

**Advancing Digital Opportunities to Promote Technology (ADOPT)
Program**

Version 1.0

December 1, 2023

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ADVANCING DIGITAL OPPORTUNITIES TO PROMOTE TECHNOLOGY (ADOPT) PROGRAM

Executive Summary

The Kansas Office of Broadband Development (KOBD) under the Kansas Department of Commerce was established to help ensure all Kansans have the opportunity to live, work, learn and compete in a global economy by improving universal access to quality, reliable and affordable broadband.

In support of the recently published Kansas Digital Equity (DE) Plan, the KOBD intends to create and launch a series of programs to advance key tenants of the Digital Equity Plan, including the improvement of broadband availability across Kansas, increased access to and adoption of affordable broadband service, and expansion of access to affordable devices with accommodating technical support. As discussed in the Digital Equity Plan, over 153,000 Kansans lack subscriptions to high-speed internet due to inadequate infrastructure, affordability, or inability to access devices, digital skills knowledge, and support. This is particularly applicable within covered populations. This program is the first of several initiatives to address key areas of Kansans' needs identified within the Digital Equity Plan. As such, KOBD is launching the Capital Projects Fund (CPF) Advancing Digital Opportunities to Promote Technology (ADOPT) program which is an effort to improve access to affordable equipment and reliable Wi-Fi to unserved and underserved public spaces.

The Advancing Digital Opportunities to Promote Technology (ADOPT) program information is captured in two separate sections as documented below:

- Equipment Distribution Program
- Public Wi-Fi Enablement Program

The Equipment Distribution Program will seek subgrantees to procure, distribute, manage, maintain and technically support internet-connected devices targeted to Kansans in need. The Public Wi-Fi program will seek partners that can deliver Wi-Fi solutions to unserved or underserved public spaces. A total of \$14.7 million will be allocated to support both equipment and public Wi-Fi sub-programs, with funding awarded to applications that best align with the program guidelines. Separate sections outlined within this document will describe the solutions being requested, program guidelines and application requirements for each capability.

EQUIPMENT DISTRIBUTION PROGRAM GUIDELINES

Program Overview

The Advancing Digital Opportunities to Promote Technology (ADOPT) program has been established by KOBD to award Capital Project Fund (CPF) grant dollars to eligible entities to make devices available to individuals who do not subscribe to broadband connectivity due to lack of devices and equipment. The program makes available, to qualifying individuals, computers, laptops, and tablets through no-cost, short or long-term loan programs administered by eligible entities. Subrecipients will be required to prioritize individuals with no device over those receiving devices through other programs (schools, etc.).

The primary objective of this program is to award funding to eligible entities to distribute no-cost devices and equipment to critical need individuals who lack devices and equipment. Eligible entities (i.e. subrecipients) will retain ownership of the devices throughout the term of the loan. Upon program termination or end of the useful life of the equipment, subrecipients shall properly dispose of equipment in accordance with 2 CFR 200.312.

Through this program, eligible entities will increase affordable broadband internet access across the state of Kansas. Key information for the program is as follows:

- Total program funding available: Up to \$14.7M in grant awards will be available across both sub-programs for applications best meeting the program guidelines
- Solicitation date: December 7, 2023
- Application window: seven (7) weeks
- Potential award date: After May 31, 2024
- Project period: December 7, 2023 through June 30, 2026
- Maximum individual award: \$500,000
- Funding source: Capital Projects Fund (CPF) Digital Connectivity Technology (DCT) Program
- KOBD reserves the right to distribute funds geographically to ensure Kansans can equally benefit from the program
- Governing Compliance Reference: Uniform Guidance (2 CFR Part 200) applies to this program, including the Cost Principles and Single Audit Act requirements
- Investments in Capital Projects must be carried out in ways that comply with applicable federal laws, including the 2019 National Defense Authorization Act (NDAA). Among other requirements contained in 2 CFR Part 200, 2 CFR 200.216 implements certain provisions of the NDAA. It contains prohibitions on the use of grant funds to procure or obtain certain telecommunications and video surveillance services or equipment provided or produced by designated entities, including certain entities owned or controlled by the People's Republic of China. In addition, 2 CFR 200.471 provides that certain telecommunications and video surveillance costs associated with 2 CFR 200.216 are unallowable

Grant Timeline

The application window will be open for seven (7) weeks. Applicant interviews for selected applications will follow applicant response windows, which will be followed by Kansas Department of Commerce leadership grant selection and award announcements.

Table 1: Equipment Distribution Program Application Timeline

	Week #																						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
Advancing Digital Opportunities to Promote Technology (ADOPT)	Application Window								Public Comment Window				Applicant Response to Public Window		Grant Evaluations			Applicant Interviews			Final Deliberations		Submit to KDC Leadership
	Grant Evaluation Period																						

- December 7, 2023: Grant Webinar, Program Guidelines Posted, Application Window Opens (7 weeks)
- January 30, 2024: Application Window Closes (5pm CST)
- February 7, 2024: Public Comment Window Opens (2 weeks)
- February 21, 2024: Public Comment Window Closes (5pm CST)
- February 29, 2024: Applicant Response to Public Comment Window Opens (2 weeks)
- March 13, 2024: Applicant Response to Public Comment Window Closes
- April 24, 2024: Applicant Interviews and Final Applicant Deliberations (5 weeks)
- May 31, 2024: Leadership Review

KOBD reserves the right to request additional information regarding applications throughout the application review period.

Eligibility

Eligible Applicants

Applicants must be authorized to provide no-cost, short or long-term loans of broadband devices in the proposed service area(s). Eligible applicants include:

- Political subdivisions or entities of political subdivisions
- Tribal Governments
- Counties
- Municipalities
- Non-profit organizations
- Those authorized to provide broadband services in the proposed service area(s) including for-profit businesses and organizations
- Community Action Agencies serving high-poverty/high-need/critical need areas

Subrecipients must have a demonstrated ability to administer a Broadband Internet Device Distribution Program. All projects will be required to enable work, education, and health monitoring to ensure that it meets the critical needs of the community/individuals to be served.

Subrecipients must have an effective asset management plan and/or system that must include, but is not limited to, the following:

- The ability to inventory all devices that are part of the project contained in a readily accessible database. Each device entry must at minimum contain the make and model, an associated serial number, date of purchase, date of warranty expiration, and estimated life of use (or replacement date)
- The ability to tag all devices with property tags or install asset management software on the device. Each tag should contain a unique identifier to track the device in the inventory
- A surveillance capability to track the location of all devices

Included in the asset management plan/system, each applicant should demonstrate that the following policies and procedures are in place and enforced:

- Device Inspection: Upon device return it should be inspected immediately using manufacturer guidelines. Any damage should be immediately identified and reported to the local program administrator and corrective action taken in accordance with the user agreement. All devices should be inspected for normal operation on a regular basis as recommended by the manufacturer
- Updates and Repairs: All devices should have firmware and software updates run on a regular basis. Any damaged or unusable equipment may be replaced for the end user. Sub-grantee must provide KOBD with a description of their standard operating procedures/policies related to end user device repair/replacement
- A device that has not had firmware or software updates should not be placed in rotation for a user to check-out. A cleaning schedule should be established to maintain optimal working conditions
- Check-in/Check-out: Detailed procedures must be developed for check-in and check-out of devices. This process should cover the signing of the user agreement, and the system must track the date and time the device was borrowed and returned. Ideally, the system will also send reminders to the user about the return date. Late returns should have an associated penalty
- Security: When a device is returned, steps should be taken to remove all user data. Devices should be held in a locked and secured location with limited access

Eligible “Critical Needs”

In keeping with EO 13985, KOBD will be targeting those individuals who have experienced, and still experience, disproportionately poor work, education, and health outcomes in part due to lack of access to equitable resources and opportunities. The “critical need” for this program is defined as a lack of digital literacy and access to devices in economically distressed communities. KOBD will consider any available data to validate critical needs including but not limited to documentation of existing broadband internet service performance and pricing; federal and/or state collected broadband data, user speed test results; federal and/or state collected data (American Community Survey, US Department of Commerce, NTIA’s indicators of Broadband Need Map, or the US Department of HUD’s Qualified Census Tracts, related to internet use, device ownership, income, and poverty); interviews with community members and business owners; reports from community organizations; and any other data they deem relevant. Access to broadband is NOT a requirement for this program.

