

ACP Outreach Grant Program

Round 2 TCOP NOFO Briefing

Affordable Connectivity Program Overview

What is the Affordable Connectivity Program?

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



ACP Outreach Grant Program – Tribal Competitive Outreach Program (TCOP) Overview

What is the ACP Outreach Grant Program?



Purpose:

- 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.
- Provides federal funding for the FCC to grant eligible Tribal governmental and non-governmental entities with the funding and resources needed to increase awareness of and participation in the ACP among households on Tribal Lands most in need of affordable connectivity.

Program Administrator:

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

Type of Grant:

- Discretionary

NOTICE OF FUNDING OPPORTUNITY

AFFORDABLE CONNECTIVITY OUTREACH GRANT PROGRAM – ROUND 2

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 – Tribal Competitive Outreach Program (TCOP) Round 2

C. Assistance Listing (CFDA Number)
32.011

D. Funding Opportunity Number
FCC-ACOGP-23-004

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

F. Announcement Type
Initial

G. Funding Instrument
Grant

H. Key Dates
TCOP: Complete applications must be received through <https://www.grants.gov> no later than 6:00 p.m. Eastern Daylight Time (EDT) on July 28, 2023. Late applications will not be accepted. FCC expects to complete its review, make selection, and issue an announcement by end of September 2023.

Entities may only apply for either TCOP or National Competitive Outreach Program (NCOP) funding. Entities may not apply for both TCOP and NCOP funding.

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

FY 2023 ACP Outreach Grant Program TCOP NOFO – Round 2
Page 1 of 50

Program Goal and Objectives



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

Program Objectives:

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

Key Change from Round 1: Only Tribal governmental and non-governmental entities are eligible to apply, and ACP outreach and enrollment MUST be directed to eligible households on Tribal Lands.

Program Performance Measures

Awareness Measures

of outreach activities/events implemented by type (e.g., direct mail, door-to-door, etc.)

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

of individuals reached by outreach type (e.g., direct mail, door-to-door, etc.) to increase awareness of the ACP

- For in-person engagement, number of eligible households that learned about the ACP for the first time because of a grant-funded outreach

Enrollment Measures

and type of in-person enrollment assistance events held

- # of individuals that participated in the in-person events
- # of eligible households enrolled in the ACP during the event
- # of new, eligible households enrolled in the ACP who:
 - (1) lacked access to home and mobile broadband internet or
 - (2) lacked access to home broadband internet

TCOP Program Requirements



- Familiarity with the ACP and experience with or knowledge of bridging digital disparities and connectivity issues.
- Target underserved low-income households or individuals that are not currently on a low-income broadband plan or that do not have broadband service.
- Target outreach in communities that have low ACP participation rates, to include those that are hard to reach populations (including minorities, persons with disabilities, persons who live in rural or Tribal areas, and others who are or have been historically underserved, marginalized, or adversely affected by persistent poverty or inequality).
- Experience with, and past success in, conducting outreach regarding government programs and resources, particularly providing resources and directing services (such as ACP application assistance) and education to people of color, persons with disabilities, persons who live in rural or Tribal areas, and others who are or have been historically underserved, marginalized, or adversely affected by persistent poverty or inequality.
- Existing, trusted relationships with the communities that grant applicants expect to target (e.g., as “trusted messengers”), or the ability to readily establish those relationships, particularly relationships with people of color, persons with disabilities, persons who live in rural or Tribal areas, and others who are or have been historically underserved, marginalized, or adversely affected by persistent poverty or inequality.
- Experience with or capability of providing multilingual outreach, including American Sign Language, as applicable.

TCOP Round 2 Eligibility



TCOP eligibility will be limited to Tribal governmental and non-governmental entities that will conduct ACP outreach and enrollment assistance to eligible households on qualifying Tribal Lands:

- Tribal governments and subdivisions thereof;
- Tribal designated housing entities;
- Tribal designated community-based organizations to include social service organizations;
- Tribal designated community anchor institutions;
- Tribal designated public service organizations; and
- Consortia of the entities listed above.

Tribal Nations do not have to be federally recognized to apply for the ACP Outreach Grant Program

There are no exceptions to the TCOP eligibility requirements, and submitted applications will only be reviewed if they meet the above-listed eligibility requirements.

Ineligible Entities

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

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

Ineligible Entities (cont.)

