Kentucky’s Better Internet Program

2022 Broadband Deployment Grant Application



Application Period Opens: November 21, 2022

Submission Deadline: February 6, 2023 3:30 pm ET

Issued by:

Commonwealth of Kentucky

Office of Broadband Development

100 Airport Road, 3rd Floor

Frankfort, KY 40601

Email Address: broadband@ky.gov

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# Instructions

## Preparing a Grant Application

* Read this entire application document carefully
* Complete project analysis and gather all documentation
* Follow directions to complete the project cover sheet and application body
* Attach and label all application appendices correctly

## Submitting a Grant Application

* Submit the complete application package at any time during the open application period
* Package must include one electronic copy of the application in Microsoft Word format, as well as other required exhibits, on a USB drive
* Applications that arrive after submission deadline will not be accepted
* Applications may be delivered by mail or courier service to the below attention:

Commonwealth of Kentucky

Office of Broadband Development

100 Airport Road, 3rd Floor

Frankfort, KY 40601

Attention: Meghan Sandfoss

Email Address: broadband@ky.gov

## Confirming Receipt of Application Materials

* Email broadband@ky.gov to confirm each application package was received on or before submission deadline.
* It is NOT the responsibility of courier services to meet the deadline.

## Submission Deadline

Applications will be accepted until February 6, 2023 3:30 pm ET.

No submissions received after this deadline will be accepted.

# General Information

## Introduction

Kentucky’s Better Internet Program Broadband Deployment Grant assists governmental agencies and private sector entities expanding broadband service in unserved areas of the Commonwealth. The Office of Broadband Development has the authority to award grants to assist broadband providers with eligible infrastructure construction costs as defined in this application pursuant to KRS 224A.1121.

The broadband deployment projects funded by this program will result in the construction or improvement of broadband infrastructure providing a minimum speed of 100 megabits (Mbps) per second downstream and 100 megabits per second upstream in areas of the Commonwealth that are currently unserved.

This round of grants is funded through Kentucky’s American Rescue Plan Act (ARPA) Capital Projects Fund allocation. The top priority is to subsidize the deployment of broadband infrastructure to locations that have no broadband service at all, followed by unserved locations, defined as locations where broadband service with a minimum of 25 megabits per second (Mbps) downstream and 3 Mbps per second upstream is not available. Within the objectives of no service and unserved locations, awards are further prioritized to locations with a lower density of serviceable locations.

## Eligible Applicants

Eligible applicants for this program are a governmental agency or private sector entity that has applied to the Office of Broadband Development for a grant from Kentucky’s Better Internet Program.

An eligible applicant may submit more than one application, provided that each application describes a unique project area.

## Eligible Project

A broadband deployment project means a proposed deployment of broadband service infrastructure set forth in an application for grant funding. Eligible projects are expected to be designed to deliver, upon project completion, service that reliably meets or exceeds symmetrical upload and download speeds of 100 megabits per second (Mbps). Each project shall begin providing broadband service no later than two years after the date of the grant assistance agreement, except that the deadline may be extended if extenuating circumstances require an extension of time to allow the project to be completed.

Applications must include a shapefile of the proposed project area and a list of addresses proposed to be served by the project.

## Ineligible Project Areas

Funding is not available to duplicate broadband services to households and businesses in a broadband deployment project area where fixed, terrestrial broadband service meets or exceeds 25 megabits per second downstream and 3 megabits per second upstream.

## Funding Availability

Approximately $206 million from the federal American Rescue Plan Act’s State Fiscal Recovery Fund and Coronavirus Capital Projects Fund is available for broadband deployment projects. There is no award ceiling. The maximum grant funding award cannot exceed 50% of the eligible total project costs unless the project meets the following density requirements:

* Projects that average zero to five (5) locations per route mile, which may be eligible for reimbursement of up to seventy percent (70%) of the cost of the project.
* Projects that average five (5) to ten (10) locations per route mile, which may be eligible for reimbursement of up to sixty percent (60%) of the cost of the project.
* Projects that average eleven (11) locations or more per route mile, which may be eligible for reimbursement of fifty percent (50%) of the cost of the project.

