

ACP Outreach Grant Program

Overview

Notice of Funding Opportunity Release

Affordable Connectivity Program Overview

What is the Affordable Connectivity Program?

- An FCC program administered by USAC with oversight from the Commission
- Established by the Infrastructure Investment and Jobs Act
- A benefit program that helps ensure that qualifying low-income households can afford the broadband they need for work, school, healthcare, and more
- Eligible households can receive:
 - Up to \$30/month discount for broadband service and associated equipment rentals;
 - Up to \$75/month discount for households on Tribal lands;
 - A one-time discount for \$100 for a laptop, desktop, or tablet purchased through a participating provider; and
 - Participating consumers must pay a copay of more than \$10 but less than \$50 toward the purchase of the device.



A Household is Eligible for the ACP if:

Household income is at or below 200% of the Federal Poverty Guidelines,
or

If a member of the household meets at least one of the criteria below:

- Participates in certain assistance programs, such as SNAP, Medicaid, Federal Housing Assistance (Housing Choice Voucher Program (Section 8 Vouchers; Project-Based Rental Assistance (PBRA)/202/811; Public Housing; Affordable Housing Programs for American Indians, Alaska Natives, or Native Hawaiians), SSI, WIC, or Lifeline;
- Participates in Tribal specific programs, such as Bureau of Indian Affairs General Assistance, Tribal TANF, or Food Distribution Program on Indian Reservations;
- Participates in the National School Lunch Program or the School Breakfast Program (including the Community Eligibility Provision);
- Received a Pell Grant in the current award year;
- Receives Veterans Pension or Survivors Benefit; or
- Meets the eligibility criteria for a participating provider's existing low-income program.



Two Steps to Enroll in the ACP



1. Go to AffordableConnectivity.gov to apply, or print out a mail-in application; and
2. Contact your preferred participating provider to select a plan and have the discount applied to your bill.

Some providers may have an alternative application that they will ask you to complete.

Eligible households must **both apply for the program and contact a participating provider to select a service plan.**

ACP Outreach Grant Program Overview

What is the ACP Outreach Grant Program?

Purpose:

- Seeks to enlist partners around the country to help inform ACP-eligible households about the program in their local communities; and
- To provide those partners with the funding and resources needed to increase participation among those Americans most in need of affordable connectivity

Program Administrator:

- The FCC's Consumer and Governmental Affairs Bureau (CGB)

Program Authority:

- Final regulations for the ACP Outreach Grant Program were published September 6, 2022 at [87 FR 54311](#)

Type of Grant:

- Discretionary

Federal Communications Commission | Affordable Connectivity Outreach Grant Program

NOTICE OF FUNDING OPPORTUNITY

AFFORDABLE CONNECTIVITY OUTREACH GRANT PROGRAM

I. EXECUTIVE SUMMARY

A. Federal Agency Issued By
Federal Communications Commission (FCC or Commission) / Consumer and Governmental Affairs Bureau (CGB)

B. Funding Opportunity Title
Affordable Connectivity Outreach Grant Program

C. Assistance Listing (CFDA Number)
32.011

D. Funding Opportunity Number
FCC-ACOGP-23-001

E. Authorizing Authority for Program
Infrastructure Investment and Jobs Act of 2021, Division J, Title IV, Public Law 117-58, 135 Stat. 429 (November 15, 2021) (47 USC 1752(b)(10)(C))

F. Announcement Type
Initial

G. Funding Instrument
Grant

H. Key Dates
Complete applications must be received through <https://www.grants.gov> no later than 11:59 p.m. Eastern Standard Time (EST) on January 9, 2023. Late applications will not be accepted. FCC expects to complete its review, make selection of successful applicants, and process awards on or before March 10, 2023.

I. Application Submission Method
Applications or portions thereof submitted through postal mail, courier, email, facsimile (fax), or other means will not be accepted. All applications must be submitted through <https://www.grants.gov>. See Section VI - Application and Submission Information of this Notice of Funding Opportunity (NOFO) for detailed information concerning application submission requirements.

ACP Outreach Grant Program Sub-Programs



FY23 ACP Outreach Grant Program	Program Overview
National Competitive Outreach Program (NCOP)	NCOP funds outreach activities to increase awareness of and encourage participation in the ACP for eligible low-income households.
Tribal Competitive Outreach Program (TCOP)	TCOP funds outreach activities to increase awareness of and encourage participation in the ACP for households on tribal lands.

For FY 2023, TCOP recipients must solely focus on ACP outreach activities to persons who live on qualifying Tribal lands

- Defined in [Section 54.1800\(s\)](#) of the ACP rules
- Map of qualifying Tribal lands available as a resource: [fcc_tribal_lands_map.pdf](#) ([affordableconnectivity.gov](#))

Program Goal and Objectives



Program Goal: Facilitate the promotion of the ACP; increase awareness of and participation in the ACP among eligible households

Program Objectives:

- Expand and support diverse and impactful outreach efforts nationwide;
- Strengthen outreach partners nationwide by empowering them to mobilize people and organizations to help raise awareness about the ACP to eligible households; and
- Increase ACP enrollment as a result of ACP Outreach Grant Program funded activities

Program Performance Measures

Awareness Measures

of outreach activities/events implemented by outreach type

- Amount of funding spent on outreach activity by type
- Amount of personnel and/or volunteer hours spent on outreach activities by type

of individuals reached by outreach type to increase ACP awareness

- For in-person engagements, # of eligible households that learned about the ACP for the first

Enrollment Measures

and type of in-person enrollment assistance events held

- # of individuals that participated in the in-person events
- # of eligible households enrolled with a provider during the event
- # of new, eligible households enrolled in the ACP who
 - 1) Lacked access to home and mobile broadband internet; or
 - 2) Lacked access to home broadband internet

Program Priorities



For FY 2023, the FCC has prioritized the following evaluation factors for the application review process:

