

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

A KOBD Program

**December 7, 2023**

### **Welcome**

- **Program Overview**
- **Equipment Distribution Sub-Program**
- **Public Wi-Fi Sub-Program**

## Program Overview

- Capital Projects Fund (CPF) Advancing Digital Opportunities to Promote Technology (ADOPT) program is an effort to improve access to affordable equipment and reliable free Wi-Fi to unserved and underserved public spaces.
- 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 free 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.



## Program Funding By Equipment and Wi-Fi Sub-Programs



**Equipment Distribution**



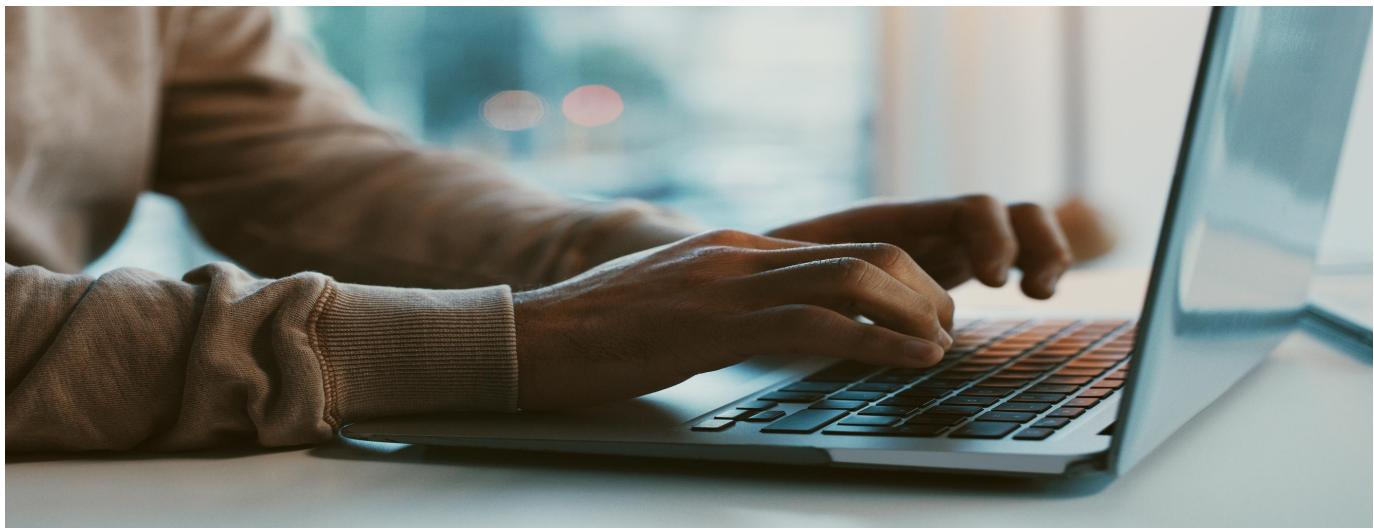
**Public Wi-Fi**

<b>Maximum Project Size Per Application</b>	\$500,000	\$1,000,000
<b>Total Program Funding Available</b>	\$14.7M across both sub-programs for applications best meeting the program guidelines	

## 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
<b>Advancing Digital Opportunities to Promote Technology (ADOPT)</b>																						
	Application Window				Public Comment Window				Applicant Response to Public Window			Grant Evaluations		Applicant Interviews		Final Deliberations			Submit to KDC Leadership			
	Grant Evaluation Period																					

- Timeline applies to both the Equipment Distribution and Public Wi-Fi sub-programs
- Application window opens on December 7, 2023 and closes on January 30, 2024
- Includes Public Comment and Applicant Response periods
- Applicant interviews to occur after grant evaluation period
- Award announcements targeted after May 31, 2024
- Project period: December 7, 2023, through June 30, 2026



