



MIDDLE MILE BROADBAND INFRASTRUCTURE GRANT PROGRAM

Grant Application Guidance



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PROGRAM GUIDANCE

Program Guidance

1.1 Before You Get Started

Before preparing and submitting an application, Applicants should read the Notice of Funding Opportunity (NOFO), this Grant Guidance, and the compliance and background materials posted at www.internetforall.gov. The Office of Internet Connectivity and Growth (OICG) at National Telecommunications and Information Administration (NTIA) anticipates a large volume of applications from highly qualified entities. By carefully reviewing these materials, Applicants will help ensure that their application is complete and satisfies the requirements of the Middle Mile Grant (MMG) Program. Please note that all Applicants are required to be registered and current in www.SAM.gov and have a Unique Entity Identifier (UEI) number.

1.2 How do I register with the System Award Management (SAM)?

Access <https://www.sam.gov> and complete the online SAM registration process to obtain a UEI (SAM) or verify if your organization already has one.

1.3 How long does SAM registration usually take?

The free annual registration process in SAM.gov generally takes between three (3) and five (5) business days but can take more than three (3) weeks.

1.4 Standard Terms and Conditions for Department of Commerce Grants

All MMG Applicants are required to comply with all applicable provisions set forth in the Department of Commerce (DOC) Pre-Award Notification, available at <http://go.usa.gov/hKkR>.

Other Standard Terms and Conditions include:

1. Uniform Administrative Requirements, Cost Principles and Audit Requirements
Through 2 C.F.R. § 1327.101, the Department of Commerce adopted Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, which apply to awards in this program. Refer to <http://go.usa.gov/SBYh> and <http://go.usa.gov/SBg4>.
2. Department of Commerce Financial Assistance Standard Terms and Conditions
The Department of Commerce will apply to each award in this program, the Financial Assistance Standard Terms and Conditions in effect on the date of award. The current version, dated November 12, 2020, is accessible at Department of Commerce Financial Assistance Standard Terms and Conditions. Refer to Section VII of the MMG NOFO if you need more information

1.5 Submitting a Proposal

1.5.1 Key Dates

The electronic application system will be available at <http://www.internetforall.gov>, beginning June 21, 2022. Upon completion of the application, the application portal will provide a date and time stamped confirmation that will serve as proof of submission. Applicants are strongly encouraged to submit their applications early to avoid last-minute congestion on the intake system.

However, early submissions will not confer any advantage or priority in review.

Application Deadline

The deadline for electronically filing an application is 11:59 p.m. Eastern Daylight Time (EDT) on September 30, 2022.

1.5.2 Eligibility and Requirements

In order for an application to be accepted, applicants must be eligible (see Applicant Information 2.1: Eligible Entities) and must submit all requirements outlined in Section III.B of the NOFO. These requirements include submitting information with regards to financial certifications, a letter of credit, audited financial statements, managerial capability (narrative and submitted materials), technical capability, compliance with laws, operational capability, and information on ownership. For more details on these requirements, see the NOFO and this application guide.

1.5.3 Requirements for Electronic Submissions

The [application package](#) for electronic submission is available at www.internetforall.gov. Electronic submission of applications will allow for the expeditious review of each Applicant's proposal.

Electronic Submission

- ▶ MMG Program Funding Opportunity Number: **NTIA-MMG-2022**
- ▶ MMG Program Catalog of Federal Domestic Assistance (CFDA) Number: **11.033**
- ▶ MMG CFDA Title: **Middle Mile Grant Program**

1.5.4 Confidentiality

NTIA will protect confidential and proprietary information from public disclosure to the extent authorized by applicable law, including the Freedom of Information Act (FOIA), as amended (5 U.S.C. 552), the Trade Secrets Act, as amended (18 U.S.C. 1905), and the Economic Espionage Act of 1996 (18 U.S.C. 1831 et seq.). Applications submitted in response to this NOFO may be subject to requests for release under the FOIA. In the event that an application contains information or data that the Applicant deems to be confidential commercial information that is exempt from disclosure under FOIA, that information should be identified, bracketed, and marked as Privileged, Confidential, Commercial or Financial Information. Based on these markings, the confidentiality of the contents of those pages will be protected to the extent permitted by law.

Applicants should be aware that NTIA may make all or portions of their applications for grants under the MMG Program publicly available as required under applicable federal laws.

1.5.5 Upload Templates

Applicants are required to upload a number of documents using templates. Many templates are provided, including Table of Funded Participants and Unfunded Collaborators, Data Specification Submission, Pro Forma, Community Anchor Institutions, Budget Narrative, and Detailed Budget Justification. Other templates are available to download on www.grants.gov, including CD-511 and SF-LLL. Finally, some templates have been built into the portal platform, such as SF-424 and SF-424C. NTIA intends to use the

information contained within some of these templates to perform automated processing and analysis. To ensure an expeditious review of applications, these documents must be uploaded in the same file type as the provided template or as indicated in the template. In addition, the formatting of each uploaded document must be consistent with that used in the provided template. Failure to provide file types and information consistent with the templates will result in NTIA being unable to automatically process the application and may result in the delayed processing or rejection of the application.

Applicants should ensure that their uploaded files are not password protected.

1.5.6 Upload without Templates

Applicants will need to upload documents that lack a standardized template. These non-template uploads include Resumes of Key Personnel, a Management Team and Organizational Chart, Certificate of Operational Capability, Certification of Technical Capability, Tribal Certification, Certification of Financial Capability, Letter of Credit, Network Route Map, Network Logical Diagram, Negotiated Indirect Cost Rate Agreement, Financial Statements, and supplemental information which is encouraged such as Certification of Compliance with Federal Labor and Employment Laws, Last Mile Service Provider Letters of Commitment, Proposed Service Offerings, and a copy of the Applicant's SAM registration. In general, NTIA recommends Applicants upload these files in PDF format.

Applicants should ensure that their uploaded files are not password protected.

1.5.7 Material Revisions of Submitted Applications

Per the NOFO, Applicants are not permitted to make any material revision to their applications after the submission deadline. NTIA may request or accept clarifications, revisions, or submissions for completeness that are non-material.

1.5.8 Waivers

It is the general intent of NTIA not to waive any of the provisions set forth in this NOFO. However, under extraordinary circumstances and when it is in the best interest of the federal government, NTIA, upon its own initiative or when requested, may waive identified provisions in this NOFO. Waivers may only be granted for requirements that are discretionary and not mandated by statute or other applicable law. Any request for a waiver must set forth the extraordinary circumstances for the request.

1.5.9 Buy American

All funds made available through the MMG Program for broadband infrastructure must comply with the Build America, Buy America Act (Act) Pub. L. No. 117-58, §§ 70901-52. This Act requires that all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States unless a waiver is requested and granted. Under the Build America, Buy America Act, the Secretary of Commerce (Secretary) may waive the application of this preference when (1) applying the domestic content procurement preference would be inconsistent with the public interest; (2) types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent. Consistent with the waiver principles detailed in Sec. 70921(b)(1) of the Act, the Secretary will seek to minimize waivers related to awards that result in a decrease in employment in the United States, including employment among entities that manufacture the articles, materials, or supplies at issue or result in awarding a contract that would decrease domestic employment.



1.5.10 Final Considerations

Application Best Practices

- Before applying, Applicants should fully read the NOFO for MMG funding as well as applicable OMB circulars such as 2 CFR 200 Uniform Guidance which govern administrative requirements, cost principles, and audits.
- Applicants may receive funding only for costs established in the NOFO as eligible costs for the appropriate project category.
- If an Applicant fails to submit a fully complete application, including all required supplemental materials, the application will not be reviewed or considered for an award.
- Once the application has been submitted, it is presumed that the application is final, and the Applicant will no longer be able to make changes to the application.

1.6 Acknowledgement

Question: Before applying, Applicants should fully read NOFO for MMG funding. Among other things, Applicants should be familiar with the following rules and requirements. Please check the box to acknowledge that you have read applicable rules in the NOFO governing this program as well as the confidentiality notice above.

As the first step in completing the application, NTIA requires that the Applicant acknowledge that it has read and is aware of all of the MMG rules and requirements. Each Applicant is required to review the above list of items and check a box at the beginning of the application to indicate acknowledgement of these notices as well as the applicable rules in the NOFO governing this program. Please refer to the [NOFO](#) for further information about the definitions referenced in this list or the intent of the various rules.

It is important that all Applicants and members of their teams become familiar with the program rules for this program and review the NOFO.

By submitting the application, an Applicant certifies that the information and responses in the application are material representations of fact and are true and correct.

NTIA GRANTS PORTAL REGISTRATION

NTIA Grants Portal Registration

1.1 NTIA Grants Portal and Program Support

For issues with logging into the NTIA Grants Portal, adding users, navigating the website or application intake system, uploading forms or templates, and more, please contact NGPhelpdesk@ntia.gov.

For grant program related questions, including program guidelines or the Notice of Funding Opportunity (NOFO), the requested contents of the application or application forms and templates, questions on program eligibility, including eligible program costs or activities, application review process, program technical assistance, and more, please contact the respective program team:

- Middle Mile Grant Program middlemile@ntia.gov
- Broadband Equity Access and Deployment Program bead@ntia.gov
- State Digital Equity Planning Grant Program digitalequity@ntia.gov

For any other questions, please reach out to internetforall@ntia.gov.

1.2 How to Access the NTIA Grants Portal

The NTIA Grants Portal is where the application will be completed, and it can be accessed here:

<https://grants.ntia.gov/grantsPortal/s/>

Use one of the following browsers to access the Portal. Refer to the [Supported Browsers to Access the Portal](#) page for more information.

- Chrome Latest Release (Recommended)
- Microsoft Edge Chromium (Recommended)
- Mozilla Firefox Latest Release
- Safari

Desktop and Laptop Browsers

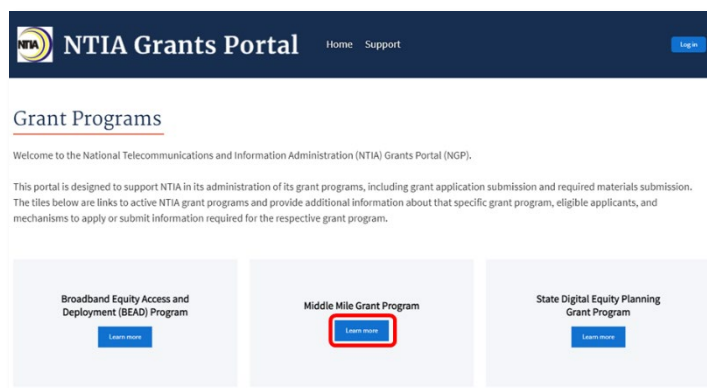
Salesforce supports these browsers. Make sure that your browsers are up to date. Other browsers or older versions of supported browsers aren't guaranteed to support all features.

- ❗ IMPORTANT Support for Internet Explorer 11 to access Lightning Experience ended on December 31, 2020.
 - When using IE11, a permanent banner displays in your Salesforce org indicating that you're on an unsupported browser.
 - IE11 has significant performance issues in Lightning Experience.
 - This change doesn't impact Salesforce Classic.

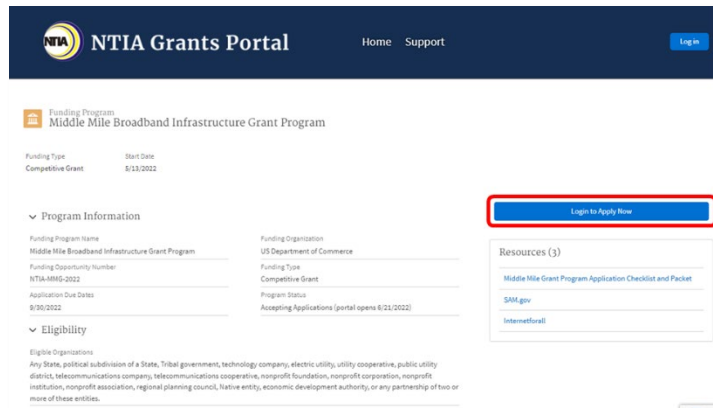
- ❗ IMPORTANT Support for the non-Chromium version of Microsoft Edge in Lightning Experience and Salesforce Classic ended on December 31, 2020.

	MICROSOFT* INTERNET EXPLORER*	MICROSOFT* EDGE (NON- CHROMIUM)	MICROSOFT* EDGE CHROMIUM	GOOGLE CHROME™	MOZILLA* FIREFOX*	APPLE* SAFARI*
Lightning Experience	Not supported	Not supported	Supports latest stable browser version	Supports latest stable browser version	Supports latest stable browser version	Supports latest stable browser version
Experience Builder sites	Not supported	Not supported	Supports latest stable browser version	Supports latest stable browser version	Supports latest stable browser version	Supports latest stable browser version
Special setup considerations?	Not supported	Not supported	No	No	No	No
Limitations?	Yes	Yes	Yes	No	Yes	Yes

1.3 NTIA Grant Programs Page



Click the **Learn More** button under the Middle Mile Broadband Infrastructure Grant Program to get to the home page.



When you click the **Learn More** button on the landing page, you will be taken to the Program specific Home page (the Middle Mile program home page is illustrated to the left).

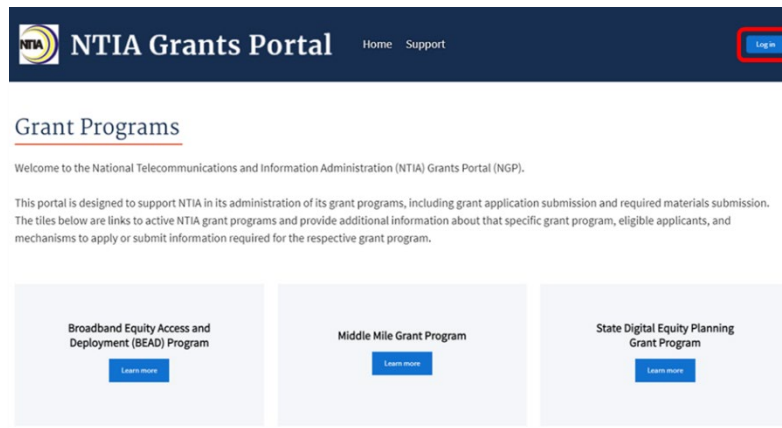
If you are logged in, you can start your application for the Middle Mile Broadband Infrastructure Grant Program by clicking the **Apply Now** button.

If you have not logged in yet, the button

will show **Log in to Apply Now**. This will take you to the login page.

1.4 Log in and Self-Registration

Click the **Log in** button in the upper right corner to sign in as a registered Portal user or to self-register the first time you access the portal.



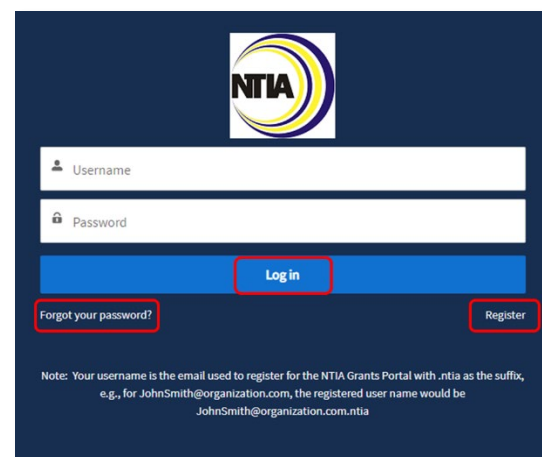
1.4.1 Log in

If you are new to the portal and need to register for the first time, click **Register** below the blue Log in button.

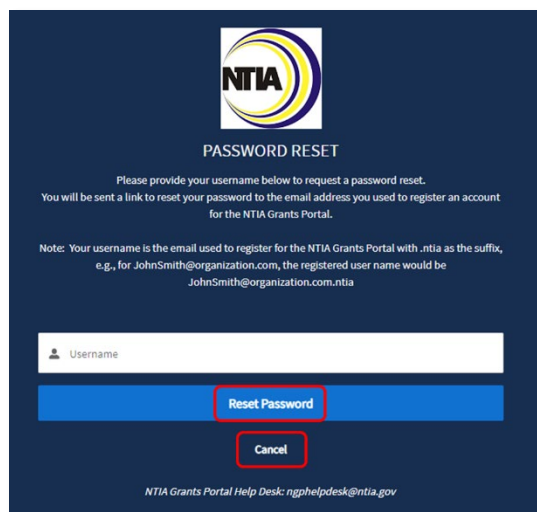
If you have a Username and Password, enter the username and password and click the blue **Log in** button to move forward.

Important: Upon completing registration, your Username will be the email address used to register for the NTIA Grants Portal appended with “.ntia” as the suffix. As an example, for JohnSmith@organization.com email address, the Username would be JohnSmith@organization.com.ntia.

If you forgot your password, click **Forgot your password?** below the blue Log in button on the login screen.



1.4.2 Reset Password



Enter your Username, which is the email address used to register for the NTIA Grants Portal appended with “.ntia” as the suffix. As an example, for JohnSmith@organization.com email address, the Username would be JohnSmith@organization.com.ntia. Then click the **Reset Password** button, or click Cancel to cancel and return to the login screen.

For assistance, email the NTIA Grants Portal Help Desk at ngphelpdesk@ntia.gov.

1.4.3 Portal Registration & Approval

As part of the Portal registration process, approval is required for State and Territory entity types before registration is complete. Approval is not required for all other entity types.

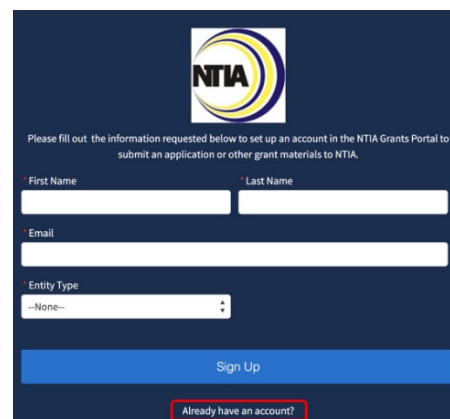
For State and Territory entity types, follow the instructions below to register, NTIA will send an approval email with a link to complete the process.

For all other entity types, follow instructions 1. and 2. below, then proceed to instruction 4.

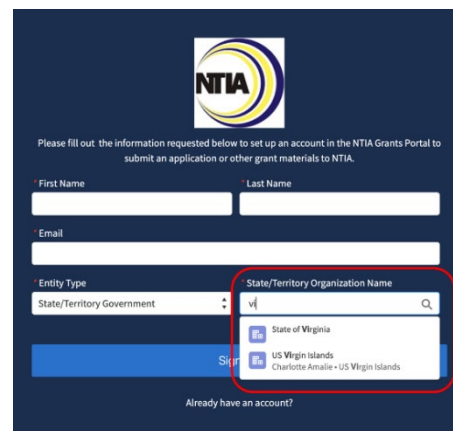
1. Register to access the NTIA Grants Portal by entering contact information in the fields provided. A red asterisk (*) indicates a required field. Once all fields are completed, click the blue **Sign Up** button.

Note: Sam.gov UEI registration information will be required at a later step in the application process.

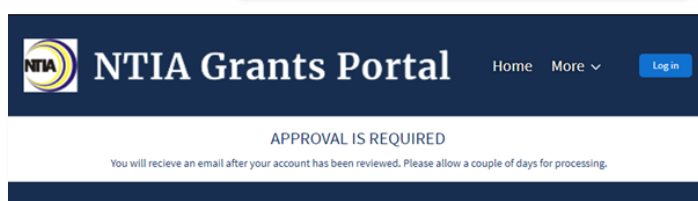
If you have registered previously, click **Already have an account?** to log in.



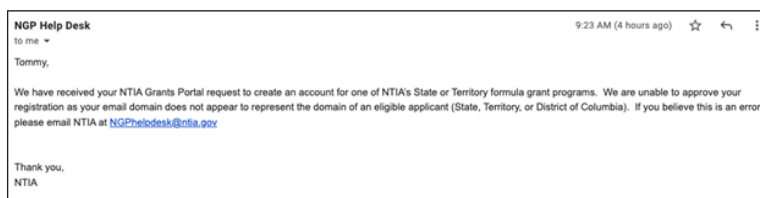
- Click the **Entity Type** field to select the entity type. For State/Territory Government entity types, start typing the name of your State or Territory in the State/Territory Organization Name field to select the from the list of States and Territories. For other entity types, complete the additional required fields indicated by a red asterisk (*). Click the blue **Sign Up** button to complete this step of the registration process.



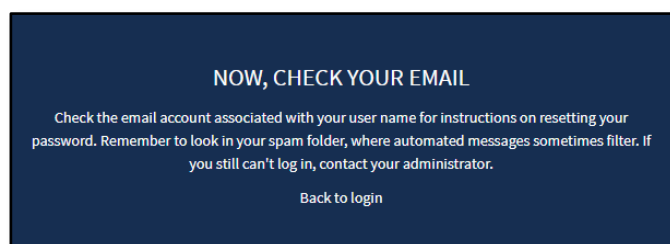
- Keep an eye out for the approval email, confirming your registration and steps to complete the registration and login process.



In the event of receiving an email indicating that you are not approved, contact NTIA for assistance.



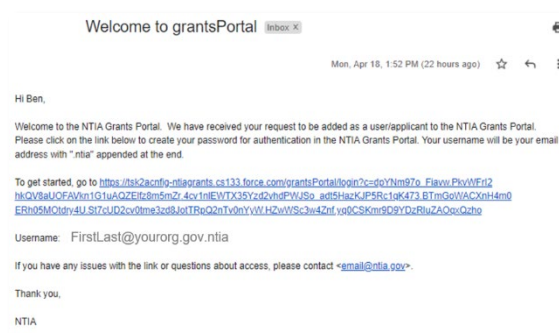
- For entity types other than State and Territory entities, the following screen will appear after clicking the **Sign Up** button. Proceed to the next instruction for Registration Welcome Email with Initial Login Link.

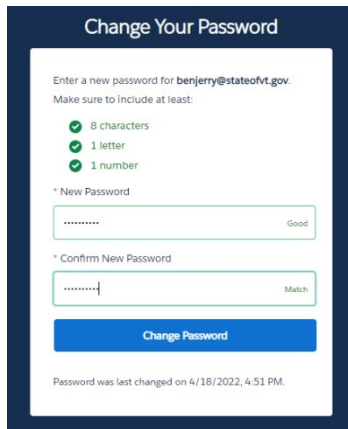


1.4.4 Registration Welcome Email with Initial Login Link

- Open your *Welcome Email* and click on the login link.

Important: Your Username is your email address appended with **.ntia**, please make a note of it for future use when logging into the Portal.





Change Your Password

Enter a new password for benjerry@stateofvt.gov.
Make sure to include at least:

- 8 characters
- 1 letter
- 1 number

* New Password
 Good

* Confirm New Password
 Match

Change Password

Password was last changed on 4/18/2022, 4:51 PM.

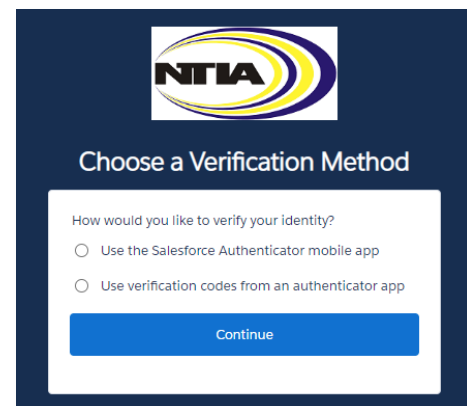
6. You will be asked to **Change Your Password**. Enter a password according to the requirements indicated, then click the **Change Password** button.

1.5 Setting Up Multi-Factor Authentication

After setting up your password, you will be asked to set up a verification method using Multi-Factor Authentication (MFA) to verify your identity each time you log in. You will be guided in the subsequent steps to download and install an authentication app of your choice onto your mobile device.

1. Click the **radio button** to select the app you prefer to use either the Salesforce Authenticator mobile app or another authenticator app. Once selected, click the **Continue** button.

For more information about using the Salesforce Authenticator mobile app for multi-factor authentication, view this video: [How to Use Salesforce Authenticator for MFA Logins](#).



Choose a Verification Method

How would you like to verify your identity?

☐ Use the Salesforce Authenticator mobile app

☐ Use verification codes from an authenticator app

Continue

What is Multi-Factor Authentication?