- If the applicant intends to target underserved low-income households or individuals that are not currently on a low-income broadband plan or that do not have broadband service
- If the applicant intends to target outreach in communities that have low ACP participation rates, to include those that plan to target especially hard to reach populations
- Whether the state or territory entered or has committed to enter into a Computer Matching Agreement with the Universal Service Administrative Company (USAC) for purposes of verifying the eligibility of low-income consumers for the ACP
- Experience with, and past success in, conducting outreach regarding government programs and resources, particularly providing resources and directing services and education to people of color, persons with disabilities, persons who live in rural or Tribal areas, and others who are or have been historically underserved, marginalized, or adversely affected by persistent poverty or inequality
- Existing, trusted relationships with the communities that grant applicants expect to target (e.g., as “trusted messengers”), or the ability to readily establish those relationships
- Familiarity with the ACP and experience with or knowledge of bridging digital disparities and connectivity issues
- Experience with or capability of providing multilingual outreach, including American Sign Language
- Whether an applicant proposes a cost-share or cost match. Note: This information will be used as a tie breaker during the funding determination process

Eligible Entities

For FY 2023, the following diverse range of governmental and non-governmental organizations are eligible to apply for the ACP Outreach Grant Program:

- State governments and subdivisions to include DC and PR
- U.S. Territory governments and subdivisions
- Local governments and subdivisions
- Tribal governments and subdivisions, and tribal organizations
- Public housing agencies
- Tribal designated housing entities
- Social service providers
- Education organizations, such as schools and other institutions of higher education
- Workforce development training organizations
- Non-profit organizations (not required to have 501(c)(3) status)
- Community-based organizations
- Community anchor institutions
- Public service organizations
- Consortia of entities listed above

Ineligible Entities

The following entities are **not eligible** to participate in the ACP Outreach Grant Program or receive grant awards, either as grantees, pass-through entities, or subrecipients:

- ✗ Broadband providers and their subsidiaries, affiliates, representatives, contractors, and agents
- ✗ Broadband industry groups and trade associations that represent broadband providers
- ✗ Debarred, suspended, or excluded from or ineligible to receive federal assistance programs/activities
- ✗ 501(c)(4) non-profit organizations that engage in lobbying activities
- ✗ Organizations that are indebted to the U.S. and have judgment liens filed against them

Note: For municipal broadband providers and tribal governments, the exclusion of broadband providers and their affiliates, subsidiaries, or representatives from eligibility does NOT extend to separate arms of the municipality or tribal government that do not maintain, manage, or operate the broadband network.

Funding Information

Available Funding: Up to \$70 million

- Up to **\$60 million** for the National Competitive Outreach Program (NCOP)
 - \$27 million minimum allocation for all States, DC, and PR (\$500k) and U.S. Territories (\$250k)
- A minimum of **\$10 million** for the Tribal Competitive Outreach Program (TCOP)

Recommended Min. and Max. Request Amounts:

- Funding Minimum (Floor): \$50,000
- Funding Maximum (Ceiling): \$1 million*

Period of Performance: 24 Months

- Start Date: March 2023
- End Date: March 2025

***Applicants that submit a funding request closer to the recommended funding ceiling will need to demonstrate a multi-state, regional, and/or national ACP outreach implementation strategy**

Key Points on TCOP

- Applicants serving Tribal Nations located across multiple states can seek funding at the recommended ceiling/maximum amount to conduct grant-funded outreach and application assistance to eligible households who live on qualifying Tribal lands
- TCOP funding may only support ACP outreach to eligible households that live on qualifying Tribal lands; it may not support eligible households that are members of the Tribe living outside of qualifying Tribal lands
- NCOP funding can be used to conduct ACP outreach to eligible households that are members of the Tribe living outside of qualifying Tribal lands
- Non-Tribal organizations may apply for TCOP funding as long as grant funding is used to support ACP outreach and application assistance to eligible households living on Tribal lands
- Tribal Nations do not have to be federally recognized to apply for the ACP Outreach Grant Program

Funding Restrictions

The FCC has adopted the following funding restrictions for the ACP Outreach Grant Program:

- Neutrality of grant-funded outreach activities
- Transferring funds between ACP grant programs (NCOP, TCOP)

In addition, below are a list of program prohibitions

- Supplanting/replacing other outreach funding
- Accepting in-kind contributions from any broadband provider for grant-funded outreach
- Charging fees to eligible households or profiting from grant-funded outreach activity above the actual cost
- Providing commission or compensation to individuals linked to ACP application or enrollment
- Providing remote enrollment assistance
- Lobbying

Allowable and Unallowable Costs

Allowable Cost

- Costs funded through the ACP Outreach Grant Program must be necessary, reasonable, and allocable to the award

Unallowable Cost

- Unallowable costs are those that are deemed not necessary, reasonable, nor allocable to the award based on the goal and objectives of the ACP Outreach Grant Program

Cost Sharing and Matching Requirements

- No cost sharing or matching requirements as part of the FY 2023 ACP Outreach Grant Program
- Applicants that propose a cost share/match will have a priority consideration, in the event of a tie, in making funding allocation determination

Examples of Allowable Activities

Allowable Cost Category
ACP Application Assistance
Digital Campaigns
Outreach Materials
Direct Mail
ACP Service Provider Locator
Personnel
Fringe Benefits
Planning
Travel
Supplies
Project Management (Management & Administrative)
Facilities Rental
Indirect Costs
Paid Media Campaigns
Consumer Research / Focus Groups

Examples of Unallowable Activities

Unallowable Cost Category
Pre-award Costs
Exercises
Equipment
Provider Branded Materials
Gifts & Incentives
Membership Fees
Intangible Property
Real Property
Construction & Renovation
Entertainment/Alcohol / Meals
Collective Bargaining
Fines, Penalties, Damages
Fundraising
General Government Costs
Goods & Services

Application Submission Requirements

Standard Forms and Application

- SF-424 - Application for Federal Assistance
- SF-424A - Budget Information for Non-Construction Programs
- SF-LLL - Disclosure of Lobbying Activities (if applicable)
- Negotiated Indirect Cost Rate Agreement (if applicable)

Program-Specific Forms

- ACP Outreach Grant Program Application Template

The image shows three overlapping forms: SF-424 (Application for Federal Assistance), SF-424A (Budget Information for Non-Construction Programs), and SF-LLL (Disclosure of Lobbying Activities). The SF-424 form is partially visible at the top left. The SF-424A form is in the middle, showing a table with columns for Grant Program Function or Activity and Catalog of Federal Domestic Assistance Number. The SF-LLL form is in the foreground, showing the 'DISCLOSURE OF LOBBYING ACTIVITIES' section with various checkboxes and fields for reporting entity information.