**Advancing Digital Opportunities to Promote Technology (ADOPT)  
Equipment Distribution Sub-Program**

# ADOPT Equipment Distribution Program Overview

- Provides computers, laptops, and tablets to individuals through no-cost, short or long-term loan programs administered by eligible entities.
- Utilizes Capital Project Fund (CPF) grant dollars and must comply with 2 CFR 200
- Subrecipients must prioritize individuals with no device over those receiving devices through other programs.
- Applicants must have infrastructure in place to track and manage equipment



## Funding Eligibility

**Subrecipients must have a demonstrated ability to administer an Internet Device Distribution Program.**



## Equipment Distribution Program Musts:

Subrecipients must have an effective asset management plan and/or system that must include:

- Ability to inventory all devices including the make and model, an associated serial number, date of purchase, date of warranty expiration, and estimated life of use (or replacement date)
- Ability to uniquely identify and tag all devices with property tags or install asset management software on the device
- Capability to geo-track the location of all devices.

## Individual Device Eligibility

ADOPT seeks to address those in "critical need" of access to devices and equipment necessary for Internet connectivity by partnering with eligible entities who serve them.

**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
- Other public assistance programs as determined applicable by KOBP



**Please note: Access to broadband is NOT a requirement for this program.**

## Eligible Costs



Project Specific Equipment and Software Purchases



End User Device Training



End User Tech Support



Program Support Costs  
(not to exceed 10% of Award)

## Ineligible Costs

- Rent or Lease
- Utilities
- Insurance
- Salaries and Wages: Compensation for staff and management who perform administrative or support functions not directly related to a specific program.
- Non-Project Specific Office and General Services and Supplies: Expenses for office supplies like paper, pens, computers, and software, cleaning services/supplies, safety equipment used for general business purposes.
- Depreciation of Non-Project Specific Equipment
- Accounting and Legal Fees
- Communication Expenses: Costs for phone services, internet access, and communication tools.
- Travel and Entertainment: Expenses related to business travel, client meetings, and staff training that are not directly tied to a specific program.
- Taxes and Licenses: Payments for business licenses, permits, and taxes.
- Marketing and Advertising: Costs associated with marketing campaigns and advertising efforts for the organization as a whole.



# The Application 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.**



**Applicants will sign an agreement stating they are in compliance with applicable employment laws.**

## Process for Application Questions

**Questions** regarding the application process will be accepted **for the first two weeks** 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.



## Reminder of the Public Comment Period

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



- Public Comment Window: February 7, 2024 through February 21, 2024 (2 Weeks)
- This process is intended to allow elected officials, constituents and the general public to either express support or inform KOBD of any issues or concerns with an application.
- KOBD will notify applicants of challenges and applicants have two weeks to respond.

## Key Project Data Required in Proposal

- Primary organization contacts
- Total project amount, grant funds requested
- Location(s) where sub-recipient plans to distribute devices
- Impacted "critical need" communities
- Outreach activities
- Types of devices distributed
- Expenditures
- Device disposals
- Total number of individuals using devices
- Digital literacy training and other support services provided
- Project effectiveness and impact (surveys and testimonials)



## Application URL & Documentation Required



- Application can be found here:
  - [Broadband- KDC Submission Manager - ADOPT PROGRAM: Equipment Distribution Program Application \(submittable.com\)](#)
- Applicants will also be required to submit the following documentation:
  - IRS Determination Letter
  - Last year filed tax returns/Form 990
  - Current Year Agency Budget
  - Project Budget
  - 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
  - Attestations of no pending litigations, no criminal convictions or indictments

## Final Applicant Interviews



KOBD will conduct an interview with the final grant 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 Compliance 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.

