



“How To Apply” Workshop: Virginia Digital Skills, Literacy, and Device (DSLDD) Program

Virginia Office of Broadband
January 14th, 2025



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



Agenda

1. Opening Greeting & Introduction
2. Virginia Digital Opportunity Overview
4. Program Overview
5. Alignment with Commonwealth Digital Opportunity Goals
6. Preparing Your Application
7. Performance Measures
8. Logic Model
9. Budget
10. Post Award Requirements
11. Questions and Comments
12. Adjourn



VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT
Partners for Better Communities



Introductions

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Department of Housing and Community Development (DHCD)**

**Cameron Lewis – Digital Opportunity Coordinator, Office of Broadband,
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National Telecommunications and Information Administration (NTIA)**



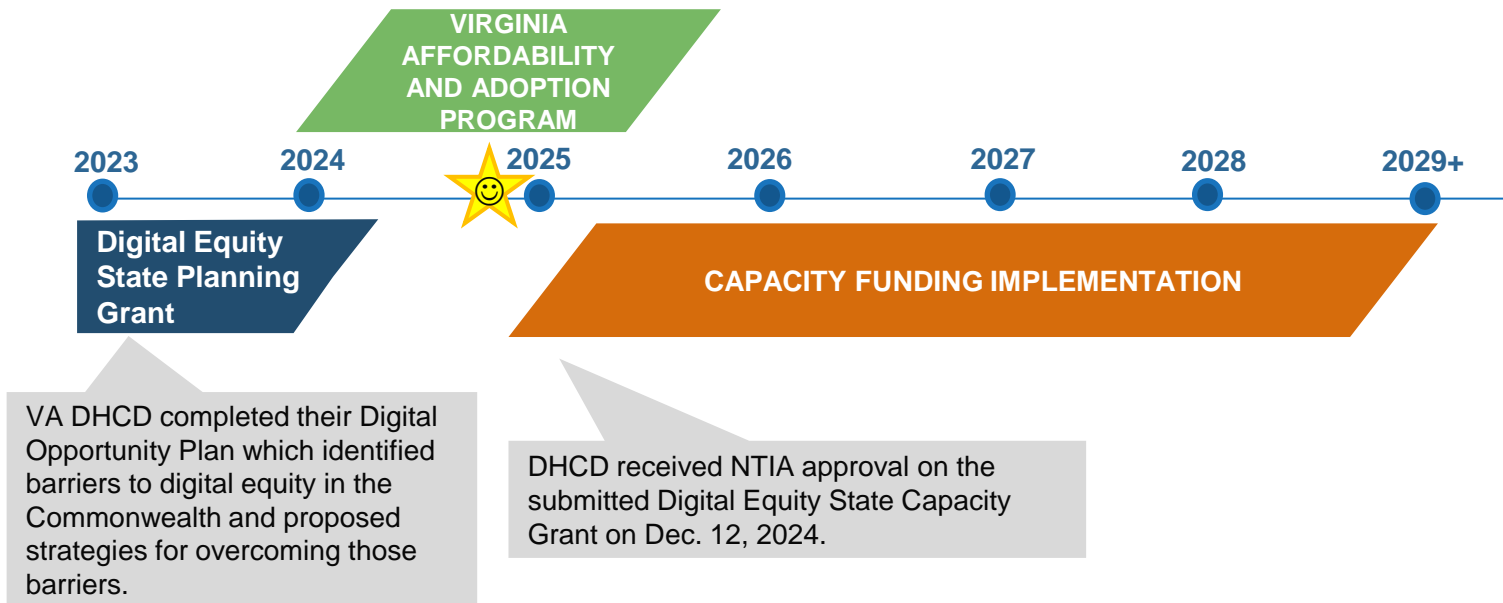
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Virginia Digital Opportunity Overview

