Rural and Tribal Assistance Pilot Program
Fiscal Years 2024-2025 Notice of Funding Opportunity - Instructions for Online Application Form

Item	Data Element	Instruction
1	First and Last Name	Enter the full name of the point of contact (POC) for matters involving this application.
1	Title	Enter the application POC's job title.
1	Phone	Enter the application POC's 10-digit phone number at which they may be reached. Enter the format of the phone number as ###-###-####.
1	Email	Enter the email address at which the application POC may be reached.
2	Organization/Entity Name	Enter the organization or entity name submitting this application.
2	Address	Enter the organization or entity's physical address, including any suite or unit numbers. Do not enter P.O. box numbers. Do not include special characters.
2	City	Enter the city for the physical address of the organization or entity.
2	State	Enter the two-letter state abbreviation (e.g., CA) for the organization or entity's physical address. Do not include periods or special characters.
2	Zip Code	Enter the five-digit zip code for the organization or entity's physical address.
2	Website address, if applicable	Enter the URL of the organization or entity's publicly accessible website (if applicable).
3	Employer/Taxpayer Identification Number (EIN/TIN)	Enter the applicant's nine-digit EIN/TIN. Applicants must have a valid EIN/TIN obtained from the Internal Revenue Service (IRS).

This instructional guide is for educational and informational purposes only.
It is recommended that you submit your questions related to this application to the Rural and Tribal TA email above.

4	Organization/Entity Unique Entity Identifier (UEI) assigned by SAM.gov	Enter the twelve-character alphanumeric organization/entity UEI. Ensure that the UEI provided is correct. An incorrect or expired UEI will disqualify the application. Each applicant must have completed the registration process on SAM.gov and obtained a valid UEI before submitting their application. Refer to Section V. F. of the Notice of Funding Opportunity (NOFO) for information about obtaining a UEI from SAM.gov for submitting their application.
5	Entity/Organization headquarters is in this congressional district(s)	Enter the congressional district(s) where the entity/organization's headquarters are located. Responses should include the state and district number (e.g., MA-5). Do not respond to this question with yes or no. Applicants may look up Congressional districts using the zip code location of the organization at https://www.census.gov/mycd/.
5	Project is in this congressional district(s)	Enter the congressional district(s) where the project is located. Responses should include the state and district number (e.g., MA-5). Do not respond to this question with yes or no. Applicants may look up Congressional districts using the zip code location of the project at https://www.census.gov/mycd/.
6	Below is a list of eligible entities for this program. Please select the one option that describes your eligibility.	Select one of the options listed that best describes the organization/entity applying for program funding. Information on eligible applicants can be found in Section II. A. of the NOFO. For local governments, political subdivisions, or states, refer to NOFO Section II. E. Definition of Rural Areas for qualification.
7	Project Title	Enter a brief, descriptive title of the project for which the entity/organization is seeking funding (e.g., "Widening of X Street from Avenue 1 to Avenue 7 in Y Community in Z State").

8	Project Location	This is not a data entry field, but before filling in the following sections, note that the project location must be listed as either a street address, including city, state, and zip code, **or** as latitude/longitude.
8	Address	Enter the project's physical address, including any suite or unit numbers. Do not enter P.O. box numbers. Do not include special characters. Applicants may skip this section and enter the project location as longitude/latitude coordinates (if applicable).
8	City	Enter the city for the physical address of the project location. Applicants may skip this section and enter the project location as longitude/latitude coordinates (if applicable).
8	State	Enter the two-letter state abbreviation (e.g., CA) for the physical address of the project location. Do not include periods or special characters. Applicants may skip this section and enter the project location as longitude/latitude coordinates (if applicable).
8	Zip Code	Enter the five-digit zip code for the physical address of the project location. Applicants may skip this section if they entered the project location as latitude/longitude coordinates (if applicable).
8	Latitude	Enter the latitude coordinates of the project location (e.g., 38.87602). Do not enter special characters. Latitude coordinates can be obtained by right-clicking on the project location in Google Maps or other software. Applicants may skip this section and enter the street address for the project location.
8	Longitude	Enter the longitude coordinates of the project location (e.g., -77.00263). Do not enter special characters. Longitude coordinates can be obtained by right-clicking on the project location in Google Maps or other software. Applicants may skip this section and enter the street address for the project location.

