

**NOTICE OF FUNDING OPPORTUNITY**

**AFFORDABLE CONNECTIVITY OUTREACH GRANT PROGRAM –  
PILOT PROGRAM GRANTS**

**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-23-002

**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 U.S.C § 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 9:00 PM 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 2023.

**I. Application Submission Method**

Applications or portions thereof submitted through postal mail, courier, email, facsimile, or other means will not be accepted. All grants standard forms must be submitted through the <https://www.grants.gov> system and the application template must be submitted through the Pilot Programs Application Portal accessible at <https://forms.universalservice.org/portal/login>. There will be one application for both Pilot Programs and applicants must indicate to which program(s) they are applying. 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
- Navigator Pilot Program (NPP) Outreach Grants

The FCC issues this NOFO to describe the requirements under which it will award grants for YHYI and NPP participants (collectively, Pilot Program Outreach Grants). A separate NOFO has been issued for NCOP and TCOP.

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 Pilot Program Outreach Grants provide new federal funding for the FCC to grant eligible governmental entities and third-party organizations 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 pilot program eligible for grants through this FY 2023 Pilot Program Outreach Grants NOFO.

**Table 1 – FY 2023 Pilot Program Outreach Grants**

FY23 Pilot Program Outreach Grants	Program Overview
YHYI Outreach Grants	YHYI Outreach Grants provide funding to eligible state, local, and Tribal housing agencies (including housing authorities) or non-profit organizations, community-based organizations, and tenant association partners to federal, state, local, or Tribal housing agencies (including housing authorities) for outreach activities (including application assistance) to increase awareness and encourage participation in the ACP for households receiving federal housing assistance. YHYI funding will only be provided to entities that are selected to participate in the YHYI Outreach Grants.
NPP Outreach Grants	NPP Outreach Grants provide funding to support outreach activities (including application assistance) by trusted, neutral third-party entities, such as schools and school districts, or other local or state government entities to increase awareness and encourage participation in the ACP among eligible households. NPP funding will only be provided to entities that are selected to participate in the ACP Navigator Pilot Program.

### III. BACKGROUND INFORMATION

#### A. Affordable Connectivity Program

The [ACP](#) 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 (HCV) Program (Section 8 Vouchers); Project-Based Rental Assistance (PBRA), 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 (SNAP); Supplemental Security Income (SSI); 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 (Tribal TANF), 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 (WIC), or meets the eligibility criteria for a participating provider's existing low-income internet program.

#### B. Affordable Connectivity Program Order

The [Report and Order](#) establishing the rules for the ACP established a “one-year test-pilot for granting trusted, neutral third party entities [such as schools, school districts, or other local or state governmental entities] with access to the National Verifier for purposes of assisting customers with applying for the Affordable Connectivity Program” (ACP Navigator Pilot). The FCC subsequently set aside up to \$5 million in grant funding to support ACP Navigator Pilot-related outreach activities in the ACP Outreach Grant Program Order.

#### C. 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.

#### **D. Your Home, Your Internet Order**

On August 5, 2022, the FCC established a pilot program titled "Your Home, Your Internet" to increase awareness and encourage participation in the ACP for households receiving federal housing assistance. The [Third Report and Order](#) approved by the FCC directs the Wireline Competition Bureau (WCB) and the Universal Service Administrative Company (USAC), the administrator of the ACP, to take several actions to facilitate more efficient ACP access for federal housing assistance recipients in general as well as those working with pilot participants to qualify for the ACP. The one-year pilot program will allow the FCC to test the best methods for helping consumers receiving qualifying federal housing assistance through the Department of Housing and Urban Development to learn about and enroll in the ACP.

The "Your Home, Your Internet" Pilot Program will be used to test discrete enhancements to the ACP, including improvements to the ACP application process. State and local housing authorities, Tribally Designated Housing Entities, and other state, regional, or local government entities, as well as community partners, are eligible to apply for this Pilot Program. Pilot Program applicants will be able to submit proposals for providing specialized ACP outreach efforts, including promotional materials, that are directed to federal housing assistance recipients and organizations. Pilot participants are also encouraged to propose application assistance tools, which the FCC will evaluate. In addition, the FCC has set aside up to \$5 million in grant funding to support Your Home, Your Internet Pilot-related outreach activities, and up to an additional \$5 million in funding for the FCC to engage in related outreach efforts, including in conjunction with other federal agencies. Pilot Program applicants may have independent sources of funding and are not required to apply for funding from the Commission in order to carry out their Pilot Program activities.

## **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 these Pilot Program Outreach Grants, 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 of an affordable internet connection.

