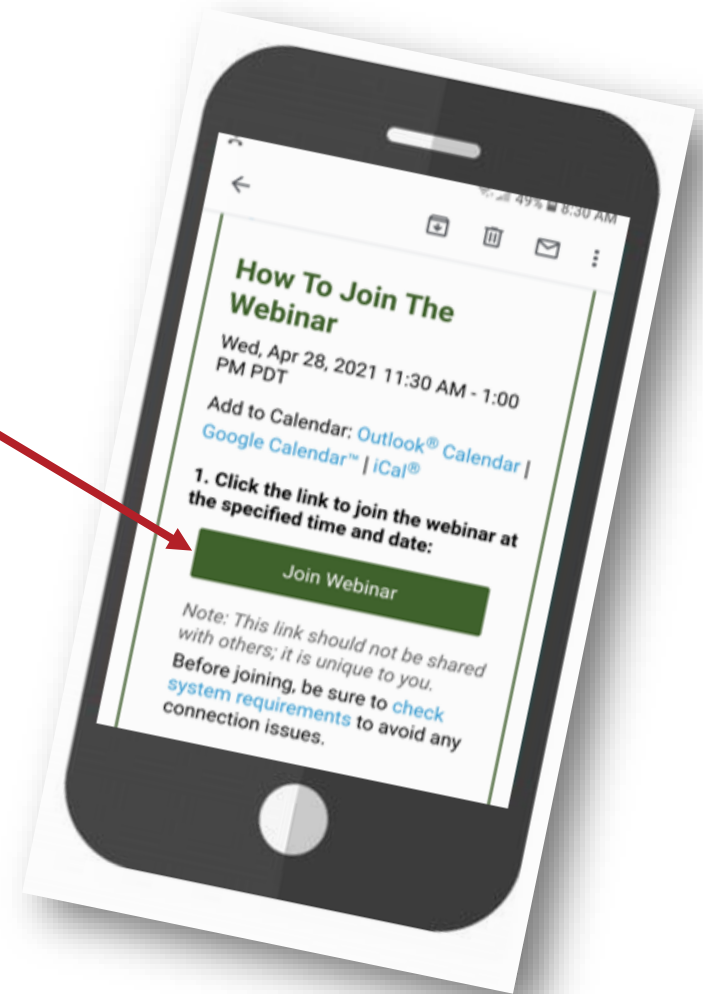


Phone Audio Option- Mobile Device

- ✓ Click on Join Webinar from your email confirmation.
 - ✓ Download the app as directed.
 - ✓ Webinar will launch automatically once the app is downloaded and opened.
- *If the webinar does not launch, click “Join Webinar” again from your email confirmation.

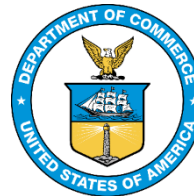


The presentation along with a transcript and recording will be available on the BroadbandUSA website under Events/Past Events on or before October 27, 2021.



Connecting Minority Communities Pilot Program

October 20, 2021



Questions

- Type questions in the Q&A box on the right-hand side of the screen. Questions and answers will be available on the FAQ section of our website.
- [Overview of Consolidated Appropriations Act, 2021 | BroadbandUSA \(doc.gov\)](#)

Presentation

- The presentation along with a transcript and recording will be available on the BroadbandUSA website under Events/Past Events **on or before October 27, 2021.**
- [BroadbandUSA Past Events](#)

This presentation is for informational purposes only and is intended solely to assist potential applicants in better understanding the CMC Pilot Program and the application requirements set forth in the Notice of Funding Opportunity (NOFO) for this program.

The presentation does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, or the specific application requirements set forth in the program's Final Rule or NOFO. In all cases, statutory and regulatory mandates, and the requirements set forth in the NOFO, shall prevail over any inconsistencies contained in the presentation.

