

## 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.

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## II. INTRODUCTION

The Affordable Connectivity Outreach Grant Program (ACP Outreach Grant Program) is comprised of four complementary grant programs:

- National Competitive Outreach Program (NCOP)
- Tribal Competitive Outreach Program (TCOP)
- Your Home, Your Internet (YHYI) Outreach Grants
- Affordable Connectivity Program (ACP) Navigator Pilot Program (NPP) Outreach Grants

The FCC issues this NOFO to describe the requirements under which it will award grants for the NCOP and the TCOP. A separate NOFO will be issued for the ACP Outreach Grant Program – Pilot Programs, YHYI and NPP.

The ACP Outreach Grant Program is one tool among a comprehensive set of measures authorized by the Infrastructure Investment and Jobs Act of 2021 (Infrastructure Act) and implemented by the FCC to help bridge the digital divide. The ACP Outreach Grant Program will help increase awareness of and participation in the ACP among eligible households. The ACP Outreach Grant Program provides new federal funding for the FCC to grant eligible governmental and non-governmental entities with the funding and resources needed to increase awareness of and participation in the ACP among those households most in need of affordable connectivity. See Section IV - Program Description of this NOFO for the full Program Description.

[Table 1](#) provides an overview of each program for the FY 2023 ACP Outreach Grant Program.

**Table 1 – FY 2023 ACP Outreach Grant 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.

## III. BACKGROUND INFORMATION

### A. Affordable Connectivity Program

The [Affordable Connectivity Program](#) is a \$14.2 billion FCC benefit program that helps ensure that qualifying low-income households can afford the broadband they need for work, school, healthcare and more. The ACP is the successor program to the Emergency Broadband Benefit Program which was established pursuant to the Consolidated Appropriations Act of 2021 to provide discounted broadband service to low-income households, including those experiencing economic disruption related to the COVID-19 pandemic. The ACP benefit provides a discount of up to \$30 per month toward internet

service for eligible households and up to \$75 per month for households on qualifying Tribal lands. Eligible households can also receive a one-time discount of up to \$100 to purchase a laptop, desktop computer, or tablet from participating providers if they contribute more than \$10 and less than \$50 toward the purchase price. The ACP is limited to one monthly service discount and one device discount per household.

Households may qualify for the ACP if they participate in Lifeline or one of the Lifeline qualifying programs, including Federal Housing Assistance (i.e., Housing Choice Voucher Program (Section 8 Vouchers); Project-Based Rental Assistance, which includes Project-Based Section 8, Section 202, and Section 811 housing; Public Housing; and Affordable Housing Programs for American Indians, Alaska Natives, or Native Hawaiians; Medicaid; Supplemental Nutrition Assistance Program; Supplemental Security Income; Veterans Pension and Survivors Benefit; and, for households on qualifying Tribal lands, Bureau of Indian Affairs General Assistance, Food Distribution Program on Indian Reservations, Tribally administered Temporary Assistance for Needy Families, and Tribal Head Start (only those households meeting the incoming qualifying standard). A household may also qualify for the ACP if it has an income at or below 200 percent of the Federal Poverty Guidelines, or if a member of the household has received a federal Pell Grant during the current award year, is approved to participate in the National School Lunch or Breakfast Program (including Community Eligibility Provision schools), participates in the Special Supplemental Nutritional Program for Woman, Infants, and Children, or meets the eligibility criteria for a participating provider's existing low-income internet program.

#### **B. ACP Outreach Grant Program Order**

On August 5, 2022, the FCC established the ACP Outreach Grant Program to raise awareness about the nation's largest ever broadband affordability effort, the ACP. The [ACP Grant Program Second Report and Order](#) approved by the FCC directs CGB to develop, administer, and manage the grant program, with a focus on reaching historically underserved communities.

To raise awareness of the ACP benefit, Congress included a provision in the Infrastructure Act for the FCC to conduct and fund ACP outreach, including providing grants to outreach partners to ensure that eligible households can learn about the program and receive assistance with the application process. The FCC established a budget of up to \$100 million to fund ACP outreach efforts and established rules for the ACP. Funding for the ACP Outreach Grant Program will come from this \$100 million designated for ACP outreach. Grants will support eligible governmental and non-governmental partners in conducting a wide range of innovative outreach activities to raise awareness of the ACP and increase enrollment among eligible households.

### **IV. PROGRAM DESCRIPTION**

#### **A. Overview**

The ACP plays an integral role in helping to bridge the broadband affordability gap, which is an ongoing priority for Congress, the FCC, and across the federal government. To date, over 14 million low-income households have enrolled in the ACP, with many more

households that continue to remain eligible nationwide. Recognizing the importance of effective outreach to eligible households from trusted messengers to historically underserved communities, Congress authorized the FCC to establish the ACP Outreach Grant Program. Congress also established the Digital Equity Act of 2021, as part of the Infrastructure Act, with the goal of promoting meaningful adoption and use of broadband services across the covered populations, to include low-income households, aging populations, individuals with disabilities, individuals with language barrier, racial and ethnic minorities, rural inhabitants among more.<sup>1</sup> Through this ACP Outreach Grant Program, the FCC seeks to enlist and empower trusted community messengers to develop innovative outreach strategies to reach historically underserved and unserved communities. This includes providing those partners with the funding and resources needed to increase participation among eligible, low-income households in need an affordable internet.

The Infrastructure Act and ACP rules<sup>2</sup> require [participating service providers](#) to notify their broadband subscribers about the ACP and promote enrollment among eligible householders within their service area. The ACP rules also require participating service providers to advertise the program in a manner reasonably designed to reach those consumers likely to qualify and in a format that is accessible to individuals with disabilities.

## **B. Program Goal, Objectives, Priorities, and Measures**

### **1. Goal**

The goal of the ACP Outreach Grant Program is to facilitate the promotion of the ACP and increase awareness of and participation in the ACP among eligible households. To support this goal, the FCC is providing federal financial assistance through the ACP Outreach Grant Program to engage in targeted outreach to low-income households nationwide both to gauge existing levels of ACP awareness and to promote increased awareness of and participation in the program by eligible households.

### **2. Objectives**

To support the ACP Outreach Grant Program goal, the FCC has identified three 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; and
- Increase ACP enrollment as a result of ACP Outreach Grant Program funded activities.

These objectives are consistent with the authorizing language in the Infrastructure Act and are also consistent with the Commission's strategic goals and objectives.<sup>3</sup>

### **3. Priorities**

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

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<sup>1</sup> For more information, refer to Sections 60301-60307 of Public Law 117-58, [PUBL058.PS \(congress.gov\)](#).

<sup>2</sup> For more information, refer to: [eCFR :: 47 CFR Part 54 Subpart R -- Affordable Connectivity Program](#).

<sup>3</sup> See *FCC Strategic Goals Plan* at 72-75.

- The extent to which an applicant would target underserved low-income households or individuals that are not currently on a low-income broadband plan or that do not have broadband service.
- The extent to which an applicant would 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).
- In evaluating grant applications from state governmental entities or territorial governmental entities, CGB may also consider prioritizing grants based on whether the state or territory entered into or has committed to enter into a Computer Matching Agreement (CMA) with the Universal Service Administrative Company (USAC) for purposes of verifying the eligibility of low-income consumers for the ACP. This does not apply to non-governmental entities.

In addition, the following are examples of evaluation factors that may be used for purposes of maximizing the impact and effectiveness of the outreach grant funds:

- Experience with, and 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.
- 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, 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.
- 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.

#### **4. Performance Measures**

The FCC has developed ACP Outreach Grant Program performance measures to assess progress toward the program’s goal and objectives through ongoing collection, analysis, and reporting of data. Quarterly progress reports will be used to collect grant recipients’ performance measurement data to ensure that ACP Outreach Grant Program funds are used for their intended purpose and achieve the stated outcomes in the grant application. Detailed information on the geographic location and timing of outreach activities should be retained and submitted as part of quarterly progress reports.

Performance measures for the ACP Outreach Grant Program are:

- **Awareness Measures**
  - Number of outreach activities/events implemented by type (e.g., direct mail, door-to-door, etc.)
    - Amount of funding spent on outreach activities by type
    - Amount of personnel and/or volunteer hours spent on outreach activities by type, if applicable
  - Number of individuals reached by outreach type (e.g., direct mail, door-to-door, etc.) to increase awareness of the ACP
    - For in-person engagement, number of eligible households that learned about the ACP for the first time because of a grant-funded outreach
  
- **Enrollment Measures**
  - Number and type of in-person enrollment assistance events held
    - Number of individuals that participated in the in-person events
    - Number of eligible households enrolled in the ACP during the event
    - Number 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

## V. FEDERAL AWARD INFORMATION

### A. Funding Availability for this NOFO: \$70,000,000

The FCC will make up to \$70 million of competitive funding available under this FY 2023 ACP Outreach Grant Program NOFO. [Table 2](#) illustrates available funding for each program.

**Table 2 – FY 2023 ACP Outreach Grant Program Allocation**

ACP Outreach Grant Programs	FY23 Allocation
National Competitive Outreach Program (NCOP)	\$ 60,000,000
Tribal Community Outreach Program (TCOP)	\$ 10,000,000
<b>Total</b>	<b>\$ 70,000,000</b>

#### 1. NCOP Available Funds: Up to \$60 million

For FY 2023, the FCC will award NCOP funds based on four factors:

- Eligibility
- Allocation minimums pursuant to the [ACP Grant Program Second Report and Order](#);
- Merit-based review of application submissions; and
- Risk assessment to confirm the financial stability and overall operational capacity of the applicant.

Of the up to \$60 million available for NCOP funds, \$27 million will be reserved so that each State (including the District of Columbia and Puerto Rico) will receive a target minimum allocation of \$500,000 and each U.S. Territory will receive a target minimum allocation of \$250,000 for ACP outreach activities. If the total funding requested from a



State or U.S. Territory is below the target minimum allocation of \$500,000 or \$250,000, respectively, then the amount that will be awarded will be based on the outcome of the application review and the total amount of funding requested.

**2. TCOP Available Funds: A minimum of \$10 million**

For FY 2023, the FCC will award TCOP funds based on three factors:

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

**B. Recommended Funding Floor and Ceiling:**

The minimum (floor) amount an applicant may apply for is: \$50,000

The maximum (ceiling) amount an applicant may apply for is: \$1,000,000

Applicants requesting near or at the recommended maximum funding amount of \$1,000,000 will need to demonstrate an ACP outreach and/or application assistance strategy that is multi-state, national-level, and/or regional level, with the ability to pass-through to local-based eligible entities, as applicable.

**C. Projected Number of Awards: 200 - 400**

**D. Period of Performance**

For the ACP Outreach Grant Program, grant recipients must expend awarded funding against their approved projects and supporting milestones within 24 months (2 years).

- Projected period of performance start date: March 2023
- Projected period of performance end date: March 2025

Extensions to the period of performance may be allowed on a case-by-case basis with prior written approval from the FCC. For additional information on period of performance extensions, please refer to Section X - Post Award Reporting Requirements of this NOFO.

