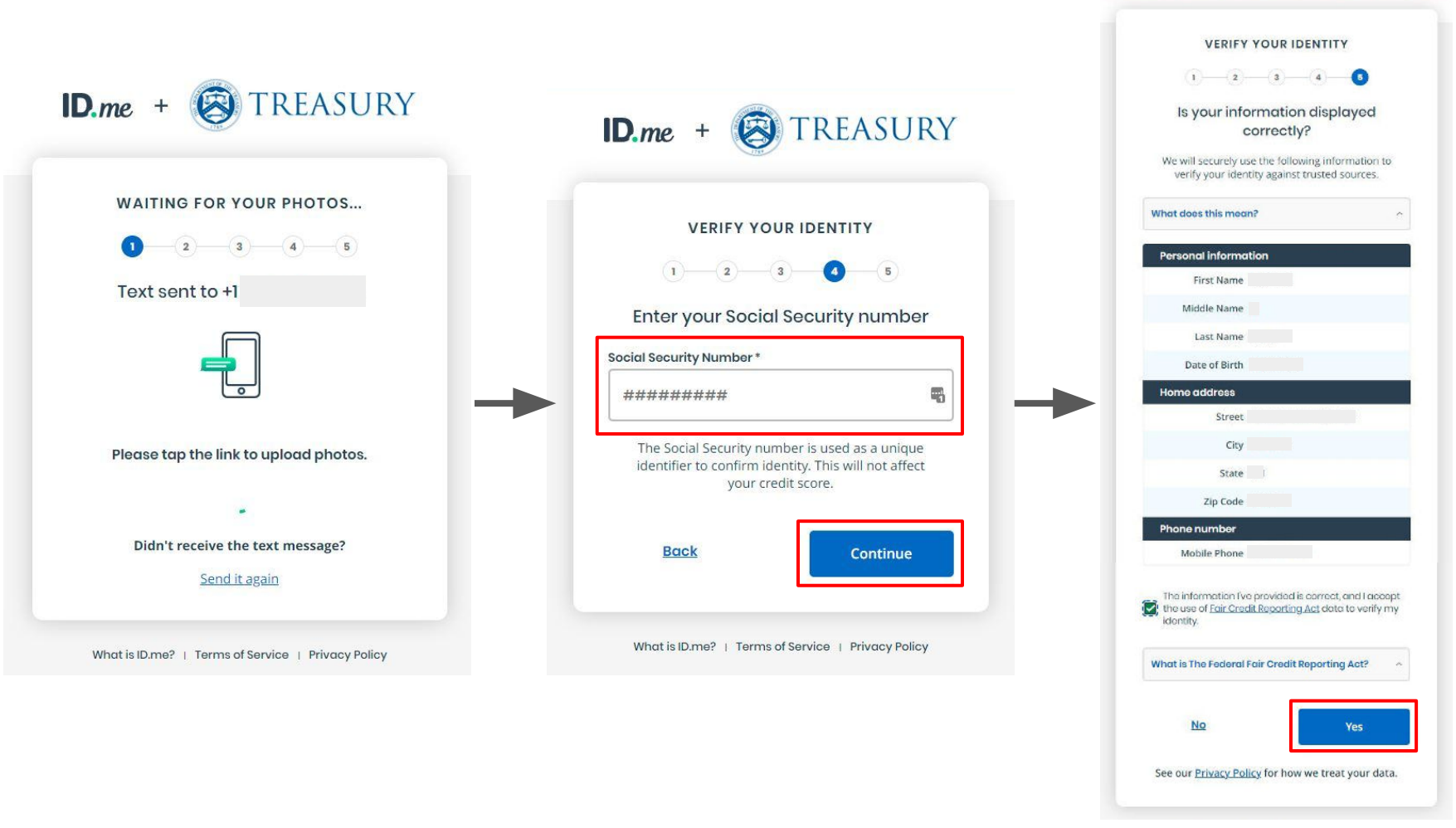




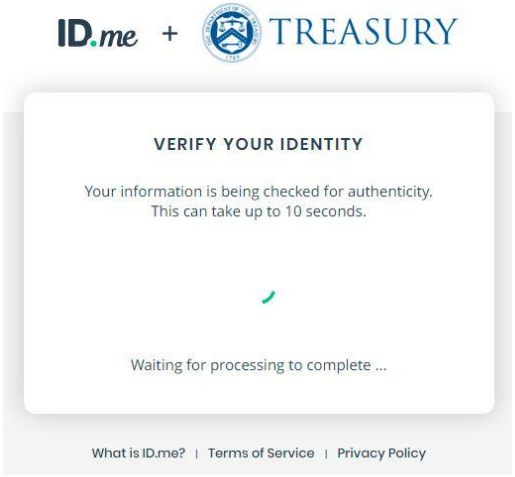
11. Follow on screen prompts to the Biometric Information section, where you will submit an image of your official photo ID

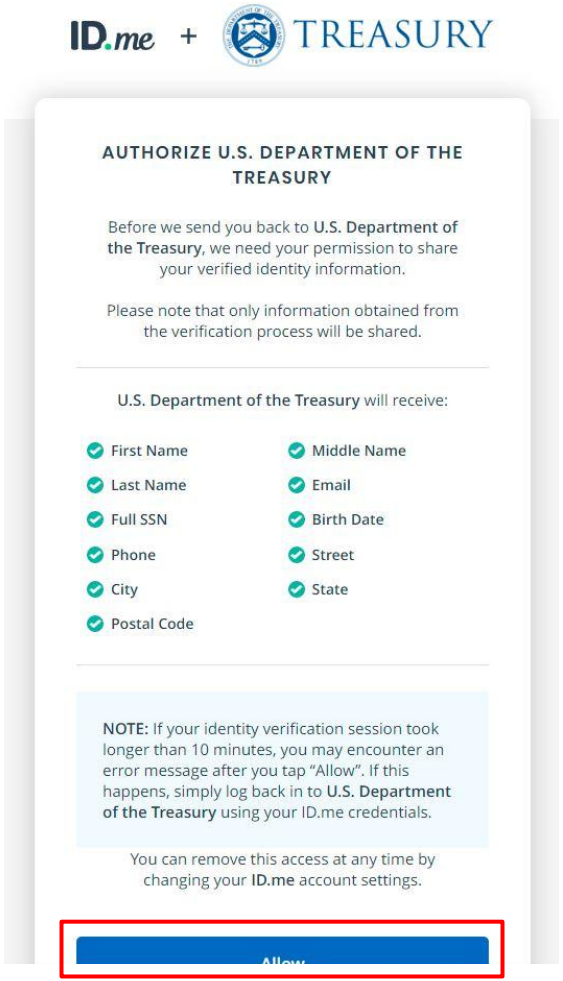


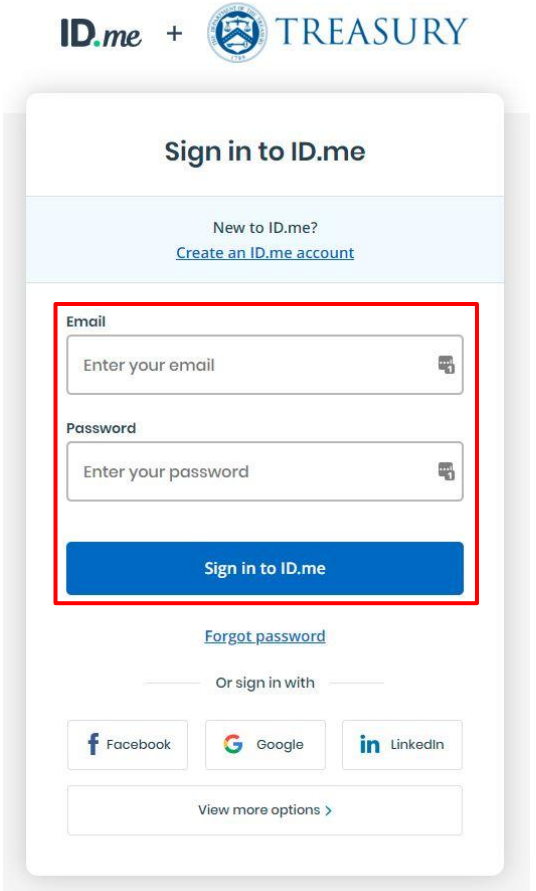
12. Continue following on screen prompts, where you will need to enter your Social Security number & verify personal information