- ✗ Grant recipients and sub-recipients that received funding under the initial ACP Outreach Grant Program funding opportunities (NCOP, TCOP, Your Home, Your Internet Outreach Grants, and ACP Navigator Pilot Program Outreach Grants) are ineligible to apply for and be considered for funding under the ACP Outreach Grant Program – TCOP Round 2

Funding Information

Available funding: Up to \$5 million

Maximum funding ceiling per applicant: \$400,000

Period of Performance: 12 Months

- Start Date: November 2023
- End Date: November 2024

Key Deadlines and Reminders

Application due date: July 28, 2023, 6:00 p.m. EDT

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

Funding Restrictions

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

- Neutrality of grant-funded outreach activities

In addition, below are a list of program prohibitions

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

Allowable and Unallowable Costs

Allowable Cost

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

Unallowable Cost

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

Cost Sharing and Matching Requirements

- No cost sharing or matching requirements as part of the FY 2023 ACP Outreach Grant Program - TCOP

Allowable Costs Breakdown

Category	Description of Allowable Costs
ACP Application Assistance/ Enrollment Events	<p>SF-424A Cost Category Alignment:</p> <ul style="list-style-type: none"> • Personnel, Fringe Benefits, Contractual: Compensation for personnel (full/part-time or contract staff) whose time is spent exclusively planning and executing ACP outreach activities and/or in-person ACP application enrollment assistance. • Travel: Travel to and from ACP outreach and/or enrollment events to include mileage, gas, and related travel incidentals for outreach personnel only. Local travel costs related to planning an ACP outreach and/or enrollment events are allowable and must be reasonable. Travel costs for eligible ACP households to and from enrollment events are not an allowable use of grant funds. Travel costs not directly related to planning or executing an ACP outreach and/or enrollment event where ACP eligible households will be present are not an allowable use of grant funds. • Supplies: Materials required to host in-person ACP enrollment events (i.e., flyers, clipboards, notepads, etc.). IT hardware or systems such as hotspots, tablets, computers, printers, etc. that will be used exclusively for ACP outreach and ACP application enrollment assistance. IT service plans are only allowable for personnel whose time is spent predominantly conducting ACP outreach and ACP application enrollment assistance. Costs related to IT service plans should be prorated based on the anticipated percentage of time an employee will work on grant-funded activities. Reimbursement for IT supplies in direct support of carrying out grant-funded activities is capped at \$5,000 for the period of performance (12 months). • Other (non-M&A): Light refreshments for in-person ACP outreach events must be included as part of the application submission, reasonable relative to the expected number of participants at an outreach and/or enrollment event, and approved by the FCC. Meals and related costs are not an allowable use of grant funds.

Category	Description of Allowable Costs
Digital Campaigns	<p>SF-424A Cost Category Alignment:</p> <ul style="list-style-type: none"> • Personnel, Fringe Benefits, Contractual: Compensation for personnel (full/part-time or contract staff) whose time was spent exclusively planning and executing 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. • Contractual: Costs associated with placement of ACP advertisement on digital platforms. • Supplies: Costs associated with the development and production of digital campaigns.

Allowable Costs Categories:

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

Allowable Costs Breakdown (cont.)

Category	Description of Allowable Costs
ACP Outreach Events	<p>SF-424A Cost Category Alignment:</p> <ul style="list-style-type: none"> • Personnel, Fringe Benefits, Contractual: Compensation for personnel (full/part-time or contract staff) whose time was spent exclusively planning and executing ACP outreach events, workshops, campaigns, and activities to raise ACP awareness. 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 toolkit of outreach materials grant and subgrant recipients may leverage and tailor to their intended audience. • Supplies: Materials needed for outreach events such as supplies needed to develop, print, and distribute infographics, fact sheets, flyers, newsletters, consumer handouts, and/or literature campaigns. IT hardware or systems such as hotspots, tablets, computers, printers, etc. that will be used exclusively for ACP outreach and ACP application enrollment assistance. IT service plans are only allowable for personnel whose time is spent predominantly conducting ACP outreach and ACP application enrollment assistance. Costs related to IT service plans should be prorated based on the anticipated percentage of time an employee will work on grant-funded activities. Reimbursement for IT supplies in direct support of carrying out grant-funded activities is capped at \$5,000 for the period of performance (12 months). • Travel: Travel to and from ACP outreach and/or enrollment events to include mileage, gas, and related travel incidentals for outreach personnel only. Local travel costs related to planning an ACP outreach and/or enrollment events are allowable and must be reasonable. Travel costs for eligible ACP households to and from enrollment events are not an allowable use of grant funds. Travel costs not directly related to planning or executing an ACP outreach and/or enrollment event where ACP eligible households will be present are not an allowable use of grant funds. • Other (non-M&A): Light refreshments for in-person ACP outreach events must be included as part of the application submission, reasonable relative to the expected number of participants at an outreach and/or enrollment event, and approved by the FCC. Meals and related costs are not an allowable use of grant funds.

