

- Does the designated resource/position need to be solely dedicated to this effort? In other words, can this work add to an existing employee's work?
 - a. The person identified for this position should be focused on this effort as their primary job function and their scope of work should reflect this. This could either be a new hire or an existing employee as long as the work under this funding fits the functions identified in application. Positive timekeeping will need to reflect all broadband navigator activities for any auditing requirements. A sample timesheet will be provided once contract has been issued.
- Does the designated position need to be an official employee of the organization applying for the grant, or can the position/resource be a contracted representative of the organization?
 - a. Either scenario works, a sustainability plan has been requested as part of the application, as we believe that this position will be needed for the next few years as the broadband and digital equity funding starts to flow down through the federal government.
- Have any reporting requirements or guidelines been published yet for grantees?
 - a. Grantee's will be required to submit progress reports with their invoices. Any federal requirements under the CDBG program and guidelines will be discussed prior to contract issuance.
- How regions are being defined in this grant application?
 - a. Regions are being defined as the 10 Michigan Prosperity Regions ([link to map](#))
- Two planning regions expect to collaborate and submit a single application for the Broadband Navigator Program. How will we reflect this collaboration when completing the application? The application presumes a single entity will apply. Thus, the "Applicant Information" section asks for a single applicant entity's name, etc. Do you have a preference for how we approach this issue?
 - a. Please designate one of the entities as the lead applicant and indicate the collaboration in the application narrative identifying both organizations.