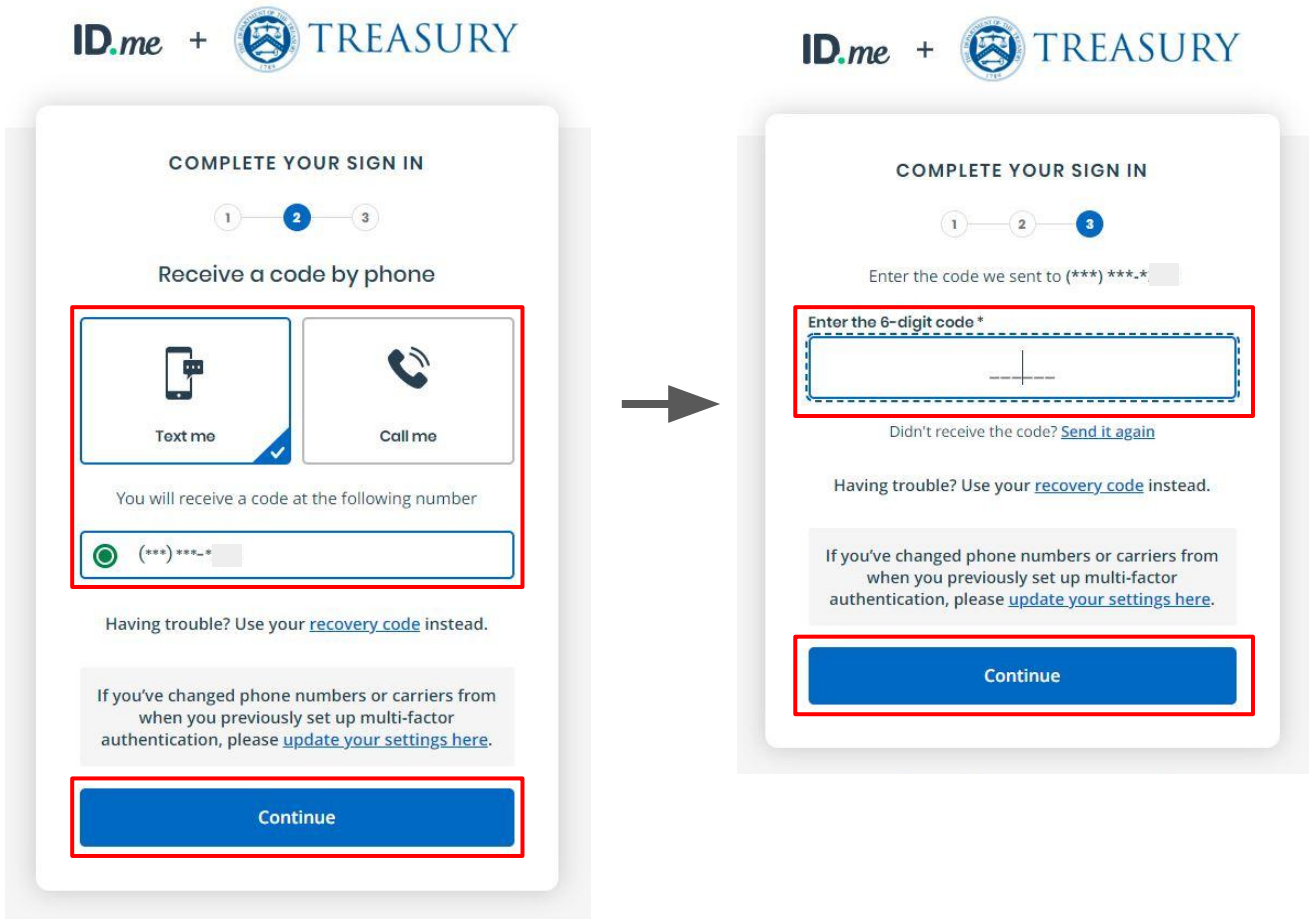
13. Continue following on screen prompts, where you will need to authorize the sending of your info and sign in to ID.me again



