

District of Columbia  
Office of the Chief Technology Officer (OCTO)

**REQUEST FOR APPLICATIONS (RFA)**

**District of Columbia BEAD Non-Deployment Application**

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**Application Submission Deadline:** March 29, 2025 at 11:59 p.m.

**Application Submission Platform:** <https://wdcbbroadband.submittable.com/submit>

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## Table of Contents

<b>SECTION 1: GENERAL INFORMATION</b> .....	1
<b>1.1 Introduction</b> .....	1
<b>1.2 Overview of Subgrantee Selection Process</b> .....	1
<b>1.3 Purpose of Grant</b> .....	2
<b>1.4 Competition for a Grant</b> .....	3
<b>1.5 Projects and Funds Available</b> .....	3
<b>1.6 Eligibility Information</b> .....	4
1.6.1 Eligible Applicants Include: .....	4
1.6.2 Additional Eligibility Requirements .....	4
<b>1.7 Definitions</b> .....	5
<b>1.8 Permissible Use of Grant Funds</b> .....	5
<b>1.9 Grant Monitoring</b> .....	5
<b>1.10 General Terms and Conditions</b> .....	6
<b>1.11 RFA Conditions – Promises, Certifications, Assurances</b> .....	6
<b>1.12 OCTO’s Authority to Make Grants</b> .....	6
<b>1.13 Conflicts between RFA and Applicable Law</b> .....	6
<b>SECTION 2. OVERVIEW OF APPLICATION PROCESS</b> .....	6
<b>2.1 BEAD Two-Phase Subgrantee Selection Process</b> .....	6
<b>2.2 Additional RFA Information</b> .....	8
<b>2.3 Pre-Qualification: Submission Information</b> .....	8
<b>2.4 Updates and Questions and Answers (Q&amp;A)</b> .....	8
<b>SECTION 3. BEAD PRE-APPLICATION CONTENT</b> .....	9
<b>3.1 Applicant Subgrantee Pre-Qualification</b> .....	9
<b>3.2 Application Content</b> .....	9
<b>3.3 Required Documents</b> .....	11
3.3.1 Certificate of Good Standing.....	11
3.3.2 Certificate of Clean Hands .....	11
3.3.3 Promises, Certifications, Assertions, and Assurances .....	11
3.3.4 IRS W-9 Tax Form .....	12
3.3.5 Tax Exemption Affirmation Letter .....	12
3.3.6 Letter of Credit .....	12
3.3.7 Applicant’s Current Fiscal Year Budget .....	12

3.3.8	Applicant’s Financial Statements .....	12
3.3.9	Separation of Duties Policy .....	12
3.3.10	System for Award Management (SAM) with Federal Government.....	13
3.3.11	Indirect Costs Rate Documentation .....	13
3.3.12	Certification of Insurance Requirements .....	13
<b>SECTION 4. REVIEW PANEL AND APPLICATION SCORING.....</b>		<b>13</b>
4.1	<b>Review Panel .....</b>	<b>13</b>
4.2	<b>Scoring Criteria .....</b>	<b>14</b>
4.3	<b>Partial Funding.....</b>	<b>14</b>
<b>SECTION 5. GRANTEE DOCUMENT REQUIREMENTS .....</b>		<b>14</b>
5.1	<b>Grantee Documents .....</b>	<b>14</b>
5.1.1	Certificate of Insurance .....	14
5.1.2	Assurance of Continued Truth and Accuracy.....	15
<b>SECTION 6. REPORTING, PAYMENT, and OTHER PROVISIONS.....</b>		<b>15</b>
6.1	<b>Reporting Requirements .....</b>	<b>15</b>
6.1.1	Assurance of Continued Truth and Accuracy.....	15
6.1.2	Final Report.....	15
6.2	<b>Reimbursement of Project Expenditures, Advances, and Disbursement of Funds .....</b>	<b>16</b>
6.3	<b>Corrective Action .....</b>	<b>16</b>
<b>SECTION 7. SUBGRANTEE PROJECTS APPLICATION .....</b>		<b>16</b>
7.1	<b>Subgrantee Application Content .....</b>	<b>16</b>
7.2	<b>Summary: Project Name, Periods and Available Funds.....</b>	<b>19</b>
7.3	<b>Project Description (Non-Infrastructure/Non-Deployment) .....</b>	<b>20</b>
7.4	<b>Subgrantee Award Announcement.....</b>	<b>21</b>
7.5	<b>Project Outcomes, Outputs, and Deliverable.....</b>	<b>22</b>

## SECTION 1: GENERAL INFORMATION

### 1.1 Introduction

The Broadband Equity, Access, and Deployment (“BEAD”) program was created when President Biden signed the Infrastructure Investment and Jobs Act (popularly known as the Bipartisan Infrastructure Law or “BIL”), Pub. L. 117-58, 135 Stat. 429, and is administered by the United States Department of Commerce’s National Telecommunications and Information Administration (“NTIA”). This program makes available to DC \$100,694,786.93 for projects and activities related to broadband planning, infrastructure deployment, mapping, equity, and adoption, which will enable the DC’s Office of the Chief Technology Officer (“OCTO”) and its DC State Broadband and Digital Equity Office (“SBDEO”) to execute its vision for transformative, equitable and sustainable investments to close the digital divide.

Access to, and adoption of, reliable broadband is essential to full participation in the community and economy. A reliable broadband connection enables work, learning, healthcare, and more equitable access to government services. In the District of Columbia, the need for broadband infrastructure investment is deepest in Wards 7 and 8—those areas within DC which have the lowest broadband adoption rates and highest rates of poverty according to American Community Survey (“ACS”) data, and the NTIA’s publicly available Indicators of Broadband Need Map. OCTO/SBDEO proposes to address this need by coordinating resources from the BEAD grant to affect transformative, equitable, sustainable, and achievable improvements in DC’s broadband infrastructure primarily in Wards 7 and 8, and also execute Digital Equity related non-deployment activities.