**E. Eligible Applicants**

For FY 2023, eligible entities may include the following governmental and non-governmental organizations to serve as outreach partners to the FCC to conduct ACP outreach and/or ACP application assistance to eligible households:

- State governments and subdivisions thereof (including the District of Columbia and Puerto Rico);
- U.S. Territory governments and subdivisions thereof such as the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands;
- Local governments and subdivisions thereof (including county, borough, municipality, city, town, township, parish, local public authority, special district, intrastate district, council of governments, and agencies or instrumentalities of multi-regional or intra-state or local government);
- Tribal governments and subdivisions thereof, as well as tribal organizations;
- Public housing agencies;

- Tribal designated housing entities;
- Social service providers (e.g., food banks, community transportation, childcare);
- Education organizations, such as schools and other institutions of higher education;
- Workforce development training organizations;
- Non-profit organizations (501(c)(3) status is not required);
- Community-based organizations (including faith-based organizations and social service organizations);
- Community anchor institutions;
- Public service organizations; and
- Consortia of the entities listed above.

For FY 2023, any eligible entity listed above may apply for TCOP funds. TCOP funds, however, must be used solely to focus on ACP outreach and/or ACP application assistance activities to persons who live on qualifying Tribal lands, as defined in [section 54.1800\(s\)](#) of the ACP rules (47 CFR 54.1800(s)).

#### F. Eligibility Criteria

State and U.S. Territorial governments are not required to submit a single application for funding consideration. Government agencies within a State or U.S. Territory may submit separate applications. However, to facilitate coordination, States and U.S. Territories may choose to establish a single point of contact to coordinate among entities within the State or U.S. Territory that have relevant outreach responsibilities related to implementing the ACP Outreach Grant Program. States and U.S. Territories are encouraged to coordinate with trusted messengers and leaders from underserved and unserved communities in their states.

Note: Grantees may not make a profit from or otherwise financially benefit from conducting ACP outreach through the ACP Outreach Grant Program.

#### G. Ineligible Entities

In addition to any restrictions in 2 CFR Part 200, as implemented by 2 CFR 6000.1, broadband providers and their subsidiaries, affiliates, representatives, contractors, and agents are not eligible to participate in the ACP Outreach Grant Program or receive grant awards, either as grantees, pass-through entities, or subrecipients. For purposes of this grant program:

- A *Broadband Provider* is “a provider of broadband internet access service” as defined in 47 CFR Part 54.1800(d).<sup>4</sup>
- A *Subsidiary* is any entity in which a broadband provider (directly or indirectly) owns or controls more than 50 percent of the total voting power (or authority) of the entity, where no other individual or entity has *de facto* control.<sup>5</sup>

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<sup>4</sup> See *Affordable Connectivity Program*, [ACP Grant Program Second Report and Order](#), WC Docket No. 21-450, FCC 22-64, at para. 40 n.150 (2022) (*Second Report and Order*).

<sup>5</sup> Cf. 47 CFR Part 1.5000(d)(10) (defining “Subsidiary” in the context of foreign ownership of FCC-regulated entities). For purposes of this definition, control includes both *de jure* and *de facto* control. See, e.g., 47 CFR Part 1.21001(d) (defining controlling interest for purposes of competitive bidding for universal support as including “individuals or entities with positive or negative *de jure* or *de facto* control of the applicant”); *Stratos Global*

- An *Affiliate* is any entity that (directly or indirectly) owns or controls, is owned or controlled by, or is under common ownership or control with a broadband provider. The term “own” means to own an equity interest (or equivalent thereof) of more than 10 percent.<sup>6</sup>
- A *Contractor* is any entity that has a mutually binding agreement with a broadband provider to provide goods or services to or on behalf of a broadband provider.<sup>7</sup> An entity that receives unrestricted funding or support from a broadband provider (for example, the recipient of a charitable donation) is not a “Contractor” under this provision.
- An *Agent* or *Representative* is one that is authorized to act for or in the place of a broadband provider.<sup>8</sup>

Additional ineligible entities include broadband industry groups and trade associations that represent broadband providers; entities that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities; and entities that are ineligible by statute (such as 501(c)(4) non-profit organizations that engage in lobbying activities or organizations that are indebted to the United States and have judgment liens filed against them).<sup>9</sup>

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.

## H. Cost Sharing and Matching

There will be no cost sharing or matching 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. Cost share or cost match may be cash or in-kind contribution. If an applicant elects cost sharing or matching, the applicant must comply with 2 CFR Part 200.306.

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*Corporation, Transferor, Robert M. Franklin Transferee, Consolidated Application for Consent to Transfer of Control*, Memorandum Opinion and Order and Declaratory Ruling, 22 FCC Rcd 21328, 21343, para. 35 (2007) (stating “the Commission has taken an expansive view of what constitutes ‘control,’ stating that the term, as used in section 310 [of the Communications Act of 1934, as amended], ‘embrace[s] every form of control, actual or legal, direct or indirect, negative or affirmative.’”).

<sup>6</sup> See 47 USC 153(2).

<sup>7</sup> For purposes of this grant program, where there is no existing FCC statutory or regulatory definition for a term in this section, we intend to rely on the common understanding of the term, as reflected in dictionary definitions. See Merriam-Webster Dictionary, online version, <https://www.merriam-webster.com/dictionary/contractor>, <https://www.merriam-webster.com/dictionary/contract> (defining “contractor” as “one that contracts or is party to a contract,” and defining “contract” as “a binding agreement between two or more persons or parties, especially: one legally enforceable.”).

<sup>8</sup> Merriam-Webster Dictionary, online version, <https://www.merriam-webster.com/dictionary/agent> (defining “agent” and “representative”).

<sup>9</sup> See [ACP Grant Program Second Report and Order](#), at paras. 41-42.

**VI. APPLICATION AND SUBMISSION INFORMATION**

**A. Key Application Submission Dates and Time**

Application Start Date: November 10, 2022  
 Application Submission Deadline: January 9, 2023, at 11:59 PM EST

All applications **must** be received by the established deadline. The [www.grants.gov](http://www.grants.gov) system has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of their submission.

The FCC will not review applications that are received after the deadline or consider late applications for funding. Extending the application deadline may only be considered if technical problems occur, exigent or emergency circumstances that impact a wide range of applicants.

Applicants experiencing technical difficulties outside of their control must notify the FCC as soon as possible but no later than 48 hours prior to the application deadline, with proof of technical difficulties. The FCC will work with that applicant on a case-by-case basis to assist in resolving such matters prior to the application deadline. Failure to timely notify the FCC of the issue that prevented the timely filing of the application may preclude consideration of the award.

A list of FCC contacts can be found in Section XV - FCC Awarding Agency Contact Information of this NOFO. For additional assistance using [www.grants.gov](http://www.grants.gov), please contact the Grants.gov Help Desk at (800) 518-4726 or [support@grants.gov](mailto:support@grants.gov). For programmatic or grants management questions, please contact the FCC Grants Team by e-mail at [ACPgrants@fcc.gov](mailto:ACPgrants@fcc.gov).

**B. Key Award Dates and Time**

Anticipated Funding Selection Date: On or before March 10, 2023  
 Anticipated Award Date: No later than March 31, 2023

**Other Key Dates:**

Event	Suggested Deadline for Completion
Obtaining a valid Employer Identification Number	Four weeks before submission deadline
Creating a Login.gov account, for a single sign on registration, to then establish an organization registration with System for Award Management (SAM) SAM.gov	Four weeks before submission deadline
Registering in Grants.gov and adding organization profile, or updating registration	Four weeks before submission deadline
Assigning roles and access in Grants.gov	Four weeks before submission deadline
Starting application in Grants.gov Workspace	Two weeks before submission deadline
Submitting the final application in Grants.gov	No later than the submission deadline

Registering and applying for an award under this program is a multi-step process and requires time to complete. Organizations need to complete the preliminary steps outlined

here in sufficient time to ensure they do not impact their ability to meet the required application submission deadline. For this funding opportunity, the FCC requires applicants to submit their application through Grants.gov. To access application forms and instructions, go to <https://www.grants.gov> under Assistance Listing (CFDA) Number: 32.011 - Affordable Connectivity Outreach Grant Program. By submitting an application, organizations agree to comply with the requirements of this NOFO.

**C. Obtaining Employer Identification Number (EIN)**

All entities applying for funding must provide an EIN. It will be required to register your organization in SAM.gov. If your organization doesn't have an EIN, one can be obtained from the IRS by visiting: [Apply for an Employer Identification Number \(EIN\) Online | Internal Revenue Service \(irs.gov\)](#).

**D. SAM Registration**

Applicants must have a login.gov account in order to register with SAM or update their SAM registration. Login.gov provides a streamlined process with a single sign on for participating federal government agencies, eliminating the need to remember multiple usernames and passwords. Applicants can create a login.gov account here: [SAM Registration](#). Applicants only have to create a login.gov account once.

Once a Login.gov account is created, applicants can begin the SAM registration process which can take up to four weeks to complete. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission. Specific instructions on how to apply for, update, or verify a SAM registration, are available at [SAM.gov Home](#). Applicants are advised that the FCC may not make a federal award until the applicant has complied with all applicable SAM requirements. An applicant's SAM registration must be active not only at the time of application, but also during the application review period and when the FCC is ready to make a federal award.

If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, the FCC may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant. Further, a recipient's SAM registration must remain active, and their information current, for the duration of an active federal award.

After registering with SAM.gov, applicants will be issued a Unique Entity Identifier (UEI). All entities applying for funding must have a UEI number and enter it in the applicable data entry field on the application form (SF-424, Application for Federal Assistance).

For more detailed instructions on registering with SAM, refer to <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-withsam.html>.

**Help with SAM:** The SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration to

assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at [GSAFSD Service Portal Landing - GSA Federal Service Desk Service Portal](#) or call toll free (866) 606- 8220.

#### E. Grants.gov Registration Information

- **Creating a Grants.gov Account:** The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's UEI number to complete this process. For more information, follow the on-screen instructions or refer to <https://www.grants.gov/web/grants/applicants/registration.html>.
- **Adding an Organization Profile to a Grants.gov Account:** A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant). If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all your grant applications. To add an organizational profile to your Grants.gov account, enter the UEI number for the organization in the UEI field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>.
- **Assigning User Roles:** After adding an Organization Profile, the applicant's request for Grants.gov roles and access will be sent to their EBiz point of contact (as entered into the organization's SAM.gov account). The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which will include a Workspace Manager (WM) and authorized organization representative (AOR), thereby giving your organization permission to complete and submit applications. Organizations will be able to submit applications online any time during the application submission window after they have assigned the AOR role. For more detailed instructions about authorizing profile roles on Grants.gov, refer to <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>.

**Help with Grants.gov:** Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). For questions related to 32.011 - Affordable Connectivity Outreach Grant Program, contact the number listed in the application package of the grant to which you are applying. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the FCC with tracking your issue and understanding background information on the issue.

#### F. Timely Receipt Requirements and Proof of Timely Submission

All applications must be received electronically by 11:59 PM EST on January 9, 2023. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov.

#### G. Content and Form of Application Submission

All applicants must submit all required forms and required documents listed in this section. Applications missing any of the required forms or documents listed in this section may not be considered for review. To access standard forms, templates, and application instructions

for this funding opportunity, go to Grants.gov click on the “Search Grants” tab. Enter the NOFO Opportunity Number located on the cover of this announcement. Click on the highlighted Funding Opportunity Number that appears and then click on the various tabs to read the Synopsis, review the Version History, read the Full Announcement, and complete the Application Package. Read the entire NOFO Application Package carefully before preparing and submitting an application. Application must be submitted in electronic format only.

**1. Standard Required Application Forms and Information**

**a. Form SF-424 – Application for Federal Assistance**

Complete the SF-424 application form. This form may be completed on the Grants.gov website or it can be completed offline in its entirety. This form (and all additional forms requiring a signature) must be signed by the applicant’s AOR. Electronic signatures submitted through Grants.gov satisfy this requirement.