Multi-factor authentication (MFA) is a digital authentication method used to confirm the identity of a user to allow them access to a website or app through at least two pieces of evidence. With an authenticator app downloaded onto your mobile device, users are given an automatically generated code that refreshes, typically every 30 seconds. Using an authenticator app on your mobile device bolsters your online security.

2. If you selected to use the Salesforce Authenticator mobile app verification method, follow the instructions on the **Connect Salesforce Authenticator** screen, or use the instructions outlined in the following sections.

1.5.1 Downloading and Installing the Salesforce Authenticator

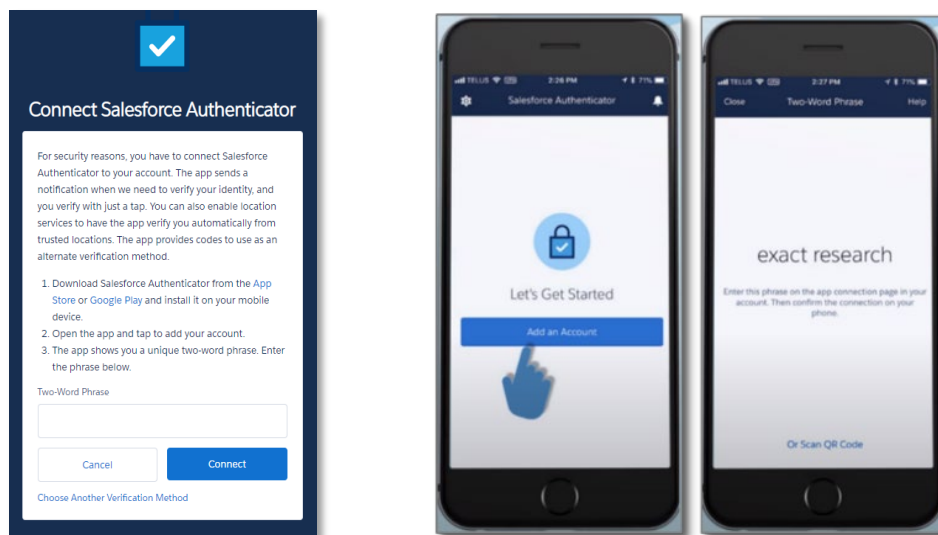
1. Search for Salesforce Authenticator in your phone's app store.
 - a. iPhone/iOS users will search in the Apple App Store.
 - b. Android users will search in the Google Play Store.
2. Follow your screen's prompts to install the app on your phone.

3. Open the Salesforce Authenticator app and follow the verification setup activities when you are prompted (mobile number verification, four-digit passcode setup).

1.5.2 Connecting the Salesforce Authenticator to Your NTIA Grant Portal Login

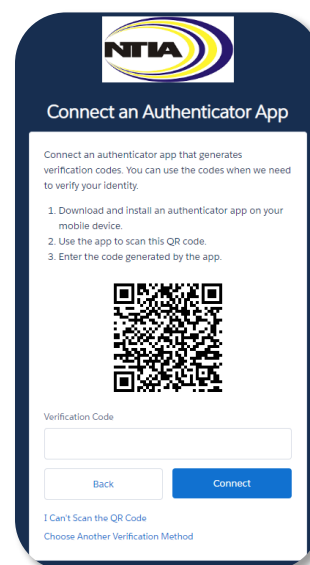
1. In the Salesforce Authenticator app on your mobile device, tap **Add an Account**.
2. A unique two-word phrase will appear in the app, enter the phrase into the **Connect Salesforce Authenticator** screen and click **Connect**.
3. Confirm the connection in the Salesforce Authenticator app and you will have successfully paired your account.

Note: You will only need to connect your account once. You will continue to use the Salesforce Authenticator to approve future logins.



If you opt to use another authenticator app (other than the Salesforce Authenticator App), follow the instructions on the **Connect an Authenticator App** screen. The following is a list of commonly used Authenticator Apps available to download from the app store onto your mobile device:

- Google Authenticator
- Lastpass
- Microsoft Authenticator
- Authy by Twilio
- 2FA Authenticator
- Duo Mobile
- Aegis Authenticator



Note: You will only need to connect (pair) your account once with an authenticator app. You will continue to use the authenticator app to approve future logins.



1.6 Log into the NTIA Grants Portal Using the Connected Authenticator App

<https://grants.ntia.gov/grantsPortal/s/>

Once you have installed and connected the authenticator app on your mobile device, you will continue to use the app to verify your identity each time you log into the Portal.

1. Enter your Username (your email address appended with **.ntia**) and Password into the fields in the NTIA Grants Portal on your computer web browser. The Portal will send a notification to your mobile device.
2. The authenticator app will provide details of the login request, including Username, Service, Device, and Location.
3. Review the login details, then tap **Approve**; if you do not recognize the request, tap **Deny**.

Note: To make logging in easier, enable **Always approve from this location** from the Salesforce Authenticator to automatically approve requests matching location and login information.

NTIA GRANTS PORTAL WORKSPACE

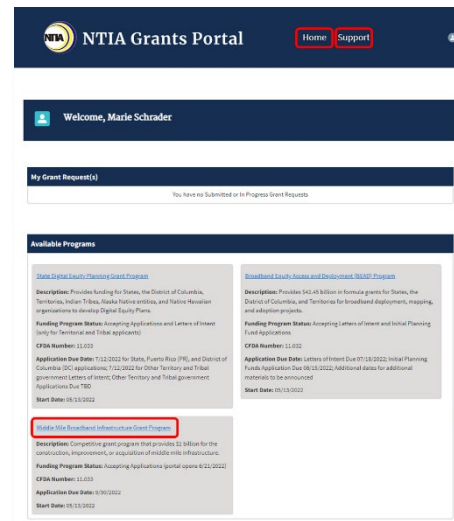
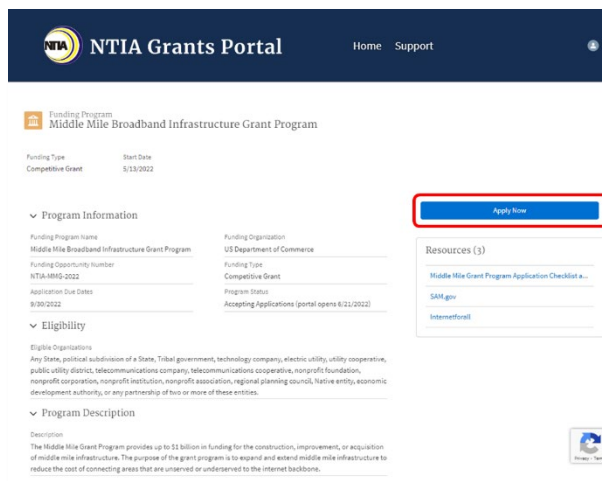
NTIA Grants Portal Workspace

1.1 Navigating the NTIA Grants Portal Home Page

The **Home** button at the top of the screen returns you to your NTIA Grants Portal home page, showing a 'Welcome, Your Name' banner at the top. The **Support** button takes you to a screen with NTIA Support contact information.

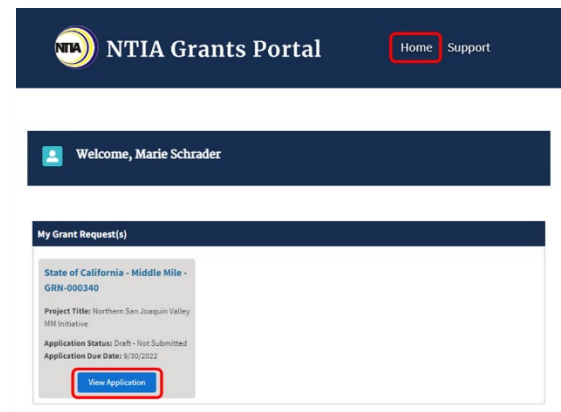
If a grant request has not yet been started, the **My Grant Request(s)** section will be empty. To start a new grant request, follow these instructions:

1. From the **Available Programs** section, click on the link: **Middle Mile Broadband Infrastructure Grant Program**.



2. Click the **Apply Now** button. If needed, access the **Resources** links.

3. To access a previously initiated application, click the **Home** button. Under the **My Grant Request(s)** section, click the **View Application** button to open the Application Workspace of that application. Each application is uniquely identified by the entity name, the name of the grant program, and appended with a system-generated number (i.e., State of California - Middle Mile - GRN-000340), and by the project title entered during the application process on the SF-424 form.



4. Because an entity can apply for more than one grant, the My Grant Request(s) section will contain all applications, and will be uniquely identified by the entity name, the name of the grant program, and appended with a system-generated number (i.e., State of California - Middle Mile - GRN-000340), and by the project title entered during the application process on the SF-424 form. To start a new grant application, follow the instructions above.

1.2 Navigating the Portal Application Workspace

1.2.1 My Grant Request(s)

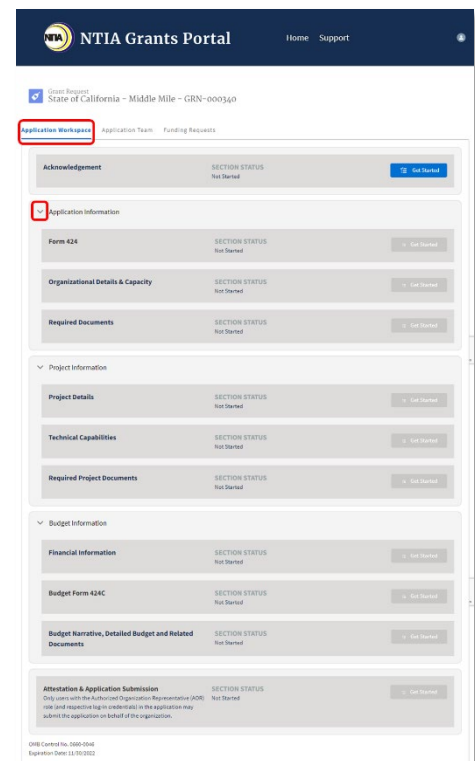
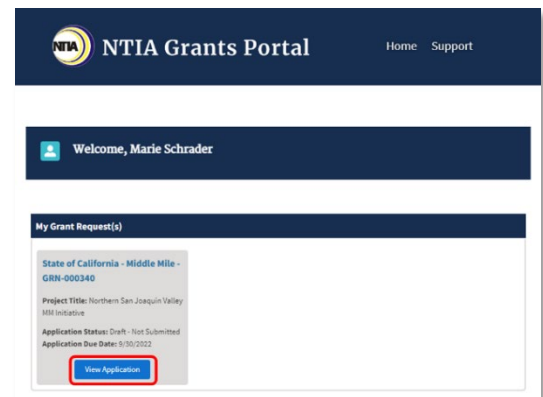
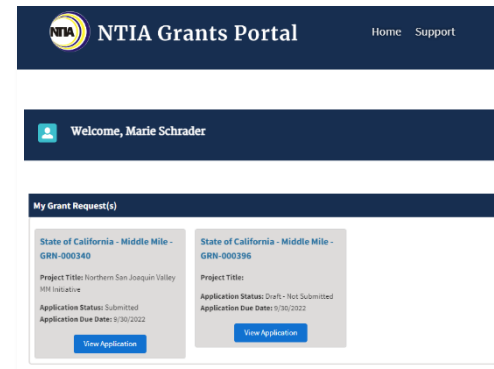
Once logged into the Portal, the applicant's Home page displays any initiated applications under the My Grant Request(s) section. Each application is uniquely identified by the entity name, the name of the grant program, and appended with a system-generated number (i.e., State of California - Middle Mile - GRN-000340), and by the project title entered during the application process on the SF-424 form.

Click the **View Application** button to access the Application Workspace for that application.

1.2.2 Application Workspace Tab

The **Application Workspace** tab contains sections and subsections of the overall application listed in the suggested order in which to complete the application:

- Acknowledgement
- Application Information
 - Form 424
 - Organizational Details & Capacity
 - Required Documents
- Project Information
 - Project Details
 - Technical Capabilities
 - Required Project Documents
- Budget Information
 - Financial Information
 - Budget Form 424C
 - Budget Narrative, Detailed Budget and Required Documents
- Attestation & Application Submission

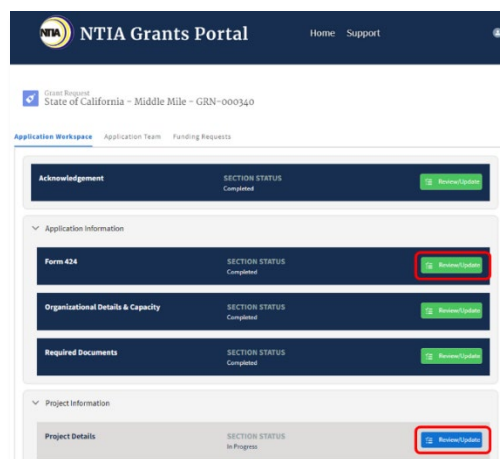


Sections are expandable and collapsible by clicking the **arrow** next to each section title. Each subsection reflects a **Section Status**, such as Not Started, In Progress, or Completed. Use the scroll bar on the right side of the screen to scroll up and down the Application Workspace

1.3 Returning to Application Workspace Sections

1.3.1 Reviewing & Updating Application Sections

To return to an In Progress or Completed section to review or update application documentation and responses, click the **Review/Update** button. Upon attestation and submission, all sections become locked.

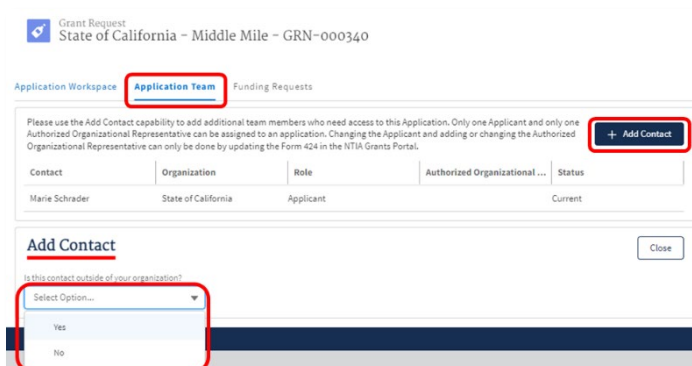


1.4 Application Team Tab

Add team members early on who will participate in the application process. Because each team member will have their own login credentials, plan to coordinate among team members so as not to overwrite application information.

Note: Please use the Add Contact capability (see steps below) to add additional team members who need access to an Application. Only one Applicant and only one Authorized Organizational Representative can be assigned to an application. Changing the Applicant and adding or changing the Authorized Organizational Representative (AOR) can only be done by updating the Form 424 in the NTIA Grants Portal.

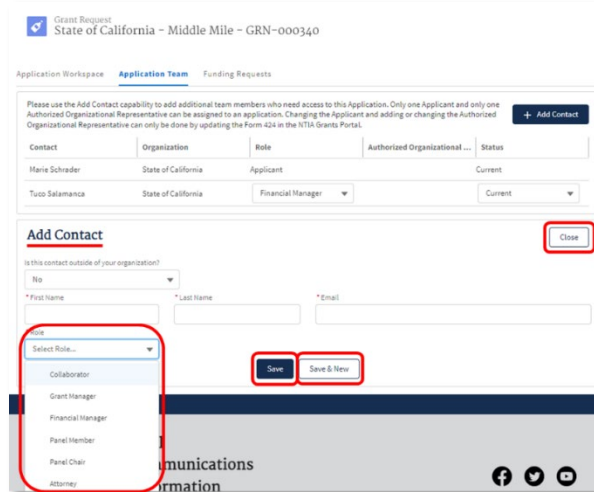
- To add additional team members, click the **Application Team** tab, then click the **+ Add Contact** button. Indicate if the contact is outside of your organization by selecting **Yes** or **No** from the drop down in the Add Contact section.



2. Enter the new team member contact information in the Add Contact fields, a red (*) asterisk indicates a required field. Click the **Save** button, or the **Save & New** button to add additional team members. Click the **Close** button to close the Add Contact section.

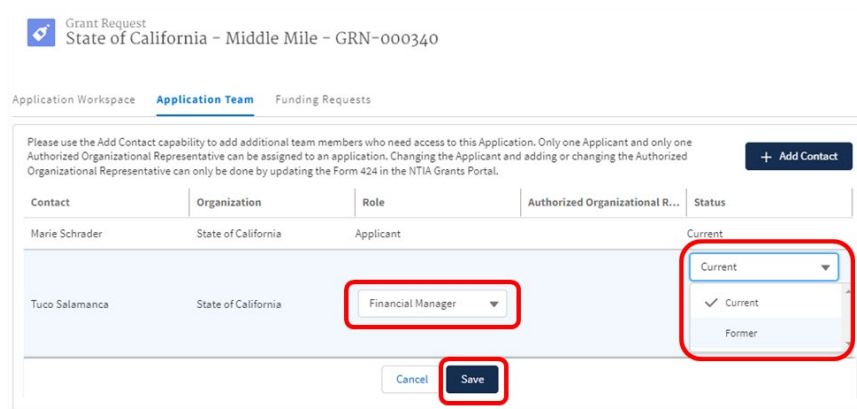
The new team member will receive a Welcome Email with a link to log into the portal.

Note: The link in the Welcome Email will expire after 7 days. If a new login link is needed, the applicant team member can go to **Forgot your password?** on the login page and enter their Username to receive a new login link via email. Or contact NTIA to request a new email with a login link.



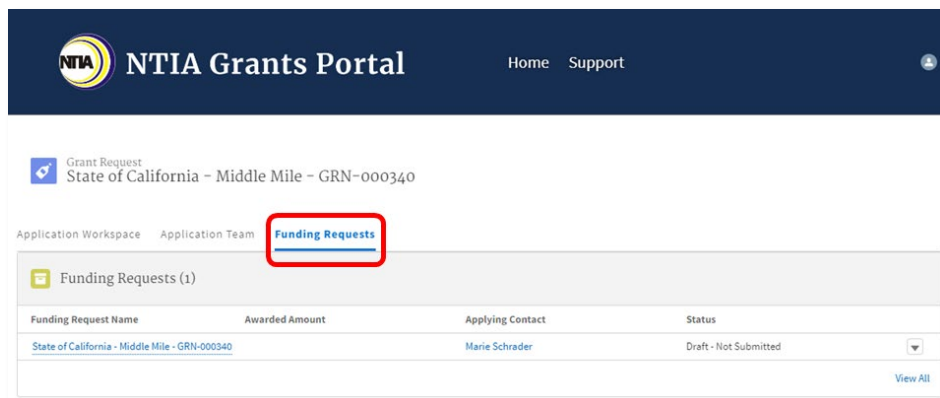
To update the role of an Application Team member, click the drop-down menu under Role and select the new role, then click the Save button. To remove a team member, click the drop-down menu under Status and select Former as the new status, then click the Save button.

Note: You will be able to see who is assigned as Applicant and as AOR, but you cannot manage those users within the Application Teams tab. To add or change the Applicant or AOR, you will need to create a new Form 424.



1.5 Funding Requests Tab

To view the overall status of the application, click the **Funding Requests** tab.

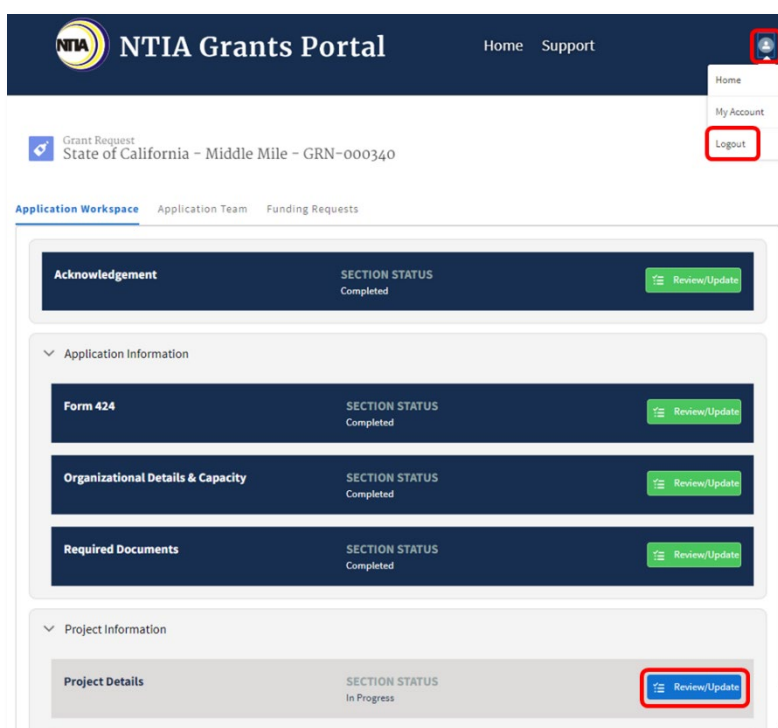


1.6 Saving Your Work and Logging Out

Important: Save your work within any section by clicking the **Save**, or **Next**, or **Save and Next**, etc., button; the Section Status will display as In Progress. If you enter information on a screen and do not click **Save** or **Next**, your work from that page will not be saved and you will need to re-enter it.

From the main Application Workspace, click the **Review/Update** button to return to your saved work.

To log out of the Portal, click the profile icon in the upper right then click **Logout**.



APPLICANT INFORMATION



Applicant Information

1.0 SF-424  Required

Field Number	Field Name	Required or Optional	Information
1	Type of Submission	Required	<p>Select one type of submission in accordance with agency instructions.</p> <ul style="list-style-type: none"> • Pre-application • Application • Changed/Corrected Application - <p>Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, Applicants may not use this form to submit changes after the closing date.</p>
2	Type of Application	Required	<p>Select one type of application in accordance with agency instructions.</p> <ul style="list-style-type: none"> • New - An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. <p>A: Increase Award B: Decrease Award C: Increase Duration D: Decrease Duration E: Other (specify)</p> <p>AC: Increase Award, Increase Duration AD: Increase Award, Decrease Duration BC: Decrease Award, Increase Duration BD: Decrease Award, Decrease Duration</p>
3	Date Received	Required	Enter date if form is submitted through other means as instructed by the Federal agency. The date received is completed electronically if submitted via Grants.gov
4	Applicant Identifier		Enter the entity identifier assigned by the Federal agency, if any, or the Applicant's control number if applicable.
5a	Federal Entity Identifier		Enter the number assigned to your organization by the federal agency, if any.



Field Number	Field Name	Required or Optional	Information
5b	Federal Award Identifier		For new applications, leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.
6	Date Received by State:		Leave this field blank. This date will be assigned by the state, if applicable
7	State Application Identifier:		Leave this field blank. This date will be assigned by the state, if applicable
8	Applicant Information:		Enter the following in accordance with agency instructions
	a. Legal Name:	Required	Enter the legal name of the Applicant that will undertake the assistance activity. This is the organization that has registered with the System for Award Management (SAM). Information on registering with SAM may be obtained by visiting SAM.gov.
	b. Employer/Taxpayer Number (EIN/TIN):	Required	Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.
	c. UEI:	Required	Enter the organization's UEI received from SAM. The UEI is a unique 12-character organization identifier. Information on registering with System for Award Management (SAM.gov) may be obtained by visiting the Grants.gov website.
	d. Address:	Required	Enter address: Street 1 (required); City (required); County/Parish, State (required if country is US); Province; Country (required); 9-digit ZIP/Postal Code (required if country is US). If +4 does not exist for the address, enter "0000".
	e. Organizational Unit		Enter the name of the primary organizational unit, department, or division that will undertake the assistance activity.
	f. Name and contact information of person to be contacted on matters involving this application.	Required	Enter the first and last name (required); prefix, middle name, suffix, and title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (required); fax number.



Field Number	Field Name	Required or Optional	Information
9	Type of Applicant: Select Applicant Type	Required	<p>Select a minimum of one Applicant type or select up to three Applicant types in accordance with agency instructions. If "Other" is selected, then specify Other Type of Applicant in text box.</p> <p>A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify)</p>
10	Name of Federal Agency	Required	Enter the name of the federal agency from which assistance is being requested with this application. This information is pre-populated if submitting through Grants.gov
11	Catalog Of Federal Domestic Assistance Number/Title	Required	Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable. This information is pre-populated if using Grants.gov.
12	Funding Opportunity Number/Title	Required	Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested as



Field Number	Field Name	Required or Optional	Information
			found in the program announcement. This information is pre-populated if using Grants.gov.
13	Competition Identification Number/Title:		Enter the competition identification number and title of the competition under which assistance is requested, if applicable. These fields are pre-populated by Grants.gov if provided by the federal agency.
14	Areas Affected By Project:		This data element is intended for use only by programs for which the area(s) affected are likely to be different from the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
15	Descriptive Title of Applicant's Project:	Required	Enter a brief descriptive title of the project. Supporting documents may be attached if specified in agency instructions.
16	Congressional Districts	Required	16a. Enter the Applicant's congressional district. 16b. Enter the primary district affected by the program or project. Enter in the following format: 2-character state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e., all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00.000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) form. Attach an additional list of program/project congressional districts, if needed.
17	Proposed Project Start and End Dates:	Required	Enter the proposed start date and end date of the project.
18	Estimated Funding:	Required	Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. For zero funding, enter 0.