OVERVIEW

Previously, the State Digital Equity Planning Grant provided States and Territories funds to develop Digital Equity Plans. Currently, the Virginia Affordability and Adoption (VAAPG) Program allows counties, cities, and tribal governments to create a more targeted implementation strategy to address digital needs in local communities. The forthcoming Digital Skills, Literacy, and Distribution (DSLDD) Program, funded through NTIA's Digital Equity State Capacity Grant Program, will make funds available to put these Digital Equity Plans into action. **Digital opportunity activities will be responsive to Virginia's affordability and adoption needs and bridge the digital literacy gap for the Commonwealth's most vulnerable communities.**

TIMELINE



Program Overview

The Digital Skills, Literacy and Device Distribution (DSLDD) Program is a **three-year program** for eligible applicants to **implement new, expand, and/or upscale existing programs related to the advancement of Digital Skills and Literacy, Digital Navigation, Digital Device Refurbishment and/or Device Distribution.**

The Digital Skills, Literacy, and Distribution (DSLDD) Program is a state subgrant program funded by the Digital Equity State Capacity Grant Program. The federal Capacity Grant program is part of a larger three-part Digital Equity Act (DEA) programs under the Infrastructure Investment and Jobs Act (IIJA), administered by the National Telecommunications and Information Administration (NTIA). The DEA programs aim to promote the achievement of digital equity, support digital inclusion activities, and build capacity for efforts by States relating to the adoption of broadband by residents of those States.



Definition of Digital Opportunity

As described in the Commonwealth of Virginia Digital Opportunity Plan - where residents have access to affordable, reliable high-speed internet, device access and the digital skills required to fully participate in the modern world.


Covered Populations

- Individuals who live in covered households; as defined by NTIA as a household, the income of which for the most recently completed year is not more than 150 percent of an amount equal to the poverty level;
- Aging Individuals;
- Incarcerated individuals (as defined by the State or Territory), other than individuals who are incarcerated in a federal correctional facility;
- Veterans;
- Individuals with disabilities;
- Individuals with a language barrier, including individuals who 1) are English learners and 2) have low levels of literacy;
- Individuals who are members of a racial or ethnic minority group; and
- Individuals who primarily reside in a rural area.




Eligible Applicants and Partners

Applications must be submitted by one of the following:


 A unit of government (Towns, Cities, Counties, State/Federally Recognized Tribes, Economic Development Authorities/Industrial Development Authorities, Planning District Commissions, School Divisions, state agency, etc.);

 A community-based organization;

 A faith-based organization;

 A non-profit organization, including charitable organizations;

 An organization that targets and supports a specific covered population; or

 A community anchor institution (public schools, public or multi-family housing authorities, libraries, medical or healthcare providers, community colleges or other institutions of higher education, State or Territory library agencies, and other nonprofit or governmental community support organizations).



Applications may include a partnership between any of the eligible entities described.

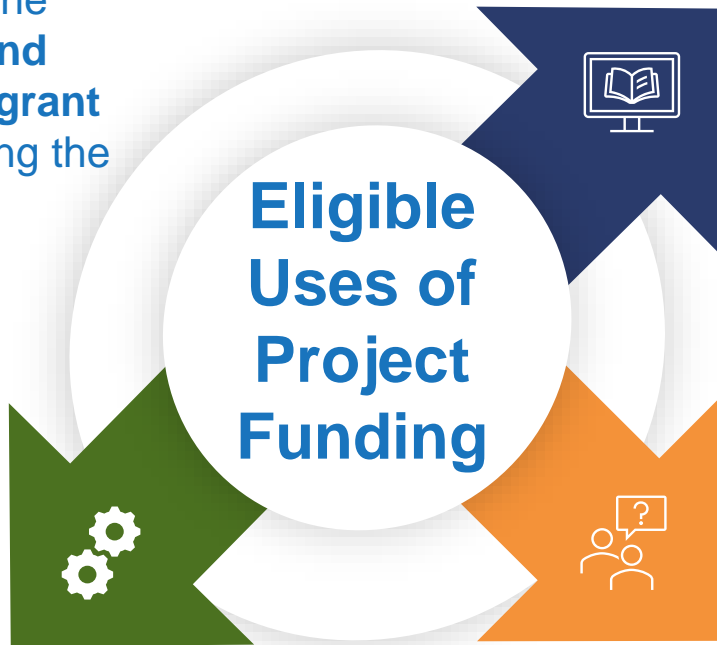
For-profit entities are not eligible to apply as sub-recipients of the Digital Equity Capacity grant funding. For-profit entities may participate as vendors or contractors, but not as direct sub-recipients.