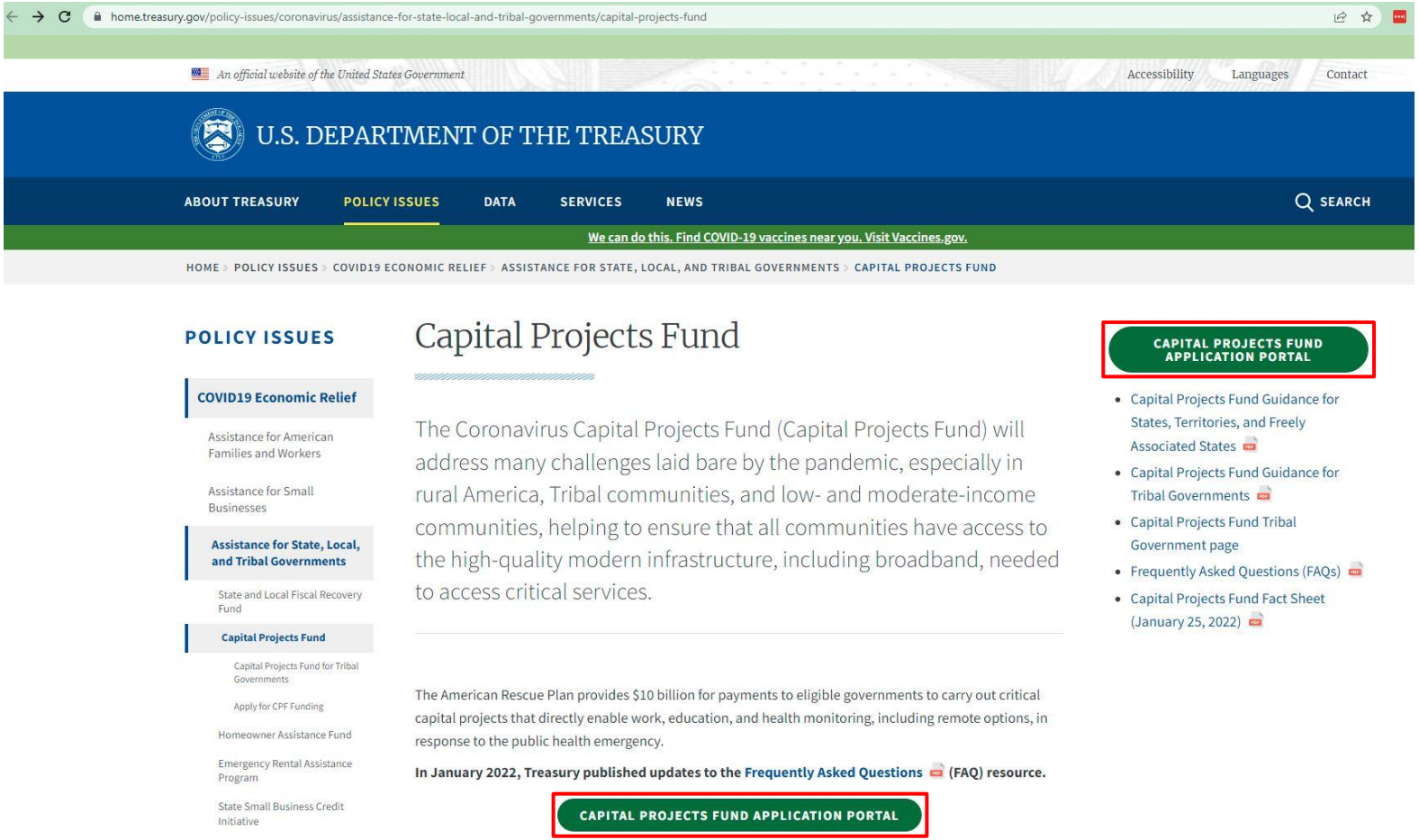




14. Continue following on screen prompts, where you will need to enter another confirmation code

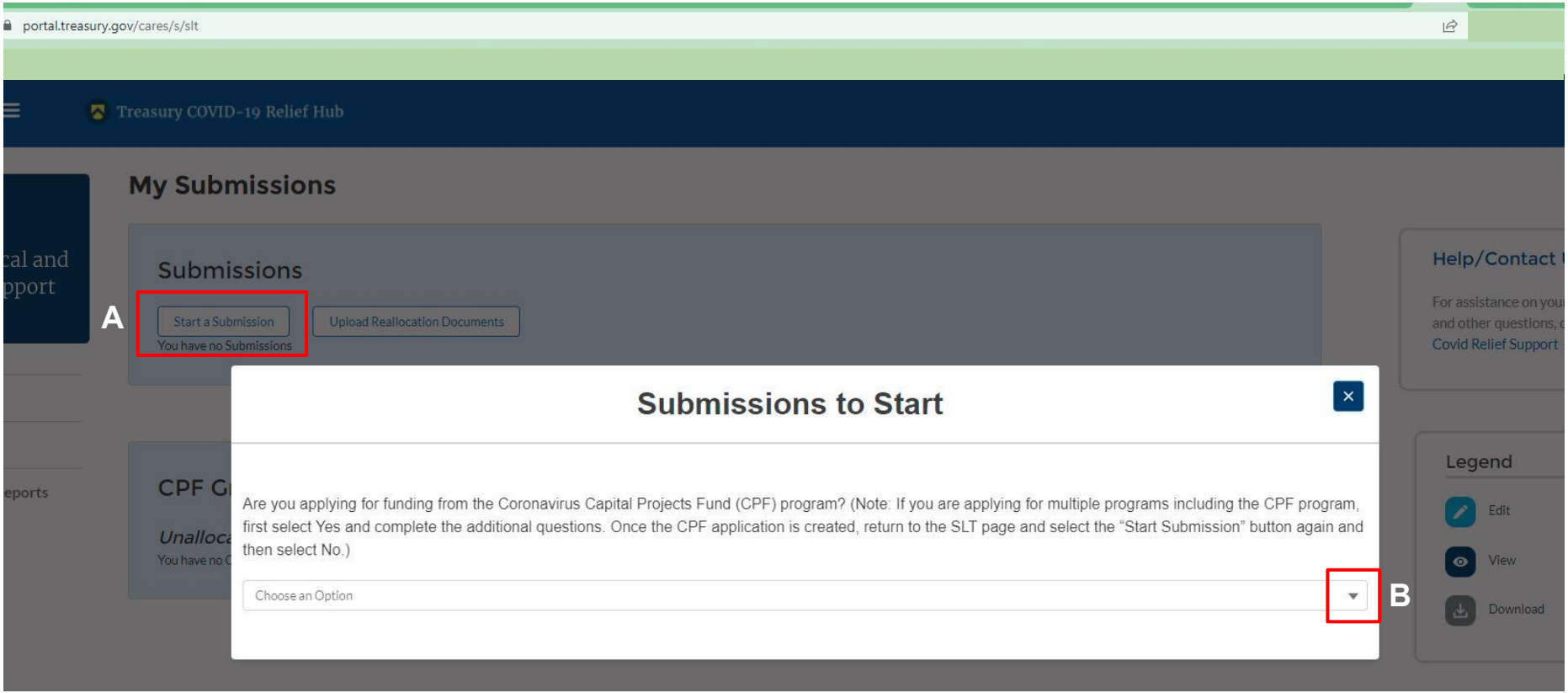


15. Upon completion of the ID.me registration process, you will be redirected to the US Dept. of the Treasury website. Click the **Capital Projects Fund Application Portal** button again.