Category	Description of Allowable Costs
Direct Mail	<p>SF-424A Cost Category Alignment:</p> <ul style="list-style-type: none"> • Personnel, Fringe Benefits, Contractual: Compensation for personnel (full/part-time or contract staff) whose time was spent exclusively developing, printing, and distributing direct mail to ACP eligible households. • Travel: Local travel to distribute direct mail to ACP eligible households to include mileage, gas, and related travel incidentals.
Project Management (Management & Administrative)	<p>SF-424A Cost Category Alignment:</p> <ul style="list-style-type: none"> • Other: 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). <u>This cost is capped at 5% of direct costs.</u>
Facilities Rental	<p>SF-424A Cost Category Alignment:</p> <ul style="list-style-type: none"> • Contractual or Other: Costs associated with facilities rental for ACP outreach and/or in-person ACP application assistance events.
Indirect Costs	<p>SF-424A Cost Category Alignment:</p> <ul style="list-style-type: none"> • 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 to the requirements described in 2 CFR § 200.414(f).
Paid Media Campaigns	<p>SF-424A Cost Category Alignment:</p> <ul style="list-style-type: none"> • Personnel, Fringe Benefits, Contractual: Compensation for personnel (full/part-time or contract staff) whose time was spent exclusively planning and executing placement of ACP advertising directed to target audience on television, radio, billboards, local and regional newspapers, and other culturally relevant outlets. • Contractual: Costs associated with placement of ACP advertisement on various platforms.

Unallowable Costs Breakdown

Category	Description of Unallowable Costs
Pre-award Costs	Costs incurred by the grant or subgrant recipient prior to the start date of the period of performance. This includes costs to prepare and submit application.
Exercises	Used to evaluate program plans and procedures such as tabletop, functional, or full-scale.
Equipment	Tangible personal property, to include information technology systems, that exceeds \$5,000. 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 CRF Part 200.1 for more information.
Provider Branded Materials	Internet Service Provider branded materials, to include broadband industry groups such as trade associations, labeled outreach materials, gear or any other promotional materials that could compromise neutrality of grant-funded outreach activities.
Gifts & Incentives	Gifts or incentives provided to consumers that could compromise grant and subgrant recipient's neutrality and improperly influence eligible households' choice of provider, or other gifts or incentives to encourage consumers to learn about, apply for, or enroll in the ACP. <u>Note: gift cards and giveaways of any kind to consumers are unallowable. Using grant funds to purchase devices and/or tablets to supplement the cost of internet to ACP eligible households is also unallowable.</u>
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.

Category	Description of Unallowable Costs
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. Costs for light refreshments and meals for recipient or sub-recipient, if applicable, staff meetings and similar day-to-day activities are not allowable. Light refreshments are only allowable during ACP outreach and/or enrollment events and must be reasonable and clearly defined in the detailed budget worksheet.
Collective Bargaining	Direct or indirect use of funds to support or oppose collective bargaining.
Fines, Penalties, Damages	Costs resulting from grant or subgrant recipient's violations of, or failure to comply with, federal, state, tribal, local, or foreign laws and regulations.
Fundraising	Costs of organized fundraising, including financial campaigns, and similar expenses incurred to raise capital or obtain contributions.
General Government Costs	The general costs of government for states, local governments, and Indian Tribes.
Goods & Services	Costs of goods or services for personal use.

Application Submission Requirements

Eligible applicants must submit a complete application for funding consideration before the application submission deadline which consists of:

Standard Forms and Application

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

Program-Specific Forms

- ☑ TCOP Application Template (Excel-based)

The image shows three overlapping form screenshots. The top one is SF-424 (OMB Number: 4040-0004), the middle one is SF-424A (OMB Number: 4040-0006), and the bottom one is SF-LLL (OMB Number: 0348-0046). The SF-424 form includes sections for applicant information and a table for budget information. The SF-424A form is a detailed budget summary. The SF-LLL form is a disclosure of lobbying activities with various checkboxes and text entry fields.