Speakers

Presenters:

- Scott Woods, Senior Broadband Program Specialist & CMC Pilot Program Team Lead, NTIA
- Michell Morton, Broadband Program Specialist, NTIA
- Kevin Hughes, Broadband Program Specialist, NTIA
- Mercedes Martinez, Grants Specialist, NIST

Moderator:

- Cameron Lewis, Broadband Program Specialist, NTIA

Agenda

Introduction & Overview

Scott Woods

Common Application Submission Mistakes & Key Reminders

Michell Morton

Project Implementation & Planning

Kevin Hughes

NIST Grants Recap

Mercedes Martinez

Questions & Answers

All

Scott D. Woods

*Senior Broadband Program Specialist
& CMC Pilot Program Team Lead*

Introduction & Overview

Michell Morton

Broadband Program Specialist

Common Application Submission Mistakes & Key Reminders

Common Application Mistakes

1. Ineligible entity applies or ineligible areas are included in proposal
2. Incorrect project descriptions or descriptions that do not meet program purpose
3. Insufficient financial and budgetary information (*e.g.*, low expenses compared to projected operations)
4. Insufficient documentation of any voluntary matching funds (if included)
5. No letter(s) of commitment included
6. Unresponsive or delayed responses when additional information is requested by program office

Best Practices: Federal Funding Options

1. Start preparations and planning early
2. Read and understand all the application requirements
3. Be sure you have sufficient working capital (if applicable)
4. Have a business or execution plan (*i.e.*, financial projections & technical solutions)
5. Be sure that the applicant has a core staff that is knowledgeable and dedicated to the broadband project
6. Provide all information that is requested for a complete application

Required Application Documents

Applicants are strongly urged to closely read Section IV.D of the CMC NOFO, “Attachment of Required Documents.”

Applicants should carefully follow the instructions and recommendations regarding attachments and use the Download Submitted Forms and Applications feature on www.grants.gov to check that all required attachments were contained in their submission. Applications submitted without the required documents will not pass the Initial Administrative Review.

Section IV.D of the CMC NOFO, “Attachment of Required Documents” <i>(Refers applicants back to Section IV B.1-11, See below)</i>	
IV.B.1 – IV.B.5	IV.B.6 – IV.B.11
1. Standard Form 424: Application for Federal Assistance	6. Project Narrative
2. Standard Form 424A: Budget Information for Non-Construction Programs	7. Detailed Project Budget and Budget Narrative
3. Standard Form 424B: Assurances for Non-Construction Programs	8. Indirect Cost Rate Agreement (as applicable)
4. CD-511 Certification Regarding Lobbying	9. Letters of Commitment
5. Standard Form LLL, Disclosure of Lobbying Activities (if applicable)	10. Certification Regarding Compliance
	11. Certification for Minority Business Enterprises (as applicable)
IV.C. Additional Application Materials	

Key Reminders

1. Before opening the CMC NOFO “application package” on grants.gov, please **carefully read the instructions** listed in the “Related Documents” folder of the file.
2. **You MUST have Adobe Reader Installed on your computer** in order to successfully fill out and apply for the CMC NOFO.
3. Please keep in mind that **all applicants are required to have current registrations in the electronic System for Award Management (SAM.gov) and Grants.gov**. The free annual registration process in SAM.gov generally takes between three (3) and five (5) business days but can take more than three weeks.
4. You **must** provide a **Dun and Bradstreet Data Universal Numbering System (DUNS) number**. Call 1-866-705-5711 to receive a free DUNS number or visit <http://fedgov.dnb.com/webform> to complete the form online.
5. Please adhere to the **ALL** deadlines of the NOFO. The application deadline is **December 1, 2021** at 11:59 pm (EST).

Kevin Hughes

Broadband Program Specialist

Project Implementation & Planning

Project Narrative Submission Requirements

The project narrative must identify specific tasks, measurable milestones, and performance outcomes resulting from the proposed project activities. Your project narrative must include the following information:

Executive Summary:

- Summary of the project that does not exceed two (2) pages.
- NTIA may use all or a portion of the Executive Summary for public information or outreach purposes, so do not incorporate information regarding business trade secrets, other confidential commercial or financial information.
- See 15 C.F.R. § 4.9(c) concerning the designation of business information by the applicant.

Eligibility Requirements:

- A description of the eligible entity applying for funds (**must be an eligible HBCU, TCU, or MSI**).
- A description of the organization as an eligible HBCU, TCU, or MSI.
- The eligibility status of any MBE or 501(c)3 tax-exempt non-profit consortium members.
- The qualifications and experience of key personnel responsible for implementing the proposed project.

Project Narrative Submission Requirements (Cont.)

Applicants must provide a Table of Funded Project Participants and Unfunded Informal Collaborators that includes: *(Please note the table does not count toward the page limit)*

- A table of all organizations that will participate in and contribute to the proposed activities, in alphabetical order
- All members of the consortium, if applicable
- The organization's name, address, administrative role, scope of work (funded participants only) and proposed funding amount (funded participants only).
- Administrative roles are applicant, sub recipient, or contractor for funded participants, or collaborator, if they will not receive funding.

