

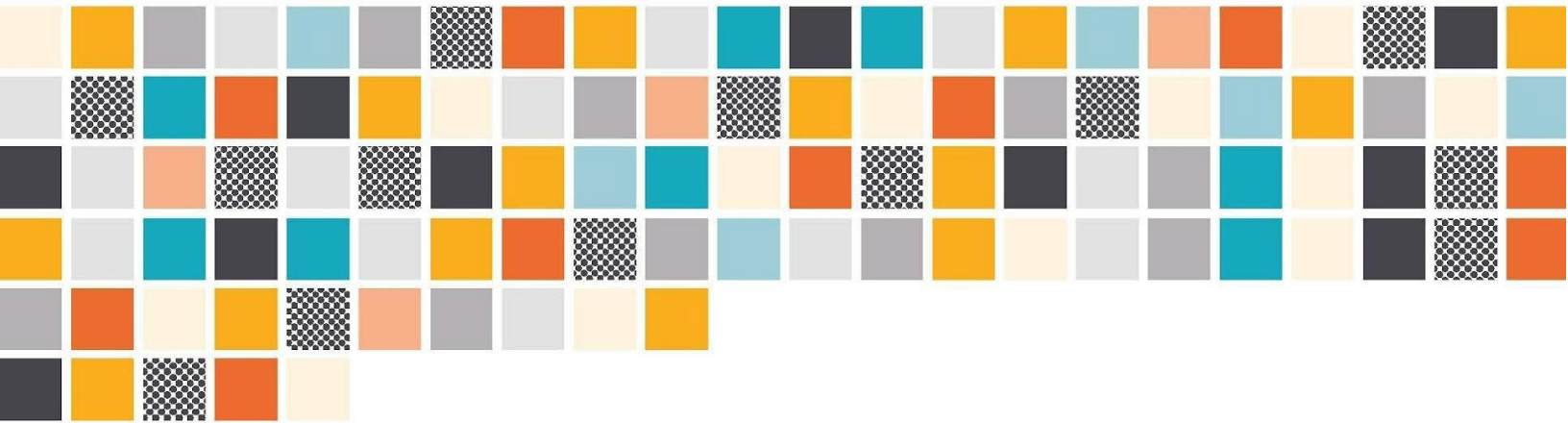


# Utah Broadband Center

## Digital Opportunity Grant Program

### Application Guide

*Published March 24, 2025*



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## Introduction and General Information

The Utah Broadband Center (UBC), part of the Governor's Office of Economic Opportunity (GOEO), has opened Utah's application portal for the state's Digital Opportunity Grant (DOG) program at <https://business.utah.gov/broadband/grants/>. The DOG program aims to realize a Utah where all are invited to fully participate in modern society through access to affordable high-speed internet, safe and reliable devices, and training to achieve digital independence.

The Utah DOG program is made possible through the federally funded Digital Equity Act Program. The program, administered by the National Telecommunications and Information Administration (NTIA), is a nationwide initiative designed to ensure that all people and communities have the skills, technology and capacity needed to reap the full benefits of our digital economy. The State of Utah was awarded \$7.8M to implement this program.

Utah has over a decade of strong growth as a tech industry leader, adding tens of thousands of jobs and billions to the state economy. Connectivity with the digital world is the backbone of tech and a lifeline in modern society, giving residents ways to work, learn, and grow like no other time in history. Access to the online world is a social determinant of health, and an indicator of economic mobility.

Despite being a national beacon in this field, hundreds of thousands of Utah residents face barriers to accessing the information age. Many need affordable internet service choices and useful devices to access the internet. For some, the digital skills learning curve is a challenge and they need additional knowledge to access the opportunities available online. UBC is looking for partners across the state that can create and implement programs that will bridge this gap between availability and access.

This guide provides detailed information on application support resources, application procedures, and requirements for submitting a successful application. This guide will help applicants navigate the application process and ensure that submissions meet all necessary guidelines found in [Utah's Digital Access Plan](#) as approved by NTIA.

UBC is committed to supporting applicants at every stage of the application process and offers various resources, including in-person guidance, webinars, office hours, email support, and a regularly updated FAQ document, to assist in developing a strong submission. By following the guidance provided, applicants will be better equipped to contribute to Utah's goal of enhancing broadband access for all Utahns.

UBC encourages applicants to thoroughly review this guide and utilize the available support services. Together, we can work towards a more connected Utah.

## When and Where to Submit Applications

Digital Access Program applications must be submitted by 11:55 pm MT on May 5, 2025 through the Utah application portal found at <https://business.utah.gov/broadband>.

## Applying for the Grant

### Eligibility

Entities eligible to apply for funding under the Utah DOG program include:

1. **Nonprofit Organizations**
2. **State Agencies and Institutions**
3. **Municipal, County, and Regional Governments**
4. **Educational Entities**
5. **Anchor Institutions**
6. **Tribal Government and Tribal-Led Entities**
7. **Public-Private Partnerships** – Partnerships between local government entities and private entities that were established to expand affordable broadband access.

### How to Apply

The formal application portal opens on March 24, 2025. Complete grant applications are due by 11:55 PM MDT on May 5, 2025. UBC will accept applications through the grant portal linked at <https://business.utah.gov/broadband>. Prior to and throughout this application period, UBC will issue clarifying guidance regarding the application process for applicants.

