



Affordable Devices Program Notice of Funding Availability (NOFA)

Funded by BEAD (Broadband Equity Access and Deployment Program)

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Introduction

The Puerto Rico Office of Management and Budget ("OMB") through its Puerto Rico Broadband Program ("PRBP"), issues this Notice of Funding Availability ("NOFA") to obtain proposals for subgrantees as defined in this NOFA.

The PRBP was created in 2022 within the OMB to ensure all Puerto Ricans have access to fast and reliable internet service, using both local and federal funds. The PRBP, via its Executive Committee, coordinates, authorizes, and executes the disbursement of Puerto Rico's broadband funding, working with key stakeholders. The program is designed to increase digital equity by bringing essential broadband infrastructure to all residents over five years through the deployment of broadband infrastructure projects and digital equity programs.

The Broadband Equity Access and Deployment (BEAD) Program, created under the Bipartisan Infrastructure Law, is a pivotal initiative designed to extend high-speed internet access across the United States. BEAD is committed to closing the digital divide by providing funding for essential activities such as planning, infrastructure development, and broadband adoption efforts. As part of this mission, more than \$334 million has been allocated to Puerto Rico to improve its broadband infrastructure. These investments will help guarantee equal access to high-speed internet, stimulate economic growth, and strengthen community connectivity across the entire island.

To further the digital equity goals of the PRBP, five distinct programs will be launched, supported by BEAD funding. These initiatives include: an Open Access Underground Conduit System, Digital Navigators and Literacy Program, an Online Government Services Program, a Workforce Development Program, and an Affordable Devices Program. The goal is to create a comprehensive portfolio that target infrastructure and technical solutions gaps and builds the necessary connectivity and skills for digital participation by all.

Under this NOFA, the Puerto Rico Broadband Program seeks to establish an Affordable Device program to help increase the number of residents with access to laptops, tablets and desktop computers via BEAD funding. As described in the Puerto Rico Digital Equity Plan in 2023¹, it was estimated that 55% of Puerto Rican households do not have a desktop computer and 24% do not own a computing device of any type.

The primary goal of the program is to give all Puerto Ricans access to a device (laptop, tablet, or desktop computer), with an emphasis on targeting the needs of the most vulnerable populations and creating a sustainable model for the future.

¹ https://docs.pr.gov/files/Broadband/Documentos/PRBB_EquityPlan_R-2%20-%201210%20(1).pdf

1. Scope of Work, Project Objectives & Outcomes

Scope of Work

The Puerto Rico Broadband Program is issuing this NOFA to select one or more subgrantees to design and implement the Affordable Device Program. Subgrantees may apply for funding to perform just some of the below functions, as long as they describe who they will work with to get affordable devices to the eligible population. The role of the subgrantees will include the following responsibilities:

- Sourcing:

- Source devices for the program with established specifications, prioritizing high volume and affordable cost.
- o Ensure devices have the necessary software to enable instant use / interaction of key functions by the end user. Before distributing devices to eligible individuals, the subgrantee will run adequate quality tests and install necessary software and programs for device use (e.g. basic Microsoft Office package and antivirus) and to prevent theft, unauthorized reselling, and cybersecurity threats.

Outreach and delivery:

- o Develop a comprehensive plan for device distribution that includes:
 - A process for selecting eligible program participants, including eligibility criteria and fraud prevention. Before distributing devices, the selected subgrantee(s) will develop a process to identify eligible households in partnership with relevant collaborators. Potential collaborators include, but are not limited to, government agencies, community anchor institutions (CAIs), non-profit organizations, internet service providers, and other relevant organizations. Stakeholder engagement will provide insight into the needs and challenges of each community, ensuring the program effectively supports individuals' access to devices, training, and any additional support they may need.
 - A coordination plan with local organizations / partners to expand community access to devices.
 - A sustainable pricing/ownership model for the devices.
- The subgrantee will partner with relevant partner institutions like libraries, community-based organizations or Multiservice and Internet Centers (MIC)² to connect with target populations³ and present and promote the program. Device delivery to target populations will be performed as well through anchor institutions. PRBP has a plan to deploy MICs through the