The ADOPT program seeks to address those in “critical need” of access to devices and equipment necessary for Internet connectivity by partnering with eligible entities who serve those identified as having a “critical need”. Critical need determination may be based on participation in Federal income assistance programs, such as free and reduced lunch, supplemental security income, social security disability income, supplemental nutrition assistance program (SNAP), project based rental assistance, Medicaid, Veterans

pension and survivor benefits, Affordable Connectivity Program, Pell grant programs for college students, and other public assistance programs as determined applicable by KOBD.

Eligible Costs

The following are eligible costs within the program:

- Purchasing of equipment and/or software
- Property insurance
- Training on the use of the equipment for device end users
- Tech support for device end users
- 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 such as costs to refurbish devices prior to deployment)

Ineligible Costs

Administrative costs (such as expenses in support of day-to-day operations of the subrecipient organization) are ineligible.

Application Process

KOBD will conduct a webinar informing potential applicants of the ADOPT program grant opportunity, and the guidelines will be posted online for applicants to review. To apply for the grant award, applicants will be invited to submit information on an established online portal.

This process will evaluate the project proposal and proposed budget. Business, economic, social, and community development professionals will be enlisted for project submission review. Applicants being considered for the award will participate in final interviews to be held via an interactive meeting platform. Once the final recommendations have been developed, the KOBD leadership will review and finalize the award recommendations.

The applicant will be required to support plans showing that it complies with applicable employment laws. All applicants will be required to sign an agreement stating they are in compliance with applicable employment laws.

Application Submission

The application window will be open for seven (7) weeks. KOBD reserves the right to modify the program guidelines and/or application window timeframes to encourage viable projects.

Submissions will require documents designated for public posting during a public comment period. Citizens will be provided with the opportunity to comment on proposed projects during the Public Comment Period. If multiple applications cover the same constituencies/ “critical needs” communities, KOBD will select the project(s) that best provides the most significant access and benefit to Kansans.

Public Comment Period

To ensure transparency and the best use of taxpayer funds, the application and selection process will include a two (2) week public comment period followed by a two (2) week applicant response period. This process is intended to allow providers, elected officials, and constituents to either express support or inform KOBD of any issues or concerns with an application or its proposed services/service areas. All comments expressing

concern collected during the public comment period will be considered “challenges” and are subject to public disclosure. Public comment submitters will be deemed as “challengers”.

Applicant Response Period

Upon completion of the public comment period, KOBD will notify each applicant of such challenge(s). The applicant shall have two (2) weeks after notification to provide any supplemental information regarding the challenged application to KOBD (known as Applicant Response Period). KOBD will evaluate the information submitted in a challenge and will not award a grant if the information submitted is credible.

Program Inquiries

Questions regarding the application process will be accepted from the start of the application window for two weeks, after which no additional questions will be accepted. KOBD will review all submitted questions and provide a written response, which will be posted to the KOBD webpage for viewing one (1) week from submission.

Key Project Data

Key project data will be captured for the applicant and project, including (but not limited to):

- Primary organization contacts
- Total project amount, grant funds requested
- Location(s) where subrecipient plans to distribute devices
- Impacted “critical need” communities (as defined herein)
- Outreach activities (planned/actual)
- Types of devices distributed (planned/actual)
- Expenditures (devices purchased/to be refurbished - planned/actual)
- Disposal (number of devices not returned/disposed of)
- Total number of individuals using devices (planned/actual)
- Number and types of digital literacy training and other support services provided to enable the use of devices – including the number of individuals who attended or make use of the training and support services.
- Project effectiveness and impact (surveys and testimonials)

Required Performance Indicators and Project Data

- Addresses from which devices will be distributed or other location as appropriate.
- Device types (all that apply) – laptops, tablets, desktop computers, other
- For each selected device type (planned/actual) – number of devices purchased total expenditure
- Number of individuals issued devices - in the case of households the number of individuals using devices (planned/actual)
- Number of devices decommissioned/disposed of
- Number of purchased devices refurbished and re-issued
- Narrative explaining the number and types of digital literacy trainings and other support services provided to enable use of the devices including number of individuals who attend or make use of the trainings and support services (proposed/actual)

- Measurement of the project’s effectiveness and impact through data collection such as digital literacy skills impact (surveys/assessments/testimonials)

Additional Reporting Metrics:

- Demographics of Recipients: Age, income level, household size, and other relevant socio-economic factors of recipients
- Geographic Reach: Areas or communities served by the program
- Training and Support: Number of recipients who receive training on using the computers and the type of support provided
- Success Stories: Success stories or testimonials from beneficiaries that illustrate the program's impact
- Budget Utilization: How the grant funds are used accompanied by periodic financial reports.
- Community Engagement: Report on outreach efforts and the level of community engagement achieved
- Long-Term Impact: Monitor the sustained use of computers and their contribution to recipients' socio-economic well-being over time
- Challenges and Adaptations: Any challenges faced during implementation and how the organization adapted its strategies to address them

Project Proposal - Publicly Posted

Application Deadline: January 30, 2024

NOTE: Allowable narrative section lengths are approximate based on Times New Roman, 12-point font.

Eligibility

Grant applications will be accepted from 501 C (3) nonprofit organizations, municipal and state governments, school districts, recognized tribal entities, other institutions such as community or veteran’s hospitals, for-profit businesses and organizations.

Note: Eligible nonprofit organizations must have their own 501 C (3) tax status (or be a part of or chapter of a national organization that is a 501 C (3) nonprofit organization).

*Organization Type: Select Yes / No

Please select the organization type that applies to your organization. For-profit organizations or business/501 C (3) nonprofit organization/Municipal local government /Nonprofit, community or veteran’s hospital/Recognized tribal entity/University or college (public or private)/ Other (please elaborate). If you did not select ‘Other’ for the question above, please write “N/A” **Narrative Limit: 250 Characters (approx. 50 words)**

Please answer the following **ELIGIBILITY QUESTIONS:**

Funding is specific to the State of Kansas, further explanation is required if you answer the question, “Yes”.

Is your organization or project based outside of Kansas? * Choices Yes or No (If yes, please give details). **Narrative Limit: 250 Characters (approx. 50 words)**

Does your project utilize contractors or vendors outside of the U.S.?* Yes/No, (If yes, please explain)

Narrative Limit: 250 Characters (approx. 50 words)

Do you serve one or more of the following demographics? Yes/No

Note: Eligible projects must meet the “critical need” criteria of individuals in need of access to devices and equipment necessary for Internet connectivity. Program participant eligibility may be based on participation in Federal income assistance programs such as:

- Free and reduced lunch
- Supplemental security income
- Social Security disability income
- Supplemental Nutrition Assistance Program (SNAP)
- Public assistance programs
- Project-based rental assistance
- Medicaid recipients
- Veterans pension and survivor benefits
- Affordable Connectivity Program
- College students receiving Pell Grant funding
 - If no, please explain

Narrative Limit: 250 Characters (approx. 50 words)

Organization Contact Information

Organization Name:

President/CEO/Executive Name:

Contact First Name:

Contact Last Name:

Contact Title:

Contact Phone Number:

Contact Email Address:

Project Start Date:

Project End Date:

Project Request Amount:

Project Title:

- Description of Request - Provide a detailed description of the proposed project, including a justification underscored by pertinent data indicators that affirm the project's significance. It's crucial to present critical evidence, spotlighting the gravity of the project in relation to the services envisioned and the chosen target audiences. Furthermore, the narrative should encapsulate how the project is poised to respond to the pressing needs of the communities it aspires to serve, delineating

both the geographical expanse of the service domain and the specific communities with acute needs that are in the project's purview. It's imperative to integrate relevant data sets as designated by the Treasury. **Narrative Limit: 6,000 Characters (approx. 1,200 words)**

Experience and Capacity

- Please provide a concise summary of your organization, detailing its history, mission, and primary objectives. **Narrative Limit: 3,000 Characters (approx. 600 words)**
- Describe the organization's experience in providing devices to underserved individuals and/or communities. **Narrative Limit: 2,500 Characters (approx. 500 words)**
- Provide information on the organization's staff, resources, and capacity to manage the grant. **(Narrative Limit: 2,500 Characters (approx. 500 words))**

Target Population (See list of Demographics eligible under the Critical Need definition)

- Define the specific demographics or socio-economic factors that your grant program will target (e.g., low-income individuals, households, students, seniors). **Narrative Limit: 3,000 Characters (approx. 600 words)**
- Describe the target critical need communities and the geographic area(s) to be covered. **Narrative Limit: 3,000 Characters (approx. 600 words)**
- Explain how the organization plans to identify and verify qualifying households or individuals. **Narrative Limit: 1,500 Characters (approx. 300 words)**
- Outline the proposed project, including the scope, objectives, and expected outcomes. **Narrative Limit: 3,000 Characters (approx. 600 words)**
- Describe the type and quality of computers or technology devices to be distributed (Treasury allows laptops, desktops, tablets) **(Narrative Limit: 3,000 Characters (approx. 600 words))**

Community Support

- Describe any existing partnerships or collaborations with other organizations or stakeholders that can enhance the program's impact. Each party's commitment and role in the project should be fully explained. **(Narrative Limit: 3,000 Characters (approx. 600 words))**
- Describe the community engagement strategies to reach and support the target population. **(Narrative Limit: 2,500 Characters (approx. 500 words))**
- Explain how the organization plans to raise awareness of the program. **(Narrative Limit: 2,500 Characters (approx. 500 words))**

Timeline, Activities, and Benchmarks

- Project milestones should cover the entire period of the project and align with the proposed project budget. (Refer to Funds Disbursement section of this document for further information)
- Outline your project timeline of major project activities, including proposed start dates, benchmarks, and end dates. **Narrative Limit: 2,500 Characters (approx. 600 words)**

Budget, Budget Narrative and Vendor Quotes

Budget Narrative - All applicants are required to submit a budget narrative that describes in detail and provides justification for each budget line item. (upload document)

- Provide a detailed Project Budget, including the requested grant amount. (upload document)
- Provide a detailed Agency Budget. (upload document)
- Provide vendor quotes for hardware and software purchases you are recommending for your project (upload documents). Note: All vendor quotes must be valid within 3 months of submitting this application

Outcome Evaluation and Metrics (applicants should address key data and performance indicators outlined in this document)

- Describe the methods you will use to measure the success of the program. How will you know if it was successful in meeting its goal(s)? List the major outputs and outcomes of your project.
Narrative Limit: 2,500 Characters (approx. 500 words)
- Explain how you will collect and report data on the number of computers distributed, demographics of recipients, and program impact. **(Narrative Limit: 2,500 Characters (approx. 500 words))**

Sustainability and Long-term Impact

- Detail plans for ongoing support, maintenance, and training for recipients. **Narrative Limit: 2,500 Characters (approx. 500 words)**
- Discuss how the program will contribute to long-term digital inclusion in the community by selecting one of the following questions. Narrative Limit: 1,500 characters (approx. 300 words)
 - Explain how the organization plans to sustain the program beyond the grant period
 - For long-term viability and scalability describe how the organization will sustain the program after the program funds end

Documentation Requirement

- IRS Determination Letter
- Last year filed tax returns/Form 990
- Current Year Agency Budget
- Project Budget
- Project Plan and Milestones
- Organization Chart or List of Management Staff
- Sample of Acceptable Use Policy and Agreement Form (between subgrantee and program participant)
- Letters of Commitment Support – explicit commitments and roles of committed partners
- Applicant Attestations: Signed (or check box)
 - Applicant is in good standing with State of Kansas, applicant is not currently involved in pending litigation in association with previous Kansas-sponsored broadband infrastructure or adoption grant projects; application is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any federal department or agency; If a private entity, applicant has been operating in the State of Kansas for no fewer than three years
 - The applicant has not, within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, local) transaction or contract under a public transaction, violation of federal or state anti-trust

- statutes or commission of embezzlement, theft, bribery, falsification or destruction of records, making false statements or receiving stolen property
- The applicant is not currently indicted for, or otherwise criminally or civilly charged by a government entity (federal, state, local); applicant has not (within a three-year period) preceding this application/proposal had one or more public transactions terminated for cause or default. All applicants will be required to agree to accept the terms and conditions of the program agreement at the time of application submission. The program agreement will be provided within the application portal; the applicant agrees that (if awarded), 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. All applicants will be required to sign the Department of Commerce Confidentiality Agreement at the time of application submission
- Signed agreement (or check box) confirming awareness and need to affirm device ownership and disposal requirements – devices will be the property of the subrecipient and must be disposed of in accordance with 2 CFR 200.312 (and any applicable Kansas statutes)

Application Evaluation Criteria

Application evaluation will be based on the overall quality of the application, capabilities of the applicant to effectively initiate, implement, manage, monitor, and report on program goals, objectives, and performance criteria as outlined in presented project proposal, outreach, implementation, monitoring, and disposition plans. KOBD will evaluate applications based on project(s) that optimize stewardship, accountability and effectiveness based on the following:

- Addresses a critical need
- Anticipated impact (devices deployed)
- Organizational capacity
- Cost reasonableness
- Demographics
- Partnerships
- Collaboration with municipal/county/state organizations and/or agencies
- Co-investment partnership projects involving local municipalities, community anchor institutions, and/or matching dollars

Applicant Interview

KOBD will conduct an interview with the final grant candidates and give them the opportunity to present their proposal. This meeting should include organization and financial contacts, key project personnel, and partners critical to the overall success of the effort. Participants should be prepared to address specific aspects of the proposed project, the submitted financials, and the demonstrated need that supports the project. This interactive meeting will provide an opportunity for prospective grantees to call into focus 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?”.

Funds Disbursement

This program will provide structured reimbursements for validated grant expenditures submitted. Grantees are expected to submit supporting documentation for expenditures (invoices, receipts) and proof of payment (if requested). Grantees must submit all required legal and contractual agreements/documents prior to funds disbursement. Reimbursements will be made on a monthly basis.

Project extensions will be considered on a case-by-case basis. Should actual project costs exceed the proposed/approved budget, grantees will be responsible for completing the proposed project without an increase in grant award. KOBD reserves the right to partially fund projects not completed during the approved project period.

Compliance

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. The monthly reporting includes (but may not be limited to):

- Narrative update on the status of the project, including notification of any delays
- Monthly budget expenditure report of the project
- Monthly .pdf containing supporting project expenditure documentation for requested reimbursements (invoices, receipts, proof-of-payment)

Closeout Reporting

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. Closeout reporting includes, but is not limited to, the following:

- Validation that the device distribution project has been completed and that devices have been provided to those in critical need communities as specified in the application
- Subgrantees will be required to submit aggregate geographic and socio-economic data on those participating in the project
- Subgrantees will be required to submit data on device distribution by type, actual vs. planned, disposed of, as well as training programs offered and participation and any improvements and or anecdotal data on program effectiveness and impact
- Subgrantees must complete/submit required financial documents, legal agreements, and reports
- KOBD reserves the right to amend the scope of grant awards or partially fund applications

Accountability

Subgrantee shall create, maintain, and preserve sufficient records to demonstrate their compliance with the requirements of this program. The subgrantee shall provide all required records to KOBD promptly upon written request. KOBD request may include, but not limited to, the following:

- Information regarding device purchasing/refurbishment, issuance, monitoring, and disposition as specified in the application
- The right to recoup funding for incomplete projects or for lack of adherence to program guidelines
- The right to desk or field audits of the project at any time. The project may be subject to state and/or federal audits

Subgrantees are required to retain all records for a minimum of five (5) years following project completion.

