



Department of  
**Economic &  
Community Development**

Digital Adoption  
Grant Programs

# THE DIGITAL SKILLS, EDUCATION, AND WORKFORCE (DSEW) DEVELOPMENT GRANT

Application Office Hours

# Agenda

- A. Eligibility Requirements
- B. Application Information
- C. Budget
- D. The Application Review Process
- E. Open Floor for Questions



**Submission Period: June 17 to August 14**



# 2024 Changes



**Changes to the Digital Skills, Education and Workforce Grant 1.0 are highlighted in the webinar by the following symbol.**

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# A. Eligibility Requirements

# Eligible Grant Applicants

The following entities may apply for the DSEW Grant:

- A local educational agency (e.g., K-12, vocation schools)
- A community-based or faith-based organization
- A volunteer literacy organization
- A public or private nonprofit agency
- A library
- A public housing authority
- A nonprofit institution (that does not fit the above)
- A small business (1-10 employees)
- A consortium or coalition of the agencies, organizations, institutions, libraries, or entity described above
- A partnership between an employer or ISP and an entity above
- State and Regional Agencies/Authorities if:
  - The proposed project is a new project (lacking funding), or
  - The proposed project is a scaling-up based on existing funding available

NOTE: Supplanting funds with DSEW is not allowable and against federal regulations.

- The proposed project can abide by the ARPA deadline of Dec 2026.

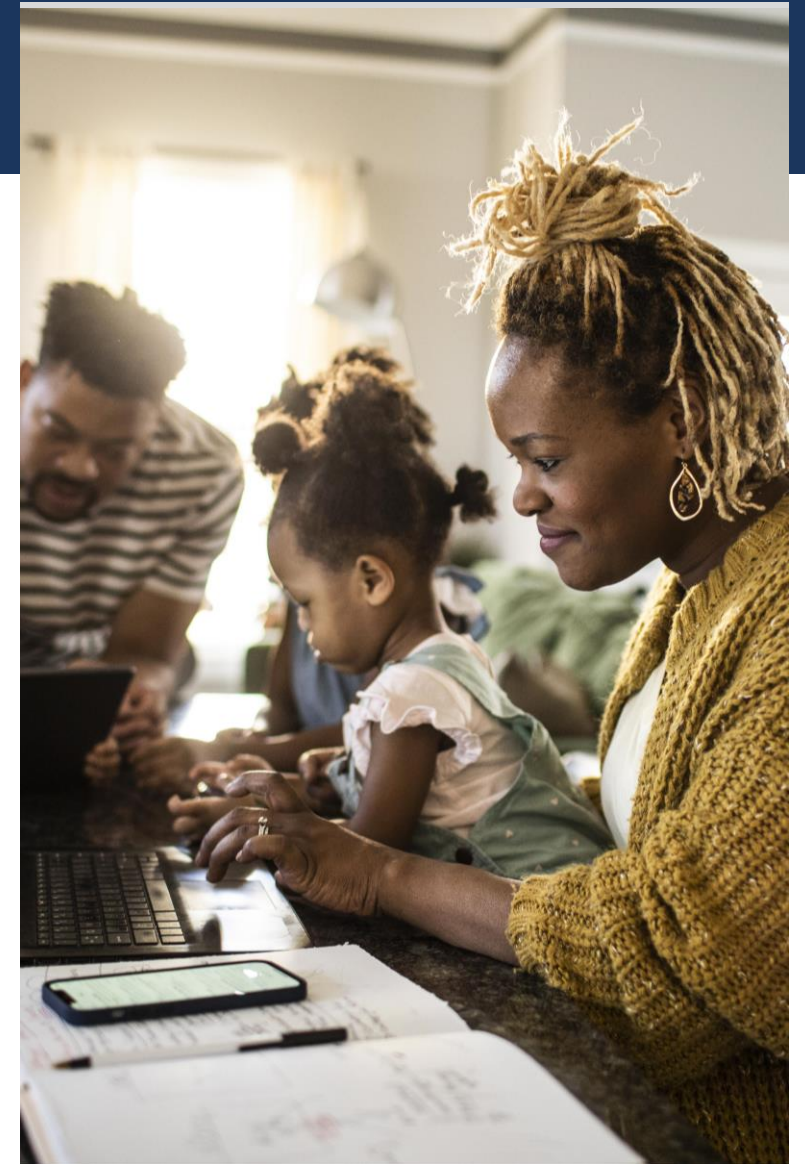


# Eligible Populations

## Priority Populations

Additionally, applicants must address if their proposed project directly serves any of the following priority-covered populations. Please note that this will not yield a higher score.