### 1.2 Overview of Subgrantee Selection Process

DC’s distribution of BEAD funding involves a two-phase process, beginning with **Phase 1: Pre-Qualification**, where prospective Applicants must submit organizational-level information to demonstrate their ability to meet the program’s technical, financial, operational, and managerial requirements. This phase ensures that only qualified Applicants move forward. Within a set review period, SBDEO will assess whether Applicants meet minimum qualifications, including financial stability, technical capability, and compliance with federal and DC laws. Only those who successfully pass Phase 1 will be invited to participate in **Phase 2: BEAD Project Application Period**, where they will submit detailed project applications for specific service areas and non-infrastructure projects. Applicants must successfully complete Phase 1 to be eligible for Phase 2, ensuring that the process remains competitive and compliant with BEAD and SBDEO standards. See Section 2.1 for more information.

### 1.3 Purpose of Grant

DC's BEAD funding will be used to support both non-infrastructure/non-deployment efforts according to BEAD program requirements.

Through the implementation of DC's BEAD Non-Deployment activities, OCTO/SBDEO proposes to conduct an open and transparent sub-grantee selection process to accept bids from eligible entities to conduct non-deployment related activities within the district, as indicated in the OCTO/SBDEO approved Initial Proposal Volume (IPV) 2.

#### **PROGRAM GOALS:**

Mayor Muriel Bowser's administration outlined four long-term goals to guide DC's SBDEO in its participation in the broadband and digital equity funding programs. Each of these goals is supported by highly ambitious, measurable objectives that were calculated to advance the cause of digital equity DC-wide. The below goals and objectives are also reflected in DC's State Digital Equity Plan.

**Goal One:** Make high-quality, affordable, high-speed internet accessible to all residents of DC in their homes and local CAIs and drive equitable adoption of broadband.

Objective One: Achieve universal (100%) availability of 100/20 Mbps in DC households.

Objective Two: Increase internet access among CAIs.

Objective Three: Reach at least 95% equitable adoption of high-speed internet.

Objective Four: Reach at least 95% adoption among target populations (e.g., Covered Populations).

Objective Five: Reach at least 95% adoption in high-priority Wards (e.g., Wards 7 and 8).

**Goal Two:** Provide sustainable, low-cost or no-cost devices, IT support, and enabling applications to residents.

Objective One: Effectively communicate the value of a connected device to all DC residents and ensure that all residents have access to one internet-ready device.

Objective Two: Increase device access among Covered Populations.

Objective Three: Stand up a responsive, omni-channel customer service center that serves as a "one-stop shop" for all residents. Establish a mature ecosystem in DC for affordable tech repair and refurbishing services.

Objective Four: Ensure that residents feel confident in using connected devices and getting the troubleshooting support they need.

**Goal Three:** Create navigable pathways for DC residents to gain digital literacy and digital skills.

Objective One: Improve digital literacy in DC so that every resident can safely and proficiently navigate current information technologies.

Objective Two: Enable residents to use technology to improve their learning and their ability to access the tools and jobs of the digital economy (especially related to work, education, and health-monitoring).

Objective Three: Enable residents to use digital tools to improve their quality of life, and track residents' feedback.

**Goal Four:** Use increased access to broadband, devices, and digital skills to set up strategic partnerships and initiatives with DC agencies to achieve goals related to economic development, the workforce, and health outcomes.

Objective One: Prepare all students for economic and academic success in the 21st Century, including providing access to a device and broadband at home.

Objective Two: Increase the use of telehealth services to expand access to care and healthcare options for DC residents.

Objective Three: Improve online accessibility of essential services to increase sign-ups for key social services (e.g., SNAP, TANF/Cash Assistance, and Medical Benefits).

#### **1.4 Competition for a Grant**

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a "project"). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project's description. The most responsive application/s will be recommended for a grant.

Specifically, an award will be made based on eligibility (Section 1.7), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization's capacity to achieve the grant's goals.

#### **1.5 Projects and Funds Available**

OCTO seeks applications for:

Project Name	Project Amount
BEAD Non-Deployment Funding	\$60,060,891.40

The budget opportunity will be published in the final release of the subgrantee application process and will be detailed by project area. This will provide Applicants with a clear understanding of the funding available for each specific project area, ensuring transparency and alignment with the program's objectives.

### 1.6 Eligibility Information

#### 1.6.1 Eligible Applicants Include:

- Internet Service Providers
- Nonprofit organizations, including those with IRS 501(c)3 or 501(c)4 determinations
- Faith-based organizations
- Government agencies
- Universities/educational institutions
- Private Enterprises

Continuing conditions of eligibility include that the information in the application is complete and truthful; and that the Applicant, at all times, is able to meet the material conditions stated in its application. Ineligible Applicants or applications will not be considered for review.

A material condition can be an eligibility condition, or it can be some other condition that a reasonable OCTO evaluator would conclude is necessary to the Applicant for carrying out the proposed project.

For instance, consider a hypothetical case where an Applicant's nonprofit status was a condition of eligibility, and the Applicant lost its nonprofit tax status. That would be a material change in condition and would require immediate communication. Another example of such a material change in condition would include an Applicant whose ability to fulfill the terms of the grant is based on the availability of skilled staff. If such skilled staff are no longer available, the Applicant must immediately inform OCTO and follow up in writing.

#### 1.6.2 Additional Eligibility Requirements

Prior to entering any subgrantee agreement prospective Applicant must be able to prove the following:

- Is capable of carrying out activities funded by the subgrant in a competent manner in compliance with all applicable federal, and District of Columbia laws;

- Has the competence, financial and managerial capacity to meet the commitments of the subgrantee under the subgrant, the requirements of the Program, and such other requirements as have been prescribed by the Assistant Secretary or the State Broadband and Digital Equity Office; and
- Has the technical and operational capability to provide the services promised in the subgrant in the manner contemplated by the subgrant award.
- In addition to this requirement, subgrantees must also comply with all pre-application requirements.

## 1.7 Definitions

**“District” or “DC”:** The District of Columbia.

**“Grantee”:** The person provided a grant by the DC, including a sub-grantee.

**“Person”:** A natural person or a legal entity, including a partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, cooperative, the DC government and its agencies, and the federal government and its agencies.