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 households 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 manner, and format that is accessible to individuals with disabilities.

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

### **1. Goal**

The goal of the Pilot Program Outreach Grants is to facilitate the promotion of the ACP to increase awareness of and participation among eligible households by providing assistance with the completion and submission of the ACP application. While the NPP and YHYI both have this goal, grants for YHYI focus specifically on funding outreach activities (including application assistance) for federal housing assistance recipients.

### **2. Objectives**

To support the Pilot Program Outreach Grants goals, the FCC has identified four 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;
- Learn how the assistance of a navigator helps eligible households overcome enrollment barriers; 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 will prioritize Pilot Program Outreach Grants applications that:

- Target a broad geographic area and/or large number of people in the target audiences for ACP outreach;

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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 available at <https://www.fcc.gov/about/strategic-plans-budget>.



- Incorporate effective tracking and performance measurements to provide valuable information, especially relating to enrollment barriers and under-enrolled communities, to the Commission;
- Encourage participation by those in the applicant's target community(ies) that have a low participation in the ACP, including participation by those in Federal Public Housing Assistance (FPHA) programs;
- Target unserved low-income households or individuals (i.e., households or individuals that are not currently on a low-income broadband plan or that do not have broadband service); and
- 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.

In addition to the priorities listed above, the FCC will consider geographic distribution of proposed outreach activities in determining funding awards.

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

The FCC has developed Pilot Program Outreach Grants performance measures to assess progress toward the programs' goal and objectives through ongoing collection, monitoring, reviewing, and reporting of data. Quarterly progress reports will be used to collect and analyze grant recipients' performance measurement data to ensure that the funds are expended for their intended purpose and achieve the stated outcomes in the grant application. Detailed information on the geographic location and timing of outreach activities (including application assistance) should be retained and submitted as part of quarterly progress reports.

The FCC has identified the following performance measures for the FY 2023 Pilot Program Outreach Grants:

- ***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/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 as a result of a grant-funded outreach activity
    - For YHYI, the number of individuals reached who participate in a FPHA program
  - Number of individuals that worked with the navigator
    - For individuals who worked with a navigator, determine the method of outreach that led them to the navigator
- ***Enrollment Measures***
  - Number and type of in-person application assistance provided, or events held
    - Number of individuals that participated in the in-person events

- Number of eligible households submitting applications or starting the application process during the event or other provision of application assistance
- Number of new, eligible households successfully qualified for the ACP who (1) lacked access to home or mobile internet broadband and/or (2) lacked access to home broadband internet
  - For YHYI, the number of FPHA households enrolled

## V. FEDERAL AWARD INFORMATION

### A. Funding Availability for this NOFO: \$10,000,000

The FCC will make up to \$10 million of competitive funding available under this FY 2023 Pilot Program Outreach Grants NOFO. Table 2 illustrates available funding for each program.

**Table 2 – FY 2023 Pilot Program Outreach Grants Allocation**

Pilot Program Outreach Grants	FY23 Allocation
YHYI Outreach Grants	\$5,000,000
NPP Outreach Grants	\$5,000,000
<b>Total</b>	<b>\$10,000,000</b>

#### 5. YHYI Available Funds: \$5 million

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

- Pilot Program allocation maximum pursuant to the [Third Report and Order](#);
- Merit-based review of application submissions; and
- Risk assessment to confirm the financial stability and operational capacity of the applicant.

#### 6. NPP Available Funds: \$5 million

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

- Pilot Program allocation maximum pursuant to the [Third Report and Order](#);
- Merit-based review of application submissions; and
- Risk assessment to confirm the financial stability and overall operational capacity of the applicant.

### B. Period of Performance

For Pilot Program Outreach Grants, grant recipients must expend awarded funding against their approved projects and supporting milestones within 12 months (1 year).

- Projected Period of Performance Start Date(s): March 2023
- Projected Period of Performance End Date(s): March 2024

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.

**C. Eligible Applicants**

For FY 2023, eligible entities may include the types of governmental and non-governmental entities and organizations listed in Table 3. Eligibility for YHYI and NPP Outreach Grants is limited to entities participating in that particular Pilot Program.

**Table 3 - Pilot Program Outreach Grants Eligible Entities**

FY23 Pilot Program Outreach Grants	Eligible Entities
YHYI Outreach Grants	Entities eligible to apply for YHYI Outreach Grants include state, local, and Tribal housing agencies (including housing authorities). Tenant associations and non-profit and community-based entities that have a partnership with a federal, state, local, or Tribal housing agency participating in the Your Home, Your Internet Pilot may also apply for YHYI funding.
NPP Outreach Grants	Entities eligible to apply for NPP Outreach Grants include public and government entities, such as public schools and public school districts, and local, state, or Tribal government entities. Examples of such eligible entities include, but are not limited to, state and local institutions of higher learning, state veterans’ affairs offices, state and community libraries, and Tribal schools and libraries.