NOTE: Applications submitted through Grants.gov must use the SF-424 provided by Grants.gov. Applicants must have Adobe Acrobat Reader installed in order to view and download the SF-424 application forms. The SF-424 application form on Grants.gov is formatted so applicants are only required to complete fields that are indicated with an asterisk (\*) and color coded. Once the application is complete, close the document (you will then be prompted to save changes or not).

**b. Form SF-424A – Budget Information for Non-Construction Programs**

Complete the budget in its entirety. Provide budget amounts by object class (e.g., salaries, fringe, travel, indirect). Funds may be requested as long as the item and amount are necessary to perform the proposed work and are not precluded by the cost principles or program funding restrictions. Additional guidance on how to complete the Form SF-424A can be found at:  
<http://www.grants.gov/web/grants/forms.html>.

**c. Standard Form LLL – Disclosure of Lobbying Activities (if applicable)**

Complete Standard Form LLL. Complete this form if the applicant has engaged or intends to engage in lobbying activities.

**2. Program-Specific Required Forms**

**a. ACP Outreach Grant Program Application Template**

Eligible entities applying for ACP Outreach Grant Program funds are required to complete and submit the ACP Outreach Grant Program Application Template available at [www.grants.gov](http://www.grants.gov). This Acrobat PDF template must be completed and uploaded to [www.grants.gov](http://www.grants.gov) on or before the application submission deadline.

As part of the application process, the ACP Outreach Grant Program Application Template must demonstrate how proposed projects aid in performing outreach activities that will increase ACP awareness and ACP enrollment for eligible households and describe engagement with and/or impacts on the target populations. The proposal must demonstrate the ability to implement ACP outreach and

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application assistance efforts consistent with the purpose, goal, and objectives of the program and guidance provided by the FCC.

Eligible entities may submit up to two proposed projects: one project can be used to explain outreach activities conducted by the applicant; and the second proposed project must explain outreach activities that will be implemented by a subrecipient(s)/pass-through entity, if applicable.

Within the Template, all applications must provide a detailed budget narrative explaining and justifying the federal and the non-federal expenditures by allowable cost categories as listed on the SF-424A. Detailed descriptions, breakdown of all cost justifications, and computation method will be used by the FCC to determine if costs are reasonable, allowable, allocable, and necessary to the supported activity. Cost categories are:

- Personnel
- Fringe Benefits
- Travel
- Supplies
- Contractual
- Indirect Costs
- Other (Management & Administrative)

Applicants must complete and submit all sections of the ACP Outreach Grant Program Application Template, as outlined in Table 3.

**Table 3 – ACP Outreach Grant Program Application Template Outline**

Question		Response
<b>I. Applicant Information</b>		
I.A.	Enter applicant's name.	Applicant Name (Character Limit)
I.B.	Enter the applicant's SAM.gov UEI number.	Fill in Blank (12-digit Limit)
I.C.	Select the applicant type.	Drop Down Menu (Select One)
I.D.	State if the applicant will have a subrecipient(s) / pass-through entity.	Drop Down Menu (Yes/No)
I.D.1	[For Subrecipient/Pass-Through Entity Only] Provide subrecipient(s)/pass-through entity(ies) name(s).	Sub-recipient(s) Name (Character Limit)
I.D.2	[For Subrecipient/Pass-Through Entity Only] Provide subrecipient(s)/pass-through entity(ies) UEI number(s).	Fill in Blank (Character Limit)
I.E.	Identify the total amount of funding requested from each program, including the amount and percentage for management and administration (M&A) expenditures.	Table (Amount/Percentage)
I.F.	Identify how the performance measures outlined in the ACP Outreach Grant Program NOFO will be achieved.	Table (Fill in Blank/Number)



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<b>II. Project Narrative – (Applicant)<sup>10</sup></b>		
II.A	Enter project name.	Short Title (Character Limit)
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).	Drop Down Menu (Select One)
II.B.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.	Narrative (Character Limit)
II.C.	Does the applicant fall under any of the ineligible entities criteria? If yes, provide an explanation of the relationship with the broadband service provider.	Drop Down Menu and Narrative (Yes/No; Character Limit)
II.D.	Identify the amount of funding requested from each source for this project.	Table (Amount/Percentage)
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.	Narrative (Character Limit)
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.	Narrative (Character Limit)
II.G.	Describe the intended impact of the proposed project on specific areas, households, or individuals to raise awareness and/or increase ACP enrollment.	Table (Fill in Blank)
II.H.	Describe how the proposed project meets the Program Objectives.	Table (Fill in Blank)
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.	Narrative (Character Limit)
<b>III. Project Management and Milestones (Applicant)<sup>11</sup></b>		
III.A.	Identify each projected outcome, subsequent milestones that will be met, and the estimated timeline within the period of performance.	Table (Fill in Blank)
III.B.	Identify how the proposed project aligns to the allowable cost categories.	Table (Amount/Narrative)

<sup>10</sup> In the FY 2023 ACP Outreach Grant Program 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.

<sup>11</sup> In the FY 2023 ACP Outreach Grant Program Application Template, there is a separate section for Project Management and Milestones – Applicant; and a separate section for Project Management and Milestones – Subrecipient(s)/Pass-through Entity(ies) to account for each entity type’s project individually. (See Section V. Project Management and Milestones – Subrecipient/Pass-Through Entity of the FY 2023 ACP Outreach Grant Program Application Template. If Applicant is the primary and only entity applying, Section V will not be applicable.

<b>VI. Bonus – Funding Priorities</b>	
Select each prioritization and evaluation factor met by the applicant and/or proposed project.	Multiple Choice (Select All That Apply) Narrative (Character Limit)
<b>VII. Acknowledgements</b>	
Confirm that the applicant acknowledges each requirement.	Multiple Choice (Select All That Apply)

Applicants that comply with the application requirements and are deemed eligible and selected to receive grant funds will be informed of their final award allocation amounts once the FCC reviews all applications and makes final award determinations. If a final award amount differs from the requested amount, the FCC will provide instructions regarding the revised materials that must be submitted for review.

## VII. FUNDING RESTRICTIONS, PROHIBITIONS, AND ALLOWABLE COSTS

The following funding restrictions, allowable, and unallowable costs are guided by the ACP Outreach Grant Program [ACP Grant Program Second Report and Order](#). Additionally, the FCC has adopted the Uniform Administrative Requirements, Cost Principles, and Audit Requirements set forth in 2 CFR Part 200, Subpart E as well as 2 CFR, Subtitle B, Part 6000.

### A. Funding Restrictions

#### 1. Neutrality of Grant-Funded Outreach Activities

Grant and subgrant recipients must maintain neutrality among participating service providers or groups of service providers when conducting grant-funded outreach activities. Eligible households can be directed to the [Companies Near Me Tool](#)<sup>12</sup> or be shown the list of [ACP provider\(s\)](#)<sup>13</sup> serving the area. If there is only one service provider serving the area, the grant or subgrant recipient may inform the eligible household of that lone provider’s information. This neutrality requirement ensures that the grant funding is not being used in a manner intended to specifically increase a particular provider’s program enrollment and protects eligible households’ right to choose their ACP provider and the type of broadband service that best fits their needs.

Grant and subgrant recipients are expressly prohibited from favoring, directing, steering, incentivizing or otherwise encouraging households to enroll with a particular provider when performing grant-funded outreach activities. When conducting grant-funded outreach, grant and subgrant recipients are also expressly prohibited from using service provider-branded items such as outreach materials, gifts, or incentives, and from offering or providing consumers gifts or other incentives provided by service providers. Grant and subgrant recipients may not accept funding in any form, including in-kind contributions, from a participating provider or a specific group of

<sup>12</sup> The ‘Companies Near Me’ tool can be accessed at: [Companies Near Me - Lifeline Support - USAC](#).

<sup>13</sup> Internet service providers participating in the ACP can be accessed at: [Affordable Connectivity Program Providers | Federal Communications Commission \(fcc.gov\)](#).

participating providers (including, but not limited to, broadband industry groups such as trade associations) for the purpose of conducting ACP outreach activities.

Service providers may attend grant-funded outreach events to provide eligible households information on the available service offerings to which they may apply their ACP benefit. Other service providers in the area where the outreach is conducted must have the same opportunity to attend and provide information on their services to which the ACP benefit can be applied. [Companies Near Me Tool](#) can be used to obtain a list of all providers operating in an area where outreach events are held.

Grant and subgrant recipients may collaborate with state agencies, public interest groups, and non-profit organizations to carry out public awareness campaigns that highlight the value and benefit of broadband internet access and the ACP.

## **2. Funds Transfer Restriction**

The grant recipient is prohibited from transferring funds between ACP grant programs (i.e., NCOP, TCOP, YHYI, NPP) and must comply with each program's unique reporting requirements. Recipients can submit a project where funds come from multiple funding sources (i.e., NCOP, TCOP), however, recipients are not allowed to divert funding from one program to another due to the specific funding allocations, which were established by the FCC.

## **B. ACP Outreach Grant Program Prohibitions**

### **1. Prohibition of Supplanting Other Outreach Funding**

Grant or subgrant recipients may supplement but are prohibited from supplanting (replacing) funds that have already been obtained or are expected to be received from other sources, such as federal, state, or non-governmental funding provided to carry out ACP outreach activities as described in this NOFO. Grant or subgrant recipients may not supplant funding from a participating provider or a specific group of participating providers (including, but not limited to, broadband industry groups such as trade associations) provided to carry out ACP outreach activities as described in this NOFO. To guard against supplanting, funding will be prioritized to new, innovative outreach efforts and not outreach efforts for which an applicant has funding or expects to receive funding from broadband providers or other sources. ACP Outreach Grant Program funding is intended for ACP outreach costs for which applicants and their expected pass-through entities do not already have or expect to receive other funding.

### **2. Prohibition of Service Provider In-Kind Contributions for Funded Outreach**

Acceptance of in-kind contributions from any broadband provider or a specific group of ACP participating providers (including broadband industry groups and trade associations) for grant-funded outreach activities is prohibited under the ACP Outreach Grant Program.

**3. Prohibition of Profit, and Fees or Charges to Eligible Households**

A profit or other incremental charge above actual cost of grant-funded outreach activity is prohibited under the ACP Outreach Grant Program. Fees or charges to eligible households for educating or providing enrollment assistance are also prohibited under the ACP Outreach Grant Program.

**4. Prohibition of Commissions or Compensation Linked to ACP Applications or Enrollment**

Commission or compensation to individuals conducting funded outreach based on the number of ACP applications submitted or households enrolled is prohibited under the ACP Outreach Grant Program.

**5. Prohibition of Remote Enrollment Assistance**

All funded ACP application assistance support must be done in person. Remote ACP application assistance support is prohibited under the ACP Outreach Grant Program.

**6. Prohibition of Lobbying**

Use of appropriated funds, without the express authorization of Congress, to directly or indirectly pay for personal services or communications intended or designed to influence Members of Congress, jurisdictions, or officials of any government with regard to any legislation, law, ratification, policy, or appropriation is prohibited under the ACP Outreach Grant Program.

**C. Allowable Costs**

Costs funded through the ACP Outreach Grant Program must be necessary, reasonable, and allocable to the award. The allowable cost list in [Table 4](#) is not comprehensive but is meant to demonstrate types of outreach activities that are deemed effective in reaching ACP-eligible households.