**“Applicant”:** An individual, organization or entity that submits a formal application to the District of Columbia – Office of the Chief Technology Officer.

**“Writing”:** A tangible or electronic record of a communication or representation, including handwriting, typewriting, printing, photostat, fax, photography, word processing computer output, and e-mail. A “signed” writing includes an electronic symbol or process attached to, or logically associated with a writing, and executed or adopted by a person with the intent to sign the writing.

## 1.8 Permissible Use of Grant Funds

A Grantee may use grant funds only for allowable grant expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that, in limited circumstances, an advance of funds may be provided for grant administration expenses for a good cause approved by OCTO at its sole discretion. (*See* Parts 6.2, 7.1; Appendix 1 Paragraph 9.g).

In addition to any specific funding restrictions described in this RFA, all grantees must expend grant funds in accordance with the cost principles delineated by the [City-Wide Grants Manual and Sourcebook](#), and the Office of Management and Budget (OMB) [Uniform Administrative Requirements, Cost Principles, and Audit Requirements \(2 CFR 200\)](#).

## 1.9 Grant Monitoring

In its sole discretion, OCTO may use several methods to monitor the grant, including virtual meetings, conference calls, site visits, monthly programmatic reports, financial reports, and the

collection of performance data. Each grant is subject to audit. The purpose of these monitoring efforts is to evaluate the grantee's adherence to both DC and federal requirements. The goal is to determine the adequacy of the grantee's operational, financial, and management systems and practices in accounting for program funds. Failure to meet compliance standards may lead to payment suspension, reduction, or termination of the grant.

OCTO retains the authority to carry out on-site visits at any time during the grant period and may request supporting documentation for all data metrics and performance results. Reimbursement requests may be delayed until the verification of all submitted data.

Applicants affirmatively consent to grant monitoring, such as site visits, data collections, financial reporting, and retention of records used in support of grant monitoring and audits for the audit period (3 years from the date of final OCTO payment of the Grant, or the end of the DC fiscal year in which the Grant ends, whichever is later). Applicants will also be subject to quarterly reports as outlined in Section 6.1. (*See Appendix 1, Section 25. Accounting and Audits*).

### **1.10 General Terms and Conditions**

Appendix 1, "General Terms and Conditions" is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions appearing in Appendix 1.

### **1.11 RFA Conditions – Promises, Certifications, Assurances**

Appendix 2, "Applicant's Promises, Certifications, and Assurances" ("PCA"), is incorporated by reference in this RFA.

### **1.12 OCTO's Authority to Make Grants**

OCTO has grant-making and subgrant-making authority under:

- Function, Office of the Chief Technology Officer, DC Official Code §§ 1-1403(10)-(13).
- Digital Equity Planning and Reporting, Office of the Chief Technology Officer, DC Official Code § 1-1403.01(b)(2), (c).
- Other applicable laws and regulations.

### **1.13 Conflicts between RFA and Applicable Law**

If any requirement of this RFA conflicts with a provision of any applicable law, including a DC or federal law or regulation, the applicable legal provision shall control.

## **SECTION 2. OVERVIEW OF APPLICATION PROCESS**

### **2.1 BEAD Two-Phase Subgrantee Selection Process**

SBDEO will conduct the BEAD subgrantee Selection Process as follows:

PHASE 1: BEAD Pre-Qualification Period

- Prospective Applicants will submit organizational-level information that demonstrates their ability to meet the requirements of the BEAD program.

PHASE 2: BEAD Non-Deployment Project Application Period

- Prospective Applicants approved in Phase 1 will be invited to submit project applications for BEAD funding.

The first phase, described in this guidance document, is the BEAD Pre-Qualification. During this phase, SBDEO will evaluate an Applicant's overall, financial, operational and managerial capacity. This evaluation is conducted at the organizational level. The review of project-specific information will take place during the BEAD Project Application Period.

Phase 1 (Pre-Qualification) will allow SBDEO to identify the pool of eligible Applicants in advance and work proactively with those prospective Applicants to ensure that their BEAD applications will meet eligibility requirements, and the BEAD Project Application process is as competitive as possible. This phase will also allow SBDEO to determine which prospective Applicants meet the minimum qualifications set forth by the BEAD NOFO and additional SBDEO requirements.

Minimum pre-qualifications will include evidence that the Applicant:

- Can execute activities funded by the subgrant competently and in compliance with all applicable federal, state, and local laws (BEAD NOFO Section IV.D.2.d)
- Has the financial (BEAD NOFO Section IV.D.2.a) and managerial capacity (BEAD NOFO Section IV.D.2.b) to meet the commitments of a subgrantee under a subgrant, the requirements of the Program and other requirements that NTIA or SBDEO has prescribed and that will be promoted throughout Stage 1
- Has the technical (BEAD NOFO Section IV.D.2.c ) and operational capability (BEAD NOFO Section IV.D.2.e) to provide the services promised in the subgrant in the manner contemplated by the subgrant award
- Has a record of past compliance and plans to ensure ongoing compliance with federal labor and employment laws (as detailed in Section 2.7.1)

Prospective Applicants must also provide:

- Ownership information (BEAD NOFO Section IV.D.2.f and other public funding (BEAD NOFO Section IV.D.2.g) information), including updates to SBDEO's

Broadband Investment Notification & Demonstration (BIND) process. This includes any applications the subgrantee or its affiliates have submitted or plan to submit and every broadband deployment project that the subgrantee or its affiliates are undertaking or have committed to undertake at the time of the information submission using public funds, including but not limited to funds provided under: the Families First Coronavirus Response Act; the CARES Act, the Consolidated Appropriations Act, 2021; or the American Rescue Plan of 2021, any federal Universal Service Fund high-cost program (e.g., RDOF, CAF), or any Eligible Entity or local universal service or broadband deployment funding program).

- Certification that it will adhere to all of the District of Columbia laws regarding , collection of data, and guarantee of privacy of all broadband internet service customers as defined in statute at the time of award.

