

# Residential Retrofit: RANGE Program

## Understanding the Application Process

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May 7, 2025

# Agenda

1. Program Overview
2. Eligibility
3. Application
4. Scoring Criteria
5. Questions
6. Next Steps

# 1. Program Overview



# About the RANGE Program



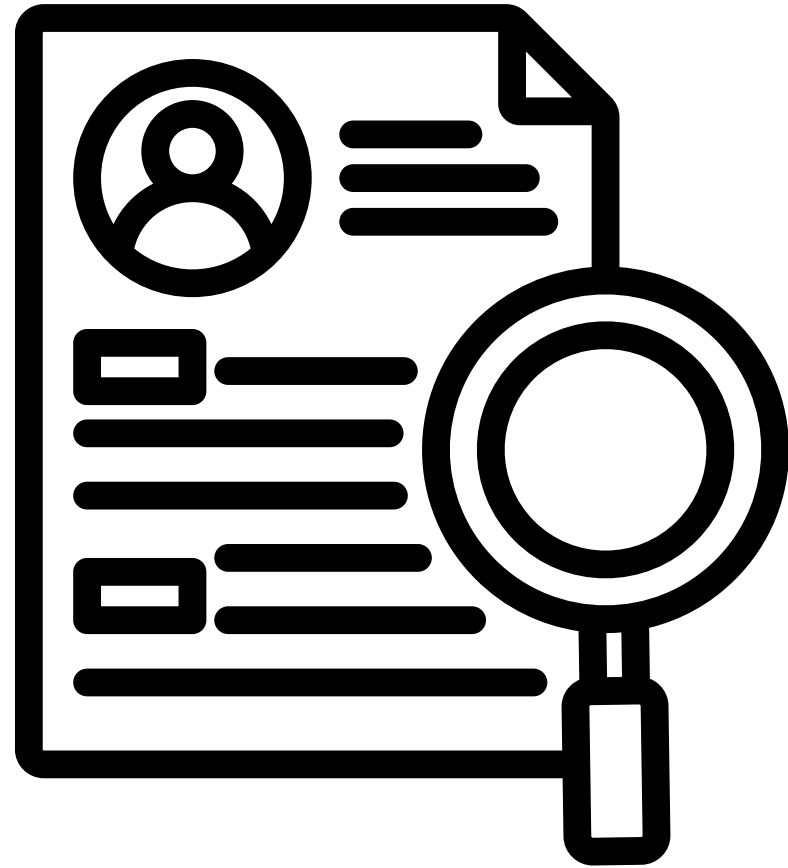
To ensure the infrastructure enhancements being made under the Retrofit Program are utilized to their fullest extent, MBI introduced the Retrofit Ancillary Grantee (RANGE) program.

Awards will be made directly to Housing Operators to support initiatives that will increase broadband adoption / utilization.

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- **\$ 8 Million Dollar Grant Program**
- **No Match required**
- **Projects must be completed by 12/31/2026**

# There will be 3 grant cycles offered under the RANGE program



## Cycle 1

- Open Date: April 30, 2025
- Close Date: June 18, 2025

## Cycle 2

- Open Date: September 16, 2025
- Close Date: October 28, 2025

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## Cycle 3

- Open Date: January 6, 2026
- Close Date: February 12, 2026

# Program Offerings



Digital Literacy  
and Education



Device  
Distribution



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Public Space  
Improvements



Digital Navigation/  
Tenant Coordination

# 1. Resident Coordinator(s)/ Navigators

- Identify residents' needs regarding retrofitting and broadband access;
- Connect residents to community resources and services;
- Coordinate between ISPs and residents for network installation;
- Develop and implement activities, events, and programs;
- Educate residents about new services;
- Foster community interaction and leadership through events and learning sessions.

**Requirements:** Applicants should provide a job description for this role, an estimate of hours of work and work schedule.

**The description should include a clear set of objectives and a list of tasks the coordinator will manage.**

## 2. Digital Literacy & Education

**Digital Literacy Training:** Providing education on how to use the internet effectively, from basic tasks like using a search engine to more advanced skills like online job searching

**Development of Outreach Materials:** Programs may include developing marketing, education, and outreach materials—both print and digital—  
including expenses for translation and graphic design.

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**Requirements:** Applicants should include a scope of work in the program narrative, outlining classes or programming designed to achieve specific learning outcomes.



### 3. Public Space Improvements

- Create a computer lab or multi-use space with accessible computers and equipment.
- Install specialized privacy areas for telehealth, education, or job interviews.
- Provide additional equipment such as video conferencing technology, monitors, etc.