The image shows the 'INSTRUCTIONS' page of the TCOP Application Template. It provides detailed guidance on how to complete the application, including requirements for budget information, data entry, and file naming conventions. Key instructions include:

- Eligible entities must complete and submit the TCOP Application Template, which includes the Detailed Budget Worksheet, available at www.grants.gov. This template must be completed and uploaded to www.grants.gov in Microsoft Excel format on or before the application submission deadline to be considered for funding. The application deadline for TCOP Round 2 is: **July 28, 2023, 6:00 p.m. EDT.**
- The applicant must demonstrate how proposed projects will increase ACP awareness and enrollment for eligible households on Tribal Lands and describe engagement with and/or impacts on the target populations.
- The Detailed Budget Worksheet tab reflects cost categories that appear on the SF-424A form. Applicants must itemize calculations for each cost category based on the instructions provided and in each subsection. This Detailed Budget Worksheet Tab must be completed fully, for applicable budget categories, for the FCC to determine reasonableness and allowability of requested funds as part of the application review process.
- Budget information must support the proposed ACP outreach activities captured in the TCOP Application Template and dollar amounts identified in the SF-424 and SF-424A forms. Proposed dollar amounts must also demonstrate clear alignment with the applicant's proposed projects as captured under the Application Template Tab and in support of allowable activities per the ACP Outreach Grant Program TCOP/NOF - Round 2. Applicants must also provide details on the proposed use of project funds in achieving projected outcomes.
- Helpful Tips: Applicants must use the following file naming convention when submitting their completed application: TCOP_<State/Territory Name>_<Applicant Name>
- When uploading the TCOP Application Template, please upload the Microsoft Excel file. DO NOT upload a pdf or other file type.
- Data Entry Fields: All fields highlighted in yellow are the only fields allowed for data entry. If the field does not apply to the applicant, then it can be left blank. The applicant may not reformat the spreadsheet and may only enter data into cells highlighted in yellow. All other cells are to be left unaltered. All total costs will be rounded to nearest whole dollar.
- Spell Check: It is suggested that applicants use MS Word to ensure that the entered information is spelled correctly. To use Spell Check in MS Word (2007 or newer):
 - Click on the [Review] menu
 - Select [Spelling & Grammar] and all spelling issues will be displayed.

Completed TCOP Application MUST be submitted in Microsoft Excel!

Application Review Process

Eligibility/Compliance Review

- Entity is eligible under TCOP eligibility requirements
- Active SAM.gov registration and is not on the Suspension and Debarment list;
- Successfully submitted all the required Standard Forms; and
- Successfully submitted TCOP application template in Excel



Merit Review

- Review to determine the quality of proposed projects against program objectives, activities, and costs/budget using pre-determined criteria and federal reviewer scores



Detailed Budget and Risk Review

- Quality management systems, history of grant performance, and findings from federal financial assistance audits
- Costs are allowable, reasonable, and allocable (**Note: unallowable/unreasonable costs will be deducted from funding request if the applicant is selected for funding**)

Notice of Award / Award Announcement



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

- The FCC will issue the NOA on a rolling basis to intended recipients following the release of a Public Notice announcing applicants selected for funding
- The FCC may contact applicants selected for funding if specific information is needed for the purpose of issuing the NOA
- Intended recipients have up to 30 days to accept or reject the NOA in GrantSolutions
- The recipient is expected to implement the project(s) proposed in the application within the terms and conditions

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

Note: Final allocations will be announced in the end of September timeframe. Notices of Award will be issued in November on a rolling basis.