VA DHCD will administer the **Digital Skills, Literacy, and Distribution (DSL D) Subgrant Program** *directly* supporting the following eligible activities:

Digital Device Refurbishment and Device Distribution

Sample Activities: Digital device refurbishment training program to provide affordable devices for covered households and support workforce development.



Digital Skills and Literacy

Sample Activities: Cybersecurity, scam, & financial 101 trainings for aging adults through intergenerational learning; Courses on using telehealth, applying for jobs online, or navigating online news and social media, etc.

Digital Navigation and Tech Support

Sample Activities: Device and smartphone trainings for English learners in libraries, schools, etc.

Funding Caps and Eligible Budget Categories



Funding Caps

Single Application:
\$200,000

Regional Application:
\$400,000

Budget
Categories

Personnel

Administrative costs are limited to 20% of the grant award.

Fringe Costs

Contract Services

Indirect Costs

Travel

Supplies

Equipment



DHCD will Invest in Projects that Are:

Strategic

- Are **strategic** and encourage alignment of projects with the goals of the Commonwealth Digital Opportunity Plan.

Impactful

- Achieve the greatest **impact** possible, designing a project that has specific performance targets aimed at helping covered populations

Collaborative

- Encourage and reward **partnerships** to achieve goals and objectives.

Sustainable

- Partners, and grantees have a **plan** for maintaining program after the grant period has ended.

Commonwealth of Virginia Digital Opportunity Goals

Example:

A DSLD Grantee has identified a gap in access to adaptive digital devices and training for individuals with disabilities in their community. To address this, the organization proposes creating a lending library of refurbished devices with accessibility features, along with personalized digital skills training and ongoing technical support. This initiative aims to help individuals with disabilities fully engage in the digital world and access online opportunities independently.

- Goal 1: ACCESS and AFFORDABILITY: Virginians will have access to affordable, reliable, high-speed internet.
- Objective 1. 3.1: Increase the percentage of covered populations who have access to a computing device that can connect to the internet by 5% and 10% using laptop or tablet, respectively, within 24 months after contract execution. Baseline data of incarcerated individuals and individuals with disabilities who have access to an internet- connected computing device will be established in partnership with Department of Corrections and Virginia Board for People with Disabilities within 12 months of contract execution. Baselines will be used to help guide future development and planning of specific needs-based initiatives for these covered populations. Collaborate with organizations working regionally and serving incarcerated individuals and individuals with disabilities to understand what specific program designs are needed to address the digital needs of these covered populations at a local level.

Commonwealth of Virginia Digital Opportunity Goals

Example:

A DSLD Grantee has identified that low-income families in their community face challenges accessing online education and workforce development opportunities due to a lack of reliable computing devices. To address this, the organization proposes a sustainable device refurbishment program that will collect, repair, and distribute laptops to eligible households. These devices will come with essential software, including educational and productivity tools, along with basic digital literacy training during distribution. In partnership with local schools and workforce centers, the program will provide 12 months of technical support and help families engage in long-term educational and economic opportunities.

- Goal 2: DIGITAL SKILLS and LITERACY: Virginians will have access to digital learning resources and sustainable devices
- Objective 2.1.4: Increase investment in sustainable, community-level device refurbishing and distribution programs providing , quality devices, including those with large screen and accessories available for ownership, including the development of the ecosystem and supporting capacity building for organizations conducting these activities.

Commonwealth of Virginia Digital Opportunity Goals

Example:

A DSLD Grantee has identified a significant gap in their community's workforce development services. To address this need, the organization proposes to implement a series of digital literacy and skilling classes, which include basic digital skills training for professionals. These classes will cover essential topics such as how to apply for jobs online, how to use Microsoft Excel, and other software relevant to the workforce, equipping community members with the skills necessary to thrive in today's technology-driven job market. By providing accessible training and support, the grantee seeks to empower individuals and enhance their overall employability.

