

January 17, 2024

DOCK

DIGITAL OPPORTUNITIES
TO CONNECT KANSANS

KANSAS
COMMERCE

Welcome

- **Program Overview**
- **Application Details**
- **Post Application Submission Process**
- **Post Award Requirements**



Program Objectives

- Enhance digital literacy and digital skill sets for Kansans
- Seek subgrantees to plan, develop and deliver digital literacy and/or digital skills training targeted to Kansans in need.
- Enable Kansans to obtain the digital literacy and associated skills necessary to live, learn, work, play and compete in a technology-driven society



Program Requirements

Critical Need & Compelling Case

Critical Need



- A project must be designed to address a critical need in the community, specifically a lack of digital literacy and skills or a lack of access to digital literacy and skill development training.
- **Targeted populations** with a critical need for the project include those that do not have access to the resources or services that are provided by the project

Compelling Case



- Applicants must provide evidence to make a compelling case for the project relative to how the project's targeted population will benefit from the proposed digital literacy and skills training project.
- Applicants must describe how the project specifically addresses one or more key components of digital literacy

Program Requirements - Key Components of Digital Literacy

Finding, Using, Consuming and Sharing Digital Content



Physical navigation and operation of digital tools, structures, and conventions



Using digital tools safely, effectively, and appropriately while advocating safety and wellbeing online:

- Staying safe online
- Supporting personal wellbeing
- Protecting digital systems and devices



Finding and consuming digital content



Sharing and communicating ideas clearly, effectively, and creatively with different audiences while following appropriate digital communication practices

- Connecting and working with others, while using appropriate digital platforms and tools:
- Connecting and interacting with others using appropriate technology
- Collaborating with others digitally to complete a task
- Interacting appropriately in a digital space

Program Requirements - Key Components of Digital Literacy

Critical Thinking, Creating Content & Employment Opportunities



Using critical thinking and problem-solving skills coupled with technology assets to gather data, analyze information, and find a solution



Searching, identifying, and validating reliable and trusted digital resources



Developing methods for searching and managing digital data, information, and content



Creating content and/or products through the use of digital tools to solve a problem or complete a task



Create employment opportunities by enhancing individual digital literacy and/or skills

Program Oversight

Governance

- Funding Source: Coronavirus State and Local Fiscal Recovery Funds (SLFRF)
- Governing Compliance: 2 CFR Part 200, National Defense Authorization Act of 2019
- Project period: January 17, 2024, through October 15, 2026



Funding

- Funding Available: \$4.75 million
- Required Applicant Match: 5%
- Maximum Individual Award: \$250,000 per application
- Funding Regionally Distributed
- Funds may be used for costs incurred starting January 17, 2024, subject to approval. All funds must be expended by October 15, 2026



Public Comment

- Public Comment and Applicant Response process to be followed



Grant Timeline

	Week #																						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
DOCK	Application Window							Public Comment Window			Applicant Response to Public Comment Window			Grant Evaluations				Applicant Interviews			Final Deliberations		Leadership Review
		Grant Evaluation Period																					

- Application window opens on January 17, 2024 and closes on February 28, 2024
- Includes Public Comment and Applicant Response periods
- Applicant interviews to occur after grant evaluation period
- Award announcements targeted for July, 2024
- Project period: January 17, 2024, through October 15, 2026



Application Details

Eligible Applicants

Eligible applicants must have a demonstrated history in the planning and delivery of digital literacy and skills development training capabilities at no charge to targeted populations

Eligible Applicant Types

Tribal governments	Libraries	Municipalities
Counties	For-profit businesses and organizations, including broadband service providers	Political subdivisions or entities of political subdivisions
Museums	School districts	Non-profit organizations
Higher education institutions	Co-operatives	Electric utilities

Eligible Applicant Capabilities



Eligible Solutions - Digital Literacy

Eligible digital literacy solutions include, but are not limited to, the following:



- Digital literacy and skills assessment



- Promoting collaboration between digital equity organizations to expand offerings that could fund opportunities to pilot new collaborations from cohort support.



- Digital literacy and skills development curriculum design



- Digital literacy content creation and delivery



- Enabling established digital literacy and skill development partners to continue to build their footprint until digital equity services are offered statewide

Grantee would be expected to monitor all program solution outcomes

Eligible Solutions - Digital Skills

Eligible digital skills development solutions include, but are not limited to, the following:



- Identifying, supporting, and promoting programs that build basic and advanced digital skills for high-demand workforce careers including technology forward programs in higher education institutions, technology skills programs



- Aligning existing efforts on cybersecurity with the Kansas Office of Information Technology Services (OITS), the universities, community colleges, Kansas Board of Regents (KBOR), and others to ensure there is a continued evolution of and learning about cybersecurity issues



- Funding train-the-trainer programs for organizations that are rapidly expanding their digital navigation systems and building a cadre of certified and qualified trainers (Navigators) capable of providing:

- basic device support
- guidance for online public services
- information on navigating of the internet
- training for commonly used software



- Expanding technology-centric "Career Cluster" exposure programs for K-12 students

Grantee would be expected to monitor all program solution outcomes

Eligible Project Costs

Eligible project costs are expenses related to directly carrying out the enablement of digital literacy and skills training programs and include, but are not limited to, items such as:



- Pre-project development costs and uses, including data-gathering, feasibility studies, community engagement and public feedback processes, equity assessments and planning, and needs assessments



- Costs associated with completing the grant or Application and Grant Plan



- Personnel costs including salaries and fringe benefits for staff and consultants required for directly carrying out the project (such as project managers, program directors, subject matter experts, equity consultants, grant administrators)



- Cost of long-term leases (for terms greater than one year) of facilities required to provide digital literacy and skills training



- Digital literacy and skills assessment, training, and curriculum design



- Program and content creation; content delivery, costs associated with monitoring of and reporting on projects in compliance with Treasury requirements, including award closeout costs



- Equipment and software supporting digital literacy and skills



- Costs associated with collecting and measuring performance data and conducting activities needed to establish and maintain a performance management and evaluation regime related to Projects funded by the U.S. Treasury SLFRF program



- Ancillary costs necessary to improve digital literacy development



- Program support costs not to exceed 10% of the total subrecipient award (those costs tied directly to the delivery of a particular project or service, undertaken by the subrecipient to achieve an outcome intended by the funding program)

Eligible Project Costs - Computers, Accessories & Software Details

All equipment, accessory and software plans and associated purchases must be approved by KOBD prior to orders being placed

- Computer equipment, accessories and software may be purchased to augment current digital literacy and skills development capabilities.



- Computer equipment, accessories and software may not exceed 30% of the submitted budget as the DOCK program is not intended to become an equipment distribution program.

Costs > 30% of budget =



Ineligible Project Costs

Grant funds may not be used for the following purposes:



- Operating expenses such as utility costs, other than direct project administration costs



- Payment of interest or principal on outstanding debt instruments, or other debt service costs incurred prior to March 15, 2021



- Short-term operating leases (for terms less than one (1) year)



- Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring plan in a judicial, administrative, or regulatory proceeding



- Fees or issuance costs associated with the issuance of new debt



- To support or oppose collective bargaining. This does not affect the ability to use funds to comply with 41 C.F.R. 60-1.4.



- Capital costs to enable broadband services via telecommunications electronics, Wi-Fi equipment, fiber or cable assets

KOBD will determine final cost eligibility. Contact KOBD for specific cost treatment if in doubt of eligibility.

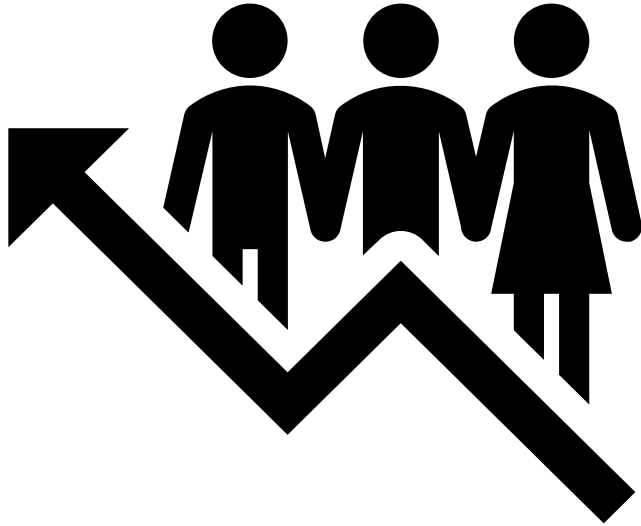
Project Justification

- Applicants must provide evidence to make a compelling case for the project relative to how the project's targeted population will benefit from the proposed digital literacy and skills training project.
- Applicants must describe how the project specifically addresses one or more of the key components of digital literacy as documented in the program requirements slides.



Outcome Evaluation and Project Metrics

Applicants will be required to provide key data and performance indicators as listed below



- Describe the major goals and expected outcomes of the project
- Develop and define the key performance indicators (KPIs) for the program
- Describe the methods that will be used to measure the success of the program
- Establish the KPI thresholds that demonstrate success
- Explain how KPI data will be collected and reported

Application Submission Structure

- Application can be found in Submittables at the following link:

<https://kansasdeptofcommercebroadband.submittable.com/submit/285176/digital-opportunity-connecting-kansans-dock-program>

Project Proposal



- Executive Summary of the Project
- Overall goals of the program
- Project plan including curriculum planning, development and delivery
- Community Partners, Roles & Letters of Commitment
- Sustainability and long-term impact
- Program key performance indicators (KPIs)

