WebGrants CPF Application Guide

Introduction

This document should be used in conjunction with the WebGrants Introduction.pptx resource to aid in the completion of the ARPA – CPF Grant application. The WebGrants Introduction provides a step-b y-step tutorial of the application process and the WebGrants CPF Application Guide provides an in-depth explanation of many of the applications information requests. If in the process of filling out your application, the user has a question they can submit a question to the program manager via the WebGrants platform. The state understands that providing project costs and timeframes are complex- in today's environment; however, all efforts should be made to provide the greatest level of detail at the greatest level of accuracy possible. The NTIA and Department of Treasury have in place many mechanisms to insure that the grant funds are using in accordance with the statutes outlined by the various legislation. The state encourages all applicants to be familiar with the rules and regulations outlined in the American Rescue Plan Act (ARPA) and specifically the sections dealing with the Capital Projects Fund (CPF).

1. General Information
    a. These fields are automatically assigned by the WebGrants Program:
        i. Application ID
        ii. Program Area
        iii. Funding Opportunity
        iv. Application Stage
        v. Application Status
    b. Application Title – The Application title shall be in the following format
        i. *City and/or tribal land – County – Title of Project*
        ii. E.g. Bedford Falls – Sterling County – Fiber to the Home Network Build
            1. In the event all addresses in the project area are located out of an official city limit then county name is sufficient
            2. If some or all of the addresses are located on Tribal Land indicate the associated tribe/nation.
    c. Primary Contact – Find and select the user login that will act as the primary contact for the entire application.
    d. Organization – Select the organization the primary contact works for
    e. Additional Applicants – Here the applicant can specify additional users that will be engaged in the Application, Grant Management, and Reporting processes of the grant.

2. ARPA Application
    a. Project Information

i. Project Type – There are 3 different project types in the dropdown list, select all project types your project will cover. Middle Mile and Central Office construction will only be considered if it is needed to support a last mile project.

    1. Infrastructure Projects – This category represents all elements required to build out the broadband access network. It includes OSP and ISP aspects of the project.

    2. Middle mile Infrastructure – This category represents all elements required to connect the broadband access network to regional / transport networks. It includes all OSP and ISP- aspects of the project.

    3. Central office hardware and infrastructure – This category represents all facility based elements required to build out the broadband access network. It includes new tower acquisition, HVAC and/or power upgrades, new building space … i.e. all facility based (non-Network) aspects of the project, if necessary.

ii. Name of Company – Enter the name of the primary or sole company applying for the grant.

iii. Vendor # - Applicant must have an active Vendor # with the Office of Management and Budget (OMB). This is required in order to reimburse funds to the Grantee.

iv. Remit Location – This is the information associated with the Vendor # containing payment information either physical address for printed checks to be sent or EFT information.

v. Confirmation of ACP - this question requires the applicant to confirm the company's participation in the FCC's Affordable Connectivity Program

vi. General Timeframe for Grant Project –

    1. Construction Start Date – This date represents the date in which construction will start. This date is an estimate and should fall after certain planning, engineering, permitting is complete. It represents the first day in which actual work is started in the field. (e.g. OSP install, Network Equipment install/upgrade, etc)

    2. Construction End Date – This date represents the date in which all ISP and OSP work is complete. This date is an estimate and should fall before final end to end testing and turn-up.

    3. Project End Date – This date represents the date in which customers will be able to start using the broadband network. (i.e. Ready for Traffic)

vii. Projects and Recipients – The section shall be utilized to list any other federally funded projects/programs that are contained within the defined project area.

viii. Project Description and Justification – Here the applicant is to provide a high level summary of the project identifying area to be served, number of customers impacted, type of technology to be used, proposed speeds that are expected to be delivered, etc. Here you should also include any hardships, extenuating circumstances, or other hurdles that are unique to this project

scope. This section will allow the applicant the opportunity to distinguish your project from the others and identify any specials circumstances that should be considered as part of your application request.

ix. Number of Unserved – This number should include all addresses that have no broadband service or have internet service that is slower than 25 Mbps downstream and 3 Mbps upstream.

x. Number of Underserved – This number should include all addresses that have broadband services greater than 25 Mbps downstream and 3 Mbps upstream but less than 100 Mbps downstream and 20 Mbps upstream.

xi. Total Residential Addresses – This number should be at least the summation of Unserved and Underserved addresses but may include some addresses that would get an upgrade to 100 symmetric service or provide a competitive alternative to the current service provider.

xii. Number of Unserved Commercial Addresses– This number should include all addresses that have no broadband service or have internet service that is slower than 25 Mbps downstream and 3 Mbps upstream.

xiii. Number of Underserved Commercial Addresses – This number should include all addresses that have broadband services greater than 25 Mbps downstream and 3 Mbps upstream but less than 100 Mbps downstream and 20 Mbps upstream.

xiv. Total Commercial Addresses – This number should be at least the summation of Unserved and Underserved addresses but may include some addresses that would get an upgrade to 100 symmetric service or provide a competitive alternative to the current service provider or have a dedicated broadband service in the project area.

xv. Total Eligible Addresses – This number should be the summation of Total Residential and Total Commercial addresses.