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
- Submission of Key Project Data Reporting Metrics and Performance Indicators
- Completion/submission of required financial documents, legal agreements, and reports
- KOBD reserves the right to amend the scope of grant awards or partially fund applications

## Key Project Data Required: Reporting Metrics

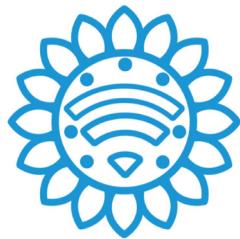
- Demographics of Recipients: Age, income level, household size, and other relevant socio-economic factors of recipients
- Address(es) from which devices were distributed (or other location as appropriate).
- Geographic Reach: Areas or communities served by the program
- Budget Utilization: How the grant funds are used accompanied by periodic financial reports
- Community Engagement: Report on outreach efforts and the level of community engagement achieved
- Challenges and Adaptations: Any challenges faced during implementation and how the organization adapted its strategies to address them



## Key Project Data Required: Performance Indicators

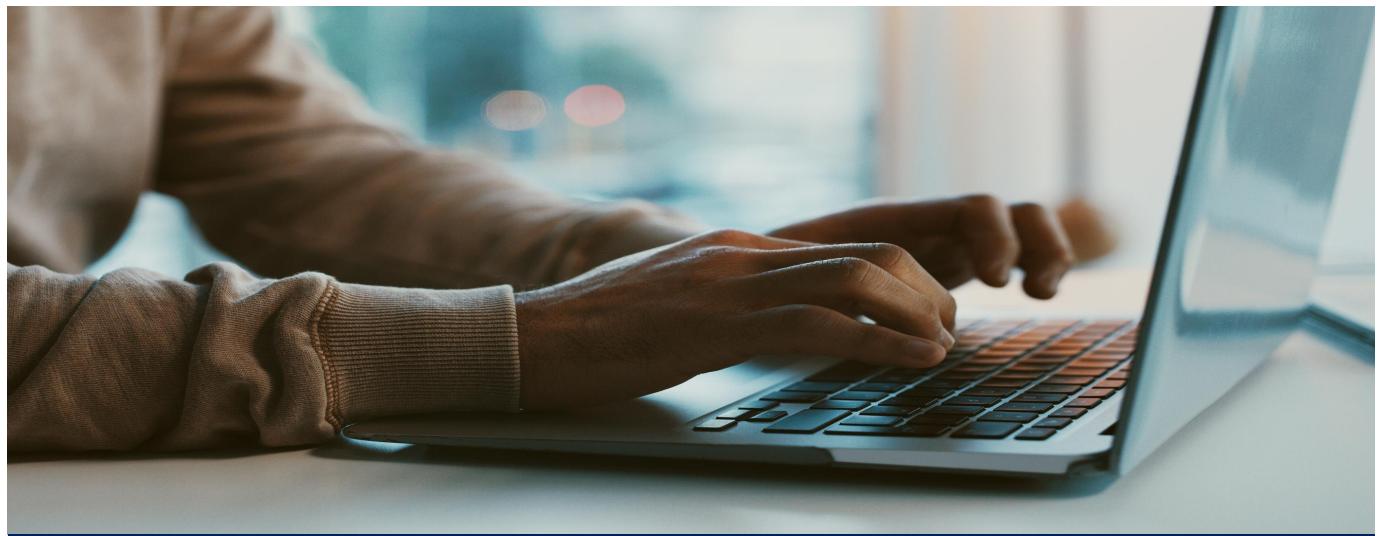


- Device types (all that apply) - laptops, tablets, desktop computers, other
- For each device type (planned/actual) - number of devices purchased and total expenditure
- Number of individuals issued devices - planned/actual (in the case of households the number of individuals using devices planned/actual)
- Number of devices decommissioned/disposed of
- 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 attended/made use of the trainings and support services
- Narrative describing project's effectiveness and impact (such as the impact of digital literacy skills) obtained through participant surveys/assessments/testimonials



**Thank you for your time.  
Any questions?**

KANSAS  
BROADBAND  
PLANNING



**Advancing Digital Opportunities to Promote Technology (ADOPT)  
Public Wi-Fi Sub-Program**

# Program Purpose

- To improve access to reliable Wi-Fi in unserved and underserved public spaces
- The Public Wi-Fi program will seek partners that can deliver Wi-Fi solutions to unserved or underserved public spaces.



