

STATE DIGITAL EQUITY PLANNING GRANT PROGRAM

Budget Narrative

Applicant Name: State of Oklahoma

Applicant Type: State

Period of Performance: 1 Year (12 months) from Date of Award

Total Project Costs: \$882,087.78

Total Federal Project Request: \$882,087.78

Total Matching Funds: \$0.00

Total Federal Funding for Digital Equity Planning Project: \$882,087.78

A. Personnel: \$195,000

Digital Equity Director (\$110,000, fully funded)

The digital equity director (DED) position will have a salary of \$110,000 per year and be fully funded (100%) through grant funds. The position has associated fringe benefits (see Fringe). This position is currently unstaffed, and upon receiving the grant award the agency will release an open position on the state website for individuals to submit applications for this position. The position duties will include directing day-to-day project activities to manage the digital inclusion project as well as completion of final project deliverables (the Digital Equity Plan). The DED will coordinate with stakeholders, host meetings with telecom partners, conduct data analysis on digital inclusion metrics, interpret the data, and is responsible for overall program and project evaluation and success.

Consideration for Personnel

Budgets for staff members can be structured a variety of ways, depending on the following factors.

***Salaried vs. Hourly.** Will they receive an annual salary, or will they be compensated based on an hourly rate?*

***Fully vs. Partly Grant-Funded.** Will they dedicate 100% of their time to activities to support to grant-funded project, or will they spend just a portion of their time supporting the grant-funded project and the rest of their time elsewhere?*

For example, a state could hire an employee who is partly funded by the State Digital Equity Planning Grant Program and partly funded by the BEAD.

Data Analyst (\$50,000, 50% funded)

The data analyst (DA) position will have a salary of \$50,000 per year and will be half funded (50%) through grant funds. The position has associated fringe benefits (see Fringe). The position is currently unstaffed, and upon receiving the grant award, the agency will release an open position on the state website for individuals to submit applications for the position. The DA duties are anticipated to include assessing community-provided data through surveys and

meetings, developing a data collection database to be used by the DED and PM, and running reports on the data from the system as requested by the DED and PM. If the duties for this position change after the grant award is made, the agency will notify NTIA of any changes in writing.

Community Outreach Coordinator (\$80,000, 50% funded)

The community outreach coordinator (COC) position will have a salary of \$80,000 per year and will be half funded (50%) through grant funds. The position has associated fringe benefits (see Fringe). This position is currently unstaffed, and upon receiving the grant award the agency will release an open position on the state website for individuals to submit applications for this position. The duties for this position will be determined after the individual is hired to align with the employee's expertise in community outreach activities. The agency will inform NITA of the position duties once the individual has been hired to support the grant.

Grant Manager (\$80,000, 25% funded)

The grant manager (GM) position will have a salary of \$80,000 per year and will be partially funded (25%) through grant funds. The position has associated fringe benefits (see Fringe). This position is currently unstaffed, and upon receiving the grant award the agency will release an open position on the state website for individuals to submit applications for this position. GM responsibilities include completing and submitting grant reports on behalf of, or in coordination with, the PM (as allowable and appropriate); archiving grant-related documents and documentation; preparing for, and supporting, any activities related to grant monitoring, audit or compliance requests; compiling, reconciling, and managing the submission of sub-grantee reports and documents.

B. Fringe: \$39,000

The fringe benefit rate for State of Oklahoma employees is assessed against salaries and wages at a rate of 20%. These benefits include health and dental care.

Digital Equity Director (\$22,000, fully funded)

The fringe benefit rate for the DED is 20% of the salary charges for one year, totaling \$22,000 (or 20% of \$110,000).

Fringe benefits for this position include life insurance, long term disability, retirement, workers compensation, and agency personnel charges.

Data Analyst (\$5,000, 50% funded)

The fringe benefit rate for the DA is 20% of the salary charges for one year, totaling \$5,000 (or 10% (=50% of 20%) of \$50,000). Fringe benefits for this position include health and dental, life

Note on Fringe Benefits

A state might provide multiple fringe benefit packages for personnel for employees to choose from. If this is the case in your state and/or project, provide detail of the packages and the corresponding fringe benefit rates.

insurance, long term disability, retirement, workers compensation, and agency personnel charges.