#### **Requirements :**

**A scope of work with an installation schedule and plan. A narrative on the current and future use of the space.**

**A description of how improvements will enhance residents' access, livability, and digital participation.**

# 4. Device Procurement and Distribution

Purchase and distribute bulk devices, new or refurbished, for residents.



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**Requirements :** A scope of work detailing equipment distribution, tracking, and a clear onboarding process for residents with the distributed equipment.

# 2. Eligibility

A stylized illustration of a web browser window. The window has a green title bar at the top with standard minimize, maximize, and close buttons. Below the title bar is a blue address bar containing a search icon and navigation buttons (back and forward). The main content area is white and contains text about eligibility for a program.

## **Who is eligible?**

Housing operators who have participated in the Residential Retrofit Program

## **When?**

After an operator has a signed Property Access Agreement (2 signatures are required)

Operators that have not signed a Property Access Agreement must do so to be eligible for RANGE.



# Eligible Developments



Housing Operators may submit applications for RANGE grants for any property under their ownership that meets the eligibility criteria.

Housing Operators must submit a unique application, including a project narrative and budget, for each development for which they seek a RANGE grant.

If a Housing Operator seeks to share services between developments, they must still submit unique applications and denote which, if any, services will be shared. The cost of these services must be outlined in the budget.

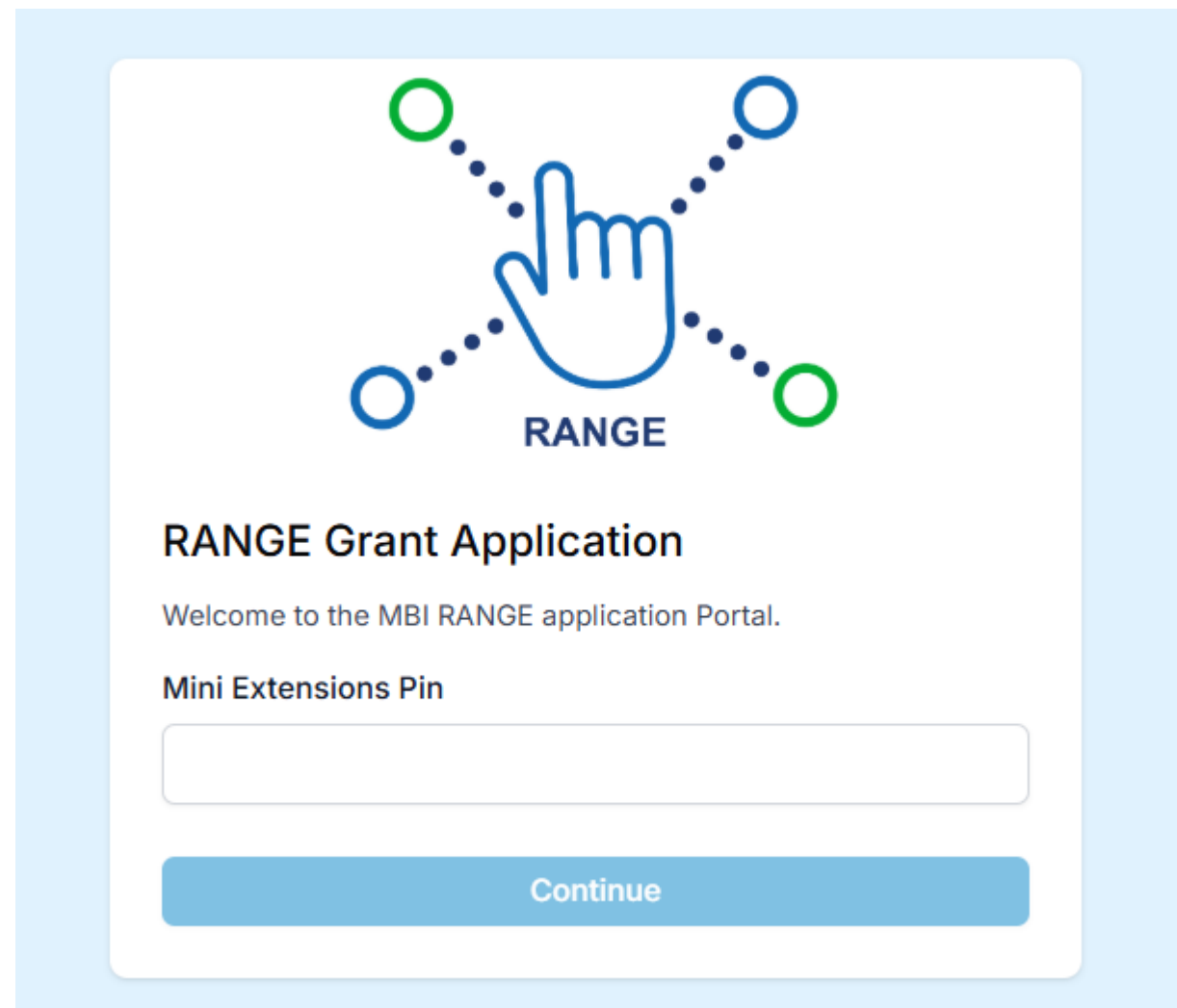
# 3. Application

# Access the Application Portal

Visit: <https://web.miniextensions.com/CqXP2ECzFNpWe54VQHuv>

Use the 4 -digit organizational PIN to access the online application

- The 4- digit PIN was emailed on 5/2
- If you did not receive your pin, please follow up with MBI

The image shows a screenshot of a web application portal. At the top, there is a logo featuring a blue hand icon with four dots (two green, two blue) connected by dotted lines, with the word "RANGE" below it. Below the logo, the text "RANGE Grant Application" is displayed. Underneath, a welcome message reads "Welcome to the MBI RANGE application Portal." followed by the label "Mini Extensions Pin". Below this label is a white rectangular input field. At the bottom of the form is a blue button with the word "Continue" in white text. The entire form is set against a light blue background.

**RANGE**

**RANGE Grant Application**

Welcome to the MBI RANGE application Portal.

Mini Extensions Pin

Continue

## Organizational Information

### Primary Contact\*

Please select the primary contact that MBI should communicate with on activities related to the RANGE program. If you do not see your name available, please select "Create New Contact" below.