Applicants must provide matching funds for a minimum of 50% of the project cost. Sources of matching funds must be identified in this application. Examples of acceptable documentation include: a letter of credit, letter confirming funds from a bank, board or legislative body’s resolution committing funding, loan documentation, or grant documentation. If the application will have additional financial partners contributing to the matching funds, the application must also identify the financial partner(s) and documentation of the amount and availability of each partner’s financial match. American Rescue Plan Act (ARPA) Local Recovery Funds and Appalachian Regional Commission grant funds may be used as matching funds for this program. In-kind contributions may not be used to meet the minimum applicant match.

## Eligible Project Costs

Eligible costs refer to the costs associated with the acquisition and installation of last mile infrastructure that can support broadband service scalable to speeds of at least 100 Mbps download and 100 Mbps upload. Middle mile infrastructure costs may be eligible if they are determined to be necessary for the construction and provision of last mile broadband service.

Last mile infrastructure is broadband infrastructure that serves as the final leg connecting the broadband service provider’s network to the end-user customer’s on-premise telecommunications equipment. Middle mile infrastructure is broadband infrastructure that links a broadband service provider’s core network infrastructure to last mile infrastructure.

Eligible project costs may include the following: project engineering/design plans; permitting; pre-construction costs (e.g. make-ready), outside plant materials (fiber, poles, hardware, conduit, splitters, etc.), labor, construction management, equipment; and installation and testing/validation of the broadband service.

Eligible expenses are those that are incurred starting with a 2022 Better Internet Program grant award agreement execution date and ending at the conclusion of the grant project, or grant project contractual term, whichever is earlier. The grant funding period begins after the grant application is received, evaluated, and officially approved with a conditional commitment letter and a grant assistance agreement.

## Ineligible Costs

Examples of ineligible project costs include: general broadband planning not associated with the project area, operational expenses, middle-mile infrastructure that is not directly servicing the project area, non-broadband services, such as the provision of video or voice services, marketing, or advertising, special construction charges, including fees or charges imposed upon the end user as a condition of receiving broadband service at an address, or any broadband deployment project involving upgrades to an existing facility already delivering broadband services greater than twenty-five (25) megabits per second downstream and three (3) megabits per second upstream.

## Application Confidentiality

Informational areas which normally might be considered proprietary shall be limited to individual personnel data, customer references, selected financial data, formulae, and financial audits which, if disclosed, would permit an unfair advantage to competitors. If a proposal contains information in these areas that a vendor declares proprietary in nature and not available for public disclosure, the vendor shall declare in the Transmittal Letter the inclusion of proprietary information and shall noticeably label as proprietary each file containing such information. Proprietary information shall be submitted separately and identified as “Proprietary Data”. Proposals containing information declared by the applicant to be proprietary, either in whole or in part, outside the areas listed above may be deemed ineligible.

# Challenge Process

To ensure transparency and best use of taxpayer funds, the application process will include a challenge process, as defined in KRS 224A.1121(6).

The office shall make all information within each application available to the public within five (5) business days following the deadline for submission of applications, provided the information contained within an application is not exempt from disclosure under the provisions of the Open Records Act, KRS 61.870 to 61.884. The description of the geographic scope of the broadband deployment project area shall not be exempt under the Open Records Act, KRS 61.870 to 61.884 and shall be made available to the public within five (5) days after submission of the application. Within five business days of the close of the grant application period, the Office of Broadband Development shall publish on its website the proposed projects’ unserved areas, including the lists of addresses proposed to be served, and the proposed broadband internet speeds for each application submitted.

The application challenge process serves as an opportunity for existing providers to challenge another provider’s proposed project service area and submitted addresses as already being served or will be served within 12 months of the challenge or is an area for which a federal award has been granted. This allows the program to meet the needs of unserved Kentuckians lacking reliable broadband service while also attempting to ensure that projects selected for award are not conflicting with existing service, or service to be provided within 12 months of the challenge through construction which has begun, or grant program funds awarded by other governments.

Upon request, the Office of Broadband Development shall provide a copy of any application to an interested party.

A broadband internet service provider that provides existing service in the proposed project area may submit to the Office of Broadband Development under KRS 224A.1121(7), within 15 business days of publication, a written challenge to an application. A challenger must submit its challenge no later than 3:30 p.m. Eastern Time on the 15th business day of the challenge period.