Justification



- Digital literacy and skills development solutions to be offered
- Digital literacy key components included
- Addressing a critical need within the target population
- Demonstrated history in digital literacy and skills development

Budget



- Budget Narrative
- Applicant Match
- Project Budget Spreadsheet
- Bill of Materials
- Organizational Income Statements

Additional Application Information

- Project Name
- Primary Organizational Contacts
- Total Project Amount, Grant Funds Requested, and Matching Amount
- City(ies) and County(ies) impacted
- Proposed targeted population(s) / covered populations
- Economically Distressed area
- IRS Determination Letter
- Last year filed tax returns/Form 990
- Current Year Agency Budget
- Organization Chart or List of Management Staff
- Attestations of no pending litigations, no criminal convictions or indictments
- ***Confirmation that the grant applicant has been operating in the State of Kansas for no fewer than three (3) years***



Attestations

All applicants will be required to sign the attestations below plus the Department of Commerce Confidentiality Agreement at the time of application submission

- The grant applicant is in good financial standing with the State of Kansas
- The grant applicant is not currently involved in pending litigation in association with previous Kansas-sponsored broadband infrastructure grant projects
- The grant applicant is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any federal department or agency
- The grant applicant is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local)
- The grant applicant has not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default

- The grant applicant has been operating in the State of Kansas for no fewer than three (3) years.
- The grant applicant has not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property
- The grant applicant agrees that if awarded funds through the program, the grant agreement will be executed within 60 days of receipt from Commerce. If the agreement is not executed within 60 days, the Kansas Department of Commerce reserves the right to reallocate funds

Process for Application Questions

Questions regarding the application process will be accepted **for the first two weeks (until January 31st)** of the application process window.

KOBD will provide a written response to all questions on the KOBD webpage for viewing one (1) week from submission.



The Selection Process



Submit application with proposed plan and budget through a KOBD online portal.



Plans and budgets will be reviewed by enlisted business, economic, social, and community development professionals.



Final applicants will participate in an online interview session.



KOBD will review and finalize the award recommendations.



Post Application Submission Process

Application Evaluation Criteria



Digital literacy curriculum



Minimum applicant match and associated applicant match value

Partnerships and community support



Address community digital literacy and skills development need

Project viability



Key performance indicators / project goals



Targeted population



Cost reasonableness



Geographic Distribution

Public Comment Process and Categories

- The public comment process is intended to:
 - ensure transparency and best use of taxpayer funds
 - provide an opportunity for the general public to express support for or concerns with an application
 - Provide the applicant an opportunity to respond to the public comment
- Four public comment categories for this program



Applicant Response



An applicant response to a public comment is helpful to:

- Acknowledge that the public comment was seen by the applicant
- Enable the applicant to refute or endorse the public comment information
- Provide additional information regarding the public comment that was not provided at the time of application



- If there is no applicant response to the public comment it lends credence to the public comment



- If there is an applicant response, KOBD will use the applicant feedback to adjudicate the public comment

Final Applicant Interviews

Preparing For the Executive Committee Interview



KOBD will conduct an interview with the final applicant candidates



Include organization and financial contacts, key project personnel, and partners critical to the overall success of the effort



Be prepared to address specific aspects of the proposed project, the submitted financials, and the demonstrated need that supports the project.



Highlight key aspects of the project, the compelling needs of the proposal, and answer the question: "Why should the State of Kansas invest with this entity?"



Post Award Requirements



Post Award Compliance - Monthly Reporting

KOBD will provide a collaborative partnership and overall support for program grantees by offering baseline reporting templates and clear expectations for grantees participating in this program.

Monthly Report:

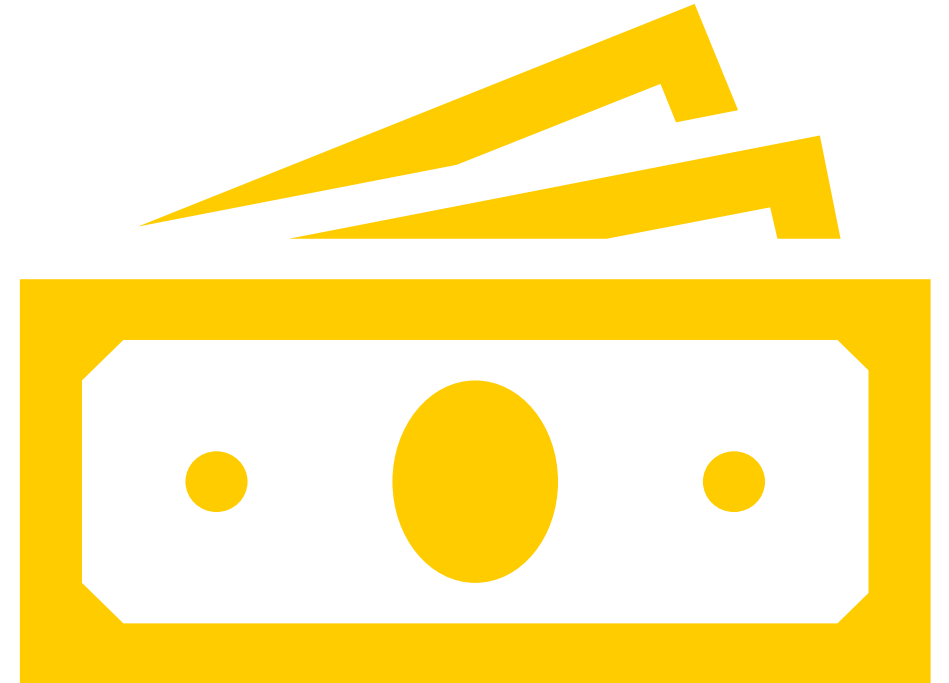
- A narrative update on the status of the project, including notification of any delays.
- A monthly budget expenditure report of the project
- A monthly .pdf containing supporting project expenditure documentation for reimbursement requested (i.e., Invoices/receipts)



