

# ACP Outreach Grant Program

# **Overview Guide**

Notice of Funding Opportunity Release

Consumer & Governmental Affairs Bureau (CGB)



# **Affordable Connectivity Program Overview**

Consumer & Governmental Affairs Bureau (CGB)

# 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**

Consumer & Governmental Affairs Bureau (CGB)

# 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)

#### 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

G. Funding Instrument

## Grant H. Key Dates

Complete applications must be received through <a href="https://www.grants.gov">https://www.grants.gov</a> 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 <a href="https://www.grants.gov">https://www.grants.gov</a>. 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 lowincome 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 <u>Section 54.1800(s)</u> of the ACP rules
- Map of qualifying Tribal lands available at <u>fcc\_tribal\_lands\_map.pdf</u> (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 inperson 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 <u>not eligible</u> 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, the exclusion of broadband providers and their affiliates, subsidiaries, or representatives from eligibility does NOT extend to separate arms of the municipality that do not maintain, manage, or operate the municipal 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

# **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**



<b>Unallowable Cost Category</b>
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

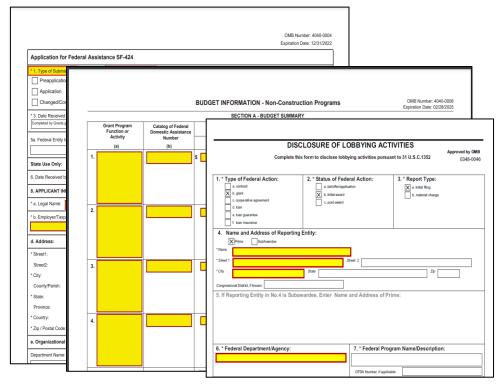
# **Application Submission Requirements**



### Standard Forms and Application

SF-424 - Application for Federal Assistance

- ✓ ACP Outreach Grant Program Application Template
- SF-424A Budget Information for Non-Construction **Programs**
- SF-LLL Disclosure of Lobbying Activities (if applicable)
- Negotiated Indirect Cost Rate Agreement (if applicable)



Federal Communications Commission FV 2023 Affordable Connectivity Outreach Grant Program



#### ACP OUTREACH GRANT PROGRAM APPLICATION TEMPLATE INSTRUCTIONS

**Program-Specific Forms** 

#### 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 househol 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

#### 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 Nongovernmental Entities: <State Abbreviation> FY23 Outreach Grant < Applicant Name>
- Tribal Nations: FY23\_Outreach Grant\_<Applicant Name</li>

#### Copying & Pasting in the Application Template

Some applicants may find it helpful to begin drafting their Application Template information in Microsoft Word (MS Word) and then pasting this into the template. However, please be aware that, when copying and pasting information from MS Word into the text boxes the template, any formatting may not carry over.

#### Character Count

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- Click on the [Review] menu
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#### 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 description 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

#### 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 othe ources. Provide a detailed breakdown describing each line-item expense, showing matching contributions

# **Application Review Process**



## Eligibility/Compliance Review



## Eligibility/Compliance Review



## 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.

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

 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 <u>Second Report and Order</u> and NOFO:

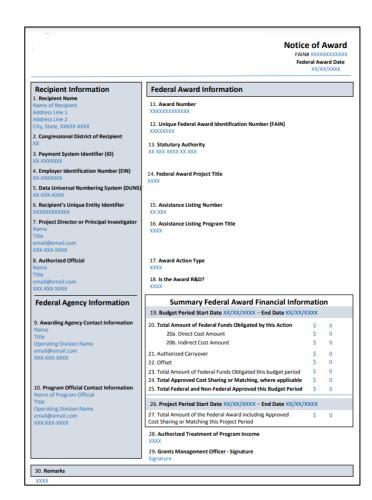
- \$500,000 for each State (including DC and PR)
- \$250,000 for each U.S. Territory
- NOTE: If total NCOP funding requested from State or U.S. Territory is below target minimum allocation above, amount awarded will be based on outcome of application review and total funding requested

## **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



# **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 <a href="https://grantsolutions.gov">https://grantsolutions.gov</a>.