A challenging provider shall provide the office with proof that:

1. The broadband deployment project area is:
	1. Currently served; or
	2. Under construction for provision of broadband service within twelve (12) months of the challenge; or
2. The applicant has received funds from another state or federally funded grant program (other than grant sources described on page vii under Funding Availability) designed to encourage broadband deployment in the broadband deployment project area that covers more than fifty percent (50%) of the eligible project expenses.

 As part of the challenge process and in order to meet the burden of proof, the challenging provider shall submit:

1. A shapefile and a list of addresses (in provided Excel template) containing all addresses within the broadband deployment project area that the challenging broadband service provider currently serves and the maximum megabits per second downstream speed and the maximum megabits per second upstream speed provided to each challenged address;
2. A feasibility study, construction plan, or other relevant documentation that clearly and convincingly demonstrates that the challenging broadband service provider will be under construction within twelve (12) months of the application date for the broadband deployment fund grant, which may be extended by the office an additional six (6) months because of undue construction delays; or
3. Loan documents, grant award receipts, or other financial information that clearly and convincingly demonstrates to the office that the challenging broadband service provider has received adequate funds from another state or federally funded grant program designed to encourage broadband deployment in the area.

Within five (5) business days of a challenge being submitted to the office, the provider submitting the application which is challenged shall be provided copies of all challenge material.

The office shall treat any information submitted as part of a challenge as confidential and exempt from disclosure under the Open Records Act, KRS 61.870 to 61.884, upon the challenging provider's request for confidential treatment.

Within fifteen (15) business days of receipt of the challenge, the applicant shall respond to the challenge. Once the response to the challenge is submitted to the office by the applicant, the office shall have fifteen (15) business days to resolve the dispute.

Upon a determination that a challenge is unsuccessful because the challenging provider is unable to prove, within the timeframe provided under this section, that the provider currently serves a broadband deployment project area, the office shall move forward with the funding

process.

Upon a determination that an application meets the funding criteria, but the proposed project area is found to be partially served, the applicant may amend and resubmit the application within fifteen (15) business days and the office may grant partial funding based on the partial service provided to ensure that grant funds are used to only provide broadband service to addresses.

In the event of a challenge that involves a challenging provider’s plans to deploy broadband in the proposed area, and those addresses are not under construction within twelve (12)

months, or eighteen (18) months if extended by the office, the challenging provider shall pay a civil penalty to the broadband deployment fund in an amount equal to the amount of grant funding for those addresses plus ten percent (10%).

The Office of Broadband Development will post on its website a list of challenges found to be valid and the project areas affected by those challenges.

# Grant Scoring and Award Process

To fulfill this requirement of reviewing applications in an objective and fair manner, applications will be reviewed and evaluated by an evaluation team. This team will use the following criteria and associated point values to assist in systematically scoring and awarding grants. To ensure that your application receives the best possible scoring, be sure to provide complete and comprehensive responses to all information requested in the application.

## Minimum Requirements

An applicant shall only be granted an award if the proposed project meets the following minimum requirements:

* The broadband deployment project provides internet service with speeds of at least 100 Mbps upload and 100 Mbps download.
* Grant funds and associated matching funds shall only be used for infrastructure deployment eligible costs only, and not for ongoing operating costs.
* The project shall provide last mile service, which is defined as the portion of the broadband service that delivers an internet connection to an end user. Proposed projects may include middle mile or other infrastructure necessary to provide last mile connections to a broadband network.
* The applicant demonstrates to the satisfaction of the Commonwealth that the proposed service meets generally accepted industry reliable standards.
* The applicant demonstrates to the satisfaction of the Commonwealth an ability to deliver on the proposed project within established timelines and within budget.
* The applicant demonstrates to the satisfaction of the Commonwealth the ability to deliver the broadband service as proposed for a minimum of 5 years following project completion.
* The applicant demonstrates to the satisfaction of the Commonwealth the ability to provide broadband service at a reasonable total service and installation costs to end users in the area to be served.
* The broadband provider must participate in the FCC’s Affordable Connectivity Program (ACP).

###

## Award Criteria

If an applicant meets the minimum requirements, the Commonwealth may award grant funds after all applications for this grant cycle have been reviewed using the criteria herein. Application funding will be prioritized based on a review of the following criteria and the availability of funds.

