



Louisiana Office of Broadband
Development & Connectivity

ÉTOUFFÉE 1.0 | CPF 1-B

Enhancing Technological Opportunity for yoU and your Family to Foster Education and Enterprise | Capital Project Fund 1B Accessible Device Distribution Program
Program Guidelines Flyer

VERSION 1.0 | JUNE 2026

Capital Project Fund 1B Accessible Device Distribution Program - Program Guidelines Flyer

PLEASE READ THOROUGHLY BEFORE APPLYING

The ÉTOUFFÉE Accessible Device Distribution Program provides digital devices and accessibility tools to eligible public organizations serving communities where affordability and access remain barriers to broadband use.

Applicants will be required to register and apply for the Program at <https://etouffee.org>. Additional program resources, updates, and guidance are also available on the ÉTOUFFÉE Program website.

Applicants will receive application status updates and important information via the application portal throughout the application process.

Applicants are encouraged to apply as soon as the application period opens.

PROGRAM OVERVIEW

The ÉTOUFFÉE Program supports access to technology needed for work, education, and health monitoring by distributing laptops, desktop computers, accessibility devices, and public use digital connectivity equipment. The program also supports digital literacy and accessibility training to ensure meaningful and effective use of these resources by the public.

Program Timeline

Application Period: June 3, 2026 – July 15, 2026

Award Notifications: July 24, 2026

Required Subrecipient Skills Summit: August 2026 (TBD)

Project Completion Deadline: December 31, 2026

All projects must be fully implemented by the project completion deadline.

WHAT THE ÉTOUFFÉE PROGRAM PROVIDES

Awarded applicants may receive:

- Laptops and desktop computers
- Devices equipped with assistive and accessibility features

This program distributes devices directly. No reimbursement or advance purchase is required.

NOTE: Awards under this program are provided in the form of digital devices, not funding.

PROGRAM ELIGIBILITY

To be eligible for the program, applicants must:

1. Be a public-facing institute such as, but **not limited to** the following:
 - Veterans service organizations
 - Post-secondary education institutions
 - Municipalities
 - State Government agencies
 - Rural Public Health Agencies and facilities
2. Be located in areas where affordability is a known barrier to broadband use
3. Facilitate broadband internet access for the public, including State residents with disabilities that preclude them from accessing the internet, and promote digital literacy and skills training.
4. Ensure their project directly enables work, education, and health monitoring.
5. Ensure their project is designed to address critical needs identified during, or resulting from, public health emergencies.
6. Ensure their project is designed to address a critical need for the community to be served by it.
7. Participate in risk assessment and monitoring processes throughout the lifecycle of the grant.

Applicants must be able to manage devices and ensure they are accessible for use by **all members** of the public. All devices, services, and training must be provided free of charge and open to the public.



ELIGIBLE PROJECTS

Eligible projects **must support all three** of the following program focus areas: work, education, and health monitoring.

Projects that address only one or two of these areas are **not eligible**.

All projects must be **fully operational** no later than **December 31, 2026**.

Eligible project activities include, but are not limited to:

- Public computer labs or open device loan programs that support employment activities, learning, and access to online health services
- Devices used for job searching, workforce training, certifications, educational coursework, and virtual learning
- Technology that enables telehealth access, online health portals, or digital health monitoring
- Devices equipped with accessibility and assistive features to ensure inclusive use by individuals with disabilities
- Free, publicly available digital literacy and accessibility training that supports workforce, education, and health use cases

Projects must demonstrate how **each proposed activity collectively supports work, education, and health monitoring** for the public.

Projects serving underserved, rural, low income, elderly, or disabled populations are strongly encouraged to apply.

Submission of an application does not guarantee selection for an award.

REQUIRED DOCUMENTATION / INFORMATION

Applicants must provide required documentation as part of the application or confirm that required policies and plans will be developed if awarded.

This includes:

- Equipment management policies (e.g., inventory tracking, maintenance, loss prevention)
- Documentation demonstrating the ability to meet federal reporting requirements (2 CFR Part 200)



- Plan to track, maintain, and report on devices throughout the program lifecycle
- Five-year plan to maintain device usability and support services

If an applicant does not currently have one or more of the above, the applicant must confirm that the required policies or plans will be developed and implemented if awarded.

AWARD DETERMINATION

If the applicant is approved for an award under the program, the program will issue a formal award notice outlining the approved device(s). Applicants will be notified via the portal once an award notice is issued.

APPEAL PROCESS

Applicants may appeal certain program decisions, including a determination of Ineligibility based on outlined eligibility of the program or a grant award determination of device type and/or number of devices requested.

Following program issuance of a formal notice, applicants will have a period of seven (7) calendar days to submit an appeal request within the portal. The program will review submitted appeal requests and provide an updated program determination to the applicant within the portal.

APPLICANT RESPONSIBILITIES

If selected for an award, applicants are responsible for the following:

- Provide free and open public access to awarded devices
- Use devices only for approved program purposes
- Offer publicly available digital literacy or accessibility training; made optional for users
- Track, manage, and maintain devices in a responsible manner
- Submit all required reports and documentation
- Maintain compliance, reporting, and device usability for a minimum of five years

Awarded devices may not be sold, transferred, or used for purposes unrelated to the program. Failure to comply with program requirements may result in enforcement actions, including removal from the program.



INELIGIBLE ACTIVITIES

The following activities are **not permitted** under the CPF 1B Accessible Device Distribution Program (ÉTOUFFÉE Program). Projects engaging in these activities are **not eligible for participation**.

- Charging the public to use program devices, training, or services
- Limiting device use to staff, employees, members, or internal users
- Restricting or denying access to devices or services based on discriminatory practices
- Selling, transferring, or using devices for non-program purposes
- Using devices for private or commercial use
- Failing to make devices open to public access
- Devices may not be used for obscene, inappropriate, or illegal content or activities

HELP & QUESTIONS

For questions or assistance not addressed online, please contact: connect@info.la.gov. We can also be reached via phone at (225) 922-4608 or (225) 663-1205.