**D. 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 Pilot Program Outreach Grants. States and U.S. Territories are encouraged to coordinate with trusted messengers and leaders from underserved and unserved communities in their states. Non-profit organizations eligible to apply for YHYI Outreach Grants are not required to have 501(c)(3) status.

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

**E. Ineligible Entities**

In addition to any restrictions in 2 CFR § 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 Pilot Program Outreach Grants 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 § 54.1800(d).<sup>4</sup>

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

- 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>
- 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.<sup>10</sup>

## F. Cost Sharing and Matching

There will be no cost sharing or matching requirements as part of the FY 2023 Pilot Program Outreach Grants. However, applicants that propose a cost match or cost share may have a priority consideration, in the event of a tie, when making funding allocation determinations.

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<sup>5</sup> Cf. 47 CFR § 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 § 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 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 U.S.C. § 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 (2022).

<sup>10</sup> See 2 CFR § 54.1903(b).

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 § 200.306.

## VI. APPLICATION AND SUBMISSION INFORMATION

### A. Key Application Submission Dates and Time

Application Start Date: November 21, 2022  
Application Submission Deadline: January 9, 2023, at 9:00 PM EST

All applications **must** be received by the established deadline. The USAC Pilots Application Portal has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of their submission.

Standard grant forms (e.g., SF-424 and SF-424A) submitted through the [www.grants.gov](http://www.grants.gov) system have a date stamp that indicates when the forms are 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 grant 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 questions about the FCC's YHYI and NPP, please contact the FCC's Pilot Program Team by e-mail at [ACPpilots@fcc.gov](mailto:ACPpilots@fcc.gov). For 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 2023  
Anticipated Award Date: No later than March 2023

**Other Key Dates:**

Event	Suggested Deadline for Completion
Obtaining a valid Employer Identification Number Creating a Login.gov account, for a single sign on registration, to then establish an organization registration with SAM.gov Registering in Grants.gov and adding organization profile, or updating registration Assigning roles and access in Grants.gov	Four weeks before submission deadline
Starting program-specific application in USAC Pilots Application Portal. Applicants seeking funding under this Pilot Program Outreach Grants NOFO must also submit an application to participate in the FCC’s YHYI or NPP Outreach Grants, or both, using the USAC Pilots Application Portal. There will be one application for both Pilot Programs and applicants must indicate to which program(s) they are applying.  <b>Note: Once the application has been submitted, an application number will be provided. Applicants must include the application number provided in Line Item 13 of the SF-424.</b>	Two weeks before submission deadline
Starting grants standard forms in Grants.gov Workspace	One week before submission deadline
Submitting the final grants standard forms in Grants.gov and program-specific application in the USAC Pilots Application Portal.  <b>Note: Applicants are strongly encouraged to complete and submit the Pilot Programs application in the USAC Pilots Application Portal prior to completing and submitting the grants standard forms as the application number must be included in Line Item 13 of the SF-424</b>	No later than the submission deadline

Registering and applying for an award under this program is a multistep 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 grants standard forms through Grants.gov and Pilot application using the USAC Application Portal. To access grants standard forms and instructions, go to <https://www.grants.gov> under Assistance Listing (CFDA) Number: 32.011 - ACP 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 fields on both the SF-424, Application for Federal Assistance, and the Detailed Budget Worksheet and Narrative Template.

For more detailed instructions on registering with SAM, refer to <https://www.grants.gov/applicants/organization-registration/step-2-register-with-sam.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 - ACP 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 9:00 PM EST on January 9, 2023. Proof of timely submission of the program-specific application is generated by the USAC Pilots Application Portal when the application is successfully received. Proof of timely submission of grants standard forms 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. How to Submit Application Template to the FCC through USAC Pilots Application Portal**

Applicants seeking funding under this Pilot Program Outreach Grants NOFO must also submit an application to participate in the FCC's YHYI or NPP Outreach Grants, or both, using the USAC Pilots Application Portal. This requirement is in addition to the standard grant forms submitted in grants.gov. There will be one application for both pilot programs and applicants must indicate to which program(s) they are applying. Applicants must complete each section of the ACP Pilot Programs application and make the required certifications in the application.