² The MICSs will operate as hubs in the regions and once they are ready, the program expects the subgrantees to leverage those sites as well for device outreach and distribution

³ This designation refers to individuals with disabilities, aging, those who have English as a language barrier, those who have low literacy levels, veterans, incarcerated, minorities, and residents who live in rural areas as described in the Puerto Rico Digital Equity Plan. See

- whole island, with expected presence of these centers in all the 78 municipalities. Specific details will be provided as that project advances.
- o Manage the supply chain from purchase to delivery at partner organizations, including warehousing, logistics, etc.
- o Coordinate that participants in need of digital literacy support receive a minimum digital literacy training before receiving the device⁴.
- o Coordinate availability of affordable internet access to specific target populations.

Monitoring and maintenance:

- Maintain a device warranty and offer tech-support to assist device users with any questions or technical difficulties. The subgrantees will also operate a device helpline in Spanish to assist device users with technical support, direct them toward resources, provide connections to additional digital literacy training, and direct device refurbishment, recycling, or replacement.
- o Handle end-of-device life-cycle processes, such as recycling, refurbishment, reuse, and donations.
- Launch initiatives that ensure the sustainability of the project beyond this funding.

- Overall project management and impact measurement:

- o Engage in rigorous project planning and management.
- Measure reach / impact of program and capture any points of feedback for PRBP on potential improvements.

PRBP recognizes there may not be many organizations that can manage the end-to-end program, but we are welcoming as well proposals from entities or consortiums that could do so.

Minimum criteria the PRBP and the subgrantee may consider to select target households include, but are not limited to, the following:

- Have an income that is at or below 200% of the federal poverty guidelines⁵;
- Participate in certain assistance programs, such as SNAP, Medicaid, Federal Public Housing Assistance, SSI, WIC, or Lifeline;
- Receive a Federal Pell Grant during the current award year;
- Receive unemployment insurance at any point in the past two years; or
- Other factors to consider might be the location in rural areas of the household or the number of devices already in the household.

⁴ See smartisland.pr.gov to understand details on the NOFAs on Digital Literacy and Digital Navigators 5 https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines

PRBP will have authority throughout the program to modify the eligibility criteria proposed by the subgrantee(s).

Given data-driven determinations are made regarding device eligibility, the subgrantee(s) will coordinate with necessary parties to deliver the devices, including, but not limited to, the following:

- Vendors or donors;
- Distributors;
- Eligible Households;
- Multiservice and Internet Centers (MIC); or
- Digital Navigators. PRBP is launching a NOFA on Digital Navigators and Literacy as part of the BEAD funding, and therefore, the subgrantee organizations under that program will be available to collaborate in the outreach and delivery of the devices as long it is part of their Scope of Work.

The subgrantee(s) will make sure that either through them or through partners, the entirety of the supply chain is managed, ensuring that the device travels from the vendor or donor to the hands of each eligible individual in a safe, timely, and cost-effective manner.

Objectives:

- Maximize the number of Puerto Rican households that have access to an affordable device.
- Ensure that device recipients have adequate technical support, upfront training and access to affordable connection to promote device adoption and usage.
- Prioritize low-income households that do not own a device to be beneficiaries of this program.
- Perform the different activities of this program in a sustainable manner, making sure that these funds can be complemented with other funding sources to continue with the program after current funds are exhausted in 2029.

Outcomes:

- Distribute between 150,000 to 200,000 ⁶ free or low-cost devices to target populations in Puerto Rico in the next 5 years (2025-2029).
- Distribute ~1,000 free or low-cost devices to digital navigators / digital literacy delivery organizations.
- Distribute a small percentage of specialized devices for functional diversity and special needs populations.

⁶ Proponents are welcome to address the totality of this target, although they can also choose to make a proposal for only a portion of the target.

2. Funding Mechanism

Funding for this grant program comes from Puerto Rico's BEAD Program. As part of this program, the PRBP has been selected as grantee to develop this Affordable Devices program, among others. The PRBP is establishing this fair, open, and competitive process for selecting subgrantees.