Community Outreach Coordinator (\$8,000, 50% funded)

The fringe benefit rate for the COC is 20% of the salary charges for one year, totaling \$8,000 (or 10% (=50% of 20%) of \$80,000). Fringe benefits for this position include health and dental, life insurance, long term disability, retirement, workers compensation, and agency personnel charges.

Grant Manager (GM): (\$4,000, 25% funded)

The fringe benefit rate for the GM is 20% of the salary charges for one year, totaling \$4,000 (or 5% (=25% of 20%) of \$80,000). Fringe benefits for this position include health and dental, life insurance, long term disability, retirement, workers compensation, and agency personnel charges.

C. Travel: \$21,816

Travel Note: All costs listed below are estimates and subject to change due to increased flight, gas, and other travel costs. Any significant variance in costs will be discussed with NTIA before expending the funds.

Local Travel: \$10,464

Two employees (exact persons will vary depending on the trip) will conduct trips within the state to participate in regional stakeholder engagement meetings, conduct robust community and stakeholder outreach, collect data, meet directly with stakeholders, and complete project activities. Each employee will take three (3) trips each quarter for four (4) quarters (or 12 trips each, 24 trips total). Each trip will last a total of two days and one night. The total cost per trip is \$436 which includes \$200 for lodging, \$112 for mileage reimbursement (200 miles at \$0.58 per mile), and \$120 per diem (\$60 for 2 days). Entity travel policy has employees use the Federal mileage reimbursement for work trips. The Federal mileage reimbursement for 2022 is \$0.58 per mile. Entity travel policy has work travel per diem at \$60 per day. Per diem covers meals and incidentals for the trip such as tolls, parking fees, and other miscellaneous charges.

Local travel will be across the state to meetings, all of which are 100 miles from the applicant's home city. The estimated hotel cost per night in each meeting location is \$200.

Breakdown per trip:

1 person x 1 trip:

Consideration for Travel

At the time of submitting the budget with the application, the state most likely will have to estimate travel costs. If that is the case in your state, clarify that the costs listed in the budget are estimates and are subject to change.

Lodging: \$200 per night x 1 night =	\$200
Mileage: 200 miles x \$0.58 per mile =	\$116
Per Diem: \$60 per day x 2 days =	\$120
Total per trip =	\$436

Domestic Travel (not local): \$5,720

Two (2) employees (exact persons will vary depending on the trip) will each travel to a total of two (2) meetings to meet with digital equity experts and stakeholder groups. The total number of trips is four (4). The total cost per trip is \$1,430 including \$600 round trip basic airfare, \$500 total lodging for two (2) nights (\$250 per night for two (2) nights), \$150 for car rental, and per diem at \$180 (\$60 per day for three days). Entity travel policy has work travel per diem at \$60 per day. Per diem covers meals and incidentals for the trip such as tolls, parking fees, and other miscellaneous charges.

Travel location is to be determined. The \$600 for round trip coach-class airfare is the average airfare for traveling to Washington, DC; San Diego, CA; and Dallas TX.

The average cost for lodging in Washington, DC, San Diego, and Dallas is \$250 a night. If lodging varies significantly, the applicant will discuss the price variance with the grantor before making any purchases.

The two (2) employees will share a rental car. The car rental is estimated at \$100 a day for three (3) days, totaling \$300 for each trip (\$150 per person for each trip).

1 person x 1 trip:

Airfare: \$600 round trip =	\$600
Lodging: \$200 a night x 2 =	\$500
Car Rental: \$150 per person =	\$150
Per Diem: \$60 a day x 3 =	\$180
Total =	\$1,430

In-State Conference Travel: \$712

Two (2) employees (exact persons will vary depending on conference) will travel to two (2) two-day conferences. The conferences are to attend information sessions on broadband connections as well as to attend trainings on digital equity topics. The total number of trips is four (4). The total cost per trip is \$178. Entity travel policy has work travel per diem at \$60 per day. Per diem covers meals and incidentals for the trip such as tolls, parking fees, and other miscellaneous charges.