## Scoring Criteria

Application evaluation will begin with projects being assigned to one of the following priority categories:

* Priority I: This status will be assigned to projects in which 90% or greater of locations proposed to be served currently have no service. Up to 10% of the locations proposed may be unserved.
* Priority II: This status will be assigned to projects in which 50 to 89% of locations proposed to be served currently have no service, and 11 to 50% of locations proposed are unserved.
* Priority III: This status will be assigned to projects in which 51 to 100% of locations proposed to be served are currently unserved, and the remaining addresses are no service locations.
* Priority IV: Applications in this category have deficiencies and are ineligible, non-responsive, or not fundable.

Projects will be ranked based on priority status and then by points. Points are awarded based on criteria listed below in order of importance, out of a maximum of 90. Ties in rank will be broken by highest points awarded in the criteria of highest importance.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Service Category | Residences | Businesses | Total Locations | Route Miles | Locations Per Route Mile |
| No Service |   |   |   |   |   |
| Unserved (<25/3) |   |   |   |   |   |
| Total |   |   |   |   |   |

**Households:** includes all residential dwellings

**Businesses:** includes all business types; and – to the extent possible – home-based businesses and telecommuter use of broadband. The U.S. Department of Treasury interprets “businesses” in this context broadly to include non-residential users of broadband, including private businesses and institutions that serve the public, such as schools, libraries, healthcare facilities, and public safety organizations.

Within each priority grouping, points will be awarded in the following categories:

Locations Per Route Mile (0-25 points)

Projects will receive points based upon the documentation and demonstration of the average number of locations per route mile to be served by the project:

* Projects that average zero to five (5) locations per route mile shall be awarded 25 pts;
* Projects that average five (5) to ten (10) locations per route mile shall be awarded 15 pts
* Projects that average eleven (11) locations or more per route mile will receive 5pts;

\*All projects must certify that the project will serve no service or unserved locations and that no local, state, or federal funds are already available to the proposed project.

Speed of Service

0-15 Points:

* Projects providing symmetrical speeds of 1 Gigabit or greater via Fiber-to-the premise will be awarded 15 points;
* Projects providing minimum symmetrical speeds of 100 megabits per second download and upload shall receive 8 points.

Scope of Project

0-15 Points:

The size and the scope of no service and unserved area proposed to be served

* Reasonable project schedule provides evidence of being prepared to begin construction following the grant award.
* Financing information provided:
	+ Sources and uses of funds are realistic.
	+ Secured funding match and supporting documentation.
* Detailed engineering design and diagrams, documentation of scalable equipment, and all preconstruction requirements identified.
* Applicant addresses affordability of services and provides:
	+ Speed tiers and service pricing with a set year commitment
	+ Subscriptions for low-moderate households.

Organizational Capacity

0-15 Points:

The technical, managerial, and financial capabilities of the applicant, demonstrating the ability to successfully deploy the proposed project and provide broadband service:

* Applicant’s technical, financial and managerial resources.
* Applicant’s experience in building, operating, and managing broadband serving citizens, households, and businesses in Kentucky.
* Future scalability beyond the scope of the proposed project.
* Applicant provides industry-standard technical information to evidence network capacity and scalability
* Financial statements.
* Demonstrates the ability to sustain the broadband services made available by the project.
* Evidence of community support for the project: may include letters of commitment, letters of support, survey results or any other mechanism that shows commitment to subscribe.

Matching Funds

0-10 Points:

Projects where matching funds provided by the applicant are above 50% will be assessed a score not to exceed 10 Points based on the amount of match up to 70%

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Percent Match | Points | Percent Match | Points | Percent Match | Points |
| 50% | 0 | 57% | 3.5 | 64% | 7 |
| 51% | 0.5 | 58% | 4 | 65% | 7.5 |
| 52% | 1 | 59% | 4.5 | 66% | 8 |
| 53% | 1.5 | 60% | 5 | 67% | 8.5 |
| 54% | 2 | 61% | 5.5 | 68% | 9 |
| 55% | 2.5 | 62% | 6 | 69% | 9.5 |
| 56% | 3 | 63% | 6.5 | 70% or Greater | 10 |

Community Outreach

0-10 Points:

Applications will be reviewed for plans to execute community outreach and adoption.