Field Number	Field Name	Required or Optional	Information
19	Is Application Subject to Review by State Under Executive Order	Required	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "A." is selected, enter the date the application was submitted to the State.
20	Is the Applicant Delinquent on any Federal Debt?	Required	Select the appropriate box. This question applies to the Applicant organization, not the person who signs as the authorized representative. Categories of federal debt include but may not be limited to: delinquent audit disallowances, loans, and taxes. If yes, include an explanation in an attachment.
21	Authorized Representative	Required	To be signed and dated by the authorized representative of the Applicant organization. Enter the first and last name (required), prefix, middle name, and suffix. Enter title, telephone number, fax number, and email. Fax number is not required. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the Applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.) If the application is submitted via Grants.gov, the signature of the authorized representative and the date signed are completed upon submission.

Some of these fields will pre-populate as a result of the data entered when the Applicant's organization was added.

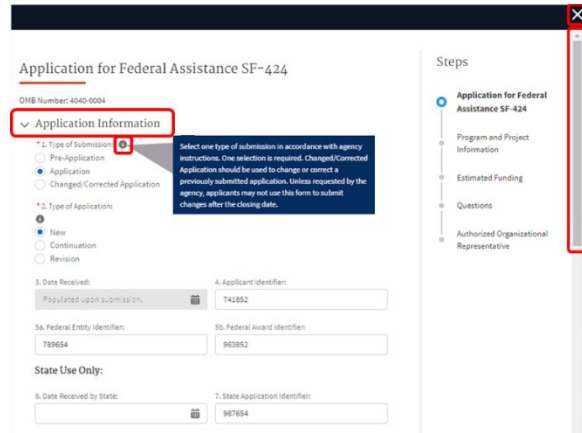
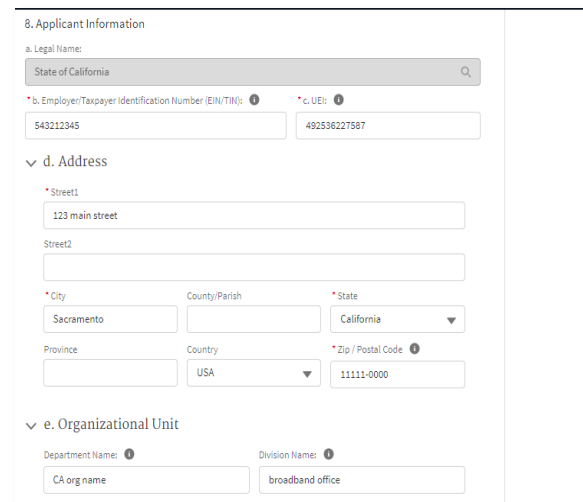
1.1 SF 424 Submission Instructions

To begin the SF-424 section, click the **Get Started** button.

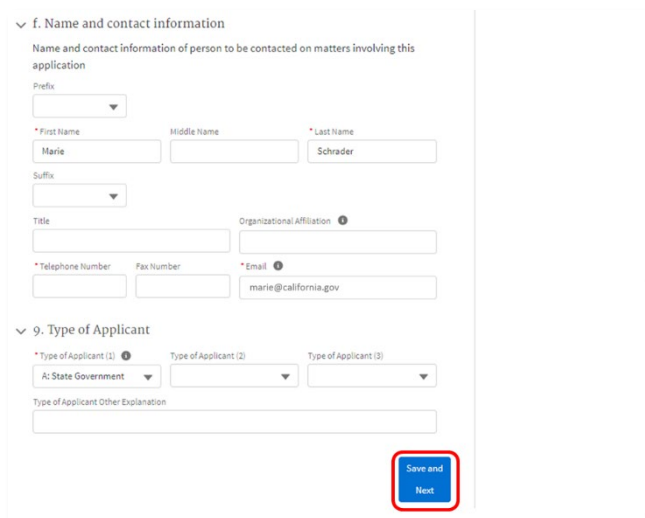
The screenshot shows the NTIA Grants Portal interface. At the top, there's a header with the NTIA logo and 'NTIA Grants Portal' text, along with 'Home' and 'Support' links. Below the header, a breadcrumb trail shows 'Grant Request' > 'State of California - Middle Mile - GRN-000340'. The main content area is titled 'Application Workspace' and includes tabs for 'Application Team' and 'Funding Requests'. Under 'Application Workspace', there's a list of sections: 'Acknowledgement' (Status: Completed, with a 'Return/Update' button), 'Application Information' (highlighted with a red box), 'Form 424' (Status: Not Started, with a 'Get Started' button highlighted by a red box), 'Organizational Details & Capacity' (Status: Not Started, with a 'Get Started' button), and 'Required Documents' (Status: Not Started, with a 'Get Started' button).

1. The overall steps for completing the Form 424 section are displayed in the sidebar to the right and serve as a visual navigation aid. To expand or collapse a subsection, click the **header title**.

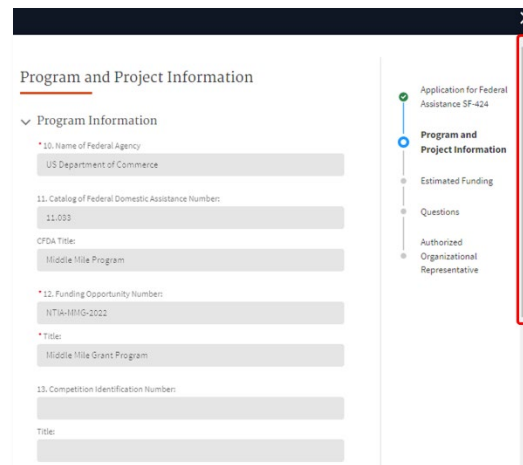
Using the fields provided, enter application information. Various fields will be pre-populated with previously provided information. A red asterisk (*) indicates a required field. Help Text is available whenever there is an icon with a small 'i' inside a gray circle; hover with your cursor over the icon to display the help text. Use the scrollbar to the right to scroll up and down the modal. To close the modal without saving, click the X in the upper right corner.

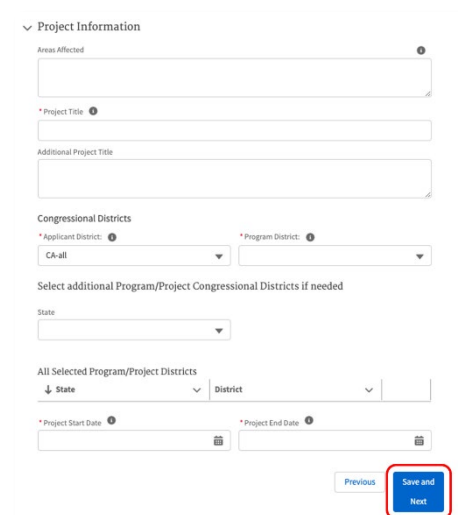
2. Click the **Save and Next** button to proceed to the next step, Program and Project Information.



- Click each **header** of the Program and Project Information step to expand or collapse the section. Enter program information using the fields provided. Some information previously provided will be pre-populated in various fields. Use the **scroll bar** to scroll to the next section to continue entering information for the remaining field(s). A red asterisk (*) indicates a required field.



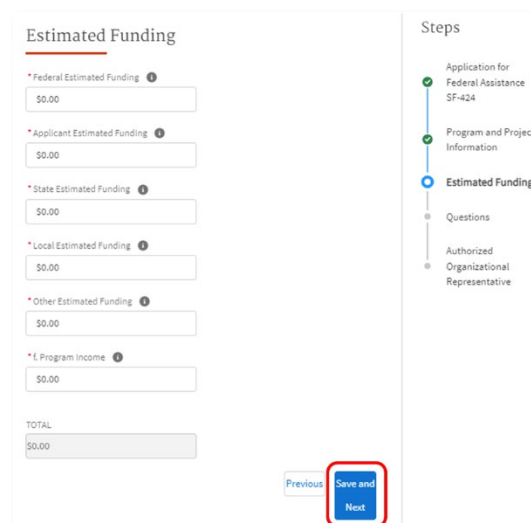
- Click the **Save and Next** button to proceed to the next step, Estimated Funding. Click the **Previous** button to go back to the previous step.



- Enter estimated funding information in the fields provided. A red asterisk (*) indicates a required field. Note: The following fields must match:

- Form 424 18a must match Form 424C 17c
- Form 424 18g must match Form 424C 16c

Click the **Previous** button to go back to the previous step; click the **Save and Next** button to proceed to the next step, Questions.



- Click the **radio button** to select a response to the questions presented. A red asterisk (*) indicates a required field. For question 19, if you select response 'a.', select a **State Review Date**. For question 20, if you select 'Yes', provide an explanation in the space provided.

Click the **Save and Next** button to proceed to the next step, Authorized Organizational Representative. Click the **Previous** button to go back to the previous step

- Enter the Authorized Organizational Representative (AOR) information in the fields provided. A red asterisk (*) indicates a required field.

The AOR will receive an email notification indicating that they have been added to the Funding Program application. If they are not already registered with the NTIA Grants Portal, they will receive a second email with a link to set their password to the grant portal (see the [Registration Welcome Email with Initial Login Link](#) section of this guide and follow the instructions). If the current Applicant indicates themselves as the AOR, they will not receive an email, as they are already registered in the Portal.

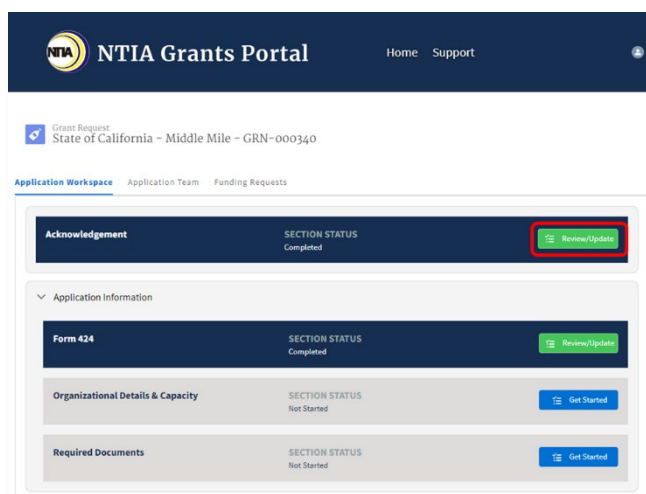
Click the **Previous** button to go back to the previous step; click the **Save and Generate PDF** button to complete the Form 424 Section.

Once you click Save and Generate, a new browser tab will open with the generated pdf. The generated Form 424 will be saved on your application record in the Portal and will be available for attestation, review, and download by the AOR during the final step before submission. Certain fields on the form, such as 'Date Received' and the AOR signature, will not be populated until the application is attested to and submitted by the AOR, and the PDF will be regenerated.

If the designated AOR needs to be updated, return to the Form 424 to make the change. Refer to the instructions above for guidance.

- Click the download button or the print button in the upper right corner to save a copy of the pdf for your records. Please note that some fields will remain empty until the final submission, when the SF-424 will be regenerated and the final dates and AOR signature will be added.

9. Return to the **Application Workspace** still open on the previous browser tab. The SF-424 Section Status now shows as Completed. Click the **Review/Update** button to review or update the SF-424 form.



2.0 Organizational Details & Capacity

2.1 Eligible Entities

To be eligible for funding under MMG, Applicants must be one of the following types of entities:

- State, political subdivision of a State, Tribal government
- Technology company, electric utility, utility cooperative, public utility district, telecommunications company, telecommunications cooperative
- Nonprofit foundation, nonprofit corporation, nonprofit institution, nonprofit association
- Regional planning council
- Native entity
- Economic development authority
- A partnership of two (2) or more entities described above.

In addition, all Applicants must: (1) submit a fully completed application, and (2) provide at least 30 percent non-federal cost share match or request a waiver of such cost share

2.2 Primary Applicant

If a single eligible entity is applying, that entity is the Primary Applicant by default. However, if this is a partnership of eligible entities, the Applicant may designate the Primary Applicant at this point. When multiple organizations are involved in a project, the Primary Applicant must be able to enter into a Grant Agreement with NTIA and be willing to assume financial and operational responsibility for the project. If the project is awarded a MMG award, the Primary Applicant becomes the prime recipient.

Primary Applicants should have experience implementing projects of similar size and scope.

Contact Information

Please provide complete and accurate name and contact information for the Applicant's primary contact

person. NTIA will use the information entered here to contact this person on matters involving this application. It is crucial that the MMG program has accurate information, including a reliable phone and email for rapid correspondence. Reminder: all information provided in the contact section will be made public.

Applications submitted on behalf of multiple organizations should provide contact information for the Primary Applicant. Those organizations that serve as partners in the project should be identified at later stages in the application.

Additional Contacts

The Applicant should provide complete and accurate name and contact information for any additional persons to be contacted on matters involving this application. It is crucial that NTIA has accurate information for alternate points of contact in the event that the primary contact becomes unreachable or is no longer affiliated with the Applicant's organization. Please enter a reliable alternate phone and email for each.

Collaborator

A collaborator is a team member who is not part of the Applicant's organization. A collaborator who is added to an application will be given access to help complete the application. An example of a collaborator is an external consultant or grants writer.

Authorized Organizational Representative

Question: Please identify the Authorized Organization Representative.

The Applicant should identify their Authorized Organization Representatives (AOR). An AOR is a member of your organization authorized to submit applications in Grants.gov on behalf of the organization.

Only the AOR will be able attest that all statements are true and submit the application.

2.3 Foreign Ownership

The Applicant will be asked to confirm if the Parent or Owner Company is a foreign entity. Please check as appropriate and identify the country if relevant.

2.4 Key Personnel Resumes and Organization Chart **Required**

Form of Applicant Entity	Examples of Key Personnel
Corporation/LLC	<ul style="list-style-type: none"> ✓ Each officer ✓ Each individual owning or controlling 20 percent or more of the enterprise Chief Financial Manager ✓ Project Manager ✓ Anyone else who can speak for the corporation in the management of the award or expend funds
Non-profit Organization	<ul style="list-style-type: none"> ✓ Executive Director Project Manager ✓ Chief Financial Manager

	✓ Anyone else who can speak for the organization in the management of the award or expend funds
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The Applicant must provide the name, email address and role, as well as a one-page resume for each key personnel significant to the project's success. This should include individuals from the Applicant organization as well as any subrecipients. These resumes should identify years of experience and relevant expertise with projects of similar size, scope, and complexity. The Applicant must also identify specific prior or current projects, dates, and outcomes that showcase the management team's track record as relevant to executing the project.

2.5 Organizational Charts

In addition, the Applicant must provide an **organizational chart** that details the structure of its organization, including any parent, subsidiary, affiliate, or partner organizations and as it relates to the Applicant's organizational hierarchy.

Question on Organizational Readiness: Describe key factors to indicate how your organization will be prepared to implement, manage and operate a broadband service network. Describe the organization governance and management. Address how your organization will ensure that the necessary sales, operational, and billing support systems are in place to provide the proposed service (e.g., network management, provisioning, billing, customer care, etc.)

2.6 Organizational Details Narrative

The Applicant should describe the organizational mechanisms it has established to handle the implementation, management, and operation of the proposed middle mile network. This narrative should describe the experience and qualifications of key management set to undertake this project, the Applicant's experience undertaking projects of similar size and scope, recent and upcoming organizational changes including mergers and acquisitions, and relevant organizational policies.

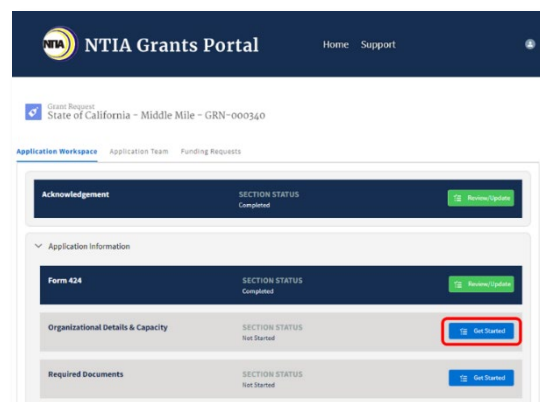
This narrative shall denote which legal entity will own the assets at the end of award period.

This response is limited to **6,000 characters**.

Note on Organizational Readiness:
Be sure to identify how key partners and key staff are aligned within the project to help ensure successful implementation and project sustainability.

Organizational Details & Capacity Submission Instructions

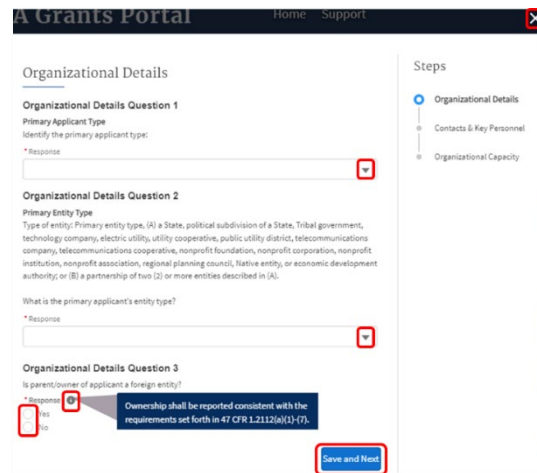
Click the **Get Started** button to begin the Organizational Details & Capacity section.



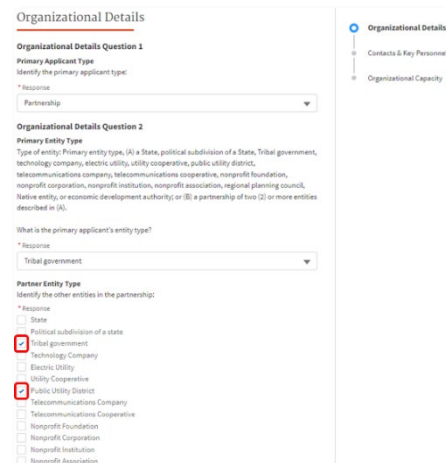
The screenshot shows the NTIA Grants Portal interface. At the top, there's a header with the NTIA logo and 'NTIA Grants Portal'. Below that, a breadcrumb trail shows 'Home' and 'Support'. The main content area is titled 'Application Workspace' and shows a list of sections with their status and a 'Get Started' button. The sections are: 'Acknowledgment' (Status: Completed), 'Application Information' (Status: Completed), 'Form 424' (Status: Completed), 'Organizational Details & Capacity' (Status: Not Started, highlighted with a red box), and 'Required Documents' (Status: Not Started). The 'Get Started' button for 'Organizational Details & Capacity' is highlighted with a red box.

1. The overall steps for completing the Organizational Details section are displayed in the sidebar to the right and serve as a visual navigation aid. Click the dropdown **arrow** to select a response to Organizational Details Questions 1 and 2. Click the **radio** button to select a response to Organizational Details Question 3.

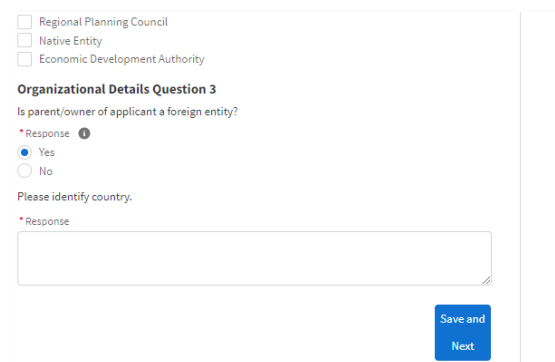
Reminder: **Help Text** is available whenever there is an icon with a small 'i' inside a gray circle; **hover** with your cursor over the icon to display the help text. A red asterisk (*) indicates that a response is required. Click the **Next** button to save your response(s) and proceed to the next step. To close the modal without saving, click the **X** in the upper right corner.



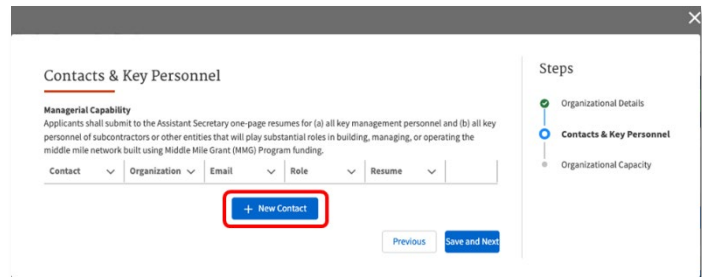
2. If 'Partnership' is selected for Organizational Details Question 1, the response field for Organizational Details Question 2 expands to include the ability to select additional Partner Entity Type(s). Click the **checkbox** to select partner entity type(s).



3. If you select 'Yes' for Organizational Details Question 3, enter the name of the country in the text field provided.

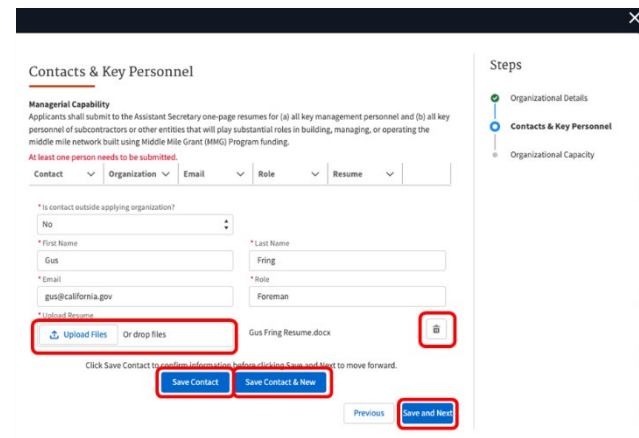


- To add contacts and key personnel, click the **+ New Contact** button and proceed to the next instruction, or click the **Save and Next** button to proceed to the next step. Click the **Previous** button to go back to the previous step. To close the modal without saving, click the **X** in the upper right corner.



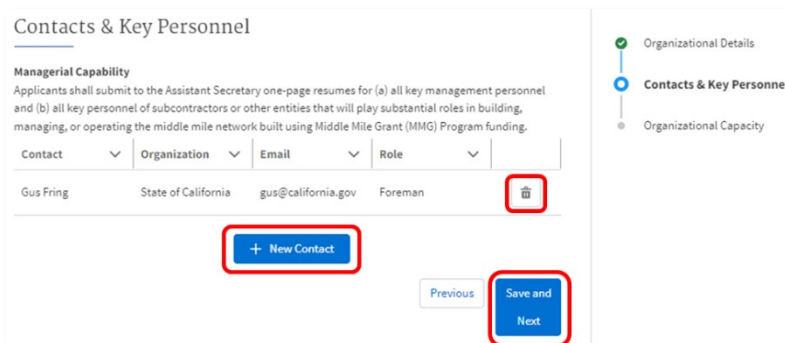
- Using the fields provided, enter the contact information. To upload a resume, click the **Upload Files** icon, or drag and drop files in the space provided. To **delete** a resume, click the delete button. A red asterisk (*) indicates that a field is required.

Click the **Save Contact** button to confirm the information entered and save the contact, or click the **Save Contact & New** button to confirm the information entered, save the contact, and enter a new contact.