# Program Overview

- Funding Source: Capital Projects Fund, Digital Connectivity Technology Program (Project 1B)

## Governance

- Governing Compliance: 2 CFR Part 200
- Project period: December 7, 2023, through June 30, 2026



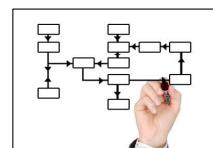
## Funding

- Funding Available: \$14.7M across both sub-programs for applications best meeting the program guidelines
- Required Applicant Match: 10%
- Maximum Individual Award: \$1,000,000 per application
- Funding Regionally Distributed



## Public Comment

- Public Comment and Applicant Response process to be followed



## Service, Speed and Location Requirements

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



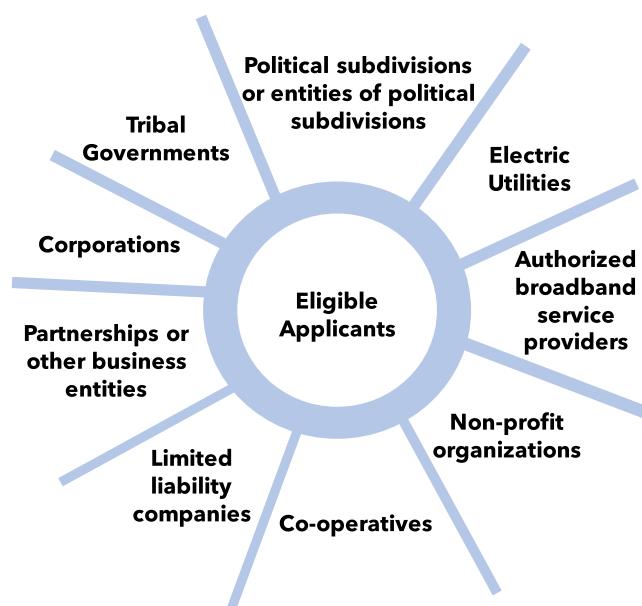
- Grantees must offer a speed of at least 100/20 Mbps within the majority of the proposed service area.



- The purpose of the grant is to facilitate affordable broadband access to unserved public areas with demonstrated need with unserved defined as:
  - Designated locations or geographic areas that are without a fixed, terrestrial connection supporting at least 100/20 Mbps
  - Geographic areas that are unserved as defined by the FCC Broadband Data Collection tool



## Eligible Applicants



Applicants must be authorized to provide free public Wi-Fi services in the proposed area

# Eligible Costs



Eligible public Wi-Fi infrastructure broadband project expenses are expenses directly related to the deployment of a qualified broadband project



Includes 5% of pre-project development costs and uses, data gathering, feasibility studies, engineering design, work related to environmental, historical, and cultural reviews, and permitting.



Includes 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.

**Costs incurred after December 7, 2023 are eligible for reimbursement**

# Ineligible Costs

## Obligation / Debt Servicing



- Satisfaction of any obligation
- Payment of interest or principal on outstanding debt instruments

## Operational Expenses



- Operating expenses
- Short-term operation leases
- Maintenance expenses related to the project.
- Internet access monthly service charges enabling the public Wi-Fi solution

## Capital Assets / Infrastructure



- Acquisition of spectrum licenses
- Infrastructure not directly connected to service provision for an end-user in the proposed area
- Long-term capital asset purchases/leases, although cost allocation for use during the project period will be considered on a case-by-case basis

# Ineligible Solutions



The screenshot shows the CFR website interface. At the top, it says "Code of Federal Regulations" and "Title 2". Below that, a banner indicates "Displaying title 2, up to date as of 11/17/2023. Title 2 was last amended 10/23/2023." There is a search bar and navigation links for "Title 2 / Subtitle A / Chapter II / Part 200". On the left, there is a sidebar with links for "Table of Contents", "Details", "Print/PDF", "Display Options", and "Subscribe". The main content area shows the title "PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS" and notes about authority and source.