- Goal 3: ADOPTION: Virginians will be equipped with the knowledge and skills to fully utilize broadband services, whether it be at their home or business.
- Objective 3.1: **Increase the applications of internet-enable technologies/devices in** precision farming, telehealth, distance learning and **online small business development**. The Commonwealth will assess the utilization of the internet-enabled technologies/devices to establish a baseline. All covered populations will be impacted by this objective. The timeline of this effort will be 24 months after establishing the baseline for utilization of existing technology.

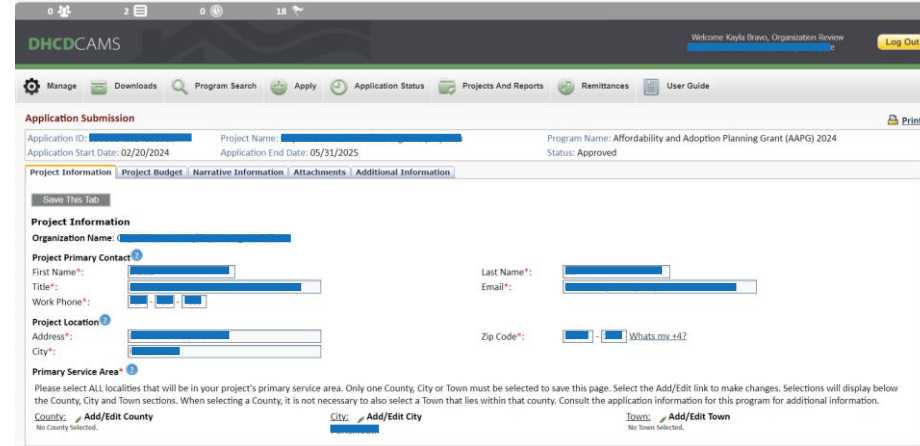
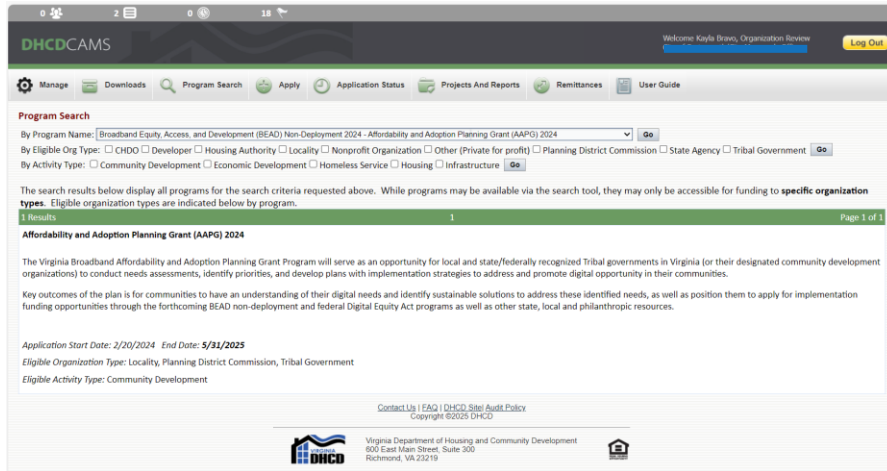
Preparing Your Application



Centralized Management Application 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.

Application Requirements

The DSLD Application will consist of 19 narrative questions, and a short series of project-specific questions. Applications must be submitted in our **Centralized Application Management System (CAMS)**. Anticipated **Application due date is April 21st, 2025**.

Narrative
Questions

Project Specific
Questions

Required forms:

- Performance Measures Table
- Logic Model
- Budget Form and Narrative
- Milestone Timeline

General Narrative Questions

The applications questions align with 4 categories listed below.

Applicant Overview

- Project Alignment with Digital Opportunity Priorities
- Statement of Need
- Area and Population Served

Outreach and Community Engagement

- Community Engagement Efforts (local, regional, state, tribal)
- Project Timeline and Key Milestones

Project Implementation

- Project Readiness
- Project Implementation Plan
 - Benefit to Covered Populations
- Project Outcomes

Organizational Capacity

- Organizational Management
- Financial Accountability and Transparency
- Sustainability

Project Specific Questions

Applicants will be required to answer corresponding sections below based on project type selected.