# **Award Monitoring and Compliance**



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

#### **Desk Reviews/Site Visits**

- 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
  - <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
  - On-Site Monitoring Visits: High risk recipients or recipients preparing for an external audit may be subject to an on-site monitoring visit

#### **Audits/Internal Controls**

- Recipients may be subject to audits from various agencies and organizations:
  - Audits: Performed by GAO or OIG to monitor and analyze policies, expenditures, and the performance of grant recipients
  - Single Audit: 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 Reporting Requirements**



## 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 <a href="https://grantsolutions.gov">https://grantsolutions.gov</a>.

## **Award Close-out**



- 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**



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



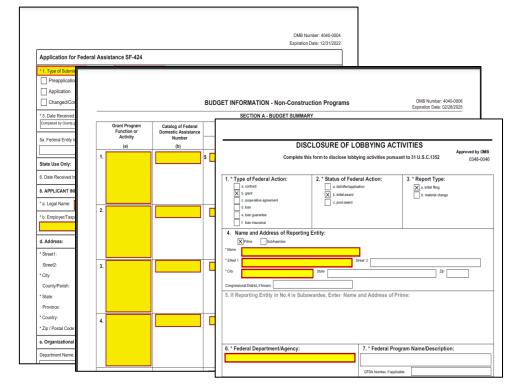
# **ACP Outreach Grant Application Package Overview**

# **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)
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### **Program-Specific Forms**

✓ ACP Outreach Grant Program Application Template

Federal Communications Commission FV 2023 Affordable Connectivity Outreach Grant Program



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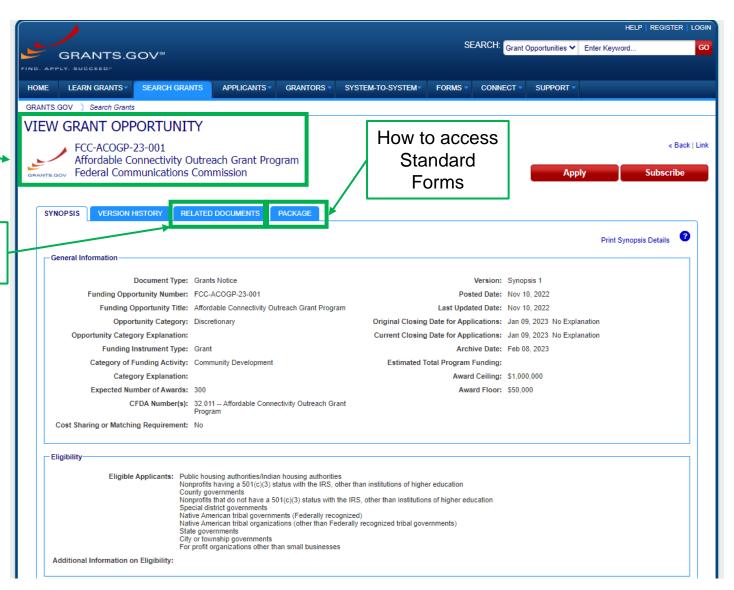
"Cost Sharing and Matching" Narrative: Please provide description of the funding/resources whether cash or in-kind contributions, or othe ources. Provide a detailed breakdown describing each line-item expense, showing matching contributions

## **Grants.gov Application Package Retrieval**



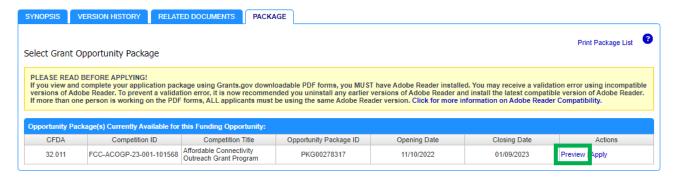
How to access the ACP Outreach Grant Program Opportunity in Grants.gov.