- Household income of most recent year is not more than 150% of the poverty level)
- Aging individuals (60 and above)
- **Incarcerated individuals** (excluding individuals who are incarcerated in a federal correctional facility)\*
- **Veterans\***
- **Individuals with disabilities\***
- Individuals with a language barrier, including individuals who are English learners and have low levels of literacy
- Immigrants and/or refugees
- Individuals who are members of a racial or ethnic minority group
- Individuals who primarily reside in a rural area\*



# Eligibility Requirements

**Would an internship program that provides paid internships and digital skills training for high school students qualify under workforce development, and if so, would letters from committed employers who are providing internships suffice as letters from employers?**

Yes, that kind of project would be considered to be under workforce development, and letters would strengthen the application.

**Would serving those who are children of incarcerated individuals count towards the five bonus points?**

For those bonus points, we're specifically looking at serving those experiencing incarceration; however, serving children of justice-involved individuals is a great idea.



# Eligibility Requirements

## **Can you apply for round 2 if you received an award in round 1?**

Yes, you may apply. Organizations in counties that did not receive funds in round 1 will be prioritized. One application per organization is allowed for round two.

## **Could a county-wide health department be an applicant?**

Local/county governments are not eligible applicants for this program but may be partners to an eligible applicant.

## **Are construction projects eligible?**

No, the DSEW Grant Program is specifically for training services. Construction projects, such as installing a new elevator, are not within the scope of this program (see CCF).





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## **B.** Application Information

# Requirements for Skilling Programs



## Cybersecurity Component

- Applicants are obligated to provide cybersecurity training to individuals they serve. This training can range from basic intertwined guidance to advanced levels as stand-alone training.



## Digital Government Accessibility Component

- Applicants are obligated to offer accessibility training focusing on government and civic digital resources. This training can range from basic to advanced levels, covering areas such as accessing government forms, navigating government websites, to registering a business online.