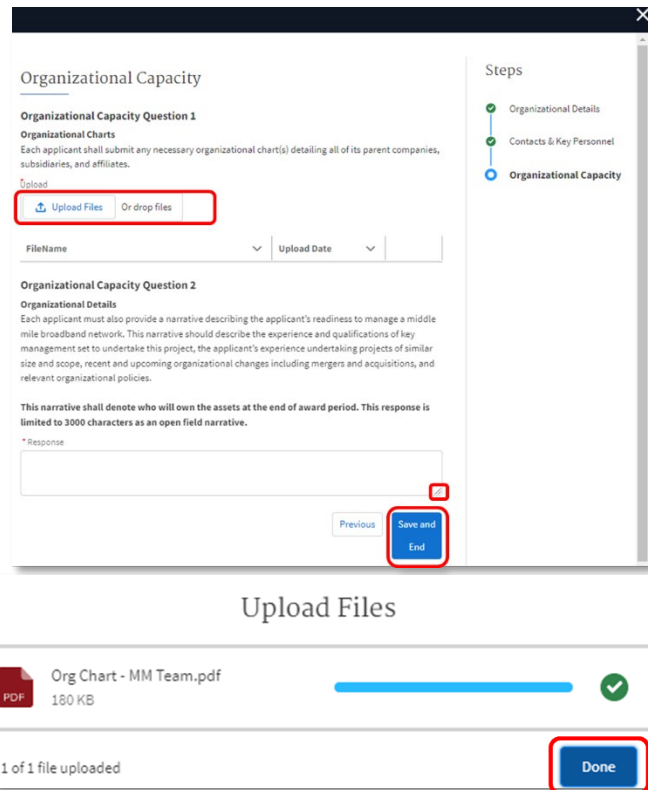
- After confirming the contact information, a list of contact(s) and contact information is created. To remove a contact, click the **delete** button. To add additional contacts, click the **+ New Contact** button and follow the preceding instructions.

Click the **Save and Next** button to proceed to the next step, Organizational Capacity. Click the **Previous** button to go back to the previous step.



7. Enter Organizational Capacity information. To upload Organizational Charts documentation, click the **Upload Files** button, or drag and drop files into the space provided, then click the **Done** button. To expand the narrative text field, click and hold the lower right corner of the text box, then drag. A red asterisk (*) indicates that a response is required. Click the **Save and End** button.

Note: It is recommended to compose narrative responses separately, then copy and paste into the narrative text fields. Save and archive narrative responses for record keeping purposes.



Organizational Capacity

Organizational Capacity Question 1
Organizational Charts
 Each applicant shall submit any necessary organizational chart(s) detailing all of its parent companies, subsidiaries, and affiliates.

Upload

FileName Upload Date

Organizational Capacity Question 2
Organizational Details
 Each applicant must also provide a narrative describing the applicant's readiness to manage a middle mile broadband network. This narrative should describe the experience and qualifications of key management set to undertake this project, the applicant's experience undertaking projects of similar size and scope, recent and upcoming organizational changes including mergers and acquisitions, and relevant organizational policies.

This narrative shall denote who will own the assets at the end of award period. This response is limited to 3000 characters as an open field narrative.

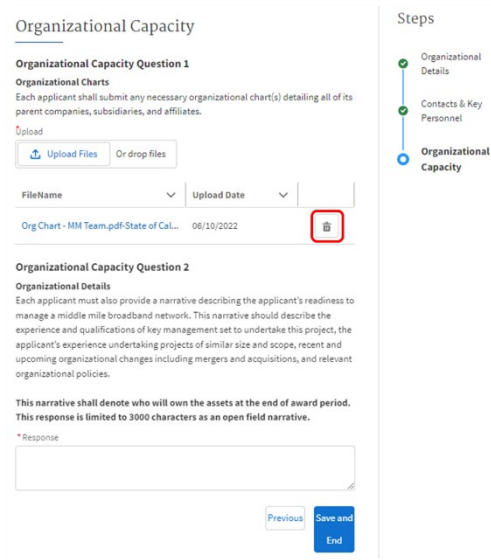
* Response

Upload Files

Org Chart - MM Team.pdf 180 KB

1 of 1 file uploaded

8. To remove documentation, click the **delete** button.



Organizational Capacity

Organizational Capacity Question 1
Organizational Charts
 Each applicant shall submit any necessary organizational chart(s) detailing all of its parent companies, subsidiaries, and affiliates.

Upload

FileName Upload Date

Org Chart - MM Team.pdf-State of Cal... 06/10/2022

Organizational Capacity Question 2
Organizational Details
 Each applicant must also provide a narrative describing the applicant's readiness to manage a middle mile broadband network. This narrative should describe the experience and qualifications of key management set to undertake this project, the applicant's experience undertaking projects of similar size and scope, recent and upcoming organizational changes including mergers and acquisitions, and relevant organizational policies.

This narrative shall denote who will own the assets at the end of award period. This response is limited to 3000 characters as an open field narrative.

* Response

3.0 Required Documents

3.1 Form CD-511- Certification Regarding Lobbying

All Applicants for federal financial assistance must certify that federal funds have not been used and will not be used for lobbying in connection with this request for federal financial assistance (Form CD-511). The Applicant will be asked to upload a Form CD-511.

3.2 Standard Form- LLL- Disclosure of Lobbying Activities

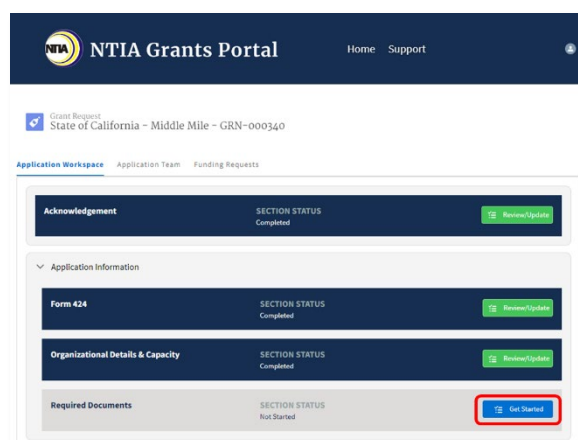
The Standard Form-LLL is used by Applicants to disclose lobbying activities that have been secured to influence the outcome of a Federal action. The Applicant will be asked to upload a Standard Form-LLL, if applicable.

3.3 SAM.gov Registration

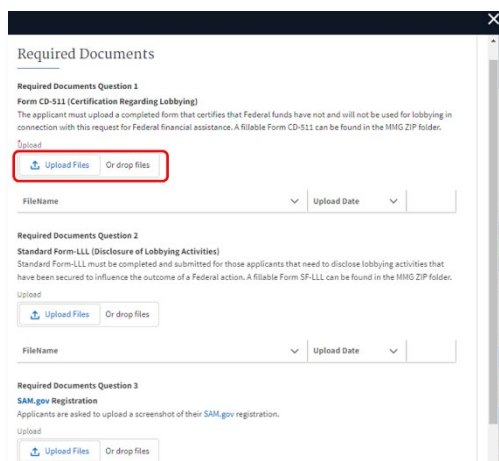
Please note that a federal assistance award cannot be issued if the designated recipient's registration in SAM.gov is not current at the time of the award. This upload is not required, though it is encouraged.

Required Documents Submission Instructions

1. Click the **Get Started** button to begin the Required Documents section.



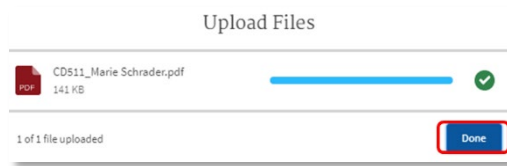
The screenshot shows the NTIA Grants Portal interface. Under the 'Application Workspace' tab, there is a table with sections: Acknowledgement, Application Information, Form 424, Organizational Details & Capacity, and Required Documents. The 'Required Documents' section has a 'SECTION STATUS' of 'Not Started' and a red-bordered 'Get Started' button.



The screenshot shows the 'Required Documents' upload page. It contains three sections for uploading documents: 'Form CD-511 (Certification Regarding Lobbying)', 'Standard Form-LLL (Disclosure of Lobbying Activities)', and 'SAM.gov Registration'. Each section has an 'Upload' button with a red box around the 'Upload Files' link.

2. Click the **Upload Files** button to select the file to upload or drag and drop the file into the file upload space provided. A red asterisk (*) indicates that a document is required.

Note: For the SAM.gov Registration document, a screenshot of the holder's SAM.gov registration information page is sufficient.

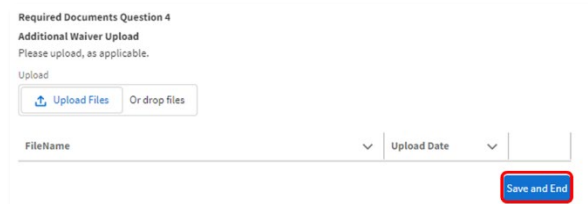


3. Click the **Done** button.

4. When only a single document is required, the upload button will gray-out once a file has been uploaded. To remove a file and re-upload, click the **delete** icon.



5. Click the **Save and End** button to complete this step and return to the Application Workspace.



PROJECT INFORMATION

Project Information

1.0 Project Details

1.1 Executive Summary Required

Applicants should provide a clear and compelling description of the project and a justification for why the Application should be selected for funding. The reviewers will read this section for a high-level, but comprehensive, introduction to the project. Applicants should be clear about the project's purpose and benefits—discussing, for example, how the project will advance the objectives of the MMG Program as well as specific objectives outlined in the NOFO, an overview of the proposed route or service area(s), including information regarding rurality and socio-economic indicators in the area to be served by the proposed project; and a description of need in the proposed service area(s), including communities considered unserved and/or underserved in the proposed service area(s). The summary should avoid highly technical terminology or jargon unless it is integral to the understanding of the proposal. NTIA suggests that the summary be written last, after the Applicant has completed all other sections of the application. Applicants with involvement from multiple organizations and key partners (subrecipients) should describe those relationships broadly here.

For this summary, the Applicant may provide high-level financial figures, budgetary information, matching contribution, etc. It is important that the numbers presented in this section are consistent throughout the entire application. The Executive Summary should not introduce new information not included elsewhere in the application. The Applicant should note that NTIA will make the Executive Summary publicly available and therefore the Applicant should avoid including any confidential, proprietary, or trade secret information in this description.

This response is limited to **12,000 characters**.

1.2 Level of Need Required

Please discuss the degree of need for the proposed network in the proposed funded service area. Include discussion of the competitive landscape in the area for comparable services to those to be offered by the proposed network, as well as any pertinent details regarding the current broadband infrastructure in the area. Describe variations among service areas if there are any. If there are existing service providers already present in all or part of the area, explain what needs the existing services are failing to meet that the proposed project will address (*i.e.* what value-add the proposed network will provide). Applicants may also wish to discuss the proportion of the proposed funded service area that qualifies as unserved or underserved, as well as the general economic conditions in the proposed funded service area.

The Applicant should provide the most complete picture it can of the existing state of broadband infrastructure in the proposed area, the reasons why the existing infrastructure is insufficient to meet the needs of the communities in that area, and, particularly in cases where the project will not leverage existing infrastructure or existing rights-of-way, why the proposed network is the most efficient means to address the unmet needs of the area.

Discuss the extent to which the proposed project will comprehensively meet, whether directly or indirectly, all broadband needs of the communities within the project area. Ideally this should include consideration of residential and business services, support for community anchor institutions in the area, and access, transport, and wholesale services for other broadband service providers.

This might include:

- Applicant's ability to demonstrate likelihood of material reduction in end-user broadband prices resulting from funded middle mile infrastructure (e.g., by demonstrating decline in middle mile costs that are likely to flow through to consumer broadband prices).
- Applicant's ability to demonstrate likelihood of material reduction in latency experienced by end users in remote or insular areas (e.g., Hawaii and Pacific Ocean territories) resulting from funded middle mile infrastructure.
- Applicant's ability to demonstrate that substantial benefits stemming from funded middle mile infrastructure will accrue to (1) high-poverty counties,¹ (2) persistent poverty counties,² and/or (3) a substantial number of end users/households that meet any of the following criteria:
 - Household income for the most recently completed calendar year was at or below 200 percent of the Federal Poverty Guidelines;
 - Any member of the household participates in Tribal specific assistance programs, such as Bureau of Indian Affairs General Assistance, Tribal TANF, or Food Distribution Program on Indian Reservations;
 - Any member of the household participates in the National School Lunch Program or the School Breakfast Program, including through the USDA Community Eligibility Provision;
 - Any member of the household received a Federal Pell Grant during the current award year; or
 - The household meets the eligibility criteria for a participating provider's existing low-income internet program.
- Applicant's ability to demonstrate that substantial benefits stemming from funded middle mile infrastructure will accrue to (1) previously unserved locations, and/or (2) Tribal Lands.
- Applicant's ability to demonstrate that the route of the proposed middle mile infrastructure is designed to enable connection of unserved anchor institutions, including Tribal anchor institutions.
- Applicant's ability to demonstrate compliance with requirements set forth in Sections III.H, III.I, III.J, and III.L related to Fair Labor Practices, Highly Skilled Workforce, Advancing Equitable Workforce Development and Job Quality Objectives, and Civil Rights and Non-Discrimination Law Compliance.
- Applicant's ability to demonstrate the climate resilience of the project in accordance with Section III.K.
- Applicant's proposed use of community benefit agreements.

¹ For the purposes of this requirement, high poverty areas are areas in which the percentage of individuals with a household income that is at or below 150 percent of the poverty line applicable to a family of the size involved (as determined under Section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) is higher than the national percentage of such individuals.

² For the purposes of this requirement, persistent poverty counties are counties that have had poverty rates of 20% or greater for at least 30 years as calculated by the Economic Research Service in the Department of Agriculture.

The Applicant should note any specific service providers that have expressed an interest in utilizing the network to provide last mile service specifying the level of interest, (e.g., letter of commitment, agreements, or contracts). The Applicant should provide an estimated number of expected users of the proposed middle mile facilities and the basis for these end-user projections (e.g., letters of intent, agreements, or contracts.)

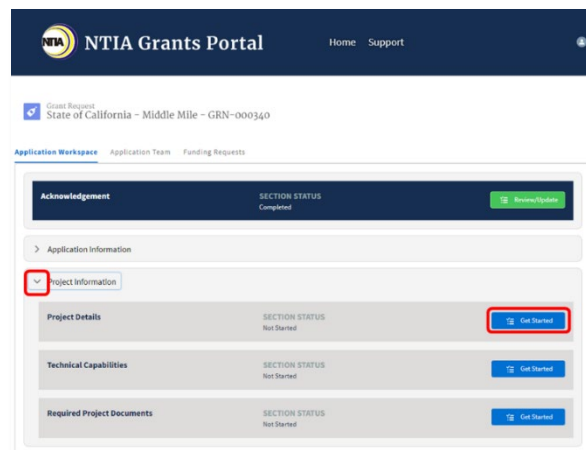
This response is limited to **12,000 characters**.

1.3 State Coordination

NTIA strongly encourages entities that are contemplating submission of an application and are not States to coordinate and consult with the State's Broadband Office or other coordinating body associated with the jurisdiction in which the eligible entity proposes to deploy middle mile infrastructure to ensure that the proposal is consistent with a State's broadband plan and priorities.

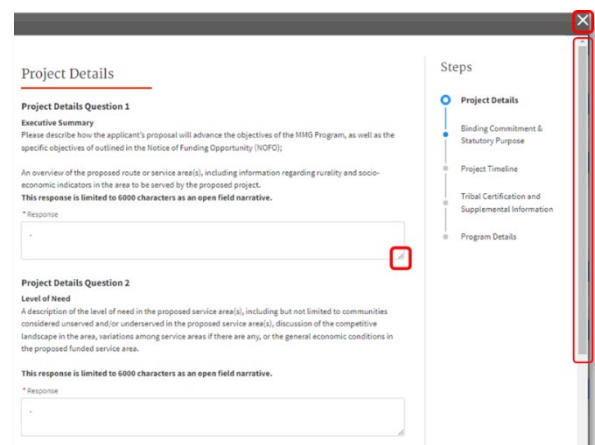
Executive Summary and Level of Need Submission Instructions

1. Click the **Get Started** button to begin the Project Details section.



The screenshot shows the NTIA Grants Portal interface. At the top, there's a header with the NTIA logo and navigation links for Home and Support. Below the header, a breadcrumb trail indicates the current location: Grant Request > State of California - Middle Mile - GRN-000340. The main content area is divided into sections: Acknowledgement (Status: Completed), Application Information (Status: Not Started), Project Information (Status: Not Started), Technical Capabilities (Status: Not Started), and Required Project Documents (Status: Not Started). The 'Project Information' section is highlighted with a red box, and a red 'Get Started' button is visible next to it.

2. The overall steps for completing the Project Details section are displayed in the sidebar to the right and serve as a visual navigation aid. Enter a response in the narrative text fields provided. For Project Details Questions 1 and 2, the narrative text fields are limited to 12000 characters. For Project Details Question 4, the narrative text field is limited to 6000 characters. To expand the narrative text field, click and hold the lower right **corner** of the text box, then drag. A red asterisk (*) indicates a required response.



The screenshot shows a modal window titled 'Project Details'. On the right side, there's a sidebar with a list of steps: Project Details (selected), Binding Commitment & Statutory Purpose, Project Timeline, Tribal Certification and Supplemental Information, and Program Details. The main content area contains two questions: 'Project Details Question 1' and 'Project Details Question 2'. Each question has a narrative text field. A red asterisk (*) is visible next to the text field for Question 2, indicating a required response. A red box highlights the lower right corner of the text field for Question 2, indicating where to click and hold to expand the field.

3. Use the **scrollbar** to the right to scroll up and down the modal. To close the modal without saving, click the **X** in the upper right corner. Click the **Save and Next** button to proceed to the Prioritization & Statutory Purpose step.

Note: It is recommended to compose narrative responses separately, then copy and paste into the narrative text fields. Save and archive narrative responses for record keeping purposes.

1.4 Government and Community Involvement Required

All Applicants are asked to describe coordination with applicable State, Territory, Tribal, and local governments, including their awareness and any potential impact to the service area. Additionally, Applicants are asked about involvement and coordination with community organizations in the service area.

The Applicant should describe all local community participation in the proposed project. Please identify organizations from the public, non-profit, and private sectors, with particular attention to community anchor institutions, that will be involved in the project. The Applicant should also outline each organization's planned role in the project and any financial or equipment contributions. Please clarify any potential benefits that the community participants will receive from the project (e.g., free or discounted access to dark fiber). Also discuss the project's general approach to involving local communities in the project area. It is encouraged that the Applicant submit documentation, such as letters of support, from each of the organizations that will be involved in the project as a community stakeholder.

This response is limited to **6,000 characters**.

1.5 Prioritization

As directed by Section 60401(e) of the Act, each Applicant must make a binding commitment to prioritize at least one of the following via the funded middle mile network:

- 1.5.1. Check yes/no: Connecting middle mile infrastructure to last mile networks that provide or plan to provide broadband service to households in unserved areas;
- 1.5.2. Check yes/no: Connecting non-contiguous trust lands; or
 - 1.5.2.1. Please describe in **2,000 characters**
- 1.5.3. Check yes/no: The offering of wholesale broadband service at reasonable rates on a carrier-neutral basis.

1.6 Statutory Purpose

As directed by Section 60401(d)(2) of the Act, each Applicant must attest and demonstrate that it will meet at least two of the following five criteria:

- 1.6.1. Check yes/no: The eligible entity adopts fiscally sustainable middle mile strategies.³ This strategy will be described in the **Budget Narrative**.
- 1.6.2. Check yes/no: The eligible entity commits to offering non-discriminatory interconnect to terrestrial and wireless last mile broadband providers and any other party making a bona fide request. This policy will be described in the **Interconnect Policy**.
- 1.6.3. Check yes/no: The eligible entity identifies specific terrestrial and wireless last mile broadband providers that have (i) expressed written interest in interconnecting with middle mile infrastructure planned to be deployed by the eligible entity; and ii) demonstrated

³ In particular, Applicants should submit with their application financial studies, analyses, or other materials demonstrating that reasonably anticipated revenues associated with middle mile projects that are constructed, improved, or acquired using MMG Program funds will be sufficient to allow long-term provision of service in light of reasonably anticipated costs. The required documentation includes organizational historical financials, audited financials, pro-forma financial projections and analysis to substantiate the sustainability of the proposed project, and submission of a letter of credit valued at no less than 25 percent of the requested award amount.

sustainable business plans or adequate funding sources with respect such interconnection. This may be demonstrated in the **Level of Need Narrative**.

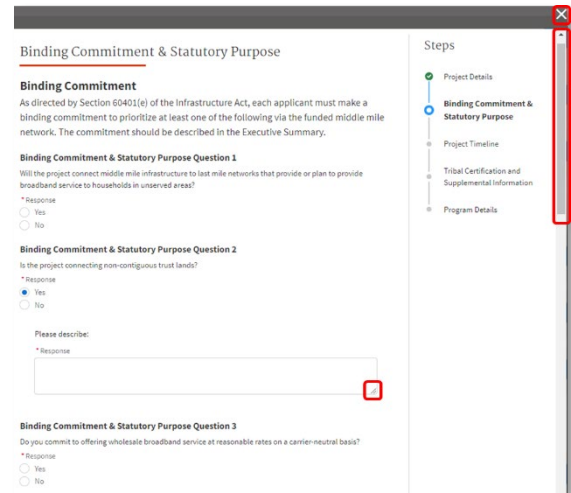
1.6.4. Check yes/no: The eligible entity has identified supplemental investments or in-kind support (such as waived franchise or permitting fees) that will accelerate the completion of the planned project. Such acceleration may be described in the **Project Timeline Narrative**.

1.6.5. Check yes/no: The eligible entity has demonstrated that the middle mile infrastructure will benefit national security interests of the United States and the Department of Defense. The benefits may be explained in the **Benefitting National Security Interests Narrative**.

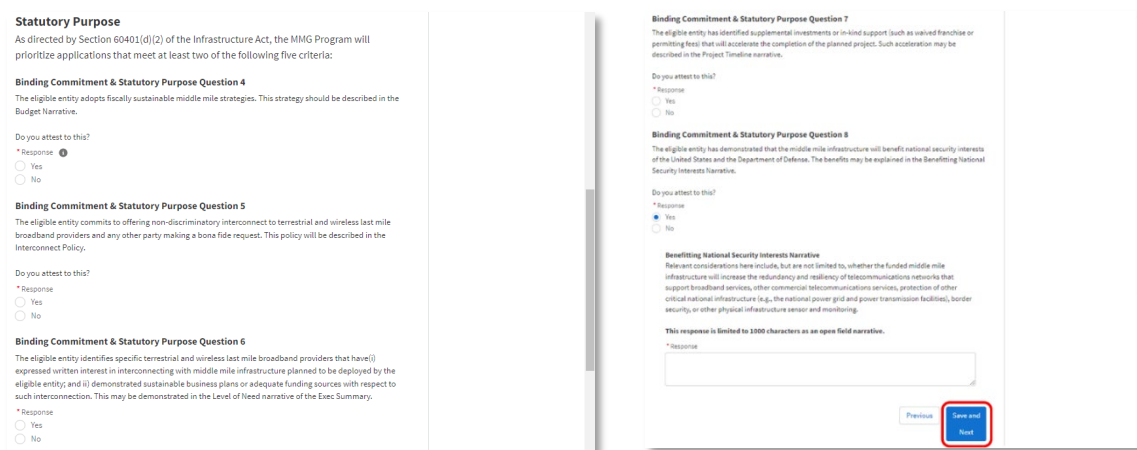
Binding Commitment and Statutory Purpose Submission Instructions

Click the **radio** button to select a response to Binding Commitment and Statutory Purpose Questions 1 through 8. If you selected 'Yes' for Questions 2 and 8, use the text field provided to enter a response; for Question 8, the narrative text field is limited to 2000 characters. To expand the narrative text field, click and hold the lower right **corner** of the text box, then drag. A red asterisk (*) indicates a required response.

Use the **scrollbar** to the right to scroll up and down the modal. To close the modal without saving, click the X in the upper right corner. Click the **Save and Next** button to proceed to the Project Timeline step. Click the **Previous** button to go back to the previous step.



Note: It is recommended to compose narrative responses separately, then copy and paste into the narrative text fields. Save and archive narrative responses for record keeping purposes.



1.7 Benefitting National Security Interests

Relevant considerations here include, but are not limited to, whether the funded middle mile infrastructure will increase the redundancy and resiliency of telecommunications networks that support broadband services, other commercial telecommunications services, protection of other critical national infrastructure (e.g., the national power grid and power transmission facilities), border security, or other physical infrastructure sensor and monitoring.

This response is limited to **2,000 characters**.

1.8 Project Timeline

1.8.1 Number of Years

Applicants will be provided a drop-down ability to select an anticipated project completion of 1, 2, 3, 4 or 5 years.

1.9 Timeline Narrative Required

The narrative requires the Applicant to describe a project with critical path, including key milestones for implementation of the project, preparations, and risk factors; and a capital investment schedule evidencing that the Applicant will complete build-out and the initiation of service within five years of the date on which the entity receives the grant and will meet interim buildout requirements set forth herein and in any other binding document.