- Specific items prohibited in 2 CFR Part 200, 2 CFR 200.216, and 2 CFR 200.471 such as:

- 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



# Project Justification

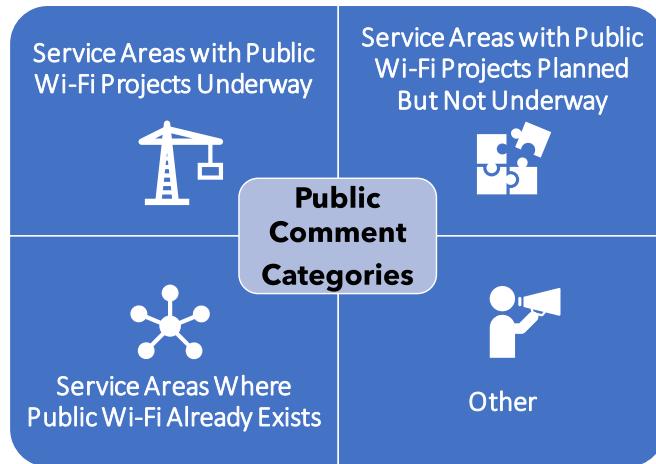
- Public Wi-Fi applications will be accepted with priority given to applications that address unserved and economically distressed public areas which have a compelling need for free and reliable broadband services that bridge critical access gaps to support quality of life considerations.
- Applicants are expected to engage community leaders and stakeholders in the development of projects that will benefit Kansas citizens and communities.



## Public Comment Period

The public comment period is intended to:

- ensure transparency and best use of taxpayer funds
- provide an opportunity for providers, elected officials, and constituents to express support or concerns with an application or its proposed service area.



## Service Areas with Public Wi-Fi Projects Planned But Not Underway

- The public comment must contain information demonstrating that the service provider has begun the planning phase of the public Wi-Fi project.
- If these conditions are met, KOBD will consider denying the applicant's proposal.
- If challenge is successful, compliance requirements will be applied.

### Acceptable Forms of Proof

100/20 Mbps minimum speed	Proposed service area map in .kmz format	Protested area identified
Funded by "challenger" provider		Complete within 18 months after grant awards date
Heat maps included in .kmz file		

## Service Areas with Public Wi-Fi Projects Underway

Acceptable Forms of Proof			
Planning / Engineering Drawings (Required)	Permitting Requests (Required)	Generated Bill of Materials (Desired)	
Franchise Agreement Application(s) (Required, if Applicable)	Bill of Material Purchase Orders (Desired)		
Engineering or Construction Invoices (Required)			

- Public comments must contain information demonstrating that the provider has begun Wi-Fi construction activities.
- The project must provide a minimum of 100/20 Mbps services.
- Challenger must submit proof that work has started on a project to complete Wi-Fi infrastructure within applicant's proposed service area.
- Challenger must commit to complete project within 12 months.

## Service Areas Where Public Wi-Fi Already Exists

- Requires a challenger to provide speed test results in the proposed project area demonstrating that public Wi-Fi service is currently available at minimum speeds of 100/20 Mbps across the majority of the service area
- Public comment from challenger must include the following information for consideration:

### Speed Test Requirements



### Required Data Set

- Speed test provider
- Downstream speed
- Upstream speed
- Latency
- Physical address / location
- 5% of locations within overlapping area