* Plan to encourage adoption of broadband services.
* Community outreach to promote adoption.
* Technical support and training on how to connect.
* Digital literacy or online security events/trainings.
* Participation in external low-income broadband program offerings

Application Form

# Cover Sheet

|  |
| --- |
| Project Title:   |

|  |
| --- |
| **Contact Information** |
| **Applicant Organization Name:**   |
| **Applicant Type:** **[ ]** Governmental Entity**[ ]** Private Sector Entity |
| Street or P. O. Box  | City  | State      | Zip Code      |
| Authorized Official Name & Title  | Phone      | Email      |
| Project Contact Name & Title      | Phone      | Email      |
| Application Preparer      | Phone      | Email      |

|  |
| --- |
| Project Summary |
| Project Location – geographic area and communities proposed to be served:       |
| Partner Entities / Agencies:       |
| Grant Funds Requested$  | Percent of Funding % | Project Components[ ]  Last Mile Only[ ]  Middle Mile required to serve Last Mile[ ]  Last Mile and Middle Mile  |
| Matching Funds$  | Percent of Funding % |
| Total Project Cost$  | Proposed Speed After Build[ ]  1 Gig Symmetrical [ ]  100Mbps Symmetrical  |
| No Service Locations to be Reached      Total       Households       Businesses | Type(s) of Construction Proposed[ ]  Fiber to the Home (FTTH)[ ]  Fiber to the Curb (FTTC)[ ]  Broadband over Powerline (BPL)[ ]  Cable[ ]  DSL[ ]  Fixed Wireless |
| Unserved (<10/1) Locations to be Reached      Total       Households       Businesses |
| Total Locations to be Reached      Total       Households       Businesses |

Part I – Project Details

## Executive Summary

Provide a concise but comprehensive narrative of the overall project including, but not limited to: a description of the geography and location of the project coverage, include the proposed broadband passings and speed improvements anticipated in the event of project funding, applicant’s prior involvement in broadband technology implementation and how the applicant (and/or partners) intend to manage and sustain the project, and a description of how broadband improvements will advance the quality of life and strengthen economic development opportunity in proposed project communities (2 page limit).

|  |
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## Description of Project Area

Provide a short narrative describing the geographic coverage of the proposed. Include as **Exhibit A** map of the proposed project area and a complete list of addresses that will be served by the project. Addresses must be submitted on the provided template.

|  |
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## Jurisdictions Served

List the county or cities proposed to be served by this project. Specify whether each jurisdiction is entirely or partially covered by this project.

|  |
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## Summary of the Project

Describe the project location, type of project construction, number of passings served and speed goals met or exceeded. Identify any project partners for the project. Provide initial five-year service speed tiers (minimum of symmetrical upload and download speeds 100 Mbps) and related affordable service pricing for unbundled broadband service. This narrative may be used on Commonwealth websites and in promotional materials for the grant program if selected for funding.

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# Part II – Broadband Improvements

## Anticipated Broadband Improvements

In the table below, provide the number of households and businesses (see definitions below) that will be able to receive reliable broadband services due to this project. Identify the speeds currently available, if any, for each type of location, using the ranges provided on the table, and the speeds that will be offered if the project is awarded grant funding.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **# of Passings** | Speed Now**:** | **No Service** | **Unserved** | **No Service** | **Unserved** |
| **Speed After Build:** | **100/100** | **100/100** | **1G/1G** | **1G/1G** |
| **Households** |  |  |  |  |  |
| **Businesses** |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

**Households:** includes all residential dwellings

**Businesses:** includes all business types; and – to the extent possible – home-based businesses and telecommuter use of broadband. The U.S. Department of Treasury interprets “businesses” in this context broadly to include non-residential users of broadband, including private businesses and institutions that serve the public, such as schools, libraries, healthcare facilities, and public safety organizations.

## Locations Per Route Mile

Please indicate in the table below the number of passings per route mile for this project.

|  |  |  |  |
| --- | --- | --- | --- |
| Service Category | Total Locations | Route Miles | Locations Per Route Mile |
| No Service  |   |   |   |
| Unserved  |   |   |   |
| Total |   |   |   |

## No Service / Unserved Documentation

Provide evidence to demonstrate that the proposed project locations have no service or are unserved areas in **Exhibit B.** Applicants may also submit supplemental data to clarify the no service or unserved nature of the proposed project location.

Existing broadband providers will, under Kentucky law, be able to challenge proposed service coverage areas being considered for state grant funding.