Digital Skills and Literacy

- Meeting the Needs of Covered Populations
- Support for Language Barriers/Multilingual Individuals
- Learning Outcomes and Goals for Beneficiaries
- Measurement and Evaluation of Learning

Digital Navigation

- Meeting the Needs of Covered Populations
- Selection of Digital Navigators
- Support for Language Barriers/Multilingual Individuals
- Learning Outcomes and Goals for Beneficiaries
- Measurement and Evaluation of Learning

Digital Device Refurbishment and Distribution

- Collection of Devices
- Types of Devices Accepted
- Types of Devices Refurbished
- Determining Appropriate Device for Ownership/Loan
- Cost of Refurbished Devices
- Technical Assistance and Support

10 Minute Break

Performance Measures

Performance Measures

Performance measures are how DHCD tracks project performance.

Outputs are activities or results completed at project close.

Outcomes are impacts that result from the outputs 1, 2, or 3 years after the project close. Applicant selects time frame.

Requirements:

1. Have at least one output & outcome.
2. Explain how measures are estimated, collected, and tracked.

See the Performance Measures Guide on [page 24](#) of the DSLD Program Handbook.

Guide to DSLD Performance Measures

Households	Households Served <i>Output</i>	Households Improved <i>Outcome</i>
Definition	The number of households served by a DSLD project.	The number of households with a measurable improvement as a result of a DSLD project.
Example Grant Activities	Access to an internet-enabled device, digital navigation services.	
How might this be measured?	Number of households with access to new or improved service.	Number of households that subscribe to the new or improved service.
Timeframe	By grant closeout.	
Additional Guidance		



Performance Measure Example #1

Example:

A DSLD Grantee has identified that seniors in their community are increasingly isolated due to limited digital skills, preventing them from accessing essential online services and connecting with family. To address this need, the organization proposes to implement a 12-week Senior Tech Skills Boot Camp with structured, hands-on classes tailored to seniors' learning needs. These weekly sessions will cover fundamental skills like email communication, video calling, and online banking, with take-home materials and recorded sessions for practice. By providing age-appropriate training and ongoing support, the grantee seeks to empower seniors to confidently participate in the digital world and maintain independence.

Incomplete

- A digital literacy project will serve and improve 100 seniors.

Complete

- *Output* - 100 seniors will be served **through classes and workshops** by the end of the grant period. Served is completion of a pre-test and attending at least 80% or more of the offered training sessions. Attendance will be tracked through sign-in and registration rolls.
- *Outcome* - 80 seniors will have improved digital literacy skills as measured by post-test results after completion of the trainings. Participants will be followed-up via an electronic survey for additional assessment.



Performance Measure Example #2

Example:

A DSLD Grantee has identified that non-English speaking residents in their community face significant barriers to accessing government services due to limited digital skills and language barriers. To address this need, the organization proposes to launch bilingual digital navigation services at local community centers, offering hands-on assistance in both Spanish and English. These sessions will focus on accessing crucial online government resources, completing digital forms, and understanding digital security basics. By providing culturally competent digital navigation support, the grantee seeks to ensure equitable access to essential services for all community members.

Incomplete

- A digital literacy project will serve and improve individuals with a language barrier.

Complete

- *Output* – 200 non-English speaking, Spanish speaking individuals will be served through **in-person digital navigation services** by the end of the grant period. Served is individuals who attend a digital navigation session and receive assistance from a session staff or volunteer. Served individuals will be tracked through the maintenance of a sign-in sheet for each session, categorizing attendees by language preference.
- *Outcome* - 185 non-English speaking, Spanish speaking individuals will have improved digital literacy skills as measured through follow-up surveys to evaluate changes in digital literacy skills, such as the ability to complete forms or navigate websites.



Performance Measures: Key Takeaways

Consistency

- Selected performance measures must be consistent with the written narrative in the application.