The application for the YHYI and/or NPP Outreach Grants must be submitted online through the USAC Pilots Application Portal accessible at <https://forms.universalservice.org/portal/login>. Failure to submit a complete and timely Pilot Programs application will result in a rejection of the funding application under this NOFO. The deadline for applying for both the YHYI and NPP Outreach Grants is **Monday, January 9, 2023, at 9:00 PM EST**.



Additional information concerning both the YHYI and NPP Outreach Grants, including application instructions, can be found on the FCC’s website at: <https://www.fcc.gov/acp-pilots>.

## H. How to Submit Grants Standard Forms to the FCC through Grants.gov

Grants.gov applicants can apply online using a workspace. A workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For this FY 2023 Pilot Program Outreach Grants NOFO, applicants can create individual instances of a workspace. Applicants are encouraged to start their grants standard forms in Grants.gov at least one week before the application deadline.

In Grants.gov, applicants need to submit the following forms:

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

For access to complete instructions on how to apply for opportunities using Workspace, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

## I. 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.

### 1. Program-Specific Required Forms

Eligible entities applying for Pilot Program Outreach Grants are required to complete and submit the Pilot Programs application available at <https://forms.universalservice.org/portal/login>. This is in addition to submitting the grants standard forms in Grants.gov (see 2. below). The Pilot Programs application must be completed on or before the application submission deadline.

#### a. Pilot Programs Application in USAC Pilots Application Portal

The Pilot Programs application must demonstrate how proposed projects will aid in delivering outreach activities that will increase ACP awareness and enrollment and describe engagement with and/or impacts on the target audiences. Applicants must demonstrate in their proposals the ability to implement outreach efforts consistent with the purpose, goal and objectives of the Pilot Programs and guidance provided by the FCC. Applicants must complete and submit all sections of the Pilot Programs application, as outlined in the application instructions on the FCC website accessible at: <https://www.fcc.gov/acp-pilots>.

- If requesting grant funding, “Applicant Contact Information” in the Pilot Programs Application should match what is provided in Field 8f. of the SF-424.
- If requesting grant funding, the “Certified By” field should match what is provided in Field 21 of the SF-424, the Authorized Organization Representative.

**FCC Registration Number (FRN):** In order to apply for the Pilot Program Outreach Grants, applicants are 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. Applicants must enter their FRN as part of completing the Pilot Programs Application in USAC.

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.

**b. Detailed Budget Worksheet and Narrative**

The Detailed Budget Worksheet and Narrative Template reflects the cost categories that appear on the SF-424A form. Applicants must itemize calculations for each cost category based on the instructions provided at the beginning of the template and in each subsection. **Note that there are separate tabs (worksheets) for funding requested from YHYI Outreach Grants and NPP Outreach Grants.**

Budget information must support the dollar amounts identified in the SF-424 and SF-424A forms and demonstrate that the project or activity meets the eligible use requirements in this NOFO. Applicants must provide details on the proposed use of project funds in achieving projected outcomes. The Budget Narrative should address in detail how the funds awarded will be spent on a proposed project and how costs were determined across the following allowable cost categories:

- Personnel
- Fringe Benefits
- Travel
- Supplies
- Contractual
- Other
- Indirect Costs

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.

## 2. Required Grants Standard Forms and Information

To access grants standard forms for this funding opportunity, go to Grants.gov click on the “Search Grants” tab. Enter the Funding 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. Grants standard forms must be submitted in electronic format only.

### 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.

- Applicants are required to enter their Application Number from the ACP Pilot Programs Application Portal on Line 13 - Competition Identification Number, of the SF-424. **The Application Number is assigned at the time you submit the Pilot Programs Application in the USAC Pilots Application Portal (see 1.a., above).**

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.

### d. Negotiated Indirect Cost Rate Agreement (if applicable)

Submit the Negotiated Indirect Cost Rate Agreement (NICRA), if applicable. If the applicant is requesting its negotiated federal rate, submit the approved NICRA attachment in Grants.gov. Please see Section VII. Funding Restrictions, Prohibitions, and Allowable Costs of this NOFO.

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

The following funding restrictions, allowable costs, and unallowable costs are guided by the ACP Outreach Grant Program, the [ACP Grant Program Second Report and Order](#) and Your Home, Your Internet [Third Report and Order](#). Additionally, the FCC has adopted the Uniform Administrative Requirements, Cost Principles, and Audit Requirements set forth in 2 CFR § 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>11</sup> or be shown the list of [ACP provider\(s\)](#)<sup>12</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 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 or Tribal agencies, public interest groups, and non-profit organizations to carry out public awareness campaigns that highlight the value and benefit of broadband internet access service and the existence of the ACP.