PUBLIC WI-FI PROGRAM GUIDELINES

Program Overview

The objective of the Capital Projects Fund (CPF) Advancing Digital Opportunities to Promote Technology (ADOPT) program administered through the KOBD is to provide access to high-quality, reliable public Wi-Fi based broadband in Kansas. Public Wi-Fi applications will be accepted with priority given to applications that address unserved and economically distressed areas which have a compelling need for free and reliable broadband services that bridge critical access gaps to support quality of life considerations. Applicants are expected to engage community leaders and stakeholders in the development of projects that will benefit Kansas citizens and communities. Key information for the program is as follows:

- Total program funding available: Up to \$14.7M in grant awards will be available across both sub-programs for applications best meeting the program guidelines
- Required applicant match: 10% of the total project cost
- Solicitation date: December 7, 2023
- Application window: seven (7) weeks
- Potential award date: After May 31, 2024
- Project period: December 7, 2023 through June 30, 2026
- Maximum individual award: \$1,000,000
- Funding source: Capital Projects Fund (CPF) Digital Connectivity Technology (DCT) Program
- KOBD reserves the right to distribute funds geographically to ensure Kansans can equally benefit from the program.
- Governing Compliance Reference: Uniform Guidance ([2 CFR Part 200](#)) applies to this program, including the Cost Principles and Single Audit Act requirements
- Investments in Capital Projects must be carried out in ways that comply with applicable federal laws, including the 2019 National Defense Authorization Act (NDAA). Among other requirements contained in [2 CFR Part 200](#), [2 CFR 200.216](#) implements certain provisions of the NDAA. It contains prohibitions on the use of grant funds to procure or obtain certain telecommunications and video surveillance services or equipment provided or produced by designated entities, including certain entities owned or controlled by the People’s Republic of China. In addition, [2 CFR 200.471](#) provides that certain telecommunications and video surveillance costs associated with [2 CFR 200.216](#) are unallowable
- “Public Wi-Fi” is defined as Wi-Fi solutions that are able to deliver qualifying broadband speeds serving a specific geographic area.

Grant Timeline

The application window will be open for seven (7) weeks. Applicant interviews for selected applications will follow applicant response windows, which will be followed by Kansas Department of Commerce leadership grant selection and award announcements.

Table 2: Public Wi-Fi Grant Program Timeline

	Week #																					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Advancing Digital Opportunities to Promote Technology (ADOPT)	Application Window							Public Comment Window	Applicant Response to Public Window					Grant Evaluations			Applicant Interviews		Final Deliberations		Submit to KDC Leadership	
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- December 7, 2023: Grant Webinar, Program Guidelines Posted, Application Window Opens (7 weeks)
- January 30, 2024: Application Window Closes (5pm CST)
- February 7, 2024: Public Comment Window Opens (2 weeks)
- February 21, 2024: Public Comment Window Closes (5pm CST)
- February 29, 2024: Applicant Response to Public Comment Window Opens (2 weeks)
- March 13, 2024: Applicant Response to Public Comment Window Closes
- April 24, 2024: Applicant Interviews and Final Applicant Deliberations (5 weeks)
- May 31, 2024: Leadership Review

KOBD reserves the right to request additional information regarding applications throughout the application review period.

Eligibility

Eligible Applicants

Applicants must be authorized to provide broadband services in the proposed area. Eligible applicants include:

- Political subdivisions or entities of political subdivisions
- Tribal Governments
- Corporations
- Limited liability companies
- Co-operatives
- Electric Utilities
- Partnerships or other business entities
- Non-profit organizations
- Those authorized to provide broadband services in the proposed service area

Grantees will be required to provide free public Wi-Fi services within the proposed service area that directly enables work, education, and health monitoring for at least five years from the completion of the Project.

Speed Guidelines

Grantees must offer a speed of at least 100/20 Mbps within the proposed service area. Solutions that support speeds greater than 100/20 Mbps, including symmetrical speeds, will be scored higher.

Eligible Locations

The purpose of the grant is to facilitate affordable broadband access to unserved public areas with demonstrated need. Unserved is defined as designated locations or geographic areas that are without a fixed, terrestrial connection supporting at least 100 Mbps download and 20 Mbps upload speeds. Geographic areas that are unserved as defined by the Federal Communications Commission Broadband Data Collection tool are qualified to be served by the public Wi-Fi solution.

Eligible Costs

Eligible public Wi-Fi infrastructure broadband project expenses are expenses directly related to the deployment of a qualified broadband project, including 5% of pre-project development costs and uses, data gathering, feasibility studies, engineering design, work related to environmental, historical, and cultural reviews, and permitting. All remaining pre-project costs are eligible under matching funds. Eligible costs also include materials, supplies, equipment, and construction of “Public Wi-Fi” solution expenses. Indirect labor costs (fringe/benefits, travel, meals, lodging, paid time off, etc.) are also eligible.

Grant expenses must be incurred, and funds *expended* during the project period per the official grant agreement. Funds may be used for costs incurred after December 7, 2023, subject to approval. All funds must be expended by June 30, 2026.

Ineligible Costs

Ineligible costs include, but are not limited to:

- Acquisition of spectrum licenses
- Operating expenses
- Short-term operation leases
- Satisfaction of any obligation
- Payment of interest or principal on outstanding debt instruments
- Maintenance expenses related to the project
- Inside wiring that physically connects the network to the end user via cabling
- Infrastructure not directly connected to service provision for a public Wi-Fi based solution
- Long-term capital asset purchases/leases, although cost allocation for use during the project period will be considered on a case-by-case basis

Application Process

The KOBD will conduct an online webinar informing potential applicants of the Capital Projects (CPF) Fund Digital Connectivity Technology (DCT) Program grant opportunity, and the guidelines will be posted online for applicants to review. To apply for the grant award, applicants will be invited to submit information on an established online portal. This process will evaluate the project proposal, the technical project plan, and the proposed budget. Business, economic, and community development professionals and technical experts will be enlisted to review project submissions. Applicants being considered for the award will participate in a final interview to be held via an interactive meeting platform. Once the final recommendation has been developed, the Kansas Department of Commerce leadership will review and finalize the award recommendations.

The applicant will be required to submit plans showing it complies with applicable employment laws and to ensure that its workforce is appropriately skilled. All applicants will be required to sign an agreement stating that they are in compliance with applicable employment laws.

Application Submission

The application window will be open for seven (7) weeks. KOBD reserves the right to modify the program guidelines and/or application window timeframes to generate an adequate number of viable applications.

The application contains three primary sections: Project Proposal, Technical Project Plan, and Project Budget. The submission will require documents designated for public posting during a public comment

period. Citizens will be provided with the opportunity to comment on proposed projects during the Public Comment Period. If multiple applications provide solutions for the same geographic service area, KOBD will select the project that provides the most significant benefit to Kansans.

Public Comment Period

To ensure transparency and the best use of taxpayer funds, the application and selection process will include a two (2) week public comment period followed by a two (2) week applicant response period. This process is intended to allow providers, elected officials, and constituents to either express support or inform KOBD of any issues or concerns with an application or its proposed service area. All comments expressing concern collected during the public comment period will be considered “challenges” and are subject to public disclosure. Public comment submitters will be deemed as “challengers.”

