Phone Audio Option- Mobile Device

- Click on Join Webinar from your email confirmation.
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- Webinar will launch automatically once the app is downloaded and opened

*If the webinar does not launch, click “Join Webinar” again from your email confirmation.

The presentation along with a transcript and recording will be available on the BroadbandUSA website under Events/Past Event on or before September 29, 2021.
Connecting Minority Communities Pilot Program

September 22 - 23, 2021
Questions

• Type questions in the Q&A box on the right-hand side of the screen. Questions and answers will be available on the FAQ section of our website.

• Overview of Consolidated Appropriations Act, 2021 | BroadbandUSA (doc.gov)

Presentation

• The presentation along with a transcript and recording will be available on the BroadbandUSA website under Events/Past Event on or before September 29, 2021.

• BroadbandUSA Past Events

This presentation is for informational purposes only and is intended solely to assist potential applicants in better understanding the CMC Pilot Program and the application requirements set forth in the Notice of Funding Opportunity (NOFO) for this program.

The presentation does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, or the specific application requirements set forth in the program’s Final Rule or NOFO. In all cases, statutory and regulatory mandates, and the requirements set forth in the NOFO, shall prevail over any inconsistencies contained in the presentation.
Speakers

**Presenters:**
• Scott D. Woods, Senior Broadband Program Specialist, NTIA
• Michell Morton, Broadband Program Specialist, NTIA
• Janice Wilkins, Broadband Program Specialist, NTIA
• Kevin Hughes, Broadband Program Specialist, NTIA
• Francine Alkisswani, Telecommunications Policy Analyst, NTIA
• Pandora Beasley-Timpson, Management & Program Analyst, NTIA
• Yongming Qiu, Grants Officer, NIST

**Moderator:**
• Cameron Lewis, Broadband Program Specialist, NTIA
## Agenda

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<thead>
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<th>Topic</th>
<th>Presenter(s)</th>
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<td>Scott D. Woods</td>
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<td>Michell Morton, Janice Wilkins, Kevin Hughes</td>
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<td>CMC Application Submission Process</td>
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<td>CMC Evaluation &amp; Data Collection</td>
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<td>Renewed Call for CMC Merit Reviewers</td>
<td>Pandora Beasley-Timpson</td>
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<tr>
<td>Questions &amp; Answers</td>
<td>All</td>
</tr>
</tbody>
</table>
CMC Dashboard Updates
CMC Dashboard Updates

1. CMC Anchor Community Eligibility Dashboard has been updated to reflect Department of Education’s 2021 Eligibility Matrix for MSI-designated institutions
   - Removed 72 schools – not eligible for the CMC Pilot Program
   - Added 90 new schools
   - Anchor community radius boundary/poverty analysis visualizations have been added for the new schools

   Department of Education’s 2021 Eligibility Matrix - https://www2.ed.gov/about/offices/list/ope/idues/2021eligibilitymatrix.xlsx

2. No changes to HBCU and TCU designated institutions

3. U.S. Territories and Independent Nations in a compact of free association with the U.S. are included in the “state” drop down box – except for Puerto Rico, ACS census tract data is not available for anchor community poverty threshold analysis

4. CMC Dashboard updates are effective as of September 9, 2021
CMC Dashboard Updates – cont’d

The CMC Anchor Community Eligibility Dashboard has been updated as of September 9, 2021 to reflect updated information regarding Minority Serving Institution (MSI) designations provided by the Department of Education in the FY2021 Eligibility Matrix available at https://www2.ed.gov/about/offices/list/ope/eligibility.html.
CMC Dashboard Updates – cont’d
CMC Top-5
Issues and Questions

Scott D. Woods
Senior Broadband Program Specialist

Michell Morton
Broadband Program Specialist

Janice Wilkins
Broadband Program Specialist

Kevin Hughes
Broadband Program Specialist
Who Can Apply? – Consortia Eligibility

• Consortia led by HBCUs, TCUs, or MSIs that include a Minority Business Enterprise (MBE) or Tax-Exempt 501(c)(3) Organization

- Multiple MBEs and tax-exempt 501(c)(3) organizations may participate in a CMC consortium project. Additionally, MBEs and tax-exempt 501(c)(3) organizations may participate in more than one CMC application/project.