Eligible entities that receive a middle mile grant shall demonstrate to the satisfaction of the Assistant Secretary that they have completed the buildout of 40 percent of project miles by the end of the second year after the award date, 60 percent of project miles by the end of the third year, 80 percent of project miles by the end of the fourth year, and 100 percent of project miles by the end of the fifth year. For the sake of clarity, the project must be completed, lit, and operating no later than five years after the date of the award.

If the project is able to be accelerated with supplemental investments or in-kind support to meet a statutory purpose, this should be explained.

The Applicant will demonstrate completion objectives. The Applicant should consider such project areas as: a) network design; b) securing all relevant licenses and agreements; c) site preparation; d) inside plant deployment; e) outside plant deployment; f) deployment of business and operational support systems; g) network testing; and f) network operational.

This response is limited to **6,000 characters**.

1.10 Timeline Extension

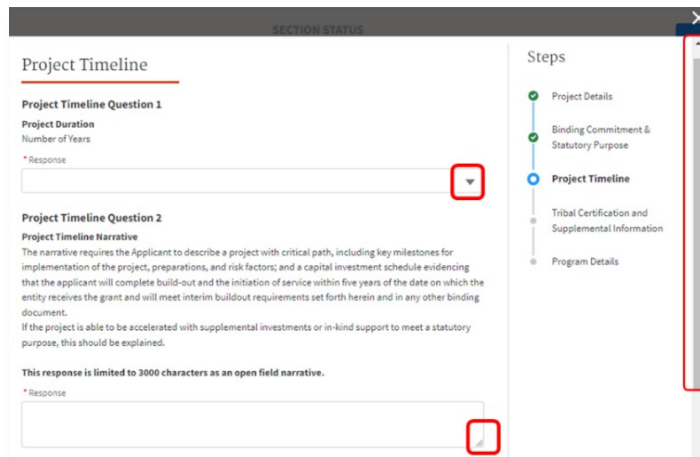
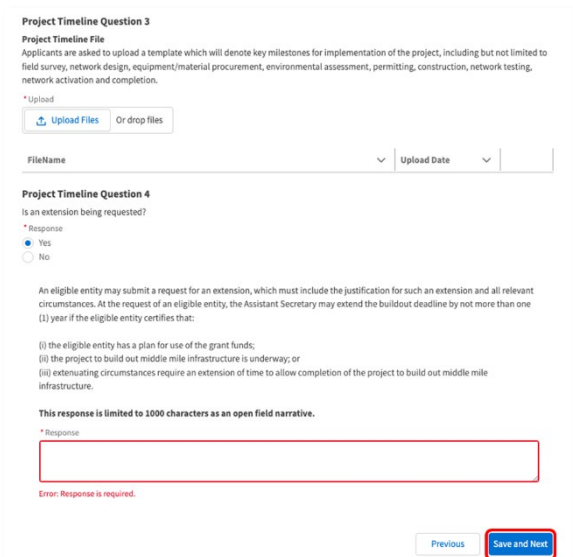
An eligible entity may submit a request for an extension, which must include the justification for such an extension and all relevant circumstances. At the request of an eligible entity, the Assistant Secretary may extend the buildout deadline by not more than one (1) year if the eligible entity certifies that:

- (i) the eligible entity has a plan for use of the grant funds;
- (ii) the project to build out middle mile infrastructure is underway; or
- (iii) extenuating circumstances require an extension of time to allow completion of the project to build out middle mile infrastructure.

This response is limited to **2,000 characters**.

Project Timeline Submission Instructions

Click the down **arrow** to select a response to Project Timeline Question 1, number of years. Enter a response to Project Timeline Question 2 in the narrative text field provided; the narrative text field is limited to 6000 characters. Upload a copy of your project plan file under Project Timeline Question 3. Click the **radio** button to select a response to Project Timeline Question 4; if you select 'Yes', enter a response in the narrative text field provided; the narrative text field is limited to 2000 characters. To expand the narrative text field, click and hold the lower right **corner** of the text box, then drag. A red asterisk (*) indicates a required response.

Use the **scrollbar** to the right to scroll up and down the modal. To close the modal without saving, click the **X** in the upper right corner. Click the **Save and Next** button to proceed to the Tribal Certification and Supplemental Information step. Click the **Previous** button to go back to the previous step.

Note: If the number of years of a project timeline ranges between a whole integer, it is recommended to round up. And it is recommended to compose narrative responses separately, then copy and paste into the narrative text fields. Save and archive narrative responses for record keeping purposes.

1.11 Tribal Governments and Native Entities

The Infrastructure Investment and Jobs Act permits the Assistant Secretary, in consultation with Tribal governments and Native entities, to waive, or specify alternative requirements, in connection with most directives governing the MMG Program if the Assistant Secretary finds that waiver or modification of the requirement is necessary for (a) the effective delivery and administration of middle mile grants to Tribal governments or (b) the construction, improvement, or acquisition of middle mile infrastructure on trust land.

If a waiver or alternative requirements are requested, the Applicant should upload the document making this request.

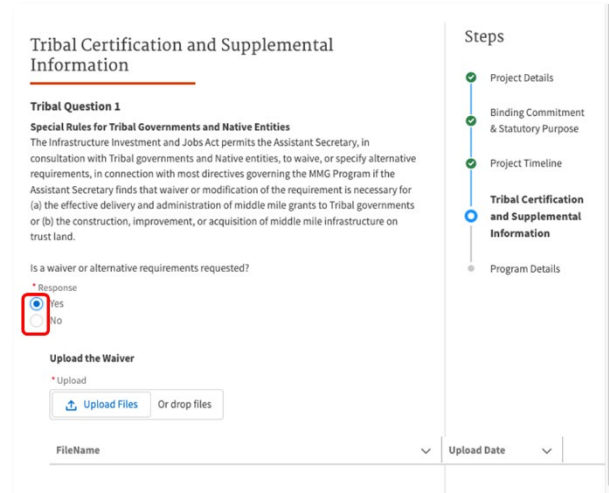
Additionally, a Tribal Government may certify whether an area within its own Tribal Land is unserved or underserved based on criteria of its choosing. Any such Tribal Government must certify that the areas where middle mile service is proposed (including any such areas where a provider offers, or has

proposed to offer, last-mile service) are unserved or underserved and provide a statement on Tribal Letterhead explaining how the determination that the area is unserved or underserved was made and additional supporting information if available.

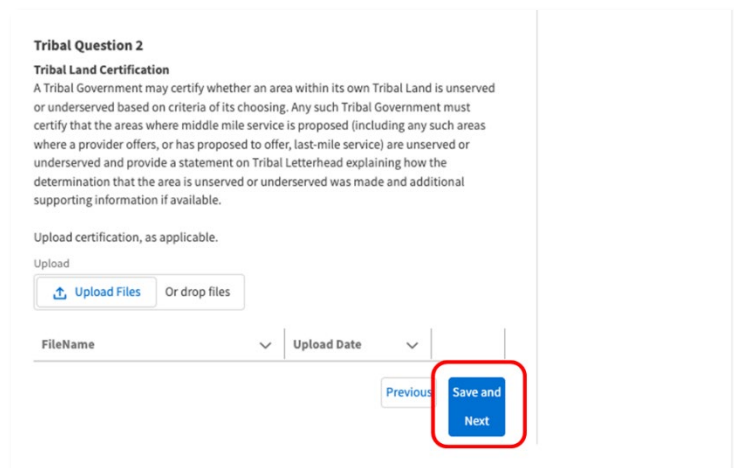
This certification should be uploaded, as applicable.

Tribal Certification and Supplemental Information Submission Instructions

1. Click the **radio** button to select a response to Tribal Question 1. If this question does not apply to your organization, select 'No'. If you select 'Yes', the section will expand to upload a waiver document. Click the **Upload Files** button, or drag and drop the file into the space provided. To remove a file, click the **delete** icon. A red asterisk (*) indicates that a document is required.



2. Click the **Save and Next** button to proceed to the Program Details step. Click the **Previous** button to go back to the previous step.



1.12 Program Details

1.12.1 Fair Labor Practices **Required**

Applicants must have a demonstrated record of and plans to be in compliance with federal labor and employment laws. This will help ensure that projects are carried out in accordance with the law, assist NTIA in ensuring that a prospective awardee is capable of carrying out activities funded by an award in a competent manner in compliance with all applicable federal, state, and local laws; and promote the effective and efficient completion of high-quality middle mile broadband infrastructure projects by ensuring a reliable supply of skilled workers and minimizing disruptive and costly delays. In order for NTIA to evaluate an Applicant's demonstrated record of and plans to be in compliance with federal labor and employment laws, each Applicant must provide the information described in III.H in the NOFO. Examples

of such items include:

- a. A description of how it will incorporate strong labor standards, including but not limited to: incorporating local project labor agreements and community benefit agreements (and respecting any such agreements already in place), offering wages at or above the prevailing wage, and adhering to local hiring provisions.
- b. A description of how it will ensure that its work provides “quality” jobs, as defined by the Economic Development Administration’s Good Jobs Challenge.⁴
- c. A description of any prior legal determination by any court, administrative body, or other adjudicator that the Applicant has failed to satisfy governing wage or labor mandates.
- d. A description of how, if at all, it expects to rely on subcontracting arrangements in completing the project.

This response is limited to **6,000 characters**.

1.12.2 Highly Skilled Workforce Required

To ensure that Applicants have the technical and operational capacity to carry out the project, Applicants must submit a plan for ensuring that the project workforce will be an appropriately skilled and credentialed workforce (including by the Applicant and each of its contractors and subcontractors). The plan for a highly skilled workforce should include the information described in III.I in the NOFO.

This response is limited to **6,000 characters**.

1.12.3 Advancing Workforce Development Objectives Required

A skilled workforce is critical to meeting infrastructure buildout timelines under the Infrastructure Act and connecting households across the country to reliable, affordable, high-speed broadband. A well-trained workforce will also allow for the safe deployment of sustainable networks. To meet the workforce needs of the MMG Program, Applicants must make appropriate investments to develop a skilled, diverse workforce. Each Applicant must provide as part of its application examples of items described below:

- Outreach to, and recruitment of, populations that have traditionally been underrepresented in broadband and information technology jobs, including but not limited to women, persons of color, persons with disabilities, and persons for whom English is not a first language.
- Awardees also must abide by the requirements set out in 2 C.F.R. § 200.321, which requires non-federal recipients of federal grants to “take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible,” and details specific affirmative steps that must be taken.
- NTIA further directs awardees to implement strategies to ensure that populations facing structural barriers to participation in the labor market – including persons with disabilities, disconnected youth, individuals in recovery, individuals with past criminal records (including justice-impacted and reentry participants), those participating in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Women, Infants and Children

⁴ A “quality job” is defined as a job that (1) exceeds the local prevailing wage for an industry in the region, includes basic benefits (e.g., paid leave, health insurance, retirement/savings plan), and/or is unionized and (2) helps the employee develop the skills and experiences necessary to advance along a career path. See generally <https://eda.gov/files/arpa/webinars/Good-Jobs-webinar-slides.pdf>

(WIC), and veterans and military spouses – have full and reasonable access to the job opportunities created by funded middle mile projects.

This response is limited to **6,000 characters**.

1.12.4 Climate Resiliency Required

Please demonstrate that the Applicant has sufficiently accounted for current and future weather- and climate-related risks to new MMG Program infrastructure projects. In particular, each Applicant should clearly demonstrate how they address the known and identifiable risks of current and future projected weather and climate conditions through measures such as (but not necessarily limited to) choice of a technology platform suitable to the climate risks of the region, reliance on alternative siting of facilities (e.g., underground construction where appropriate), retrofitting or hardening of existing assets, and use of network redundancy to safeguard against threats to infrastructure. In particular, each Applicant should clearly demonstrate, at a minimum, that it is conducting each of the following:

- a. Identify the geographic areas that should be subject to an initial hazard screening for current and future weather- and climate-related risks and the time scales for performing such screenings;
- b. Identify which weather and climate hazards may be most important to account for and respond to in these areas and over the relevant time horizons, utilizing the tools and resources recommended below or other resources available to the eligible entity;
- c. Characterize any risks to new infrastructure deployed using MMG Program funding for the 20 years following deployment;
- d. Identify how the proposed project will avoid and/or mitigate the risks identified;
- e. Detail the Applicant's plans for periodically repeating this process over the life of the project to ensure that evolving risks are understood, characterized and addressed, and that the most up-to-date tools and information resources are utilized.

This response is limited to **6,000 characters**.

1.12.5 Civil Rights and Nondiscrimination Law Compliance

Prior to distributing any MMG Program funding to a prospective awardee, NTIA will require the prospective awardee to agree, by contract or other binding commitment, to abide by the non-discrimination requirements set forth below:

- a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and the Department of Commerce's implementing regulations, published at 15 C.F.R. Part 8, which prohibit discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance;
- b. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.) which prohibits discrimination on the basis of sex under Federally assisted education programs or activities;
- c. The Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 et seq.) which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by State and local governments or instrumentalities or agencies thereto, as well as public or private entities that provide public transportation;
- d. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and Department of Commerce implementing regulations published at 15 C.F.R. Part 8b, which prohibit discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance;

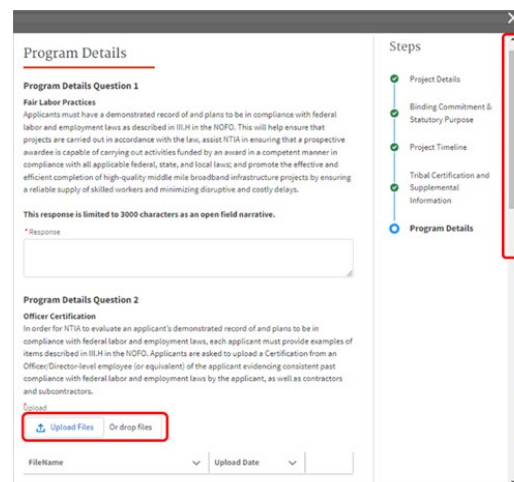
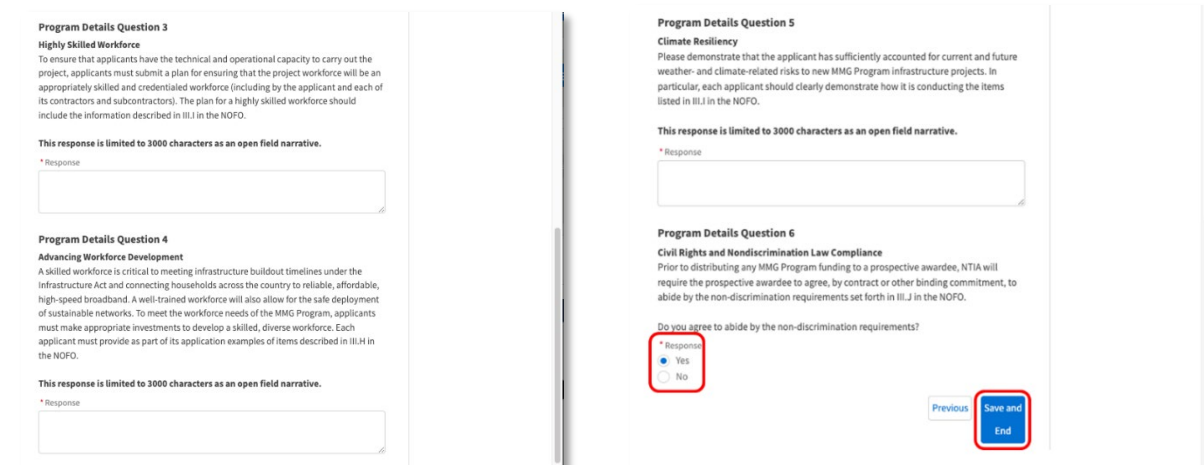
- e. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Department of Commerce implementing regulations published at 15 C.F.R. Part 20, which prohibit discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- f. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e et seq., which provides that it is an unlawful employment practice for an employer to discharge any individual or otherwise to discriminate against an individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, or national origin. Note in this regard that Title VII, 42 U.S.C. § 2000e-1(a), expressly exempts from the prohibition against discrimination based on religion "a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities"; and
- g. Any other applicable non-discrimination law(s).

Program Details Submission Instructions

Enter a response in the narrative text fields provided; for Program Details Question 1, and for Program Details Questions 3 through 5, the narrative text field is limited to 6000 characters. To expand the narrative text field, click and hold the lower right **corner** of the text box, then drag. For Program Details Question 2, click the **Upload** button, or drag and drop the file into the space provided. To remove a file, click the **delete** icon. A red asterisk (*) indicates a required response.

Use the **scrollbar** to the right to scroll up and down the modal. To close the modal without saving, click the **X** in the upper right corner. Click the **Save and End** button to proceed to the Program Details step.

Note: It is recommended to compose narrative responses separately, then copy and paste into the narrative text fields. Save and archive narrative responses for record keeping purposes.

2.0 Technical Capabilities

2.1 Certificate of Technical Capability Required

Each Applicant must provide a certification attesting that it is technically qualified to complete and operate the proposed project.

2.2 Technical Overview Required

Please describe targeted last mile service objectives, including last mile service provider letters of commitment, agreements, or contracts; and a description of the proposed service offerings, including the pricing of the services to be offered over the proposed facility. Finally, as directed by Section 60401(e)(3)(A) of the Infrastructure Act, each applicant (*i.e.*, eligible entity) must certify that the proposed project will, upon completion, be capable of supporting retail broadband service.

Note: Applicants are encouraged to upload supplemental documentation.

This response is limited to **6,000 characters**.

Technical Capabilities Submission Instructions

The screenshot shows the 'Application Workspace' for 'State of California - Middle Mile - GRN-000140'. It lists several sections: Acknowledgment, Application Information (Form 426, Organizational Details & Capacity, Required Documents), and Project Information (Project Details, Technical Capabilities). The 'Technical Capabilities' section is highlighted with a blue 'Get Started' button.

1. Click the **Get Started** button to begin the Technical Capabilities section.

2. The overall steps for completing the Technical Capabilities section are displayed in the sidebar to the right, and serve as a visual navigation aid. For Technical Capabilities Question 1, click the **Upload** button, or drag and drop the required file into the space provided. To remove a file, click the **delete** icon. Enter a response in the narrative text fields provided; for Technical Capabilities Questions 2 through 4, the narrative text field is limited to 6000 characters. To expand the narrative text field, click and hold the lower right **corner** of the text box, then drag. A red asterisk (*) indicates a required response.

Use the **scrollbar** to the right to scroll up and down the modal. To close the modal without saving, click the **X** in the upper right corner. Click the **Save and Next** button to proceed to the Technology Details step.

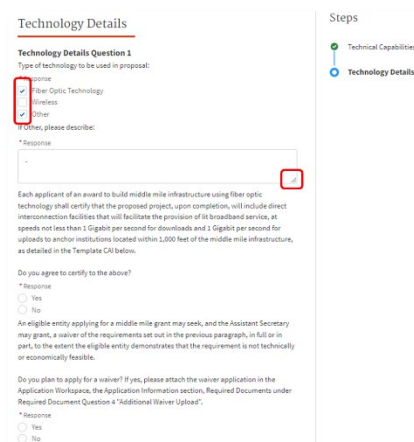
Note: It is recommended to compose narrative responses separately, then copy and paste into the narrative text fields. Save and archive narrative

The screenshot shows the 'Technical Capabilities' modal. It includes a sidebar with 'Steps' (Technical Capabilities, Technology Details). The main content area has 'Technical Capabilities Question 1' with an 'Upload' button and a file input field. Below it is 'Technical Capabilities Question 2' with a narrative text field. 'Technical Capabilities Question 4' is also visible at the bottom. A 'Save and Next' button is at the bottom right.

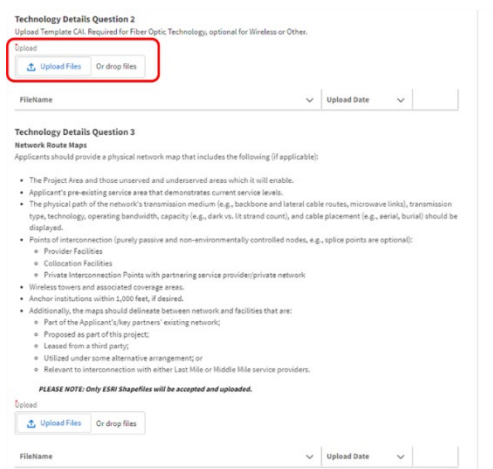
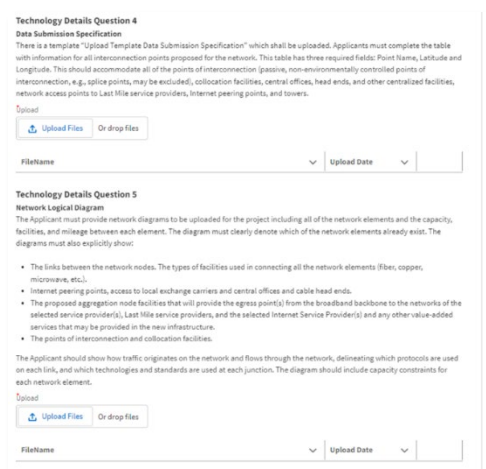
responses for record keeping purposes.

Technology Details Submission Instructions

- For Technology Details Question 1, click the **checkbox(es)** to select the type(s) of technology. If 'Fiber Optic Technology' is selected, click the **radio** button to select a response to the expanded section; click the **Upload** button to upload the Template CAI document. If 'Other' is selected, enter a response in the text field provided.



- For Technology Details Questions 2 through 5, click the **Upload** button to upload the required documentation, or drag and drop files into the space provided. For Technology Details Questions 2 and 4, the upload button will gray-out once a file has been uploaded. To remove a file and re-upload, click the **delete** icon. For Technology Details Question 3, only **ESRI Shapefiles** will be accepted and uploaded.

- For Technology Details Question 6, the narrative text field is limited to 12000 characters. To expand the response field or the narrative text field, click and hold the lower right **corner** of the text box, then drag. A red asterisk (*) indicates a required response.

Use the **scrollbar** to the right to scroll up and down the modal. To close the modal without saving, click the **X** in the upper right corner. Click the **Save and End** button to return to the Application Workspace.

Note: It is recommended to compose narrative responses separately, then copy and paste into the narrative text fields. Save and archive narrative responses for record keeping purposes.

Technology Details Question 6

Environmental Narrative
Any project-related activity that may adversely affect the environment must not be undertaken prior to the completion of the environmental review process prescribed by NTIA. Doing so may jeopardize consideration of the application.

All Applicants for MMG projects must comply with the National Environmental Policy Act, the National Historic Preservation Act, and the Endangered Species Act, and other applicable environmental regulations.

Please provide a service-area environmental description that describes the physical project area and its surroundings (e.g., disturbed or developed land vs. open space; adjacent natural resources, such as rivers, wetlands, or forestlands; and any protected lands or resources in or near the project area), including site photographs and aerial photographs (e.g., Google Earth or Google Maps images), if the project includes construction and/or ground disturbing activities.

This response is limited to 6000 characters as an open field narrative with image files to be uploaded.

* Response

Upload Map Images:

Upload

Upload Files Or drop files

FileName	Upload Date	
Map Image.pdf-State of California-GRN-000396	06/10/2022	

Previous **Save and End**

2.3 Competitive Landscape Required

The Applicant should describe existing middle mile offerings in the area, if any, including competitor data if applicable. This should include a description of the proposed service offerings, including the pricing and technology of the services to be offered over the proposed facility. Where possible, Applicant's project should be able to demonstrate a decline in middle mile costs that are likely to flow through to consumer broadband prices.

Applicants are encouraged to upload supplemental documentation.

This response is limited to **6,000 characters**.

2.4 Interconnect Policy Required

Question on Description of Network Openness: Please explain how the proposed project will be consistent with the NOFO's nondiscrimination and network interconnection obligations. In addition, describe the nondiscrimination, interconnection, and network management practices that would be adopted if you were awarded MMG funds.

The Applicant must describe in detail the nondiscrimination, interconnection, and network management practices that will be adopted for the project facilities. The Applicant should describe how it will comply with nondiscrimination and interconnection obligations, particularly with connectivity to the public Internet and physical interconnection for the exchange of traffic. In addition to describing network management practices, the Applicant should disclose any practices in place to block access to illegal or harmful content.