How to access Application Template

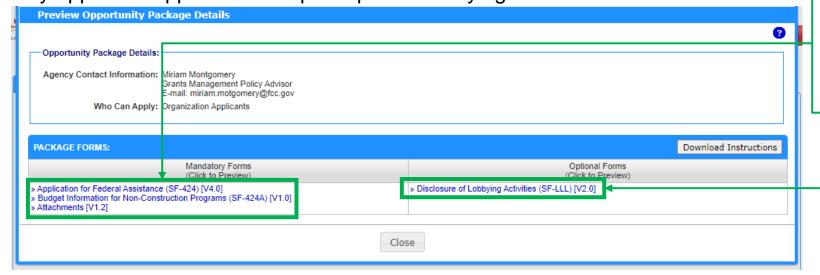


## **Required Standard Forms**

**Step 1:** Select "Preview" to access required Standard Forms for the ACP Outreach Grant Program.



**Step 2:** Select each Standard Form to download and complete the form. Mandatory Forms must be completed by all applicants. The optional form only applies to applicants who participate in lobbying activities.





All forms located here must be completed and submitted, in addition to the ACP Outreach Grant Program Application Template, in order to be considered for funding.

# **Application for Federal Assistance (SF-424)**



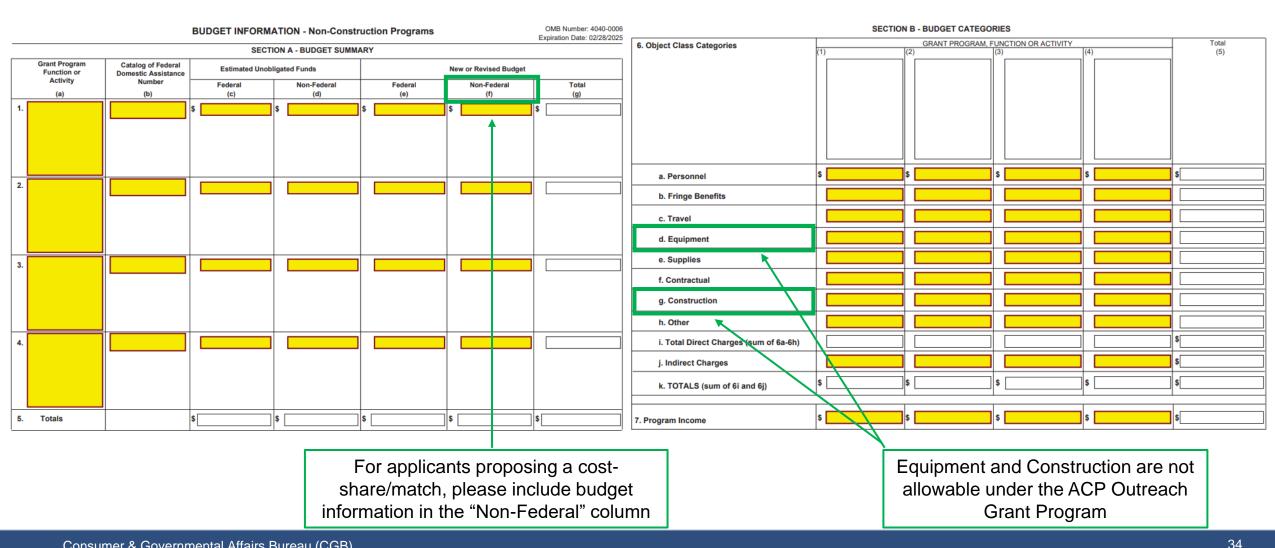
**Purpose:** Provides the grant-making agency with applicant information (e.g., name, address, telephone number, type of applicant, etc.), including a list of sources of proposed funding and a description of the proposed project.