Travel location is yet to be determined but will be within 50 miles of the entity office and therefore no air travel or hotel will be needed.

1 person x 1 trip:

Mileage: 100 miles (50 miles each way) x \$0.58 per mile = \$58

Per Diem: \$60 a day x 2 days = \$120

Total = \$178

Unknown Travel: \$4,920

Due to the nature of the digital equity program, it is anticipated that additional travel will be required to meet the project needs and goals. As stakeholder feedback is collected, the project team will gather a better understanding of what additional trips/travel is needed in order to reach the underserved and unserved populations across the state – to which travel is currently unknown at the time of this application. As travel requirements are solidified, NTIA will be notified of the cost breakdown and other necessary information by the recipient. Estimating 6 additional trips over the period of performance.

Estimated travel: 1 person x 1 trip:

Lodging: \$200 a night x 2 nights = \$400

Car Rental: \$100 a day for 3 days = \$300

Per Diem: \$60 a day for 3 days = \$120

Total = \$820

D. Equipment: \$0

No equipment will be purchased for this program.

Note on Equipment

While no equipment is necessary for this sample project, equipment might be necessary for your project. If it is, include details of equipment you plan to purchase, such as make, model, and vendor.

E. Supplies: \$7,780

Printing – generic stakeholder outreach materials: \$240

Printing of materials for stakeholder outreach activities is estimated at \$20 a month for 12 months, totaling \$240 for one year. Materials will include fact sheets about the planning process, and information sheets on broadband. Printing is estimated at \$0.10 per copy after doing a search for printing costs at FedEx/Kinko's, Costco, and the local library. Note that specialty printing (e.g., large posters for a conference) will be included in the event contract under contractual.

Printing – Discussion Guides: \$3,500

Printing of spiral-bound handbooks (Digital inclusion discussion guides) for stakeholder engagement meetings. Printing is estimated at \$7.00 per book after doing a search for printing costs at FedEx/Kinko's, Costco, and the local library. Estimated \$7 per print (per handbook), and approximately 500 handbooks will be required over the course of the period of performance, totaling \$3,500.

Computer: \$3,800

Four (4) 15" laptop computers for the four office personnel to carry out grant project activities. An average price for a laptop, based on an online search (Best Buy, Amazon, Staples) is \$950 (tax included). At the time of application, the specific brand of laptop is unknown due to ongoing supply chain issues. The laptop will be used by the project manager to carry out all project management activities, including creating and submitting final deliverables. A laptop is requested as the agency only provides desktop computers. Due to the traveling requirements of the project manager to complete the grant activities, a laptop will allow for working while at stakeholder and outreach events. The laptop will also be used to do presentations and take notes while at events outside the entity office. The laptop comes fully loaded with necessary software, malware protection, and project management functions (e.g., Microsoft Project, Excel, etc.). The laptop will be stored in a locked cabinet in the main office and tagged with a barcode for inventory management.

Office Supplies: \$240

General office supplies for the personnel staff listed in this application to use to support grant activities and reporting requirements. Items include pens, paper, staples, sticky notes, etc. Estimated average \$20 a month for 12 months, totaling \$240.

F. Contractual: Total Amount \$ 490,411.78

Management Consulting Firm: \$490,411.78

A management consulting firm will develop an overarching strategy for collecting data from sub-recipients, how to store the data for records retention requirements, and for a high-level strategic plan for addressing the requirements for the digital equity plan. The consulting firm will deliver the strategic plans to the project manager but will not review the actual program data or design stakeholder level project activities. All final products will be owned by the entity, not the consulting firm. The management consulting firm has not been selected at the time of this application. A request for proposals (RFP) will be posted to the State procurement website after the entity receives the award, and the state will run a competitive review process in line with agency procurement policies to award the grant. The procurement process is to obtain a minimum of three (3) quotes for the work. Then a panel of program and administrative staff (at least three [3] persons) will review the quotes and provide feedback on the project timeline, budget, and organizational capability of the organization to meet the needs listed in the RFP. The

panel will summarize their findings and submit to the chief procurement officer for final review and selection. A copy of the procurement policy can be found on the agency website at agencyprocurementwebsite.com. The anticipated award amount is \$490,411.78 and will be inclusive of staff, travel, supplies, and all other costs necessary to meet the goals of the contract. The anticipated contract will be sent to NTIA prior to execution to ensure it is allowable, allocable, and reasonable to meet the program goals.