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<sup>11</sup> The 'Companies Near Me' tool can be accessed at: [Companies Near Me - Lifeline Support - USAC](#).

<sup>12</sup> Internet service providers participating in the ACP can be accessed at: [Affordable Connectivity Program Providers | Federal Communications Commission \(fcc.gov\)](#).

## **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 may submit a project where funds come from multiple funding sources (i.e., YHYI and NPP); however, recipients are not allowed to transfer funding from one program to another due to specific funding allocations, which were established by the FCC. For example, if a grant recipient is awarded \$100,000 in YHYI funding, and \$200,000 in NPP funding, the applicant may not combine those funds and spend \$150,000 on outreach activities related to each Pilot Program.

## **B. Pilot Programs Outreach Grants 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, specialized outreach efforts and application assistance directed to federal housing assistance recipients for the YHYI Outreach Grants and applicants that can demonstrate the ability to provide application assistance as a trusted, neutral third party for NPP Outreach Grants. Pilot Program Outreach Grants funding is intended for targeted ACP outreach and application assistance costs to federal housing assistance recipients and other ACP eligible households 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 Pilot Program Outreach Grants.

### **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 Pilot Program Outreach Grants. Fees or charges to eligible households for educating or providing enrollment assistance are also prohibited under the Pilot Program Outreach Grants.

### **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 Pilot Program Outreach Grants.

**5. Prohibition of Remote Application Assistance**

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

**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 Pilot Program Outreach Grants.

**C. Allowable Costs**

Costs funded through the Pilot Program Outreach Grants 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 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>13</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.

<sup>13</sup> Any text messaging or phone campaigns must be compliant with the Telephone Consumer Protection Act (TCPA).



Category	Description of Allowable Costs
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 § 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.
Indirect Costs	Indirect costs are allowable under this program as described in 2 CFR Part 200, including 2 CFR § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the 10% de minimis rate must adhere the requirements described in 2 CFR § 200.414(f).
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 Goals and Objectives of the Pilot Program Outreach Grants. 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, which 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 associated with the preparation and submission of the application package.
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. Any tangible personal property that is less than or equal to \$5,000 is allowable and should be included under the <i>Supplies</i> cost category. See 2 CFR § 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.
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 federally recognized 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 Pilot Program Outreach Grants' goals, 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 9:00 PM 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 Eligibility (Compliance) Review, the FCC will determine if:

- The applicant is deemed an eligible entity under the Pilot Program Outreach Grants, to include not being on the Suspension and Debarment List;
- The applicant successfully submitted all the required grants standard forms; and
- The applicant successfully submitted the required program-specific application: Pilot Programs application in USAC Pilots Application Portal, and Detailed Budget Worksheet and Narrative in Grants.gov.

Due to the competitive nature of the Pilot Program Outreach Grants, 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 or the USAC Pilots Application Portal, as instructions indicate, upon completing the application process.

### B. Merit Review

Merit Reviewers will evaluate and score each assigned application using the following criteria:

- The applicant's ability to conduct impactful outreach to target populations: This includes an examination of the applicant's role in the community, purpose and mission, and prior outreach experience with low-income households, and for YHYI funding, experience with outreach to federal housing assistance recipients.
- Potential impact of the applicant's proposed Pilot project, to include the following considerations:
  - The scope of the geographic area to be served and the estimated number of individuals the applicant intends to engage through proposed Pilot activities, and the estimated percentage of those individuals that may be ACP-eligible;
  - The applicant's demonstration that it would encourage participation by those in the applicant's target community(ies) that have a low participation in the ACP, including potential impact on households without broadband or that are not enrolled in a low-income broadband plan; and

- Potential benefit to other entities looking to assist federal public housing assistance recipients or other low-income consumers, and likelihood of generating best practices and lessons learned for others with similar needs.
- Quality and feasibility of applicant's proposed outreach: This includes a consideration of the applicant's outreach strategy, goals, and objectives; applicant's projected outcomes and milestones; and the applicant's plan for tracking, evaluating, and measuring the success of the outreach (including application assistance) activities they conduct in connection with their participation in the Pilot Program(s). Consideration will be given to the applicant's ability to collect data on whether households lacked previous access to home or mobile broadband internet.
- Budget: Whether costs are reasonable in relation to the proposed activities and anticipated results.

### **C. Funding Determination**

At the conclusion of the Merit Review, the average of each reviewer's application scores will be sorted in descending order (i.e., highest scoring to lowest scoring). Scores will be highly relevant to final funding recommendations but will not be the sole determining factor. Note: Due to the limited number of Pilot participants that will be selected, the FCC will weigh the interest in geographic and entity type diversity against the applicant's final score.