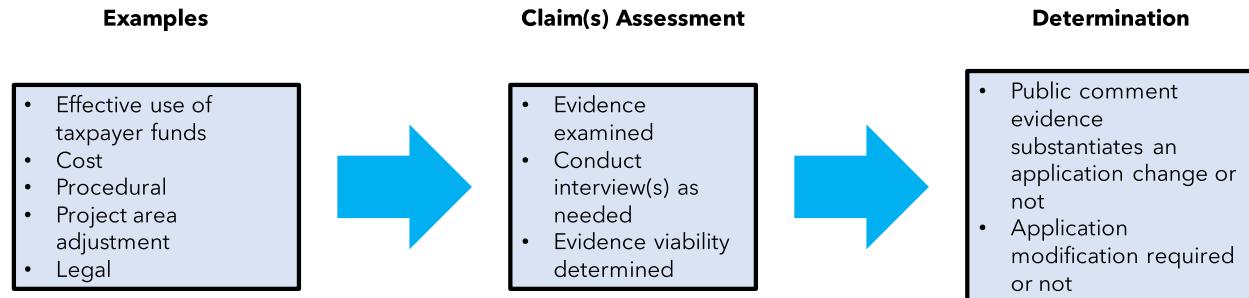
### Data Set Attributes



- Data source and methodology used to develop
- Data collected from November 30, 2023 or later
- Raw data available

## Other

Any other feedback that public Wi-Fi providers, elected officials, and constituents wish to express in support of or to document concerns regarding an application or its proposed service area



## Public Comment Compliance

### Compliance Requirements

- If applicant's proposal denied due to challenger's public comment, challenger will be subject to compliance requirements
- Challenger will be required to report unfinished project status on a quarterly basis until completed

#### For Planned But Not Underway Public Wi-Fi Projects

If not complete within 18 months, KOBD reserves the right to:

#### For Public Wi-Fi Projects Underway

If not complete within 12 months, KOBD reserves the right to:

- Prohibit challenger from submitting challenges on any future KOBD administered grant applications for two years
- Prohibit challenger from applying for any grant programs administered by KOBD for the following two fiscal years

# 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 the public comment information
- Bring to bear additional information regarding the proposed service area or existing service availability information that was not provided at the time of application



- If there is no applicant response to the public comment:
  - Lends credence to the public comment, high likelihood that contested service area would be de-selected from the application
  - KOBP will only rely on the public comment content to resolve the public comment
- If there is an applicant response, KOBP will use the applicant feedback when resolving the public comment



## Application Submission Structure

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

[Broadband-KDC Submission Manager - ADOPT PROGRAM:  
Public Wi-Fi Program Application \(submittable.com\)](#)

### Project Proposal



- Executive Summary of the Project
- Community Partners, Roles & Letters of Commitment
- Justification for the Project and Economically Distressed
- Adoption, Affordability, and Digital Inclusion Efforts

### Technical



- Technical Project Summary
- Network Architecture
- Public and Proprietary Detailed Map of the Proposed Area
- Project Plan and Milestones
- Long Term Scalability

### Financials



- Budget Narrative
- Applicant Match / Co-Investment
- Project Budget Spreadsheet
- Bill of Materials
- Income Statements

## Process for Application Questions

**Questions** regarding the application process will be accepted **for the first two weeks** 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.



## Project Priorities



Benefit To The Community



Scalability



Speed



Community Partnerships



Economically  
Distressed / Covered  
Population



Co-Investment



Geographic Distribution

## Attestations

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

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• The grant applicant is in good financial standing with the State of Kansas</li><li>• The grant applicant is not currently involved in pending litigation in association with previous Kansas-sponsored broadband infrastructure grant projects</li><li>• 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</li><li>• The grant applicant is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local)</li><li>• 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</li></ul> | <ul style="list-style-type: none"><li>• 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</li><li>• 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</li></ul> |
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## Post Award Compliance - Monthly Reporting and Disbursements

### 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)
- Monthly fund disbursement will be made on expenditure report and supporting documentation



## Post Award Compliance - Closeout Report



### **Closeout Report:**

- Validation of the project functionality
- Operational and network performance validation
- Expenditure report and supporting documentation for reimbursement requested (i.e., Invoices/receipts)
- Highlights/Hurdles

# Thank You