Post Award Reporting Requirements

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

Performance Progress Reports (PPR)

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

Federal Financial Reports (FFR)

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

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

Award Monitoring and Compliance

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

Desk Reviews/Site Visits	Audits/Internal Controls
<ul style="list-style-type: none">▪ Used to identify areas where the recipient may need technical assistance, corrective actions, or other support▪ Can be desk reviews, onsite monitoring visits, or both	<ul style="list-style-type: none">▪ Recipients may be subject to audits from various agencies and organizations:<ul style="list-style-type: none">– <u>Audits</u>: Performed by GAO or OIG to monitor and analyze policies, expenditures, and the performance of grant recipients– <u>Single Audit</u>: Recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report

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

Award Close-out: Records Retention



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

Key TCOP Dates and Times

- ❑ **Application Start Date:** May 25, 2023
- ❑ **Application Due Date:** **July 28, 2023 @ 6:00 PM EDT**
- ❑ **Award Announcement Date:** End of September 2023
- ❑ **Award Issuance/Start of Performance Period:** November 2023

ACP Outreach Grant Application Package Overview

TCOP Application Template



AFFORDABLE CONNECTIVITY OUTREACH GRANT PROGRAM
TRIBAL COMPETITIVE OUTREACH PROGRAM (TCOP) - APPLICATION TEMPLATE AND DET

INSTRUCTIONS

Eligible entities applying for ACP Outreach Grant Program - TCOP are required to complete and submit the TCOP Application Budget Worksheet, available at www.grants.gov. **This template must be completed and uploaded to www.grants.gov application submission deadline to be considered for funding.** The application deadline for TCOP Round 2 is: **Jul 11, 2024**.

The applicant must demonstrate how proposed projects will increase ACP awareness and enrollment for eligible household and/or impacts on the target populations. The proposal must demonstrate the ability to implement ACP outreach and app purpose, goal, and objectives of the program and guidance provided by the FCC. Applicants must complete and submit all include the Detailed Budget Worksheet.

If the applicant intends to partner with a sub-recipient(s) to carry out a portion of the proposed grant funded activity, the corresponding UEI(s) of all the sub-recipient(s) as part of the TCOP Application Template. Applicants must have an acti application submission, during application review, before an award, and throughout the award period of performance. Sub-Section F. Contractual of the Detailed Budget Worksheet.

The Detailed Budget Worksheet tab reflects cost categories that appear on the SF-424A form. Applicants must itemize ca instructions provided and in each subsection. This Detailed Budget Worksheet Tab must be completed fully, for applicabl reasonableness and allowability of requested funds as part of the application review process.

Budget information must support the proposed ACP outreach activities captured in the TCOP Application Template and 424A forms. Proposed dollar amounts must also demonstrate clear alignment with the applicant's proposed projects as cap support of allowable activities per the ACP Outreach Grant Program TCOP NOFO - Round 2. Applicants must also provide achieving projected outcomes.

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

HELPFUL TIPS:
Applicants must use the following file naming convention when submitting their completed application:
• TCOP_{State/Territory Name}_{Applicant Name}

When uploading the TCOP Application Template, please upload the Microsoft Excel file. DO NOT upload a p

Data Entry Fields:
All fields highlighted in yellow are the only fields allowed for data entry. If the field does not apply to the applicant, then reformat the spreadsheet and may only enter data into cells highlighted in yellow. All other cells are to be left unaltered. A dollar.

Spell Check:
It is suggested that applicants use MS Word to ensure that the entered information is spelled correctly. To use Spell Check •Click on the [Review] menu
•Select [Spelling & Grammar] and all spelling issues will be displayed.

ACP OUTREACH GRANT PROGRAM - TRIBAL COMPETITIVE OUTREACH PROGRAM (TCOP) APPLICATION TEMPLATE

I. APPLICANT INFORMATION

The Applicant Information section includes information that will be used to determine eligibility. Informa match the SF-424 submitted in Grants.gov, where applicable.

I.A. Applicant Name

I.B. Applicant SAM.gov Unique Entity Identifier (UEI)

I.C. Applicant's FCC Registration Number (FRN)

I.D. Select the Tribal applicant's State/Territory name

I.E. Does the applicant have a sub-recipient(s)? Yes

I.E.1. If 'Yes', provide the sub-recipient name(s). *I.E.2. If 'N*

II. DETAILED BUDGET AND NARRATIVE

A. Personnel
Include only costs requested for key personnel employed by applicant. Do not include the personnel costs of consultants, contractors and subrecipients under this category. Personnel expenditures should be broken out by each position, name, hourly rate, number of hours, annual salary, level of effort (do not exceed 100%). Salaries included as indirect costs (e.g., administrative and clerical staff) should be excluded from this category. Note: Personnel cost is calculated based on annual salary and anticipated level of effort percentage.