Timeframe

- Include **time frame** (i.e., achieved at project completion, or within X years of completion).

Definitions

- Define what is meant by “**served**” and “**improved**” for performance measures.

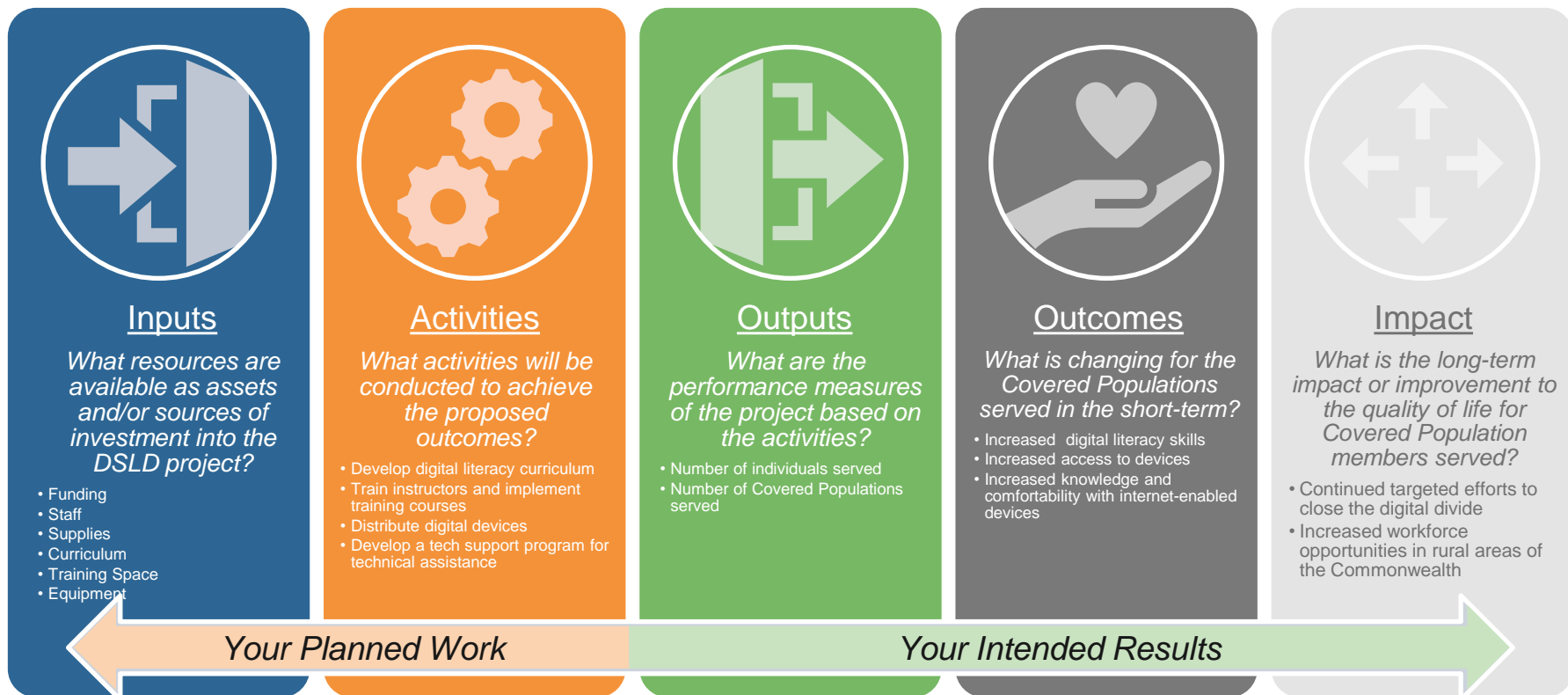
Explanation

- Describe how outcomes will be **tracked/measured**.