You must have the following in place to proceed with an application:

1. Be registered in the AmpliFund portal.
2. Have an active and valid Sam.gov registration. This is available at no cost from <https://www.sam.gov/>
  - If you do not have this, or have any questions, please email [connectingutah@utah.gov](mailto:connectingutah@utah.gov) for assistance.

Applicants may access the application via a link at <https://business.utah.gov/broadband>. Once an applicant has accessed the portal, the applicant will create an application for the DOG Formal Application funding opportunity.

1. Applicants will use the same account and login that was created during registration.
2. Applicants using outside entities to assist with the development of the application may add those entities as users for their application. Since only applicants have accounts

within AmpliFund, the outside users must have a unique email address for each applicant. It may be necessary to use the +1 method for their email address. For example, if john.doe@consultant.com is already associated with another applicant, you will need to invite them using the email john.doe+1@consultant.com or john.doe+broadbandprovider@consultant.com. This requirement is due to the restriction of only having one external account associated with an applicant.

**Applicants must:**

1. Complete all required components of the application identified with an \*.
2. Submit a separate proposed program budget.

## Application Support

UBC will provide multiple methods of application support, including webinars, office hours, in-person training sessions, email support, and an FAQ document updated weekly. For the latest support options and to obtain other documents, please see the [UBC website](#).

**In-Person Overview:** An in-person Application Overview was held at 60 East South Temple, Suite 300, in Salt Lake City on March 20th, 2025, from 2 PM to 3:30 PM MST.

**Webinar:** A webinar was held on March 24, 2025, at 1 PM MDT. It was recorded and posted on the UBC website along with the training slides at <https://business.utah.gov/broadband>.

**Office Hours:** UBC will hold weekly grant training and office hours Tuesdays from 12:00 PM to 1:00 PM MDT from April 8-April 29, 2025. During these office hours, any element of the application can be discussed, and any questions you have will be addressed. UBC will also provide training as needed for the first half of the Office Hours in case common questions or issues are being brought to our attention. If you need to discuss an element of your application that you believe is sensitive or confidential, please request a breakout room. One will be created for you, any members of your organization, and a UBC representative. Questions addressed in the office hours will be de-identified and added to the FAQ document. For information about office hours, please go to <https://business.utah.gov/broadband>.

**Email Questions:** You may submit any questions regarding the BIG Program Application to [connectingutah@utah.gov](mailto:connectingutah@utah.gov).

**FAQ Document:** Each week throughout the application period, an FAQ document will be updated with the latest questions and answers from the weekly office hours, emailed queries, etc. It can be found at <https://business.utah.gov/broadband>.

## Privacy Notice pursuant to Utah Code §§ 63A-19-402 and 63D-2-103

The Governor’s Office of Economic Opportunity (GOEO) and the Utah Broadband Center (UBC), both referred to collectively as the “State Agency,” are committed to protecting your privacy. Below is a summary of the personally identifiable information, or personal data, that the State Agency collects as a part of its records to administer the grant program for the expansion of broadband internet in the state of Utah.

1. What personal data does the State Agency collect?  
Organizational, managerial, technical, operational, and financial information relating to eligible applicants.
2. Why is the State Agency asking you to provide this personal data?  
To validate the applicant organization’s qualifications and capabilities to deploy the DOG Program.
3. What are the intended purposes and uses of this personal data?  
To ensure all prospective subgrantees seeking to participate in the program can comply with the requirements outlined in the Digital Opportunity Grant Application
4. How does the State Agency use this personal data?  
This data will be used to evaluate the applicant’s ability to comply with the requirements outlined in the Digital Opportunity Grant Application
5. What are the consequences of refusing to provide this personal data?  
Without this data, the State Agency may deny a grant application, withhold grant payments, or terminate a grant contract.
6. With whom does the State Agency share this personal data?  
To facilitate the administration of the grant program, the State Agency may share data with other state offices, such as the Utah State Department of Finance, Treasurer’s Office, Office of the Auditor, etc., who are necessary to facilitate payments to grantees. The State Agency may share data with vendors who have contracted with the State Agency to administer the grant program. These other state offices or vendors operate subject to confidentiality agreements or subject to state privacy laws to protect the data from public disclosure or unauthorized disclosure.
7. Who may receive this personal data, and how is this personal data disclosed?  
Only state offices or vendors who work with the State Agency to administer the grant program may receive personal data. You, as the person or organization who submitted the data, may also review the data submitted.
8. What security measures are in place to protect this personal data?

All data will be stored on secure servers and only accessed by the State Agency, contracted vendors, and/or state offices that work with the State Agency to administer the grant program. Application data will be protected under GRAMA to the extent of Utah state law. Reviewing committee members will be required to hold this data confidential.

You may request access to your personal data or Personally Identifiable Information (PII), request a correction to your data or personally identifiable information collected by UBC, or have additional questions addressed by contacting the administrators listed below:

Rebecca Dilg [rdilg@utah.gov](mailto:rdilg@utah.gov)

Lindsey Thurgood [lthurgood@utah.gov](mailto:lthurgood@utah.gov)

## Financial Sustainability

The Applicant will be required to audited financial statements as part of the application. If audited financial statements are not available, please provide unaudited statements for the most recent years. Applicants will also be required to provide financial statements including balance sheet, income, and cash flow statements for the current and past 2 years.