Finishing Patrick	0004			
Expiration Date: 12/3  Application for Federal Assistance SF-424	Application for Federal Assistance SF-424	Application for Federal Assistance SF-424		
*1. Type of Submission: *2. Type of Application: *If Revision, select appropriate letter(s):	* 9. Type of Applicant 1: Select Applicant Type:	16. Congressional Districts Of:		
Preapplication New		* a. Applicant * b. Program/Project		
Application Continuation *Other (Specify):	Type of Applicant 2: Select Applicant Type:	Attach an additional list of Program/Project Congressional Districts if needed.		
Changed/Corrected Application Revision		Add Attachment Delete Attachment View Attachment		
*3. Date Received: 4. Applicant Identifier:	Type of Applicant 3: Select Applicant Type:	17. Proposed Project:		
Completed by Grants gov upon submission.		* a. Start Date: * b. End Date:		
5a. Federal Entity Identifier: 5b. Federal Award Identifier:	* Other (specify):	18. Estimated Funding (\$):		
		* a. Federal		
State Use Only:	* 10. Name of Federal Agency:	* b. Applicant		
6. Date Received by State: 7. State Application Identifier:		*c. State		
8. APPLICANT INFORMATION:	11. Catalog of Federal Domestic Assistance Number:	*d. Local		
*a. Legal Name:		* e. Other		
	CFDA Title:	*f. Program Income		
* b. Employer/Taxpayer Identification Number (EIN/TIN):  * c. UEI:		*g. TOTAL		
4.446		*19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
d. Address:	* 12. Funding Opportunity Number:	a. This application was made available to the State under the Executive Order 12372 Process for review on  b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
*Street:	" Title:	c. Program is not covered by E.O. 12372.		
* City:	THE.			
County/Parish:		* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)  Yes No		
* State:		If "Yes", provide explanation and attach		
Province:		Add Attachment Delete Attachment View Attachment		
*Country: USA: UNITED STATES	13. Competition Identification Number:	24 *Bu signing this application. I satisfy (4) to the statements contained in the list of satisfications** and (2) that the statements		
* Zip / Postal Code:		21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to		
e. Organizational Unit:	Title:	comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)		
Department Name: Division Name:		□ **IAGREE		
		** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.		
f. Name and contact information of person to be contacted on matters involving this application:		Authorized Representative:		
Prefix: * First Name:	14. Areas Affected by Project (Cities, Countles, States, etc.):	Prefix: * First Name:		
Middle Name:	Add Attachment Delete Attachment View Attachment	Middle Name:		
*Last Name:		*Last Name:		
Suffix:	* 15. Descriptive Title of Applicant's Project:	Suffix:		
Title:		*Title:		
Organizational Affiliation:				
	Attach supporting documents as specified in appear instructions			
*Telephone Number: Fax Number:	Attach supporting documents as specified in agency instructions.  Add Attachments   Delete Attachments   View Attachments	*Email:		
*Email:	Aud Allacimients	* Signature of Authorized Representative: Completed by Grants gov upon submission. * Date Signed: Completed by Grants gov upon submission.		

# **Budget Information for Non-Construction Program (SF-**424A)

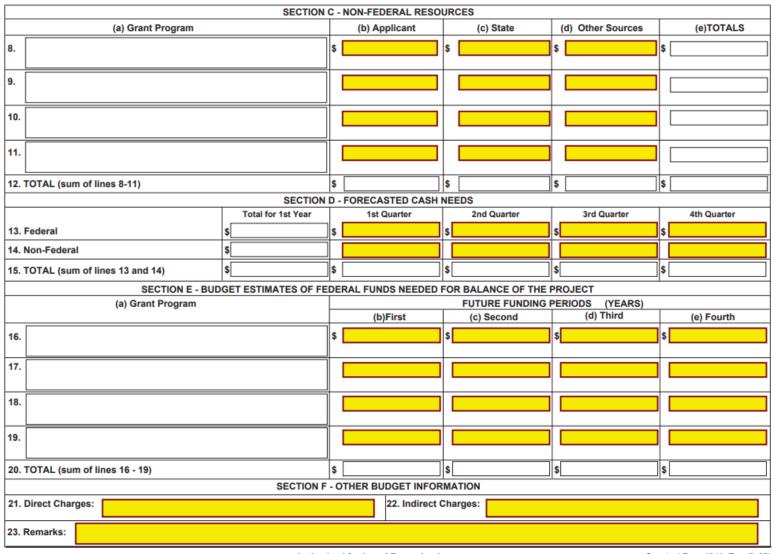


Purpose: Provides the budget and grant funds request for non-construction programs. The Federal awarding agencies and OMB use information reported on this form for general management of Federal assistance awards programs.