Within 7 days following the close of the Pre-Qualification, SBDEO will notify prospective Applicants of their pre-qualification status and ability to proceed into the BEAD Project Application Period.

## **2.2 Additional RFA Information**

This RFA is issued on [www.techtogetherdc.com](http://www.techtogetherdc.com). The contact person for this RFA is Kevin Hughes, Administrator of DC SBDEO. Any inquiries please send to [OCTO.grants@dc.gov](mailto:OCTO.grants@dc.gov).

## **2.3 Pre-Qualification: Submission Information**

Deadline: [March 29, 2025 , 2025]

All applications must be received at <https://wdcbbroadband.submittable.com/submit> by **11:59 p.m. EST on Sunday, March 29, 2025.**

Once the application is submitted, an email will be automatically generated stating that the application was received. In OCTO's grant portal <https://wdcbbroadband.submittable.com/submit>, the application will be dated and recorded as "received" pending review by OCTO for completeness. OCTO considers an application to be "filed" only if all the required materials are submitted. A late or incomplete application will be considered received, not filed.

Applicants are urged to file timely and not wait until minutes before the deadline.

## **2.4 Updates and Questions and Answers (Q&A)**

Additional information may become available before the application is due. It is the Applicant's responsibility to stay up to date on the status and requirements of the grant for which it is

applying. OCTO welcomes questions seeking clarification of matters in this RFA and will post responses as FAQs on <https://www.techtogetherdc.com>.

OCTO will offer one webinar session to review the proposed RFA and answer any questions. The date and time for the webinar will be provided closer to the release of the RFA.

Questions about the RFA should be sent to [OCTO.grants@dc.gov](mailto:OCTO.grants@dc.gov) with “RE: RFA-BEAD Non-Deployment” in the subject line. OCTO will publish updates and Questions and Answers (Q&A) regarding the RFA at [www.techtogetherdc.com](http://www.techtogetherdc.com). The cutoff date for receipt of any questions is one week prior to the application deadline.

## **SECTION 3. BEAD PRE-APPLICATION CONTENT**

### **3.1 Applicant Subgrantee Pre-Qualification**

In Phase 1 of DC’s BEAD funding process, prospective Applicants must provide organizational-level information to demonstrate their technical, financial, operational, and managerial capacity. This phase is designed to ensure that Applicants meet the minimum qualifications required to manage BEAD-funded projects, including financial stability, technical expertise, and compliance with federal and local regulations. Only Applicants who successfully pass rigorous review will be invited to participate in Phase 2, where detailed project proposals are submitted.

### **3.2 Application Content**

#### **3.2.1 Applicant**

##### **1. Organization**

Describe the named Applicant’s history, mission, and current or past projects that demonstrate the organization’s capacity to achieve the project’s goals. To provide further information, the Applicant can reference its website or upload an organizational brochure or résumé under the heading “Additional Information and Document Uploads” in the OCTO grants portal: <https://wdcbbroadband.submittable.com/submit>.

##### **2. Key Personnel**

Identify the key team members for the project and provide brief biographies or their résumés under the heading “Additional Information and Document Uploads” in the OCTO grant’s portal: <https://wdcbbroadband.submittable.com/submit>. The team members can be staff, volunteers, Sub-Grantees, or contractors.

##### **3. Past Performance on DC Grants/Contracts**

Identify any state or federal agencies within the US from which the Applicant has received funding as a contractor, Grantee, or partner in the past five years under the heading “Additional Information and Document Uploads” in the OCTO grants portal

<https://wdbc broadband.submittable.com/submit/>. Provide specific information, including:

- The grant(s) or contract(s) title;
- The state and federal agency/agencies;
- The grant number(s), contract number(s), or other identifier(s);
- The amount(s) paid; and,
- What was accomplished as a result of the funding(s).

Briefly describe each dispute, investigation, and/or audit, if any, related to any of these state or federal grants or contracts, or partnerships in the past five years.

#### 4. Partners

OCTO awards a grant to one entity. When that entity is a legal corporation or partnership, OCTO will award a grant to that entity. Sometimes a “partnership” is informal, just a working arrangement. The “partners” may have decided that multiple participants can improve the success of a project. Such a partnership might be between a government agency, nongovernmental organization (NGO), company, or an individual. One of these “partners” must be identified as the Applicant.

If one or more partners are to be involved in the project, the Applicant must describe each partner’s involvement and resource commitments. The partnering organization should attach a letter of support. If the letter is a hard copy letter or scanned, the document should be written on the partner’s letterhead and signed by its authorized official. If the letter is an email, the email should clearly identify the writer and position, the partner, its mailing address, website, and an official’s contact name, telephone number, and email address.

For the following types of partners, provide the documentation indicated.

##### i. Property Owner

If the Applicant will work on public land, it must submit a letter of support from an official of the managing agency. Similarly, if the Applicant is to work on private land, it must submit a letter of support from each property owner. If the project includes construction or installation, the letter must acknowledge that the property owner will be responsible (either directly or through an agreement with another entity) for project maintenance.

##### ii. Partnering Organization

Include a letter of intent from the collaborating organization(s) stating that it agrees to participate in the proposed project, describing the partner’s involvement and resource commitments, and

explaining the activities and/or services the partner will provide. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services that the partner will provide. Under the grant terms and conditions, grant-related work or activity that is contracted, sub-contracted or Sub-Grantee must comply with applicable District laws, including business licensing requirements and documentation of a claimed tax-exempt status.

## 5. Certifications

Prospective subgrantees must certify that they are financially qualified to meet the obligations associated with a Project, that they will have available funds for all project costs that exceed the amount of grant, and that they will comply with all Program requirements, including service milestone.

### 3.3 Required Documents

The following documents must be filed as part of the application package. If the document is not in this filing, OCTO may classify the grant application as “received” but not “filed,” as specified in Section 2.3. However, if a government agency must issue a required document, and the Applicant has requested the document but not received it, OCTO may accept a copy of the Applicant’s written request to the agency for the purpose of deeming the Application “filed.”