## Cost Allowability

A recipient may only use program funds for allowable costs, as defined in the federal grant funds Uniform Guidance ([2 C.F.R. Part 200](#)). This guidance includes the requirements that costs be reasonable, necessary, and allocable for the accomplishment of program objectives, and conform to generally accepted accounting principles.

The following is an abbreviated list of allowable grant expenses. It is not intended to be exhaustive or exclusive.

1. **Materials and Supplies:** Supplies are generally defined as items with an acquisition cost of \$10,000 or less and a useful life expectancy of less than one year. Supplies are usually consumed during the project performance. Please refer to the applicable Federal regulations in 2 CFR 200.1 and 2 CFR 200.314 for specific supply definitions and treatment available here.
2. **Personnel Compensation:** Compensation for personnel services including wages and salaries paid for services of employees rendered during the period of performance under the award. Costs of compensation are allowable to the extent that they satisfy the specific requirements of this award. The total compensation for individual employees must be reasonable for the services rendered and comparable to rates paid for similar work in the local labor market. Grant funds may only be used for hours worked to carry out the grant project. Organizations using grant funds for personnel hours will be asked to provide payroll expense reports along with documentation tracking hours and associated tasks as part of the reporting process.

3. **Fringe Benefits:** Fringe benefits are provided to employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. Fringe benefits are allowable if they are reasonable and are required by the employment agreement or an established policy of the organization. The costs must be equitably allocated to the award based on time spent on the project. The costs of employer contributions for social security, employee life, health, unemployment, and worker's compensation insurance; pension plan costs; and other similar benefits are allowable as long as they are allocated according to time spent on the project.
4. **Equipment:** Equipment means a single item of tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$10,000. Please refer to the applicable Federal regulations in 2 CFR 200.1 and 2 CFR 200.313 for specific equipment definitions and treatment.
5. **Travel:** Only travel directly associated with this award should be included as a direct travel cost to the award. Federal travel regulations are contained within the applicable cost principles for all entity types. Travel costs should remain consistent with travel costs incurred by an organization during normal business operations as a result of the organization's written travel policy. In the absence of a written travel policy, organizations must follow the regulations prescribed by the General Services Administration (GSA).
6. **Professional and technical consultant services:** Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not employees on the organization's payroll.
7. **Other Services:** Services procured from other entities such as website subscription fees.

Grant Fund Use Limitation: Per the [NTIA Digital Equity Capacity Grant Program NOFO](#), no more than 5% of the grant amount can be used to measure and evaluate the activities supported with the grant amounts and no more than 3% of the grant amount can be used for administrative costs in carrying out the activities described in Section 3.c.ii and iii of the NOFO.

Ineligible expenses for the Digital Opportunity Grant Program include:

1. Food and beverages.
2. Capital expenses related to the purchase of real property, buildings, or motor vehicles.
3. Construction expenses related to the improvement or expansion of buildings or facilities.
4. Advertising or publicity not related directly to the grant project and its implementation.
5. Promotional items and memorabilia, including models, gifts, and souvenirs.
6. Costs of entertainment, including amusement, diversion, and social activities and any associated costs, except where specific costs that might otherwise be considered



- entertainment have a programmatic purpose and are pre-approved in the grant application/agreement budget.
7. Broadband installation or broadband upgrades.

## Scoring the Grant Application

Grants will be scored by a Review Committee based on the scoring structure summarized in [Appendix A](#).

### Review Committee

The review committee may consist of UBC staff members and contractors. Review committee members will be required to disclose any potential conflicts of interest and will be removed from the review of any conflicted applications. Each application will be reviewed by a minimum of three reviewers or review teams before the final round of scoring is completed and a recommendation for each application is made.

## Digital Opportunity Grant Application

### Digital Opportunity Grant for Utah

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#### Opportunity Information

Title	Digital Opportunity Grant for Utah
Description	<p>The focus of the Digital Opportunity Grant for Utah is to fund programs that implement goals identified within the State Equity Plan by creating the necessary conditions to empower individuals and communities with the technological capacity to fully participate in society and the economy. Digital equity is a multi-faceted issue, requiring a “whole of government” approach to ensure various federal agencies are working together to create a more inclusive and equitable landscape for individuals and communities.</p> <p>Program Goals:</p> <ul style="list-style-type: none"> <li>• Train for digital independence and economic mobility</li> <li>• Connect every Utahn affordably, accessibly, and safely</li> <li>• Increase the availability of dependable devices</li> <li>• Build a coordinated, sustainable community</li> </ul>
Awarding Agency Name	Governor's Office of Economic Opportunity, Utah Broadband Center
Agency Contact Email	connectingutah@utah.gov

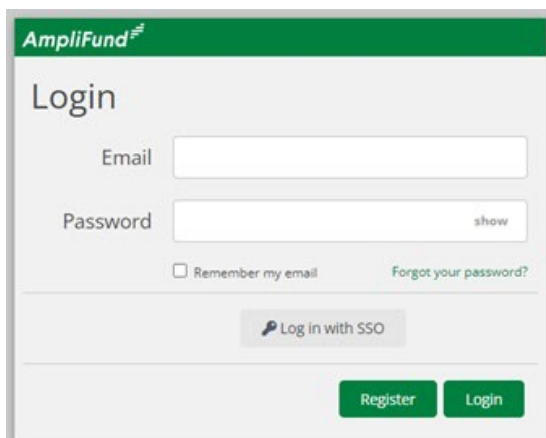
The application process for the DOG program includes only one application, divided into seven sections with an additional detailed budget required.