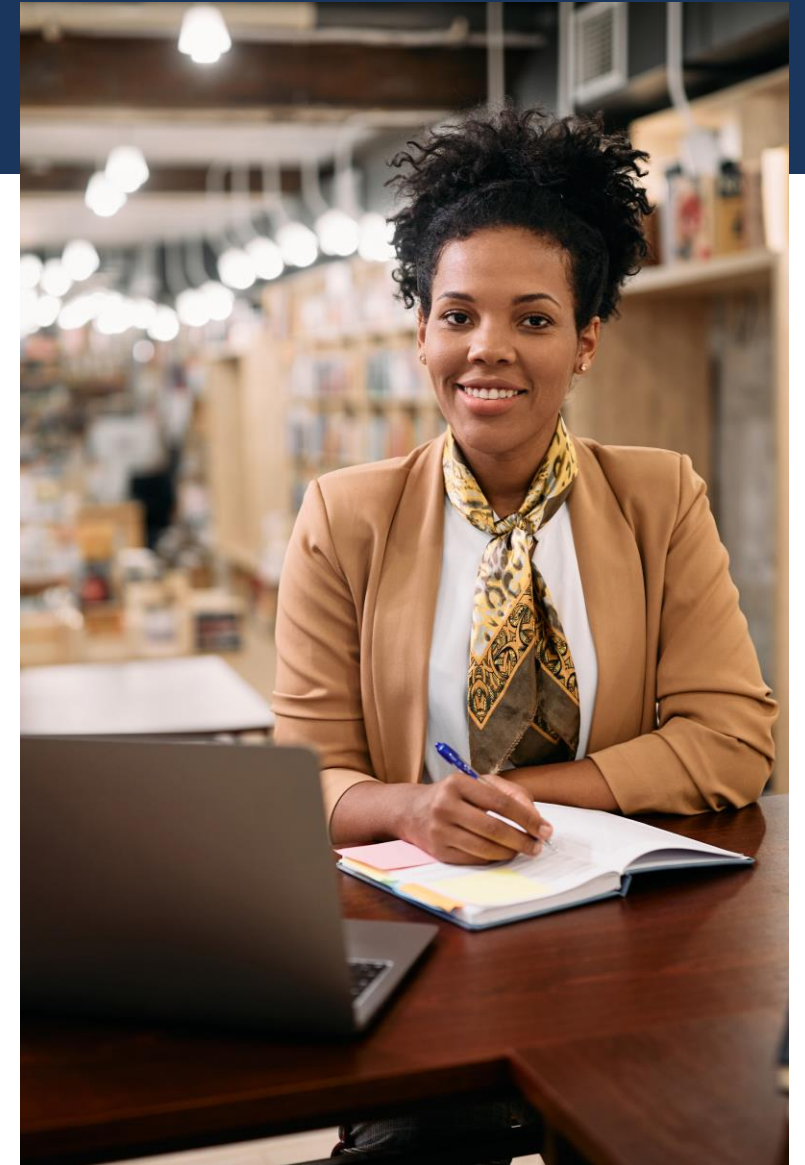
# Application Information

**What demographic information are we required to track, and how do we verify the population data?**

Applicants are required to track demographic information to ensure the program reaches its intended audience. Applicants are encouraged to capture data directly from people served. Please see the resources under the *Digital Opportunity Grantee Resources* tab on [this webpage](#).

**How does the cybersecurity and online accessibility component vary between applicants?**

The requirements for cybersecurity and online accessibility can differ based on each applicant's specific circumstances and the nature of their proposed project. Applicants should tailor their cybersecurity measures and online accessibility features to address the unique risks and needs of their target populations. It is important for each applicant to detail their specific approach in their application, demonstrating how they will meet the requirement and why their approach aligns with the trainings they aim to provide and the communities they aim to serve.



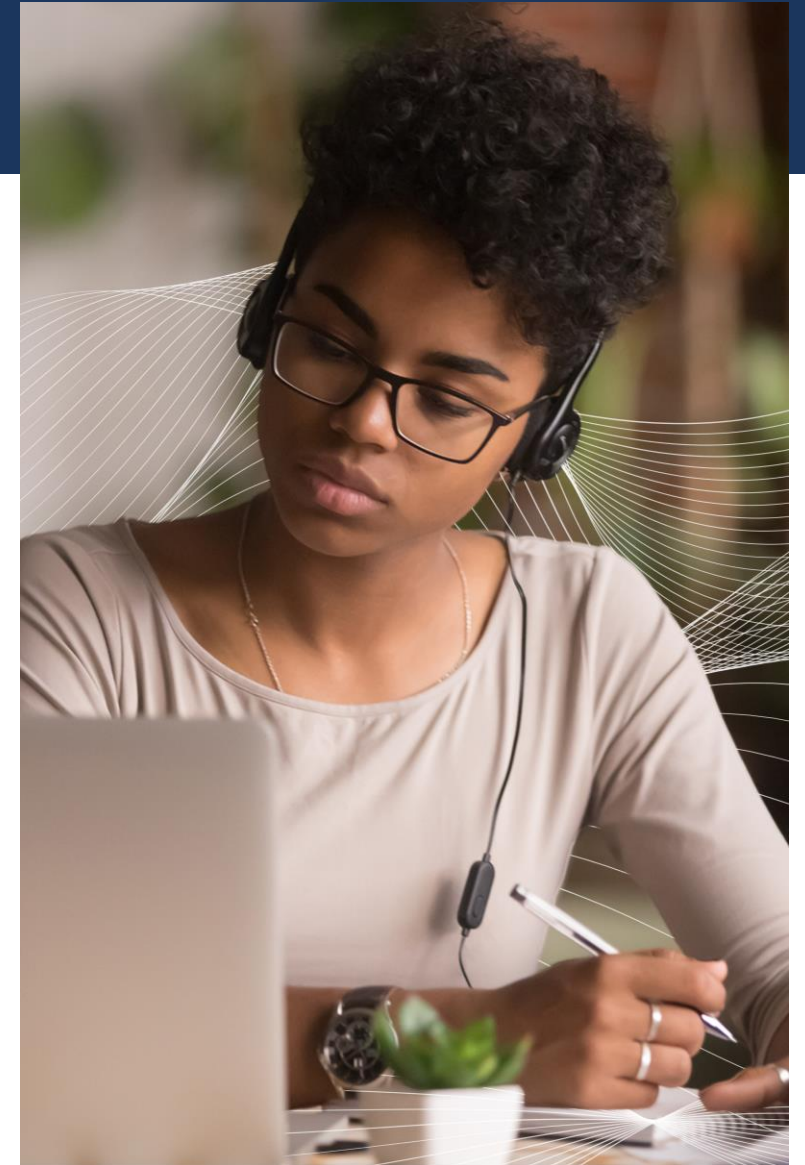
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# C. Budget