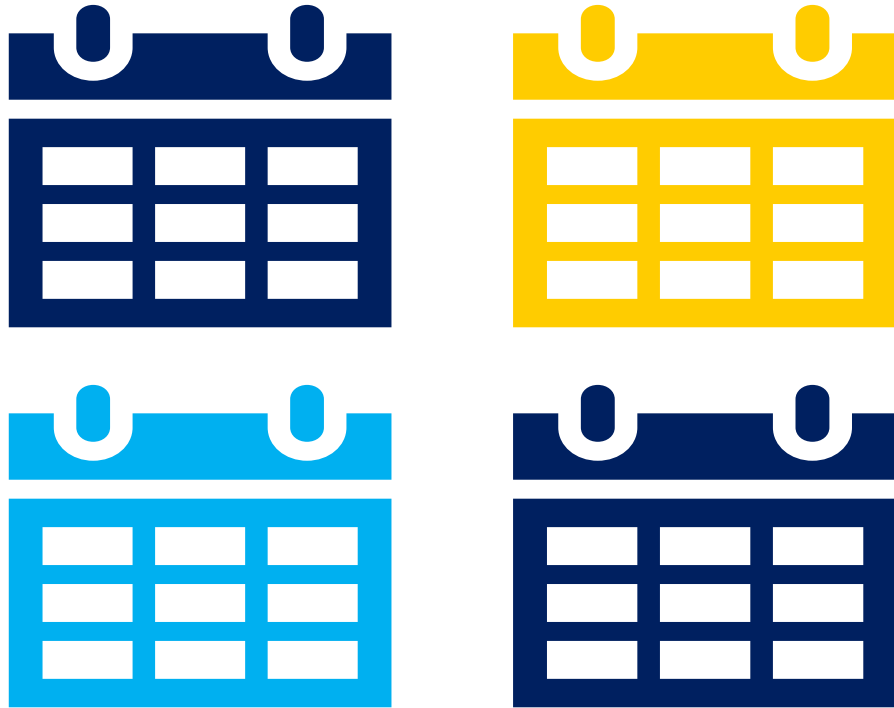
Funds Disbursement

The Digital Opportunities Connecting Kansans (DOCK) program is an expenditure reimbursement program

- The KOBD will provide scheduled reimbursements only for validated grant expenditures submitted each month.
- Supporting documentation for expenditures (e.g., invoices, receipts) and proof of payment (e.g., checks, bank statements) must accompany the reimbursement request.
- Grantees must submit all required legal and contractual agreements/documents prior to funds disbursement.
- Reimbursements will be processed on a monthly basis for those grantees requesting reimbursement.
- Late or incomplete submissions may be processed for payment in the following month when sufficient documentation is not available in time to complete the reconciliation process.



Post Award Compliance - Quarterly Meetings



- At KOBD's discretion, grantees may be asked to participate in required meetings with KOBD on a quarterly basis or as needed.
- The purpose of these meetings is to:
 - gather more in-depth information regarding the progress of the project
 - provide technical assistance to ensure on-time progress
 - provide grantees with updated program information

Post Award Compliance - Closeout Report

Closeout reporting will be required within 45 days of project completion. Project completion and submission of the closeout report are required prior to final payment.



- A brief narrative explaining the number and types of digital literacy trainings and other support services provided, including the number of individuals who attended or made use of the trainings
- Success stories or testimonials from beneficiaries that illustrate the program's impact
- The Grantee's documented results of measuring the project's effectiveness and impact through data collection (key performance indicators, surveys, etc.)
- Validation of the project goals
- Expenditure report and supporting documentation for reimbursement requested (i.e., Invoices/receipts)
- Highlights/Hurdles of the program

Questions?



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