- Multiple schools may collaborate with a lead HBCU, TCU or MSI to propose a project for CMC funding. However, there are additional requirements for consortia applications as follows:
  1) participating schools must conduct programmatic activities within the qualifying anchor communities of the lead applicant institution;
  2) schools that are listed as subrecipients in a consortium application are prohibited from submitting their own lead application for CMC funding or participating as a Funded Project Participant in another application;
  3) each consortium application must include a Letter of Commitment from an authorized representative of each member of the consortium; and
  4) the consortium application must include a table of all Funded Project Participants and all Unfunded Informal Collaborators in the project. See NOFO Sections III and IV.B.6.b.
An eligible HBCU, TCU or MSI may either: (1) serve as the lead on one application, or (2) participate as a subrecipient in consortium application, *but not both*. However, an eligible HBCU, TCU or MSI may serve as the lead on one application and an Unfunded Informal Collaborator with respect to a separate application.

It is important to note that it is the responsibility of each lead applicant to understand the requirements of 2 CFR 200, including the requirements for the selection, identification and oversight of subrecipients and contractors. See 2 C.F.R. § 200.331 for the standards for making subrecipient and contractor determinations.

NTIA requires that Letters of Commitment from the funded participants and any other significant partners in the proposed project be submitted as a part of the application. The Letter of Commitment should: (1) detail the role of each member in the proposed project; (2) detail each member’s commitment to fulfilling the intent of the proposed project, and (3) be signed by an authorized representative of each member of the consortium. See NOFO Sections IV.B.6 and IV.B.9.
What action can I take if my institution is not listed as an eligible HBCU, TCU or MSI institution, or is not shown on the CMC Anchor Community Eligibility Dashboard, but I believe that it is eligible for the CMC Pilot Program?

Please refer to the CMC Final Rule for the program’s utilization and classification of HBCUs, TCUs and MSI institutions. HBCUs and TCUs are legislatively defined pursuant to the Higher Education Act of 1965. MSI status is also defined by the Higher Education Act of 1965 and is granted by the Department of Education based on student enrollment. The U.S. Department of Education maintains a listing of HBCUs, TCUs, and MSIs. They have a rigorous process for evaluation and qualification. Please refer to the application guidelines, contact names and request for eligibility determination on the Department of Education’s website: https://www2.ed.gov/about/offices/list/ope/идues/eligibility.html#tips.
Who Can Apply? – Satellite/Branch Locations

Are satellite campuses, branch campuses, or extension offices eligible for CMC funding?

A satellite campus, branch campus, or an extension office of an eligible HBCU, TCU or MSI may only apply for the CMC Pilot Program if it operates and is recognized as a separate, independent entity. Generally, this means that the Department of Education has issued the entity its own unique Office of Postsecondary Education Identification Number (OPE ID). The OPE ID number is assigned by the U.S. Department of Education to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under the Department’s Title IV regulations.
CMC Eligible Uses of Funding - Construction

**What type of “construction activities” are prohibited from CMC funding?**

The CMC Pilot Program prohibits traditional outside plant and network construction activities, i.e., ground disturbance activities that require state and/or federal historic preservation and/or environmental review approvals.

However, general in-building or classroom wiring, deploying fiber through existing conduit or trenches, installing wireless access/router/AP units, installing wireless transmission equipment are not considered construction activities and would be allowable under the CMC Pilot Program.
**CMC Eligible Uses of Funding – Networks**

*Can eligible entities use CMC funding for last mile or middle mile fiber optic or wireless connections to reach the campuses and/or serve anchor communities?*

No. Eligible educational institutions may use grant funds to install or upgrade broadband facilities on a one-time, capital improvement basis within their own campus locations. CMC funds cannot be used to construct, expand or deploy broadband networks or facilities to surrounding anchor communities.

Broadband service subscriptions may utilize existing or new service providers, but CMC grant funds cannot be used to expand, deploy, build or construct new broadband infrastructure/facilities.
Overview

• Pre-application Activities
• Application for Federal Assistance (SF-424)
• Preparing your budget
• Helpful Resources
Pre-application Activities
Application and Submission Information

EIN

UEI (DUNS number)
1-866-705-5711
http://fedgov.dnb.com/webform

SAM
• https://www.sam.gov/
  • Add a profile
  • Create a Workspace
  • Complete a workspace

Grants.gov
  • Add a profile
  • Create a Workspace
  • Complete a workspace

AOR
• Ebiz POC Authorized Profile Roles
• Submit a Workspace
• Electronic signature
Required Forms and Documentation