Applicants, as part of their application, must disclose specific types of outreach activities (including ACP application assistance), along with associated costs. Costs must include a breakdown of budget and computation methods used for each budget category. The FCC, as part of the application review process, will determine cost reasonableness and allowability of such costs prior to making funding determination. In some cases, determining cost reasonableness and allocability of certain items may be difficult at the time of application submission. As such, the FCC may require the grantee to request prior written approval in advance of incurring certain costs, and to include the timeframe for when such costs are to be expended.

**Table 4 - Allowable Cost Categories**

Category	Description of Allowable Costs
ACP Application Assistance	<b>In-person</b> ACP application assistance support offered to ACP-eligible households. Note: Remote technical and application assistance support is unallowable.
Digital Campaigns	Execution of ACP marketing strategy on various digital and social media channels where ACP-eligible households are likely to engage. This includes but is not limited to social media, mass text messaging, phone banks, etc. <sup>14</sup>
Outreach Materials	Development, printing, and distribution of infographics, fact sheets, flyers, newsletters, consumer handouts, and/or literature campaigns. This includes in-language translation of outreach materials to reach diverse communities and making outreach materials accessible to individuals with disabilities. Note: The FCC will make available a <a href="#">toolkit of outreach materials</a> grant and subgrant recipients may leverage and tailor to their intended audience.
Direct Mail	Development, printing, and distribution of direct mail to eligible households.
ACP Service Provider Locator	Provision of information to eligible households on how to locate ACP service providers serving in the areas where the outreach is performed.
Personnel	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.
Fringe Benefits	For personnel time exclusively spent on ACP outreach and/or ACP application assistance. Guidance on calculating fringe benefits is available at 2 CFR Part 200.431.
Planning	Costs associated with the planning and execution of ACP in-person and virtual outreach events, workshops, campaigns, and activities to raise ACP awareness. Costs associated with the planning and execution of in-person ACP application assistance events. Light refreshments for in-person ACP outreach events must be included as part of the budget submission and approved by the FCC.
Travel	Travel to- and from planned ACP outreach and/or in-person ACP application assistance events, to include mileage, gas, and related travel incidentals.
Supplies	Information technology hardware or systems such as hotspots, tablets, computers, printers, etc. that will be used exclusively for ACP outreach and ACP application assistance. <b>This cost is capped at \$5,000 of awarded funds.</b>
Project Management (Management & Administrative)	Costs incurred in direct 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). <b>This cost is capped at 5% of awarded funds.</b>
Facilities Rental	Costs associated with facilities rental for ACP outreach and/or in-person ACP application assistance events.

<sup>14</sup> Any text messaging or phone campaigns must be compliant with the Telephone Consumer Protection Act (TCPA).

Indirect Costs	To ensure that most of the grant funding is targeted towards ACP outreach and/or in-person ACP application assistance, <b>indirect cost recovery will be capped at 10% of awarded funds.</b> Certain facility rental costs are allowable as a direct cost, as described above.
Paid Media Campaigns	Placement of ACP advertising directed to target audience on television, radio, billboards, local and regional newspapers, and other culturally relevant outlets.
Consumer Research / Focus Groups	Investigation of the needs of ACP-eligible households about services offered and the ACP application process. Gathering ACP eligible households to participate in a guided discussion about the ACP application experience.

**D. Unallowable Costs**

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. Further, Federal Cost Principles prohibit certain activities when using grant funds because they are a form of federal financial assistance. [Table 5](#) includes a list of unallowable costs is not intended to be all-inclusive. Consult the [Federal Cost Principles](#) for the complete explanation of allowable and unallowable costs.

**Table 5 - Unallowable Cost Categories**

Category	Description of Unallowable Costs
Pre-award Costs	Costs incurred by the grant or subgrant recipient prior to the start date of the period of performance. This includes costs to prepare and submit application.
Exercises	Used to evaluate program plans and procedures such as tabletop, functional, or full-scale.
Equipment	Tangible personal property, to include information technology systems, that exceeds \$5,000 per item. Any tangible personal property that is less than or equal to \$5,000 per item is allowable and should be included under the <i>Supplies</i> cost category. See 2 CRF Part 200.1 for more information.
Provider Branded Materials	Internet Service Provider branded materials, to include broadband industry groups such as trade associations, labeled outreach materials, gear or any other promotional materials that could compromise neutrality of grant-funded outreach activities.
Gifts & Incentives	Gifts or incentives provided to consumers that could compromise grant and subgrant recipient’s neutrality and improperly influence eligible households’ choice of provider, or other gifts or incentives to encourage consumers to learn about, apply for, or enroll in the ACP.
Membership Fees	Membership fees and dues incurred by the grant recipient that are not exclusively tied to event attendance to conduct ACP outreach activities.
Intangible Property	Property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes, other debt instruments, lease agreements, stock, and other types of property ownership.
Real Property	Purchase or acquisition of land, including land improvements, structures, and appurtenances thereto.
Construction & Renovation	Any construction or renovation costs.

Category	Description of Unallowable Costs
Entertainment/ Alcohol / Meals	Entertainment, purchase of alcohol, or meals. Note: Light refreshments are allowed with prior FCC approval.
Collective Bargaining	Direct or indirect use of funds to support or oppose collective bargaining.
Fines, Penalties, Damages	Costs resulting from grant or subgrant recipient’s violations of, or failure to comply with, federal, state, tribal, local, or foreign laws and regulations.
Fundraising	Costs of organized fundraising, including financial campaigns, and similar expenses incurred to raise capital or obtain contributions.
General Government Costs	The general costs of government for states, local governments, and Indian Tribes.
Goods & Services	Costs of goods or services for personal use.

## VIII. APPLICATION REVIEW INFORMATION

To ensure compliance with the applicable federal statutes and regulations as well as appropriately determine the impact of proposed projects against the ACP Outreach Grant Program’s goal, objectives, and priorities, submitted applications will undergo the following review processes.

### A. Eligibility (Compliance) Review

Only applications that are submitted to Grants.gov on or no later than 11:59 p.m. EST on January 9, 2023, will be considered. **Late applications will not be considered for review or funding determination.** If an applicant submits more than one application, the last on-time submission will be considered for eligibility and review, all prior submissions will be ineligible.

As part of the Compliance Review, the FCC will determine if:

- 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.

Due to the competitive nature of the ACP Outreach Grant Program, failure to meet one or more of these requirements will result in non-compliance and the application will be eliminated from further review and funding consideration. Therefore, it is important for applicants to ensure that all submitted applications are complete and successfully uploaded to Grants.gov upon completing the application process.

### B. Independent Merit Review

Once an applicant is deemed eligible and all required Standard Forms and program-specific application materials have been completed and submitted, the FCC will initiate a Merit

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Review. During the Merit Review, each application will be reviewed by at least two or more federal reviewers who are technically and professionally qualified to conduct the review. Merit reviewers will be required to sign and submit Conflict of Interest and Confidentiality forms.

Merit Reviewers will review assigned applications to ensure alignment with the program objectives, eligible activities, and related costs/budget. The purpose of this review is to assess the technical soundness and merit of the application. Merit Reviewers may not ask applicants to submit additional information to clarify or to further substantiate the representation made in their applications. Further, Merit Reviewers will not be permitted to contact the applicant to revise the application if deficiencies are identified.

Merit Reviewers will evaluate each assigned application using the following criteria as follows:

- If an applicant is the only entity applying and there are no subrecipients, merit review scoring will follow the table below.
- If an applicant has a subrecipient(s), each Project Narrative Section (Sections II and IV) will be scored, and these scores will be averaged in order to assign an overall score for the Project Narrative Section. Further, each Project Management and Milestones Section (Sections III and V) will be scored, and these scores will be averaged in order to assign an overall score for the Project Management and Milestones Section.

Excellent (Score of 5)	Good (Score of 4)	Average (Score of 3)	Fair (Score of 2)	Incomplete (Score of 1)	No Response (Score of 0)
Response is innovative and impactful.	Response is clear and feasible.	Response needs clarity and further planning.	Response lacks sufficient detail.	Minimal response provided.	No Response Provided.
Question		Review Criteria		Score	
<b>I. Applicant Information</b>		<b>This Section is worth 5 points total.</b>			
I.A.	Enter the applicant's name.	This information will not be scored.			
I.B.	Enter the applicant's UEI number				
I.C.	Select the applicant type.				
I.D.	State if the applicant will have a sub-recipient(s) / pass-through entity.				
I.D.1	[For Sub-Recipient/Pass-Through Entity Only] Provide Sub-recipient(s)/pass-through entity(ies) name(s).				
I.D.2	[For Sub-Recipient/Pass-Through Entity Only] Provide Sub-recipient(s)/pass-through entity(ies) UEI number(s).				
I.E.	Identify the total amount of funding requested from each program, including the amount and percentage	The applicant adheres to the 5% M&A cap.	[Yes] or [No]		



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	for management and administration (M&A) expenditures.		
I.F.	Identify how the performance measures outlined in the ACP Outreach Grant Program NOFO will be achieved.	The applicant has aligned Portfolio to measure(s), intended achievement(s) is measurable, and has a sound compliance plan.	Up to 5 points.
<b>II. Project Narrative<sup>15</sup></b>		<b>This Section is worth 25 points total.</b>	
II.A	Enter project name.	This information will not be scored.	
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).	This information will not be scored.	[New] or [Ongoing]
II.B.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.	The applicant’s continuation proposal does not present supplanting or duplication of funding issues during the period of performance.	[Yes], [No], or [N/A]
II.C.	Does the applicant fall under any of the ineligible entities criteria? If yes, provide an explanation of the relationship with the broadband service provider.	If the applicant selects “Yes”, the FCC will review the narrative to determine if the applicant is eligible to be considered for funding.	[Yes], [No]
II.D.	Identify the amount of funding requested from each source for this project.	This information will not be scored.	
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.	The applicant has demonstrated a clear understanding of the ACP, the community to be served, and needs of the community that will be addressed through the proposed project.	Up to 5 points.
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.	The applicant describes how the proposed project will increase awareness of and increase ACP enrollment for eligible households.	Up to 5 points.
II.G.	Describe the intended impact of the proposed project on specific areas, households, or individuals to raise	The applicant’s intended impact is well-defined by geographic areas,	Up to 5 points.

<sup>15</sup> In the FY ACP 2023 ACP Outreach Grant Program 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.

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	awareness and/or increase ACP enrollment.	constituency groups, individuals/ households, and communities with low ACP enrollment rate.	
II.H.	Describe how the proposed project meets the Program Objectives.	The applicant has plans to meet one or more of the Program Objectives.	Up to 5 points.
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.	The applicant intends to share lessons learned with other entities.	Up to 5 points.
<b>III. Project Management and Milestones<sup>16</sup></b>		<b>This Section is worth 10 points total.</b>	
III.A.	Identify each projected outcome, subsequent milestones that will be met, and the estimated timeline within the period of performance.	Proposed outcomes and milestones demonstrate clear progress towards achieving the overall project within the period of performance.	Up to 5 points.
III.B.	Identify how the proposed project aligns to the allowable cost categories.	Cost categories are allowable, reasonable, and appropriate.	Up to 5 points.
<b>IV. Bonus - Funding Priorities</b>		<b>Bonus questions are worth 12 points total.</b> Note: “Yes” results in 2 bonus points per question; and “No” results in no point.	
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?	The applicant intends to target unserved low-income households or individuals that are not currently on a low-income broadband plan or that do not have broadband service.	2 points
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,	The applicant intends to target communities that have low ACP participation rate.	2 points

<sup>16</sup> In the FY 2023 ACP Outreach Grant Program Application Template, there is a separate section for Project Management and Milestones – Applicant; and a separate section for Project Management and Milestones – Subrecipient(s)/Pass-through Entity(ies) to account for each entity type’s project individually. (See Section V. Project Management and Milestones – Subrecipient/Pass-Through Entity of the FY 2023 ACP Outreach Grant Program Application Template. If Applicant is the primary and only entity applying, Section V will not be applicable.