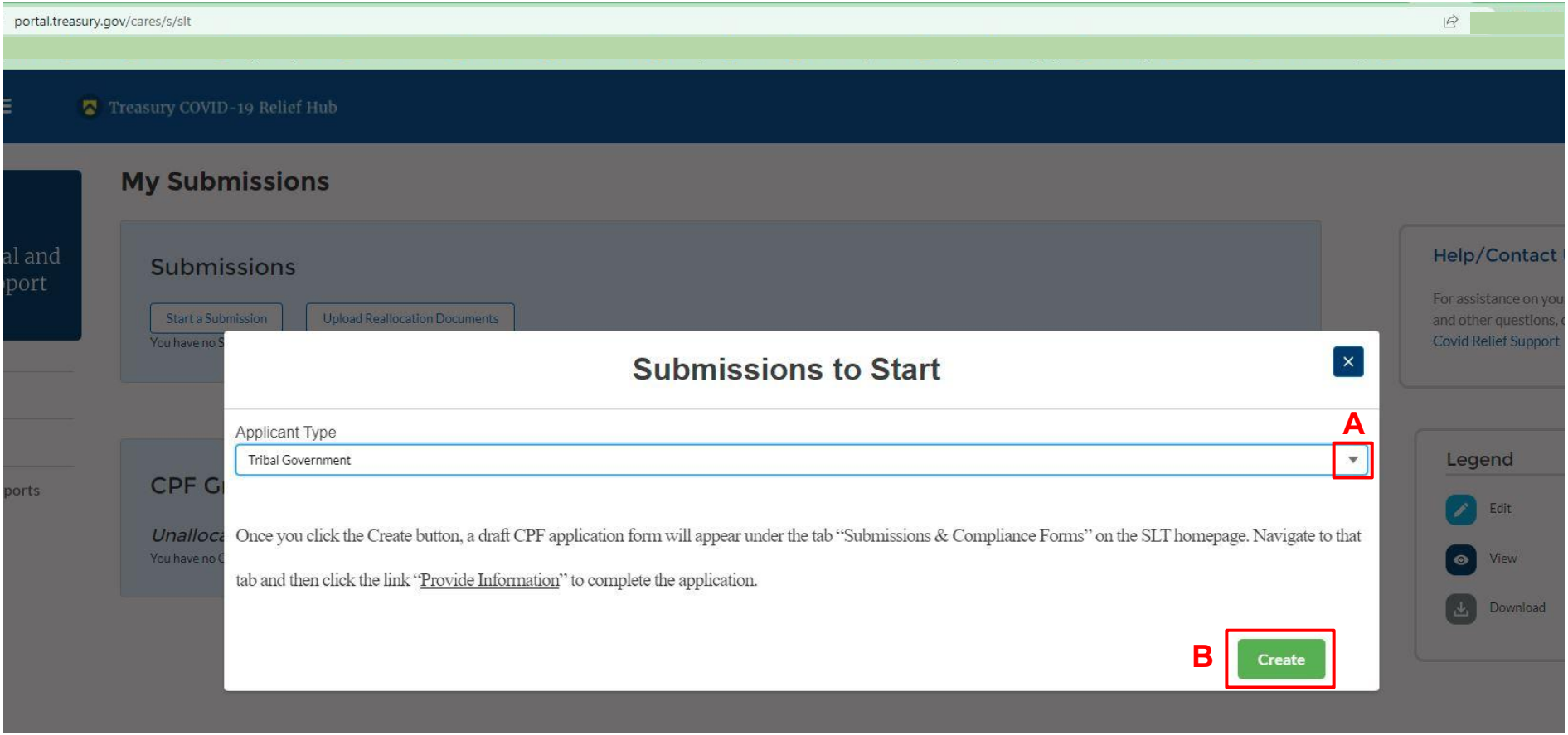


16. You will be brought to the **My Submissions** page.

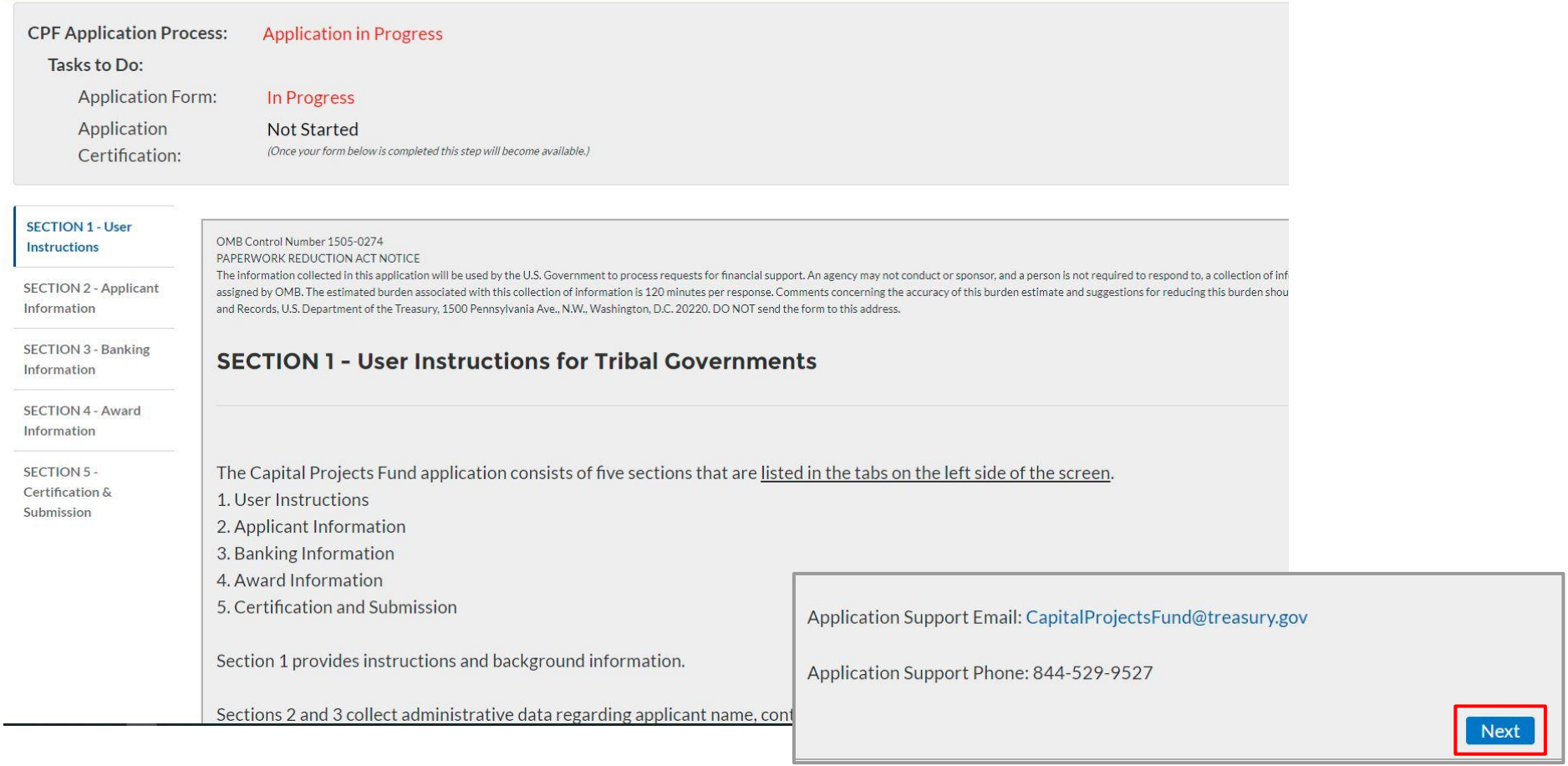
A. Click **Start a Submission** button and **B.** Select ***Yes*** from the drop down menu.



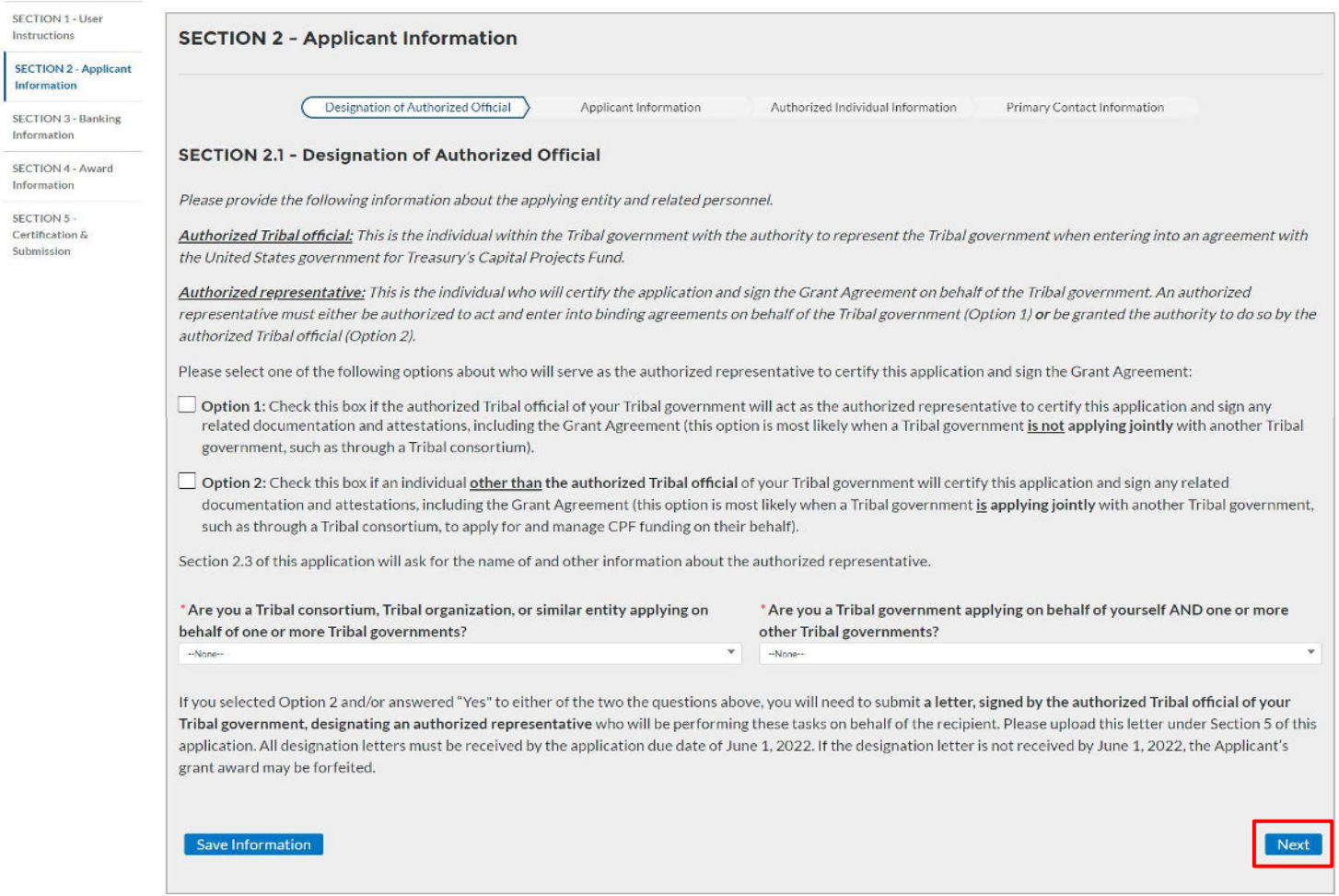
17. A. Choose ***Tribal Government*** from the **Applicant Type** drop down menu. **B.** Click **Create**.