Federal Communications Commission
FY 2023 Affordable Connectivity Outreach Grant Program
Release Date: 11/10/2022



ACP OUTREACH GRANT PROGRAM APPLICATION TEMPLATE INSTRUCTIONS

TEMPLATE INSTRUCTIONS

The Federal Communications Commission (FCC) has established the Affordable Connectivity Outreach Grant Program (ACP Outreach Grant Program), which provides eligible partners grant funds to conduct outreach in support of the Affordable Connectivity Program (ACP). To be considered for funding, each eligible entity is required to submit the requirements listed in the ACP Outreach Grant Program Notice of Funding Opportunity (NOFO), which includes this ACP Outreach Grant Program Application Template. This template must be used by each applicant to demonstrate the eligible entity's ability to implement proposed projects that will benefit ACP-eligible households and address the grant program purpose, goals, and objectives.

Eligible entities must submit this ACP Outreach Grant Program Application Template as part of the overall application submission through Grants.gov no later than January 9, 2023, at 11:59 p.m. Eastern Standard Time (EST). Eligible entities may submit up to two (2) proposed projects: One project can be used to explain outreach activities conducted by the applicants; the second proposed project must explain outreach activities that will be implemented by a subrecipient/pass-through entity, if applicable. Applicants are encouraged to adhere to the recommended funding minimum (floor) and maximum (ceiling) funding requests amounts listed in the ACP Outreach Grant Program NOFO.

Helpful Tips When Navigating the ACP Outreach Grant Program Application Template

Naming Convention When Submitting Completed Application Template:

Applications must use the following file naming convention when submitting the required Application Template:

- Governmental and Non-governmental Entities: <State Abbreviation> FY23 Outreach Grant <Applicant Name>
- Tribal Nations: FY23_Outreach Grant_<Applicant Name>

Copying & Pasting in the Application Template:

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Spell Check:

It is suggested that applicants use MS Word to ensure that the entered information is spelled correctly. To use Spell Check in MS Word (2007 or newer):

- Click on the [Review] menu
- Select [Spelling & Grammar] and all spelling issues will be displayed.

BUDGET NARRATIVE INSTRUCTIONS

All applications must have a detailed budget narrative explaining and justifying the federal and the non-federal expenditures by object class category as listed on SF-424A for Non-Construction Awards and the ACP Outreach Grant Program Application Template. For clarification and simplicity, it is best to discuss each expense by object class in the order that they appear on the SF-424A. Include detailed descriptions, breakdown of all cost justifications, and computation method (see instructions below). Additionally, provide any cost share or cost match funds in the same level of detail as the federal funds. The budget narrative submitted with the application must match the dollar amounts on all required standard forms (e.g., SF-424, SF-424A). Please explain each calculation and provide a narrative that supports each budget category (the SF-424 must equal total costs identified on the SF-424A form, which must match the budget narrative in this ACP Outreach Grant Program Application Template). As a reminder, Equipment and Construction are not allowable under the ACP Outreach Grant Program. Costs proposed to the FCC must be reasonable, allowable, allocable, and necessary to the supported activity. Please refer to FY 2023 ACP Outreach Grant Program NOFO and 2 CFR §200 for applicable administrative requirements and cost principles.

Cost Share or Match (Optional)

There is no cost share or match requirements as part of the FY 2023 ACP Outreach Grant Program. However, applicants that propose a cost match or cost share may have a priority consideration, in the event of a tie, when making funding determinations. If an applicant elects cost sharing or matching, the applicant must comply with 2 CFR 200.306.

Enter total of non-federal share (\$) in the Bonus - Priorities section, including the requested narrative.

"Cost Sharing and Matching" Narrative: Please provide description of the funding/resources whether cash or in-kind contributions, or other sources. Provide a detailed breakdown describing each line-item expense, showing matching contributions.

Application Review Process

Eligibility/Compliance Review

- The applicant is deemed an eligible entity under the ACP Outreach Grant Program, to include not being on the Suspension and Debarment list;
- The applicant successfully submitted all the required Standard Forms; and
- The applicant successfully submitted all the required program-specific forms.



Merit Review

- Review to determine the quality of proposed projects against program objectives, activities, and costs/budget using pre-determined criteria and federal reviewer scores
- Applicants will be considered for funding from highest to lowest score until available funds are exhausted



Risk Review

- To determine fiscal stability of an applicant using many factors including, the quality of the management systems, history of grant performance, and audit reports and findings

Funding Determination

Funding will be awarded based on the following factors:

- Eligibility
- Merit-based review of application submissions
- Risk assessment to confirm the financial stability and overall operational capacity of the applicant

NCOP Only: Of the up to \$60 million for NCOP, \$27 million will be reserved to allow these target minimum allocations pursuant to the Second Report and Order and NOFO:

- \$500,000 for each State (including DC and PR)
- \$250,000 for each U.S. Territory
- NOTE: If total NCOP funding requested from State or U.S. Territory is below target minimum allocation above, amount awarded will be based on outcome of application review and total funding requested

Notice of Award / Award Announcement



Once the final award decisions are made, the FCC sends a Notice of Award (NOA) to the entities selected for funding. The NOA is the official, legally binding issuance of the award.

- FCC Issues the NOA to intended recipients within 30 days of award announcement
- Intended recipients have up to 30 days to accept or reject the NOA in GrantSolutions
 - If rejected:
 - The next potential applicant will be selected based on available funding or the FCC can choose to make the funding available in future years
 - If accepted:
 - The intended recipient will accept the NOA in GrantSolutions and will be awarded the grant
- The recipient is expected to implement the project(s) proposed in the application within the terms and conditions