xvi. Number Located on Tribal Lands - This field should indicate the number of addresses in the project plan that are located on tribal lands. The count of these addresses should be included in the totals for residential and commercial; therefore, these addresses are a subset of the Total Eligible Addresses.

xvii. New Fiber Deployment - This field should indicate the total new fiber route miles being added to the applicant's network due to this project.

xviii. Number of Network Based Antenna - This field should indicate the number of new network antenna being added to the applicant's network due to this project and should not include CPE antenna.

b. Critical Community Facilities
   i. Critical Facility Name – This field should contain the name of the facility. Critical community facilities include all facilities that would be used by the community to provide critical services such as Medical, Educational, Safety, Civil, Communal, etc. (Entities such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher

education, public housing organization, or community support organization that facilitates greater use of broadband service by vulnerable populations) If you are unsure whether the facility is eligible for that status, it is recommended to enter the information here so that it may be reviewed by the state.

ii. Facility Address – Should contain the physical address of the facility.

iii. Contact Name – This field should include the name of the primary contact at the facility in case the state needs to follow-up with them concerning their classification for this application.

iv. Contact Phone Number – This will be the phone number by which the primary contact at the facility can be reached.

v. City – This field should indicate the city, tribal designation, or location (County) of the facility.

c. Documents

i. Summary of Applicants Financials – As part of the scoring criteria, financial wherewithal will be reviewed to make sure the company has the financial resources to complete and maintain the project long-term. Applicants are required to provide their financial statements in the form of their latest SEC 10Q, 10K or equivalent financial statement/balance sheet.

ii. Proposed Funding Service Area Map – This map should show the specific locations to be served as points and should include a polygon giving the outline of the proposed funded service area. This map should be submitted in KMZ compatible format and should not include any specific network or route information. This information will be made publicly available as part of the Public Review and Comment period.

iii. Project Timeline - Provide a project timeline including details for planning, engineering, permitting, construction, installation, test and turn up, etc. If material lead times are a significant factor in the project timeline please indicate the specific equipment/material and their projected lead times. Project start date, construction start date, construction completion date, and "ready for service" date should be identified.

iv. Proposed High Level Network Design - The applicant should provide a high-level network design that describes the technology used, fiber count and mileage, number of towers/antenna, general description and location of network devices/elements both passive and active, etc. This will be used to assess the technical feasibility of the proposed project's network design. The state understands that this document would contain intellectual property data of the service provider and as such the state will do everything within its power to keep this IP information private.

v. Proposed Service Description and Pricing - The applicant shall provide a high-level service plan for the proposed project area including service speed tiers and cost points. The state recognizes that many of these unserved and underserved addresses require subsidies to build out the broadband network; however, it is

expected that these broadband services be affordable to the customers in the service area. This document should be used to discuss/demonstrate your affordability plan.

    d. Additional Financial Information

        i. This section will allow the applicant to provide additional financial information with regards to their ability to build out and maintain the network post completion. The applicant can also use this additional section of the application to provide specific information with regards to any conditions which would impact the financials of this project, including address remoteness and middle mile network cost, known environment requirements that would significantly increase cost, difficult construction issues spanning a river, etc.

3. Budget

    a. Description – This field should indicate the high-level field in which the funds will be tracked. The applicant should try and limit the number of budgetary fields to simplify the budgeting, management, and reporting requirements for the grant funds. The state is still waiting for final rules and guidelines from the Fed in order to determine the reporting requirements which will dictate how we will need to track sub-categories for reporting.

    b. Requested Amount - The requested amount should indicate the total dollar value the applicant is requesting to receive from the grant. This field can be equal to $0 if, for example, the applicant is providing fiber cable that has been previously bought and does not require funds from the state to pay for it.

    c. Match Amount - The match amount will represent the total amount of funds the applicant will be providing for this line item. Again, this field can equal $0 if the applicant is asking the state to pay the full amount of this line item. In the previous example, this field can represent the total amount of the line item indicating that the applicant will be paying the full amount of this line item.

Note: The total match for the project will be calculated based on the overall project cost and the line item allocation of requested amount and match amount. It is possible that there will be a request to have line items that are 100% paid by the state and other line items that are 100% paid by the applicant. The percentage of the match is not calculated per line item but on the total project cost (Request vs Match). The state does not have any minimum requirement for company match but is expecting the applicant to provide some match in the hopes that we can maximize the impact of the grant dollars.

4. Certification Form

    a. Speeds or Packages - In this section, describe the upload and download speeds expected from the network design described in this application. Please identify any circumstances in which the network would not be able to deliver these speeds/packages including any oversubscription, signal attenuation, or other network design limitations. It is expected

that a 100 symmetrical broadband service will be available for the entire project serving area.

b. Proposed Broadband Technology - The company certifies that the described proposed broadband technology and network design will achieve the performance levels during normal usage at all addresses in the project serving area. They will also identify the upstream and downstream backhaul connection speed to the Internet .

c. Expected Performance Level - In this section, the company will identify the expected average performance level during peak usage in the project serving area. They should indicate also if there is a minimum performance due to oversubscription or network design. i.e. Distance from the antenna.

d. Company Executive – Here a company executive (VP or higher) will attest that the performance information is accurate.

e. Enter the first and last name of the company Executive and the date.

f. Date – Enter the day the executive signs the application.

g. Title and Department – Enter the executives title and department in the company.