UBC selected AmpliFund as the grant management software for the Digital Opportunity Grant for Utah. The application will be completed online using the AmpliFund platform. When you’ve selected the application link, you’ll be taken to the opportunity page where there is basic information about the grant. When you’re ready to begin, select apply at the top of the page.

### Registration

Eligible applicants must register on the application portal before they can start an application.

You will then be directed to the following screen. Select Register if this is your first time accessing the site. Moving forward, you will be directed here first where you will enter your login in credentials.



Once you click Register, you will be asked to create an account.

Creating an AmpliFund Account: to register for an AmpliFund account, you will need to provide the following information:

- **User Information:** Provide the email address of the person who will be listed in the "Contact Information" section. This person will serve as your BIG account administrator and will be able to add other staff or outside consultants to your application to facilitate application development and potential grant reporting should you receive an award. Create a strong password and do not reuse passwords from other systems.
- **Contact Information:** Ensure that the person listed in this section is an officer of the company or someone authorized to bind your organization in contract matters. This person will also serve as your organization's primary point of contact for the BIG program. The address provided should be one where written communication can be received if necessary. The phone number should be a direct line to this person.
- **Organization Information:** If your organization's information (e.g., address and phone number) is the same as the Contact Information section, you can check the box to populate this section. The "Organization Name" should be your organization's legal name as listed with the state or regulatory agencies. For organization type, choose Local Government if you are a municipal government, Corporation for all for-profit entities, and Other for any other type of entity including non-profits, public-private partnerships, or tribal organizations.

Once the required fields are complete, click on "Register" in the bottom right corner of the page.

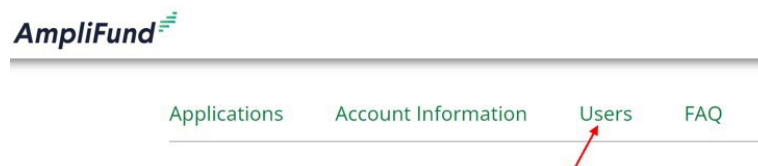


Click "I accept" to accept AmpliFund's terms and conditions.



### How to Invite Additional Users to Your AmpliFund Account

Administrator users (the first user to register in an organization is an Administrator by default) can invite additional team members to their AmpliFund account to assist with completing the application. Once the Administrator has created their AmpliFund account, click on the logo in the top-left corner of any page. Click the "Users" button:



Click on “+ Add User”

## Users

User Information

+ Add User 

Add the user’s Email Address and select the user’s Role.

## New User

User Information

Email Address\*

Role\*  

**Administrator:** Administrators can create, edit, delete, submit, and withdraw applications; create and edit accounts; and add new users.

**Editor:** Editors can edit applications and update their account settings.

Add the user’s name, address, and phone number. Required fields are marked with an asterisk (\*). Click “Invite”

Contact Information

First Name\*

Middle Name

Last Name\*

Suffix

Title

Address Line 1

Address Line 2

City

State/Province

Postal Code

Phone Number

## How to Begin:

1. Log into the grant portal through link on the [UBC website](#).
2. Click “Apply” to start the process.

3. Navigate between sections using the “Save and Continue” button or the navigation menu on the top of the application.



Remember to click “Save” before leaving a section to avoid losing changes.

There is a timeout security feature for the portal. After a set amount of inactivity, the portal will close, and any work not saved will be lost.

## Project Information

Digital Opportunity Grant for Utah



Project Information

Help Download Save Save & Continue

**Application Information**

Application Name \*

**How much are you requesting from the funder?**

Award Requested \*

Total Award Budget \$0.00

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**Primary Contact Information**

Name \*

Email Address \*

Address Line 1 \*

Address Line 2

City \*

State/Province \*

**Application Name:** Include a brief name for the application.

**Award Requested:** This amount should match the detailed budget you will include in the application. The amount of funding available is between \$50,000 and \$500,000. In order to save the form and continue the application, you may enter \$1 in this field and come back after you have worked the remainder of your application

**Primary Contact Information:** Contact details (name, address, email address) for the point of contact for submission.

## Application Forms

The application includes six sections before you can submit. These sections are important as they allow you the opportunity to provide details of the project. Below are instructions on the completion of these sections.



Forms Help Download Save & Continue

Name	Status	Print
Section A: Organization Information	New	
Section B: Project Information	New	
Section C: Project and Risk Management	New	
Section D: Financial Management	New	
Section E: Funding	New	
Section F: Certifications and Attestations	New	

1 - 6 of 6 items

Save & Continue

## Protected/Private Record Confidentiality Request

### Protected/Private Record Confidentiality Request

Download Save Save & Continue

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The information that you provide to the Governor's Office of Economic Opportunity (GOEO) and the Utah Broadband Center (UBC) is subject to the Government Records Access & Management Act (Utah Code § 63G-2-101 et seq.). As a result, some of the information will be available to the public, including the name of your business and the amount of assistance received. However, to receive maximum protection under the law, you, the applicant, may claim business confidentiality for all commercially or financially sensitive information provided to GOEO, now and in the future, in connection with this application. The records covered by this claim should be considered, and classified as, "protected" because they are comprised of commercial information or non-individual financial information and their disclosure could reasonably be expected to impair the ability of GOEO and its programs to obtain necessary information in the future.