# Part III – Project Funding

## Funding Breakdown

Include **all** funding amounts and sources. Please complete all appropriate columns and indicate the status of funds as “Approved”, “Applied For”, or “Committed”. Add additional rows as required to list all project participants.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Source** | **Amount** | **Project %** | **Type** | **Rate** | **Term** | **Status of Funds** |
| **Better Internet Grant** |       |       |       |       |       |       |
| **Matching Funds:**  |       |       |       |       |       |       |
| Applicant |       |       |       |       |       |       |
| Other |       |       |       |       |       |       |
| Other |       |       |       |       |       |       |
| Other |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
| **Matching Funds Subtotal** |       |       |       |       |       |       |
| **Total** |  |  |  |  |  |  |

## Sources of Matching Funds

Please describe in detail all sources of matching funds by each project partner. Please attach as **Exhibit C** documentation to validate the availability of matching funds from each project partner. Examples of funds documentation is defined in the “Funding Availability” section of this grant application, and includes a letter of credit, bank letter confirming available funds, board resolution committing funds, or grant or loan documentation.

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# Part IV – Project Readiness

## Project Budget

By each identified budget category, provide the following “Project Costs” detail for both Applicant and proposed Better Internet Program grant funds.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Costs | $ Grant | $ Match | Date Funds Committed |
|  |  |  |  |
| Engineering/Design |  |  |  |
| Permitting |  |  |  |
| Pre-construction |  |  |  |
| Outside Plant Materials |  |  |  |
| Labor |  |  |  |
| Installation |  |  |  |
| Acquisition |  |  |  |
| Testing/Validation |  |  |  |
| Customer Premise - Equipment |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

Recommended budget categories for “Project Costs” table above are shown above. Applicant may add other budget categories as needed.

Eligible project costs may include project planning; project engineering/design; permitting; pre-construction costs (e.g. make-ready), outside plant materials (fiber, poles, hardware, conduit, splitters, etc.), labor, construction management, electronics and equipment; and installation and testing of the broadband service. Distinguish “last mile” and “middle mile” if applicable.

Attach as **Exhibit D** a list or schedule of all eligible elements to be purchased or utilized for the proposed project.

## Ineligible Expenses

Please identify and list any ineligible costs associated with the proposed project that may be incurred.

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##

## Project Financials

As **Exhibit E**, in spreadsheet form, provide a five-year stand-alone financial plan for the proposed project. A brief narrative summary should also be provided including a description of how the costs and anticipated revenue will result in the financial viability of the project over time. The pro forma financial spreadsheet must be a minimum of a five-year view, but Applicant may extend the analysis for additional years if that will provide a more comprehensive financial justification.

Describe why the proposed project would not be feasible without the award of the requested broadband grant funds. Refer to the five-year financials in Exhibit E and demonstrate the difference in proposed project payback years with and without the requested grant funding.

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Kentucky statutes require that proposed projects may be funded in an unserved area where local, state, or federal broadband funds are inadequate. If the proposed project will be built in conjunction with any governmental funds to provide broadband service to unserved of the Commonwealth, detail why these other fund sources are inadequate to complete the project. Include any prior awards from a Kentucky local government or from federal programs such as: CAF II, ACAM, USDA/RUS loan or ReConnect funds, ARC grants, E-rate, RDOF, FCC, or any other federal broadband funding.

|  |
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## Broadband Infrastructure

As **Exhibit F**, provide engineering designs, diagrams, and maps that demonstrate the viability of the proposed project. Design documents must clearly document the Applicant’s comprehensive understanding of the project requirements. This information must be certified by a registered Professional Engineer.

Documents must demonstrate that the installed broadband infrastructure reliably meets the minimum required speeds of 100 Mbps download and 100 Mbps upload. This information must be certified by either the manufacturer of the equipment to be utilized, or by a registered Professional Engineer.

## Type of Construction

Describe the type of broadband infrastructure that will be constructed by this project. Examples: fiber-to-the-home/premise, cable or hybrid fiber coaxial, or fixed wireless last mile construction, a combination of construction types. If fixed wireless, identify whether licensed or unlicensed spectrum is proposed.

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## Project Components

If the proposed project includes a middle mile facilities component, describe why new construction is necessary.

