

Digital Equity Subgrant Program FAQ

Questions from the DE Subgrant Overview 4/8/2025:

Is there a page or word limit for each section of the application (or the entire application for that matter)? We aim to be as concise as possible, but I want to ensure we stay within any limits ACA has set.

No page or word count limits, just use the space you need to provide the information requested.

How does this funding account for university indirect costs? Should we incorporate them directly into our budget, or does the ACA pay those out as a separate amount?

All funding for these requests will be paid from the Digital Equity Capacity Grant. Please show the full cost of the project in your proposal, if it's not included there – it won't be eligible.

Does this grant impose a cap on indirect costs lower than our negotiated rate? Some agencies limit indirect costs to 10% IDC ("overhead"), for example.

The ACA will allow indirect costs up to 15% if the subrecipient does not have a NICRA. If the subrecipient has a current NICRA, the ACA must accept it. If the subrecipient elects to utilize a lower rate, for example to allow for a higher programmatic budget, that is at their own discretion, but they must note this in their overall budget.

Do Digital Equity Subgrant applicants need to do the "Pre-Registration" on the SBO website?

No. The "pre-registration" information you see on the website is for the BEAD Program and is not part of the Digital Equity Subgrant application.

Is this funding at risk?

The State Broadband Office has received no guidance contraindicating these programs. We will continue with the activities laid out in the Digital Equity Plan unless we are told otherwise.

Does the NTIA review individual proposals as well as ACA?

NTIA is provided with information on the projects we will fund, but they are not apart of the review process.

You mentioned the RFP being announced on March 1st., does this grant require an intent to apply be submitted before you can submit a sub grant proposal?

No Letter of Intent is required.

If an application is a partnership between more than one organization, does that increase the potential ask amount beyond the \$250,000 limit? (Can a two-applicant partnership apply for \$500K, or a three-applicant partnership apply for a \$750K?)

The range is meant as a guide to ensure we address all goals and objectives and spread the funding equitably across the state. We encourage applicants to request funding based on need, and in alignment with the proposed project or program.

The budget must cover the full 5-year period and plan, correct?

The State Broadband Office has a five-year implementation period for the entire Digital Equity Plan. Project or programs proposed do not need to go for five years necessarily.

Are matching funds or in kind required?

There are no matching funds or in-kind requirements for the Digital Equity Capacity Subgrant Program.

Given that applications are being scored against others addressing the same goals, are we required to pick one and only one goal or objective for the application?

Applicants can combine or submit more than one proposal.

On 3.3, can we pay interns or part-time workers directly with this funding?

Funds are meant to support implementation of the project/program proposed to meet the goals and objectives of the Digital Equity Plan and can be used to pay staff or interns.

If applying under Goal 3, does workforce development have to specifically be related to careers in the digital space? If workforce development content is delivered digitally, but is not related to careers in the digital space, would that be viable?

This funding is meant to implement the Digital Equity Plan. All proposed projects and programs must relate to the goals and objectives laid out in the plan, as approved by NTIA.

Can you talk about specific submittal process?

Application requirements are posted on the Digital Equity Program website. During the applications submission window (May 1-June 30, 2025), responses can be emailed to DigitalEquity@azcommerce.com All applications will be reviewed after the window closes.

This is a "reimbursable" right?

Yes, however if there's a demonstrable need for funds to start a project or commence work (ie, laptops need to be purchased before a class starts) we hope to be able to draw down that funding and make it available to the subgrantee.

And can you review decisioning and funding timelines?

The window for applications will be open May 1-June 30, 2025. After the window closes, all applications will be reviewed, and recommendations be made for awards. Applicants will be notified of that status. By September 30, 2025 – ACA will report our selected subgrants, projects, and programs back to NTIA for final approval. We won't be able to draw down funding related to these subgrants until ACA gets that final approval. We do not have a timeline for that last step at this time.

Would college/trade school preparation workshops for rural communities qualify with students attending a certain number of classes, receiving a tablet to take with them to school.

This funding is meant to support projects and programs that directly relate to the goals and objectives of the Digital Equity Plan. Unless the class was created/offered to satisfy one of those goals/objectives, that would likely not be funded.

What will reporting look like throughout the project period? Monthly, quarterly, etc.?

Reporting requirements are outlined in the application found on our website:

Successful applicants will be required to submit regular written reports to the Digital Equity Program Manager. Cadence will be established by the applicant and the Digital Equity Program Manager and will depend in part on the length of the proposed project/program. Reporting will be required no less than quarterly, through the program or project's period of performance.

Please refer to the application for more information.

If we submit two projects, can we copy and paste certain text from each proposal ie program background info. Or would that be penalized in the review/evaluation?

Yes. Relevant information can be duplicated.