Logic Model



Logic Model

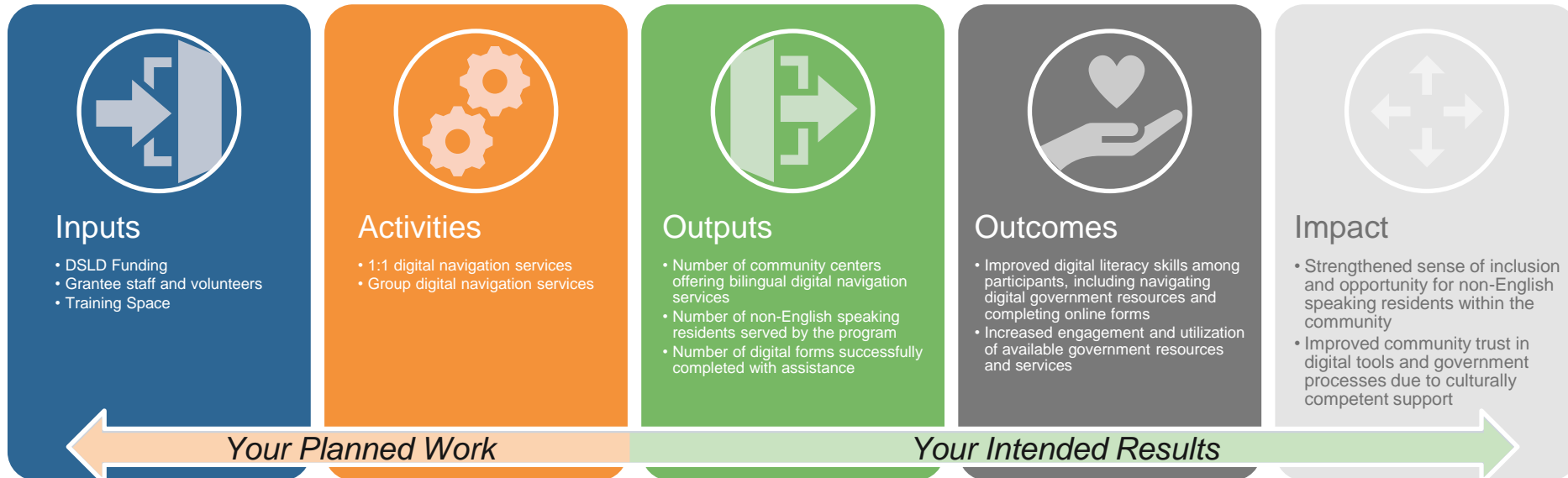




Let's Build a Project Logic Model

Example:

A DSLD Grantee has identified that non-English speaking residents in their community face significant barriers to accessing government services due to limited digital skills and language barriers. To address this need, the organization proposes to launch bilingual digital navigation services at local community centers, offering hands-on assistance in both Spanish and English. These sessions will focus on accessing crucial online government resources, completing digital forms, and understanding digital security basics. By providing culturally competent digital navigation support, the grantee seeks to ensure equitable access to essential services for all community members.





Project Alignment and Impact

Example:

A DSLD Grantee has identified a significant gap in their rural community's confidence and comfort to schedule and attend virtual doctor's appointments. To address this need, the organization proposes to implement a series of digital literacy and skills workshops on telehealth and navigating health and medical resources online. These classes aim to equip community members with the essential digital literacy and skills to manage and receive health care from the comfort and safety of their homes despite living in a rural area. By providing accessible training and support, the grantee seeks to empower individuals and enhance their overall ease of access to healthcare.

Indicate which of the CDOP Goals the proposed project will address. Select only ONE Goal. If your proposed project includes multiple activities that correlate to more than one goal, please list each activity and the associated goal separately below.	Indicate which of the CDOP Objective the proposed project will address. Select only One Objective. If your proposed project includes multiple activities that correlate to more than one objective, please list each activity and the associated objective separately below.	Select an Output Measure from Appendix 2 and provide a baseline number of beneficiaries. If your proposed project includes multiple activities that correlate to more than one output measure, please list each output measure separately, including a baseline number of beneficiaries.	Select an Outcome Measure from Appendix 2 and provide a baseline number of beneficiaries. If your proposed project includes multiple activities that correlate to more than one outcome, please list each outcome measure separately below, including a baseline number of beneficiaries.
<i>Goal 2: DIGITAL SKILLS and LITERACY: Virginians will have access to digital learning resources and sustainable devices.</i>	<i>Measurable Objective 2. 1: Reduce the broadband adoption gap by making digital literacy training available to all Virginians...</i>	<ul style="list-style-type: none"> • <i>People served: 100 people served under this program. Served is the completion of telehealth and online health resources training. This output will be measured by recording the number of people who finish the entire training program, tracked through sign-in sheets and course completion reports.</i> 	<ul style="list-style-type: none"> • <i>People Improved: 80 people can confidently schedule and attend virtual doctor's appointment under this program. Improved is one's ability to schedule and attend a virtual doctor's appointment without any assistance and with ease. This outcome will be measured by conducting pre- and post-workshop surveys to assess changes in participants' confidence levels regarding virtual appointments, using a Likert scale to measure self-reported confidence.</i>