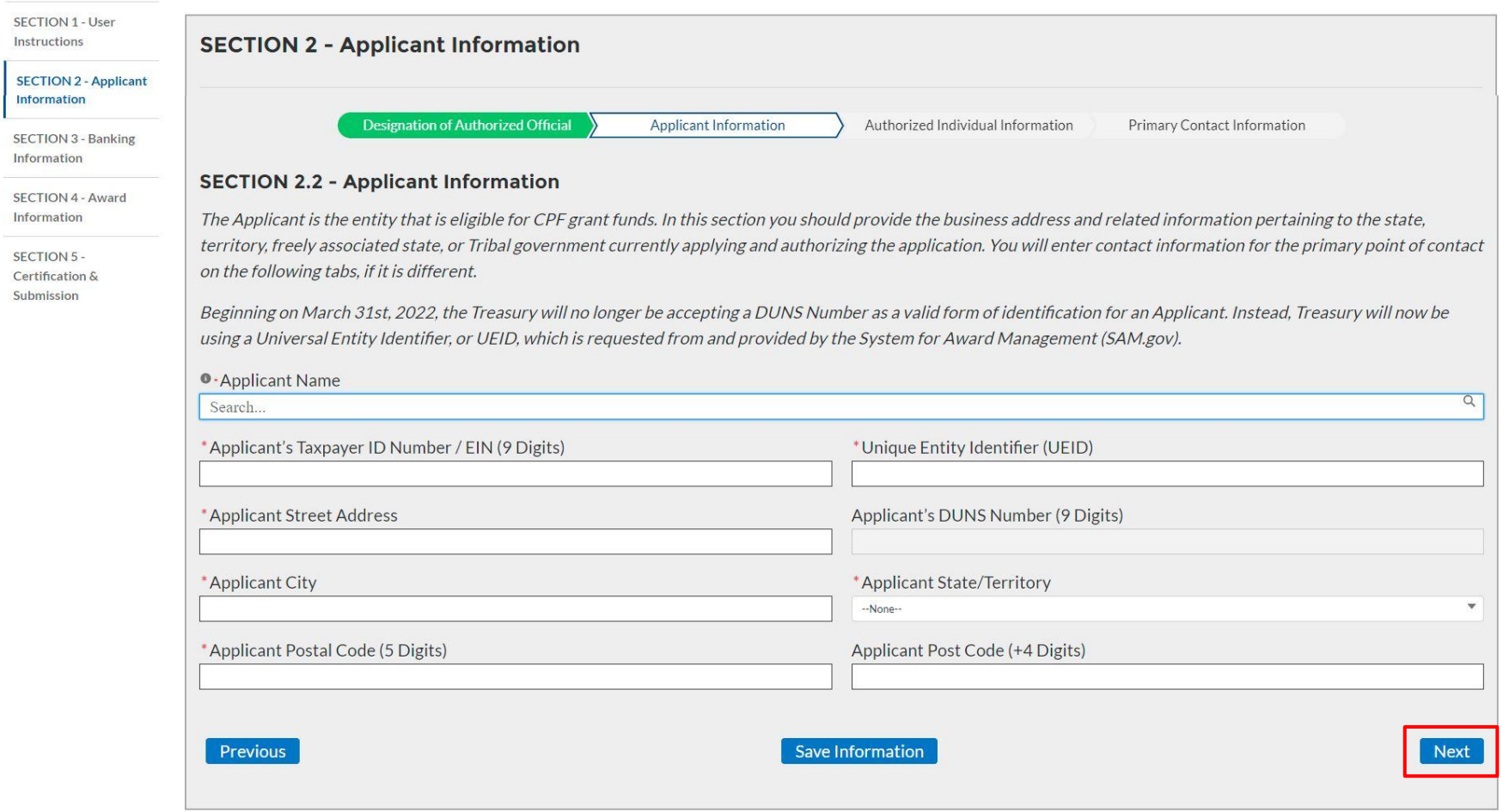
18. You will be brought to the **CPF Application Process** page. Section 1 offers an overview/instructions of the 5 sections within the application. After reviewing the information, click the **Next** button.



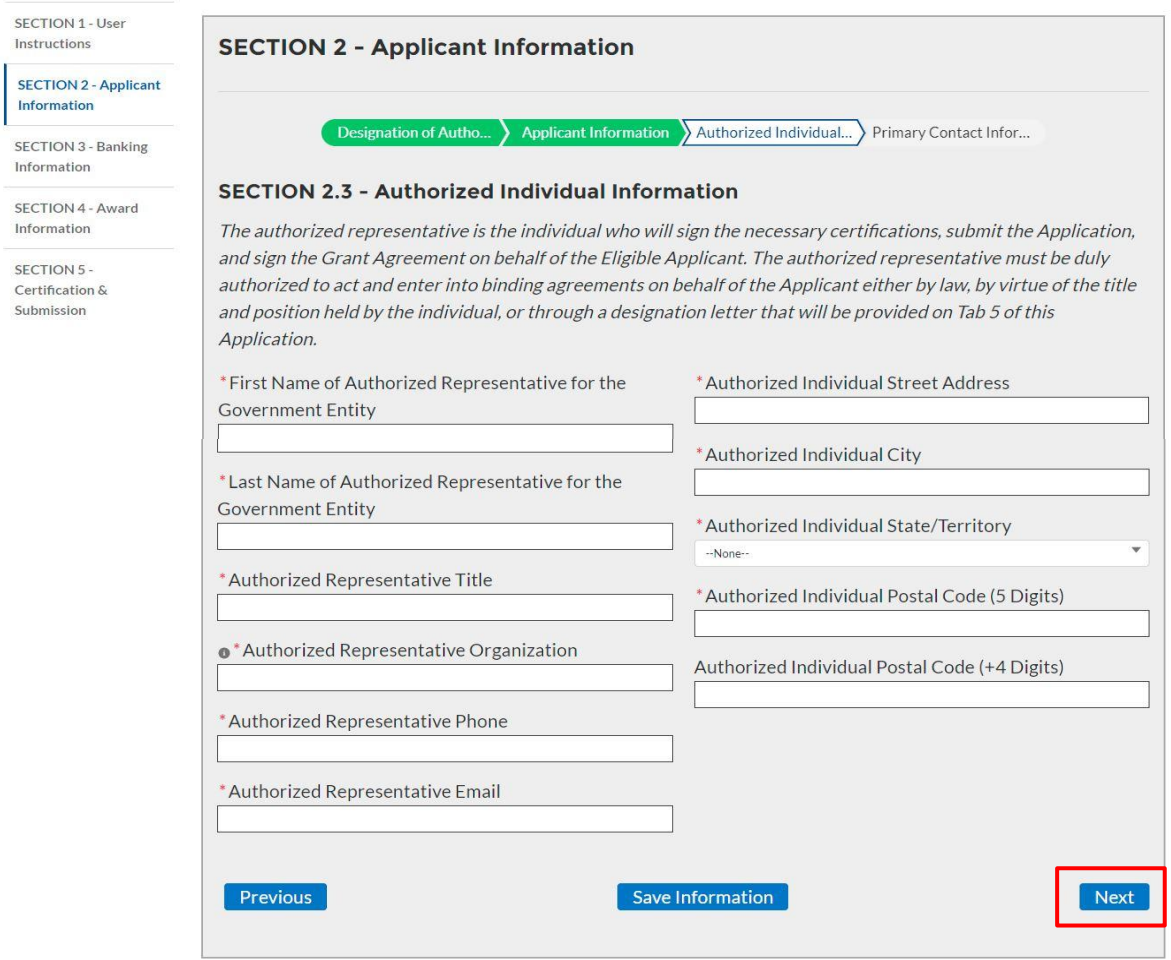
19. Section 2: Applicant Information. Follow on screen instructions to designate an authorized Tribal official. Click **Next** button.