Notice of Award	
FAIN# XXXXXXXXXXXXXXX Federal Award Date XX/XX/XXXX	
Recipient Information 1. Recipient Name Name of Recipient Address Line 1 Address Line 2 City, State, XXXXX-XXXX XX 2. Congressional District of Recipient XX 3. Payment System Identifier (ID) XX-XXXXXX 4. Employer Identification Number (EIN) XX-XXXXXX 5. Data Universal Numbering System (DUNS) XX-XXX-XXXX 6. Recipient's Unique Entity Identifier XXXXXXXXXXXXXXX 7. Project Director or Principal Investigator Name Title email@email.com XXX-XXX-XXXX 8. Authorized Official Name Title email@email.com XXX-XXX-XXXX	Federal Award Information 11. Award Number XXXXXXXXXXXXXXX 12. Unique Federal Award Identification Number (FAIN) XXXXXXXX 13. Statutory Authority XX XXX XXXXX XX XXX 14. Federal Award Project Title XXXX 15. Assistance Listing Number XX-XXX 16. Assistance Listing Program Title XXXX 17. Award Action Type XXXX 18. Is the Award R&D? XXXX
Federal Agency Information 9. Awarding Agency Contact Information Name Title Operating Division Name email@email.com XXX-XXX-XXXX 10. Program Official Contact Information Name of Program Official Title Operating Division Name email@email.com XXX-XXX-XXXX	Summary Federal Award Financial Information 19. Budget Period Start Date XX/XX/XXXX – End Date XX/XX/XXXX 20. Total Amount of Federal Funds Obligated by this Action \$ 0 20a. Direct Cost Amount \$ 0 20b. Indirect Cost Amount \$ 0 21. Authorized Carryover \$ 0 22. Offset \$ 0 23. Total Amount of Federal Funds Obligated this budget period \$ 0 24. Total Approved Cost Sharing or Matching, where applicable \$ 0 25. Total Federal and Non-Federal Approved this Budget Period \$ 0 26. Project Period Start Date XX/XX/XXXX – End Date XX/XX/XXXX 27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period \$ 0 28. Authorized Treatment of Program Income XXXX 29. Grants Management Officer - Signature Signature
30. Remarks XXXX	

Post Award Reporting Requirements

The FCC will monitor all grant awards both financially and programmatically using grantees' PPR and FFR submissions:

Performance Progress Reports (PPR)

- Due on a quarterly basis within 30 days of the close of each quarter
- Used to assess performance progress of implemented projects. Information in the form will include:
 - Accomplishments for the quarter,
 - Challenges and mitigation strategies,
 - Intended tasks for the next quarter;
 - Technical assistance needed, if any; and
 - Progress against program performance measures

Federal Financial Reports (FFR)

- Due on a quarterly basis within 30 days of the close of each quarter
- The PPR and FFR should be submitted at the same frequency
- The recipient or pass-through entity must also request and include relevant sub-recipient information to ensure reporting obligations are fulfilled
- Used to assess the financial progress of implemented projects. Information in the form will include (ex. Obligated and unobligated funding)

PPRs and FFRs must be submitted electronically through <https://grantsolutions.gov>.

Award Monitoring and Compliance

The FCC may conduct enhanced monitoring through desk reviews, onsite monitoring visits, or both.

Desk Reviews/Site Visits	Audits/Internal Controls
<ul style="list-style-type: none">▪ Used to identify areas where the recipient may need technical assistance, corrective actions, or other support▪ Can be desk reviews, onsite monitoring visits, or both<ul style="list-style-type: none">– <u>Desk Reviews</u>: Verify compliance, conduct interviews to confirm adherence to approved program plans, allowable use, and inventory controls to assess the risk of noncompliance– <u>On-Site Monitoring Visits</u>: High risk recipients or recipients preparing for an external audit may be subject to an on-site monitoring visit	<ul style="list-style-type: none">▪ Recipients may be subject to audits from various agencies and organizations:<ul style="list-style-type: none">– <u>Audits</u>: Performed by GAO or OIG to monitor and analyze policies, expenditures, and the performance of grant recipients– <u>Single Audit</u>: Recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report

Final - Performance Progress Reporting / Federal Financial Reporting

- Due within 120 calendar days after the expiration of the period of performance, including all subrecipients or pass-through entity
- Final performance report must provide an assessment of the ACP Outreach Grant Program
- No-cost extensions to the initial period of performance will only be considered through formal, written requests electronically to the recipient's FCC Grants Management Specialist and must contain specific and compelling justifications as to why an extension is required

Final Progress and Financial Reports must be submitted electronically through <https://grantsolutions.gov>.

- **Administrative Closeout**: is a mechanism for the FCC to unilaterally move forward with closeout of an award using available award information in lieu of final reports from the recipient per 2 C.F.R. § 200.344(h)-(i).
- **Specific Conditions**: Failure to perform the work in accordance with the terms of the award and maintain satisfactory performance as determined by the FCC may result in the imposition of additional award conditions
- **Non-Compliance**: Failure to comply with the terms and conditions of a Federal award as determined by the FCC may result in termination of the award in whole or in part. Any action to terminate based on noncompliance will be reported in FAPIIS the recipient's material failure to comply with the award terms and conditions.

Award Close-out: Records Retention



- Financial records, supporting documents, and all other non-federal entity records pertinent to a federal award must be retained for a period of three years from the date of submission of the final expenditure report to the FCC.
- The record retention period may be longer than three years where an audit, litigation, or claim is not resolved, and final action is not taken until after expiration of the three-year period.
- FCC or another agency notifies the non-federal entity in writing that the retention period will be extended.

Key Dates and Times

ACP Outreach Grant Program:

- ❑ **Application Start Date:** November 10, 2022
- ❑ **Application Due Date:** January 9, 2023 @ **11:59 PM EST**
- ❑ **Award Announcement Date:** March 10, 2023

Pilot Program Outreach Grants Overview

Your Home, Your Internet Pilot Program



On November 21, 2022, the FCC released a NOFO for the Your Home, Your Internet (YHYI) Pilot and ACP Navigator Pilot Program (NPP) Outreach Grants

▪ Program Overview

- Aims to increase awareness and participation in the ACP for households receiving federal housing assistance
- Allows the FCC to test the best methods for helping consumers receiving qualifying federal housing assistance to learn about and enroll in the ACP
- Selected participants may also request access to the National Verifier for purposes of assisting consumers with completing and submitting an application for the Affordable Connectivity Program.

▪ Eligible Entities

- Federal agencies and state, local, and Tribal housing agencies (including housing authorities), as well as tenant associations and non-profit and community-based organizations working with federal housing assistance recipients that partner with such agencies.