[Link to Utah Privacy Policy](#)

I understand that claiming business confidentiality as outlined here is strongly encouraged and that my decision regarding business confidentiality will not impact my eligibility for funding under the program. \*

- I claim business confidentiality pursuant to Utah Code § 63G-2-309 (Recommended)  
 I do not claim business confidentiality

**DESCRIPTION** of the record(s) covered by this confidentiality claim and which you, the applicant, believe qualifies for protected status:

- Application and supporting documentation

Applicants must indicate whether to request confidentiality for specific items in their application. Review the confidentiality request form carefully and indicate any items or records that require protection. Refer to the [Privacy Notice](#) (above) for additional details.

## Section A: Organization Overview

### Section A: Organization Information

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#### Organization Information

1. Organization Name (Include the legal name of the applying entity): \*

2. SAM.gov validation

You must provide verification of an active Unique Entity Identifier (UEI) as provided by the federal General Services Administration. The UEI is available from the [SAM.gov](https://sam.gov) website.

To create the verification PDF:

1. Log into [SAM.gov](https://sam.gov).
2. Once in Workspace, click the three-dot menu next to your entity name and choose "View Record."
3. Download the entity information as a PDF.
4. Upload the PDF to this form.

Enter your Organization Unique Entity Identified (UEI Number) from [SAM.gov](https://sam.gov) \*

Please upload a PDF copy of your entity's active UEI from [SAM.gov](https://sam.gov) \*

3. Organization Tax Employer Identification (EIN Number) \*

4. Name of Primary Contact (The primary contact will be the person applying for the grant. This will be the primary point of contact for any follow up necessary for this grant application) \*

Provide detailed information on the organization submitting the application.

1. Legal Organization Name (should match you EIN)
  - a. Select the organization type – if the application is being applied for as a partnership, enter the lead applicant’s entity type.
    - Non-Profit Organization
    - **For Profit Company**
    - Local Jurisdiction
    - Tribal Jurisdiction
    - Educational Entity (Local School District, College, University)
2. UEI number with UEI verification
  - Provide verification of your active Unique Entity Identifier (UEI) from the [SAM.gov](https://sam.gov) website. Follow these steps to get the PDF required for this form:
    - a. Log into [SAM.gov](https://sam.gov)
    - b. Once in Workspace, click the three-dot menu next to your entity name and choose “View Record.”
    - c. Download the entity information as a PDF.
    - d. Upload the PDF
3. Enter your organization’s EIN number.

4. Enter the Name of the Primary Contact
  - a. Title of Primary Contact
  - b. Email Address of Primary Contact
  - c. Phone Number of Primary Contact
5. If different from the Primary Contact, enter the name of the Authorizing Official (the authorizing official, if different than the primary contact, is a person within the applying entity that is able to enter into contractual agreements)
  - a. Title of Authorizing Official
  - b. Email address of Authorizing Official
6. Phone Number of Authorizing Official

## Section B: Project Information

### Project Information

1. Project Title \*

Brief Publicly Shareable Summary \*

2. Executive Summary: Provide a high-level overview of your project. Please describe the activity or set of activities for your project, including a general timeline, location(s), and the expected beneficiaries of the project for target populations. \*

Paragraph B I [bullets] [numbered] [link] [image] [code]

3. Project Description and Activities: List the specific activities that will be completed or implemented with grant funds, along with a more specific timeline of quarterly progress and implementation goals during the project period. Provide any information on existing programs the proposed program funding will augment. Please provide a level of detail that will allow reviewers to fully understand your project. \*

Paragraph B I [bullets] [numbered] [link] [image] [code]

This section is where applicants will detail their project. There are thirteen questions.

1. **Project Title:** Include a brief title.
2. **Publicly Shareable Summary:** Provide a summary of the project that can be made available online.



3. **Executive Summary:** Provide a high level overview of their proposed project. This should include the activity or set of activities for the project and a general timeline, location(s) and expected beneficiaries, focusing on covered populations.
4. **Project Description:** Provide a detailed description of the specific activities that will be completed or implemented with grant funds, along with a more specific timeline of quarterly progress and implementation goals during the period of performance. Provide a level of detail that will allow reviewers to fully understand the project. Further, this section must include any information on existing programs the proposed program funding will augment.
5. **Partnerships:** If you are utilizing partnerships to fulfill the proposed activities of the grant, they must be detailed here. Details are to include the organization name, and the title of staff member(s) engaged on the project. It's important that the key activities this partner will be participating in are included and how a partnership with this organization reaches populations benefiting from increased broadband adoption. These should align with the Project Description (Question 4). If this is an existing partnership, provide a brief description. Applicants must provide Letters of Support confirming participation from organizations listed.
6. **Project Beneficiaries Served:** Select all that apply:
  - Individuals who live in covered households (150% of the federal poverty level)
  - Aging individuals
  - Incarcerated individuals, and formerly incarcerated individuals, other than individuals who are incarcerated in a Federal correctional facility.
  - Veterans
  - Individuals with disabilities
  - Individuals with a language barrier (English language learners and/or low levels of literacy)
  - Individuals who primarily reside in a rural area
    - a. **Project Beneficiary Experience:** Describe your experience working with the project beneficiaries, including number of years, related projects and how this experience relates to the population(s) you are proposing to serve. Include information on the specific population need and how your proposed program will resolve this need. Identify any areas where there is an overlap with other populations.
7. **Service Locations Served:** Select the specific Counties served. There is an option for statewide coverage.
8. **Digital Access Barriers:** Identify the National Telecommunication and Information Administration's digital access barriers will your program address in your community. Select all that apply:
  - Device affordability