Find Create new

### Please select the development for which you are submitting this RANGE application\*

You may only submit a RANGE application for one development at a time. Please only select one development by clicking the Find button below.

Find

### Primary Contact

+ Create new

Please select the primary contact that MBI should communicate with on activities related to the RANGE program. If you do not see your name available, please select "Create New Contact" below.

Find an option

#### Test Test

EMAIL  
[pugsley@masstech.org](mailto:pugsley@masstech.org)

PHONE  
(123) 456-7890

TITLE  
Test

Done

### Please select the development for which you are submitting th...

You may only submit a RANGE application for one development at a time. Please only select one development by clicking the Find button below.

Find an option

11 Tufts St | 11 Tufts St

41 Mary St | 41 Mary St

Done



# Application Requirements

- Project Overview
- Implementation Plan
- Team roles/responsibilities
- Stakeholder Engagement
- Project Partners
- Evaluation and Tracking of Success
- Expected Outcomes & Impact
- Federal and State Grant Experience
- Budget
- Budget Narrative

Submit! Repeat if needed.

# Required Documents

## Application Requirements

To apply, applicants must submit the following in an **online application**:

- ☒ MBI Budget Sheet
- ☒ Signed Property Access Agreement (must include two signatures ISP and operator)
- ☒ W-9 Taxpayer ID Form
- ☒ UEI Number

**Applicants can review the full guidelines, scoring criteria, and apply on the website.**

[broadband.masstech.org/RANGE](http://broadband.masstech.org/RANGE)

# 4. Scoring Criteria

# Categories 1 and 2 (20 pts max)

## **Project Impact**

Assesses how significantly the project increases broadband adoption under the Retrofit Program and its potential economic, educational, and social benefits.

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## **Feasibility and Readiness**

Evaluates the clarity and realism of the implementation plan, technical feasibility, and timeline.



# Categories 3 and 4 (20 pts max)

## **Community Engagement and Partnerships**

Measures the strength of community partnerships and level of resident engagement.

## **Cost-Effectiveness and Budget Justification**

Looks at how efficiently funds are used and how well the budget aligns with the project's goals.

# Categories 5 and 6 (10 pts max)

## **Outcomes and Evaluation (10 pts)**

Reviews the plan for tracking and evaluating the project's impact over time.

## **Federal and State Grant Experience (10 pts)**

Scores the applicant's experience and capacity in managing federal or state grants.

# 5. Questions

# 6. Next Steps



# Contact Information

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## **RANGE program Q&A Document – Coming Soon!**

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## **RANGE Technical Assistance Session - TBA**

Please keep an eye out for communication on our next webinar.