G. Construction: \$0

Construction is not allowable as part of a digital equity planning project.

H. Other: \$100,000

Stakeholder Engagement and Event Management Firm (\$100,000)

A stakeholder and event management non-profit will provide logistical support for four (4) regional stakeholder events and 6 regional public community listening sessions. The estimated price (\$100,000) was based off of similar work for prior state programs. The non-profit entity will provide facilitation and logistical event support for all events. Facilitation support includes preparing and providing engaging activities to solicit input from stakeholders. Event management support includes obtaining event space, AV equipment, and other facility items (tables, chairs, etc.). Other activities include setting up a method for sending out invitations to the event, tracking RSVPs, and managing the welcome desk at the beginning of the events/meetings. The non-profit entity has not been selected at the time of application. The State of ABC will submit to NTIA the selected entity and related budget prior to awarding the sub-award.

Notes on Subawards

Any sub-awards granted by the Administering Entity through the State Digital Equity Planning Grant Program must be included in the "Other" category of the budget. The associated costs of the sub-award must be broken down into the standard cost categories (i.e., Personnel, Fringe, Travel, Equipment, Supplies, Contractual) within the sub-award item, as shown by the Veterans of ABC example.

I. Indirect Costs: \$44,376

Indirect Costs: \$44,376

The entity has a negotiated indirect cost rate agreement (NICRA) issued by the Department of Agriculture at a rate of 12%, applicable to all direct salaries and wages including all fringe benefits. The current indirect cost rate agreement is valid through October 2023. The indirect cost rate agreement is attached to the application.

Total direct costs: \$854,007.78

STATE DIGITAL EQUITY PLANNING GRANT PROGRAM

Project Narrative

OVERVIEW

The State of Oklahoma will create a robust and comprehensive five-year statewide digital equity plan that will serve as a benchmark and a roadmap for achieving digital equity in our state and meet the requirements established by NTIA in the Notice of Funding Opportunity. We will invest the State Digital Equity Planning grant funds in four major activities:

1. Staff recruitment and program management assistance
2. Community and stakeholder engagement
3. Data collection and analysis
4. Report development and distribution

First, Oklahoma will hire and equip a dedicated digital equity staff member within our State Broadband Office to lead the planning process on behalf of the state. This dedicated staff member will report to the State Broadband Director and will provide regular reports on digital equity efforts to the State Broadband Governing Board and to the Broadband Expansion Council. Other staff members within the State Broadband Office, including those focusing upon community outreach and broadband expansion policy, will provide additional support as the State creates its digital equity plan.

Second, we will robustly engage communities and stakeholders throughout the entire planning process deploying multiple strategies including but not limited to: form a core planning team comprised of a diverse set of stakeholders and partners to lead and advise the plan's development, conduct listening sessions throughout the state, provide multiple feedback mechanisms, and ensure all written materials are translated into multiple languages reflecting the communities we serve.

Third, we will collect and analyze data on the disparate impacts of the digital divide on the covered populations and Oklahoma residents and collect all local digital equity plans developed by local communities to inform the plan's recommendations. The data and local plans will inform the plan's measurable objectives and implementation recommendations.

Finally, we will develop, publish, and disseminate the written plan.

TIMELINE

The plan development process will begin after funding is received by the State and will be concluded within 12 months with the delivery of a five-year State Digital Equity Plan. We will develop the plan in accordance with the statute and provide a minimum of 30 days for public comment and will incorporate comments, and responses to comments, prior to submission to NTIA.