# Budget Categories

For each budget category with a <sup>^</sup>, there must be multiple line items within the category and justifications for the necessity and basis for the listed costs. The individual items and concise descriptions will be pulled into the subrecipient contract.

- Professional fees, grants, and awards<sup>^</sup>
- Supplies, telephone, postage and shipping, equipment rental and maintenance, printing and publications
- Travel, Conferences and Meetings
- Grant/project administration (Admin expenses; limited to 6%)
- Other non-personnel<sup>^</sup>
- Capital purchases<sup>^</sup>



# Budget Template on SmartSimple

- For construction and architect and engineering this total budget should match or be within the expectations of cost outlined in the PE/ Architect letter.

## One Line

### Construction Budget

Unit Cost	Number. of Units	Total Unit Cost	Grant Funds Requested	Cash Match Amount	Additional match funds
\$1,800,000.00	1	\$1,800,000.00	\$1,620,000.00	\$180,000.00	\$0.00

### Construction Budget Narrative

If applicable, please include a singular brief description of construction of facility.

Construction costs will include: main building reno, exhibit building reno, pavilion/bathroom reno



# Budget Template on SmartSimple

## Multiple Lines

### Capital Purchase Budget

Item Description	Unit Cost	Number of Units	Total Unit Cost	Grant Funds Requested	Cash Match Amount	Additional match funds
Hanging Projector in main Building	\$20,000.00	1	\$20,000.00	\$18,000.00	\$2,000.00	\$0.00
Speaker Arrays (self powered)	\$20,000.00	1	\$20,000.00	\$18,000.00	\$2,000.00	\$0.00
	<b>\$40,000.00</b>	<b>2</b>	<b>\$40,000.00</b>	<b>\$36,000.00</b>	<b>\$4,000.00</b>	<b>\$0.00</b>

### Capital Purchase Budget Narrative

Please list every line-item cost in text form here. This will be pulled directly into your grant contract.

An example of the list requested may look like: "Capital purchase costs include costs 1 associated A/V system for \$50,000 and 1 purchase of building for \$200,000."