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	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 ACP Outreach Grant Program.	The applicant proposes a cost share or cost match.	Not scored; used as a tie breaker during the funding determination.
4.	Has the state or territory entered into or committed to enter into a CMA with the USAC for purposes of verifying the eligibility of low-income consumers for the Affordable Connectivity Program? Note: For state, District of Columbia, and U.S. territory government entities only; this does not apply to non-governmental entities.	The state or territory (including DC) has entered into or demonstrated commitment to enter into a CMA with USAC.	2 points
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?	The applicant has experience and 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.	2 points
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?	The applicant has demonstrated existing relationship with target communities or has a thorough plan to readily develop those relationships.	2 points
7.	Does the applicant have experience with or capability of providing multilingual outreach, to include	The applicant has experience or capability conducting multilingual	2 points

	American Sign Language? If so, state which languages.	outreach, to include American Sign Language.	
<b>Reviewer Outcome</b>			
Final Applicant Score:	<ul style="list-style-type: none"> <li>▪ Up to 40 points (<i>without bonus</i>)</li> <li>▪ Up to 52 points (<i>with bonus</i>)</li> </ul>		
Recommend Applicant for Funding Consideration:	[Yes] or [No] Note: Reviewers response to this question will be used to judge funding determination.		
	If “Yes” is selected, enter the recommended NCOP funding amount:	[Recommended Amount]	
	If “Yes” is selected, enter the recommended TCOP funding amount:	[Recommended Amount]	
	If funding the reviewer recommends for the applicant is less than the applicant’s requested amount, explain why a lesser amount is recommended.	[Narrative Response]	
	If “No” is selected for recommending the applicant for funding consideration, provide a narrative as to why?	[Narrative Response]	

**C. Virtual Panel Review (if applicable)**

Following the conclusion of the Independent Merit Review process, the FCC will consolidate the final scores of each reviewer to come up with an average merit score for the applicant. The FCC will also review whether the federal reviewer recommends the applicant for funding consideration and/or partial funding consideration. Partial funding may be recommended by the reviewer(s) if it is determined that the application contains cost categories and associated budget that are deemed unallowable or unreasonable. In the event there is a conflict in reviewer(s) recommendation to consider the applicant for funding consideration or partial funding consideration, the FCC will convene a virtual panel review for impacted applicant(s) to discuss and resolve such conflict(s). An outcome of the Virtual Panel Review may include removing the applicant from further funding consideration or adjusting the recommended funding amount based on consensus reached by the panel.

**D. Funding Determination**

At the conclusion of the Independent Merit Review and Virtual Panel Review (if applicable), all average application scores will be sorted in descending order (i.e., highest scoring to lowest scoring). Applicants will be considered for funding from highest scoring to lowest scoring until available ACP Outreach Grant Program funding has been exhausted. As part of this process, the FCC will ensure each State and U.S. Territory funding minimums are met to remain compliant with the [ACP Grant Program Second Report and Order](#).

In the event of a tie during the funding determination process, priority will be given to:

- Applicants that are based out of a State or U.S. Territory that has not met the established funding minimum to ensure ACP outreach and application enrollment assistance funding is as geographically distributed as possible;

- Applicants who are targeting geographic areas with the lowest ACP enrollment rates, to include those that plan to target especially hard to reach populations;
- Applicants who are planning to reach the greatest number of eligible households;
- Applicants that are requesting funding for new outreach effort (versus continuation of an existing effort); and/or
- Applicants who are proposing cost share or cost match.

The list of applicants recommended for funding will advance to the Risk Review prior to proposed funding recommendations going to the Selecting Official for final approval.

#### **E. Risk Review**

Applications that are recommended for funding consideration based on the outcome of the Merit Review will undergo a pre-award risk assessment. This will include a review of the financial stability of an applicant, the quality of the applicant's management systems, the history of performance, reports, and findings from federal financial assistance audits. The risk review will also evaluate if the applicant is suspended or debarred. Upon completion of the pre-award risk assessment, the FCC will determine whether the applicant is qualified to receive the award and, if so, whether specific award conditions that correspond to the degree of risk posed by the applicant should be applied to the award.

#### **F. Final Selection**

Final results from the Merit and Risk Reviews will be used to make funding recommendations to the CGB Chief. The CGB Chief will serve as the Selecting Official and provide final approval of applicants selected for ACP Outreach Grant Program funding. The CGB Chief retains the discretion to consider other factors and information, in addition to CGB's funding recommendations.

Once final approval is made, a Notice of Award (NOA) will be generated through <https://grantsolutions.gov>.

### **IX. FEDERAL AWARD ADMINISTRATION INFORMATION**

#### **A. Agreeing to Terms and Conditions of the Award**

By submitting an application, the applicant agrees to comply with the requirements of this NOFO as well as the terms and conditions of its award should it receive an award. The applicant also agrees to comply with the requirements set forth in the [ACP Grant Program Second Report and Order](#) (FCC 22-64), 47 CFR Part 54, and 2 CFR, Subtitle B, Part 6000. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, set forth in 2 CFR Part 200, shall apply to this federal award.

#### **B. Notice of Award**

Before accepting the award, the AOR and recipient should carefully review the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. Recipients must accept all conditions in this NOFO, in addition to any special terms and conditions in the NOA to receive an award under the ACP Outreach Grant Program.

Notification of award approval is made through the <https://grantsolutions.gov> through an automatic electronic mail to the recipient's authorized official listed in the initial application. The award date will be the date that the FCC approves the award. The recipient must first login through <https://login.gov> to access GrantSolutions and follow the directions in the notification to confirm acceptance of the award. Funds will remain on hold until the recipient accepts the award through <https://grantsolutions.gov> and all other conditions of the award have been satisfied or until the award is otherwise rescinded.

**Evidence of Cost Sharing (only for entities that propose optional cost share/cost match):** Note that if the applicant is recommended for an award, it will be required to provide documentation of any voluntary match proposed and included in the Notice of Award by letter(s) of firm commitment, such as a letter on the organization's letterhead, Memoranda of Understanding or other signed agreements from those entities identified as partners in the proposal. All commitment documents provided at the time of award must clearly identify the dollar amount, the source(s) of the funds, and the proposed uses that comply with the requirements of this Notice and be signed by the authorized official. All matching funds must be used within the period of performance. Cost sharing or matching means the portion of project costs not paid by federal funds (unless otherwise authorized by federal statute). Applicants should refer to 2 CFR Part 200.306 for specific requirements.

Recipients must accept their awards no later than 30 days from the award date. The recipient shall notify the FCC of its intent to accept and proceed with work under the award or provide a notice of intent to decline through <https://grantsolutions.gov>. Failure to accept a grant award within the 30-day timeframe may result in termination of award.

**FCC Registration Number (FRN):** Upon award acceptance, recipients will be required to register for an FRN, using the Commission Registration System (CORES). This unique 10-digit FRN is used to identify the registrant's business dealings with the FCC. To register with CORES, please use the following link: <https://apps.fcc.gov/cores/userLogin.do>. The first step to setting up an account in CORES is creating a username and account in the FCC User Registration System using the following link: <https://apps2.fcc.gov/fccUserReg/pages/login.htm>. Before the account is activated, the user will receive an automated email titled "FCC Account Request Verification" and must verify its account email address as prompted. Once the user is logged in to CORES, the user should select the "Register New FRN" or "Associate Username to FRN" option as applicable from the menu options that appear and provide the information as prompted by CORES. Users will need to provide their taxpayer identification number or TIN to register. The TIN is a nine-digit number that the IRS requires of all individuals, businesses, and other employers to identify their tax accounts with the IRS. Once the user provides the information required in CORES and clicks "Submit," CORES will generate a new FRN or associate the user's existing FRN with its account.

### C. Pass-Through Requirements

The FCC grant recipient or pass-through entity must require all subrecipients to comply with the terms and conditions of the ACP Outreach Grant Program's award, including

applicable provisions of the Office of Management and Budget (OMB) Uniform Guidance (2 CFR Part 200), all associated Terms and Conditions set forth herein, the [ACP Grant Program Second Report and Order](#) (FCC 22-64), 47 CFR Part 54, and 2 CFR, Subtitle B, Part 6000. Pass-through entities are responsible for conducting risk assessments of potential subrecipients and monitoring their subrecipients.

Payments shall be paid only to the grant recipient or pass-through entity identified in the Notice of Award. It shall be the responsibility of the grant recipient or pass-through entity to pay any subrecipients in accordance with 2 CFR Part 200.

To ensure full transparency regarding any subrecipients, grant recipients or pass-through entities must inform the FCC of which subrecipients they use as well as the amount of each subaward. If subrecipient information is not provided in an application or prior to Notice of Award issuance (e.g., pending competitive selection of subrecipient(s) by recipient), award funds budgeted for the subaward may be withheld until required information is received by FCC Grants Management Specialist.

#### **D. Financial Management**

Per 2 CFR Part 200.302(a), each State must expend and account for the federal award in accordance with State laws and procedures for expending and accounting for the State's own funds. In addition, the State's and any other non-federal entity's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used in accordance with federal statutes, regulations, and the terms and conditions applicable to this federal award.

##### **1. Red Light Rule**

Pursuant to 45 CFR Part 1.1910 and the [ACP Grant Program Second Report and Order](#) (FCC 22-64), the ACP Outreach Grant Program will be subject to the Red Light Rule that the Commission implemented to satisfy the requirements of Debt Collection Improvement Act of 1996. Under the Red Light Rule, the FCC will not take action on applications or other requests by an entity that is found to owe debts to the Commission until full payment or resolution of that debt. If a prospective grant applicant is on the Red Light, it will need to satisfy or make arrangements to satisfy any debts owed to the Commission before the application submission deadline as captured in this NOFO. Per 47 CFR Part 1.1910(b)(3), if the delinquent debt remains unpaid or other arrangements have not been made within 30 days of being notified of the debt, due to the competitive nature of the ACP Outreach Grant Program, the Commission will automatically disqualify the applicant from funding consideration.

##### **2. Treasury Offset**

ACP Outreach Grant Program grant recipients will be subject to Treasury Offset. The U.S. Treasury Department has several collection tools, including its offset program, known as the Treasury Offset Program (TOP), through which it collects delinquent debts

owed to federal agencies and states by individuals and entities, by offsetting those debts against federal monies owed to the debtors. Grant recipients that owe past-due debt to a federal agency or a state may have all or part of their payments offset by Treasury to satisfy such debt. Prior to referral of its debt to Treasury, entities are notified of the debt owed, including repayment instructions. If the referred debt of a grantee remains outstanding at the time of a payment by the U.S. Treasury from the ACP Fund to that grantee, the grantee will be notified by Treasury that some or all of its payment has been offset to satisfy an outstanding federal or state debt. Potential grant applicants who owe past due federal or state debts are encouraged to resolve such debts and in doing so, consult the TOP Frequently Asked Questions for the Public, available at <https://fiscal.treasury.gov/top/faqs-for-the-public.html>, for delinquent debt that has been referred to Treasury, and for delinquent debt that the Commission has not yet referred to Treasury, consult <https://www.fcc.gov/general/red-light-frequently-asked-questions>.