Available Grant Funding: \$5 million

Anticipated # of Pilot Participants: ~20

Pilot participants have the option to self-fund or seek grant funds

ACP Navigator Pilot Program



▪ Program Overview

- Grants trusted, neutral third-party entities (schools, school districts, local or state governmental entities) with access to the National Verifier to assist customers when applying for the ACP

▪ Eligible Entities

- Public and government entities, such as public schools and public school districts, and local, state, or Tribal government entities
- Examples of eligible entities include, but are not limited to, state and local institutions of higher learning, state veterans affairs offices, state and community libraries, and Tribal schools and libraries.
- Non-profit organizations are not eligible to apply for the ACP Navigator Pilot Program. However, eligible government entities selected to participate in the ACP Navigator Pilot Program may enter into partnerships with neutral non-profit organizations provided that the government entity discloses in its ACP Navigator Pilot Program application that it is partnering with one or more specific non-profit organization(s) and identifies any such partner organization(s).

Available Grant Funding: \$5 million

Anticipated # of Pilot Participants: ~20

Pilot participants have the option to self-fund or seek grant funds

Pilot Programs Application Overview



- There is a single application for both Pilot Programs. Applicants may apply to one or both of the Pilot Programs at the same time. Some of the application questions will vary depending on the Pilot Program(s) for which the applicant is applying.
- **Register:** To complete an application, applicants will first need to register for the Affordable Connectivity Pilot Program Application Portal:
<https://forms.universalservice.org/acppilotprograms/register>.
- **Submit Application:** Once applicants complete the registration process, they will need to start an application by logging into the Application Portal:
<https://forms.universalservice.org/portal/login>.
- Applicants are encouraged to use the Pilot Program application instructions and other resources on the FCC ACP Pilots page.
- **Complete and Submit Standard Forms:** For those seeking grant funds, applicants are also required to submit Standard Forms (e.g., SF-424, SF-424A, and SF-LLL) and the Detailed Budget Worksheet and Narrative in grants.gov (Funding Opportunity Number: FCC-ACOGP-23-002).

Key Dates and Times

Pilot Program Outreach Grants:

- ❑ **Application Start Date:** November 21, 2022
- ❑ **Application Due Date:** January 9, 2023 @ **9:00 PM EST**
- ❑ **Award Announcement Date:** March 2023

Contact Information: ACPpilots@fcc.gov

Website: www.fcc.gov/acp-pilots

Pilot Program Outreach Grants:

Applicants will have to complete and submit standard forms via Grants.gov and an application using the USAC Pilot Programs Application Portal

ACP Outreach Grant Application Package Overview

Application Submission Requirements

Standard Forms and Application

- SF-424 - Application for Federal Assistance
- SF-424A - Budget Information for Non-Construction Programs
- SF-LLL - Disclosure of Lobbying Activities (if applicable)
- Negotiated Indirect Cost Rate Agreement (if applicable)

Program-Specific Forms

- ACP Outreach Grant Program Application Template

The image shows three overlapping forms: SF-424 (Application for Federal Assistance), SF-424A (Budget Information for Non-Construction Programs), and SF-LLL (Disclosure of Lobbying Activities). The SF-424 form includes fields for Type of Submission, Date Received, and Applicant Information. The SF-424A form features a table for budget summary with columns for Grant Program Function or Activity and Catalog of Federal Domestic Assistance Number. The SF-LLL form is titled 'DISCLOSURE OF LOBBYING ACTIVITIES' and includes sections for Type of Federal Action, Status of Federal Action, Report Type, and Name and Address of Reporting Entity.

Federal Communications Commission
FY 2023 Affordable Connectivity Outreach Grant Program
Release Date: 11/10/2022



ACP OUTREACH GRANT PROGRAM APPLICATION TEMPLATE INSTRUCTIONS

TEMPLATE INSTRUCTIONS

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- Select [Spelling & Grammar] and all spelling issues will be displayed.

BUDGET NARRATIVE INSTRUCTIONS

All applications must have a detailed budget narrative explaining and justifying the federal and the non-federal expenditures by object class category as listed on SF-424A for Non-Construction Awards and the ACP Outreach Grant Program Application Template. For clarification and simplicity, it is best to discuss each expense by object class in the order that they appear on the SF-424A. Include detailed descriptions, breakdown of all cost justifications, and computation method (see instructions below). Additionally, provide any cost share or cost match funds in the same level of detail as the federal funds. The budget narrative submitted with the application must match the dollar amounts on all required standard forms (e.g., SF-424, SF-424A). Please explain each calculation and provide a narrative that supports each budget category (the SF-424 must equal total costs identified on the SF-424A form, which must match the budget narrative in this ACP Outreach Grant Program Application Template). As a reminder, Equipment and Construction are not allowable under the ACP Outreach Grant Program. Costs proposed to the FCC must be reasonable, allowable, allocable, and necessary to the supported activity. Please refer to FY 2023 ACP Outreach Grant Program NOFO and 2 CFR §200 for applicable administrative requirements and cost principles.

Cost Share or Match (Optional)

There is no cost share or match requirements as part of the FY 2023 ACP Outreach Grant Program. However, applicants that propose a cost match or cost share may have a priority consideration, in the event of a tie, when making funding determinations. If an applicant elects cost sharing or matching, the applicant must comply with 2 CFR 200.306.

Enter total of non-federal share (\$) in the Bonus - Priorities section, including the requested narrative.

"Cost Sharing and Matching" Narrative: Please provide description of the funding/resources whether cash or in-kind contributions, or other sources. Provide a detailed breakdown describing each line-item expense, showing matching contributions.