Budget

Budget Narrative – Sample Template



- Provide written explanation of expenditures and how they align with the project scope.
- More detail needed for Personnel & Fringe Benefits, Equipment, Supplies, and Other. Include subtotals **for each category**.
- Recommend **preparing in Excel** or other software

Below are descriptions of operational activities, based on the required line items found in the your budget form. Please provide details pertaining to your project and add or delete lines as applicable to your project.				
COST CATEGORY	DSLD	Matching funds		TOTAL (DSLD + Match)
		Cost-Share: Cash Match	Cost-Share: In-Kind Contribution	
TOTAL DIRECT CHARGES				
Personnel I: Digital Navigator, 3 positions	DSLD Funds	Cost-Share Cash	Cost-Share In-Kind	Total
Digital Navigator, \$25 per hour. Responsible for handling digital navigation office hours. This position is part-time; 20 hours a week for 3 years. 3,120 (3 positions) hours x \$25/hour.	\$ 78,000.00			\$ 78,000.00
Supplies	DSLD Funds	Cost-Share Cash	Cost-Share In-Kind	Total
3 tablets @ \$750	\$2,250			\$2,250
TOTAL DIRECT CHARGES	\$ 80,250.00	\$ -	\$ -	\$ 80,250.00
TOTAL INDIRECT CHARGES Costs not directly related to the project, but necessary for general operations - rent, utilities, accounting, record keeping, etc. Your organization must have have an approved negotiated indirect cost rate by a cognizant agency.	DSLD Funds	Cost-Share Cash	Cost-Share In-Kind	Total
Accounting	\$ 12,500.00			\$ 12,500.00
Recordkeeping	\$ 7,500.00			\$ 7,500.00
TOTAL INDIRECT CHARGES	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
TOTAL PROJECT COST	\$ 100,250.00	\$ -	\$ -	\$ 100,250.00

Check your math!

Indirect Costs

- Costs not directly related to the project, but necessary for general operations - rent, utilities, accounting, record keeping, etc.
- Please see 2 CFR 200 for how to calculate the MTDC:

Application Evaluation Criteria and Scoring

<u>Evaluation Criteria</u>	<u>Points</u>
Applicant Overview	150 Points
Project Alignment with Digital Opportunity Priorities	
Statement of Need	
Area and Population Served	
Project Implementation	250 Points
Project Readiness	
Project Implementation Plan <ul style="list-style-type: none"> Benefit to Covered Populations 	
Projected Outcomes	
Outreach and Community Engagement	100 Points
<ul style="list-style-type: none"> Community Engagement Efforts (local, regional, state, tribal) 	
Project Timeline and Key Milestones	
Organizational Capacity	100 Points
Organizational Management	
Financial Accountability and Transparency	
Sustainability	
TOTAL	600 Points



Award Review and Announcements



Post-Award Requirements



- Contract Negotiation Meeting
- Discuss program requirements



Disclosure of Research on
Human Subjects



Provision of Most Recent
Financial Document

THANK YOU

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Digital Opportunity Inbox
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Application opens on
January 20, 2025!

Sign Up for Technical Assistance Sessions!

January 21, 2025
1:00PM – 3:00PM

January 23, 2025
11:00AM – 1:00PM

January 29, 2025
10:00AM – 12:00 PM