These nondiscrimination and interconnection requirements apply to components of projects that are funded by MMG. These obligations apply to the grantee, and do not apply to any existing network arrangements or to non- awardees using the network. However, the grantee may negotiate contractual covenants with broadband service providers to deploy or operate the network facilities and pass these conditions through to them. In any case, the grantee must have in place safeguards to ensure that the network nondiscrimination and interconnection obligations are met. The Applicant will include the URL to the publicly available interconnection policy and verify that such policy is to be offered in perpetuity.

This response is limited to **6,000 characters**.

2.5 Type of Technology

Question: Indicate the technology that will be used to deliver broadband services (check all that apply).

Choices include:

- ☐ Fiber Optic Technology
 ☐ Wireless
 ☐ Other

2.5.2.1 Community Anchor Institution

Each Applicant of an award to build middle mile infrastructure using fiber optic technology shall certify that the proposed project, upon completion, will include direct interconnection facilities that will facilitate the provision of lit broadband service, at speeds not less than 1 Gigabit per second for downloads and 1 Gigabit per second for uploads to anchor institutions located within 1,000 feet of the middle mile infrastructure.

The CAI template requests the community anchor institution name, street address, city and state for all such facilities which are within 1,000 feet of the proposed middle mile infrastructure.

A waiver may be requested to the extent the eligible entity demonstrates that the requirement is not technically or economically feasible.

Finally, if a wireless or other technology type is proposed, the Applicant may **OPTIONALLY** certify that the proposed project, upon completion, will include direct interconnection facilities that will facilitate the provision of lit broadband service, at speeds not less than 1 Gigabit per second for downloads and 1 Gigabit per second for uploads to anchor institutions located within 1,000 feet of the middle mile infrastructure.

The Applicant may use the CAI template in this case where the technology is not fiber optic.

2.6 Network Route Maps Required

Applicants should provide a physical network map that includes the following (if applicable):

- ☒ The Project Area and those unserved and underserved areas which it will enable.
- ☒ Applicant's pre-existing service area that demonstrates current service levels.
- ☒ The physical path of the network's transmission medium (e.g., backbone and lateral cable routes, microwave links), transmission type, technology, operating bandwidth, capacity (e.g., dark vs. lit strand count), and cable placement (e.g., aerial, buried) should be displayed.
- ☒ Points of interconnection (purely passive and non-environmentally controlled nodes, e.g., splice points are optional):
 - ☐ Provider Facilities
 - ☐ Collocation Facilities
 - ☐ Internet Exchange Points/Network Access Points
 - ☐ Carrier Hotels
 - ☐ Private Interconnection Points with partnering service provider/private network
- ☒ Wireless towers
- ☒ Anchor institutions within 1,000 feet, if desired.

Additionally, the maps should delineate between network and facilities that are:

1. Part of the Applicant's/key partners' existing network;
2. Proposed as part of this project;
3. Leased from a third party;
4. Utilized under some alternative arrangement; or
5. Relevant to interconnection with either Last Mile or Middle Mile service providers.

PLEASE NOTE: Only ESRI Shapefiles will be accepted.

2.7 Data Submission Specification ⓘ Required

Additionally, there is a template “Upload Template Data Submission Specification.” Applicants must complete the table with information for all interconnection points proposed for the network. This table has three required fields: Point Name, Latitude and Longitude. This should accommodate all of the points of interconnection (passive, non-environmentally controlled points of interconnection, e.g., splice points, may be excluded), collocation facilities, central offices, head ends, and other centralized facilities, network access points to Last Mile service providers, Internet peering points, and towers.

2.8 Network Diagram ⓘ Required

The Applicant must provide a high-level network diagram for the project that is a representation of the network, capacities, and facilities. The diagram should denote which of the network elements already exist. The diagram must show:

- The links between the network nodes. The types of facilities used in connecting all the network elements (fiber, microwave, etc.).
- The points of interconnection and collocation facilities, including Internet peering points, access to local exchange carriers, central offices, or cable head ends.
- The proposed aggregation node facilities that will provide the egress point(s) from the broadband backbone to the networks of the selected service provider(s), named Last Mile service providers, and the selected named Internet Service Provider(s) in the new infrastructure.

The Applicant should show which technologies are used and should include capacity constraints.

2.9 Environmental Narrative ⓘ Required

Any project-related activity that may adversely affect the environment must not be undertaken prior to the completion of the environmental review process prescribed by NTIA. Doing so may jeopardize consideration of the application.

All Applicants' projects must comply with the National Environmental Policy Act, the National Historic Preservation Act, and the Endangered Species Act, and other applicable environmental regulations.

This section should primarily be a physical description of the Proposed Action, including maps and photographs of the proposed area, and exclude any extended discussion of benefits. The text needs to provide the reader with a clear understanding of what activities will take place, the location and duration of those activities, and the equipment that will be used. The description should detail the physical project area and its surroundings (e.g., disturbed or developed land vs. open space; adjacent natural resources, such as rivers, wetlands, or forestlands; and any protected lands or resources in or near the project area), including site photographs and aerial photographs (e.g., Google Earth or Google Maps images), if the project includes construction and/or ground disturbing activities.

It is not sufficient to simply state the activity, such as “replace an existing utility pole.” The activity needs to be described in sufficient detail so that the effects of the activity on the surrounding environment can be clearly understood. Questions need to be addressed such as: How will the existing pole be removed? How will the removed pole be managed or disposed of? What equipment will be needed to install the replacement? How long will it take to complete the replacement? Besides digging a hole, will there be any other ground disturbance associated with the replacement? This description presents the basis for understanding the potential interactions with the surrounding environment described in Section 4. Graphics, pictures, and tables can be useful visual tools in conveying the necessary understanding of what is being proposed. The Impacts of the proposed action will need to be discussed in Section 5.

Please refer to the categorical exclusion questionnaire included in the application packet to help identify environmental areas that may need to be resolved during the project. Applicants are not required to fill out and submit this as part of their application.

This response is limited to **2,000 characters**.

3.0 Required Project Documents

3.1 Negotiated Indirect Cost Rate Agreement

Negotiated Indirect Cost Rate Agreement (NICRA) is a **document published to reflect an estimate of indirect cost rate negotiated between the Federal Government and a Grantee's organization** which reflects the indirect costs (facilities and administrative costs) and fringe benefit expenses incurred by the organization. The Applicant will be asked to upload a NICRA, if applicable.

If indirect costs are included in the proposed budget, the applicant must upload a copy of the approved negotiated agreement if this rate was negotiated with a cognizant federal audit agency. If the rate was not established by a cognizant federal audit agency, provide a statement to this effect. If the successful applicant includes indirect costs in the budget and has not established an indirect cost rate with a cognizant federal audit agency, the applicant will be required to obtain such a rate in accordance with Section B.06 of the Department of Commerce Financial Assistance Standard Terms and Conditions Dated November 12, 2020. Alternatively, consistent with 2 C.F.R. § 200.414(f), applicants that do not have a current negotiated indirect cost rate may elect to charge indirect costs to an award pursuant to a de minimis rate, in which case a negotiated indirect cost rate agreement is not required. Applicants proposing a de minimis rate pursuant to 2 C.F.R. § 200.414(f) should note this election as part of the budget portion of the application.

3.2 Table of Funded Participants and Unfunded Collaborators

The Applicant must specify the roles in the project as a partner, subrecipient, match provider, or major contractor/supplier. The role of each entity must be detailed and the scope of work defined. A template has been built into the NTIA Grants Portal for completion.

A subrecipient is a party that performs work to accomplish a public purpose of a grant project. Laws, regulations, and programmatic requirements that apply to a grant recipient also apply to sub-recipients. In some cases, it may be difficult to distinguish between a contractor and a sub-recipient.

Characteristics indicative of a subrecipient:

1. The organization determines who is eligible to receive what federal financial assistance.
2. The organization has its performance measured against whether the objectives of the federal program are met.
3. The organization has responsibility for programmatic decision making.

4. The organization has responsibility for adherence to applicable federal program compliance requirements.
5. The organization uses federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity.

Characteristics indicative of a contractor:

1. The organization provides goods and services within normal business operations.
2. The organization provides similar goods or services to many different purchasers.
3. The organization operates in a competitive environment.
4. The organization provides goods and services that are ancillary to the operation of the federal program.
5. The organization is generally not subject to compliance requirements of the federal program, although it must adhere to some of the requirements as set forth in the applicable OMB circulars as related to contractors and subcontractors.

3.3 Certificate of Operational Capability

Each Applicant must supply a certification from an officer-level employee (or individual of comparable rank) attesting to the Applicant's operational capability to complete and operate the proposed project.

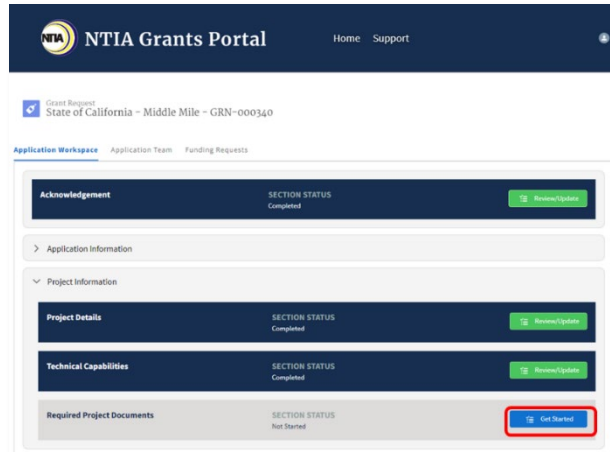
Note on Operational Capability:

If the Applicant has provided a voice and/or broadband internet access service, it must supply a certification from an officer-level employee (or individual of comparable rank) attesting that it has filed FCC Form 477s and the Broadband DATA Act submission, if applicable, to the extent required during this period and otherwise complied with the Commission's rules and regulations. Alternatively, the Applicant must explain any pending or completed enforcement action, civil litigation, or other matter in which it was alleged to have failed to comply with Commission rules or regulations.

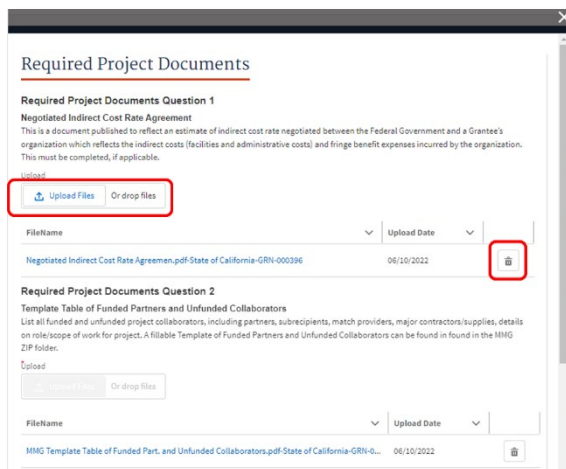
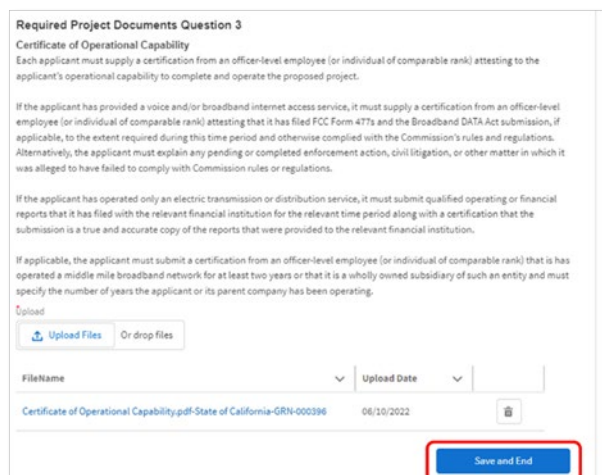
If the Applicant has operated only an electric transmission or distribution service, it must submit qualified operating or financial reports that it has filed with the relevant financial institution for the relevant period along with a certification that the submission is a true and accurate copy of the reports that were provided to the relevant financial institution.

Required Project Documents Submission Instructions

1. Click the **Get Started** button to begin the Required Project Documents section.



- Click the **Upload** button to select the file to upload, or drag and drop the file into the file upload space provided. For Required Project Documents Question 2, the upload button will gray-out once a file has been uploaded. To remove a file and re-upload, click the **delete** icon. A red asterisk (*) indicates that a document is required. Click the **Save and End** button to complete this step and return to the Application Workspace.

BUDGET INFORMATION

Budget Information

1.0 Financial Information

1.1 Certification of Financial Capability Required

Each Applicant must supply a certification from an officer-level employee (or individual of comparable rank) attesting that it is financially qualified to meet the obligations associated with a project, that they will have available funds for all project costs that exceed the amount of the grant, and that they will comply with all MMG Program requirements, including service milestones.

1.2 Letter of Credit

Each Applicant must submit a letter from a bank that meets the eligibility requirements set forth in 47 C.F.R. § 54.804(c)(2) committing to issue an irrevocable stand-by letter of credit, in the required form, to the Applicant. The letter shall at a minimum provide the dollar amount of credit offered and the issuing bank's agreement to follow the terms and conditions of NTIA's model letter of credit. NTIA will ensure, prior to issuing a middle mile grant award, that each eligible entity obtains an acceptable, irrevocable standby letter of credit in a value of no less than 25 percent of the award amount.

Each eligible entity shall provide with its letter of credit an opinion letter from its legal counsel clearly stating, subject only to customary assumptions, limitations, and qualifications, that in a proceeding under Title 11 of the United States Code, 11 U.S.C. § 101 *et seq.* (the "Bankruptcy Code"), the bankruptcy court would not treat the letter of credit or proceeds of the letter of credit as property of the winning bidder's bankruptcy estate under section 541 of the Bankruptcy Code.

1.3 Financial Statements Required

Each Applicant shall submit financial statements from the three prior fiscal years that are audited by an independent certified public accountant. If the Applicant is not audited in the ordinary course of business, in lieu of submitting audited financial statements it must submit unaudited financial statements from the three prior fiscal years and certify that it will provide financial statements from the three prior fiscal years that are audited by an independent certified public accountant by an NTIA specified deadline.

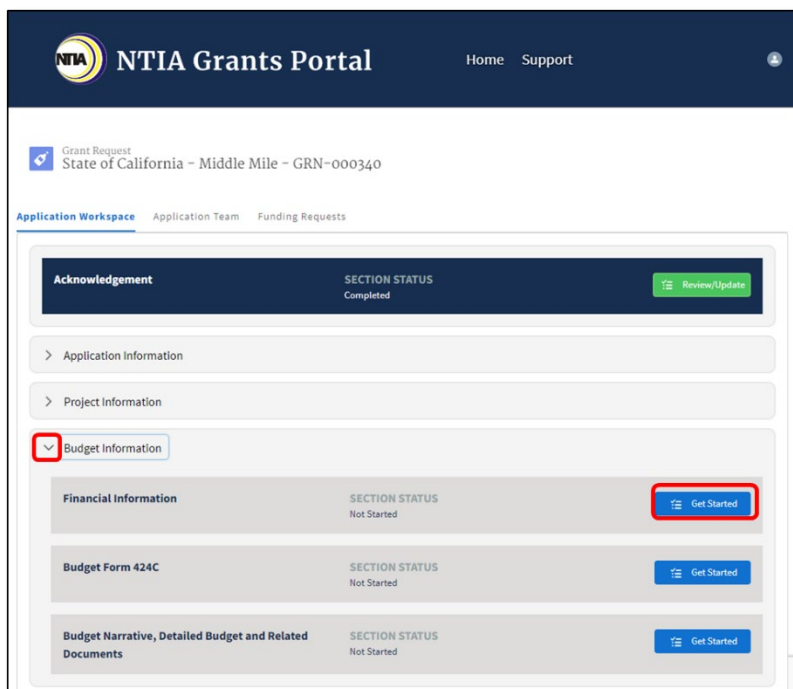
The Applicant must provide summary-level historical revenue, expenditure, and net asset financial information based on the detailed financial statements for the last three years. If the Applicant's organization was established less than three years ago, the Applicant should provide all available information. This information should be consistent with the Historical Financial Statements provided as an upload.

Note that this response requires financial data for the organization as a whole. A standard annual Income Statement, Balance Sheet, and Cash Flows based on GAAP are preferable. If the Applicant cannot readily produce this data in a standard format, it should explain why not, and provide comparable data, such as its most recent IRS Form 990 or annual audit, that provides as detailed a picture as possible of its financial history for a minimum of one year prior to submission of this application. If appropriate, the Applicant may include Notes on Financial Statements that explain costs and revenues by major categories and may make note of any abnormal or one-time charges, large liabilities or asset transactions, legal actions, or other financial events the Applicant feels require explanation. If key partners are involved in delivering programmatic benefits (e.g., operating a proposed broadband network), it is recommended that historical financial statements for the key partners be provided as well.

Financial Information Submission Instructions

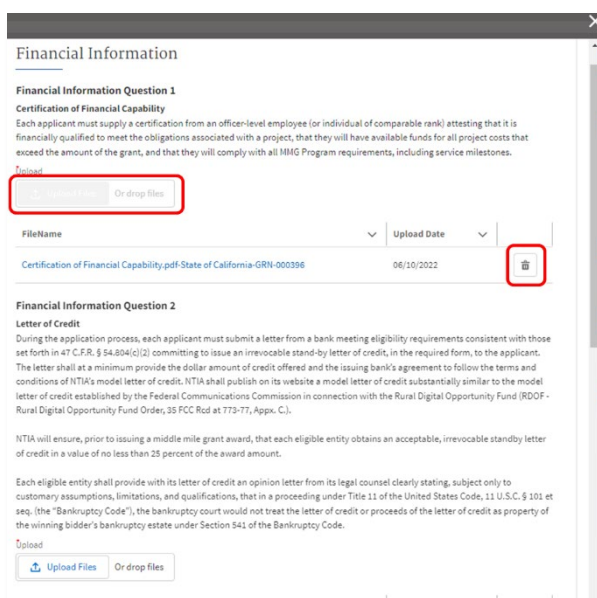
Note: If needed, click the **arrow** to expand the Budget Information section.

1. Click the **Get Started** button to begin the Financial Information section.



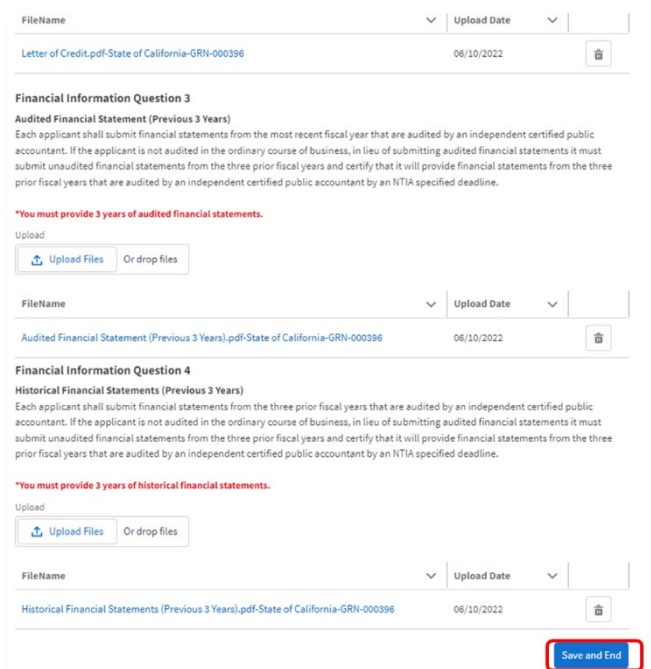
The screenshot shows the NTIA Grants Portal interface. The 'Budget Information' section is expanded, and the 'Financial Information' subsection is highlighted. The 'Get Started' button for the Financial Information section is circled in red.

2. Click the **Upload** button to select the file to upload or drag and drop the file into the upload files space provided. When only a single document is required, the upload button will gray-out once a file has been uploaded. To remove a file and re-upload, click the **delete** icon. A red asterisk (*) indicates that a document is required.



The screenshot shows the 'Financial Information' section of the portal. The 'Financial Information Question 1' section is expanded, and the 'Upload' button is highlighted with a red box. The 'delete' icon is also highlighted with a red box.

Use the **scrollbar** to the right to scroll up and down the modal. To close the modal without saving, click the **X** in the upper right corner. Click the **Save and End** button to complete this step and return to the Application Workspace.



2.0 SF-424C Required

Applicants are required to submit a complete budget in the form of OMB Standard Form 424C – Budget Information for Construction Programs. Instructions for the OMB forms are available at http://www07.grants.gov/agencies/forms_instruction_information.jsp. Note the special guidance below for completing the SF-424C for MMG applications.

In Column (a), enter the total project cost for each line item.

In Column (b), if this is an application for a "New" project, enter that portion of the cost of each item in Column (a) that is not allowable for federal assistance. Contact the federal agency for assistance in determining the allowability of specific costs. If this application entails a change to an existing award, enter the adjustment [+ or -] to the previously approved costs (from column (a)) reflected in this application.

In Column (c), total Allowable Costs (Column (a) – (b)).

Review the instructions at the bottom of the SF-424C for further clarification on the budget categories.

Line 1. Administrative and Legal: Enter estimated amounts needed to cover administrative expenses. Do not include costs which are related to the normal functions of government. Allowable legal costs are generally only those associated with the purchases of land, which is allowable for federal participation, and certain services in support of construction of the project.

Line 2. Land, structure, rights-of-way, appraisals, etc.: Enter estimated site and right(s)-of- way acquisition costs (this includes purchase, lease, and/or easements).

Line 3. Relocation expenses and payments: Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.

Line 4. Architectural and engineering fees: Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).

Line 5. Other architectural and engineering fees: Enter estimated engineering costs, such as surveys, tests, soil borings.

Line 6. Project inspection fees: Enter estimated engineering inspection costs.

Line 7. Site work: Enter estimated costs of site preparation and restoration which are not included in the basic construction contract.

Line 8. Demolition and removal: Enter estimated demolition and removal costs.

Line 9. Construction: Enter estimated cost of the construction contract.

Line 10. Equipment: Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility, if such costs are not included in the construction contract.

Line 11. Miscellaneous: Enter estimated miscellaneous costs.

Line 12. SUBTOTAL: Total of items 1 through 11.

Line 13. Contingencies: Enter the amount.

Line 14. SUBTOTAL: Enter the total of lines 12 and 13.

Line 15. Project (program) income:

Recipients and subrecipients of Enabling Middle Mile Broadband Infrastructure Grant projects may generate and receive program income as a result of this federally funded projects. The definition of program income and guidelines for its use can be found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200.307.

If you anticipate program income as defined in 2 CFR 200.307, you may note the projected amounts, timeline and which method you plan to use for program income in the project income section of the budget narrative. Because the application portal form is built to only allow the deductive method to program income, you should not include it in the cost category subtotal or total project costs in any of the application budget documents including the budget narrative and detailed budget justification. Program income must be reported as it is earned during the award period and utilized in one of the ways allowed by Section B.05 of the Department of Commerce Financial Assistance Standard Terms and Conditions. The budget documents would need to reflect the program income at that time and utilized as approved in advance by the awarding agency.

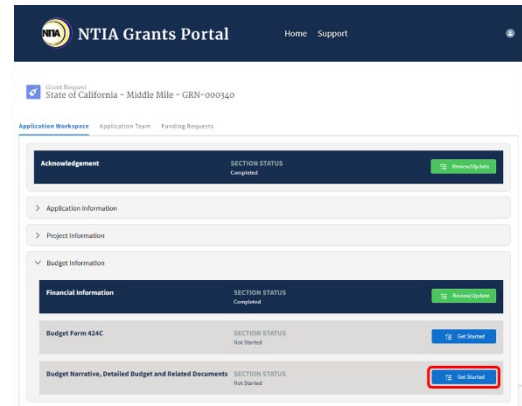
Line 16. TOTAL PROJECT COSTS: Subtract line 15 from line 14.

Line 17. Federal assistance requested: The percentage used should result in the exact dollar amount of the federal funding request and can be no more than 70 percent. For example, an Applicant proposing to contribute 33.5 percent in matching funds would use 66.5 percent in Row 17 to calculate the exact federal funding request. Note that the amount in 17c will need to be identical to the federal funding request in the General Budget Overview, the Detail of Project Costs, and tie out to the exact dollar in all relevant sections of the application.

Note that subtotals will need to be easily traceable to the line items in Column G of the Detail of Project Costs.