#### 3.3.1 Certificate of Good Standing

Each Applicant must submit a current Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs. OCTO requires that the submitted Certificate of Good Standing reflects a date within a six-month period immediately preceding the application’s submission.

#### 3.3.2 Certificate of Clean Hands

The Applicant shall submit a validated Certificate of Clean Hands (CCH) from the DC Office of Tax and Revenue. The CCH can be obtained through MyTax.DC.gov.

#### 3.3.3 Promises, Certifications, Assertions, and Assurances

Each Applicant must sign and submit the “Promises, Certifications, Assertions, and Assurances” (“PCA”) in Appendix 2. Signing the PCA is a condition of eligibility for this grant. If the Applicant is not prepared to sign the PCA, it should not apply for a grant. Compliance with the promises, certifications, and assurances in the PCA is a continuing condition of eligibility for this grant. The PCA must be signed by the Applicant or, if the Applicant is an organization, by a duly authorized officer of the organization. The PCA also includes a sworn statement verifying that the Applicant is not in arrears (*i.e.*, is “current”) on all obligations outstanding to the District, including all District agencies. The Applicant must be “current” as of the date of the application and the date of a grant award.

OCTO requires, as a condition of continuing eligibility, that a Grantee stay current on such obligations during the grant period.

### 3.3.4 IRS W-9 Tax Form

The Applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). OCTO defines “current” to mean that the document was completed within the same calendar year as that of the application date.

### 3.3.5 Tax Exemption Affirmation Letter

If the Applicant claims it is a nonprofit organization, the Applicant must prove its nonprofit status. The tax exemption affirmation letter should be provided. It is the IRS’s determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group is a “supporting organization” with an IRS tax-exempt status determination, then that organization’s tax exemption affirmation letter should also be submitted.

### 3.3.6 Letter of Credit

Prospective subgrantees must submit a bank letter committing to issue a binding standby Letter of Credit (LOC), stating the LOC amount and agreeing to the Eligible Entity’s terms. Before any subgrantee agreement, they must obtain an acceptable LOC valued at no less than 25% of the subaward.

### 3.3.7 Applicant’s Current Fiscal Year Budget

The Applicant must submit their current fiscal year budget with projected income, a budget to actual comparison and a business plan with three-year projections of operating costs, cash flow and balance sheets post-project completion.

### 3.3.8 Applicant’s Financial Statements

If the Applicant has undergone an audit or financial review, it must provide the most recent audited financial statements or reviews. If audited financial statements or reviews are not available, the Applicant must provide its most recent complete year’s unaudited financial statements.

### 3.3.9 Separation of Duties Policy

The Applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for purposes of the application. The Applicant should state which of these situations apply.

This statement should:

- Describe how financial transactions are handled and recorded;
- Provide the names or titles of personnel involved in handling money;
- Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and,
- Address other limits on staff and board members' handling of the organization's money.

### 3.3.10 System for Award Management (SAM) with Federal Government

The Applicant must be registered in the System for Award Management at [www.sam.gov](http://www.sam.gov) and provide evidence of this registration as part of its application package to OCTO.

### 3.3.11 Indirect Costs Rate Documentation

No special documentation is required if the Applicant seeks a 10% indirect costs rate in its proposed budget. However, for another rate, include one of the following documents with the application:

- Unexpired federally Negotiated Indirect Cost Rate Agreement (NICRA);
- OCTO negotiated agreement;
- A letter from a District government agency, dated within the last two years, stating the negotiated indirect cost rate; or,
- A letter from an independent CPA certifying the indirect cost rate was determined by the nonprofit organization's audited financial statements following OMB Uniform Guidance.

### 3.3.12 Certification of Insurance Requirements

Applicants must certify that they will meet all insurance requirements outlined by the BEAD program and District Government. (See Appendix 3 Insurance Requirements.) The certification must confirm that the Applicant understands and agrees to comply with all insurance obligations as specified by SBDEO and any applicable federal, or local statutes, rules, policies, and regulations.

## **SECTION 4. REVIEW PANEL AND APPLICATION SCORING**

### **4.1 Review Panel**

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each Applicant's application.

The panel will recommend the most responsive application for an award of the grant.

Review panels vary in size, but typically are made up of three to five people. Review panel members can be from OCTO staff or outside of OCTO, so long as they do not have a conflict of interest.

## **4.2 Scoring Criteria**

The reviewers score each application according to a list of criteria and the points available for each criterion. (*See* Section 7.5) A scoring table/grid appears at the end of the Project Description. The points shown in the scoring table/grid for each criterion are the maximum that can be awarded for that criterion.

A reviewer awards points based on a predetermined scoring rubric and will assign points to each application based on the extent to which it fulfills each criterion. For each criterion, after assigning the points, the reviewer will categorize the application on a scale using the following descriptions:

- (a) Unacceptable - fails to meet minimum requirements, so will be awarded no points (no points awarded).
- (b) Poor - marginally meets minimum requirements but contains major deficiencies (10% of available points).
- (c) Minimal - marginally meets minimum requirements, but the deficiencies are minor and may be correctable (50% of available points).
- (d) Acceptable - meets the requirements (70% of available points).
- (e) Good – meets the requirements and exceeds some requirements (80% of available points).
- (f) Excellent - exceeds all or most requirements, so maximum points will be awarded (100% of available points).

Sometimes an RFA will offer additional points. The Applicant should read the grant description carefully to determine if preference points are available. A separate line of the scoring table/grid will show this.

## **4.3 Partial Funding**

OCTO reserves the right to issue an award that partially funds discrete activities, portions, or phases of the grant application.

# **SECTION 5. GRANTEE DOCUMENT REQUIREMENTS**

## **5.1 Grantee Documents**

Upon acceptance of OCTO's award of the grant, the Grantee must provide the following documents.