DELIVERABLES

Deliverables will include: (1) State Digital Equity Plan printed document; (2) a digital version of the plan hosted on the State's Broadband Office website; and (3) an open access, downloadable interactive online dashboard and map displaying the data collected to inform the measurable objectives.

DEVELOPMENT STRATEGIES

Strategy Overview

Community and stakeholder engagement and a robust data collection process will be the core strategies driving the plan's composition. As such, the State will seek input from the community and stakeholders while simultaneously collecting data. We will employ a mix of strategies, communications channels, and messengers to be effective.

At a minimum we intend to engage with the key stakeholders outlined in the NOFO to provide input to the plan. Additional stakeholders we will deliberately engage include but are not limited to:

- Members of the covered populations and historically disconnected communities (lived experts)
- State cabinet-level agencies
- State corrections department/agency
- State departments of education
- Digital inclusion coalitions in the state
- State and local chambers of commerce or industry associations
- Regional councils of governments
- Economic development authorities
- Higher education institutions
 - State higher education coordinating board or governing board
 - Community or Technical College System
 - Public and Private Universities
 - Historically Black Colleges & Universities
 - Tribal Colleges & Universities
 - Minority Serving Institutions
- Local media outlets such as Public, Educational, & Governmental station leaders and Ethnic media

Community Outreach and Engagement

1. Form core planning team:
 - a. Four to ten people representing a diverse set of stakeholders and partners including a member of the State Broadband Office, community-based organizations with digital inclusion programs, state agency peers (such as Oklahoma Employment Security Commission, Department of Commerce, etc.), community-based organizations, community anchor institutions, universities and lived experts.

- b. The State Broadband Office staff will lead and staff the core planning team meetings.
 - c. The core planning team will serve in an advisory capacity, providing guidance and support throughout the planning process particularly in supporting the development of a community stakeholder engagement plan.
 2. Conduct regional public listening sessions throughout the state where community members and residents may provide the state with the following:
 - a. Lived experiences being disconnected
 - b. Digital inclusion assets, including current resources, programs and strategies that promote digital equity for each of the covered populations
 - c. Identification of barriers to digital equity
 - d. Priorities for investments
 - e. Ideas for solutions
 3. Leverage a diverse array of communications tools to connect and keep community members and stakeholders informed throughout the process. All written materials are translated into multiple languages reflecting the communities we serve. The communication tools we will leverage are:
 - a. State websites
 - b. Social media
 - c. Information sessions
 - d. Radio and print notices
 - e. Flyers
 - f. Sharing information through partner agencies
 - g. Other mechanisms to be determined
 4. Incorporate public input into the plan:
 - a. Gather and incorporate existing local Digital Equity Plans
 - b. Publish plan for a minimum of thirty days to gather and incorporate public input

Data Collection and Analysis

1. Identify, review, and compile local digital equity plans and data into the plan.
2. Conduct primary and secondary data analysis to identify and document barriers and resources related to digital equity for covered populations and all state residents including but not limited to the following methods:
 - a. One-on-one interviews and/or focus group interviews with key stakeholders and lived experts
 - b. Scientific surveys
 - c. Analysis of Census and other secondary data sources
 - d. Statewide digital equity asset mapping

The Plan

The plan will contain all the statutory and additional requirements set forth in the NOFO.

Delivery

Upon completion, we will submit the plan to NTIA and distribute to our state's residents through the following mechanisms:

- A public event to unveil the contents of the plan
- A dedicated website related to the plan, with information about its background and online dashboards tracking its implementation progress
- Distribution of the plan to all stakeholders who participated in the planning process