### **3. Do Not Pay**

Per the Payment Integrity Information Act of 2019, the FCC will conduct a thorough review of available databases with relevant information on eligibility to determine award eligibility and prevent improper payments before the release of any federal funds. The FCC will use the Do Not Pay system administered by the Treasury's Bureau of the Fiscal Service and if the applicant's name is on the Do Not Pay system, this will result in disqualification from ACP Outreach Grant Program funding consideration. The applicant must resolve its listing in the Do Not Pay system prior to the application submission deadline and produce evidence that its listing should be removed or is being processed for removal at the time of application submission deadline. The Do Not Pay system helps to reduce the number of improper payments by providing streamlined access to relevant data during the pre-award process and anytime during the payment lifecycle. If a grant recipient is on the Do Not Pay system at any time throughout the period of performance, a grant recipient may have delayed or denied payments until the grant recipient resolves the listing.

### **E. Award Payments**

The FCC will use the grantee organization name, address, UEI and electronic funds transfer information found in SAM to register your official address and banking information for payments. In order to receive payment, the grant recipients must maintain an active SAM registration with current information at all times during which it has an active federal award. Payments to the grant recipient will be made on a reimbursement basis through FCC financial management system; as such, the SF-270 shall not be submitted by the recipient.

### **F. Program and Budget Modifications**

Per 2 CFR Part 200.308 (Revision of budget and program plans) and 2 CFR Part 200.407 (Prior written approval), the recipient must obtain prior written approval from the FCC Grants Management Specialist for certain proposed programmatic change requests, unless otherwise provided by the terms and conditions of an FCC award. Requests for prior approval for changes to program plans must be submitted to the FCC Grants Management Specialist (or electronically for awards administered through GrantsSolutions). Requests



requiring prior FCC approval are not effective unless and until approved in writing by the FCC.

**X. POST AWARD REPORTING REQUIREMENTS**

Award recipients are required to submit various financial and performance reports as a condition of award acceptance. Future awards and funds draw-down may be withheld if these reports are delinquent. Grant recipients must submit all financial and progress reports electronically on a quarterly basis as an attachment to <https://grantsolutions.gov>. Final performance and financial reports must also be submitted electronically through <https://grantsolutions.gov>.

**A. Federal Performance Reporting**

**1. Quarterly Performance Progress Reports (PPR)**

The recipient is required to submit its PPR within 30 calendar days of the end of the progress reporting period, including partial calendar quarters, as well as in periods where no grant award activity occurs. The PPR must indicate progress against performance measures specified in the award conditions and should relate financial data to the performance accomplishments of the recipient’s federal award. Each PPR should include the following information, to be completed in an FCC-provided template and format:

- A brief narrative of overall project(s) status
- A summary of project expenditures and accomplishments
- A summary of upcoming activities and milestones
- A description of any potential issues that may affect project completion
- An update against performance measures, using FCC provided template, to include detailed geographic information on when and where outreach was conducted.

PPR Reporting Period*	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

\*The reporting period excludes the final PPR due at closeout.

**Note:** Based on anticipated award date of March 2023, the first PPR submission will be due on July 30, 2023. Grant and subgrant recipients may be asked to submit products funded by the ACP Outreach Grant Program to share as a best practice for others to leverage.

**2. Final Performance Report**

Grant recipients must submit a final performance report within 120 calendar days after the expiration of the period of performance established in the award document. The grant recipients shall require that all subrecipients be required to submit their final performance report to the grant recipient or pass-through entity within 90 calendar days unless an extension has been granted. The final performance report must provide an assessment of the ACP Outreach Grant Program’s performance against its goal, objectives, and

supporting measures. Grant recipients, including pass-through entities, shall also summarize any lessons learned and best practices in conducting ACP outreach and application assistance as well as administering the ACP Outreach Grant Program.

**B. Federal Financial Reporting**

The grant recipient may charge to the federal award only allowable costs incurred during the period of performance, consistent with this NOFO and as established in the award document. Period of performance means the total estimated time interval between the start of an initial federal award and the planned end date.

**1. Quarterly Financial Reports**

Per 2 CFR Part 200.328 (Financial reporting), the recipient must submit an SF-425 (Federal Financial Report [FFR]) or any successor form electronically on a quarterly basis throughout the period of performance, including partial calendar quarters, as well as in periods where no grant award activity occurs. The recipient is required to submit its FFR within 30 calendar days of the end of the financial reporting period unless an extension has been granted. The PPR and FFR should be submitted at the same frequency. The recipient or pass-through entity must also request and include relevant subrecipient information to ensure reporting obligations are fulfilled. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate a lack of progress, or are insufficient in detail. A recipient may submit a final financial report in lieu of a quarterly financial report if all approved project(s) are successfully completed ahead of the end of the period of performance.

FFR Reporting Period*	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

\*The reporting period excludes the final FFR due at closeout.

**Note:** Based on anticipated award date of March 2023, the first FFR submission will be due on July 30, 2023.

**2. Final Financial Report**

Grant recipients must submit a final financial report within 120 calendar days after the expiration of the period of performance. The subrecipient is required to submit its final financial report to the pass-through entity within 90 calendar days unless an extension has been granted.

**C. Period of Performance Extensions**

Due to the competitive funding determination of the ACP Outreach Grant Program, only no-cost (i.e., extending project period without additional funding) period of performance extensions will be considered. No-cost extensions to the initial period of performance will only be considered through formal, written requests to the recipient’s FCC Grants Management Specialist and must contain specific justifications as to why an extension is required. This request must be submitted electronically through <https://grantsolutions.gov>.

Recipients are advised to coordinate with the FCC Grants Management Specialist as needed when preparing an extension request.

All extension requests must address the following:

- Award Number;
- Reason for the delay, to include details of the legal, policy, or operational changes that prevent the final outlay of awarded funds by the deadline;
- Current status of activity;
- Approved period of performance termination date and new proposed project completion date;
- Amount of funds drawn down to date;
- Remaining available funds;
- Budget outlining how remaining funds will be expended;
- Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and
- Certification that the activities will be completed within the extended period of performance.

Extension requests may be granted only due to compelling legal, policy, or operational changes. Extension requests may only be considered if:

- Sufficient funding remains for the overall ACP where continuation of outreach and application assistance activities, beyond the original performance end date, will be beneficial in further increasing ACP awareness and enrollment efforts; and
- Contractual commitments by the recipient or subrecipient with vendors prevent completion of the project within the existing period of performance.

Grant recipients should submit all proposed extension requests to the FCC for review and consideration at least 120 days prior to the end of the period of performance to allow sufficient processing time. Any amendment of the award to extend the period of performance is at the sole discretion of the FCC. Extensions will not be granted for more than a six-month period.

#### **D. Closeout Reporting**

Within 120 days after the end of the period of performance for the prime award or after an amendment has been issued to closeout an award before the original period of performance ends, whichever occurs first, recipients must liquidate all financial obligations and submit the following documentation in <https://grantsolutions.gov>:

- The final request for payment, if applicable;
- The final FFR (SF-425);
- The final PPR; and
- Other documents required by the FCC.

In addition, any grant recipient or pass-through entity that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 CFR Part 200.344; subrecipients are still required to submit closeout materials within 90 days of the subaward period of performance end date. When the subrecipient completes all closeout

requirements, grant recipients and pass-through entities must promptly complete all closeout actions for subawards in time for the grant recipient or pass-through entity to submit all necessary documentation and information to the FCC during the closeout of their prime award.

After the prime award closeout reports have been reviewed and approved by the FCC, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the award records for at least three years from the date of the final FFR.

#### **E. Wind-down**

The wind-down process begins when the forecasted end of the ACP is announced, thereby not giving sufficient time to implement and execute new outreach efforts. Recipients and subrecipients may continue to use their grant funds for outreach until ACP enrollments cease pursuant to any wind-down procedures to be established for the ACP. Once ACP enrollments cease, the remaining grant funds that have not been drawn down may be allocated back to the larger ACP budget to pay for broadband service and connected devices.

## **XI. MONITORING, COMPLIANCE, AND OVERSIGHT**

### **A. Overview**

Effective monitoring and oversight help the FCC ensure that recipients use grant funds for their intended purpose, verify that projects undertaken are consistent with approved plans, and ensure that recipients make adequate progress towards stated goals and objectives. Monitoring serves as the primary mechanism to ensure that recipients comply with applicable laws, rules, regulations, program guidance, and requirements. Consistent with 2 CFR Part 200.303, federal grant recipients must have internal controls over the federal award and provide reasonable assurance that the non-federal entity is managing the award in compliance with federal statutes, regulations, and the terms and conditions of this award.

The FCC will monitor all grant awards both financially and programmatically as monitoring efforts ultimately serve to evaluate progress towards grant goal, objectives, and proactively target and address issues that may threaten grant success during the period of performance. Financial and programmatic monitoring are also complementary processes and ensure effective grants management, accountability, and transparency; and safeguard federal funds against fraud, waste, and abuse.

The FCC will periodically monitor recipients to ensure that administrative processes, policies and procedures, budgets, and other related award criteria are meeting federal government-wide regulations. Aside from reviewing quarterly financial and programmatic reports, the FCC may also conduct enhanced monitoring through desk reviews, onsite monitoring visits, or both. Enhanced monitoring will identify areas where the recipient may need technical assistance, corrective actions, or other support.

Per 2 CFR Part 200.337, the FCC has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems, to review award progress, and to provide any required technical assistance. During site visits or desk reviews, the FCC will review recipients' files related to the award, as well as conduct other monitoring activities. As part of any monitoring and program evaluation activities, recipients must permit the FCC, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to the FCC's requests for information relating to the award.

Recipients who are pass-through entities are responsible for monitoring their subrecipients in a manner consistent with the terms of the federal award at 2 CFR Part 200, including 2 CFR Part 200.332. This includes the pass-through entity's responsibility to monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

In terms of overall award management, recipient and subrecipient responsibilities include, but are not limited to:

- Accounting of receipts and expenditures;
- Cash management;
- Maintaining adequate financial records;
- Reporting and refunding expenditures disallowed by audits;
- Monitoring if acting as a pass-through entity;
- Other assessments and reviews; and
- Ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of 2 CFR Part 200.

Financial monitoring primarily focuses on statutory and regulatory compliance along with administrative grant requirements. Programmatic monitoring seeks to validate and assist in grant progress, targeting issues that may be hindering project goals and ensuring compliance with the purpose of the grant program. Both monitoring processes are similar in that they feature initial reviews of all open awards, and in-depth monitoring of grants requiring additional attention.

## **B. Financial Monitoring and Compliance**

The FCC's approach to financial monitoring includes the following core components:

- Monitoring Activities: Monitoring activities include cash analysis, desk reviews, and site visits. The FCC Grants Management Specialists are responsible for conducting quarterly reviews of all grants via cash analysis. Desk reviews and site visits are additional monitoring activities conducted on grants where the monitoring assessment process identified the need for additional monitoring and validated the use of FCC resources for these activities. Additionally, site visits are at times conducted due to the FCC's Office of the Inspector General hotline complaints.
- Post-Monitoring Actions: Monitoring staff may follow up with recipients via post-monitoring actions based on the outcomes of monitoring activities. Post-monitoring

actions include conducting additional monitoring; reviewing Corrective Action Plans (CAP) and monitoring the progress of CAP deliverables; documenting the resolution of identified corrective actions and issues; providing technical assistance and recipient training; and debt collection.

**1. Standard Monitoring Activity: Cash Analysis**

Through cash analysis, the FCC Grants Management Specialist assesses and reports on the recipients’ cash-on-hand, expenditures, and unliquidated obligations; cash on hand issues; and spend down activities within the period of performance. The analysis reconciles and compares grant disbursement records with the recipient submitted FFR. This process identifies recipients that may require additional monitoring due to issues identified with drawdowns or FFR submissions.