### **5.1.1 Certificate of Insurance**

The Grantee shall submit a certificate of insurance giving evidence of the required coverage. (See Appendix 1, General Terms and Conditions Section 30. Insurance, and Appendix 3. Insurance Requirements.) Ordinarily, OCTO will presume that the budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

#### 5.1.2 Assurance of Continued Truth and Accuracy

Upon receiving OCTO's Grant Award Notice, the Grantee must notify OCTO of any changes that may have occurred to its organization since the time of submission of its original application. This obligation continues through the grant period. *See also* Section 1.13. RFA Conditions - Promises, Certifications, Assertions, and Assurances.

## **SECTION 6. REPORTING, PAYMENT, and OTHER PROVISIONS**

### **6.1 Reporting Requirements**

The Grantee must submit the following reports as a condition of continuing eligibility for funding.

#### 6.1.1 Assurance of Continued Truth and Accuracy

OCTO will provide a quarterly status report template with the Grant Award Notice. These reports, which discuss grant activities for the preceding quarter, will be due in the <https://wdcbroadband.submittable.com/submit> on each of the following dates.

Quarter 1 (January – March): April y 15

Quarter 2 (April – June): July15

Quarter 3 (July – September): October 15

Quarter 4 (October – December): January 15

If a report's due date falls on a weekend or District holiday, the report will be due the next business day.

At a minimum, the report must detail:

- Actions taken in the quarter preceding the report date;
- Highlight outputs achieved;
- Provide a financial update; and,
- Describe unforeseen changes to the project timetable, staffing, or partnerships, as well as any other changes that may affect project outcomes.

#### 6.1.2 Final Report

OCTO will provide a final report template with the Grant Award Notice. This report includes quantification by the Grantee of the project's outputs and describes the extent to which project outcomes met or will meet the objectives of the funded application. The template requires the submission of data and analysis of the data.

The final report must be uploaded into the <https://wdcbbroadband.submittable.com/submit> .

## **6.2 Reimbursement of Project Expenditures, Advances, and Disbursement of Funds**

OCTO will not reimburse the Grantee for any work undertaken before OCTO awards the grant. OCTO will reimburse the Grantee only for expenditures incurred to perform work under the grant. Ordinarily, OCTO pays out grant funds as reimbursements. Advances are exceptions, not the rule. In limited cases, OCTO may advance funds at the beginning of the grant period for a good cause approved by OCTO at its sole discretion. If the Applicant seeks an advance payment, it must request such payment in its application and explain why an advance payment is being requested.

OCTO operates on the DC's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. Ordinarily, there is no requirement for weekly invoicing. The Grantee must submit each reimbursement request/invoice monthly using the <https://wdcbbroadband.submittable.com/submit> during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the Grantee. OCTO may make electronic payments in lieu of mailing checks. OCTO generally pays timely, approved, supported grant invoices within 30 days after OCTO receives them.

OCTO may withhold up to the final 10% of a grant until all required activities have been completed, including receipt of the final report. The Grantee should treat the prospect of such withholding as likely.

## **6.3 Corrective Action**

In the event the programmatic, financial, or documentation conditions of the grant are not being met in a thorough and timely fashion, progressive actions will be taken, at the discretion of OCTO, up to and including termination of funding. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

# **SECTION 7. SUBGRANTEE PROJECTS APPLICATION**

## **7.1 Subgrantee Application Content**

The objective of this DC BEAD grant is to facilitate the implementation of DC's Non-Deployment activities within DC, which for non-infrastructure is to conduct programmatic

activities indicated in the BEAD NOFO and outlined in the approved DC SBDEO IPV2, which includes device distribution, digital literacy training, and the implementation of workforce development programs. Through the BEAD program, DC's SBDEO aims to work towards closing the digital divide within DC. The goals of the BEAD program are twofold: it aims to support both infrastructure deployment and internet adoption, so that all residents may have access to high-speed internet and have the digital literacy and skills to use the internet and their devices effectively. NTIA has assigned a total of \$100,694,787.00 in BEAD funding to DC to support both its deployment and non-deployment efforts.

The application should, in increasing levels of detail, explain how the Applicant will accomplish this. Please review this RFA carefully for project requirements and commitments (*See Sections 1.2 and 1.6.2*).

**Project summary:** Provide a brief one paragraph summary that explains the Applicant's proposed project.

**RFA narrative:** Enter the project application narrative in the sections provided. Address the following:

**Project description:** Organize the Application's narrative to present the proposed project in a logical order and explain "i. Goals and Objectives" through "iv. Project Activities, Outputs, and Outcomes." Applications will be scored using the criteria in the scoring box of Section 7. Double check your application to make sure you have fully responded to all the scoring criteria.

- i. **Goals and objectives:** State how: (a) this broadband project will directly enable work, education, and health monitoring, and (b) achieve the goals in Section 1.2.
- ii. **Target audience:** Identify the target audience. Whom will this project engage? Whom will this project benefit, and how?
- iii. **Project activities, outputs, and outcomes:** Connect the funded activities to quantifiable outputs that produce desired outcomes. OCTO prefers projects that present quantifiable measures. This will show how the project will advance the goal(s) and meet the objective(s). This enables reviewers to evaluate what the proposed project will achieve if funded. Activities describe how the objectives will be accomplished. A description of activities may include quantity, frequency, duration, and location. An output is a short-term quantifiable result that one or more activities achieve. OCTO will measure the outputs to determine if the Grantee successfully implements the activities.
- iv. **Workforce Plan (Fair Labor Practices):** Describe (1) all demonstrated records of, and/or plans to, comply with Federal labor employment laws. Describe (2) all plans for and specific, forward-looking commitments to ensure compliance with federal labor employment laws. Provide any evidence of the Applicant's demonstrated capability to enforce compliance.

- v. **Speed to Deployment:** State the number of years after which the Applicant commits to providing programmatic activities, up to 5 years.

**Local Support:** Demonstrate support from key community institutions and stakeholders, including elected officials. Applicants can demonstrate community support by providing (1) letters of support from local philanthropies, community leaders (including those that serve Covered Populations), potential customers, and elected officials, (2) commitments of funding or commitments to purchase services and (3) board or council resolutions.

