

Coronavirus Capital Projects Fund

SAMPLE Grant Plan (from Treasury Portal)

The following document is to be used as a reference only. All Grant Plans and Program Plans must be submitted via the Treasury portal. No Grant Plans or Program Plans will be accepted via email.

CPF Grant Plan

Welcome to the U.S. Department of the Treasury's (Treasury) submission portal for the Coronavirus Capital Projects Fund (CPF) Grant Plan. This portal is only for States, territories and freely associated states. **Recipients must submit Grant Plans by September 24, 2022, providing information on the Recipient's intended uses of CPF funds.** Treasury may publicly share information contained in the Grant Plan.

Recipients should refer to the "Guidance for the Coronavirus Capital Projects Fund for States, Territories and Freely Associated States" (Guidance) when completing a Grant Plan. Defined terms used in this portal that are not defined in it shall have the meanings ascribed to them in the Guidance.

The Grant Plan is organized in the following categories:

- Executive Summary
- Allocation Table
- Program Plan(s)
 - Program Questionnaire
 - Program Summary
 - Program Budget
 - Pre-Award Cost Annex (As Applicable)

Each Program Plan is intended to provide more detailed information on a particular type of Capital Project(s) the Recipient intends to undertake and constitutes an Eligible Applicant's request for funding for those types of Capital Projects. For example, as part of a Grant Plan to fund broadband deployment throughout the State a Recipient may submit a Program Plan that will provide detailed information about its deployment plan for some of the counties in the State. Later, it could file another Program Plan detailing its deployment plan for other counties in the State. Or the State could submit a Program Plan to fund a digital connectivity technologies program.

Recipients may submit additional Program Plans on a rolling basis so that Recipients can seek funding for a particular type of Capital Project (or Projects) when the Recipient is ready. All Program Plans must be submitted by September 24, 2022. Treasury will review and approve each Program Plan separately and will provide access to funds for each Program Plan when approved. For example, a Recipient with two Program Plans may submit, receive Treasury approval, and have access to funds for one Program Plan in December 2021, and then submit, receive Treasury approval, and have access to funds for the second Program Plan in March 2022.

For further clarification and examples for questions asked below, please review the FAQ document on the [Capital Projects Fund website](#). Terms carry the meaning defined in the [CPF guidance](#).

Grant Plan Executive Summary

Provide an Executive Summary not to exceed two pages. At a minimum, the Executive Summary should include a paragraph for each of the following:

- A brief description of the objectives(s) intended to be achieved with the CPF grant funds, and the Programs expected to be funded. This may be used by Treasury to publicly describe the grant.
- A narrative explaining the Recipient's rationale for allocating funds as proposed with its Allocation Table, and how the specific Programs were identified in pursuit of the stated policy purpose(s).
- A description of the Recipient's approach for identifying critical needs and the communities to be served by the capital assets, addressing the following questions:
 - What processes did you undertake and factors did you consider in identifying critical needs?
 - How has community engagement and public participation informed the Recipient's approach for spending CPF grant funds and planning for implementation and operation of capital assets?
 - How was equity considered in the selection of programs and the distribution of funds?

Treasury will consider any additional relevant information that the Recipient wishes to submit.

[File Upload for Executive Summary]

I, the undersigned, on behalf of the Recipient, certify that all of the information provided in this Grant Plan is true, complete and correct after reasonable inquiry of people, systems and other information available to the Recipient.

*Please enter the full name of the person submitting this CPF Grant Plan for Treasury's review:
[NAME]