Application Template – Applicant Information

Applicant Information Section: Provides basic applicant information, including sub-recipients. Information provided should match the standard forms (SF-424, SF-424A, SF-LLL)

I. APPLICANT INFORMATION			
<i>The Applicant Information section includes information that will be used to determine eligibility and the funding requested for outreach activities. Information provided in this section must match the SF-424 submitted in Grants.gov, where applicable.</i>			
I.A. Enter the applicant's name.			
<i>Instructions (Character Limit 100): Provide the applicant's name here. As a reminder, only eligible entities may apply.</i>			
I.B. Enter the applicant's SAM.gov Unique Entity Identifier (UEI) number.			
<i>Instructions (Character Limit 12): Provide the applicant's UEI number.</i>			
I.C. Select the applicant type.			
<i>Instructions: Select the applicant type (Options: State Government, Territory Government, Tribal Government, Local Government, Public Housing Agency, Tribally Designated Housing Entity, Social Service Provider, Educational Organization, Workforce Development Training Organization, Non-Profit Organization, Community-based Organization, Community Anchor Institution, Public Service Organization, Tribal Organization, Consortia of eligible entities, Other). If "Consortia of Eligible Entities" or "Other", please enter the eligible entity type.</i>			
I.D. State if the applicant will have a subrecipient(s) / pass-through entity. Note: If yes, the applicant must complete Section IV. Project Narrative – Subrecipient(s) / Pass-Through Entity and V. Project Management and Milestones – Subrecipient(s)/Pass-Through Entity.			
<i>Instructions (Drop-down Menu): Select the correct response from the drop-down menu (i.e., Yes/No).</i>			
1. [For Subrecipient/Pass-Through Entity Only] Provide Subrecipient(s)/pass-through entity(ies) name(s).			
<i>Instructions (Character Limit 100): Provide the subrecipient/pass-through entity's name here.</i>			
2. [For Subrecipient/Pass-Through Entity Only] Provide Subrecipient(s)/pass-through entity(ies) UEI number(s).			
<i>Instructions (Character Limit 100): Provide the subrecipient/pass-through entity's UEI number.</i>			
I.E. Identify the total amount of funding requested from each program, including the amount and percentage for management and administration (M&A) expenditures.			
<i>Instructions (Fill in Table): Complete the funding table below identifying how much funding is being requested from each program, including M&A expenditures. The applicant must be eligible for the program to receive funding. Funding requested is not guaranteed as each program is competitive. NOTE: There is a five percent maximum on M&A expenditures.</i>			
Program	Funding Request (Amount)	M&A (Amount)	M&A (Percentage)
National Competitive Outreach Program	\$	\$	%
Tribal Competitive Outreach Program	\$	\$	%
TOTAL:	\$	\$	%

L.F. Identify how the performance measures outlined in the ACP Outreach Grant Program NOFO will be achieved.	
<i>Instructions: Provide the response stating how the applicant will comply with measures listed in Section IV.B. of the ACP Outreach Grant Program NOFO in the Performance Measure table below.</i>	
Performance Measure	Intended Achievement
1. Number of outreach activities/events implemented	[Enter #]
Compliance Plan	
<i>[Character Limit 1,500. Describe how the proposed project(s) will collect and achieve the performance measure]</i>	
2. Number of individuals reached to increase awareness of the ACP	[Enter #]
Compliance Plan	
<i>[Character Limit 1,500. Describe how the proposed project(s) will collect and achieve the performance measure]</i>	
3. Number and type of in-person enrollment assistance events held	[Enter #]
Compliance Plan	
<i>[Character Limit 1,500. Describe how the proposed project(s) will collect and achieve the performance measure]</i>	

Application Template – Project Narrative

Project Narrative Section: Provides in-depth information on the proposed project, including the applicant’s knowledge of the program/community, and funding requested.

II. PROJECT NARRATIVE - APPLICANT

The Project Narrative section provides detailed information on the intended geographic area that will benefit from the project, the type of outreach activities that will be developed and implemented within the period of performance using methods that will provide a meaningful impact to the community. This section is intended for the primary applicant; subrecipient/pass-through entity information must be captured under Section IV. Project Narrative – Subrecipient(s) / Pass Through Entity, if applicable.

II.A. Enter Project Name.
Instructions (Character Limit 100): Provide the project name here.

II.B. State if this is a new outreach effort or a continuation of an existing outreach effort (i.e., the applicant has already received or expects to receive funding from other sources).
Instructions (Select from Drop-down Menu): Select from the drop-down menu if this is a new or continuation effort. If a continuation, answer II.B.1. If new, advance to II.C.

1. **[For Continuation Only] If the applicant has already received, is receiving or expects to receive other support or funding for ACP outreach, explain why funding is needed from the ACP Outreach Grant Program.**
Instructions (Character Limit 1,500): Provide the response here. State if the funding will be received during the period of performance

II.C. The ACP Outreach Grant Program NOFO includes an Ineligible Entities provision. Does the applicant fall under any of the ineligible entities criteria? If yes, provide an explanation of the relationship with the broadband service provider.
Instructions (Select from Drop-down Menu): Select “Yes” or “No” from the drop-down menu. Then, explain the relationship with the broadband service provider (Character Limit 750). Please note that per the ACP Outreach Grant Program NOFO, “The following entities may not receive awards, either as Grantees, Pass-through Entities, or Subrecipients under the ACP Outreach Grant Program: (i) Broadband providers (including municipal broadband providers), their affiliates, subsidiaries, contractors, agents, or representatives; and (ii) Broadband industry groups and trade associations that represent broadband providers.”

II.D. Identify the amount of funding requested from each source for this project.
Instructions (Fill in Table): Each project must identify a programmatic funding source. If a project will use multiple sources of funding, separate the amounts of funding from each source.

Funding Source	Funding Request (By Project)	M&A Request (By Project)	M&A (Percentage)
National Competitive Outreach Program	\$	\$	%
Tribal Competitive Outreach Program	\$	\$	%
TOTAL:	\$	\$	%

In the Application Template, there is a separate section for Project Narrative – Applicant; and a separate section for Project Narrative – Subrecipient(s)/Pass-through Entity(ies) to account for each entity type’s project description individually (See Section IV. Project Narrative – Subrecipient/Pass-Through Entity of the FY 2023 ACP Outreach Grant Program Application Template. If Applicant is the primary and only entity applying, Section IV will not be applicable.

Applicants must self-report, disclose, and provide an explanation regarding the ineligible entities clause.

Application Template – Project Narrative (cont.)

Project Narrative Section (cont.): Provides in-depth information on the applicant’s understanding of ACP and how the proposed project will increase awareness of the ACP.

<p>II.E. Describe your understanding of the ACP. State how this understanding influenced the need for this project, including the outreach or application assistance needs that will be addressed with ACP Outreach Grant funds.</p> <p><i>Instructions (Character Limit 2,500): Provide the response here.</i></p>
<p>II.F. Provide an abstract of the proposed project and how the proposed project will increase awareness of and increase ACP enrollment for eligible households.</p> <p><i>Instructions (Character Limit 1,500): Provide the response here. Abstracts will be publicly posted should you be selected as grant recipient.</i></p>

If awarded funding, project abstracts will be made available to the public.