The issuing agency reserves the right to make multiple awards under this NOFA, to allocate different phases or components of the project to different applicants, or to decline to fund any or all phase(s) if it is deemed to be in the best interest of the agency. Funding decisions will be based on the applications submitted, the agency's evaluation of the proposed approaches, and evolving program needs and priorities. The agency may also adjust the scope of funding allocations as necessary to align with program goals and available resources

3. Funding Disbursement & Allowable Use of Funds

3.1. Allowable Uses of Funds

The funds awarded in this NOFA must be used to assist PRBP program awardees in the activities listed in the Scope of Work.

If granted an award, Proponents may utilize grant funds to:

- Buy devices to be provided for beneficiaries.
- Conduct refurbishing of used devices (on their own or via third parties).
- Rent warehouse/facilities/vehicles necessary for managing the distribution and logistics.
- Transport devices to or within Puerto Rico.
- Hire program coordinator(s) responsible for supporting program development, aligning with sourcing organizations and community organizations, and coordinating with PRBP office.
- Promote the program and reach potential beneficiaries through marketing and outreach campaigns (on their own or via third parties), in coordination with the holistic efforts of the PRBP.
- Hire personnel to deliver the devices, provide technical support and follow-up with the beneficiaries to promote device adoption.
- Consider options to provide connectivity solutions for users eligible for devices.
- Provide digital literacy trainings to some groups within the target beneficiaries.
- Other items related to this project if approved by the PRBP.

In the proposed pricing, the Proponent should detail the pricing for each item that they would require to conduct the program. It will be appreciated if staff coordination costs are kept at a low percentage within the total budget.

According to the NTIA, federal grant regulations "flow through" to subrecipients (i.e., subgrantees), and subrecipients are responsible for adherence to applicable Federal program requirements specified in the Federal award.⁷

3.2. Payment Terms and Method

The Affordable Device program will work on a payment schedule with the selected grantee(s), to disburse funds twice a year based on specific milestones (i.e., number of devices distributed).

Given that this program lasts until the end of 2029, the payment schedule will be distributed along the five years of duration of the program.

To help set up the operations at the beginning of the program, the PRBP may agree to make an initial upfront payment of up to 10% of the total cost of the project.

4. Work Plan

Under this Section Proponents must provide a detailed Work Plan indicating how they plan to execute the Scope of Work and meet the objectives of this NOFA, including a detailed proposed pricing proposal for the proposed Scope of Work. The PRBP will be evaluating responses based on the criteria described in the Response Evaluation section. Projects need to be holistic, end-to-end and provide confidence to PRBP that the Proponent will be able to manage the whole program independently in coordination with all relevant stakeholders.

The format and instructions for the Work Plan submission is contained in the Appendix 1 Form. Proponents must submit Appendix 1 filled out. Additional details could be included as appendix to the proposal.

5. Requirements

5.1. Key Requirements

Proponents must meet the following requirements:

- Proponents shall be companies properly accredited to provide services in the broadband value chain in Puerto Rico at the time of the submission of their Proposals and comply with all applicable Puerto Rico or U.S. laws and/or requirements.
- Proponents must have adequate resources to perform the project, or the ability to obtain them within the jurisdiction of Puerto Rico. It is critical that the proponents have proficient Spanish speakers for interacting with the public.

⁷ See, e.g., 2 C.F.R. §§ 200.101(b)(2); 200.331

- Proponents must have a satisfactory record of performance, integrity, and business ethics. Organizations included in SAM debarred list will not be allowed to participate in this NOFA.
- Proponents shall provide a listing and brief description of legal actions for the past five years.
- Proponents must submit a complete Proposal covering all necessary topics outlined in this NOFA.
- Proponents must upload required documents as attachments with response as detailed in section 7 (Proposal Submission).
- If a selected proponent is not up-to-date and/or fails to diligently comply with Puerto Rico's contracting requirements, this will be cause to for-go any other contracting efforts and select the next qualified entity.

5.2. Transparency, Accountability, And Oversight Required

Subgrantees each have a critical role to play in ensuring that the BEAD Program is implemented in a manner that ensures transparency, accountability, and oversight sufficient to, among other things:

- 1. Minimize the opportunity for waste, fraud, and abuse;
- 2. Ensure that recipients of grants under the Program use grant funds to further the overall purpose of the Program in compliance with the requirements of the Infrastructure Act, the NOFO, 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)⁸, the terms and conditions of the award, and other applicable law; and
- 3. Allow the public to understand and monitor grants and subgrants awarded under the Program.