**Project budget:** Applications must include a numeric budget and a separate budget narrative under the heading “Proposed Project Budget” in the OCTO grant portal: <https://wdcbroadband.submittable.com/submit>. The budget narrative must explain and justify every line item in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line-item amounts were derived. For example: “Personnel will be paid \$xx per hour times xx hours.” The budget will be the basis for OCTO’s later evaluation of the project and payment requests. OCTO will require documentation for grant payments, and the entire grant will be subject to audit.

**OCTO’s standard policy on reimbursements vs. advances:** In the overwhelming majority of cases, OCTO’s policy is to reimburse supported, approved, and allowable expenses. If the Applicant seeks an advance payment, it must request advance payment in its application and explain why an advance payment is requested. (*See* Parts 1.8, and 6.2; Appendix 1, Section 10.g)

**Allowable and non-allowed costs:** The Applicant must show that all costs in the budget are allowable. Typical allowable costs may include, but are not limited to:

- Rental of office space, some vehicles, and some equipment;
- Employee salaries and benefits;
- Contractor labor, including professional services;
- Accounting and bookkeeping services;
- Communications, including telephone and data services;
- Materials and supplies;
- Some field equipment, typically below \$5,000 in value; and,
- Insurance.

**Non-Allowable costs may include, but are not limited to:**

- Most major equipment, like vehicles;
- Lobbying, including salaries and overheads and out-of-pocket expenses;
- Entertainment;
- Interest payments on loans;

- Most food; and,
- Land purchases.

**Applicant’s indirect costs calculation**

An Applicant may include its indirect costs in its budget calculation. This may be done through the use of a cost rate. In budget backup materials, the Applicant should identify the basis for the calculation, addressing one of the following bases that DC law permits it to choose:

1. Its current, unexpired, federally Negotiated Indirect Cost Rate Agreement (NICRA) rate, a negotiated rate with the federal government; OR
2. One of the following methods:
  - 10% of the grant’s direct costs;
  - A new negotiated rate with OCTO;
  - The same indirect rate that it has used with any DC agency in the past 2 years; or,
  - An independent Certified Public Account’s (CPA) calculated rate using federal Office of Management and Budget (OMB) guidelines.

If the Applicant proposes to use the services of a nonprofit Sub-Grantee or contractor, it must propose to apply the same indirect cost rate to that entity’s services. (*See* Appendix 1. General Terms & Conditions, Paragraph 15.)

Where a conflict exists between applicable rule or law, federal rules always control for federal funding. For federal funding that passes through the DC to the Grantee, the indirect cost rate must be consistent with federal regulation 2 CFR 200.331 or its successor and U.S. Department of Commerce.

**7.2 Summary: Project Name, Periods and Available Funds**

**Project Name**

BEAD Non-Deployment DC Programmatic Activities

**Introduction**

The coronavirus pandemic demonstrated the need for higher quality, affordably priced broadband service, along with accompanying non-infrastructure related activities indicated by the BEAD NOFO and referenced in the approved OCTO/SBEO IPV2 such as device access, digital literacy training, and workforce development and other related activities are all paramount to closing the digital divide within DC. All of the aforementioned measures are essential to facilitating full participation in the community both socially and in support of the economy by residents. A reliable broadband connection along with digital literacy training, and devices

enables work, learning, healthcare, and more equitable access to government services. In DC, the need for broadband investment is deepest in Wards, 7, and 8—those regions within DC which have the lowest broadband adoption rates and highest rates of poverty according to ACS data.

Through the BEAD program, DC's SBDEO aims to work towards closing the digital divide within DC. The goals of the BEAD program are twofold: it aims to support both infrastructure deployment and internet adoption, so that all residents may have access to high-speed internet and have the digital literacy and skills to use the internet and their devices effectively. NTIA has assigned a total of \$100,694,787 in BEAD funding to DC to support its deployment and non-deployment efforts.

This NOFA pertains to DC's Non-deployment efforts and welcomes applications for internet service providers (ISPs), non-profits, and other eligible applicants to facilitate non-deployment programmatic activities as outlined in SBDEO IPV2 to serve the District of Columbia.,

### **Project Period and Proposed Milestones**

Non-Deployment projects must expressly address a need or gap related to the digital divide. This need or gap must be analyzed and described in detail based on extensive quantitative and qualitative data analysis. Prospective subgrantees must describe the specific goal and measurable objective that their proposed project seeks to accomplish, and they must detail their approach to data collection and impact assessment and tracking to ensure that residents' specific needs are addressed

Each applicant's project goals, milestones, activities, resident and community engagement models, timelines, costs, data collection, and impact measurement approaches will be assessed for comprehensiveness and feasibility. Each initiative and goal must include specific, measurable outcomes that the project is projected to achieve for D.C.'s covered populations and the District as a whole. The established goals and milestones should encompass leveraging increased access to broadband, devices, and digital skills to effect economic development, workforce goals, and overall improved education and health outcomes for the district.

### **Available Funding**

This amount can be adjusted depending upon the performance of the Grantee and/or the availability of funds.

### **7.3 Project Description (Non-Infrastructure/Non-Deployment)**

The Applicant may be one entity or multiple entities with one lead Applicant. The application must provide a detailed description demonstrating its plans to serve DC residents specifically accommodating and referencing members of covered populations. Applicants must provide detailed descriptions of its plans in a cost-effective and timely manner in alignment with DC's BEAD goals and must provide evidence demonstrating its ability to fulfil these plans, as outlined in each section of this application. Examples of non-deployment programmatic activities per the BEAD NOFO and listed in the SBDEO IPV2 including:

- User training with respect to cybersecurity, privacy, and other digital safety matters.
- Remote learning or telehealth services/facilities.
- Digital literacy/upskilling (from beginner-level to advanced).
- Computer science, coding and cybersecurity education programs.
- Implementation of Eligible Entity digital equity plans (to supplement, but not to duplicate or supplant, Planning Grant funds received by the Eligible Entity in connection with the Digital Equity Act of 2021).
- Broadband sign-up assistance and programs that provide technology support.
- Multi-lingual outreach to support adoption and digital literacy.
- Prisoner education to promote pre-release digital literacy, job skills, online job acquisition skills, etc.
- Digital navigators.
- Direct subsidies for use toward broadband subscription, where the Eligible Entity shows the subsidies will improve affordability for the end user population
- Costs associated with stakeholder engagement, including travel, capacity-building, or contract support.
- Other allowable costs necessary to carrying out programmatic activities of an award, not to include ineligible costs described below in Section V.H.2 of this NOFO.