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## Project Schedule

Provide the proposed project schedule reflecting all key planning, procurement, construction, installation, testing, and service activation milestones. Each milestone should be identified with an associated anticipated start date and completion date (month and year) for that milestone. The last task on the project schedule should reflect the date upon which the service to the last location will be turned up and the project will be complete.

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| --- | --- | --- |
| **Project Timeline** | **Start Date**(mm/yyyy) | **Completion**(mm/yyyy) |
|  |  |  |
| *Activity A* |  |  |
| *Activity B* |  |  |
| *Activity C* |  |  |
| *[continue as needed to completion]* |  |  |

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## Project Preconstruction Permits and Approvals

Itemize required municipal/city/county/state approvals necessary for this project to begin construction from area planning commission/zoning authority/road authority/railroad crossing entity, etc. Provide a brief description of the process required to obtain approval. Identify environmental review requirements necessary for this project to begin. Will the proposed project potentially impact local/state/federal historic architectural or archeological resources? Required permits and approvals must be included in the Project Implementation schedule above.

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# Part V – Project Sustainability

## Project Commitment

Does the applicant commit to providing broadband services in the deployment area for a minimum five-year period at the completion of this project?

[ ]  Yes [ ]  No

If no, please explain.

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In **Exhibit G**, provide the proposed pricing structure by associated download and upload speeds for all broadband services to be offered in association with this project. Provide the proposed stand-alone pricing for unbundled internet-only service at 100 Mbps download and 100 Mbps upload, and for 1 Gbps download and 1 Gbps upload if applicable.

Be sure to attach pricing information for any additional equipment that will be required, including any chargeable service installation elements, for activation or turn-up of individual customer locations.

In **Exhibit H**, describe marketing and outreach initiatives to be undertaken by the Applicant to communicate availability of broadband services to the prospective customer base. The marketing plan should include activities to communicate the award of the proposed grant project, the timing and availability of constructed broadband service, and Applicant plans on how to optimize broadband subscription rates once service becomes available, including disseminating information on the Affordable Connectivity Program.

Define and describe broadband adoption activities which could include, but not be limited to:

* A plan to actively promote the adoption of newly available broadband service to the community
* Provision of technical support or training on how to connect correctly to the new broadband service
* Digital literacy or online security trainings or events
* Whether a low-income broadband assistance program (such as the Affordable Connectivity Program) is or will be offered

## Community Support

Attach as **Exhibit** **I**, any evidence of community support for the project. Examples include letters endorsing the project and describing the need for broadband improvements from residents, businesses, legislators, congressional representatives, etc.

## Technical Expertise Statement

Provide a narrative statement detailing all the relevant technical expertise of the Applicant; and the Applicant’s specific prior experience in providing broadband services in Kentucky (and in other states, if applicable.) Attach as **Exhibit J**.

## Organizational Structure

Demonstrate the overall organization strength of the Applicant to build, manage, and effectively operate the proposed broadband project, if approved. Documentation should identify key officers and management personnel with corresponding brief resumes. Organizational structure charts may also be submitted. Provide a detailed description of how organizational strength pertains to level of broadband service delivery and service maintenance. Attach as **Exhibit K**.

## Audited Financial Statements

Demonstrate the overall financial viability of the Applicant by providing the most recent audited financial statements. The financial statements may be identified and filed as “Confidential Information” and must be appropriately marked as confidential when submitted. Any confidential information should be identified as a separate file on the application USB drive. Attach as **Exhibit L**.

Results from an independent audit may also be provided as supplemental detail, as well as the Applicant’s most recent year’s federal tax return. If provided these documents should also be submitted and marked as confidential.

# Application Resolution

Applicant must provide a signed, dated, and witnessed affidavit or resolution that shows official Applicant support for and approval of the application as well as a commitment to provide the Applicant’s matching funding.

If the application includes a funding partner or partners, a separate affidavit or resolution is required for each public or private partner that has committed to provide funding for the project.

A sample resolution is provided on the following page. Note that the Applicant may choose to reformat the sample document but must ensure that all the statements appear in the executed version.

Attach affidavits and resolutions at **Exhibit M**.

# Application Certification

To the best of my knowledge and belief, information in this application is true and correct. I am aware that the proposed project may be removed from further consideration should it be determined that there are significant discrepancies in the information provided, and/or false, inaccurate or incomplete information has been given.