## **SF-424A** (cont.)





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Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 2

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# **Disclosure of Lobbying Activities (SF-LLL)**



Purpose: Used by applicants to disclose lobbying activities that have been secured to influence the outcome of a Federal

Applicants may have to complete this SF-

LLL form for themselves or a subrecipient/sub-award

action

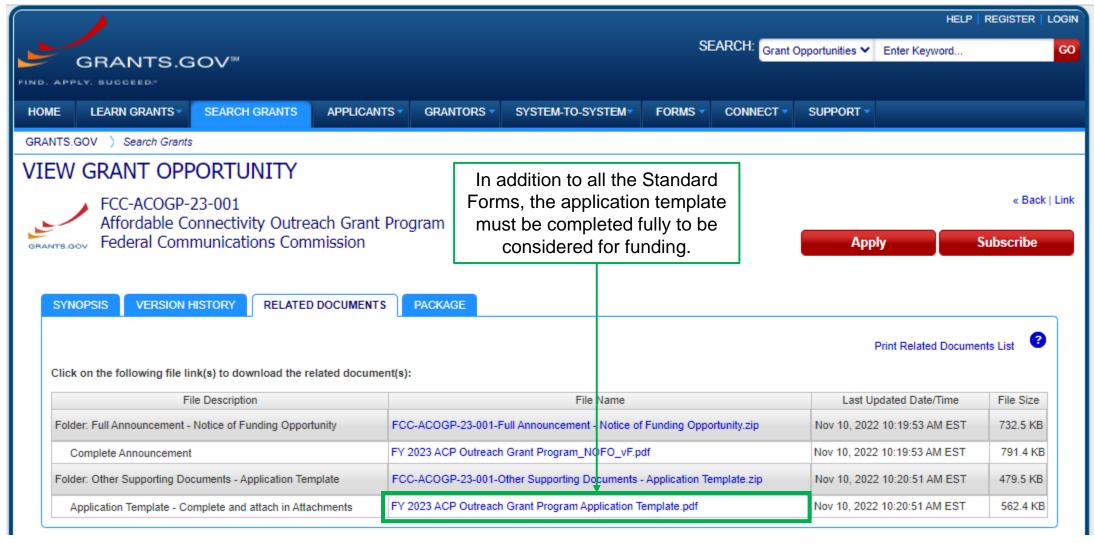
Include the Federal Opportunity Number: FCC-ACOGP-23-001

DISCLOSURE	OF LOBBYING ACT	IVITIES		
Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352 OMB Number: 4040-0013 Expiration Date: 02/28/2025				
a. contract a. b. grant b. in	of Federal Action: fleriapplication award	3. * Report Type:  a. initial filing  b. material change		
Street 7 Cay State Corgressional District, if known:  5. If Reporting Entity in No.4 is Subawardee, Ent	Swer 2  Name and Address of Pri	Zp Zp		
6. * Federal Department/Agency:	7. * Federal Prog	gram Name/Description:		
8. Federal Action Number, if known:	9. Award Amoun	ıt, if known:		
10. a. Name and Address of Lobbying Registrant Prefix	Suffix Street 2	Zp		
Prefix First Name  *Last Name  *Street 1  *City State	Middle Name Suffix Street 2			
11. Information requested through this form is authorized by title 31 U.S.C. relatince was placed by the fier above when the thresaction was made on the Congress sent-sensibly and will be entablish for public inspection. 510,000 and on the new than 150,000 for each such feature.  *Signature:  Completed on submission to Grants.gov  *Name:  Prefix  *First Name  *Last Name	stered into. This disclosure is required our	rauant to 31 U.S.C. 1352. This information will be reported to course shall be subject to a civil penalty of not less than		
Title: Telep	ne No.:	Date: Completed on submission to Grants.gov		