Application Template – Project Narrative (cont.)

Project Narrative Section (cont.): Provides in-depth information on the intended impact of the proposed project and its alignment to Program Objectives

<p>II.G. Describe the intended impact of the proposed project on specific areas, households, or individuals to raise awareness and/or increase ACP enrollment.</p> <p><i>Instructions (Fill in Table): Describe the intended impact of the proposed project on specific areas, households, or individuals to raise awareness and/or increase ACP enrollment.</i></p> <p>Intended Impact Area: Geographic Areas</p> <p><i>[Character Limit 1,500. Enter a description of the geographic areas (including qualifying Tribal lands as applicable) that will be targeted and served through the proposed outreach (including ACP application assistance)]</i></p>
<p>Intended Impact Area: Constituency Groups</p> <p><i>[Character Limit 1,500. Enter the constituencies intended to be targeted and served, including members of an unserved or marginalized community]</i></p>
<p>Intended Impact Area: Households/Individuals</p> <p><i>[Character Limit 1,500. Enter the estimated number of households or individuals to be targeted by the proposed project]</i></p>

<p>Intended Impact Area: Communities with Low ACP Participation Rates</p> <p><i>[Character Limit 1,500. Select if the outreach will target communities that have low ACP participation rates]</i></p>
<p>II.H. Describe how the proposed project meets the Program Objectives.</p> <p><i>Instructions: Describe how the proposed project addresses the ACP Outreach Grant Program Objectives listed in Section IV.B. of the ACP Outreach Grant Program NOFO.</i></p> <p>1. Program Objective: Expand and support diverse and impactful outreach efforts nationwide.</p> <p><i>[Character Limit 1,500. Enter how the proposed project will meet this objective]</i></p>
<p>2. Program Objective: Strengthen outreach partners nationwide by empowering them to mobilize people and organizations to help raise awareness about the ACP.</p> <p><i>[Character Limit 1,500. Enter how the proposed project will meet this objective]</i></p>

<p>3. Program Objective: Increase ACP enrollment as a result of the ACP Outreach Grant Program funded activities.</p> <p><i>[Character Limit 1,500. Enter how the proposed project will meet this objective]</i></p>
<p>III. Explain how the lessons learned from this proposed project will benefit other organizations/governments looking to achieve similar results in increasing awareness and enrollment for ACP-eligible households.</p> <p><i>Instructions (Character Limit 1,500): Provide the response here.</i></p>

Application Template – Project Management and Milestones

Project Management and Milestones Section: Outlines how the proposed project(s) will be executed within the period of performance and detailed budget information. Applicants can submit up to 3 projected outcomes and 8 milestones per outcome.

III. PROJECT MANAGEMENT AND MILESTONES - APPLICANT			
<i>The Project Management and Milestones section outlines how the proposed project will be executed within the period of performance, including performance measures.</i>			
III.A. Identify each projected outcome, subsequent milestones that will be met, and estimated timeline within the period of performance.			
<i>Instructions (Fill in the Table): Describe the proposed project's projected outcomes, including key milestones that will be met and start/end dates. The applicant can enter up to 3 outcomes and up to 8 milestones, as necessary.</i>			
Projected Outcome	Milestone (By Outcome)	Projected Start Date	Projected End Date
[Sample Outcome #1]	[Milestone for #1]	MM/DD/YYYY	MM/DD/YYYY
	[Milestone for #2]	MM/DD/YYYY	MM/DD/YYYY
	[Milestone for #3]	MM/DD/YYYY	MM/DD/YYYY
	[Milestone for #4]	MM/DD/YYYY	MM/DD/YYYY
	[Milestone for #5]	MM/DD/YYYY	MM/DD/YYYY
	[Milestone for #6]	MM/DD/YYYY	MM/DD/YYYY
	[Milestone for #7]	MM/DD/YYYY	MM/DD/YYYY
	[Milestone for #8]	MM/DD/YYYY	MM/DD/YYYY

Applicants are not required to complete all outcome or milestone data fields. **Leaving blank data fields will not negatively impact application scores.**

Application Template – Project Management and Milestones (cont.)



III.B. Identify how the proposed project aligns to the allowable cost categories.		
<i>Instructions: Grant funded activities for the proposed project must align to the allowable cost categories. A project may have activities in more than one cost category. For more information on the allowable cost categories, please refer to the ACP Outreach Grant Program NOFO.</i>		
Allowable Cost Category	Proposed Funds	Budget Narrative
Personnel	\$	Explain how personnel funding will be used. This section should include compensation for personnel whose time was spent exclusively conducting ACP outreach activities and/or in-person ACP application assistance either in a part-time or full-time capacity. List Position(s), Name (if known), Number of Staff, Percentage of Time, Hourly rates and number of hours, and amount.
Event Planning	\$	
Direct Mail	\$	
Consumer Research	\$	
Paid Media Campaigns	\$	
Digital Campaigns	\$	
ACP App. Assist	\$	
Outreach Materials	\$	
Other	\$	
Fringe Benefits	\$	
Event Planning	\$	
Direct Mail	\$	
Consumer Research	\$	
Paid Media Campaigns	\$	
Digital Campaigns	\$	
ACP App. Assist	\$	
Outreach Materials	\$	
Other	\$	
Travel	\$	Explain how Travel expenses will be used. This section should include planned ACP outreach and/or in-person ACP application assistance events, to include mileage, gas, and related travel incidentals. Detail travel costs for all travelers along with location. List (breakout) proposed costs for airline, mileage, gas, per diem rate for meals and lodging, etc.
Event Planning	\$	
Direct Mail	\$	
Consumer Research	\$	
Paid Media Campaigns	\$	
Digital Campaigns	\$	
ACP App. Assist	\$	
Outreach Materials	\$	
Other	\$	
Supplies	\$	
Event Planning	\$	
Direct Mail	\$	
Consumer Research	\$	
Paid Media Campaigns	\$	
Digital Campaigns	\$	
ACP App. Assist	\$	
Outreach Materials	\$	
Other	\$	
Contractual	\$	Explain how Contractual expenses will be used. This section should include Name of Contractor, Vendor, or Subrecipient. Description of Services. Provide breakdown of the consultant costs, a copy of the contract, and description of how the selection was made for the consultant. Please also include subcontractor information.
Event Planning	\$	
Direct Mail	\$	
Consumer Research	\$	
Paid Media Campaigns	\$	
Digital Campaigns	\$	
ACP App. Assist	\$	
Outreach Materials	\$	
Other	\$	
Indirect Costs	\$	
Event Planning	\$	
Direct Mail	\$	
Consumer Research	\$	
Paid Media Campaigns	\$	
Digital Campaigns	\$	
ACP App. Assist	\$	
Outreach Materials	\$	
Other	\$	
Other	\$	Explain how Other expenses will be used, including Management and Administrative (M&A). This section should include Costs incurred in support of grant administration that are not included in the organization's indirect cost pool (e.g., preparing and submitting programmatic and financial reports, establishing and/or maintaining inventory, responding to official information requests such as audits, monitoring pass-through recipients). This cost is capped at 5% of awarded funds.
M&A	\$	
TOTAL:	\$	+

