



# Virginia Affordability and Adoption Planning Grant (VAAPG) How-To-Apply Webinar

Virginia Broadband Office



VIRGINIA DEPARTMENT OF HOUSING  
AND COMMUNITY DEVELOPMENT  
*Partners for Better Communities*





# Agenda

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# Virginia Affordability and Adoption Planning Grant (VAAPG)

The Virginia Broadband Affordability and Adoption Planning Grant Program (VAAPG) serves as an opportunity for local and state/federally recognized Tribal governments in Virginia to conduct needs assessments, identify priorities, and develop plans with implementation strategies to address and promote digital opportunity in their communities.

Grants made under this program are not intended to fully fund projects of interest, but rather to address any costs or burdens incurred by the organization in the development of their local plans.

Awarded grant funds may cover up to 100% of expenses for organizations as they develop their plans. DHCD intends for the average grant award amount to be \$25,000.

Access the Virginia Broadband and Affordability and Adoption Planning Grant Program Application Process Handbook [here](#).



# Purpose & Benefits of Planning

- **Purpose:**
  - Close the digital divide and achieve universal broadband with the necessary skills to fully function in society.
- **Benefits:**
  - Opportunity to identify potential key stakeholders/partners
  - An Asset Inventory of resources
  - A local/tribal needs assessment
  - A list of organizations providing resources
  - An Implementation plan for future federal funding opportunities



# Eligible Applicants and Partners



**Counties and Cities**



**State and Federally Recognized  
Tribal Governments**

**Counties, Cities, and Tribal governments may apply jointly.**

Applications including more than one county, city, or tribal government must meet planning requirements unique to the individual counties, cities, or tribal governments.

While local governments and state/federally recognized tribal governments must be the grantee and applying entity, they may work with a community development organization to develop their plan.



# Plan Minimum Requirements



## Digital Divide Assessment

- Current state of digital divide within the community
- Quantified disparities regarding broadband access and adoption (by demographic)
- Existing barriers to broadband access and digital opportunity



## Asset Inventory

- Existing broadband-related services and resources
- Potential partners and stakeholders
- Available community resources



## Implementation Strategy

- Clear and detailed implementation strategy explaining how grant funds will be utilized to address digital needs of the community
- Potential projects, initiatives, or programs
- Clear description of how plan will ensure long-term sustainability of initiatives beyond grant period



## Milestones and Outcomes

- Set measurable milestones to track implementation progress
- Specific and achievable outcomes to be reached by end of grant period
- Description of methodology for monitoring and evaluating plan's impact on digital opportunity within the community



# Application Minimum Requirements



## Planning Process

- Description of planning process
- Timeline for key milestones within the planning process
- Community engagement and collaboration
- Discussion of the importance and need for broadband affordability and adoption within community



## Budget and Financial Accountability

- Detailed line-item budget outlining how grant funds will be utilized
- Financial accountability and transparency precautions



## Overall Quality

- Clear and coherent application
- Clearly defined key milestones
- Thoroughness and attention to detail
- Professionalism of the proposal



## Organizational Capacity

- Discussion of the organization's capacity to administer the planning process, including the extent to which you will identify community partners or procure consulting assistance



# Selection Process

**DHCD will review applications and approve awards monthly. Only applications submitted before the 15th of each month will be reviewed at a time.** Applications must be deemed eligible and complete before further award consideration. Awardees will be selected through a merit review process on a rolling basis until allocated funds are fully obligated.

If funding remains available, applications will be considered in the order of submission. If the total funding request exceeds the funding available by the Application Due Date, DHCD will conduct a competitive review.

## Scoring System

<i>Category</i>	<i>Point Value</i>
Planning Process	25
Budget and Financial Accountability	25
Overall Quality	25
Organizational Capacity	25
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Total:	100





# Centralized Application Management System (CAMS)

DHCD manages all grants through the Centralized Application and Management System (CAMS). If your organization does not already have a CAMS profile, it is recommended that your organization complete registration as soon as possible.

The approval of a registration request creates a CAMS profile for the organization by which it can apply for funding programs.

Register your organization on CAMS [here](#).

Organizations can reference the CAMS User Guide on how to apply [here](#) and submit any questions to [digitalopportunity@dhcd.virginia.gov](mailto:digitalopportunity@dhcd.virginia.gov).

# Reporting Requirements & Reimbursements

DHCD manages all grants through the Centralized Application and Management System (CAMS).



Most recent audit or financial documents (prior to issuance of the contract for execution)



Monthly Reports (activities, expenditures, forthcoming activities within the proposed timeline)



Remittance Requests including supporting documentation (receipts, invoices, signed/certified timesheets, etc.)





# General Application Process Overview

1) Apply on CAMS

2) Evaluation Process (Monthly)

3) Selection Process (Monthly)

4) Submission of most recent financial documents (CAMS)

5) Activities, Monthly Reporting and Remittance Requests



# Start Early with Stakeholder Engagement!!

When Identifying your key stakeholders/partnerships for your planning management team :

- Collaborate with Community-based organizations to build community support and key stakeholder engagement in the process
- Identify stakeholders that will be involved in your management team
  - Remember they will provide oversight and direction throughout the planning process including the procurement of and collaboration with consultants. Your team should be comprised of stakeholders representing a cross section of all potential broadband users and beneficiaries.