Line Item #	Position	Name	Hourly Rate	# of Years	Annual Salary	% Level of Effort	Personnel Cost
1							\$0
2							\$0
3							\$0
4							\$0
5							\$0
6							\$0
7							\$0
8							\$0
9							\$0
10							\$0
11							\$0
12							\$0
13							\$0
14							\$0
15							\$0
TOTAL							\$0

I.F. Identify how the performance measures outlined in the ACP Outreach Grant Program TCOP NOFO

Performance Measure	Intended Achievement	
I.F.1. Number of outreach activities/events implemented by type (e.g., direct mail, door-to-door, etc.).	[Enter #]	[Describe how performance]
I.F.2. Number of individuals reached by outreach type (e.g., direct mail, door-to-door, etc.) to increase awareness of the ACP.	[Enter #]	[Describe how performance]
I.F.3. Number and type of in-person enrollment assistance events held.	[Enter #]	[Describe how performance]

II. PROJECT NARRATIVE

The Project Narrative section provides detailed information on the intended geographic area that will be outreach activities that will be developed and implemented within the period of performance using meth impact to the community.

II.A. Enter Project Name.

II.B. State if this is a new outreach effort or a continuation of an existing outreach effort (i.e., the applicant has already received or expects to receive funding from other sources).

II.C. The ACP Outreach Grant Program TCOP NOFO - Round 2 includes an Ineligible Entities provision. Do any of the ineligible entities criteria apply to your No

*Instructions: (Select from the drop-down menu). Select "Yes" or "No" from the drop-down menu. Then, explain the relationship with per the ACP Outreach Grant Program TCOP NOFO - Round 2. *The following entities may not receive awards, either as Grantees, the ACP Outreach Grant Program: (1) Broadband providers (including municipal broadband providers), their affiliates, subsidiaries, Broadband industry groups and trade associations that represent broadband providers. *Further, grant recipients and sub-recipients Outreach Grant Program funding opportunities (NLCOP, TCOP, Your Home, Your Internet Outreach Grants, and ACP Navigator) apply for and be considered for funding under the ACP Outreach Grant Program - TCOP Round 2.*

Personnel Narrative

Explain how personnel funding will be used. This section should include compensation for personnel whose time was spent exclusively conducting ACP outreach activities and/or in-person ACP application assistance either in a part-time or full-time capacity. Please provide salary and computation methods. Note: Personnel listed above should align with personnel number listed below. Must comply with 2 CFR 200.450. (Character Limit: 700 with spaces)

Line Item #	Personnel Narrative
1	
2	
3	

Application Instructions

Application Template

Detailed Budget Worksheet

Application Instructions

Application Template

Detailed Budget Worksheet

Contains three tabs—tabs 2 and 3 must be completed.

Application for Federal Assistance (SF-424)



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

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

*** 1. Type of Submission:**
 Preapplication
 Application
 Changed/Corrected Application

*** 2. Type of Application:** * If Revision, select appropriate letter(s):
 New
 Continuation
 Revision

*** 3. Date Received:** Completed by Grants.gov upon submission
4. Applicant Identifier:

5a. Federal Entity Identifier:
5b. Federal Award Identifier:

State Use Only:
6. Date Received by State:
7. State Application Identifier:

8. APPLICANT INFORMATION:
*** a. Legal Name:**
*** b. Employer/Taxpayer Identification Number (EIN/TIN):**
*** c. UEI:**
d. Address:
*** Street1:**
Street2:
*** City:**
County/Parish:
*** State:**
Province:
*** Country:** USA: UNITED STATES
*** Zip / Postal Code:**
e. Organizational Unit:
Department Name:
Division Name:
f. Name and contact information of person to be contacted on matters involving this application:
Prefix: * **First Name:**
Middle Name:
*** Last Name:**
Suffix:
Title:
Organizational Affiliation:
*** Telephone Number:** **Fax Number:**
*** Email:**

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**
Type of Applicant 2: Select Applicant Type:
Type of Applicant 3: Select Applicant Type:
*** Other (specify):**
*** 10. Name of Federal Agency:**
11. Catalog of Federal Domestic Assistance Number:
CFDA Title:
*** 12. Funding Opportunity Number:**
*** Title:**
13. Competition Identification Number:
Title:
14. Areas Affected by Project (Cities, Counties, States, etc.):
*** 15. Descriptive Title of Applicant's Project:**
Attach supporting documents as specified in agency instructions.
Add Attachments Delete Attachments View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:
*** a. Applicant:** * **b. Program/Project:**
Attach an additional list of Program/Project Congressional Districts if needed.
Add Attachment Delete Attachment View Attachment