9	Briefly describe the overall project (no more than 500 words): Include project type (i.e., bridge, new roadway, transit service), features to be constructed, project schedule, and estimated total project cost.	Enter a description of the overall project. Keep the description concise and to 500 words or less. Be sure to include project type, features to be constructed, project schedule, and estimated total project cost. Note that the estimated total project cost is the cost for the overall project, not how much funding the applicant is seeking from this program.
9a	Estimated total project cost	Enter the estimated total project cost as a number (e.g., 500000). Do not include decimals, commas, or dollar sign symbols ($). Note that this is the cost for the overall project, not how much funding the applicant is seeking from this program.
10	Is the applicant delinquent on any federal debt?	Select whether the applicant is delinquent on any Federal debt. If yes is selected, enter a brief explanation for the selection (e.g., missed federal loan payments, unpaid federal taxes, fines or penalties assessed by a government agency, etc.).
11	Appropriateness of services requested	This is not a data entry field, but before filling in the following sections (11a-11d), see Section VI. B. Criterion #1 of the NOFO for review and evaluation information.
11a	Please describe the activities/advisory services for which you are seeking program funds and how these activities will materially advance your overall project. (no more than 400 words)	Enter a description of the activities/advisory services program funding will support, and why they will advance the overall project. Keep the description concise and to 400 words or less.
11b	Requested funds from this program	Enter the total requested funds from this program as a number (e.g., 250000). Do not include decimals, commas, or dollar sign symbols ($). Note that this is how much funding the applicant is seeking from this program. The amount entered here must not be lower than $250,000 and must not exceed $2,500,000.
11c	Estimated cost of activities proposed	Enter the estimated cost of activities proposed as a number (e.g., 250000). Do not include decimals, commas, or dollar sign symbols ($). Note that this

		is the estimated cost of the activities/advisory services described in field 11a. This field does not need to equal the requested funds from this program, in field 11b; however, it cannot be less than the funds in field 11b.
11d	Describe what project-related development activities have been completed, if any. List N/A if none. Examples include data or information that has been collected or activities conducted that are necessary to complete the activities funded through this Program. (no more than 250 words)	Enter a description of the project-related development activities that have been completed. These are activities that were completed before the date this application was submitted that are necessary to complete the activities to be funded through this program. Keep the description concise and to 250 words or less. If no activities were completed, then enter "N/A."
12	Viability of grant services requested	This is not a data entry field, but before filling in the following sections (12a-12b), see Section VI. B. Criterion #2 of the NOFO for review and evaluation information.
12a	Please describe the following: Either 1) your organization's experience procuring advisory services or 2) your organization's process for timely hiring of staff (i.e., defined job description, recruitment process). State if you have additional funds available to commit to this effort should grant funding provided prove insufficient to complete the proposed activities. If additional funds will be provided, include the amount and source of the local funding commitment. (no more than 400 words)	Enter a description for either option 1 or 2, which the requested program funding will support. Include in this description whether additional funds are accessible to use for the proposed activities if the requested funds are not enough to complete these activities. If additional funding is available for the project, provide the amount and source of the funding. Keep the description concise and to 400 words or less.

12b	Applicants are encouraged to seek bids or quotes or estimate the amount of dedicated staff time for the services being requested to demonstrate the reasonableness of the requested funding in this application. Have you obtained a bid, quote, or estimate for the services requested in this application?	Select yes if a bid or quote has been obtained. Select no if a bid or quote has not been obtained and provide a statement of how the estimated cost of the proposed activities was computed.
13	Application Certification	Read the certification statement and click the checkbox, which certifies that the application statements are true, complete, and accurate.
13	Signature	Either type your name to generate a signature or click "Sign" and digitally sign your name in the open field. A signature is needed to certify the application submission. Once you select "next" after this question, your application will be submitted, and there will be no further opportunities to make changes.