Resumes of Key Personnel: *(Please note resumes do not count toward the page limit)*

- Include resumes of no more than five (5) key personnel to the project, limited to one page each
- Subrecipient resumes of key personnel are not needed

Project Narrative Submission Requirements (Cont.)

Project Justification:

- Description of the primary goals of your project
- Description of the community needs and challenges, for example:
 - What problem does your project hope to solve?
 - Who will the project address or target?
 - Who will the project benefit directly?
 - What are the targeted census tract(s)?
 - What are the project constraints?
 - What are the key deliverables?
 - Are there any risks and how we they be mitigated?
 - Is the project innovative, if so, explain how?

HBCU, TCU, and MSI Applications Must Include the Following Information:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Student Population Size | |
| <ul style="list-style-type: none"> • Number and Percentage of Students Eligible for Federal Pell Grants | <ul style="list-style-type: none"> • Number and Percentage of Students Who Receive Other Need-Based Financial Aid (federal, state, or school-based) |
| <ul style="list-style-type: none"> • Number and Percentage of Students Who Qualify as Low-Income Consumers, See 47 CFR Part 54, Subpart E | <ul style="list-style-type: none"> • Number and percentage of students that are low-income individuals as defined in section 312(g) of the Higher Education Act of 1965 (20 U.S.C. 1058(g)) |
| <ul style="list-style-type: none"> • Number and Percentage of Students Approved to Receive Unemployment Insurance Benefits Under Any Federal or State law since March 1, 2020 | <ul style="list-style-type: none"> • Supplementary Information Should Include The School's Status As An Associate's Degree or Bachelor's Degree Granting Institution |

Project Narrative Submission Requirements (Cont.)

Project Activities:

- Provide details about the specific grant-funded activities you plan to carry out
- Describe who will plan, implement, and manage the project
- Include the lead organization and principal partner organizations
- Include the project schedule, including:
 - The project deliverables
 - The significant milestones
 - The sequence of the project activities

Project Narrative Submission Requirements (Cont.)

Project Results and Evaluation:

- Describe the project's intended results
- How the project will be evaluated and the benefits of the project
- Describe the project's performance measures
- Include proposed metrics, data planned for collection and other evaluation methodologies
- If applicable, describe any planned tangible products from the project

Mercedes Martinez
Grants Specialist
NIST

NIST Grants Recap

Overview

- NIST Grants Recap
- Budget Topics of Interest
- Application Reminders
- Helpful Resources

Grants Recap

July 2021

NIST Grants Office Introduction

- Application Systems
- Intro to Administrative Requirements
- General Principles for Cost Allowability
- Intro to Financial Management Standards

August 2021

Application Submission Process

- Application systems submission requirements
- Review of Application Components
- Introduction to Completing Standard Forms
- Overview of Budget Documents

September 2021

SF-424 and Budget Preparation

- Pre-application Activities
- Completing the SF-424 Application for Federal Assistance
- Preparing your Budget

Budget Topics of Interest

Indirect Costs

- ❑ If indirect costs are included in the proposed budget, provide a copy of the approved negotiated agreement if this rate was negotiated with a cognizant federal agency.
- ❑ If the rate was not established by a cognizant federal agency, provide a statement to this effect. Successful applicants incorporating indirect costs in the budget will be required to obtain a rate in accordance with Section B.06 of the DOC ST&Cs, dated November 12, 2020.
- ❑ Applicants that do not have a current negotiated IDC rate (including a provisional rate) may elect to charge indirect costs to the award pursuant to a de minimis rate of 10% of MTDC in accordance with 2 CFR §200.414(f). As described in 2 CFR §200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both.

Equipment vs. Supplies

EQUIPMENT

- ❑ Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. [2 CFR §200.1]
- ❑ The equipment title vests with recipient and subrecipient subject to the terms and conditions of this program and of the property standards located at 2 CFR 200.310-200.316.
- ❑ In accordance with 2 CFR §200.316, real property, equipment, and intangible property, that are acquired or improved with a Federal award must be held in trust by the recipient or subrecipient as a trustee for the beneficiaries of the project or program under which the property was acquired or improved.