Subgrantees will also need to:

- 1. Comply with the reporting requirements set forth in Section I.E of the NOFO⁵.
- 2. Comply with the obligations set forth in 2 C.F.R. Part 200 and the Department of Commerce Financial Assistance Standard Terms and Conditions.
- 3. Establish and widely publicize telephone numbers and email addresses for the subgrantees' internal ethics office (or comparable entity) for the purpose of reporting waste, fraud or abuse in the Program. Subgrantees shall produce copies of materials used for such purposes upon request of the Federal Program Officer.

The recipient of a subgrant shall submit a regular reporting, at least every three months, for the duration of the subgrant to track the effectiveness of the use of funds provided. Each report shall describe each type of project and/or other eligible activities carried out

⁸ https://broadbandusa.ntia.doc.gov/sites/default/files/2022-05/BEAD%20NOFO.pdf

using the subgrant and the duration of the subgrant. That regular reporting should also include:

- Sourcing organizations of the devices.
- Itemized budget expenses incurred in the last period and since the beginning of the project
- Number of devices distributed and evidence of the delivery.
- List of community organizations that are supporting the efforts (and number of devices distributed through each of them).
- Technical support provided to beneficiaries.
- Digital literacy trainings provided to specific beneficiaries.
- Affordable internet access provided or facilitated to specific beneficiaries.
- Summary of outreach / marketing efforts conducted.
- Number of devices lost, main issues and lessons learned.
- Overview of feedback collected and strategy to continuously improve program.

5.3. Project Term

PRBP will prioritize programs that start working on the Scope of Work under this Affordable Device Program as soon as the subgrantee is selected and the grant agreement is signed (end of 2024 or beginning of 2025) and until the end of 2029.

6. Proposal Submission

Responses to the NOFA submitted after the prescribed deadline will not be accepted. The only required document in the Proposals is Appendix 1 Form filled out. It may include any exhibits, appendices and/or attachments to be deemed complete. All correspondence, documents and related information submitted by Proponents in connection with this NOFA shall be written in English. All applications must adhere to Proposal Package requirements, use the required format, and include all the requested information. Only one Proposal Package will be accepted from each applicant. All applications must include a certification and signature that all the information submitted in the Proposal is true and accurate. Clearly identify one designated contact person for the Proposal engagement.

Proponents should submit their responses to the smartisland.pr.gov website in a single PDF of maximum 10 MB.

Should a Proponent choose to amend its submitted proposal, it may only do so by submitting, before the submission deadline, an entire revised proposal marked as

"Amended Proposal." The PRBP will consider submitted amended proposals to replace and supersede all earlier submissions.

6.1. Questions & Answers

Any questions regarding this NOFA or the evaluation shall be submitted in writing via electronic mail only to the following address: <u>FAQ@smartisland.pr.gov</u> and must reference this specific NOFA in the subject line of the email as "Q&A NOFA Affordable Devices". No telephone inquiries will be accepted. Answers will be posted on PRBP's website at https://www.smartisland.pr.gov.

Questions must be submitted by October 17, 2024, at 4.30 pm; answers will be provided by October 21, 2024, at 4.30 pm. The OMB reserves the right to extend this deadline based on the volume and timing of questions.

6.2. Expression of Interest

The PRBP will strongly appreciate it if potential Proponents could express their interest in this program by sending an email to <u>info@smartisland.pr.gov</u> by October 16, 2024, at 4.30pm. Please provide the following information in your email:

- Name of the Proponent Entity
- Name of the Point of Contact, email, and phone number for contact
- In the subject line, add "Affordable Devices NOFA | Interest from [name of your Proponent Entity]."

Please note that this Expression of Interest does not imply any commitment from the Proponents to present a proposal to this program.