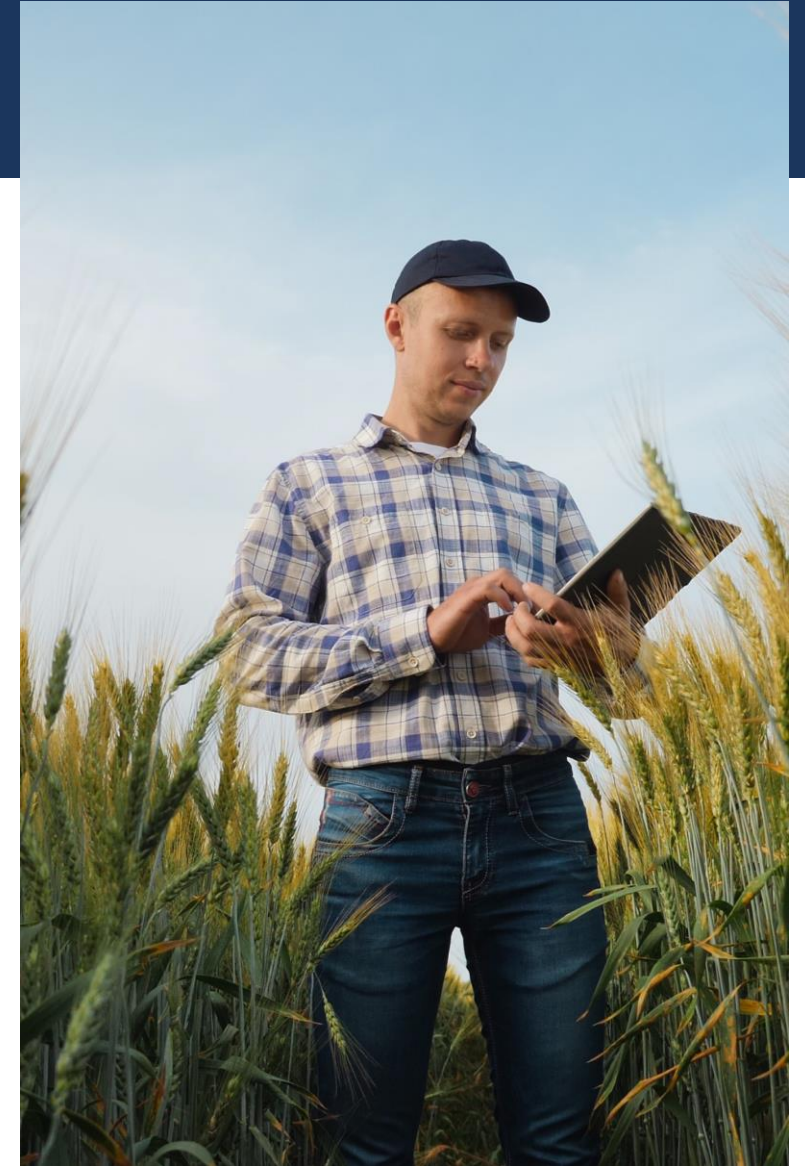
Capital purchase costs include: Hanging Projector in main Building for \$20,000 and 1 purchase of Speaker Arrays (self powered) for \$20,000.

# Budget Question

## How should indirect costs be addressed in the application?

Please be aware that indirect costs are considered **ineligible** and will not be covered. These ineligible indirect costs include:

- Any hours worked that cannot be specifically identified and documented as directly related to the grant activities. This includes general administrative duties or other tasks that do not have a direct connection to the specific objectives and activities outlined in your grant proposal.
- Rent and utility expenses that cannot be directly allocated to the grant activities are ineligible. Only those costs that can be clearly and accurately documented as necessary for the completion of the grant-funded project will be considered eligible.







# D. The Application Review Process

# Application Scoring

Below are the scoring categories, expected information under each category, and respective maximum scores possible for each category.

Category	Description	Possible Points	Maximum Score
<b>Project Design</b>	Describes the design of the services/programming offered and how they support digital skills training or Workforce Development. Describes evidence-based intervention and discusses the evidence if applicable. Describes how the program will enable digital skilling or market-relevant competence, professional development, and/or learner agency if applicable.	15	Up to 70 points
	Describe how the project aligns with the TN's Digital Opportunity Plan goals and objectives.	5	
	Applicant will provide services for free or at a discounted rate to program participants.	10	
	Applicant will provide devices for free or at a discounted devices to program participants.	5	
	Describes how the proposed programming fills a specific community need through an identified gap by local employers or a skills gap. This could include a discussion of how the applicant assessed the digital skills needs or workforce development needs and wants of the community or employers and what they are, how involved the community was in the design of the described programming, any relevant research about how the program fits within the context of local labor/employer/industry conditions, etc.	20	
	Programming is designed to be accessible to the target population in a variety of ways (e.g., time of day, location of choice, remote options, childcare assistance, transportation assistance, ADA-compliant building and equipment, participation stipends offered).	15	

# Application Scoring

Below are the scoring categories, expected information under each category, and respective maximum scores possible for each category.