In the event of a tie during the funding determination process, the Selecting Official will have discretion to award grant funds to the application that best meets the overall goals, objectives, and priorities of the Pilot Program Outreach Grants.

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.

### **D. 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, its 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.

### **E. Final Selection**

WCB is the program administrator for the ACP Pilot Programs, whereas CGB has delegated authority to administer grants on behalf of the FCC. As such, final results from the Merit and Risk Reviews will be used to make funding recommendations to the CGB Chief and WCB Chief to ensure the integrity of the Pilot Program Outreach Grants and the FCC's grants authority. The CGB and WCB Chiefs will serve as the Selecting Officials and provide final approval of applicants selected for Pilot Program Outreach Grants funding. The CGB and WCB Chiefs retain the discretion to consider other factors and information.

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, and the rules and requirements for the applicable Pilot Program. The applicant also agrees to comply with the requirements set forth in the [ACP Grant Program Second Report and Order](#) (FCC 22-64), [Third Report and Order](#) (FCC 22-65), 47 CFR § 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 § 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 Affordable Connectivity Outreach Grant Program - Pilot Program Grants.

Notification of award approval is made through <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 NOA 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 NOFO 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 § 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. For instructions on

how to accept or decline an award, refer to <https://home.grantsolutions.gov/home/wp-content/uploads/2021/03/Accepting-a-Grant.pdf>.

### **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 Pilot Program Outreach Grants award, including applicable provisions of the OMB Uniform Guidance (2 CFR § 200), all associated Terms and Conditions set forth herein, the [ACP Grant Program Second Report and Order](#) (FCC 22-64), [Third Report and Order](#) (FCC 22-65), 47 CFR § 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 NOA. It shall be the responsibility of the grant recipient or pass-through entity to pay any subrecipients in accordance with 2 CFR § 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 NOA 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 § 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 47 CFR § 1.1910 and the [ACP Grant Program Second Report and Order](#) (FCC 22-64), the ACP Outreach Grant Program, including the Pilot Program Outreach Grants, 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 § 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 Pilot Program Outreach Grants, 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 payment system; as such, the SF-270 shall NOT be submitted by the recipient.

**F. Program and Budget Modifications**

Per 2 CFR § 200.308 (Revision of budget and program plans) and 2 CFR § 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 GrantSolutions). 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**

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 updated list of agents, and IDs, with an ID in the Representative Agent Database (RAD)
- An update against performance measures

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 Pilot Program Outreach Grants 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 submit their final performance report to the grant recipient or pass-through entity within 90 calendar days unless an extension has been granted by the FCC. The final performance report must provide an assessment of the Pilot Program Outreach Grants’ performance against its goals, 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 Pilot Program Outreach Grants.

**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 § 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 the anticipated award date of March 2023, the first PPR 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 Pilot Program Outreach Grants, 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 will be granted only due to compelling legal, policy, or operational changes. Extension requests will 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 close out an award before the original period of performance ends, whichever occurs first, recipients must liquidate all financial obligations and submit the following documentation to <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 § 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 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 § 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 § 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 § 200, including 2 CFR § 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 § 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 OIG 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 Pilot Program Outreach Grants' 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 §§ 200.344 – 200.345 even if an award is terminated in whole or in part. Pass-through entities should refer to 2 CFR § 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 § 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 § 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 § 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 § 200.344(i), the FCC must report in 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 § 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 § 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 § 180; and such other remedies as may be legally available.

**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 § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 CFR §§ 200.341 – 200.342 as well as the requirements of 2 CFR § 200.340(c) to report in FAPIIS the recipient's material failure to comply with the award terms and conditions.

**D. Termination**

2 CFR § 200.340 (Termination) through § 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 §§ 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 § 200.345 for additional information.

**F. Records Retention**

Per 2 CFR § 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 §§ 200.334 - 200.336, 200.338, and 47 CFR § 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 pending proceeding 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 § 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 §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 § 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 § 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 §§ 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 § 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 § 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.fsr.gov](http://www.fsr.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>14</sup> This includes the disclosure that outreach materials are developed for educational purposes. The Project Director will be responsible for appropriately acknowledging FCC’s funding support in publications, public announcements, press releases, and other media sources.

**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

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<sup>14</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.



publish the required award information on an OMB designated government-wide website, consistent with 2 CFR § 200.212.