**PACKAGE FORMS:**

<table>
<thead>
<tr>
<th>Mandatory Forms (Click to Preview)</th>
<th>Optional Forms (Click to Preview)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Federal Assistance (SF-424) [V3.0]</td>
<td>Disclosure of Lobbying Activities (SF-LLL) [V2.0]</td>
</tr>
<tr>
<td>Budget Information for Non-Construction Programs (SF-424A) [V1.0]</td>
<td>Assurances for Non-Construction Programs (SF-424B) [V1.1]</td>
</tr>
<tr>
<td>CD511 Form [V1.1]</td>
<td></td>
</tr>
</tbody>
</table>

[Download Instructions]
# Content and Form of Applications

## Standard Forms on Grants.gov
- Standard Form 424: Application for Federal Assistance
- Standard Form 424A: Budget Information for Non-Construction Programs
- Standard Form 424B: Assurances for Non-Construction Programs
- CD–511 Certification Regarding Lobbying
- Standard Form LLL, Disclosure of Lobbying Activities (if applicable)

## Additional requirements
- Project Narrative
- Detailed Project Budget and Budget Narrative
- Indirect Cost Rate Agreement (as applicable)
- Letters of Commitment
- Certification Regarding Compliance
- Certification for Minority Business Enterprises (as applicable)
Application for Federal Assistance (SF-424)
SF-424, page 1

- Item 1, Type of submission: Application
- Item 2, Type of application: New
- Item 8.b., EIN: applicant organization or lead applicant in a consortium application
- Item 8.c., DUNS
- SF-424, Item 8.d Zip/Postal Code field, should reflect the zip code +4 (#####-####) format.

Note: For slides 8-10, we will be reviewing the different sections of the Application for Federal Assistance SF-424 document. All information are meant to provide an example.
SF-424, page 2

- Item 9, Applicant Type:
- Item 12, Funding Opportunity Number: NTIA-CMCPP-2021
- Item 15, Add Attachments:

Note: For slides 8-10, we will be reviewing the different sections of the Application for Federal Assistance SF-424 document. All information are meant to provide an example.
SF-424, page 3

- Item 18.a.: list the total federal budget amount requested for the entire project.
- Item 21:
  - Certs and Reps in SAM.gov (SF-424B)
  - Certifications Regarding Debarment and Suspension as described in Section IV.F of the NOFO
- Authorized Representative:
  - Electronic Signature
  - AOR role that submits the application
  - Grants.gov Ebiz POC must authorize people who are able to make legally binding commitments on behalf of the organization

Note: For slides 8-10, we will be reviewing the different sections of the Application for Federal Assistance SF-424 document. All information are meant to provide an example.
Preparing your Budget
## SF-424A Budget Form

### 6. Object Class Categories

<table>
<thead>
<tr>
<th>GRANT PROGRAM</th>
<th>FUNCTION OR ACTIVITY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### a. Personnel
- Amount: $25,000.00
- Total: $50,000.00

#### b. Fringe Benefits
- Amount: $7,500.00
- Total: $15,000.00

#### c. Travel
- Amount: $2,500.00
- Total: $5,000.00

#### d. Equipment
- Amount: $10,000.00
- Total: $20,000.00

#### e. Supplies
- Amount: $25,000.00
- Total: $50,000.00

#### g. Construction
- Amount: $5,000.00
- Total: $10,000.00

#### i. Total Direct Charges (sum of 6a-6h)
- Amount: $75,000.00
- Total: $150,000.00

#### j. Indirect Charges
- Amount: $25,000.00
- Total: $50,000.00

#### k. TOTALS (sum of 6i and 6j)
- Amount: $100,000.00
- Total: $200,000.00

### 7. Program Income
- Amount: $100,000.00
- Total: $200,000.00

---

Note: The numbers used in the budget summary above are only to provide an example.
**Detailed Project Budget + Budget Narrative**

<table>
<thead>
<tr>
<th>Detailed Project Budget</th>
<th>Detailed Budget Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Spreadsheet</td>
<td>• Word document</td>
</tr>
<tr>
<td>• Mirror SF-424A cost categories</td>
<td>• Mirror SF-424A cost categories</td>
</tr>
<tr>
<td>• Itemized and detailed breakdowns</td>
<td>• Explain necessity and basis for all costs</td>
</tr>
<tr>
<td>• Reflect same amounts as the SF-424 and SF-424A</td>
<td>• Itemized and detailed</td>
</tr>
<tr>
<td></td>
<td>• Reflect same amounts as the SF-424 and SF-424A</td>
</tr>
</tbody>
</table>
## Detailed Project Budget