Award Amount should be left blank since it's a competitive award process

## **Application Template Retrieval**





## **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)

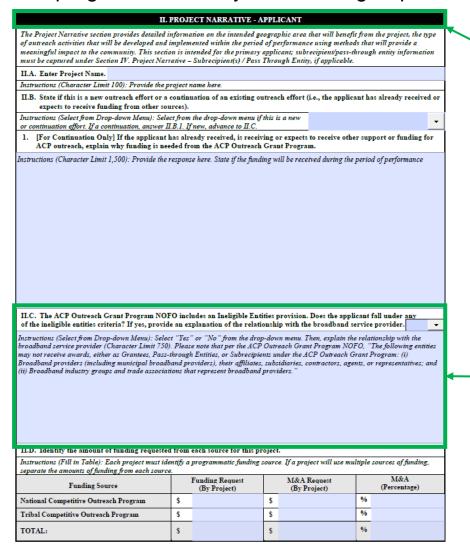
I. APPLICANT INFORMATION				
The Applicant Information section includes information that will be used to determine eligibility and the funding requested for outreach activities. Information provided in this section must match the SF-424 submitted in Grants, gov, where applicable.				
I.A. Enter the applicant's name.	must match the 51 -424 st	iominea in Grams.gov, wn	ere up	piicuoie.
Instructions (Character Limit 100): Provide the applican	nt's name here. As a remind	er, only eligible entities ma	y appl	у.
I.B. Enter the applicant's SAM.gov Unique Entity I	dentifier (UEI) number.			
Instructions (Character Limit 12): Provide the applicant	's UEI number.			
I.C. Select the applicant type.				-
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.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.				
Instructions (Drop-down Menu): Select the correct respon	nse from the drop-down me	mu (i.e., Yes/No).		•
1. [For Subrecipient/Pass-Through Entity Only] Pr	ovide Subrecipient(s)/pas	s-through entity(ies) name	e(s).	
Instructions (Character Limit 100): Provide the subrecipi	ient/pass-through entity's n	ame here.		
2. [For Subrecipient/Pass-Through Entity Only] Pr	ovide Subrecipient(s)/pas	s-through entity(ies) UEI	numb	er(s).
Instructions (Character Limit 100): Provide the subrecipi	ent/pass-through entity's U	EI number.		
I.E. Identify the total amount of funding requested to and administration (M&A) expenditures.	from each program, inclu	ding the amount and perc	entage	e for management
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.				
Program	Funding Request (Amount)	M&A (Amount)		M&A (Percentage)
National Competitive Outreach Program	s	s	%	
Tribal Competitive Outreach Program	s	s	%	
TOTAL:	s	s	%	

Instructions: Provide the response stating how the applicant will comply with measures listed in Section IV.1 Program NOFO in the Performance Measure table below.	B. of the ACP Outreach Gra
Performance Measure	Intended Achievemen
. Number of outreach activities/events implemented	[Enter#]
Compliance Plan	
. Number of individuals reached to increase awareness of the ACP Compliance Plan	[Enter#]
Character Limit 1,500. Describe how the proposed project(s) will collect and achieve the performance meas	tural
	(8-1-1)
Number and type of in-person enrollment assistance events held Compliance Plan	[Enter #]
Character Limit 1,500. Describe how the proposed project(s) will collect and achieve the performance measure.	sure]