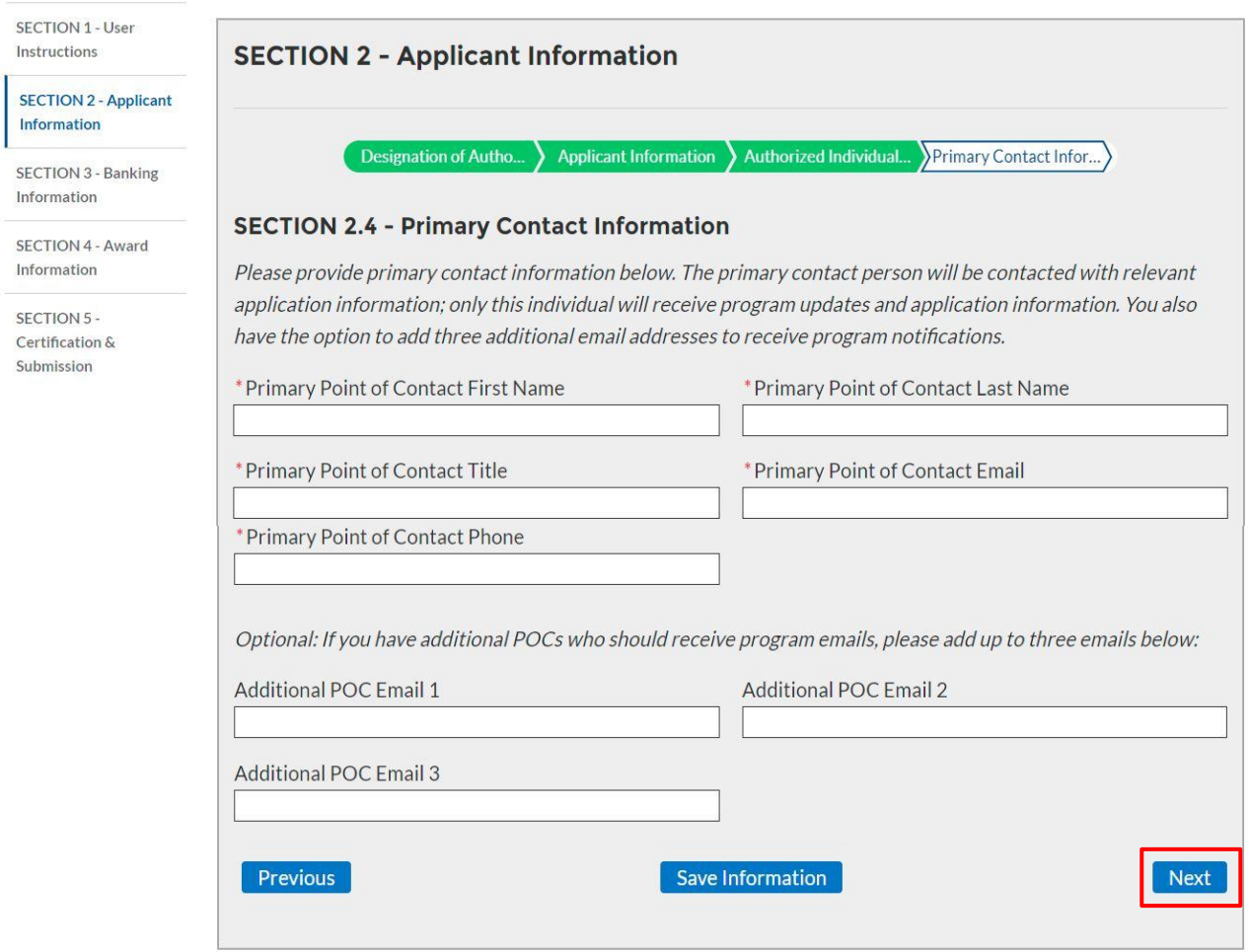
20. Complete Section 2.2 with your tribe's general information. Click **Next** button.



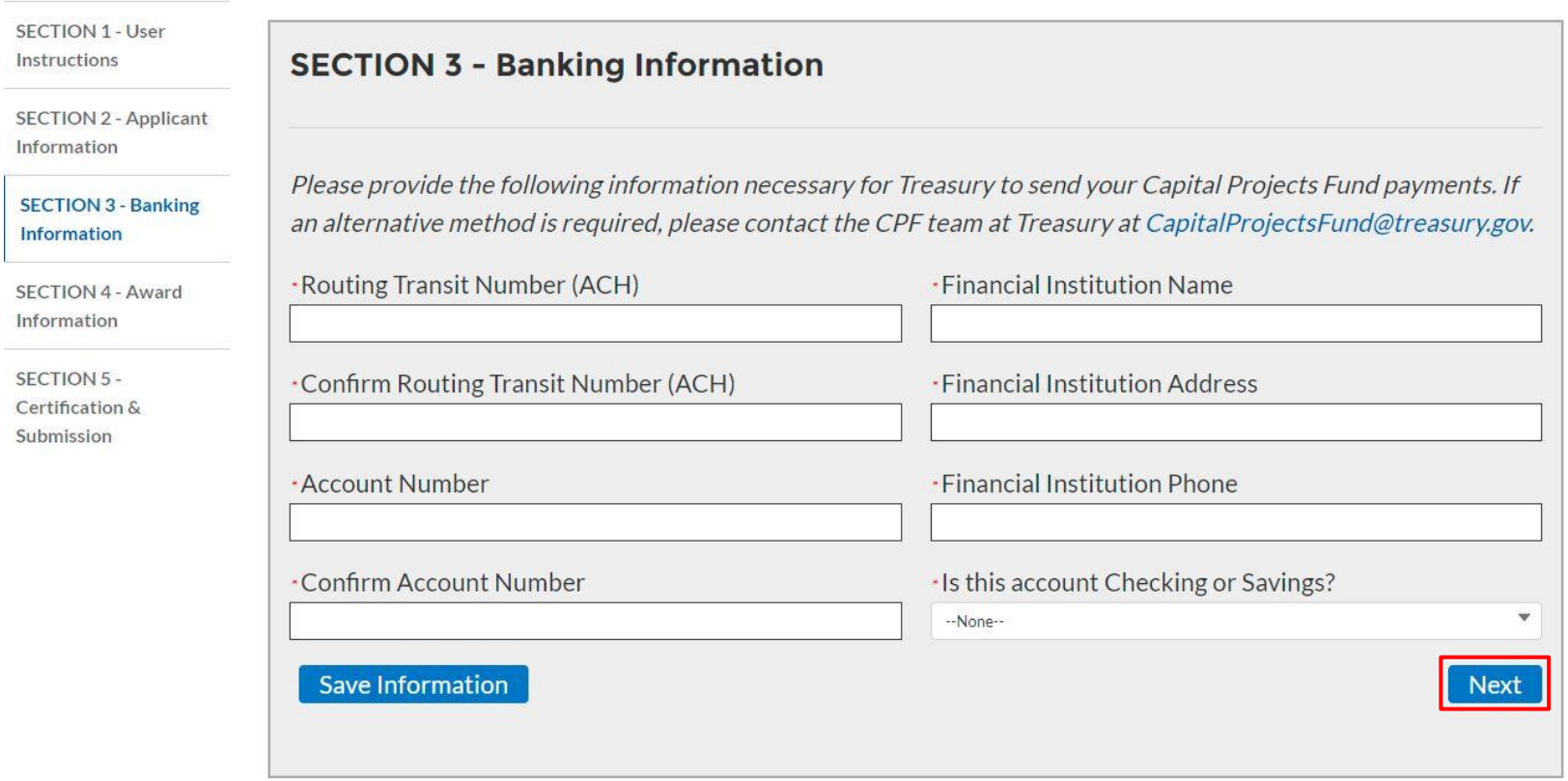
21. Complete Section 2.3 with your tribe's authorized representative information. Click **Next** button.