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Cost Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>Position: Salary, level of effort = Total salary charged to award</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>Position: Total salary charged to award, rate = Total fringe charged to award</td>
</tr>
<tr>
<td>Travel</td>
<td>Trip: Location, specify the costs associated with travel, the basis for the travel costs (mileage: # of miles x cost/mile); (air transportation, specify the cost); (per diem: # of days x daily cost); (lodging: # of nights x daily cost)</td>
</tr>
<tr>
<td>Equipment</td>
<td>Item: Quantity, purchase cost, percentage dedicated to award = Total cost of equipment charged to award</td>
</tr>
<tr>
<td>Supplies</td>
<td>Item: Quantity, unit cost = total cost of supply items charged to award</td>
</tr>
<tr>
<td>Contractual</td>
<td>Name/Entity: Itemized line breakdown, indirect costs and rate. List the budgets for each sub-award, contract, consultant, or consortium agreement.</td>
</tr>
<tr>
<td>Other</td>
<td>Item: Quantity, unit cost = Total cost of Other items charged to the award.</td>
</tr>
<tr>
<td>Indirect Charges</td>
<td>Base * IDC rate = Total indirect costs charged to the award</td>
</tr>
</tbody>
</table>
### Detailed Budget Narrative

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Fringe Benefits</th>
<th>Travel</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Position title</td>
<td>• Position title</td>
<td>• Destination</td>
<td>• Describe the equipment item(s)</td>
</tr>
<tr>
<td>• Name</td>
<td>• Fringe benefits type</td>
<td>• Dates</td>
<td>• Relate the use of each item to the scope of work</td>
</tr>
<tr>
<td>• Describe roles and responsibilities</td>
<td></td>
<td>• Purpose</td>
<td>• Include the basis of how costs were estimated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Specify basis for itemized costs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Contractual</th>
<th>Other</th>
<th>Indirect Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Explain the type of supplies to be purchased</td>
<td>• Name/Entity</td>
<td>• Describe the item</td>
<td>• Specify type of rate</td>
</tr>
<tr>
<td>• Describe how it relates back to meeting the project objectives</td>
<td>• Identify products or services to be obtained</td>
<td>• Explain the necessity of each cost for successful implementation and completion of the project</td>
<td>• Describe base used to determine indirect charges amount.</td>
</tr>
<tr>
<td>• Describe the basis for the cost</td>
<td>• Summarize the scope of work and specific tasks to be performed</td>
<td>• Include the dates/length for the performance</td>
<td>• If applicable, include a copy of the current fully executed NICRA</td>
</tr>
</tbody>
</table>

**Indirect Charges**

- Specify type of rate
- Describe base used to determine indirect charges amount.
- If applicable, include a copy of the current fully executed NICRA
## Helpful Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL/Contact Information</th>
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<tbody>
<tr>
<td>System for Award Management (SAM.gov)</td>
<td><a href="https://sam.gov/">https://sam.gov/</a></td>
</tr>
<tr>
<td>Grants.gov</td>
<td><a href="https://www.grants.gov/">https://www.grants.gov/</a></td>
</tr>
<tr>
<td>Grants.gov Applicant Support (24/7)</td>
<td><a href="mailto:support@grants.gov">support@grants.gov</a> (1-800-518-4726)</td>
</tr>
<tr>
<td>2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</td>
<td><a href="https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl">https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl</a></td>
</tr>
</tbody>
</table>
Direct grants management inquiries to:
Yongming Qiu
NIST Grants Officer
Grants Management Division
National Institute of Standards and Technology
Phone: (301) 975-5437
Email: yongming.qiu@nist.gov
The project narrative must include a Project Results and Evaluation section to include:

1) A description of your project’s intended results and how you plan to evaluate the benefits of your project;

2) A description of performance measures that will be used to evaluate the project’s success and the benefits delivered to project beneficiaries; and

3) Proposed metrics, data planned for collection and other evaluation methodologies (e.g., case studies, focus groups, surveys).
**Human Subjects Research**

Is your Project Results and Evaluation plan considered Human Subjects Research under 15 C.F.R. Part 27?

**Step #1:** Determine if project evaluation activities satisfy the condition of being “research.”
Research is the systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalized knowledge.

**Step #2:** Determine if the intent of your evaluation plan and data collection is to produce generalizable knowledge. Activities designed to contribute to generalizable knowledge are those designed to draw general conclusions, inform policy, or generalize findings beyond a single individual or an internal program.