**2. Enhanced Monitoring Activities: Desk Review, Site Visit**

Desk reviews and site visits are two forms of additional monitoring that the FCC may conduct on a recipient. [Table 6](#) defines the key differences and similarities.

**Table 6 - Enhanced Financial Monitoring Activities (Desk Review and Site Visit)**

	Desk Review	Site Visit
<b>Purpose</b>	<ul style="list-style-type: none"> <li>Review grant files to verify compliance, conduct interviews to confirm adherence to approved program plans, allowable use, and inventory controls;</li> <li>Document that recipient possess adequate internal controls, policies, processes, and systems to manage FCC grants effectively;</li> <li>Assist the recipient with the grant process and provide guidance to improve recipient administrative efficiencies;</li> <li>Identify and analyze relevant problems that might prevent the program from achieving its objectives; and</li> <li>Provide technical assistance.</li> </ul>	
<b>Location</b>	A detailed, paper-based review and evaluation conducted at an FCC location. Desk reviews do not require travel.	A visit by the FCC Grants Management Specialist conducted at the site of the recipient’s operations and/or selected performance sites. Site visits may require travel by the FCC.
<b>Material</b>	Required reports, correspondence, and other documentation, including policies and procedures, to substantiate compliance. Additional documentation available remotely may include information available through the grant file, financial reports, interviews, and other documentation and correspondence to verify compliance.	Includes documents listed under the desk review in addition to all applicable documents and required reports necessary to assess recipient capability and progress, validate records, and substantiate compliance with laws, regulations, and policies.

### C. Progress Monitoring and Compliance

Progress monitoring involves oversight throughout the award lifecycle for the FCC to verify that projects undertaken by recipients are consistent with approved plans and comply with applicable laws, regulations, program guidance, and the terms and conditions of the award. Programmatic monitoring also plays an important role in ensuring a data-driven approach to tracking progress against ACP Outreach Grant Program's performance measures. It is also an opportunity for the FCC to build relationships with recipients and to work collaboratively to identify and mitigate factors that may impede programmatic performance. The FCC will also use monitoring to validate data previously self-reported by recipients in applications and prior reporting submissions to gauge overall progress.

## XII. AWARD CLOSEOUT AND TERMINATION

The FCC may terminate a federal award in whole or in part for one of the following reasons outlined below, in which termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated have been documented. The FCC and the recipient must still comply with closeout requirements at 2 CFR Parts 200.344 – 200.345 even if an award is terminated in whole or in part. Pass-through entities should refer to 2 CFR Part 200.340 for additional information on termination regarding subawards.

### A. Administrative Closeout

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 CFR Part 200.344(h)-(i). It is a last resort available to the FCC, and if the FCC needs to administratively close an award, this may negatively impact a recipient's ability to obtain future funding. This mechanism can also require the FCC to make cost adjustments and unallowable/disallowable costs determinations based on the information it has, which may result in identifying a debt owed to the FCC by the recipient.

When a recipient is not responsive to the FCC's reasonable efforts to collect required reports needed to complete the standard closeout process, the FCC is required under 2 CFR Part 200.344(h) to start the administrative closeout process within the regulatory timeframe. The FCC will make at least three written attempts to collect required reports before initiating administrative closeout. If the recipient does not submit all required reports in accordance with 2 CFR Part 200.344, this NOFO, and the terms and conditions of the award, the FCC must proceed to administratively close the award using the information available within one year of the period of performance end date. Additionally, if the recipient does not submit all required reports within one year of the period of performance end date, per 2 CFR Part 200.344(i), the FCC must report in the Federal Awardee Performance and Integrity Information System (FAPIIS) the recipient's material failure to comply with the terms and conditions of the award.

If the FCC administratively closes an award where no final FFR has been submitted, the FCC uses that administrative closeout date in lieu of the final FFR submission date as the start of the three-year record retention period. In addition, if an award is administratively closed, the FCC may decide to impose remedies for non-compliance per 2 CFR Part

200.339, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

**B. 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 pursuant to 2 CFR Part 200.208 including but not limited to: temporarily withholding award payments pending the correction of the deficiency; the disallowance of award costs and the establishment of an accounts receivable; wholly or partially suspending or terminating an award; initiating suspension or debarment proceedings in accordance with 2 CFR Part.

**C. 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. If the noncompliance can be corrected, the FCC may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance is not corrected or the recipient is non-responsive, the FCC may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 CFR Part 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 CFR Part 200.341 – 200.342 as well as the requirements of 2 CFR Part 200.340(c) to report in FAPIIS the recipient’s material failure to comply with the award terms and conditions.

**D. Termination**

2 CFR Part 200.340 (Termination) through Part 200.343 (Effects of suspension and termination) apply to an award that is terminated prior to the end of the period of performance due to the non-federal entity’s repeated failure to comply with the award terms and conditions. In addition, the failure to comply with the provisions of an FCC award may adversely impact the availability of funding under other federal awards and may also have a negative impact on a non-federal entity’s eligibility for future FCC or federal awards.

The recipient may terminate the award, in whole or in part, by sending written notification to the FCC setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, the FCC may determine that a partially terminated award will not accomplish the purpose of the federal award, so the FCC may terminate the award in its entirety. If that occurs, the FCC will follow the requirements of 2 CFR Part 200.341 – 200.342 in deciding to fully terminate the award.

**E. Post-Closeout Adjustments**

The FCC or the pass-through entity has the right to disallow costs and recover funds based on a later audit or other review. The FCC or the pass-through entity must make any cost disallowance determination and notify the non-federal entity within the record retention period. The FCC may make financial adjustments to a previously closed award such as



resolving indirect cost payments and making final payments. Refer to 2 CFR Part 200.345 for additional information.

**F. Records Retention**

Per 2 CFR Part 200.334, 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 or pass-through entity in the case of a subrecipient. The FCC and pass-through entities must not impose any other record retention requirements upon non-federal entities. 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; the FCC or another agency notifies the non-federal entity in writing that the retention period will be extended; or other circumstances outlined in 2 CFR Part 200.334 - 200.336, 200.338, and 47 CFR Part 54.1904.

**XIII. MANDATORY DISCLOSURES**

**A. Other Federal Awards with Similar Programmatic Activities**

The recipient must immediately provide written notification to the FCC Grants Management Specialist if, subsequent to receipt of the FCC award, other financial assistance is received to support or fund any portion of the scope of work incorporated into the FCC award. The FCC will not pay for duplicative costs that are funded by other governmental or non-governmental sources.

**B. Lobbying Activities**

Any recipient that receives more than \$100,000 in federal funding and conducts lobbying with non-federal funds relating to a covered federal action (i.e., contract, grant, cooperative agreement, loan, loan guarantee, or loan insurance) must submit a completed Form SF-LLL (Disclosure of Lobbying Activities). The Form SF-LLL must be submitted within 30 calendar days following the end of the calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed. The recipient must submit any required SF-LLL forms, including those received from subrecipients, contractors, and subcontractors, to the FCC Grants Management Specialist.

**C. Suspension and Debarment**

The Commission currently has a proceeding pending in which it is considering whether to adopt (with modifications) the governmentwide OMB Guidelines to Agencies on Government Debarment and Suspension (Non-procurement) codified at 2 CFR Part 180. See *Modernizing Suspension and Debarment Rules*, GN Docket No 19-309, Notice of Proposed Rulemaking, 34 FCC Rcd 11348 (2019). The FCC stated that the proposed “[suspension and debarment] rules, should they be adopted, will apply to the Affordable Connectivity Outreach Grant Program.” As a result, should the proposed suspension and debarment rules be adopted, grant recipients would be subject to those rules, including the notification and disclosure obligations set forth under 2 CFR Parts 180.335 and 180.350.

**D. Conflict of Interest**

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable federal, state, local, tribal, and territorial statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to the FCC Grants Management Specialist, in writing, any real or potential conflict of interest that may arise during the administration of the federal award, as defined by the federal or state, local, tribal, territorial statutes or regulations or their own existing policies, within five days of learning of the conflict of interest. Similarly, subrecipients, whether acting as subrecipients or as pass-through entities, must disclose any real or potential conflict of interest to the recipient or next-level pass-through entity as required by the recipient or pass-through entity's conflict of interest policies, or any applicable federal or state, local, tribal, territorial statutes or regulations.

Under 2 CFR Part 200.318(c)(1), non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such conflicts of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity. If the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local, tribal, or territorial government, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. 2 CFR Part 200.318(c)(2). The non-federal entity must disclose in writing any potential conflicts of interest to the FCC Grants Management Specialist or the pass-through entity.

Post award issuance, conflict of interest must be disclosed to the FCC as soon as practical after a recipient becomes aware of the interest or relationship giving rise to the potential conflict of interest but no later than 72 hours.

**E. Assurances and Certifications**

The grant recipient or pass-through entity must complete the required Certification Regarding Lobbying Form and, if applicable, the Disclosure of Lobbying Activities Form provided with the application package.

**F. Single Audit Report**

Per 2 CFR Parts 200.501 and 200.514, 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, also known as a “single audit” report. It is intended to provide assurance to the federal government that a non-federal entity has adequate internal controls in place and is in compliance with program requirements. The audit must be performed in accordance with the requirements of the Government Accountability Office’s (GAO) Government Auditing Standards, located at <https://www.gao.gov/yellowbook/overview>, the requirements of Subpart F of 2 CFR Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f> and the requirements of Title 2 Subtitle B Chapter LX Part 6000 (as may be revised by the Federal Register). Single Audit Report must be submitted electronically to the Federal Audit Clearinghouse (FAC).

**G. Reporting Subaward and Executive Compensation Information**

In accordance with 2 CFR Part 170, all recipients of a federal award are required to comply with reporting requirements under the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Pub. L. No. 109-282). To ensure full transparency regarding any subrecipient, the [ACP Grant Program Second Report and Order](#) (FCC 22-64) also requires that grantees who are pass-through entities must inform the FCC of which subrecipients they use as well as the amount of each subaward. As such, the recipient is required to file a FFATA subaward report at [www.fsrs.gov](http://www.fsrs.gov) on all subawards by the end of the month following the month in which the prime recipient awards any subgrant. In addition, recipients that meet certain criteria are responsible for reporting executive compensation. Applicants must ensure they have the necessary processes and systems in place to comply with the reporting requirements should they receive funding.

**H. Acknowledgement of Federal Funding**

All recipients shall acknowledge federal funding when publicizing projects or programs funded in whole or in part with grant funds.<sup>17</sup> This includes the disclosure that outreach materials are developed for educational purposes. The Project Director will be responsible for appropriately acknowledging the FCC’s funding support in publications, public announcements, press releases, and other media sources.

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<sup>17</sup> For more information, refer to Section 632 of Division E, Financial Services and General Government Appropriations Act, 2022, Title VI, General Provisions – This Act (Including Rescission of Funds), of the Consolidated Appropriations Act of 2022.

## XIV. OTHER NATIONAL POLICY REQUIREMENTS

### A. Transparency

The Infrastructure Act contains robust reporting requirements for grant recipients and requires the FCC and other agencies to coordinate to make information regarding federal broadband funding readily available to and understandable by the public. The FCC will fully comply with these requirements and fulfill obligations under the Infrastructure Act. Additionally, the FCC will publish a list of successful grant recipients publicly on the FCC website which will include the name of the recipient, the award amount, an abstract outreach project summary, and a main point of contact for the funding recipient. The FCC will also publish the required award information on an OMB designated government-wide website, consistent with 2 CFR Part 200.212.