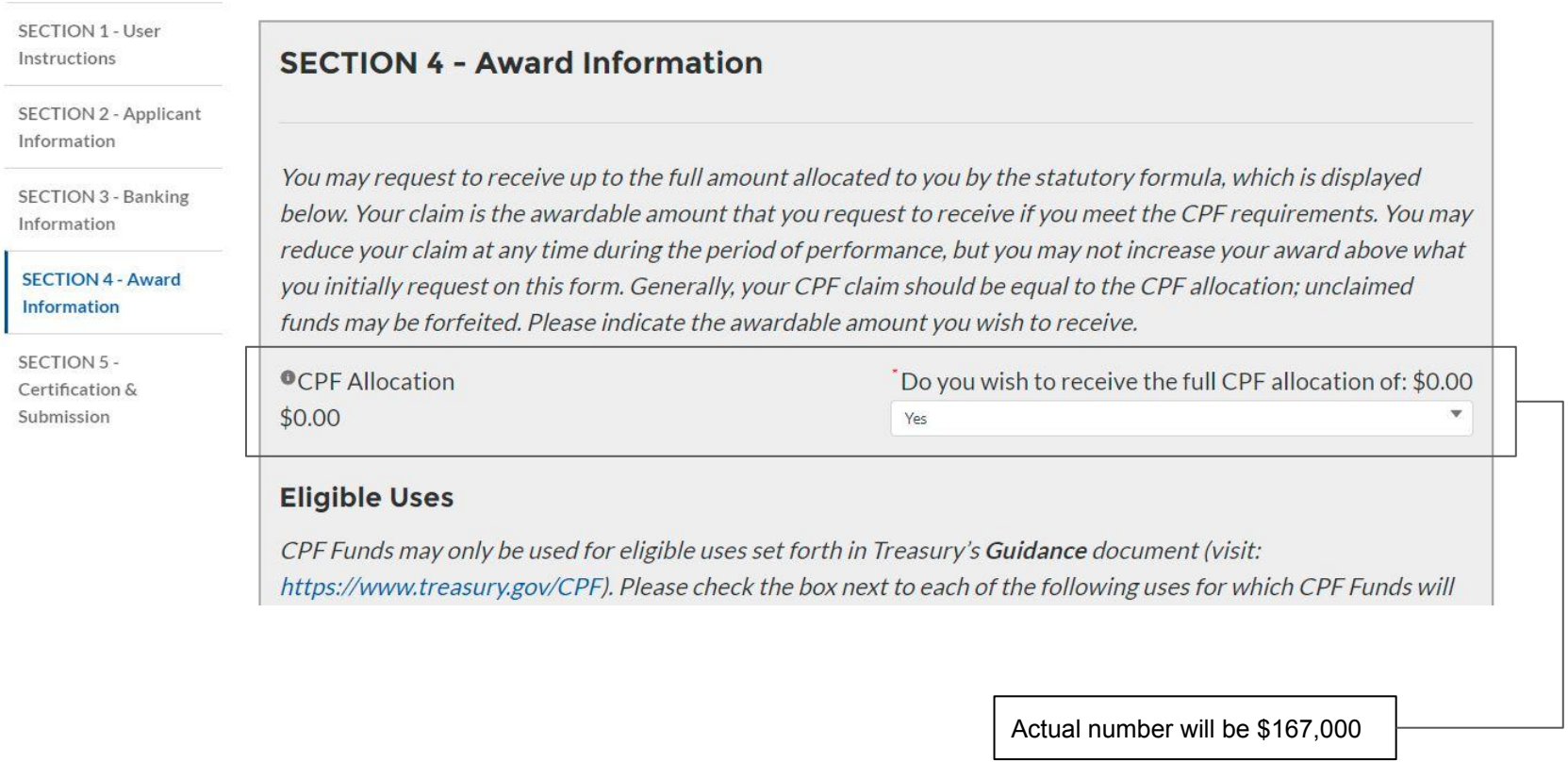
22. Complete Section 2.4 with your tribe's primary point of contact information. Click **Next** button.



23. Complete Section 3 form with your tribe's banking information. Click **Next** button.



24. Complete Section 4 with information shown below. (1 of 3)



25. Complete Section 4 with information shown below. (2 of 3)

The funds will be used to purchase computer kiosks that are made for public use. These kiosks come with everything needed to access the internet including the computer, monitor, printer, scanner, webcam and management software. They are tamper-proof and come with a 3-year warranty.

Determining Eligible Use

·Have you determined how you are going to use CPF grant funds?

Yes

Presumptively Eligible Uses

☑ **Purchasing devices to be owned by the Applicant and utilized by or distributed to households, businesses, or other organizations to facilitate internet access.**

·Please describe the device purchase and distribution plans, if known. Limit responses to 1-3 sentences. For any questions you answered "No", please provide one additional sentence explaining why.

The funds will be used to purchase computer kiosks that are made for public use. These kiosks come with everything needed to access the internet including, the computer, monitor, printer, scanner, webcam, and management software and are tamperproof, and come with a 3-year warranty.

·Has affordability been identified as a barrier to access to the internet?

Yes

·Will the devices be used to connect to broadband internet?

Yes

·Will this address critical need(s) within the community?