**B. Drug-Free Workplace**

Per 2 CFR § 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 U.S.C. § 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 U.S.C. § 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 § 200.215, federal grant recipients are subject to the regulations implementing Never Contract with the Enemy in 2 CFR § 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 § 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 U.S.C. § 1752(h)(2) the collection of information sponsored or conducted under this NOFO soliciting grant applications and establishing other requirements for the Pilot Program Outreach Grants is deemed not to constitute a collection of information for the purposes of the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3521.<sup>15</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 WCB Pilot Programs Team**

Sherry Ross  
Wireline Competition Bureau  
Federal Communications Commission  
[ACPpilots@fcc.gov](mailto:ACPpilots@fcc.gov)

**FCC Section 504 Compliance Officer**

Gerard Williams  
Consumer and Governmental Affairs Bureau  
Federal Communications Commission  
[FCC504@fcc.gov](mailto:FCC504@fcc.gov)  
(202) 418-1505

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<sup>15</sup> For more information, refer to [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).

*USAC*

For technical assistance with the Pilot Program application portal, call USAC customer support 9:00AM – 5:00 PM EST, Monday through Friday at (888) 641-8722 or email at [customersupport@usac.org](mailto:customersupport@usac.org).

*GrantSolutions*

For technical assistance with GrantSolutions, call the customer support hotline 8:00AM – 6:00 PM 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 this Pilot Program Outreach Grants NOFO.

ACP:	Affordable Connectivity Program
AOR:	Authorized Organization Representative
ASAP:	Automated Standard Application for Payment
CAP:	Corrective Action Plans
CFDA:	Catalog of Federal Domestic Assistance
CGB:	Consumer and Governmental Affairs Bureau
CORES:	Commission Registration System
EFT:	Electronic Funds Transfer
EIN:	Employer Identification Number
EST:	Eastern Standard Time
FAC:	Federal Audit Clearinghouse
FAIN:	Federal Award Identification Number
FAPIIS:	Federal Awardee Performance and Integrity Information System
FCC:	Federal Communications Commission
FRN:	FCC Registration Number
FFATA:	Federal Funding Accountability and Transparency Act
FFR:	Federal Financial Report
FPHA:	Federal Public Housing Assistance
GAO:	Government and Accountability Office
GSA:	General Services Administration
HCV:	Housing Choice Voucher
HUD:	Department of Housing and Urban Development
IRS:	Internal Revenue Service
M&A:	Management and Administrative
NCOP:	National Competitive Outreach Program
NICRA:	Negotiated Indirect Cost Rate Agreement
NOA:	Notice of Award
NOFO:	Notice of Funding Opportunity
NPP:	Navigator Pilot Program
OMB:	Office of Management and Budget
PBRA:	Project-Based Rental Assistance Program
POC:	Point of Contact
PPR:	Performance Progress Reports
RAD:	Representative Agent Database
SAM:	System for Award Management
SNAP:	Supplemental Nutrition Assistance Program
SSI:	Supplemental Security Income
TANF:	Temporary Assistance for Needy Families

TCOP: Tribal Competitive Outreach Program  
TOP: Treasury Offset Program  
UEI: Unique Entity Identifier  
USAC: Universal Service Administrative Company  
WCB: Wireline Competition Bureau  
WIC: Special Supplemental Nutrition Program for Woman, Infants, and Children  
WM: Workspace Manager  
YHYI: Your Home, Your Internet

## Appendix B – Terms and Definitions

This appendix includes terms and definitions applicable to the Pilot Program Outreach Grants NOFO.

- a) Allowable cost - Cost incurred by a grant recipient that is: (1) reasonable for the performance of the award; (2) allocable; (3) in conformance with any limitations or exclusions set forth in the federal cost principles applicable to the organization incurring the cost or in the Notice of Award (NOA) as to the type or amount of cost.
- b) 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.
- c) Applicant - Non-federal entity that applies for federal awards.
- d) Assistance listing - Refers to the publicly available listing of federal assistance programs managed and administered by the Government Services Administration (GSA), formerly known as the Catalog of Federal Domestic Assistance (CFDA).
- e) Audit - All U.S. recipients (not including for-profit organizations) that expend \$750,000 or more during the recipient's fiscal year in federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR § 200 Subpart F. In addition, the recipients are subject to the audit requirements found in the Single Audit Act of 1984.
- f) 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.
- g) Award - Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements in the form of money or property in lieu of money, by the federal government to an eligible recipient.
- h) 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.
- i) Cost Share/Match - The portion of total program costs related to programs that is not paid by the funding agency (unless otherwise authorized by federal statute).
- j) Digital equity - Digital equity is a condition in which all individuals and communities have the information technology capacity needed for full participation in our society, democracy, and economy. Digital equity is necessary for civic and cultural participation, employment, lifelong learning, and access to essential services.
- k) Direct cost - Direct costs are costs that can be identified specifically with a particular sponsored project, an instructional activity, or any other institutional activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- l) 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.