6.3. Webinar

PRBP will conduct a Webinar to present the program and answer any question from interested entities. The Webinar will take place on October 16, 2024. A link will be posted in the PRBP website (https://www.smartisland.pr.gov/) and will be sent to all organizations that expressed their interest in the program in the form detailed in the previous sub-section. Answers to questions addressed in the Webinar will be incorporated to the Q&A document that will be published on October 18, 2024, to ensure transparency and equal access to information among Proponents.

6.4. Allowed and Prohibited Communications

Only questions and requests for clarifications on this NOFA submitted by Proponents as per the Questions and Answers section are allowed. Communications by prospective Proponents with officials and/or representatives of PRBP, PROMB, other government entities, the Government of Puerto Rico and any of its instrumentalities, or any other parties associated with the PRBP, regarding the contents of this NOFA or its qualification and selection process, are prohibited during the submission and selection processes.

Failure to adhere to this requirement may result in the disqualification of submitted applications.

Verbal inquiries or emails sent to addresses not specified in this NOFA will not be addressed or considered by the PRBP.

7. Response Evaluation

The PRBP will examine all Proposals in a proper, objective and timely manner to determine if they meet the submission requirements. The final evaluation and selection will be based upon the criteria listed below:

Maximum points	Category	Description
35	A. Capacity and experience	 Relevance of previous affordable program experiences and number of devices distributed. Proven evidence of logistics experience and detailed logistics plan. Resources dedicated to the program and commitment of the leadership team.
35	B. Device cost, quality and sustainability	 Cost per device and fully loaded cost with given specifications (i.e. Windows and antivirus). Overall program cost efficiency. Minimum quality requirements to deliver devices. Warranties and support mechanisms to handle with potential technical issues. Sustainability plan for ensuring recipients have ongoing access to devices after 3-5 years (inc. complementary funding).
30	C. Community engagement and delivery	 Eligibility criteria and proposed methodology to select beneficiaries. Partnerships with local entities and plan for community engagement. Sustainable pricing and ownership model proposal for beneficiaries. Coordination with digital literacy courses and affordable connectivity.

8. Selection Process

A committee of OMB staff and/or consultants will review the proposals and evaluate them based on the aforementioned criteria. The OMB staff and/or consultants reserve the right to request additional information from Proponents on an as-needed basis during the

evaluation process. Following this, the OMB may enter negotiations with the Proponents to expand or contract the scope of work and adjust the grant amount accordingly.

9. Timeline: Important Dates & Deadlines

The following is the proposed timeline for this project:

Target Date	Event
October 10, 2024	Publication of NOFA
October 17, 2024	Questions & Answers Submission Deadline
October 16, 2024	Webinar
October 21, 2024	Submission of PRBP Responses to Questions
November 10, 2024	Proposal Submission Deadline
Dec' 24 – Jan' 25	Notice of Award Expected
2025-2029	Program duration

Please note that each deadline above is set by end-of-business day at 4:30 pm (local Puerto Rico time).

Please note that the NOFA timeline includes target dates and may change subject to the sole discretion of PRBP. It is the responsibility of Proponents to periodically review PRBP's website for regular updates to the NOFA timeline and other important information.

10. Appendix 1 – Work Plan and Pricing

Notification of Funds' Availability for the Affordable Devices Program by the Puerto Rico Broadband Program within BEAD

General Information

Name of the organization	
Registration number of the organization (EIN)	
Unique Entity Identifier (UEI) from SAM.gov	
Address of principal offices	
Name of the point of contact	
Email of the point of contact	
Phone of the point of contact	
Name of the legal representative ⁹	
Position of legal representative	
Legal status of legal representative	
City of residence of legal representative	
Email of the legal representative	
Phone of the legal representative	

Overall approach

Please describe your organization and explain what is your overall plan / approach to be able to deliver on the goals of the program.

• [To be completed]

A. Capacity and Experience

A.1. Please describe your experience in managing affordable device programs, including the list of programs, location, dates and the number of devices distributed.