**Step #3:** Determine whether your data collection activities involve human subjects. Human subject means a living individual about whom an investigator (whether professional or student) conducting research: (1) Obtains information through intervention or interaction with the individual, and uses, studies, or analyzes the information; or (2) Obtains, uses, studies, analyzes, or generates identifiable private information.
Other Relevant Definitions from 15 C.F.R. § 27.102:

• **Intervention** includes both physical procedures by which information or biospecimens are gathered (e.g., venipuncture) and manipulations of the subject or the subject's environment that are performed for research purposes.

• **Interaction** includes communication or interpersonal contact between investigator and subject.

• **Private information** includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information that has been provided for specific purposes by an individual and that the individual can reasonably expect will not be made public (e.g., a medical record).

• **Identifiable private information** is private information for which the identity of the subject is or may readily be ascertained by the investigator or associated with the information.
As stated in the Department of Commerce (DOC) Financial Assistance Standard Terms and Conditions, which will be incorporated into every CMC grant, DOC Regulations at 15 C.F.R. Part 27 require that non-Federal entities maintain appropriate policies and procedures for the protection of human subjects. In the event it becomes evident that human subjects may be involved in a project, the non-Federal entity (generally through the recipient) must submit appropriate documentation to the Federal Program Officer for approval by the appropriate DOC officials. As applicable, this documentation must include:

i. Documentation establishing approval of an activity in the project by an Institutional Review Board (IRB) under a Federal wide Assurance issued by Department of Health and Human Services or other Federal agency guidelines (see also 15 C.F.R. § 27.103);

ii. Documentation to support an exemption for an activity in the project under 15 C.F.R. § 27.104(d);

iii. Documentation of IRB approval of any modification to a prior approved protocol or to an informed consent form;

iv. Documentation of an IRB approval of continuing review approved prior to the expiration date of the previous IRB determination; and

v. Documentation of any reportable events, such as serious adverse events, unanticipated problems resulting in risk to subjects or others, and instances of noncompliance.
Human Subject Research - Additional Information

• The Department’s regulations related to the protection of human subjects are found at 15 C.F.R. Part 27.

• CMC Guidance and further explanations of this requirement will be posted to the NTIA website.
Renewed Call for CMC Merit Reviewers
Call for Merit Reviewers – CMC Pilot Program

CMC Merit reviews will start in early December and extend through January 2022. We are committed to ensuring that reviewers come from diverse backgrounds and areas of the United States.

To volunteer as a reviewer, please email a resume containing the information below to grantreviewer@ntia.gov:

• Name
• Residence (city and state)
• Email/phone number
• Employer(s) including states you were employed in
• Position/Title
• Years and types of experience and positions in fields related to broadband activities

➢ Grant Reviewer FAQs are available here - NTIA Grant Program Merit Reviewers FAQs 7.1.21_Final (doc.gov)

Although you will not be compensated for your time and expertise, you will be making a significant contribution to enhancing broadband services and utilization throughout the United States. We appreciate the valuable contribution you will be making to the success of the programs and look forward to working with you as a reviewer. Further information is available here.
Q & A
Join us again for the CMC grants webinar series!

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<th>Past Events:</th>
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<tr>
<td><strong>Broadband Infrastructure Program</strong></td>
<td><strong>Tribal Broadband Connectivity Program</strong></td>
<td><strong>Connecting Minority Communities Pilot Program</strong></td>
<td></td>
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<tr>
<td>April 28 &amp; 29</td>
<td>April 21 &amp; 22</td>
<td>May 5 &amp; 6</td>
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<tr>
<td>June 9 &amp; 10</td>
<td>June 16 &amp; 17</td>
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<td>July 14 &amp; 15</td>
<td>July 21 &amp; 22</td>
<td>July 28 &amp; 29</td>
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<tr>
<td>August 4 &amp; 5</td>
<td>August 11 &amp; 12</td>
<td>August 18 &amp; 19</td>
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**Upcoming Events:**

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<tbody>
<tr>
<td><strong>Connecting Minority Communities Pilot Program</strong></td>
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<tr>
<td>September 22 &amp; 23</td>
<td></td>
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<tr>
<td>October 20 &amp; 21</td>
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</tbody>
</table>

**Webinars start at 2:30 pm ET**
Registration is required for each webinar and is limited to 1,000

[BroaddbandUSA Latest Events]
Thank you!

Link to CMC Webpage:
Connecting Minority Communities Pilot Program | BroadbandUSA (doc.gov)

broadbandusa@ntia.doc.gov
swoods@ntia.gov
falkisswani@ntia.gov

CMC Anchor Community Eligibility Dashboard:
https://broadbandusa.ntia.gov/cmcdashboard

Indicators of Broadband Need Map:
Indicators of Broadband Need (arcgis.com)