Category	Description	Possible Points	Maximum Score
Community Impact	Applicant's demonstrated ability to meet proposed project plan (timeline and key milestones) given requirements of federal funds, documented experience in program management, ability to oversee a program using federal funds or non-federal organizational funds, etc.	20	Up to 65 points
	Applicant states the # of people it will serve and how that number was calculated. Note that a higher # of individuals served does not necessarily equate to a higher score.	5	
	The applicant outlines which metrics they will use to measure the impact of the program's services on the community and defines the program's target outcomes. Applicant's metrics are both outputs and outcome-focused	15	
	Applicant has an established process of collecting participant's feedback regularly through various methods (i.e., offline or online). The applicant has an established organizational procedure in place to incorporate participant's feedback and make necessary changes to their services accordingly	10	
	Demonstrates a strong connection with working with marginalized and historically underserved communities. Communities may include one or more of the following groups (detailed in the Guidebook)	10	
	Applicant primarily serves (more than 50% of participants) one of the following covered populations: rural individuals, incarcerated individuals, veterans, and individuals with disabilities.	5	

# Application Scoring

Below are the scoring categories, expected information under each category, and respective maximum scores possible for each category.

Category	Description	Possible Points	Maximum Score
<b>Demonstrated Capacity</b>	Describes the applicant’s capacity or history to provide digital skills education and/or workforce development programming or services. Discuss evidence of demonstrated capacity, including secured partnerships, available staff, and resources.	20	Up to 20 points
<b>Financial Feasibility</b>	Budget and expense descriptions are clear and specific.	20	Up to 40 points
	Budget is realistic and reasonable based on the project’s defined design and impact.	20	
<b>Total Base Score All Programs</b>			<b>Up to 195 points</b>

# Application Scoring: Program Specific Points

Below are the scoring categories, expected information under each category, and respective maximum scores possible for each category.

Category	Description	Possible Points	Maximum Score
<b>Workforce Development Program-Specific Points</b>	Applicant has an agreement with an employer to provide apprenticeships or employment if the candidate has completed the program.	10	Up to 15 points
	Applicant offers workforce development programs that are tailored to TNECD's priority industries (detailed in the Guidebook)	5	
<b>Digital Skills Training Program-Specific Points</b>	Applicant has a program outreach strategy at place that would ensure that program objectives and plan reach out to maximum number of eligible participants (e.g., program outreach strategy may include reaching out to participants through targeted social media platforms, online forums, community centers, schools, local businesses, or relevant events).	5	Up to 15 points
	Applicant's program also includes cybersecurity trainings.	5	
	Applicant's program also includes government public services/resources accessibility trainings.	5	

# E. Open Floor for Questions

Please raise your hand 🙋  
or post your question in the chat 🗨️

# Resources and Key Dates

<b>TNECD Broadband Office:</b>	<a href="https://www.tn.gov/ecd/rural-development/broadband-office.html">https://www.tn.gov/ecd/rural-development/broadband-office.html</a>
<b>TNECD Broadband Grant web page:</b>	<a href="https://www.tn.gov/ecd/rural-development/broadband-office/grants.html">https://www.tn.gov/ecd/rural-development/broadband-office/grants.html</a>
<b>TN ECD Grant Administration Resources</b>	<a href="https://www.tn.gov/ecd/rural-development/crd-grant-administration.html">https://www.tn.gov/ecd/rural-development/crd-grant-administration.html</a>
<b>Contacts:</b>	Codi Drake, Broadband Grants Coordinator – Digital Opportunity Coordinator: <a href="mailto:codi.drake@tn.gov">codi.drake@tn.gov</a>
<b>Grant application period:</b>	June 17 to August 14, 2024
<b>Award announcement date:</b>	September 2024 (tentative)
<b>Contract signature deadline:</b>	November 2024 (tentative)
<b>End of contract period:</b>	Dec. 31, 2026





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**THANK YOU**