Public Comments Regarding Service Areas With Projects Underway

For geographic areas where projects are already underway, the public comment shall contain information demonstrating that the challenger has begun construction activities. The challenger must submit proof that work has started on a project in the applicant’s proposed service area. Examples of evidence to prove that a competing broadband project is underway include:

- The project must provide a broadband network in the proposed project area with access to the internet at speeds equal to or greater than 100 Mbps for downloading and 20 Mbps for uploading
- Minimum/maximum speeds available in the proposed project service area
- Planning and/or engineering plans and associated drawings
- Permitting requests
- Generated bill of materials
- Purchase orders for equipment on the bill of materials
- Invoices for engineering or construction activities for building the public Wi-Fi solution in proposed service area
- Challenger commitment that the stated project would complete no later than twelve (12) months after the date grant awards are made under the program and would be funded by the challenger
- A map in .kmz format detailing the project underway service area containing the following:
 - Polygon defining the service in which the broadband solution is being placed
 - Fiber or other physical media routes specified within the service area polygon
 - Tower and Wi-Fi radio equipment placement
 - No other format other than .kmz will be accepted
- Using the project area map submitted by the applicant, a map indicating where the protested serviceable locations are within the proposed project area
- Heat maps (if applicable) indicating received signal strength indicator (RSSI) in the challenged area

Evidence submitted will be deemed proprietary in nature and not subject to disclosure.

Public Comments Regarding Service Area With Projects Planned But Not Underway

For proposed service areas where projects are planned, but not underway, the public comment shall contain information demonstrating that the challenger has begun the planning phase of the project. If these conditions are met, the KOBD will consider denying the applicant’s proposal. However, to do so, the public comment from the challenger must include the following information for consideration:

- Challenger commitment to completing construction of the broadband infrastructure and providing a broadband network to the proposed project area with speeds equal to or greater than 100/20 Mbps

- Challenger commitment that the stated project will complete no later than eighteen (18) months after the date grant awards are made under the program and would be funded by the challenger
- Minimum/maximum speeds available in the proposed project service area
- A map in .kmz format detailing the project underway service area containing the following:
 - Polygon defining the service in which the broadband solution is being placed
 - Fiber or other physical media routes specified within the service area polygon
 - Tower and Wi-Fi radio equipment placement
 - No other format other than .kmz will be accepted
- Using the project area map submitted by the applicant, a map indicating where the protested serviceable locations are within the proposed project area
- Heat maps (if applicable) indicating received signal strength indicator (RSSI) in the challenged area

Public Comments For Areas Where Service Already Exists

KOBD will require a challenger submitting a challenge to provide speed test results in the proposed project area in which the provider submitting the challenge states that broadband service is currently available at minimum speeds of 100/20 Mbps. Such speed test results shall be provided in a way that documents the speed test provider, downstream and upstream speed results, the latitude/longitude of where the speed test was conducted, and associated latency. Additional attributes may be prescribed by KOBD, at their discretion. Where 100/20 Mbps or higher service exists, the public comment should include the following:

- Survey or date and time-stamped speed test data in the designated area from no earlier than November 30, 2023
- Consumer statement (name and address included) from the proposed service area that have been collected no earlier than November 30, 2023
- A map in .kmz format detailing the proposed service area containing the following:
 - Polygon defining the service in which the infrastructure is being placed
 - Fiber routes connected to the public Wi-Fi equipment within the service area polygon
 - Tower and Wi-Fi radio equipment placement
 - No other format other than .kmz will be accepted

Submissions must provide the data source and/or methodology used to develop this information. Any proprietary information must be labeled as such so that it may be kept confidential.

Other Public Comments

Other public comments include any other feedback from citizens within the community wishing to express support of, or to document concerns regarding an application or its proposed service area.

Applicant Response Period

Upon completion of the public comment period, KOBD will notify each applicant of such challenge(s). The applicant shall have two (2) weeks after notification to provide any supplemental information regarding the challenged application to KOBD (known as Applicant Response Period).

The KOBD will evaluate the information submitted in a challenge and will not award a grant if the information submitted is credible.

Public Comments Compliance

The following items are applicable in instances where KOBD denies an application for a grant based on “Planned But Not Underway” and “Project Underway” challenges:

- The KOBD reserves the right to require a bond, Letter of Commitment (LOC) or financial guarantee from challenger submitting the challenge, prior to application denial, to ensure project completion
- If the challenger or challenger party does not provide broadband internet service to the proposed project area of the “planned but not underway” public comment category within eighteen (18) months, the challenger or challenger party may not be able to challenge any grant application or apply for any grant programs within the State of Kansas for the following two fiscal years, starting from the end of the eighteen (18) month period
- If the challenger or challenger party does not provide broadband internet service to the proposed project area of the “project underway” public comment category within twelve (12) months of the program award, the challenger may not be able to challenge any grant application or apply for any grant programs within the State of Kansas for the following two fiscal years, starting from the end of the twelve (12) month period

Program Inquiries

Questions regarding the application process will be accepted from the start of the application window for two (2) weeks, after which no additional questions will be accepted. KOBD will review all submitted questions and provide a written response, which will be posted to the KOBD webpage for viewing one (1) week from submission.

Key Project Data

Key project data will be captured for the applicant and the project, including:

- Primary Organizational Contacts (Project and Technical)
- Total Project Amount, Grant Funds Requested, and Matching Amount
- City(ies) and County(ies) impacted
- Projected download and upload speeds of the proposed project
- Type of technology solution and scalability
- Anticipated impact: description of general area to be enabled

General Project Information

Applicant must provide the following information:

- Project Contact Information
- Project Name (Organization Name + Geographic Identifier)
- Proposed Target Reach
- Unserved area: Identify if the solution will provide public Wi-Fi to an unserved area. Defined as a designated geographic area that is without a fixed, terrestrial connection supporting at least 100 Mbps download and 20 Mbps upload speeds
- Economically Distressed area: Identify if the enabled area is within an economically distressed region. KOBD will consider an area economically distressed if either the 2020 per capital BEA PCPI or PCMI metric is below the 80% threshold. See Key Definitions section for the list of all Kansas counties that qualify as economically distressed
- Covered population: Identify if covered populations will benefit from the proposed project. Covered populations include aging individuals; incarcerated individuals, other than individuals who are

incarcerated in a Federal correctional facility; veterans; individuals with disabilities; individuals with a language barrier, including individuals who - (i) are English learners; and (ii) have low levels of literacy; individuals who are members of a racial or ethnic minority group; and individuals who primarily reside in a rural area

- Requested grant amount
- Total project amount
- County of the proposed solution
- City of the proposed solution
- Proposed infrastructure type
- Proposed download/upload speed
- Does the proposed project include a co-investment?

Project Proposal - Publicly Posted

Please upload a zipped file containing the Project Proposal and Public Proposed Service Area map to be published on the program website for public comment.

- NAMING CONVENTION: ADOPT_WiFi_OrgName_GeographicIdentifier_PublicProposal

The Project Proposal must include:

- An executive summary of the project: This narrative overview should include the goals of the project, needs addressed, a description of the proposed service area, community partners, stakeholders involved, and the intended impact
- A description of the location (City(s), County(s), etc.), proposed service areas, partners involved, and anticipated improvements
- Goals of the project and community need to address including whether the proposed area is unserved or economically distressed or what the compelling need is
- The proposed broadband improvements planned
- The short and long-term investment benefit to the community and service area proposed

Service Area Map - Publicly Posted

The public service area map must document the proposed service area. The public map should be in .kmz format and zipped with the Public Proposal.

