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Evaluation of Project Efficacy for the State Digital Equity Capacity Grant Program

Capacity Grant Program

April 2024

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WHAT IS THE 5% CAP ON EVALAUTION OF PROJECT EFFICACY?

The award amount that may be used to evaluate the efficacy of the efforts funded by grants made to subgrantees to:

Assist in the implementation of the Digital Equity Plan of the State or Territory

Pursue digital inclusion activities in the State or Territory consistent with the Digital Equity Plan of the State or Territory

Report to the State or Territory regarding the digital inclusion activities of the entity

WHAT DOES THE 5% EVALUATION CAP APPLY TO?

- The 5% Evaluation Cap applies only to the recipient's (State or Territory's) evaluation of **subgrantees'** activities who were selected to carry out implementation projects

- It does not apply to the evaluation of activities that were carried out by the recipient directly

- It does not apply to the evaluation of progress toward meeting measurable objectives in the recipient's Digital Equity plan

- It does not apply to subgrantee collection of data or subgrantee evaluation of their own projects

WHY DOES EVALUATION MATTER?

- Subgrantees are required to incorporate project measurements and evaluation activities from the outset of their program design and implementation

- Activities must document the implementation efforts and progress made towards meeting the measurable objectives and success of specific funded projects in meeting performance objectives

- The State or Territory should use data to gather protocols, instruments, and results from their subgrantees

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HOW DO YOU CALCULATE THE CAP AMOUNT?

Evaluation Cap = Total Funding Allocation X 0.05

*Total funding allocation for each State or Territory for the Capacity Grant Program will be determined by NTIA by using a formula defined in the NOFO. This amount is to be utilized only for grantee's evaluation of subgrantee projects. **States and Territories will determine each subgrantee's funding amount.***

EXAMPLES: ALLOWABLE ACTIVITIES

✓ The creation and implementation of research instruments, like pre-test and post-test surveys or focus groups, that are designed to determine the extent to which a program or intervention is achieving its intended goals using systematic data collection and analysis

✓ Sub-grants or sub-contracts entered into **specifically to conduct program evaluation of the specific projects and activities carried out by subrecipients**

✓ Activities by the grantee to evaluate the process/implementation of the projects

EXAMPLES: COSTS NOT SUBJECT TO EVAL CAP

✗ Costs that are subject to other funding caps noted in the Capacity Grant Program NOFO (all costs must be clearly categorized in the Consolidated Budget Form):

- The 3% administrative cap, including the combined total of indirect and direct administrative costs charged to an award
- The 20% cap associated with updating the Digital Equity Plan

✗ Subgrantee costs associated with data collection, analysis and evaluation of its own activities

EXAMPLE: UNCAPPED EVALUATION ACTIVITY VS CAPPED EVALUATION ACTIVITY

Subgrantee _data collection will not_ fall under the 5% Evaluation Cap

A subgrantee conducts a survey on a computer skills workshop project to **_measure the amount of outreach_** that was needed to get the target Covered Population to attend

Pre & post skill development survey _analysis will_ fall under the 5% Evaluation Cap

A recipient wants to **_analyze pre and post survey data collected from_** a **_subgrantee's_** computer skills **_workshop project_** to determine the effectiveness

EXAMPLES OF EVALUATION GROUPINGS

The NOFO describes data points applicants must collect to report on their projects (Section II.A.3). Use the _Measurable Objectives_ in your State Digital Equity Plan to guide the evaluation of the specific projects and activities.

People Impacted	▪ Number of Covered Population(s) served ▪ Number of people served within each Covered Population ▪ Total number of people served
Programs	▪ Number of programs implemented by type
Testimonies	▪ Anecdotal / personal testimony demonstrating the impact of the Program
Progress	▪ Quantifiable evidence of progress toward the measurable objectives identified in the Digital Equity Plan
Impact on the State/Territory's goals and measures of any additional impacts	▪ Economic and workforce development outcomes ▪ Educational outcomes ▪ Health outcomes ▪ Civic and social engagement; and ▪ Delivery of essential services ▪ Any other digital equity outcome specified in the Digital Equity Plan

Keep in mind: States and Territories must protect personally identifiable information and ensure protection of human subjects

NOTE

- Any activities that may implicate more than one area with a cap will need to be clearly tracked and reported on separately, as only specific project evaluation activities are subject to the 5% Evaluation Cap

- The Grantee may use up to 5% of its allocated funding for the purposes of evaluating subgrantee projects but is not required to use the full amount

- If project evaluation will be done with funds other than those made available through the State Digital Equity Capacity Grant Program, applicants will need to disclose that information as part of their application, additional guidance can be found in the NOFO Section II.C.5