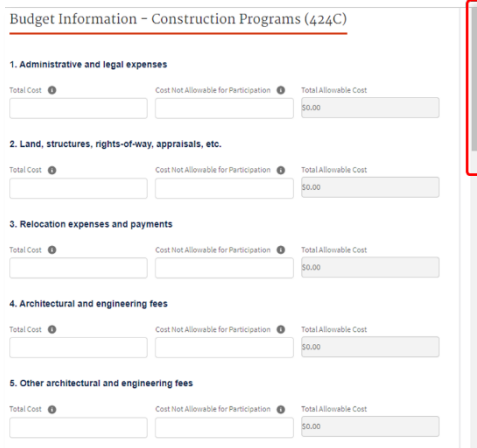
SF-424 C Submission Instructions

1. Click the **Get Started** button to begin the Budget Form 424C section.

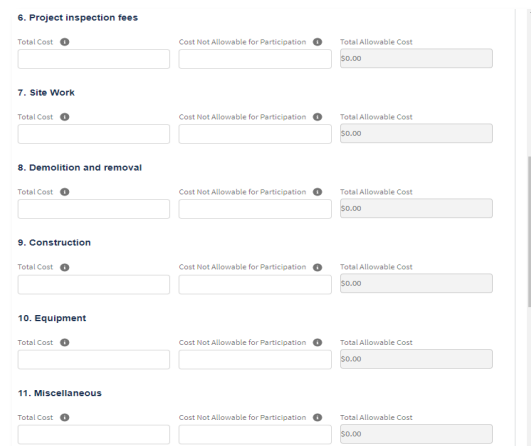


The screenshot shows the NTIA Grants Portal interface. The 'Budget Form 424C' section is highlighted with a red box, and the 'Get Started' button is also highlighted with a red box.

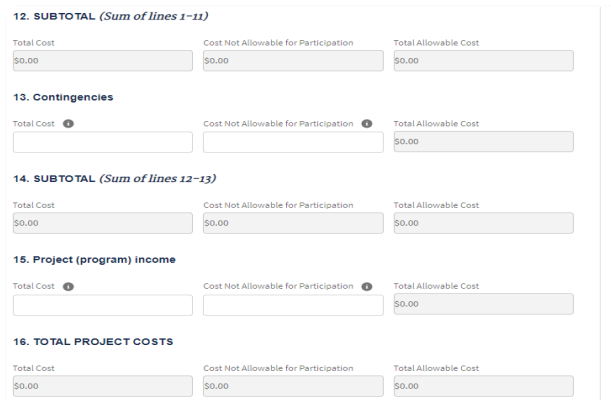
2. Enter Budget Information - Construction Programs (424C) information in the fields provided. Use the **scroll bar** to scroll up and down the screen. Enter Total Federal Funds Requested into the field provided. This Amount should match field 18a from the Form 424. Click the Save button to return to the Application Workspace. Note: Budget amounts between Form 424 and Form 424C must match.



The screenshot shows the 'Budget Information - Construction Programs (424C)' form. Sections 1 through 5 are visible, each with input fields for 'Total Cost', 'Cost Not Allowable for Participation', and 'Total Allowable Cost'. A red vertical bar highlights the right side of the form.



The screenshot shows the 'Budget Information - Construction Programs (424C)' form. Sections 6 through 11 are visible, each with input fields for 'Total Cost', 'Cost Not Allowable for Participation', and 'Total Allowable Cost'.



The screenshot shows the 'Budget Information - Construction Programs (424C)' form. Sections 12 through 16 are visible, each with input fields for 'Total Cost', 'Cost Not Allowable for Participation', and 'Total Allowable Cost'.

- Click the **Save** button to complete the Budget Form 424C Section and return to the Application Workspace.



FEDERAL FUNDING

17. Federal assistance requested

Federal Percentage Share ?

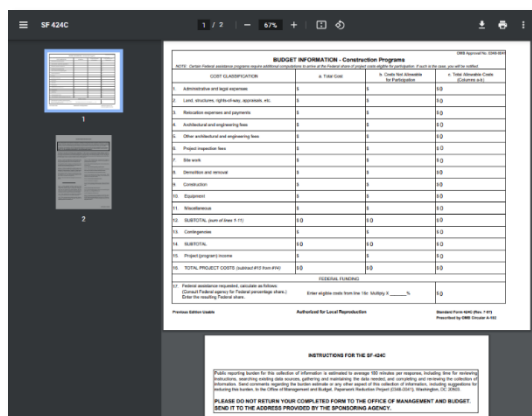
Total Allowable Costs (eligible costs from line 16c Multiplied b...

\$0.00

OMB Approval No. 0348-0041

Save

- A new browser tab will open with the completed Form 424C. Click the download button or the print button in the upper right corner.



BUDGET INFORMATION - Construction Programs

OMB Approval No. 0348-0041

Line Item	Amount	% of Total
1. Administration and support expenses	0	0.0
2. Local education agency (LEA) expenses, etc.	0	0.0
3. Personnel expenses and payments	0	0.0
4. Construction and engineering fees	0	0.0
5. Other construction and engineering fees	0	0.0
6. Project equipment fees	0	0.0
7. Site costs	0	0.0
8. Materials and supplies	0	0.0
9. Construction	0	0.0
10. Equipment	0	0.0
11. Maintenance	0	0.0
12. Subcontractor expenses (if any)	0	0.0
13. Contingency	0	0.0
14. Subtotal	0	0.0
15. Project program income	0	0.0
16. Total project cost (sum of lines 1-15)	0	0.0

16. Total project cost (sum of lines 1-15)

17. Federal assistance requested (eligible costs)

Enter eligible costs from line 16: \$0.00

Enter eligible costs from line 16: % 0.0

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

- Return to the **Application Workspace** still open on the previous browser tab.

3.0 Budget Narrative, Detailed Budget, and Related Documents

3.1 Budget Narrative ! Required

The Applicant must ensure that the total project budget information matches other budget related questions and uploads, including SF-424C and the Detailed Budget Justification.

NTIA expects to make awards under this program within the following funding range: from \$5,000,000 to \$100,000,000. This range is not a required minimum or maximum, but eligible entities requesting amounts for projects outside of this range must provide a reasonable explanation for the variance in their project size.

The Budget Narrative template requires the Applicant to provide a detailed narrative account of the project budget. The Applicant will be required to provide a narrative breakout for each SF-424C cost category as demonstrated in the following example:

Example Budget Category - \$724,134

\$100,000 of this category is estimated for legal expenses for contract reviews based on the average legal cost of (\$4) per mile for 25,000 miles.

\$134 of this category is estimated for legal court filings.

\$624,000 of this category is estimated for Project Engineering Staff, which consists of a project manager and two (2) network engineers.

Staff	Hours	Years	Rate	Total Cost
Project Manager	2080	3	\$20/hr	\$124,800
Project Engineer	2080	3	\$30/hr	\$187,200
Civil Engineer	2080	3	\$50/hr	\$312,000
TOTAL:				\$624,000

The Applicant should be sure to tie back the category totals to the SF-424C Budget and Detailed Budget, and triple-check all three of these uploads for consistency before submitting the applications.

Few indirect costs are allowable for MMG projects. Indirect costs must clearly and directly tie to the capital costs of the project and appear as a line item in the budget. Reasonable indirect costs under MMG are only allowable for contracts or full time employees (FTEs) associated with the construction, deployment, or installation of facilities or equipment used to provide broadband service. If any allowable indirect costs and/or fringe benefits are included in the budget, the Applicant should provide a copy of its existing Negotiated Indirect Cost Recovery Agreement (NICRA). Please clearly list the manner in which indirect costs are calculated in the budget.

The following information should be included in the budget narrative:

- Applicant Name
- Organization Type
- Proposed Period of Performance
- Total Project Costs
- Total Federal Grant Request
- Total Matching Funds (Cash)
- Total Matching Funds (In-Kind)
- Total Matching Funds (Cash + In-Kind)
- Total Matching Funds (Cash + In-Kind) as Percentage of Total Project Costs

The Applicant should provide the following information under the respective headers:

Administrative and legal expenses - \$xxx [Insert the total category cost]

Reasonable, post-NOFO, pre-application expenses in an amount not to exceed fifty thousand dollars (\$50,000) of grant funds received under the MMG for preparation expenses.

Examples of administrative expenses include costs attributable to: accounting, auditing, contracting, budgeting, and general legal services; facility occupancy costs (e.g., rent, utilities, insurance, taxes, and maintenance); general liability insurance that protects the organization (not directly related to a program); depreciation on buildings and equipment; general office supplies; and general and administrative salaries and wages.

Administrative and legal fees should be listed by category (e.g., rent, training, grant management, etc.), or broken down by line item as much as possible. Each line must include the total time (e.g., total number of hours), cost per unit, and the total cost for that line item. If applicable, time commitment(s) such as hours or level of effort should be provided.

Along with the calculations for each line item, Applicants must provide a description of each charge to include what it is, who will be doing it (if applicable and if known), and how it relates to the project objectives. If the Applicant will be providing a cash or in-kind match in this cost category, this must be noted and explained in the justification.

If an Applicant plans to charge indirect costs to this award, they should also be included into the Administrative and Legal Expenses line item. The detailed budget justification template and the budget narrative should clearly explain how they are being applied and to what. Additionally, if indirect costs are proposed, the Applicant must also be sure to attach a copy of their most recent negotiated indirect cost rate agreement for analysis by the NIST Grants Management Division to ensure they are applied appropriately.

If indirect costs are proposed in addition to local match/cost share, the Applicant is required to provide in their budget narrative the break-down of the federal amount and local share of indirect costs, consistent with OMB Memorandum M-22-02 to assist with government-wide reporting of indirect costs.

Sample Justification for Federally funded activities:

Activity	Total Time	Rate	Total Cost
Grant Management activities	300 hours	\$50 per hour	\$15,000
Legal Fees	60 hours	\$150 per hour	\$9,000

Example details for items above:

Grant Management Activities (\$15,000) – Staff time (exact staff TBD) to complete mandatory grant management activities such as completing reports, responding to audit requirements, conducting budgetary activities, and other activities as required by the grantor. These activities are necessary to meet the reporting and compliance requirements of the grant program. This position will be Federally funded/not match funded.

Legal Fees (\$9,000) – Development of agreements and MOUs between the various organizations involved in the grant, to include sub-grantees. Also, will conduct legal reviews for all contracts.

Land, structure, rights-of-way, appraisals, etc. - \$xxx [Insert the total category cost]

Provide a description of estimated costs, proposed activities, and any additional information. Each line item should be listed with the following information:

- ✓ Description: a description of what is needed to be purchased or the explanation of the fee/permit, etc.
- ✓ Unit basis: method for counting each item (by mile, by feet, individually, etc.)
- ✓ Unit cost: the cost for one unit (from the unit basis)
- ✓ Number of units: total number of units (from the unit basis)
- ✓ Total cost: Unit cost x number of units = total cost

Example:

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
12' by 20' Utility building/hut	Each	\$40,000	12	\$480,000
Railroad crossing permit	Cost is per crossing	\$2800	10	\$28,000

Example detail:

Utility Huts (\$480,000) – One hut for each of the 12 new node sites. This price is based on a quote from Huts-Are-Us, a prefabricated telecom building manufacturer. The sites are fully functional and have a full HVAC system.

Railroad crossing permits (\$28,000) – There are 10 areas/locations where the network will have to cross under the path of a railroad. Because of this barrier, special construction fees, insurance and city taxes are required to perform the work. The cost is based on past experience of crossing under railroads in a nearby location. In order to complete the project successfully, the network must cross the railroads and cannot go around them.

Relocation expenses and payment - \$xxx [Insert the total category cost]

Applicants must provide an explanation for the relocation, description of the items involved in relocation, methods used to calculate the costs, and any additional information to describe the costs around relocation.

Each line item should be listed with the following information:

- ✓ Description: a description of the items to be relocated or the payments for relocation
- ✓ Unit basis: method for counting each item (by unit, individually, etc.)
- ✓ Unit cost: the cost for one unit (from the unit basis)
- ✓ Number of units: total number of units (from the unit basis)
- ✓ Total cost: unit cost x number of units = total cost

Example:

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Moving/relocating NOC to a new building	Each	\$50,000	1	\$50,000

Example detail:

Relocation of NOC (\$50,000) – Relocation of network operations center (NOC) from an old building at A location to a new building at B location. The old building will be demolished, and it is necessary to keep this NOC for project activities. Cost estimate provided by a local vendor. Cost is inclusive of the trucks to move the equipment from one location to the other, fuel for the trucks, and staff time to do the moving.

Architectural and engineering fees - \$xxx [Insert the total category cost]

Provide a description of estimated fees, an explanation of proposed services, and additional information as needed. Engineering and network design costs should be included in this section.

Each fee should be listed individually with the following information:

- ✓ Description: a description of the fee
- ✓ Unit basis: method for counting each fee (hourly, flat fee, annual fee, etc.)
- ✓ Unit cost: the cost for one unit (from the unit basis)
- ✓ Number of units: total number of units (from the unit basis)
- ✓ Total cost: unit cost x number of units = total cost

Example:

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Site Architectural Plans	Each	\$3,200	15	\$48,000
CAD Design	Cost per hour	\$75	2000	\$150,000

Example detail:

Site Architectural Plans (\$48,000) – The cost is per site improvement plans for each of the node sites, including basic node design and site plans. The costs are estimated based on industry standards for the area.

CAD Design (\$150,000) – The CAD design will be completed by a consultant using a computer-based design program in AutoCAD for the construction, permits, and cable location records. The time is estimated at 2,000 hours at \$75 an hour over the one-year period of performance. \$75 an hour is the average per hour cost for a mid-level consultant per the Department of Labor.

Other architectural and engineering fees - \$xxx [Insert the total category cost]

Provide a description of any other fees, to include architectural fees, engineering fees, town or county fees required for the project. Additional fees may include testing fees for network or equipment, or entity fees, such as field studies/field fees.

Each fee should be listed individually with the following information:

- ✓ Description: a description of the fee
- ✓ Unit basis: method for counting each fee (hourly, flat fee, annual fee, etc.)
- ✓ Unit cost: the cost for one unit (from the unit basis)
- ✓ Number of units: total number of units (from the unit basis)
- ✓ Total cost: unit cost x number of units = total cost

Example:

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Network System Testing	Each	\$40,000	12	\$480,000
Cable Testing	Cost per hour	\$125	1500	\$187,500

Example detail:

Network System Testing (\$480,000) – Overall testing of the network. Two techs for one week at each of the 12 nodes plus the NOC. Rates are industry standard for 2 people in this type of role.

Cable Testing (\$187,500) – End-to-end cable testing and troubleshooting between 12 nodes. This will be completed by two people over the period of performance, totaling \$187,500. The rate of \$125 an hour is the standard rate for this type of work in our area.

Project inspection fees - \$xxx [Insert the total category cost]

Provide a description of any project inspection fees, to include local, Tribal, or Federal fees directly related to project inspection. Administrative or filing fees should not be listed in this section, but rather should be included in the administrative or legal expenses (1) section.

Each fee should be listed individually with the following information:

- ✓ Description: a description of the fee
- ✓ Unit basis: method for counting each fee (hourly, flat fee, annual fee, etc.)
- ✓ Unit cost: the cost for one unit (from the unit basis)
- ✓ Number of units: total number of units (from the unit basis)
- ✓ Total cost: unit cost x number of units = total cost

Example:

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Quality Control inspection fees	Each	\$100	24	\$2,400

Example detail:

Quality Control inspection fees (\$2,400) – Quality control inspection fees are required to assure compliance with local regulations. Twenty-four (24) inspections over the period of performance. The billing rate is set by local governments and is completed per review.

Site work - \$xxx [Insert the total category cost]

Provide a description of any site work, site preparation, or site utility work necessary for the project. Administrative or filing fees or costs should not be listed in this section, but rather should be included in the administrative or legal expenses (1) section.

Each line item should be listed individually with the following information:

- ✓ Description: a description of the site work
- ✓ Unit basis: method for counting each item (hourly, flat fee, annual fee, etc.)
- ✓ Unit cost: the cost for one unit (from the unit basis)
- ✓ Number of units: total number of units (from the unit basis)
- ✓ Total cost: unit cost x number of units = total cost

Example:

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Fencing – 30' x 30'	Per Node	\$7,000	12	\$84,000

Example detail:

Fencing (\$84,000) – 6-foot chain link fencing with security wiring and two gates. Local contractor estimated \$7,000 per site based on previous, similar work. Each node (12) will require fencing.

Demolition and removal - \$xxx [Insert the total category cost]

Provide a description of any demolition and removal activities for the project.

Each activity should be listed individually with the following information:

- ✓ Description: a description of the demolition or removal
- ✓ Unit basis: method for counting each activity (hourly, flat fee, annual, etc.)
- ✓ Unit cost: the cost for one unit (from the unit basis)
- ✓ Number of units: total number of units (from the unit basis)
- ✓ Total cost: unit cost x number of units = total cost

Example:

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Demolition of building	Each	\$100,000	1	\$100,000

Example detail:

Demolition of building (\$100,000) – Demolition of an existing structure (office building) at location A to erect a new vendor neutral wireless tower at the same location. Demolition estimates were provided by a local vendor. Demolition includes razing the structure to the foundation and hauling away all debris for

disposal. This location was determined to be the only place in location A that would work for a tower and that is why it is necessary to remove the building, rather than put the tower at another location.

Construction - \$xxx [Insert the total category cost]

Provide a description of any construction activities for the project. Include all applicable taxes and delivery fees into the line item cost (do not have separate line items for these charges).

Each activity should be listed individually with the following information:

- ✓ Description: a description of the activity
- ✓ Unit basis: method for counting each activity (hourly, flat fee, annual, etc.)
- ✓ Unit cost: the cost for one unit (from the unit basis)
- ✓ Number of units: total number of units (from the unit basis)
- ✓ Total cost: unit cost x number of units = total cost

Example:

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Boring	Per Foot	\$5.50	111,500	\$613,250
Wireless Tower	Each	\$20,000	8	\$160,000

Example detail:

Boring (\$613,250) – Charge is per foot for an estimate of 111,500 feet. The estimated 111,500 feet is based on the number of boring locals in later cables and on a main route next to one of the nodes. Prices are from a local vendor quote.

Wireless towers (\$160,000) –Eight (8) wireless towers at \$20,000, totaling \$160,000. Each monopole tower will facilitate interconnection by last mile service providers and meet open network standards. Price is quoted by two local vendors and is average for the local area.

Equipment - \$xxx [Insert the total category cost]

Provide a description of any equipment for the project, but do not include equipment components of the network that are associated with construction activities. In your description of the equipment, include the brand or manufacturer as well as estimated price and technology specifications. Include small office machinery and other office requirements as applicable. Include all applicable taxes and delivery fees into the line-item cost (do not have separate line items for these charges).

Each activity should be listed individually with the following information:

- ✓ Description: a description of the activity
- ✓ Unit basis: method for counting each activity (hourly, flat fee, annual, etc.)
- ✓ Unit cost: the cost for one unit (from the unit basis)
- ✓ Number of units: total number of units (from the unit basis)
- ✓ Total cost: unit cost x number of units = total cost

Example:

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Laptops/GPS	Each	\$2,000	5	\$10,000
Communications Equipment	Each	\$3,800	12	\$45,600

Example detail:

Laptops/GPS (\$10,000) – Dell laptops equipped with basic office service package for the inspectors and field engineers. Purchase price is based on entity general schedule purchase agreements.

Communications Equipment (\$45,600) – Package of equipment for on-site crew and key employees. Includes a cell phone, PBX system and satellite capability. Purchase price is based on local vendor quotes.

Miscellaneous - \$xxx [Insert the total category cost]

Provide a description and breakout of any activities costs that do not fit into other cost classifications, as defined by the SF424C.

Put any costs for the planning, feasibility, or sustainability studies in this section.

Each activity should be listed individually with the following information:

- ✓ Description: a description of the activity
- ✓ Unit basis: method for counting each activity (hourly, flat fee, annual, etc.)
- ✓ Unit cost: the cost for one unit (from the unit basis)
- ✓ Number of units: total number of units (from the unit basis)
- ✓ Total cost: unit cost x number of units = total cost

Example:

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Feasibility Study for location A	Each	\$2,500	1	\$2,500

Example detail:

Feasibility Study for location A (\$2,500) – costs to complete a feasibility study for location A prior to starting any construction or demolition activities. Feasibility study is necessary to complete as the location has unusual geography and will help determine what site remediation is necessary to complete project work at the location.

Contingencies - \$xxx [Insert the total category cost]

Contingency costs are allowable but must be reasonable and consistent with the cost principles, specifically 2 CFR § 200.433. Section 200.433 describes a contingency as that part of a budget estimate of future costs (typically of large construction projects, IT systems, or other items as approved by the

Federal awarding agency) which is associated with possible events or conditions arising from causes the precise outcome of which is indeterminable at the time of estimate, and that experience shows will likely result, in aggregate, in additional costs for the approved activity or project. Amounts for major project scope changes, unforeseen risks, or extraordinary events may not be included.

An Applicant may include contingency costs (other than those expressly excluded as noted in the above paragraph) in budget estimates to the extent they are necessary to improve the precision of those estimates. Amounts must be estimated using broadly-accepted cost estimating methodologies, specified in the Budget Narrative, and accepted by NTIA. Contingencies are generally considered reasonable if they are 10-15% of total construction costs or less, otherwise the Applicant should provide justification for the higher costs.

Project (program) income - \$xxx [Insert the total category cost]

Project or program income must be reported in line with 2 CFR § 200.307.

This response is limited to **6000 characters**.

3.2 Detailed Budget Justification **Required**

The Detailed Budget Justification requires all MMG Applicants to provide general budget information and detailed project costs. The Applicant must download the Excel file, fill in all required information, and upload the completed file to the application. The upload must be provided as an Excel file, and not converted to a PDF prior to upload. The Applicant should not alter the layout of the provided templates, except to insert additional line-items as needed.

NOTE: Tips for Completing the Budget Documentation

All budget amounts must exactly match or tie out across all budget documentation. For example, do not provide estimates or approximate amounts in the Budget Narrative that do not exactly match amounts the SF-424, SF-424C, and all relevant sections in the application

All subtotals and totals (including line items) must be rounded to whole dollars without cents. Although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar. Amounts ending in \$.49 or less should be rounded down to the nearest whole dollar, while amounts ending in \$.50 or more should be rounded up to the next whole dollar. (For example, a subtotal of \$2.17 would be rounded down to \$2.00, while a subtotal of \$2.72 would be rounded up to \$3.00.) It is acceptable if .00 appears at the end of an amount; that is auto-formatted in some versions of the form

All project costs should be contained in the budget documentation. Subrecipient costs should be rolled up into the primary Applicant's budget documentation. Do not provide separate budgets or budget documentation for subrecipients.

All direct and indirect costs will be evaluated for allowability, allocability, necessity, and reasonableness according to the relevant cost principles. Only include costs that meet all of those criteria and note that additional detail or documentation may be requested.

Question on Matching Cost Detail: Please provide a detailed account of all matching costs for this project.

For cash matches provide: a) the name of the party providing the match, b) the funding amount (and percentage of the total budget it represents), c) the type of funding (e.g., grant match, equity, debt, internal, other), d) the use of the funding (e.g., infrastructure), and e) any key financing terms and conditions. For in-kind matches, provide: a) the name of the party providing the match, b) the match value (and percentage of the total budget it represents), c) the nature of the in-kind contribution, d) an explanation of how the contribution qualifies as an eligible cost under MMG eligible cost rules, and e) if the contributor is not the Applicant(s), a description of any benefits the contributor will derive from the project (e.g., free or discounted access to the network).

The Applicant must describe the matching fund amounts, both cash and in-kind, and its funding sources will provide directly to the execution of this project. Applicants must provide a cost match of 30 percent or greater of the total eligible cost of a project. Applicants are strongly encouraged to obtain additional funds to apply to the project for greater consideration from all available sources, including state and local government, charitable and other non-profit grants, donations, economic development funds, and financial assistance programs.

Applicants are also encouraged to seek in-kind contributions to be used in the execution of this project. These in-kind contribution costs must be directly attributable to a budget item that Applicants have identified for executing their project and must be an eligible cost as defined in the NOFO. In-kind contributions must also be necessary to the success of the project. Such costs may be products, services, equipment, or other forms of direct assistance to the proposed project. In-kind contributions that are shared-use with other activities or projects not directly involved with this program will not be eligible for application to matching fund amounts in most cases and should be included only if Applicants can clearly demonstrate the proportion of those shared-use contributions that will apply directly to their proposed project.