17. Proposed Project:
*** a. Start Date:** * **b. End Date:**

18. Estimated Funding (\$):
*** a. Federal:**
*** b. Applicant:**
*** c. State:**
*** d. Local:**
*** e. Other:**
*** f. Program Income:**
*** g. TOTAL:**

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**
 a. This application was made available to the State under the Executive Order 12372 Process for review on
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.
 c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**
 Yes No
If "Yes", provide explanation and attach
Add Attachment Delete Attachment View Attachment

21. "By signing this application, I certify (1) to the statements contained in the list of certifications" and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances" and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)
 **** I AGREE**
**** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.**

Authorized Representative:
Prefix: * **First Name:**
Middle Name:
*** Last Name:**
Suffix:
*** Title:**
*** Telephone Number:** **Fax Number:**
*** Email:**
*** Signature of Authorized Representative:** Completed by Grants.gov upon submission. * **Date Signed:** Completed by Grants.gov upon submission.

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



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

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION B - BUDGET CATEGORIES

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					\$
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

Object Class amounts here must match amounts found in your TCOP application template submission.

For applicants proposing a cost-share/match, please include budget information in the "Non-Federal" column

Equipment and Construction are not allowable under the ACP Outreach Grant Program

SF-424A (cont.)



SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

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

Disclosure of Lobbying Activities (SF-LLL)

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

Applicants may have to complete this SF-LLL form for themselves or a sub-recipient/sub-award

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

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 OMB Number: 4040-0013 Expiration Date: 02/28/2025

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. * Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee * Name: [Redacted] * Street 1: [Redacted] Street 2: [Redacted] * City: [Redacted] State: [Redacted] Zip: [Redacted] Congressional District, if known: [Redacted]		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:		
6. * Federal Department/Agency: [Redacted]	7. * Federal Program Name/Description: [Redacted]	
8. Federal Action Number, if known: [Redacted]	9. Award Amount, if known: \$ [Redacted]	
10. a. Name and Address of Lobbying Registrant: Prefix: [Redacted] * First Name: [Redacted] Middle Name: [Redacted] * Last Name: [Redacted] Suffix: [Redacted] * Street 1: [Redacted] Street 2: [Redacted] * City: [Redacted] State: [Redacted] Zip: [Redacted]		
b. Individual Performing Services (including address if different from No. 10a) Prefix: [Redacted] * First Name: [Redacted] Middle Name: [Redacted] * Last Name: [Redacted] Suffix: [Redacted] * Street 1: [Redacted] Street 2: [Redacted] * City: [Redacted] State: [Redacted] Zip: [Redacted]		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
* Signature: Completed on submission to Grants.gov * Name: Prefix: [Redacted] * First Name: [Redacted] Middle Name: [Redacted] * Last Name: [Redacted] Suffix: [Redacted] Title: [Redacted] Telephone No.: [Redacted] Date: Completed on submission to Grants.gov		
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Award Amount should be left blank since it's a competitive award process

Application Template Retrieval

GRANTS.GOV **VIEW GRANT OPPORTUNITY** Grant Opportunity Number **FCC-ACOGP-23-004**

Affordable Connectivity Outreach Grant Program – Tribal Competitive Outreach Program (TCOP) Round 2
Federal Communications Commission

Apply Subscribe

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE

In addition to all the Standard Forms, the application template must be completed fully to be considered for funding.

Print Related Documents List ?

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
Folder: Full Announcement - TCOP Application Template	FCC-ACOGP-23-004-Full Announcement - TCOP Application Template.zip	May 25, 2023 03:38:33 PM EDT	84.6 KB
TCOP Application	TCOP Application Template.xlsx	May 25, 2023 03:38:33 PM EDT	100.2 KB
Folder: Full Announcement - TCOP NOFO	FCC-ACOGP-23-004-Full Announcement - TCOP NOFO.zip	May 25, 2023 03:37:38 PM EDT	586.1 KB
NOFO	FY 2023 ACP Outreach Grant Program_TCOP NOFO_Round 2_vF.pdf	May 25, 2023 03:37:38 PM EDT	698.2 KB

Applicant Resources



- NOFO
- NOFO Fact Sheet

Contact Information: ACPGrants@fcc.gov

Website: www.fcc.gov/acp-grants

Questions?