## **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.



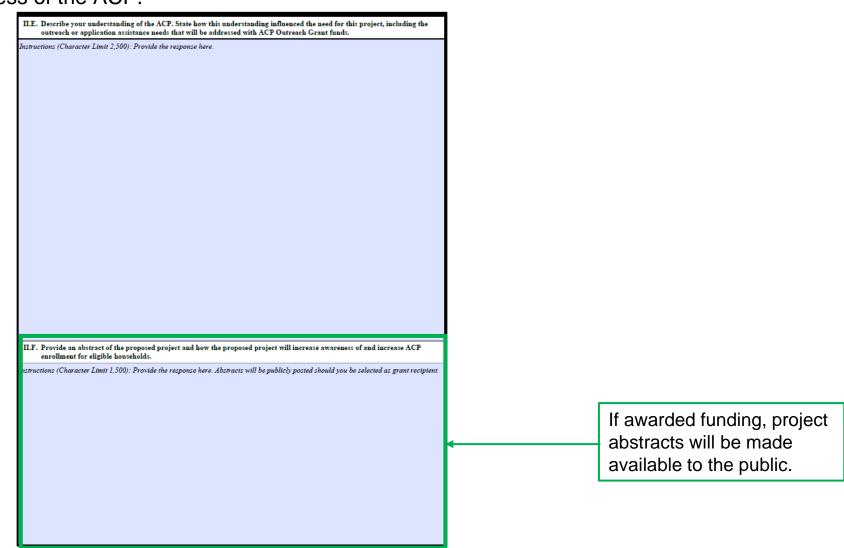
In the Application Template, there is a separate section for Project Narrative – Applicant; and a separate section for Project Narrative – Subrecipient(s)/Pass-through Entity(ies) to account for each entity type's project description individually (See Section IV. Project Narrative – Subrecipient/Pass-Through 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.



# **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

alignment to Program Objectives		
II.G. Describe the intended impact of the proposed project on specific areas, households, or individuals to raise awareness and/or	Intended Impact Area: Communities with Low ACP Participation Rates	3. Program Objective: Increase ACP enrollment as a result of the ACP Outreach Grant Program funded activities.
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.  Intended Impact Area: Geographic Areas  [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)]	[Character Limit 1,500. Select if the outreach will target communities that have low ACP participation rates]	[Character Limit 1,500. Enter how the proposed project will meet this objective]
	II.H. Describe how the proposed project meets the Program Objectives.  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.	II.I. 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. Instructions (Character Limit 1,500): Provide the response here.
Intended Impact Area: Constituency Groups	Program Objective: Expand and support diverse and impactful outreach efforts nationwide.	Instructions (Character Limit 1,300): Provide the response here.
[Character Limit 1,500. Enter the constituencies intended to be targeted and served, including members of an unserved or marginalized community]	[Character Limit 1,500. Enter how the proposed project will meet this objective]	
Intended Impact Area: Households/Individuals	<ol><li>Program Objective: Strengthen outreach partners nationwide by empowering them to mobilize people and organizations to help raise awareness about the ACP.</li></ol>	
[Character Limit 1,500. Enter the estimated number of households or individuals to be targeted by the proposed project]	[Character Limit 1,500. Enter how the proposed project will meet this objective]	