NOTE: Matching Funds:

Generally, federal funds may not be used as matching funds except as provided by federal statute. (See NOFO section III.C.)

3.3 Pro Forma Projection and Analysis Required

Pro forma financial projection and analysis related to the project's sustainability, inclusive of subscriber (e.g., last mile network connections, other wholesale services), across an eight-year forecast period.

The Applicant must provide the following pro-forma financial statements (on an annual basis) for an eight-year forecast. The statements should be prepared in accordance with GAAP. These statements help the Merit Reviewers and Program Officers understand the anticipated financial outcomes of the project with clarity and transparency. If the Applicant cannot readily produce these data in a standard format, it should explain why it cannot and provide comparable data.



Note: Pro Forma Forecast Guidance

The pro forma forecasts should only reflect the **project**, and not the Applicant's **organization**. Only the historical financial statements (uploaded separately) should reflect the entire organization.

Applicants should consult their accountant or financial advisor in preparing these financial statements. Any direction provided below is to ensure Applicants provides a comprehensive financial picture. The comments below do not constitute advice on how to record any particular financial transaction.

Revenues

The revenue picture should reflect all direct revenues to be generated by the project's suite of services. The Applicant should include all broadband data, video, and voice services, and any other sources of revenue (e.g., universal service fund, installation, and other ancillary services). The Applicant should organize its revenues across different classes of services (e.g., wholesale vs. retail).

Income Statement

	Forecast Period							
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
Revenues								
Network Services Revenues:								
Wholesale Lit Capacity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wholesale Transit (Paid Peering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wholesale Data Services (Other)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retail Lit Capacity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retail Transit (Paid Peering)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retail Data Services (Other)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dark Fiber	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Colocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Installation Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Uncollectible Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Applicants should pay particular attention to the following:

Revenue Categories

Applicants may consider segmenting their revenue by either customer type and/or service type. The approach used by Applicants should enable the Merit Reviewer and Program Officer to evaluate the reasonableness of these projections. Choose an approach that enables the greatest clarity and provides a credible basis. Lean toward greater granularity.

Recording Grant Revenue

If Applicants choose to record MMG grant funding as revenue, they should record it as a separate line item and label the funds as Grant Revenue. This amount should be broken out from all other project revenues.

Revenue Assumptions

Applicants should review the discussion below on Assumptions to ensure they provide a comprehensive list of all assumptions used to derive the revenue forecast. These assumptions should encompass such factors as market size, take rates (as function of market share and adoption rate), average revenue per customer, growth rates, etc. Applicants should apply the assumptions to all targeted customer segments and should reflect the suite of services offered.



Factor	Suggestions
Take Rate	<ul style="list-style-type: none"> ✓ Consider rationale regarding the take rate. ✓ This number may likely vary across the eight years of the forecast period. Tie growth in take rate to awareness, productivity of sales force, and other outreach efforts. ✓ Discuss such factors as market share and adoption rates and explain basis for making a reasonable assumption. ✓ Identify churn rates and basis for calculation. ✓ Clearly delineate between existing customers and new customers each year.

Recording “Direct” Revenues Generated from Multiple Parties

A business model for an infrastructure project may involve multiple entities selling middle mile and/or last mile services. This may include the lead Applicant, as well as other project partners. The financial need and long-term sustainability of a project can only be evaluated from having the income statement reflecting all direct revenues. Direct revenues encompass any transaction directly made between the Applicant and a customer and/or project partners. Some examples follow.

Example: Public/Private Partnership

The Applicant is a non-profit agency. It develops a partnership with a for-profit network operator that obtains capacity on the Middle Mile network in exchange for making a financial match. The non-profit Applicant will be directly selling Middle Mile services to a number of anchor institutions. The network operator will directly sell services to last mile providers, businesses, and some anchor institutions. In this example, please include all revenues derived by both the non-profit Applicant AND the network operator. The project does not have to reflect the revenues generated by the last mile provider as those constitute indirect revenues. In fact, doing so would lead to double counting as those last-mile services are supported by the services already reflected in the direct revenue transaction recorded between the network operator and last mile provider.

Alternatively, the Applicant may provide an Indefeasible Right of Use (IRU) to a match contributor. The Applicant should recognize the IRU as a form of revenue or deferred revenue. Applicants should ask their accountant for advice on how to report this transaction.

Example: Government Agency

The Applicant is a government agency. It retains capacity for a number of its agencies. It also sells capacity to a private telecom services company that will then resell services. The government agency should reflect the capacity it sells to its agencies as revenue based on the specific services and associated pricing (and discounts) noted in the application. Otherwise, some fair transaction price should be noted.

Expenses

The Applicant should provide in sufficient detail **all** applicable network and non-network expenses for Years 1–8 that are necessary to support the project.



Figure 2: Expenses

Expenses										
MMG Total Project Costs from SF-424	\$	-	\$	-	\$	-	\$	-	\$	-
Spares	\$	-	\$	-	\$	-	\$	-	\$	-
Backhaul	\$	-	\$	-	\$	-	\$	-	\$	-
Network Maintenance/Monitoring	\$	-	\$	-	\$	-	\$	-	\$	-
Utilities	\$	-	\$	-	\$	-	\$	-	\$	-
Leasing	\$	-	\$	-	\$	-	\$	-	\$	-
Sales/Marketing	\$	-	\$	-	\$	-	\$	-	\$	-
Customer Care	\$	-	\$	-	\$	-	\$	-	\$	-
Billing	\$	-	\$	-	\$	-	\$	-	\$	-
Corporate G&A	\$	-	\$	-	\$	-	\$	-	\$	-
Other Operating Expense	\$	-	\$	-	\$	-	\$	-	\$	-
Total	\$	-	\$	-	\$	-	\$	-	\$	-
EBITDA	\$	-	\$	-	\$	-	\$	-	\$	-
	\$	-	\$	-	\$	-	\$	-	\$	-
Depreciation	\$	-	\$	-	\$	-	\$	-	\$	-
Amortization	\$	-	\$	-	\$	-	\$	-	\$	-
Earnings Before Interest and Taxes	\$	-	\$	-	\$	-	\$	-	\$	-
Interest Expense - New Debt	\$	-	\$	-	\$	-	\$	-	\$	-
Interest Expense - Existing Debt	\$	-	\$	-	\$	-	\$	-	\$	-
Interest Expense - Other	\$	-	\$	-	\$	-	\$	-	\$	-
Income Before Taxes	\$	-	\$	-	\$	-	\$	-	\$	-
Property Tax	\$	-	\$	-	\$	-	\$	-	\$	-
Income Taxes	\$	-	\$	-	\$	-	\$	-	\$	-
Net Income	\$	-	\$	-	\$	-	\$	-	\$	-

Applicants should pay particular attention to the following:

Depreciation Expense

Long-term assets purchased for the project should be depreciated over the useful life. Applicants should use a standard GAAP method to calculate depreciation expense. Along with the type of depreciation method used, Applicants should also provide the estimated useful life of the asset and any other information that would support NTIA's understanding of the depreciation schedule.

Amortization Expense

This line item should include any project specific loans or intangibles during the life of the project. Please provide all assumptions used in developing the amortization expense for any capital leases, for example.

Income Tax of Grant Revenue

Applicants should consult a tax advisor to determine if their entity would have to pay taxes on federal grant funds. If affirmative, please be sure to record these income taxes on the Income Statement.

Interest Expense

Applicants should include all interest expense specifically related to any debt incurred to support the project. Applicants should be sure to include interest expense for: 1) borrowing of new short and long-term debt to support financing of the project or 2) interest expense associated with a capital lease.

Expense Assumptions

Applicants should see the section below on preparing a detailed write-up regarding all assumptions used to derive the expense forecast.



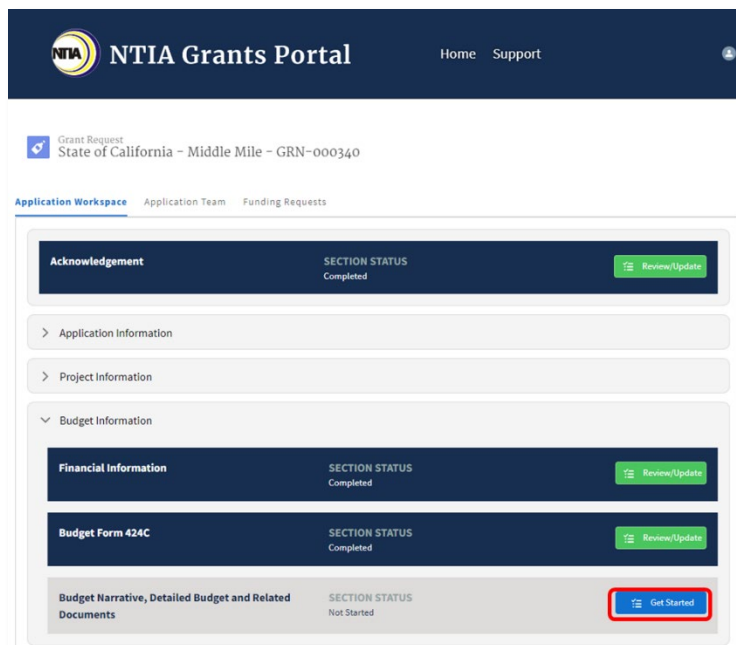
Factor	Suggestions
Backhaul Expenses	Provide method used to estimate backhaul expenses (if relevant).
Other Network Expenses	Provide basis for estimating all other network expenses, including maintenance, utilities, rental or leasing of capital assets, etc.
Capital Lease	Provide all assumptions regarding justification for capitalizing any lease. A lease must meet one of four criteria to be classified as a purchase by the lessee. Please consult an accountant.
Depreciation	Provide methodology, estimated life, and residual value so analysts can evaluate depreciation schedule.
Marketing Expenses	Provide clear rationale for estimating marketing and sales expenses. Any gross percentages based on revenue should be supported by historical indicators or industry benchmarks.
Customer Care Support & Billing	State method used to determine all customer care and billing expenses. Identify all system requirements and required back-office staff.
General and Administrative Costs (G&A)	Identify all G&A costs. These include costs that cannot be attributed to a specific business activity. These can include salaries that cannot be capitalized, professional services, insurance, office supplies, utilities not related to capital assets, travel, etc. Any gross percentages based on revenue should be supported by historical indicators or industry benchmarks.
Interest Expense	Provide schedule that shows all debt instruments and associated interest rates.
Taxes	Provide justification for all income tax rates. Identify any other taxes for the project. Explain whether there will be a federal tax on the grant award.

3.4 Additional Funding

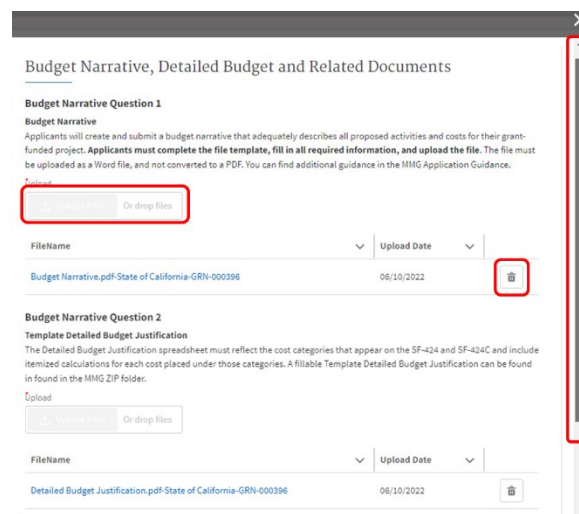
If there are other sources of federal broadband deployment funding which have been or shall be received by the Applicant, please describe in this narrative.

Budget Narrative, Detailed Budget, and Related Documents Submission Instructions

1. Click the **Get Started** button to begin the Budget Narrative, Detailed Budget and Related Documents section.



2. Click the **Upload** button to select the file to upload or drag and drop the file into the upload files space provided. When only a single document is required, the upload button will gray-out once a file has been uploaded. To remove a file and re-upload, click the **delete** icon. If you select 'Yes' for Budget Narrative Question 4, the section will expand to enter a response in the text field provided. To expand the narrative text field, click and hold the lower right corner of the text box, then drag. A red asterisk (*) indicates that a document is required.



3. Use the **scrollbar** to the right to scroll up and down the modal. To close the modal without saving, click the **X** in the upper right corner. Click the **Save and End** button to complete this step and return to the Application Workspace.

Budget Narrative Question 3

Template Pro Forma

Pro forma financial projection and analysis related to the project's sustainability, inclusive of subscriber (e.g., last mile network connections, other wholesale services), across an eight-year forecast period. A fillable Template Pro Forms can be found in the MMG ZIP folder.

Upload

[Upload Files](#) Or drop files

FileName



Upload Date



Budget Narrative Question 4

Any other funding provided for this project?

- Response
- ☒ Yes
- ☐ No

Please describe.

* Response

Save and End

Note: It is recommended to compose narrative responses separately, then copy and paste into the narrative text fields. Save and archive narrative responses for record keeping purposes.

SUBMIT AND
ATTESTATION

Submit and Attestation

Once the Applicant has completed its application, it is advised to proofread the materials submitted and verify the consistency of data provided in more than one location (particularly with respect to the project budget). Then the Applicant should go to the Review and Submit page. There the Applicant will see a list of all of the submission validation requirements. The Applicant will be unable to submit its application until all of the validation requirements have been satisfied. If any sections are marked incomplete, the Applicant will need to revisit that section to provide additional information or make corrections. Once all validation requirements have been satisfied, the Applicant may submit its application by clicking the Submit button. Once the application has been submitted, it is presumed that the application is final, and the Applicant will no longer be able to make changes to the application.

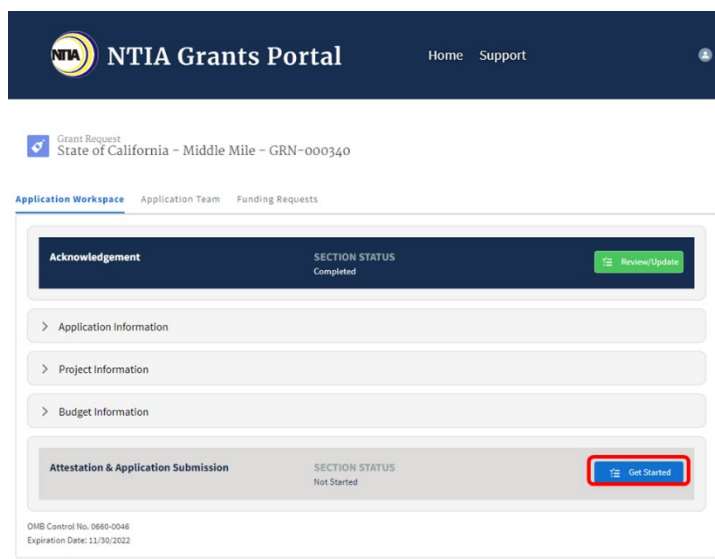
By submitting this application, the Applicant certifies that the information and responses in the application are material representations of fact and are true and correct.

1.0 Submit and Attestation Submission Instructions

Important: Only users with the Authorized Organizational Representative (AOR) role (and respective log-in credentials) designated in the Form 424 Section on the form SF-424 may submit the application on behalf of the organization. The Attestation & Application Submission section is not accessible to other team member roles. The AOR must complete the Attestation & Application Submission section.

Recommendation to the AOR: At the time of final attestation and submission, you have the ability to close access to the application for other **Application Team** members by opening the Application Team tab and changing their status to Former. If edits or application updates need to be made by a team member, change their status back temporarily to Current. Refer to the Application Team Tab instructions above.

1. Click the **Get Started** button to begin the Attestation & Application Submission section.

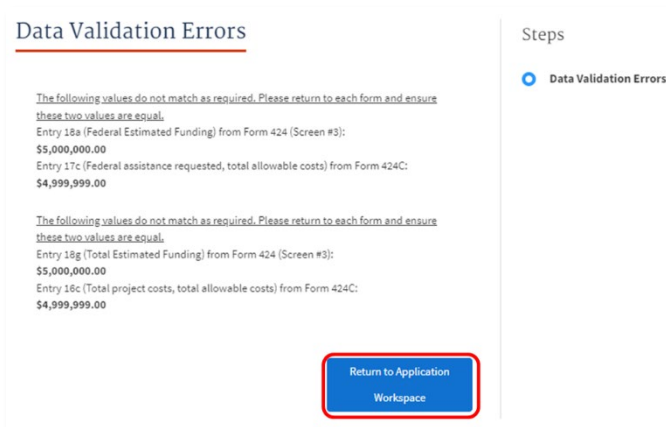


The screenshot shows the NTIA Grants Portal interface. At the top, there's a header with the NTIA logo, the text 'NTIA Grants Portal', and links for 'Home' and 'Support'. Below the header, a blue banner indicates the 'Grant Request' for 'State of California - Middle Mile - GRN-000340'. Underneath, there are three tabs: 'Application Workspace' (selected), 'Application Team', and 'Funding Requests'. The main content area shows two sections. The first section, 'Acknowledgement', has a 'SECTION STATUS' of 'Completed' and a green 'Review/Update' button. The second section, 'Attestation & Application Submission', has a 'SECTION STATUS' of 'Not Started' and a red 'Get Started' button, which is highlighted with a red rectangle. At the bottom left, there is small text: 'OMB Control No. 0880-0046' and 'Expiration Date: 11/30/2022'.

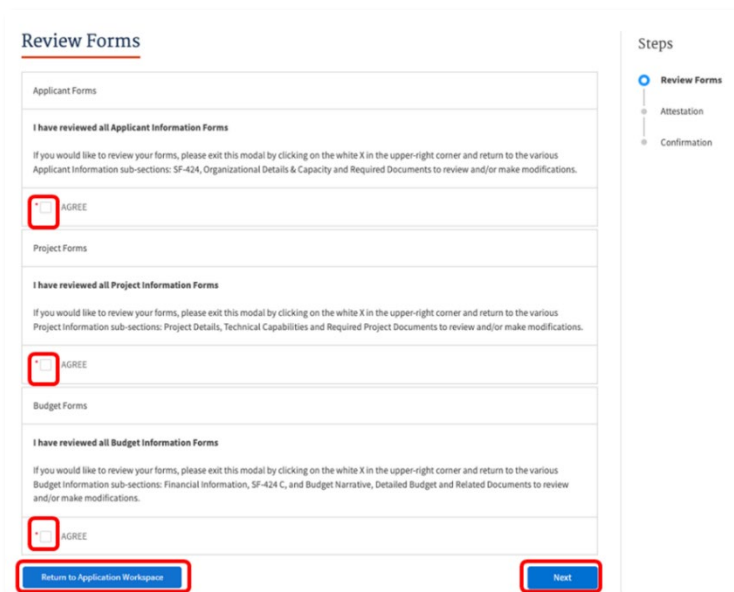
2. If there is a mismatch between the values in the following fields in Form 424 and Form 424C, a 'Data Validation Errors' screen will appear:

- Form 424 18a must match Form 424C 17c
- Form 424 18g must match Form 424C 16c

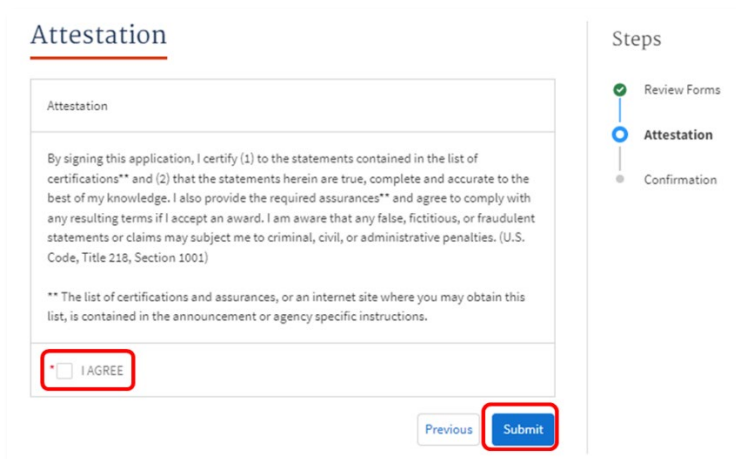
To correct the error, click the **Return to Application Workspace**, then return to the Form 424 Section and, or the Budget Form 424C Section.



3. The AOR is responsible for reviewing all Applicant Information Forms, Project Information Forms, and Budget Information Forms before final submission. If further review, download or changes are needed, exit this modal by clicking the **Return to Application Workspace** button, then return to the corresponding section(s) in the Application Workspace. At each file upload, you can click the url to view and download the file that was previously uploaded. You can also delete a file previously uploaded using the delete icon and upload a new document or, if more than one file is allowed, upload an additional document(s) and keep the existing file(s).
4. Click the '**I AGREE**' checkbox under each section to affirm you have reviewed and approve of all the documents uploaded for the application.
5. Click the **Next** button to get to the Attestation step.



- Upon providing attestation for final submission, click the required **checkbox** next to "I AGREE", then click the **Submit** button.



Attestation

Attestation

By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

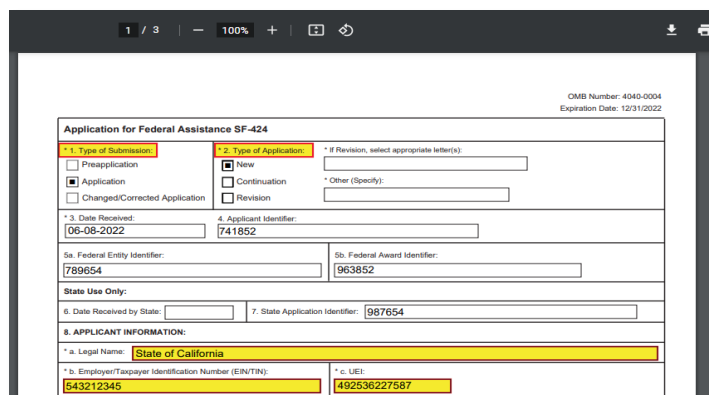
☒ I AGREE

Previous Submit

Steps

- Review Forms
- Attestation**
- Confirmation

- A pdf version of Form 424 with the AOR attested signature and date at the bottom of the form will open in a separate tab. Click the download button or the print button in the upper right corner to save a copy of the pdf for your records.



1 / 3 100% + -

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

1. Type of Submission:
☐ Preapplication
☒ Application
☐ Changed/Corrected Application

2. Type of Application:
☒ New
☐ Continuation
☐ Revision

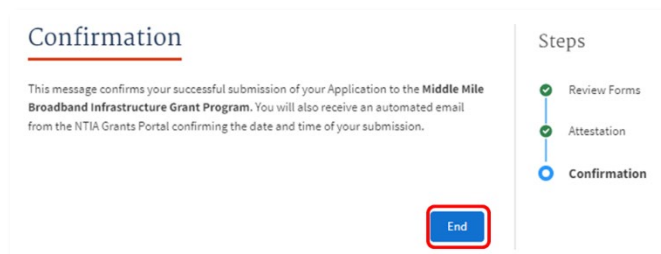
3. Date Received: 06-08-2022
4. Applicant Identifier: 741852

5a. Federal Entity Identifier: 789654
5b. Federal Award Identifier: 963852

6. Date Received by State: **7. State Application Identifier:** 987654

8. APPLICANT INFORMATION:
a. Legal Name: State of California
b. Employer/Taxpayer Identification Number (EIN/TIN): 543212345
c. UEI: 492536227587

- Click the **End** button to confirm the attestation step.



Confirmation

This message confirms your successful submission of your Application to the **Middle Mile Broadband Infrastructure Grant Program**. You will also receive an automated email from the NTIA Grants Portal confirming the date and time of your submission.

End

Steps

- Review Forms
- Attestation
- Confirmation**

Important: Once the AOR confirms submission by clicking End, the application submission process has completed, and the application records will be locked and awaiting review by NTIA.

9. Upon confirming attestation, you will be returned to the Application Workspace where each section status is now locked and marked as **Submitted**.

Budget Form 424C	SECTION STATUS Submitted	Submitted
Budget Narrative, Detailed Budget and Related Documents	SECTION STATUS Submitted	Submitted
Attestation & Application Submission	SECTION STATUS Submitted	Submitted

10. A confirmation email will be sent from the Portal system.



You have successfully completed your application for the Middle Mile Grant Program. Please reach out to MiddleMile@NTIA.gov for Middle Mile programmatic inquiries. Please reach out to NGPhelpdesk@ntia.gov if you have any outstanding technical questions or need additional guidance on submitting your application.