- Internet affordability
  - Digital skill gaps
  - Lack of digital access for Tribal Nations
  - Lack of digital access for rural communities
  - Limitations in digital literacy and device training opportunities
  - Other (provide details)
9. **Program Response:** Describe how your proposed project will address critical digital access issues in your community. Please provide a description of how your project will support the critical digital access community needs identified in Question 9
10. **Digital Access Goals:** Identify which of Utah's Digital Access goals will your program address in your community. Select all that apply:
- Train for digital independence and economic mobility.
  - Connect every Utahn affordably, accessibly, and safely.
  - Increase the availability of dependable devices.
  - Build a coordinated, sustainable digital access community for users and practitioners.
  - Other (provide details)
11. **Number Served:** Provide an estimate of the anticipated number of individuals you intend to serve from each of the Project Beneficiaries listed in Question 6 above.
12. **National Telecommunication and Information Administration's digital access goals/outcomes:** Identify which goals or outcomes from the list below your program address in your community. Select all that apply:
- Economic and workforce development
  - Educational outcomes
  - Health outcomes
  - Civic and social engagement
  - Delivery of other essential services
13. **Sustainability:** Sustainability is an important focus of grant consideration. We hope to impact long-term digital access through funded projects. Please share information about long-term digital access sustainability. Please ensure to specifically respond to the following questions:
- How do you foresee the project continuing in the future?
  - What strategies do you have for continuing the program after program funding ends?
14. **Other Information:** If the applicant has other information that has not been requested, but thinks is important to the application, it may be uploaded here.

## Section C: Project and Risk Management

### Section C: Project and Risk Management

[Download](#)
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[Save & Continue](#)

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#### Project and Risk Management

1. Describe your organization's capacity to manage the proposed grant project. Include any relevant information about the organization, managerial, financial, or operational capacity of your agency to execute proposed grant activities. \*

Alt+F10 to access toolbar by key!

Paragraph B I [List Icons] [Link Icon] [Image Icon] <>

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2. What are the risks you anticipate for your proposed grant project with regard to completing the project on time and on budget? Include any organizational, managerial, financial, or operational risks that could impact the administration of your proposed project. \*

**Organizational Capacity:** Describe your organization's capacity to manage the proposed grant project. Include any relevant information about the organization, managerial, financial, or operational capacity of your agency to execute proposed grant activities.

1. **Project Risks:** Identify the risks you anticipate for your proposed grant project that may impact completing the project on time and on budget. Include any organizational, managerial, financial, or operational risks that could impact the administration of your proposed project.
2. **Risk Management:** Describe strategies you will use to address the anticipated risks listed above to minimize the impact on the proposed grant project. Include any organizational, managerial, financial, or operational strategies that could benefit the administration of your proposed project.
3. **Experience:** Describe your organization's prior experience administering grant funds. Please describe how you were able to meet reporting and compliance requirements and conform to the terms and conditions of the awards. Please describe any significant setbacks or problems experienced in prior grant management. Include your organization's experience administering local, state, or federal grants within the last 5 years.
4. **Key Staff:** List the key personnel and include their resumes. This could include the program manager, director, or the fiscal manager. If these positions are not filled, leave the name blank.

## Section D: Implementation Plan and Financial Management

### Section D. Implementation Plan and Financial Management

Download

Save

Save & Continue

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#### Financial Management

1. Please provide budgeting information for your proposed project using the attachment provided.

[Digital Access Capacity Subrecipient Grant Budget Template.xlsx](#)

Please upload the completed budget for your proposed project. \*

Choose File

2. Enter provide a budget narrative that explains the proposed expenditures: \*

Alt+F10 to access toolbar by keyboard

Paragraph ▼ **B** *I* [List Icons] [Link Icon] [Image Icon] [Undo/Redo Icons]

tiny

3. Has your organization expended more than \$1,000,000 in federal funds during the last 3 fiscal years? This is a cumulative total, please include all grants from all federal sources. \*

- Yes  
 No

- Budget File:** Using the provided grant template, provide a budget for the project. Instructions are included in the budget file.