# **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 - APPLI anagement and Milestones section outlines how the proposed project will be execut formance measures.		of performance,
III.A. Identify	each projected outcome, subsequent milestones that will be met, and estimated timel	ine within the period	of performance.
	ill in the Table): Describe the proposed project's projected outcomes, including key n licant can enter up to 3 outcomes and up to 8 milestones, as necessary.	nilestones that will b	e met and start/end
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.		
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.		
Allowable Cost	Proposed	
Category	Funds	Budget Narrative
Personnel	S	7 1 1 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
Event Planning	\$	Explain how personnel funding will be used. This section should include compensation for
Direct Mail	\$	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
Consumer Research		xnown), Number of Staff, Percentage of Time, Hourly rates and number of hours, and amount.
Paid Media Campaigns	\$	
Digital Campaigns	\$	
ACP App. Assist	\$	
Outreach Materials	\$	
Other		
Fringe Benefits	\$	Explain how Fringe Benefits expenses will be used. This section should include personnel time
Event Planning	\$	exclusively spent on ACP outreach and/or ACP application assistance. Guidance on calculating
Direct Mail	\$	fringe benefits is available at 2 CFR 200.431. Provide each fringe benefits per employee with the
Consumer Research	\$	percentage rate and amount.
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
Event Planning	\$	nd/or in-person ACP application assistance events, to include mileage, gas, and related travel
Direct Mail	\$	ncidentals. Detail travel costs for all travelers along with location. List (breakout) proposed
Consumer Research	Š	osts for airline, mileage, gas, per diem rate for meals and lodging, etc.
Paid Media Campaigns	S	one and the same of the same and the same and the same of the same
Digital Campaigns	S	
ACP App. Assist	S	
Outreach Materials	Š	
Other	Š	
Supplies	Š	7 1 1 7 2 2 3 1 1 7 2 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Event Planning	S	Explain how Supplies expenses will be used. This section should include information technology
Direct Mail	S	hardware or systems such as hotspots, tablets, computers, printers, etc. that will be used exclusively for ACP outreach and ACP application assistance. This cost is capped at \$5,000 of
Consumer Research	S	awarded funds. List by supply item. Show unit cost of each item, number needed, and amount.
Paid Media Campaigns	\$	awarded runds. List by supply field. Show that cost of each field, fittinger needed, and amount.
	\$	
Digital Campaigns		
ACP App. Assist	\$	
Outreach Materials	\$	
Other	\$	
Contractual	\$	Explain how Contractual expenses will be used. This section should include Name of Contractor,
Event Planning	\$	Vendor, or Subrecipient. Description of Services. Provide breakdown of the consultant costs, a
Direct Mail	\$	copy of the contract, and description of how the selection was made for the consultant. Please
Consumer Research	\$	also include subcontractor information.
Paid Media Campaigns	\$	
Digital Campaigns	\$	
ACP App. Assist	\$	
Outreach Materials	\$	
Other	\$	
Indirect Costs	\$	Explain how Indirect Costs will be used. This section should include the type of rate, rate percentage, and detailed breakdown of costs.
Other	\$	Explain how Other expenses will be used, including Management and Administrative (M&A).
M&A	s	Explain now other expenses will be used, including Management and Administrative (MAA).  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.
TOTAL:	S	·

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	
The Funding Priorities section provides each applicant the opportunity to self-report whether and how it meets the below pri and evaluation factors for the ACP Outreach Grant Program NOFO. Responses will not guarantee the applicant will be prior receive requested funding.	
VI.A. Select each prioritization and evaluation factor met by the applicant and/or proposed project.	
Instructions (Select All That Apply): Using the drop-down, select the correct response to all that apply to the applicant and/or project. Use the "Explanation" section to provide an explanation.	roposed
Priority	
<ol> <li>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?</li> </ol>	-
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?	-
3. Does the applicant propose a cost share or cost match? Note: Cost share or cost match is not a requirement of the	ļ
ACP Outreach Grant Program and this information will be used as a tie breaker during the funding determination process.	, i
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.) 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?	•
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?	•
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.	•
Explanation (Character Limit 500):	

# **Application Template – Acknowledgements**



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

VII. ACKNOWLEDGEMIENTS  The Acknowledgements Section should be completed by the applicant to confirm program requirements will be adhered to should funding be awarded.	
Instructions (Drop-down Menu): Select the correct response from the drop-down menu (i.e., Yes/No)	
Acknowledgements	
<ol> <li>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.</li> </ol>	•
2. I understand that submission of an application does not guarantee that the applicant will receive a grant award.	-
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.	•

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**

# FC ACP Affordable Connectivity Program

## For Applicants/Grantees:

- NOFO
- NOFO Fact Sheet
- NOFO Frequently Asked Questions
- NOFO Webinars:
  - 1) Outreach Grant Program Overview
  - 2) How To Register Guide

Contact Information: <u>ACPGrants@fcc.gov</u>

Website: www.fcc.gov/acp-grants



# **Questions and Answers**