Applicants should allocate proposed funds by allowable cost category and outreach activity. **Calculations should match and align to the SF-424A.**

Applicants should refer to the Budget Narrative Instructions at the beginning of the Application Template to see the information that should be included in each section's budget narrative, including required computations.

Reminder: Calculations must be entered manually.

Application Template – Bonus Funding Priorities

Bonus - Funding Priorities Section: Applicants can self-report if they meet the funding priorities for the ACP Outreach Grant Program and provide an explanation, where applicable.

VI. BONUS – FUNDING PRIORITIES	
<i>The Funding Priorities section provides each applicant the opportunity to self-report whether and how it meets the below prioritization and evaluation factors for the ACP Outreach Grant Program NOFO. Responses will not guarantee the applicant will be prioritized or receive requested funding.</i>	
VI.A. Select each prioritization and evaluation factor met by the applicant and/or proposed project.	
<i>Instructions (Select All That Apply): Using the drop-down, select the correct response to all that apply to the applicant and/or proposed project. Use the "Explanation" section to provide an explanation.</i>	
Priority	
1. Does the proposed project target underserved low-income households or individuals that are not currently on a low-income broadband plan or that do not have broadband service?	<input type="checkbox"/>
Explanation (Character Limit 500):	
2. Does the proposed project target outreach in communities that have low ACP participation rates, to include those that plan to target especially hard to reach populations (including minorities, persons with disabilities, persons who live in rural or Tribal areas, and others who are or have been historically underserved, marginalized, or adversely affected by persistent poverty or inequality)?	<input type="checkbox"/>
Explanation (Character Limit 500):	
3. Does the applicant propose a cost share or cost match? Note: Cost share or cost match is not a requirement of the ACP Outreach Grant Program and this information will be used as a tie breaker during the funding determination process.	<input type="checkbox"/>
Explanation (Character Limit 500):	
4. Has the state or territory entered into or committed to enter into a Computer Matching Agreement with the Universal Service Administrative Company (USAC) for purposes of verifying the eligibility of low-income consumers for the Affordable Connectivity Program? (For state, District of Columbia, and U.S. territory government entities only; this does not apply to non-governmental entities.)	<input type="checkbox"/>
Explanation (Character Limit 500):	

5. Does the applicant have experience with, and/or past success in, conducting outreach regarding government programs and resources, particularly providing resources and directing services (such as ACP application assistance) and education to people of color, persons with disabilities, persons who live in rural or Tribal areas, and others who are or have been historically underserved, marginalized, or adversely affected by persistent poverty or inequality?	<input type="checkbox"/>
Explanation (Character Limit 500):	
6. Does the applicant have existing, trusted relationships with the communities the grant applicant expects to target (e.g., as “trusted messengers”), or the ability to readily establish those relationships, particularly relationships with people of color, persons with disabilities, persons who live in rural or Tribal areas, and others who are or have been historically underserved, marginalized, or adversely affected by persistent poverty or inequality?	<input type="checkbox"/>
Explanation (Character Limit 500):	
7. Does the applicant have experience with or capability of providing multilingual outreach, to include American Sign Language? If so, state which languages.	<input type="checkbox"/>
Explanation (Character Limit 500):	

Multilingual outreach can include native Tribal languages.

Application Template – Acknowledgements

Acknowledgements Section: Applicants must acknowledge that they will adhere to the ACP Outreach Grant Program requirements should funding be awarded.

VII. ACKNOWLEDGEMENTS	
<i>The Acknowledgements Section should be completed by the applicant to confirm program requirements will be adhered to should funding be awarded.</i>	
VII.A. Confirm that the applicant acknowledges each requirement.	
<i>Instructions (Drop-down Menu): Select the correct response from the drop-down menu (i.e., Yes/No)</i>	
Acknowledgements	
1. I hereby certify that all of the information provided in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in said documents can cause denial of a grant award or termination of a grant award.	<input type="text"/>
2. I understand that submission of an application does not guarantee that the applicant will receive a grant award.	<input type="text"/>
3. By submitting an application, I agree to comply with the requirements of FY 2023 Affordable Connectivity Outreach Grant Program Notice of Funding Opportunity as well as the terms and conditions of its award should my organization receive an award. I also agree to comply with the requirements set forth in the ACP Grant Program Second Report and Order (FCC 22-64), to include maintaining neutrality among service providers or groups of service providers when conducting grant-funded activities.	<input type="text"/>

Reminder: All applications MUST be submitted through Grants.gov. Applicants must ensure that the last application package submitted is the final version as that is what will be retrieved by the FCC for review and funding consideration.

Applicant Resources

For Applicants/Grantees:

- NOFO
- NOFO Fact Sheet
- NOFO Frequently Asked Questions
- Office Hours
 - December 16th from 12 – 1PM EST
 - January 4th from 12 – 1PM EST
- NOFO Webinars:
 - 1) Outreach Grant Program Overview
 - 2) How To Register Guide

Contact Information: ACPGrants@fcc.gov

Website: www.fcc.gov/acp-grants

Questions and Answers