Title

Signature, Authorized Official

Date

Name Typed

**SAMPLE**

**RESOLUTION OF APPLICANT**

BE IT RESOLVED that (Applicant) act as the legal sponsor for project(s) contained in the Broadband Deployment Grant Program to be submitted on (Date) and that (Title of Authorized Official is hereby authorized to apply to the Kentucky Office of Broadband Development for funding of this project on behalf of (Applicant) .

BE IT FURTHER RESOLVED that (Applicant) has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application are committed to the project identified.

BE IT FURTHER RESOLVED that (Applicant) has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the Commonwealth, (Applicant) may enter into an agreement with the Commonwealth for the above referenced project(s), and that (Applicant) certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT FINALLY RESOLVED that the undersigned is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by (Company, City Council, Fiscal Court etc.) of (Applicant) on (Date) .

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| --- | --- | --- | --- | --- |
| SIGNED: |  |  | WITNESSED: |  |
| (Authorized Official) |  |  | (Signature) |  |
| (Title) | (Date) |  | (Title) | (Date) |

# Required Exhibits – Instructions

[ ]  Exhibit A – Project Location

* Provide (1) a map of project area in Adobe PDF format and (2) a list of addresses to be served by the project in the provided Microsoft Excel template.
* Maps of last mile projects should include the service area boundaries and also include place names, boundaries, buildings, road/street names or other features that clearly identify the project coverage area.
* For projects with middle mile components, the map should indicate the location of the proposed middle mile facilities.
* In addition to the PDF version of the map which must be provided, a shapefile of proposed project must be included on the USB drive (including at a minimum its .shp, .shx, and .dbf components).
* Pursuant to KRS 224A.1121, the description of the geographic scope of the broadband

deployment project area shall not be exempt under the Open Records Act and shall be made available to the public within five (5) business days after submission of the application.

[ ]  Exhibit B – No Service / Unserved Documentation

* Provide documentation of no service / unserved nature of project.

[ ]  Exhibit C – Project Funding Documentation

* Provide documentation of matching funds from each project partner. Examples of acceptable documents are a letter of credit, bank letter confirming available funds, board resolution committing funds, or grant or loan documentation.

[ ]  Exhibit D – Grant Eligible Purchases

* Provide a list or schedule of all eligible elements to be purchased or utilized for the proposed project.

[ ]  Exhibit E – Project Financials

* Provide a 5-year project financial plan / pro forma spreadsheet.
* Brief narrative summary describing the financial viability of the project over a minimum of 5 years. Applicant may extend the analysis for additional years if that will provide a more comprehensive financial justification.

[ ]  Exhibit F – Project Design

* Provide engineering designs, diagrams, and maps that demonstrate the viability of the proposed project certified by a registered Professional Engineer.
* Demonstrate that the installed broadband infrastructure meets the minimum required speeds of 100 Mbps download and 100 Mbps upload. Information must be certified by either the manufacturer of the equipment to be utilized, or by a registered Professional Engineer.

[ ]  Exhibit G – Pricing Structure

* Provide the proposed stand-alone pricing for all tiers of service to be offered, including unbundled internet-only service at 100 Mbps download and 100 Mbps upload, and for 1 Gbps download and 1 Gbps upload if applicable.
* Provide pricing information for any additional equipment that will be required for activation or turn-up of individual customer locations.

[ ]  Exhibit H – Marketing Plan

* Describe marketing initiatives to be undertaken by the Applicant to communicate availability of broadband services to the prospective customer base.

[ ]  Exhibit I – Community Support

* Provide any letters of support received for this project.

[ ]  Exhibit J – Technical Expertise Statement

* Detail relevant technical expertise and prior experience in providing broadband services in Kentucky and other states.

[ ]  Exhibit K – Organizational Capacity

* Describe organization strength of the Applicant to build, manage, and effectively operate the proposed broadband project,
* Identify key officers and management personnel with corresponding brief resumes. Organizational structure charts may also be submitted.

[ ]  Exhibit L – Audited Financial Statements

* Include most recent audited financial statements. Financial statements may be identified and filed as “Confidential Information” and must be appropriately marked as confidential when submitted.
* May also provided independent audit results as supplemental detail, as well as the Applicant’s most recent year’s federal tax return.
* Any confidential information should be identified as a separate file on the application USB drive.

[ ]  Exhibit M – Applicant Resolution

* Include executed affidavits/resolutions from all project partners.