The public map will reflect all details that need to be disclosed for the public comment phase of the program, including:

- An outlined shaded service area of the proposed area to be served
- Any fiber route(s) that will be used to enable the public Wi-Fi infrastructure. (use yellow for new fiber routes; use red for existing fiber routes, with opacity of the shaded proposed service area at 50%)
- A legend defining all unique data points on the map
- Public Wi-Fi Map (.kmz): Provide an RF prediction map depicting the location of the transmitter and its footprint. The map should only indicate coverage areas where RF readings support a minimum of 100 / 20 Mbps
 - NAMING CONVENTION:
ADOPT_WiFi_OrgName_GeographicIdentifier_PUBLIC_PublicWi-Fi_Map

Community Partners, Roles And Letters Of Commitment

Narrative

Applicants will be required to provide a narrative describing any community partners associated with the project's planning, promotion, adoption, or use including a description of each party's commitment and role in the project. Include any community anchor institutions (CAI) such as municipalities, chambers of commerce, economic development organizations, educational institutions, healthcare organizations, libraries, public safety, or other CAIs, along with businesses, non-profits, and other community stakeholders supporting the project.

Letters Of Commitment and Letters Of Support

Please provide letters of support outlining the explicit support and role of committed partners, and letters of support as indicated. For multiple partners, please consolidate into a single .pdf or .zip file.

Each letter should include the following:

- Dated letter with official organization's logo at top of letterhead
- Body of letter identifying the partner relationship and the role of the organization in the project
- Approving person's signature authorizing the commitment

Letters of commitment from the project partners must include the following additional details:

- Planning, Engineering, and/or Construction partners
 - Validated estimated costs in proposed budget
 - Confirmation of their ability to complete their specific service/role in the project within the performance period
- Co-Investment partners
 - Co-investment funding source
 - The amount of co-investment
 - The specific broadband infrastructure program they are applying the co-investment funds to (i.e., the name of this program)
- Financial partners
 - Verification that the applicant has sufficient funds available to provide the minimum applicant match amount for the project
 - Letter must include minimum applicant match amount

Justification For The Project

Applicants must provide a narrative to justify the need for the project and relevant data indicators to support the effort. Provide evidence to make a compelling case for the project relative to the proposed service area.

This information should include the following:

- A description of how the project addresses the critical need of the community to be served. See "Addressing A Critical Need Within The Community" section below for further details
- A description of the proposed service area, including whether the area is unserved or economically distressed, serves a covered population, or if a specific, compelling need exists
- Details describing lack of access to a reliable high-speed broadband connection

Addressing A Critical Need Within The Community

A project must be designed to address a critical need in the community to be served. Unserved areas 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, whether because of the physical absence or insufficiency within the community of the type of resources provided by the project, or because access to those resources is unaffordable, resulting in impediment(s) to participation in work, education, and health monitoring that were caused or exacerbated by the COVID-19 public health emergency.

Adoption, Affordability And Digital Inclusion Efforts

Adoption is a vital aspect of the success of these projects. Applicants will be asked to describe activities planned to increase adoption awareness. Applicants are encouraged to partner with local housing agencies, community organizations and non-profits to identify unserved public areas in need of internet connectivity. Applicants must include the following in their narrative:

- Describe any activities planned to increase adoption awareness
- Describe any resources the applicant will be contributing to the adoption efforts (i.e., digital literacy training, marketing campaigns, etc.)

Technical Project Plan

The Technical Project Plan details the technical elements of the proposed solution. Applicants will need to provide a technical summary of the project, the service partners engaged to complete the project, a detailed network architecture diagram showing all equipment and physical connections involved in enabling the services as well as a Bill of Material documenting each line item and associated cost. Required details to be submitted within each technical project plan section are listed in the following paragraphs.

Technical Project Summary

Provide a technical summary of the proposed project including (Upload Template Provided):

- Overview of proposed improvements and scope of the project
- Explanation of why this area was chosen and is unlikely to be served without grant funding
- Explanation of factors contributing to cost
- The maximum speed offered and expected latency
 - NAMING CONVENTION:
ADOPT_WiFi_OrgName_GeographicIdentifier_TechProjectSummary

Service Partners

Describe any service partners or subcontractors associated with the project's deliverables related to deployment and service delivery, including each partner's role in the project.

Service Partners: Letters Of Support

Applicants must upload letters of commitment or support from each service partner and subcontractor, if available. Combine multiple letters into a single .pdf or .zip file.

- NAMING CONVENTION: ADOPT_WiFi_OrgName_GeographicIdentifier_ServicePartnerLetters

Network Architecture Diagram

A network architecture diagram is required to be submitted and must include the public Wi-Fi design. As such, applicants must provide the following on the network architecture diagram:

- At a minimum, the diagram must include network connection point/connection, Wi-Fi version (or versions supported) to the end user, access points, repeaters, router(s) types, physical media connecting access point to upstream radios, and towers/antenna systems
- Provide a comprehensive high-level, network architecture diagram for the project and upload a single .pdf or .zip file

Proprietary Detailed Map Of The Proposed Area

The private map will reflect all details of the public map, plus other proprietary information needed by KOBD to fully evaluate the application of the proposed service area and must include the following:

A private map will be required that provides specific details excluded from the public map as listed below:

- In addition to the PUBLIC MAP provided earlier, the applicant must provide a detailed PRIVATE/PROPRIETARY map in .kmz uploaded as a .zip file. This map must include a polygon of the desired geography to be covered by the project. Map should also include the following:
 - Identification points for the locations of base station equipment, Wi-Fi radios, antennas, and towers
- NAMING CONVENTION: ADOPT_WiFi_OrgName_GeographicIdentifier_PRIVATE_ServArea

Project Plan And Milestones

The applicant must upload a project plan in .xls or .pdf format that includes details relevant to each stage of the project and milestones for each phase of the project, covers the entire project period, and aligns to the proposed project budget.

At a minimum, the plan should incorporate the following:

- Preconstruction Planning - Engineering
- Permitting - Leasing - Licensing
- Construction
- Equipment Installation
- Project Implementation
- Adoption and Marketing Outreach
- Operational Validation Plan

Consolidate multiple files into a single .pdf or .zip file. A template is available online.

- NAMING CONVENTION: ADOPT_WiFi_OrgName_GeographicIdentifier_ProjectPlan

Technical Infrastructure Proposed

Applicants must provide a detailed technical description of the proposed project including the physical medium and all devices used to enable the solution.

Provide A Wi-Fi Equipment Spreadsheet (.xls)

Populate the equipment spreadsheet with the typical equipment used to implement a public Wi-Fi solution. Descriptions must include manufacturer and model number. Equipment categories include, but are not limited to:

- Head end
- Access gear
- Cabinets
- Antenna(s)

- Tower(s)
- Cabling
- NAMING CONVENTION: ADOPT_WiFi_OrgName_GeographicIdentifier_FIBEREQUIP

Long Term Scalability

KOBD is interested in making long-term broadband investments that are scalable while accelerating high-speed broadband service deployment to Kansans. As such, both the infrastructure serving the public Wi-Fi as well as the wireless radios themselves will be evaluated for long term scalability. A minimum 100/20 Mbps speed is required with the desire to be able to scale the implemented platform to symmetric 1 Gbps+ within the public Wi-Fi service area.

The public Wi-Fi solution must utilize technologies that will support consistent and reliable 100/20 Mbps solutions to each subscriber within the geographic area enabled. The applicant's solution must support at least Wi-Fi 6 technology with backwards compatibility with previous Wi-Fi standards. The ability to support versions later than Wi-Fi 6 will be scored higher.

Applicants must upload evidence to demonstrate the scalability and capabilities of the proposed project's technology. Include current technology levels, ability to upgrade, and expected latency levels. Scalability and future-proofing are defined as the ability to achieve the following with little to no future capital investment:

- Future Wi-Fi versions
- Increased subscriber speed
- Increased Wi-Fi coverage
- Support for higher connected device counts
- Reduced latency

Financial And Legal

Required Applicant Match

KOBD is implementing a required 10% applicant match model for the CPF DCT Public Wi-Fi Program. The new model is intended to encourage investment in unserved areas with a special focus on enabling socioeconomically disadvantaged populations.