Prospective subgrantees (Non-Deployment) will be required to submit with the application the accompanying material listed below:

- Detailed Project costs;
- Project timelines and milestones; To receive BEAD funding, subgrantees must fulfil the minimum eligibility requirements:
  1. Meet mandated financial requirements described in Section IV.D.2 of the BEAD NOFO;
  2. Meet mandated organizational requirements, including providing ownership information consistent with the requirements set forth in 47 C.F.R. § 1.2112(a)(1)-(7);
  3. Propose a project that will provide at least 100/20 Mbps service to all locations within the required timeline; and
  4. Certify ability to comply with all applicable requirements mandated by NTIA, 2 CRF 200 Uniform Guidance, and the District of Columbia

#### **7.4 Subgrantee Award Announcement**

OCTO anticipates notifying each Applicant in writing of their pre-selection for the subgrant within six to twelve weeks after the application deadline. However, the final award approval will be contingent upon NTIA's review and authorization.

## **7.5 Project Outcomes, Outputs, and Deliverable**

OCTO requires that any non-deployment projects selected to be underwritten by BEAD funds will expressly address a need or gap related to the digital divide. This need or gap must be analyzed and described in detail in based on extensive quantitative and qualitative data analysis, and the projected outcomes, outputs, and deliverables are solution based, and designed to create impactful change within the District. Prospective subgrantees will describe their specific goals and measurable objectives that their proposed project seeks to accomplish, and they must detail their approach to data collection and impact assessment and tracking to ensure a results-based approach to all project outcomes, outputs, and deliverables.

### **Project Outcomes**

The Broadband Equity, Access, and Deployment (BEAD) Program's Non-Deployment goals are to provide reliable broadband access, digital literacy training opportunities, and workforce development opportunities within the technology and broadband ecosystems to everyone within the district,. The program's outcomes include:

Facilitating closing the digital divide within DC by providing greater access, connectivity, and adoption. Creating greater economic, educational and quality of life opportunities for DC residents.

### **Project Outputs**

Project Outputs Include:

- The successful training of over 500 residents on digital literacy training; providing tangible job opportunities for DC residents; Greater connectivity and training for members of covered populations; increased tele-health and economic opportunities.
- Provide devices along with 1 year of connectivity for eligible DC residents.
- Provide impactful workforce development opportunities through related digital literacy programs, leading to nationally recognized certifications, internships, apprenticeships and job opportunities within technology and broadband designed to encourage DC residents (covered populations, youth) to enter the workforce to match workforce needs.

### **Application Scoring**

Each Application will be scored according to the criteria below. Each application will receive points under each category and can receive up to the maximum number of points in the option

which they fall under. (See Appendix 4.) A complete listing of the BEAD Non-Deployment rubric and scoring information can also be found beginning on page 57 of the BEAD approved IPV2.

Scoring Criteria	Options	Max # of Points
<b>Primary Scoring Criteria</b>		
<b>Alignment With D.C.'s Digital Equity Priorities</b>		<b>25</b>
	Applicants will receive up to 16 points for projects that are in alignment with each objective within one of D.C.'s digital equity goals	16
	A maximum of 9 additional points are available for each additional objective that the project aligns with outside of the first goal it aligns with, up to a maximum of 3 objectives. Each additional objective is worth 3 points.	9
	If the project fails to align with any specific goal completely, but still aligns with any objectives, it can receive a maximum of 9 total points for each objective it aligns with, up to 3 objectives.	
<b>Soundness Of The Proposed Project</b>		<b>25</b>
	Activities, milestones and engagement models: up to 10 points will be awarded for a sufficiently detailed and compelling description of the activities, milestones and engagement models.	10
	Data collection approach: up to 5 points will be awarded for a sufficiently detailed and compelling data collection approach	5
	Key-performance-indicators (KPIs): up to 5 points will be awarded for a sufficiently compelling, measurable and collectively exhaustive definition of project KPIs	5
	Impact measurement approach: up to 5 points will be awarded for a sufficiently compelling and effective metric for measuring project impact, or fulfillment of project KPIs	5
<b>Prior Experience And Impact Of Applicant</b>		<b>20</b>
	10+ years of experience and 20+ successful non-deployment initiatives: 20 points	20
	7-9 years of experience and 15-19 successful non-deployment initiatives: 15 points	15
	4-6 years of experience and 10-14 successful non-deployment initiatives: 10 points	10
	1-3 years of experience and 5-9 successful non-deployment initiatives: 5 points	5
	Less than 1 year of experience or less than 3 successful non-deployment initiatives: 0 points	0

	If an applicant qualifies for a different point allocation for years of experience and successful non-deployment initiatives, the points allocated shall be the average of the respective point allocations.	3
<b>Community Support For The Application</b>		<b>15</b>
	Up to 10 points will be available for letters from community leaders and/or non-profits	10
	Up to 5 points will be available for letters from DC government agencies	5
<b>Funding Request and Plan for Sustainability</b>		<b>10</b>
	Up to 5 points will be available for the proposed match Option 1: Commitment less than or equal to 1 year	5
	Up to 5 additional points will be available for the funding request per unit of the outcome measured Option 2: Commitment greater than 1 year but less than or equal to 2 years	5
	Option 3: Commitment greater than 2 years but less than or equal to 4 years	5
	Option 4: Commitment greater than 4 years	0
<b>Innovative Solutions</b>		<b>5</b>
	SBDEO/Support staff have not recognized proposed approach as being previously deployed in DC Option 1: Certified commitment to open access	5
	SBDEO/Support staff have recognized proposed approach as being previously deployed in DC Option 2: No commitment to open access	0