	A	B	C	D	E	F
1	<b>Digital Access Capacity Subrecipient Grant Budget</b>					
2						
3	<b>Proposed Project Budget</b>					
4	Organization Name:					
5						
6	<b>A. PERSONNEL</b>	<b>POSITION SALARY</b>	<b>EQUIVALENCY</b>	<b>TOTAL REQUESTED GRANT FUNDS</b>		<b>JUSTIFICATION OF COST NEED</b>
7	POSITION TITLE					
8						
9						
10						
11						
12						
13						
14						
15	<b>TOTAL PERSONNEL COSTS</b>					

- Budget Narrative:** Provide a detailed explanation of the budget items and any assumptions made.
- Audited Financials:** If an applicant has expended more than \$1,000,000 in federal funds during the last fiscal year, they must have a single or program-specific audit conducted during that fiscal year; the \$1,000,000 is a cumulative total. A list of all grants from all federal sources must be included. All applicants must also provide the date of the last financial audit and the result of the audit, including any findings and actions made to prevent future issues based on audit findings.

4. **Financials:** Provide the date of your organization's last audit. Provide information on any findings contained in the audit.
5. **Financial Statements:** Provide your current and last 2 fiscal years balance sheet, income and cash flow statements.

6. **Audited Financial Statements:** Provide the past 2 years of audited financial statements.
7. **Implementation Plan:** Please provide details on your proposed implementation plan. Information should include details on project objectives and activities to demonstrate they are achievable, are consistent with the allowable programmatic activities, whether the applicant has established realistic measurable objectives, and whether the requested funds, implementation milestones, and timeline are sufficient to complete the tasks described in the Project Narrative.

## Section E: Funding

### Section E: Funding

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#### Funding

1. Have you submitted an application directly to the NTIA for the Digital Equity Competitive Grant Program? \*  
 Yes  
 No
2. Have you submitted an application directly to the NTIA for the Native Entity Capacity Grant Program? \*  
 Yes  
 No
3. Would your organization be willing to accept partial or reduced funding at a level below the amount listed in the project budget? \*  
 Yes  
 No

[Save](#) [✓ Mark as Complete](#) [Save & Continue](#)

The questions included in this section are to identify any potential conflicts with existing applications with NTIA and your organization's willingness to negotiate.

1. Have you applied directly to the NTIA for the Digital Equity Competitive Grant Program?
2. Have you applied directly to the NTIA for the Native Entity Capacity Grant Program?
3. Would your organization be willing to accept partial or reduced funding at a level below the amount listed in the project budget?
  - a. What activities would you focus on from your proposed project scope and what activities would be removed or reduced?
  - b. Enter be the minimum amount your organization would need to offer services under the reduced scope project?

## Section F: Certifications and Attestations

### Section F: Certifications and Attestations

#### Certifications and Attestations

Please review and agree to the following statements before submitting this application.

1. I certify that I have read the grant information and requirements outlined in this application.
2. If awarded, my organization agrees to meet the grant requirements outlined in this application.
3. If awarded, the applicant's legal entity agrees to expend all funds received for the purposes outlined in this application and understands that any grant funds at the end of the grant period must be returned to UBC.
4. I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.
5. I certify that I have the authority to submit this application on behalf of my organization.
6. I certify that the planning, design, and project oversight of the programs and activities funded through this subgrant are consistent with current industry best practices, and that UBC reserves the right to review the cybersecurity framework of awardees.

By checking the box below, you are electronically agreeing to the above statements on behalf of your organization. \*

- I agree  
 I don't agree

Type the name of the authorizing official \*

Please review and agree to the following required recipient eligibility conditions before submitting this application.

Applicants must certify that all information provided is accurate and complies with federal, state, and program requirements. The applicant must also certify that the information provided is correct and they have not knowingly omitted any information material to evaluation of the proposal. Applicants are also asked to review eligibility conditions before submitting, such as eligible and ineligible expenses, reporting requirements and funding details.

## Submit

You are provided with an opportunity at this point to do a final review of your application. It will also provide information on any sections that are incomplete.

Remember to go back to the Project Information tab and complete the Funding Amount input, if you haven't already done so.

Once you are satisfied with your application, click on the Submit button on the bottom left-hand side.

## Post Award Grant Agreement and Funding

All applicants offered an award must enter into a subgrant award agreement with the State of Utah.

### Funding Procedures

Digital Opportunity Grant subgrantees will submit documentation for reimbursement of eligible expenses on a quarterly basis, in conjunction with their regular report cadence. Reimbursement

will be received after verification that project milestone objectives have been completed. Before reimbursement is released to subgrantees, their reports will be reviewed by UBC. If the reports are deemed insufficient or incomplete, funds will be withheld until the issues are resolved. The final grant payment will be withheld until after project completion and network activation are verified by UBC.

### **Post-Award Monitoring**

Funds may be used to support ongoing post-award monitoring and compliance reporting activities. These are considered tasks eligible for reimbursement and may be completed by staff or by retaining the services of a consultant. If using staff time, the time tracking standards and requirements must be followed. The NTIA has published a one-page guidance for [personnel time tracking](#).



## Appendix A – Digital Opportunity Grant Scoring

### Application Review and Scoring

Digital Opportunity Grant funds will be awarded to applicants on a competitive basis using the following stages of review and will be prioritized for funding as described below:

#### 1. Initial Eligibility and Administrative Review

Three assigned reviewers will conduct an initial review of submitted applications to ensure they contain all the information and documentation required under Section II.C “Application and Submission Information” and that this information was submitted in a timely manner as required by Section III.C.8. During this review stage, UBC also reserves the right to remove applications from consideration if submitted materials are incomplete or untimely. Applicants with incomplete submission materials will be contacted by UBC by email and will have 3 business days from time of notification to submit the requested documents for consideration.