⁹ Person that would eventually sign the Grant Agreement if selected

A. Capacity and Experience
• [To be completed]
A.2. Please detail your experience in managing the logistics and distribution of devices.
• [To be completed]
A.3. Please describe the logistical plans for device sourcing and distribution, including sourcing methods, warehousing, and delivery coordination for this program. How will you ensure effective management of the supply chain from sourcing to delivery?
• [To be completed]
A.4. Please explain the resources (staff) that will be dedicated to this program. Please also describe how the leadership at your organization will be involved in this program.
• [To be completed]
B. Device cost, quality and sustainability
B.1. Please describe how many devices you would propose to distribute along the duration of the 5 years of the program (include # of devices per year). Detail this plan including timelines and milestones and a proposed disbursement schedule and its rationale. Please include the details of the types of devices you plan to provide.

B.2. Please describe the minimum specifications that you will require / include for all devices, as well as the software and antivirus that will be installed in all of them.

[To be completed]

В.	Device cost,	quality a	and	sustainability
•	[To be complet	ed]		

B.3. Please describe your plan to provide technical support in Spanish and the warranties that will be provided to the delivered devices.

• [To be completed]

B.4. Please explain your plan to ensure that this program will be sustainable, including the plan for ensuring recipients have ongoing access to devices after 3-5 years of usage (inc. complementary funding).

• [To be completed]

C. Community Engagement and Delivery

C.1. Please describe the requirements and methodologies that you propose to select eligible program participants of the preferred target populations¹⁰. Please also detail how that plan will ensure that there is no fraud and that impact analysis can be performed by PRBP.

• [To be completed]

C.2. Please describe if you currently have established relationships with community organizations, such as schools, CBOs¹¹ or non-profits in Puerto Rico or elsewhere. Please also describe if you have already reached out to organizations to be part of this program with you. Kindly detail which areas of Puerto Rico you anticipate working in and what populations you would target.

¹⁰ This designation refers to individuals with disabilities, aging, those who have English as a language barrier, those who have low literacy levels, veterans, incarcerated, minorities, and residents who live in rural areas as described in the Puerto Rico Digital Equity Plan. See https://docs.pr.gov/files/Broadband/Documentos/PRBB_EquityPlan_R-2%20-%201210%20(1).pdf 11 Community-Based Organizations

C. Community Engagement and Delivery

•	[To be completed]	
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C.3. Please describe the sustainable pricing and ownership model that you propose for the beneficiaries and the rationale for it.

• [To be completed]

C.4. Please describe how you intend to coordinate / embed / deliver digital literacy courses as a pre-requisite to receive devices for specific populations. Please also describe how you would decide to which populations you would give these courses and how would update these courses.¹²

• [To be completed]

C.5. Please explain how you propose to coordinate / embed / deliver affordable connectivity to low-income beneficiaries, how you would select target beneficiaries and under which conditions you would offer it.

• [To be completed]

Please provide any additional details you deem relevant as an additional appendix to the proposal.

¹² Subgrantee will not need to deliver the course itself as there will be resources available for this purpose. Subgrantee will need to ensure coordination and effective adoption, which includes support to beneficiaries. See smartisland.pr.gov to understand details on the NOFAs on Digital Literacy and Digital Navigators.

Proposed Program Pricing and Total Outcomes – please fill out and provide detail via attachment

Instructions: The below table is just one way in which you can submit the Program Pricing. Proponents can submit their Proposed Pricing in the format and way the deem more appropriate. However, the Proposed Pricing should have a split per year and a proposed disbursement schedule based on milestones and timelines, as specified in Question B.1.

ltem	Numerical value	Note / Explanation
Total Pricing Proposed for Scope of Work (\$)	[To be filled]	
Total Pricing for all Devices (\$)	[To be filled]	
Total Pricing of Affordable Internet (\$)	[To be filled]	
Total Pricing for Program Set-Up (\$)	[To be filled]	
Total Pricing for Program Marketing (\$)	[To be filled]	
Total Pricing for [Other items] (\$)	[To be filled]	
Total Pricing for [Other items] (\$)	[To be filled]	

Annual Split of the above Pricing Proposal:

Itemss	2025	2026	2027	2028	2029	Total Cost
Pricing per year (\$)						
# Devices per year						
# beneficiaries of affordable internet						

Certification

Please provide below a certification and signature that all the information provided, including appendixes and attachments, is true and accurate.

• [To be completed]