### B. Drug-Free Workplace

Per 2 CFR Part 182, the non-federal entity must comply with the provisions of the Drug-Free Workplace Act of 1988 and require that the entity take certain actions to provide a drug-free workplace. Federal grant recipients must make a good faith effort, on a continuing basis, to maintain a drug-free workplace and must agree to do so as a condition for receiving a grant award. This includes publishing a drug-free workplace statement and establishing a drug-free awareness program for the grant recipient's employees. The recipient must also take actions concerning employees who are convicted of violating drug statutes in the workplace. The grant recipient is also required to identify all known workplaces under the federal award(s).

### C. Whistleblower Protection

Recipients, subrecipients, contractors, and their employees working on this grant award will be subject to the whistleblower rights and remedies established under 41 USC 4712. An employee of a recipient or subrecipient may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is evidence of:

- Gross mismanagement of a federal contract or award;
- Gross waste of federal funds;
- Abuse of authority (i.e., an arbitrary and capricious exercise of authority that is inconsistent with the mission of the FCC) relating to a federal contract or award;
- Substantial and specific danger to public health or safety; or
- Violation of a law, rule, or regulation related to a federal contract or grant.

The recipient or subrecipient shall inform its employees and contractors, in writing, in the predominant language of the workforce or organization, of employee whistleblower rights and protections under 41 USC 4712.

### D. Ensuring the Protection of Civil Rights

Federal civil rights statutes, such as section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving federal financial assistance.

**E. Never Contract with the Enemy**

Per 2 CFR Part 200.215, federal grant recipients are subject to the regulations implementing Never Contract with the Enemy in 2 CFR Part 183. This regulation applies to covered contracts, grants, and cooperative agreements that are expected to exceed \$50,000 within the period of performance, are performed outside the United States or its territories, and are in support of a contingency operation in which members of the Armed Forces are actively engaged in hostilities.

**F. Prohibitions on Purchasing Telecommunications and Video Surveillance Services or Equipment**

Per 2 CFR Part 200.216, federal grant recipients and subrecipients are prohibited from obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

**G. Paperwork Reduction Act**

Pursuant to 47 USC 1752(h)(2) the collection of information sponsored or conducted under this NOFO soliciting grant applications and establishing other requirements for the ACP Outreach Grant Program is deemed not to constitute a collection of information for the purposes of the Paperwork Reduction Act, 44 USC 3501-3521.<sup>18</sup>

**XV. FCC AWARDING AGENCY CONTACT INFORMATION**

**FCC Grants Team**

*Please direct programmatic inquiries to:*

Miriam Yohannes Montgomery  
Consumer and Governmental Affairs Bureau  
Federal Communications Commission

[Miriam.montgomery@fcc.gov](mailto:Miriam.montgomery@fcc.gov)

[ACPgrants@fcc.gov](mailto:ACPgrants@fcc.gov)

*Please direct grant management inquiries to:*

Joy Sears  
Consumer and Governmental Affairs Bureau  
Federal Communications Commission

[Joy.sears@fcc.gov](mailto:Joy.sears@fcc.gov)

[ACPgrants@fcc.gov](mailto:ACPgrants@fcc.gov)

**FCC Section 504 Compliance Officer**

Gerard Williams  
Consumer & Governmental Affairs Bureau

[FCC504@fcc.gov](mailto:FCC504@fcc.gov)

(202) 418-1505

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<sup>18</sup> For more information, refer to ACP [ACP Grant Program Second Report and Order](#), para. 91 n.280.

**Systems Contact Information**

*Grants.gov*

For technical assistance with Grants.gov, call the customer support hotline 24 hours per day, 7 days per week (except federal holidays) at (800) 518-4726 or email at [support@grants.gov](mailto:support@grants.gov).

*GrantSolutions*

For technical assistance with GrantSolutions, call the customer support hotline 8:00 a.m. – 6:00 p.m. EST, Monday through Friday at (866) 577-0771, or email at [help@grantsolutions.gov](mailto:help@grantsolutions.gov).

## Appendix A – Acronyms

This appendix explains acronyms applicable to the ACP Outreach Grant Program NOFO.

ACH:	Automated Clearing House
ACP:	Affordable Connectivity Program
ALC:	Agency Location Code
AOR:	Authorized Organization Representative
CAP:	Corrective Action Plans
CGB:	Consumer and Governmental Affairs Bureau
CMA:	Computer Matching Agreement
CMIA:	Cash Management Improvement Act
EIN:	Employer Identification Number
EST:	Eastern Standard Time
FAIN:	Federal Award Identification Number
FAPIIS:	Federal Awardee Performance and Integrity Information System
FCC:	Federal Communications Commission
FFATA:	Federal Funding Accountability and Transparency Act
FFR:	Federal Financial Report
FRN:	FCC Registration Number
GAO:	Government Accountability Office
M&A:	Management and Administration
NCOP:	National Competitive Outreach Program
NOA:	Notice of Award
NOFO:	Notice of Funding Opportunity
NPP:	Navigator Pilot Program
OMB:	Office of Management and Budget
PPR:	Performance Progress Reports
SAM:	System for Award Management
TCOP:	Tribal Competitive Outreach Program
TOP:	Treasury Offset Program
UEI:	Unique Entity Identifier
USAC:	Universal Service Administrative Company
YHYI:	Your Home, Your Internet

## Appendix B – Terms and Definitions

This appendix includes terms and definitions applicable to the ACP Outreach Grant Program.

- a) Amendment – a post award modification to the financial assistance award, revision of the approved project budget or original scope of work, or extension of the period of performance must be submitted to the FCC and approved in writing.
- b) Applicant – non-federal entity that applies for federal awards.
- c) Assistance Listing – refers to the publicly available listing of federal assistance programs managed and administered by the General Services Administration, formerly known as the Catalog of Federal Domestic Assistance (CFDA).
- d) Authorized Organization Representative – the designated representative of the organization with the authority to act on the organization’s behalf in matters related to the award and administration of grants.
- e) Closeout – The process by which the federal awarding agency or pass-through entity determines that all applicable administrative actions and all required work of the federal award have been completed and takes actions as described in [2 CFR 200.344](#).
- f) Community anchor institution – a public school, a public or multi-family housing authority, a library, a medical or healthcare provider, a community college or other institutions of higher education, a state library agency, and any other nonprofit or governmental community support organization.<sup>19</sup>
- g) Cost share/Cost match – the portion of project costs not paid by federal funds (unless otherwise authorized by federal statute).
- h) Covered populations – the term “covered populations” means<sup>20</sup>:
  - Individuals who live in covered households;
  - Aging individuals;
  - Incarcerated individuals, other than individuals who are incarcerated in a federal correctional facility;
  - Veterans;
  - Individuals with disabilities;
  - Individuals with a language barrier, including individuals who are English learners and have low levels of literacy;
  - Individuals who are members of a racial or ethnic minority group; and
  - Individuals who primarily reside in a rural area.

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<sup>19</sup> Section 60302, Definitions, [PUBL058.PS \(congress.gov\)](#).

<sup>20</sup> Section 60302, Definitions, [PUBL058.PS \(congress.gov\)](#).



- i) Eligible household – a household is eligible for the ACP if the 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:
- Received a federal Pell Grant during the current award year;
  - Meets the eligibility criteria for a participating provider's existing low-income internet program;
  - Participates in one of these assistance programs:
    - Free and Reduced-Price School Lunch Program or School Breakfast Program, including at U.S. Department of Agriculture (USDA) Community Eligibility Provision schools
    - Supplemental Nutrition Assistance Program (SNAP)
    - Medicaid
    - Federal Public Housing Assistance<sup>21</sup>
    - Supplemental Security Income (SSI)
    - Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
    - Veterans Pension or Survivor Benefits or Lifeline
  - Participates in one of these assistance programs and lives on Qualifying Tribal lands:
    - Bureau of Indian Affairs General Assistance
    - Tribal Temporary Assistance for Needy Families (TANF)
    - Food Distribution Program on Indian Reservations
    - Tribal Head Start (income based)
- j) Employer Identification Number – A nine-digit number assigned by the IRS. It is used to identify the tax accounts of employers and certain others who have no employees. The IRS uses the number to identify taxpayers who are required to file various business tax returns. EINs are used by employers, sole proprietors, corporations, partnerships, non-profit associations, trusts, estates of decedents, government agencies, certain individuals, and other business entities.
- k) Grant Agreement – a legal instrument of financial assistance between a federal awarding agency or pass-through entity and a non-federal entity that, consistent with [31 USC 6302, 6304](#):
- Is used to enter into a relationship the principal purpose of which is to transfer anything of value to carry out a public purpose authorized by a law of the United States (see 31 USC Section 6101(3)); and not to acquire property or services for the federal awarding agency or pass-through entity's direct benefit or use;
  - Is distinguished from a cooperative agreement in that it does not provide for substantial involvement of the federal awarding agency in carrying out the activity contemplated by the federal award.

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<sup>21</sup> (I.e., Housing Choice Voucher (HCV) Program (Section 8 Vouchers); Project-Based Rental Assistance Program (Project-Based Section 8)/Section 202/Section 811; Public Housing; Affordable Housing Programs for American Indians, Alaska Natives, or Native Hawaiians).

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- Does not include an agreement that provides only: (i) Direct United States Government cash assistance to an individual; (ii) A subsidy; (iii) A loan; (iv) A loan guarantee; or (v) Insurance.
- l) Non-federal entity – a state, local government, Indian tribe, Institution of Higher Education (IHE), or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- m) Nonprofit organization – as defined in 2 CFR Part 200.1, means any corporation, trust, association, cooperative, or other organization, not including IHEs [Institutions of Higher Education], that: (1) is operated primarily for scientific, education, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses net proceeds to maintain, improve, or expand the operations of the organization.
- n) Notice of funding opportunity – a formal announcement of the availability of federal funding through a financial assistance program from a federal awarding agency. The notice of funding opportunity provides information on the award, who is eligible to apply, the evaluation criteria for selection of an awardee, required components of an application, and how to submit the application.
- o) Pass-through entity – a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program.
- p) Period of performance – the time during which the non-federal entity may incur new obligations to carry out the work authorized under the federal award.
- q) Recipient – an entity, usually but not limited to non-federal entities that receives a federal award directly from a federal awarding agency. The term recipient does not include subrecipients or individuals that are beneficiaries of the award.
- r) Subaward – an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
- s) Subrecipient – an entity, usually but not limited to non-federal entities, that receives a subaward from a pass-through entity to carry out part of a federal award; but does not include an individual that is a beneficiary of such award.
- t) Tribal lands: see map of qualifying Tribal lands at [fcc\\_tribal\\_lands\\_map.pdf](#) ([affordableconnectivity.gov](#)). As defined in section 47 CFR Part 54.1800(s) of the Commission’s rules, “Tribal lands” means any federally recognized Indian tribe's reservation, pueblo, or colony, including former reservations in Oklahoma; Alaska Native regions established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688); Indian allotments; Hawaiian Home Lands—areas held in trust for Native Hawaiians by the State of Hawaii, pursuant to the Hawaiian Homes Commission Act, 1920 July 9, 1921, 42

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Stat. 108, *et. seq.*, as amended; and any land designated as such by the Commission for purposes of Subpart E of 47 CFR Part Part 54 pursuant to the designation process in 47 CFR Part 54.412.

- u) Uniform Guidance – codified at 2 CFR Part 200, a set of authoritative rules and regulations about federal grants from the OMB.