Yes

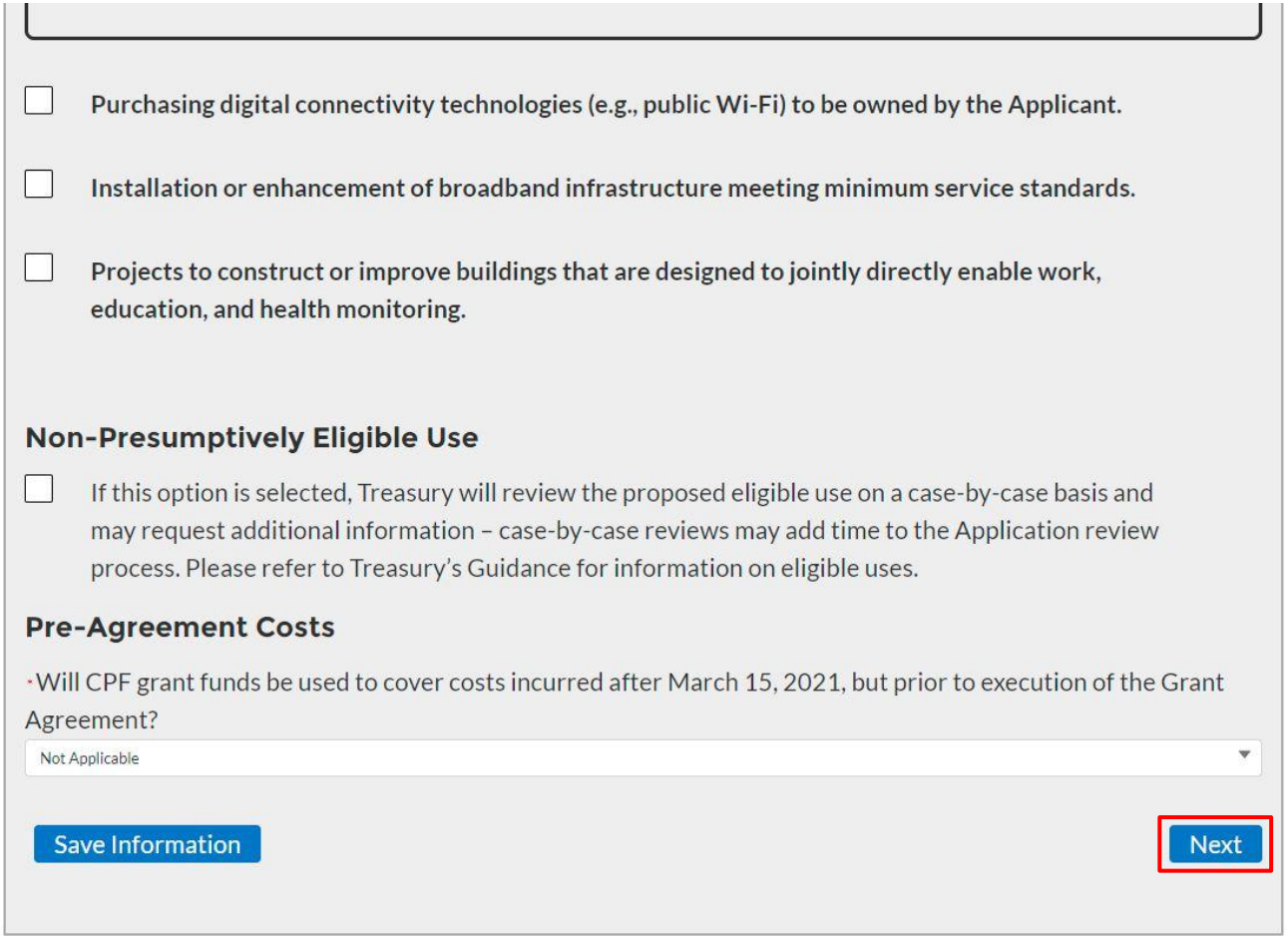
·Will funds be used solely to purchase devices deemed eligible by the Guidance (e.g., laptops, tablets, and desktop personal computers)?

Yes

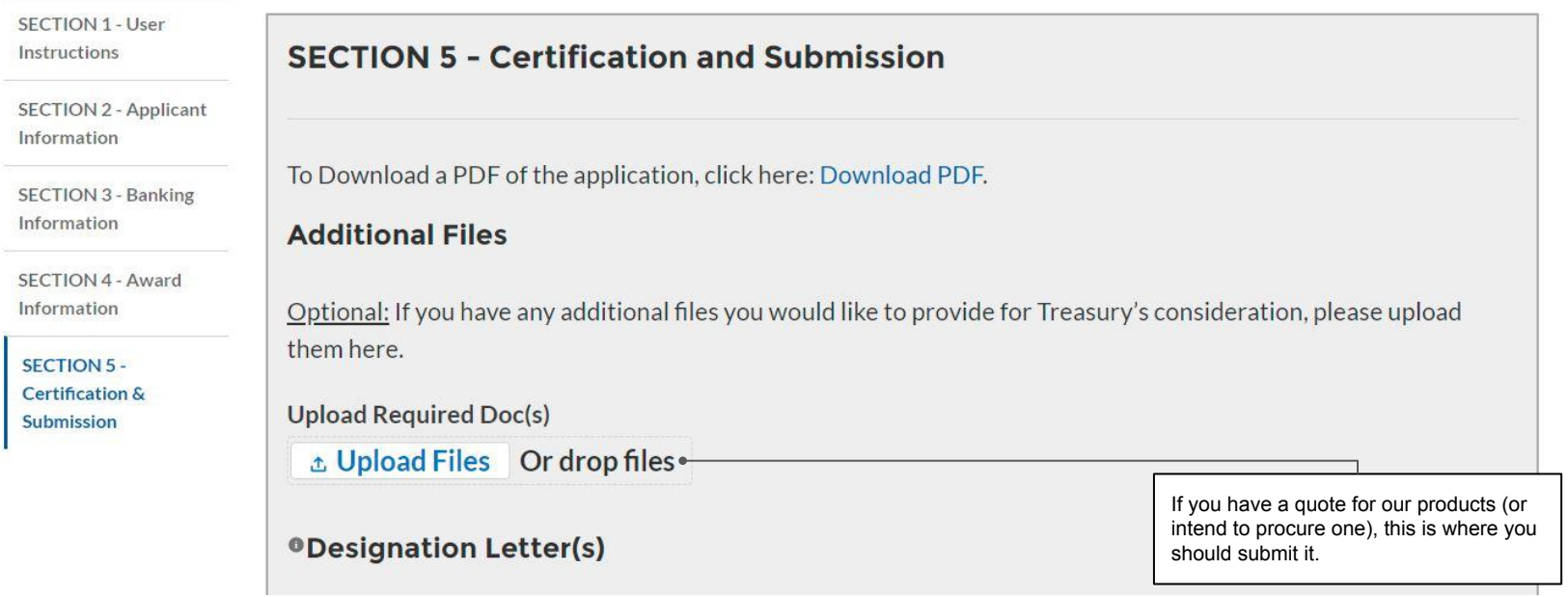
·Will ownership of the equipment be maintained by the Applicant or a subrecipient?

Yes

26. Complete Section 4 with information shown below. Click **Next** button. (3 of 3)



27. Complete Section 5 with information shown below. (1 of 2)



28. Complete Section 5 with information shown below. Click **Check for Errors and Submit Application** button. (2 of 2)

If you do not yet have a signed designation letter and you are not otherwise legally authorized to submit the application, then you may still submit the application, but Treasury will not be able to approve your application, enter into the Grant Agreement, or make funds available until it has received the necessary designation letter.

If the designation letter is not received by June 1, 2022, the Applicant's grant award will be forfeited.

Upload Required Doc(s)

Upload Files Or drop files

Application Certification

Is the identified authorized representative planning to sign/certify a digital or physical document?

Physical

Since the authorized individual is planning to sign a physical copy, someone must be identified to receive the digital documents needing signature. Once received, the digital documents can be printed out and signed by the authorized representative. Please enter the email address where you would like to receive the digital documents needing signature below:

Send DocuSign Documents here:

Enter tribal leader's email address here

Once the user receives the DocuSign emails, DocuSign offers the option to download the draft document and then upload a signed document. For guidance on this process, please refer to DocuSign's guidance here.

After you click the CHECK FOR ERRORS AND SUBMIT APPLICATION button below, the system will check for validation errors and send an email with a DocuSign link to sign an application certification. The application is not complete or submitted unless the certification is signed. If the system identifies validation errors, you will be returned to this page and will not be able to move forward until the errors are addressed. For application assistance, you may contact the CPF Program via phone at 844-529-9527 and via email at CapitalProjectsFund@treasury.gov.

At a later date, Treasury will send CPF Agreement documents for the authorized representative to sign. An agreement must be signed for each eligible applicant. You, the identified points of contact, and the authorized representative will be notified when the agreements have been sent for signature.

Check for Errors and Submit Application