SUPPLIES

- ❑ All tangible personal property other than those described in the definition of *equipment* in this section. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. [2 CFR §200.1]

Subrecipients

- ❑ **Subrecipient** means an entity, usually but not limited to non-Federal entities (NFEs), that receives a subaward from a pass-through entity (PTE) to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award.
- ❑ **Subaward** means an award provided by a PTE to a subrecipient for the subrecipient to carry out part of a Federal award received by the PTE.
- ❑ **Contract** means a legal instrument by which a recipient or a subrecipient purchases property or services needed to carry out the project or program under a Federal award.
- ❑ **Subrecipient and contractor determinations - 2 CFR § 200.331**
 - A subrecipient or a contractor, depending on the substance of its agreements with Federal award agencies and the PTEs.
 - In determining a subrecipient or a contractor between PTE and another NFE, the substance of the relationship is more important than the form of the agreement.

Reminders

System Registrations

EIN

**UEI (DUNS
number)**

1-866-705-5711

<http://fedgov.dnb.com/webform>

SAM

<https://www.sam.gov/>

Grants.gov

- Add a profile
- Create a Workspace
- Complete a workspace

AOR

- Ebiz POC
Authorized Profile
Roles
- Submit a
Workspace
- Electronic
signature

Reminders

Designation of Lead Applicant for a Consortium Application

III. Eligibility Information, B. Designation of Lead Applicant

An HBCU, TCU, or MSI must serve as the lead applicant (*e.g.*, in a consortium application) and would enter into the grant agreement with NTIA and assume primary operational and financial responsibility for completing the project should an award be made.

SF-424

Letters of Commitment from an authorized representative of each member of the consortium

Reminders

Budget Preparation

- Identify the cost of all items needed to complete the project
 - Covers the project period
 - Budget items must reflect only allowable costs that are consistent with the project scope
 - Cost allowability – NOFO Eligible Uses of Funds and 2 CFR Part 200
- SF-424, Item 18: List the total federal budget amount requested for the entire project
- Complete three budget documents
 - SF-424A – Budget Information for Non-Construction Programs
 - Detailed Project Budget – spreadsheet
 - Budget Narrative – word document
- Format the detailed project budget and budget narrative to mirror the cost categories in the SF-424A

Reminders

Attaching Documents to your Application

IV. Application and Submission Information, D. Attachment of Required Documents

Add attachments to SF-424

- Section IV.B.6 through IV.B.11
- Section IV.C

Application for Federal Assistance SF-424
* 9. Type of Applicant 1: Select Applicant Type: <input type="text"/>
Type of Applicant 2: Select Applicant Type: <input type="text"/>
Type of Applicant 3: Select Applicant Type: <input type="text"/>
* Other (specify): <input type="text"/>
* 10. Name of Federal Agency: <input type="text"/>
11. Catalog of Federal Domestic Assistance Number: <input type="text"/> CFDA Title: <input type="text"/>
* 12. Funding Opportunity Number: <input type="text"/>
* Title: <input type="text"/>
* 15. Descriptive Title of Applicant's Project: <input type="text"/>
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>

Helpful Resources

Obtain a DUNS	http://fedgov.dnb.com/webform (1-866-705-5711)
System for Award Management (SAM.gov)	https://sam.gov/
Grants.gov	https://www.grants.gov/
Grants.gov Training Resources	https://www.grants.gov/web/grants/applicants/applicant-training.html
Grants.gov Applicant Support (24/7)	support@grants.gov (1-800-518-4726)
Connecting Minority Communities Pilot Program Regulations – 47 CFR Part 302 (86 FR 31638)	https://www.govinfo.gov/content/pkg/FR-2021-06-15/pdf/2021-12454.pdf
2 CFR § 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
Department of Commerce Financial Assistance Policy	https://www.commerce.gov/oam/policy/financial-assistance-policy

Direct grants management inquiries to:

Yongming Qiu

NIST Grants Officer

Grants Management Division

National Institute of Standards and Technology

Phone: (301) 975-5437

Email: yongming.qiu@nist.gov



Q & A

Join us again for the next CMC grants webinar!

October 21, 2021

Webinar start at 2:30 pm ET

Registration is required for each webinar and is limited to 1,000

[BroadbandUSA Latest Events](#)

Thank you!

Link to CMC Webpage:

[Connecting Minority Communities Pilot Program | BroadbandUSA \(doc.gov\)](#)



broadbandusa@ntia.doc.gov

swoods@ntia.gov

falkisswani@ntia.gov

CMC Anchor Community Eligibility Dashboard:

<https://broadbandusa.ntia.gov/cmcdashboard>

Indicators of Broadband Need Map:

[Indicators of Broadband Need \(arcgis.com\)](#)