## Consider the following list of potential partners/stakeholders from which to seek engagement:

- State Government Agencies (i.e. VDH, VDSS, VDOE, etc.)
- Community-based Organizations
- Faith-based Organization
- Planning District Commissions
- Public Schools Systems
- Higher Education Institutions
- Virginia Board of Workforce Development
- Health Care Professionals (i.e. hospital, medical clinics, etc.)
- Virginia Community Action Partnership
- Community Action Agencies
- Community Anchor Institutions
- Small Business/Entrepreneurs



# Additional Information



## Audit Policy

The Office of Broadband will require applicants to comply with the Department of Housing and Community Development's audit policy, which follows state and federal regulations, located at <https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-auditpolicy.pdf>



## Public Disclosure of Applications

Applicants should be aware that DHCD may make all or portions of their applications for grants under the Broadband, Equity, Access, and Deployment (BEAD) Program available publicly for review. **If there are any concerns regarding this public display of forms and supporting documents, please contact DHCD staff.**

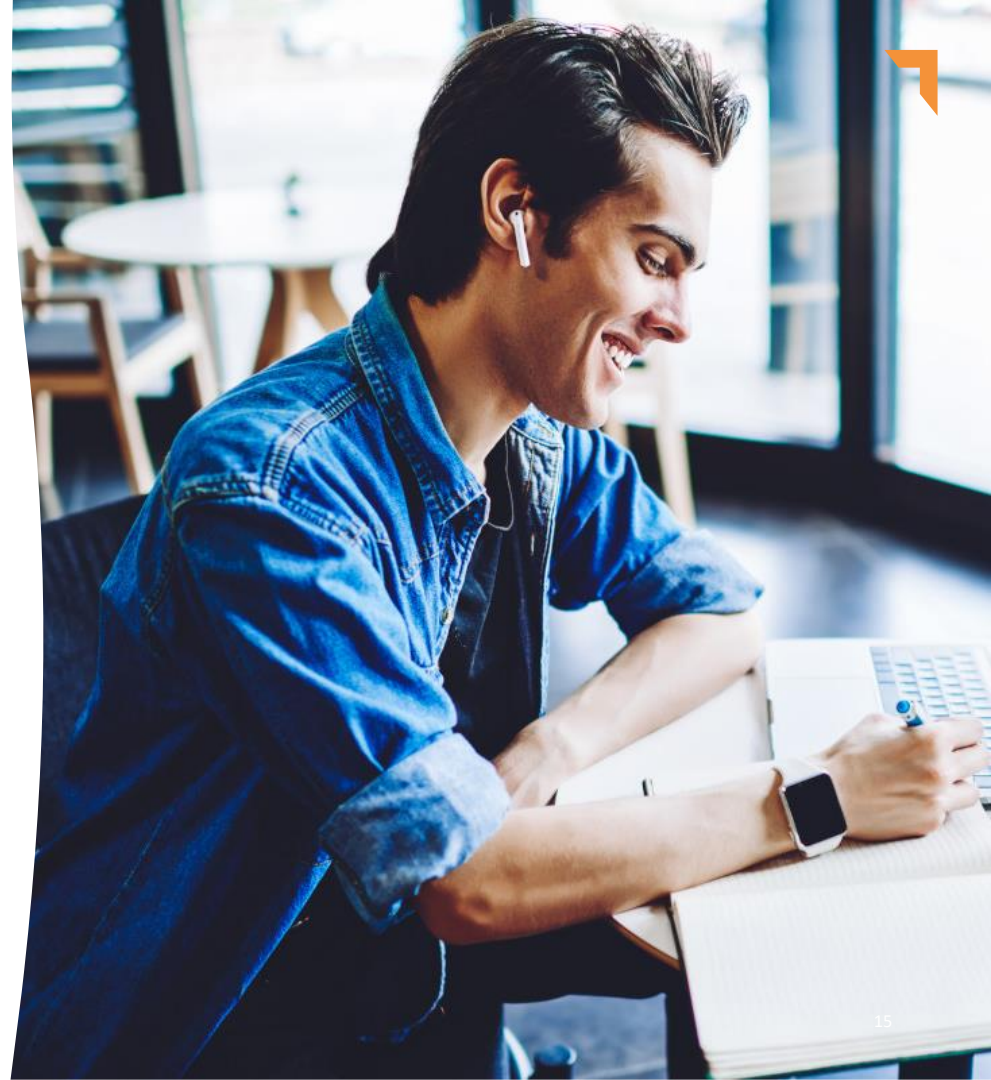


## Additional Federal Requirements

DHCD reserves the right to include additional reporting and compliance requirements during the implementation period based upon requirements imposed by the National Telecommunications and Information Association (NTIA) or National Institute of Standards and Technology (NIST).

# Technical Assistance

DHCD staff is available to provide technical assistance on the development of an application. Please reach out to DHCD staff at [digitalopportunity@dhcd.virginia.gov](mailto:digitalopportunity@dhcd.virginia.gov) prior to engaging a private consultant. **DHCD staff strongly recommends engagement of technical assistance throughout application development.**



# Q&A







# THANK YOU



**VIRGINIA DEPARTMENT OF HOUSING  
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