Additional points will be awarded if applicants can provide incremental matching funds beyond the 10% match. An example of an applicant providing incremental matching funds beyond the required applicant match is below:

- Required applicant match is 10% per program guidelines
- Applicant decides to match at a 15% value
- Incremental application scoring points will be awarded for the additional 5% of total project cost matched by the applicant

Matching funds may include an in-kind match of up to 50% of the total match. An in-kind match requires valuation documentation and is subject to KOBD's approval. For federal grants or federal broadband funding, applicant must check with federal funding source to determine allowability.

Co-Investment

The KOBD highly encourages partnerships between non-profit organizations, applicants and co-investment sponsors in order to identify gaps in broadband infrastructure and establish community priorities. Applicants are encouraged to include co-investment funds intended to demonstrate community partnership,

involvement, overall support and capture the degree of need for public Wi-Fi projects. Eligible sources of co-investment funds can be from the local, county, and eligible state programs or other contributors (examples: local ARPA funds, County Commission grants, private sector investments, non-profit contributions, etc.). For this program, co-investment funds can offset the applicant's match amount. Co-investment funds from local governments will be prioritized and encouraged to help fund broadband expansion programs in partnership with applicants.

Budget And Financial Requirements

Project budget and financial submission requirements include the following:

- Budget Narrative
 - Provide explanation of costs that correspond with the information included in the project budget spreadsheet
 - The necessity and basis for costs
 - Reflect only allowable costs consistent with project scope
- Project Budget and Bill of Materials
 - Provide a project budget and bill of materials according to the appropriate infrastructure template. All applicants must complete and submit a budget using the provided Budget Template, located on the program website. The bill of materials must include all infrastructure, equipment, wiring, wireless radios, antennas, towers, and associated equipment needed to implement the public Wi-Fi solution. Ensure that the required applicant match and co-investment are reflected within the template. Submissions that do not meet the minimum required applicant match may not be reviewed
 - NAMING CONVENTION:
ADOPT_OrgName_GeographicIdentifier_BudgetFinancial validation documentation
 - Provide a bank verification letter that proves there are sufficient funds for the minimum required applicant match amount
 - Applicants may provide other acceptable proof demonstrating sufficient funds are available noted below:
 - Companies (Public or Private) providing a bond rating from Moody's, Standard and Poor's, or Fitch of Investment Grade at the time an application is submitted
 - Companies may provide financial information of parent organization if audited financials for operating subsidiary are not available. Parent organization must still provide a bank verification letter on behalf of the applicant
 - NAMING CONVENTION:
ADOPT_OrgName_GeographicIdentifier_BankVerification
 - Local government organizations or agencies may provide a signed letter of commitment from the organizational leader stating that funds have been secured in lieu of a bank verification letter
 - NAMING CONVENTION:
ADOPT_OrgName_GeographicIdentifier_CommitmentLetter
 - Last two years of applicant's income statement
 - NAMING CONVENTION:
ADOPT_OrgName_GeographicIdentifier_FinancialStatement
 - Applicant must verify that matching funds include an in-kind match (see note below)

- If matching funds include an in-kind match, the applicant must provide documentation that validates the in-kind match being submitted with the project. Please combine multiple files into one .pdf or .zip file
- NAMING CONVENTION: ADOPT_OrgName_GeographicIdentifier_In-Kind

Note: In-kind match valuations must not exceed 50% of the required project match. All claims for reimbursement for in-kind contributions will be analyzed using criteria similar to the program descriptions available here and claims for in-kind contributions should be reasonable. KOBD and the Kansas Department of Commerce will ultimately have the discretion to determine if an in-kind contribution is acceptable or not.

Applicant Attestations

Applicants must attest to certain conditions as part of the application submission process. The required attestations are listed below:

- 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
- If a private entity, 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 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 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
- All applicants will be required to sign the Department of Commerce Confidentiality Agreement at the time of application submission

Application Evaluation Criteria

Application evaluation will be based on the overall quality of the application, including the Project Proposal, Technical Project Plan, and financial information presented. KOBD will be evaluating applications based on projects that optimize stewardship of public dollars through collective investment and include:

- Projects that address a critical broadband need within the community
- An unserved area as defined in the definitions section of these guidelines
- An economically distressed area or a covered population (as described and measured in “Key Definitions” section)
- Ability to serve 100/20 Mbps speeds within the proposed service area
- Scalability beyond 100/20 Mbps

- Latency less than 100 milliseconds
- Cost reasonableness
- Demographics
- Technical viability
- Partnerships
- Municipal and/or County projects that are part of a local strategic broadband plan
- Minimum applicant match and associated applicant match value
- Co-investment partnership projects involving local municipalities, community anchor institutions, non-profits, service provider and applicant

Applicant Interview

KOBD will conduct an interview with the final grant candidates and associated partners and give them an opportunity to “make their case” on why funding should be provided for their specific application. This meeting should include organization and financial contacts, key project personnel, and partners critical to the overall success of the effort. Applicants with co-investment included in their respective application(s) should include partner investors in the interview. Participants should be prepared to speak about specific aspects of the proposed project, the technical project plan, the financials submitted, and the demonstrated need that supports the project. This interactive meeting will provide an opportunity for applicants to highlight key aspects of the project, the compelling needs of the proposal, and answer the question: “Why should the State of Kansas invest in this project?”.

Funds Disbursement

The Advancing Digital Opportunities to Promote Technology (ADOPT) program is a reimbursement program. The KOBD will provide structured reimbursements only for validated grant expenditures submitted. Grantees are expected to submit supporting documentation for expenditures (i.e., invoices, receipts) and proof of payment if requested. Grantees must submit all required legal and contractual agreements/documents prior to funds disbursement. Reimbursements will be done on a monthly basis.

Project extensions will be considered on a case-by-case basis. Should actual project costs exceed the proposed/approved budget, grantees will be responsible for completing the proposed project without an increase in the grant award. KOBD reserves the right to partially fund projects that are not completed during the approved project period.

Compliance

KOBD will provide a collaborative partnership and overall support for Advancing Digital Opportunities to Promote Technology (ADOPT) program Grantees by offering technical support related to reporting and compliance requirements, as listed in the following paragraphs.

Monthly Reporting

In addition to periodic Grantee meetings, KOBD will streamline reporting by providing baseline reporting templates and clear expectations for grantees participating in the program. The monthly reporting includes the following:

- A narrative update on the status of the project, including notification of any delays and any deviations from the approved scope of work
- A monthly budget expenditure report of the project

- A monthly .pdf containing supporting project expenditure documentation for reimbursement requested (i.e., invoices/receipts/proof of payment)
- Monthly reporting will be required. Reimbursements will also occur on a monthly basis

Closeout Reporting

Closeout reporting will be required within 45 days of project completion. Project completion and submission of the closeout report are required prior to the final payment. Closeout reporting includes, but is not limited to, the following:

- Validation that the public Wi-Fi project build has been completed. This will provide service in the designed proposed service area, and service level speeds specified in the application
- Grantees will be required to submit speed test, latency, and network performance validation upon completion of the project within various areas of the proposed service area
- Speed tests demonstrating at least 100 Mbps download and 20 Mbps upload will be required in the proposed service area geography to ensure the required speeds are delivered
- KOBD will require validation of as-built drawings versus the initial .kmz map submitted with the application through field validation, if needed
- If discrepancies exist between the original project scope and “as-built” results, KOBD may invoke a third-party contractor of KOBD’s choosing to validate results at the Grantee’s expense
- Address(es) at which public Wi-Fi equipment will be installed
- Public Wi-Fi device type(s) installed
- For each device type installed, provide: (Planned versus Actual)
 - Total number of devices purchased
 - Total expenditure
- A brief narrative explaining the number and types of digital literacy trainings and other support services provided to enable use of the Wi-Fi service, including the number of individuals who attend or make use of the trainings and support services (Proposed versus Actual)
- The Grantee’s documented results of measuring the project’s effectiveness and impact through data collection (surveys, etc.)
- Grantees must complete/submit the required financial documents, legal agreements, and reports
- The KOBD reserves the right to amend the scope of grant awards or partially fund applications