Detailed Budget Template

		Unit Type	Unit Cost	No. of Units	Total Cost	Federal Funds Requested	Cash Match Amount	In Kind Contribution Value	Match Type (Cash/In-Kind/Both)	Match Percentage	Allowable Total	Notes/Comments
Budget Categories												
Personnel	Digital Equity Director	Other	\$ 110,000.00	100%	\$ 110,000.00	\$ 110,000.00	\$0	\$0	N/A	0%	\$ 110,000.00	
	Data Analyst	Other	\$ 50,000.00	50%	\$ 25,000.00	\$ 25,000.00	\$0	\$0	N/A	0%	\$ 25,000.00	
	Community Outreach Coord.	Other	\$ 80,000.00	50%	\$ 40,000.00	\$ 40,000.00	\$0	\$0	N/A	0%	\$ 40,000.00	
	Grant Manager	Other	\$ 80,000.00	25%	\$ 20,000.00	\$ 20,000.00	\$0	\$0	N/A	0%	\$ 20,000.00	
	TOTAL				\$ 195,000.00	\$ 195,000.00						
Fringe Benefits	Digital Equity Director	Other	\$ 110,000.00	20%	\$ 22,000.00	\$ 22,000.00	\$0	\$0	N/A	0%	\$ 22,000.00	
	Data Analyst	Other	\$ 50,000.00	10%	\$ 5,000.00	\$ 5,000.00	\$0	\$0	N/A	0%	\$ 5,000.00	
	Community Outreach Coord.	Other	\$ 80,000.00	10%	\$ 8,000.00	\$ 8,000.00	\$0	\$0	N/A	0%	\$ 8,000.00	
	Grant Manager	Other	\$ 80,000.00	5%	\$ 4,000.00	\$ 4,000.00					\$ 4,000.00	
	TOTAL				\$ 39,000.00	\$ 39,000.00						
Travel	Local Travel	Other	\$ 436.00	24	\$ 10,464.00	\$ 10,464.00	\$0	\$0	N/A	0%	\$ 10,464.00	
	Domestic Travel	Other	\$ 1,430.00	4	\$ 5,720.00	\$ 5,720.00	\$0	\$0	N/A	0%	\$ 5,720.00	
	In-State Conference Travel	Other	\$ 178.00	4	\$ 712.00	\$ 712.00	\$0	\$0	N/A	0%	\$ 712.00	
	Unknown Travel	Other	\$ 820.00	6	\$ 4,920.00	\$ 4,920.00	\$0	\$0	N/A	0%	\$ 4,920.00	
	TOTAL				\$ 21,816.00	\$ 21,816.00						
Equipment	N/A	Other	\$ -	0.0	\$ -	\$ -	\$0	\$0	N/A	0%	\$ -	
	TOTAL				\$ -	\$ -						
Supplies	Printing per Month	Other	\$ 20.00	12	\$ 240.00	\$ 240.00	\$0	\$0	N/A	0%	\$ 240.00	
	Printing - Discussion Guide	Other	\$ 7.00	500	\$ 3,500.00	\$ 3,500.00	\$0	\$0	N/A	0%	\$ 3,500.00	
	Computer/Laptop	Item	\$ 950.00	4	\$ 3,800.00	\$ 3,800.00	\$0	\$0	N/A	0%	\$ 3,800.00	
	Office Supplies	Other	\$ 20.00	12	\$ 240.00	\$ 240.00	\$0	\$0	N/A	0%	\$ 240.00	
	TOTAL				\$ 7,780.00	\$ 7,780.00						
Contractual	Management Consulting Firm	Other	\$ 490,411.78	1	\$ 490,411.78	\$ 490,411.78	\$0	\$0	N/A	0%	\$ 490,411.78	
	TOTAL				\$ 490,411.78	\$ 490,411.78						
Construction	N/A	Other	\$ -	\$0	\$ -	\$ -	\$0	\$0	N/A	0%	\$ -	
	TOTAL				\$ -	\$ -						
Other	Stakeholder Event Mgmt	Other	\$ 150,000.00	1	\$ 100,000.00	\$ 100,000.00	\$0	\$0	N/A		\$ 100,000.00	
	TOTAL				\$ 100,000.00	\$ 100,000.00						
Indirect	Indirect Charges	Other		12% Personnel and Fringe Benefits	\$ 234,000	\$ 28,080.00	\$0	\$0	N/A	0%	\$ 28,080.00	
	TOTAL				\$ 28,080.00	\$ 28,080.00						
PROJECT TOTAL					\$ 882,087.78	\$ 882,087.78	\$0	\$0			\$ 882,087.78	