- m) Federal Award Identification Number (FAIN) - The unique identifying number assigned to all federal finance awards.
- n) Federal housing assistance – Housing assistance provided through The Department of Housing & Urban Development (HUD) through the HCV Program (Section 8 Vouchers); Project-Based Rental Assistance (PBRA)/Section 202/Section 811; Public Housing; and Affordable Housing Programs for American Indians, Alaska Natives or Native Hawaiians.
- o) Grant - A grant is a financial assistance support mechanism providing money, property (or other direct assistance in lieu of money), or both, to an eligible entity to carry out an approved project or activity that supports a public purpose.
- p) 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 U.S.C. §§ 6302, 6304:
  - 1) 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 U.S.C. § 6101(3)); and not to acquire property or services for the federal awarding agency or pass-through entity's direct benefit or use.
  - 2) 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.
  - 3) 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.
- q) Grants.gov - An E-Government initiative operating under the governance of the Office of Management and Budget, chartered to deliver a system that provides a centralized location for grant seekers to find and apply for federal funding opportunities.
- r) GrantSolutions.gov - A grants information management system that provides grants management services to federal agencies, recipients, and applicants.
- s) Indirect costs - Indirect costs are incurred by a grant recipient for common or joint objectives and cannot be identified specifically with a particular project or program. These costs are also known as "facilities and administrative costs."
- t) Local government - Any unit of government within a state, including a: (a) County; (b) Borough; (c) Municipality; (d) City; (e) Town; (f) Township; (g) Parish; (h) Local public authority, including any public housing agency under the United States Housing Act of 1937; (i) Special district; (j) School district; (k) Intrastate district; (l) Council of governments, whether or not incorporated as a nonprofit corporation under state law; and (m) Any other agency or instrumentality of a multi-, regional, or intra-state or local government.
- u) National Verifier – The National Verifier is a system of systems with connections to state and federal eligibility databases that can automatically check and confirm a household's eligibility



electronically, followed by manual review of eligibility documentation for any applicants whose eligibility cannot be verified using an automated data source.

- v) Navigator Pilot Program (NPP) Outreach Grants - Provides funding to support outreach activities (including application assistance) by trusted, neutral third-party entities, such as schools and school districts, or other local or state government entities to increase awareness and encourage.
- w) Negotiated Indirect Cost Rate Agreement (NICRA) - A document published to reflect an estimate of indirect cost rate negotiated between the Federal Government and a Grantee/Contractor's organization which reflects the indirect costs (facilities and administrative costs) & fringe benefit expenses incurred by the organization that will be the same across all the agencies of the United States.
- x) 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.
- y) Non-profit organization - As defined in 2 CFR § 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.
- z) Notice of Funding Opportunity (NOFO) - 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.
- aa) Office of Management and Budget (OMB) Uniform Guidance - A set of authoritative rules and regulations about federal grants from the Office of Management and Budget (OMB). This "guidance" is designed to keep everyone in the federal grant community – Congress, grant-making agencies, and applicants – on the same page.
- bb) Pass-through entity - A non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program.
- cc) 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.
- dd) SAM.gov (System for Award Management) - Validates applicant information and electronically shares the secure and encrypted data with the federal agencies' finance offices to facilitate paperless payments through Electronic Funds Transfer (EFT).
- ee) 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.
- ff) Tribal lands – See map of qualifying Tribal lands at [fcc\\_tribal\\_lands\\_map.pdf](#) ([affordableconnectivity.gov](#)). As defined in section 54.1800(s) of the ACP rules, 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 Stat. 108, et. seq., as amended; and any land designated as such by the Commission for purposes of subpart E of this part pursuant to the designation process in § 54.412.

- gg) Unallowable Cost - An unallowable cost is specified by law or regulation, federal cost principles, or a term and condition of an award that may not be reimbursed under a grant or cooperative agreement.
- hh) Universal Service Administrative Company (USAC) - The entity administering the application portal for the Your Home, Your Internet (YHYI), and Navigator Pilot Program (NPP) Outreach Grants.
- ii) Your Home, Your Internet (YHYI) Outreach Grants - Provides funding to eligible state, local, and Tribal housing agencies (including housing authorities) or non-profit organizations, community-based organizations, and tenant association partners to federal, state, local, or Tribal housing agencies (including housing authorities) for outreach activities (including application assistance) to increase awareness and encourage participation in the ACP for households receiving federal housing assistance. BHYI funding will only be provided to entities that are selected to participate in the Your Home, Your Internet Pilot Program.