Accountability

Grantee shall create, maintain, and preserve sufficient records to demonstrate their compliance with the requirements of this program. The Grantee shall provide all required records to KOBD promptly upon written request. KOBD requests may include, but may not be limited to, the following:

- Information regarding speed levels specified in the application for the duration of the grant period
- The type of technological solution installed and serving the proposed service area
- The right to recoup funding for incomplete projects or for lack of adherence to program guidelines
- The right to desk or field audit the project at any time. The project may be subject to state and/or federal audits. If a field audit is required due to program guidelines non-compliance, subgrantee shall pay for the field audit, subject to KOBD’s discretion
- Grantees are required to retain all records for up to five (5) years after project completion
- If there is a change in ownership of the property(ies) where the Wi-Fi equipment is placed, applicant will notify KOBD in the most expeditious manner
- At KOBD's discretion, annual reports through the program period, documenting the following:

- Public Wi-Fi device type(s) installed
- For each device type installed, provide: (Planned versus Actual)
 - Total number of devices purchased
 - Total expenditure
- Total number of individuals using devices (Planned versus Actual)
- A brief narrative explaining the number and types of digital literacy trainings and other support services provided to enable use of the Wi-Fi service, including the number of individuals who attend or make use of the trainings and support services (Proposed versus Actual)
- The Grantee's documented results of measuring the project's effectiveness and impact through data collection (surveys, etc.)

Key Definitions

Adoption Efforts

Adoption goes beyond access to high-speed internet and speaks to the ability of individuals and communities to harness access for quality-of-life implications. These efforts may include digital literacy training, low-income assistance programs (for equipment and/or broadband service), partnerships with co-working or entrepreneurship organizations, awareness or marketing campaigns, service provision to community anchor institutions and/or additional programming, along with other programs designed to meet the needs of the local community.

Applicant Match

At the time of application submission, the applicant must demonstrate available cash reserves in an account(s) of the applicant equal to at least the required amount specified in the sliding scale match table. Matching funds must be used solely for the Project and shall not include any financial assistance from federal sources unless there is a federal statutory exception specifically authorizing the federal financial assistance to be considered as such. An applicant must provide evidence of its ability to comply with this requirement in its application (www.ecfr.gov).

Broadband

Broadband (or high-speed internet) access allows users to access the internet and internet-related services at significantly higher speeds than those available through “dial-up” services. Broadband speeds vary significantly depending on the technology and level of service ordered. For additional information, visit the source of this information: [Getting Broadband Q&A | Federal Communications Commission \(fcc.gov\)](#).

Budget and Financial Requirements

Includes an explanation of costs that correspond with the information included in the project budget spreadsheet. The information should also explain the necessity and basis for costs and reflects only allowable costs consistent with project scope. Content must include the last (2) years of organizations tax returns and / or 990s.

Co-Investment

Any funds provided by sources other than the applicant such as local, county, and eligible state programs or other contributors.

Community Anchor Institution

Community anchor institution means schools, libraries, medical and healthcare providers, public safety entities, community colleges and other institutions of higher education, and other community support organizations and agencies that provide outreach, access, equipment, and support services to facilitate greater use of broadband service by vulnerable populations, including low-income, unemployed, and the aged (www.usac.org).

Community Support (Narrative)

Community partners associated with the project planning, promotion, adoption - description of each party's commitment and role in the project. Include any involvement by Community Anchor Institutions (CAIs) including municipalities, chambers of commerce, economic development organizations, educational institutions, healthcare organizations, libraries, public safety, businesses, non-profits, and or other community stakeholders.

Covered Population

Covered populations include aging individuals, incarcerated individuals, other than individuals who are incarcerated in a Federal correctional facility; veterans; individuals with disabilities; individuals with a language barrier, including individuals who (i) are English learners; and (ii) have low levels of literacy; individuals who are members of a racial or ethnic minority group; and individuals who primarily reside in a rural area.

Critical Need – Public Wi-Fi Program

When access to broadband resources is unaffordable and/or unavailable, resulting in impediment(s) to participation in work, education, and health monitoring that were caused or exacerbated by the COVID-19 public health emergency.

Economically Distressed Community

KOBD will consider an area economically distressed if either the 2020 per capita BEA PCPI or PCMI metric is below the 80% threshold. The Kansas counties meeting this definition are in the table below:

Allen	Ellsworth	Lincoln	Riley
Anderson	Finney	Linn	Rooks
Atchison	Ford	Lyon	Russell
Barton	Franklin	Marion	Scott
Bourbon	Geary	Marshall	Seward
Brown	Graham	Mitchell	Smith
Chase	Grant	Montgomery	Stafford
Chautauqua	Greenwood	Morris	Stevens
Cherokee	Hamilton	Morton	Sumner
Clay	Harper	Neosho	Washington
Cloud	Harvey	Norton	Wichita
Cowley	Jackson	Osage	Wilson
Crawford	Jewell	Ottawa	Woodson
Dickinson	Kearny	Pawnee	Wyandotte
Doniphan	Kiowa	Reno	
Edwards	Labette	Republic	
Elk	Leavenworth	Rice	

The counties listed above can also be found at the Stats America website via <http://www.statsamerica.org/distress/distress.aspx>.

Last Mile

Last mile refers to the network infrastructure that carries signals from the network to and from the end-user premise. Depending on the network design and density of the area served, the actual distance of the last mile can be relatively short or considerably longer than a mile.

Letters of Commitment / Support

Explicit commitments and roles of committed partners and letters of support as indicated above.

Partnership

A formal relationship between two or more parties that enter into an agreement for the sake of advancing broadband enablement.

Project

An applicant's proposal.

Project Justification

Narrative to justify the need for this project and relevant data indicators to support the effort. Narrative must include:

- Evidence to make a compelling case for the project relative to the proposed services (and target audiences)
- Detail how programs will directly enable remote work, education, and healthcare monitoring
- Description of how project addresses critical need(s) of communities to be served
- Description of proposed service area (geography) and targeted (critical need) community(ies)

Project Milestones

Project plan that includes information on each stage of the project, covers the entire project period, and aligns to the proposed budget.

Project Plan

Includes executive summary, narrative overview, goals, proposed target critical need communities, geographic area to be covered, partners, stakeholders, intended impact, computer introduction training to enhance device usage, proposed devices, short and long-term benefit to the target communities.

Required Applicant Match

The percentage of funds required by the applicant for the program.

Scalability

The capacity to change the size or scale of the broadband architecture to achieve substantially higher speeds with minimal to no investment.

Service Partners

Letters of commitment/support from ISPs, partners, or sub-contractors associated with project deliverables.

Subsidy

Assistance program(s) that applicants are enrolled in to assist with the monthly cost of services. Federal programs include the Affordable Connectivity Program (ACP), Emergency Broadband Benefit (EBB), or Lifeline.

Underserved

For purposes of the CPF DCT Program, an underserved area is a group of broadband-serviceable locations that the FCC National Broadband Map show as lacking access to (i) a speed of not less than 100 Mbps for downloads; and (ii) a speed of not less than 20 Mbps for uploads, AND (iii) a speed of not more than 100 Mbps downloads; and (iv) a speed of not more than 100 Mbps for uploads.

Unserved

For purposes of the CPF DCT Program, an unserved area is defined as a designated geographic area in which households or businesses are without a fixed, terrestrial connection supporting at least 100 Mbps download and 20 Mbps upload speeds, per the FCC National Broadband Map.

Wi-Fi

A family of wireless network protocols based on the IEEE 802.11 family of standards, which are commonly used for local area networking of devices and Internet access, allowing nearby digital devices to exchange data by radio waves.