#### 2. Merit Review Applications

Applications satisfying the Initial Administrative and Eligibility Review will move to Merit Review. Applications will be reviewed by at least three merit reviewers, which may be UBC personnel or non-state personnel, who have demonstrated expertise in the programmatic aspects of digital access, opportunity, and inclusion. As applicable, merit reviewers will be required to sign and submit a nondisclosure and confidentiality form pertaining to the dissemination of confidential information and to potential financial and other conflicts of interest. Merit Reviewers will review applications to ensure conformity with the program objectives, eligible activities, and related costs/budget. The evaluation criteria that will be used by the Merit Reviewers to review and analyze applications for Capacity Grant funds are grouped into three categories as outlined below. Reviewers will evaluate applications according to these evaluation criteria and independently score each application based on a scale of 0-100 points. Based on an average of the reviewers’ scores, applications will be assigned a rating of Qualified for Programmatic Review, Conditionally Qualified for Programmatic Review, or Unqualified for Funding in accordance with the following scale:

- Qualified for Programmatic Review – (90-100 points)
- Conditionally Qualified for Programmatic Review – (65-89 points)
- Unqualified for Funding – (0-64 points)

Evaluation Criteria for Merit Review:

a. Project Need, Purpose, and Benefits (40 points)

Reviewers will assess the demonstrated need for the project considering information such as, but not limited to, the number of different identifiable project beneficiaries to be served, the number of project beneficiaries served, and any available data regarding poverty rates of the project beneficiaries, the number of individuals within the project beneficiaries not using or subscribing to the Internet, the number of individuals within the project beneficiaries lacking access to a computer, tablet, smartphone, or other device that enables Internet access, or other evidence of need. The Reviewers will consider the direct and indirect expected benefits of the project to the project beneficiaries

b. Strength of Applicant's Organizational Capability. (25 points)

Reviewers will consider the direct and indirect expected benefits of the project to the project beneficiaries. Reviewers will assess the strength of the applicant's organizational capability and its ability to satisfy the requirements and goals of Digital Opportunity Grant. Reviewers will consider the programmatic/technical experience of the implementation team, the organizational capacity to implement the proposed project(s), and the roles and contributions of each partner entity, including the representation of each partner in the decision-making process. Reviewers will assess the strength of the applicant's subrecipient and subcontractor strategy (as applicable).

c. Strength of Project Implementation Plan and Budget (25 points)

Reviewers will assess the overall soundness of the proposed project(s) plan and milestones and whether the proposed activities will support the goals of digital access, opportunity, and inclusion outlined by NTIA in the grant NOFO. Reviewers will assess whether the application materials provide sufficient detail regarding the proposed project(s) and activities to demonstrate they are achievable, are consistent with the allowable programmatic activities, whether the applicant has established realistic measurable objectives, and whether the requested funds, implementation milestones, and timeline are sufficient to complete the tasks described in the Project Narrative, including the feasibility and appropriateness of the proposed project budget. Reviewers will assess the extent to which the applicant demonstrates its ability to support and sustain digital access, opportunity, and inclusion efforts beyond the award period of performance.

d. Project Results and Evaluation (10 points)

Reviewers will assess whether the project has a strategy for measuring the near term and long-term impact on statewide digital access, opportunity, and inclusion and its collateral benefits. Reviewers will assess whether the applicant demonstrates a commitment to continuous improvement based on evaluation results, including

obtaining input from its intended project beneficiaries with the goal of providing statewide programmatic coverage.

### 3. Programmatic Review

Applications that pass the Initial Administrative and Eligibility Review and score at least 65 points during the Merit Review will be considered under the below Programmatic Review process.

#### Programmatic Review Process:

Applications that reach Programmatic Review (subject to the prioritization process outlined above) considers the extent to which those applications meet the criteria listed below and will calculate weighted scores to reflect each application's likelihood of advancing those goals. Specifically, based on the seven factors listed below, each application's average Merit Review Score will be multiplied by an additional 0.1 for each of the five factors met. Projects that do not meet any of the criteria listed below would be multiplied by 1.0, while projects that meet all five criteria would be multiplied by 1.5.

- i. The proposed project will create a sustainable long-term impact on digital access, opportunity, and inclusion.
- ii. The proposed project provides services to project beneficiaries in Utah's frontier and rural counties.
- iii. The applicant has demonstrated a lack of alternative resources to address issues of digital access, opportunity, and inclusion.
- iv. The project has realistic timelines and assumptions which indicate implementation can be accomplished during the period of performance.
- v. The applicant demonstrates a commitment and plan for continuous improvement of the project by obtaining input from its intended project beneficiaries and key stakeholders in project service communities.

With respect to each item above, the applicant should specify the criteria it believes its project meets and provide evidence that supports its position with respect to each criterion in the project narrative. Programmatic reviewers will consider the evidence presented on its own merit and will not seek out or consider material not included in the application except insofar as they request additional information to clarify or to further substantiate representations made in an application.