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✓ Download the app as directed.
✓ Webinar will launch automatically once the app is downloaded and opened

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The presentation along with a transcript and recording will be available on the BroadbandUSA website under Events/Past Event on or before August 11, 2021.
Questions

• Type questions in the Q&A box on the right side of the screen. Questions and answers will be available on the FAQ section of our website.
• Overview of Consolidated Appropriations Act, 2021 | BroadbandUSA (doc.gov)

Presentation

• The presentation along with a transcript and recording will be available on the BroadbandUSA website under Events/Past Events on or before August 11, 2021.
• BroadbandUSA Past Events

Note: This presentation is for informational purposes only and is intended solely to assist potential applicants in better understanding the NTIA Broadband Infrastructure Program and the application requirements set forth in the Notice of Funding Opportunity (NOFO) for this program. The presentation does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, or the specific application requirements set forth in the NOFO. In all cases, statutory and regulatory mandates, and the requirements set forth in the NOFO, shall prevail over any inconsistencies contained in the presentation.
Presenters:

• Jennifer Duane, Director of Grants, NTIA
• Natalie Romanoff, Grant Management Specialist, NTIA
• Katherine Bates, Team Lead, Broadband Infrastructure Program, NTIA

Moderator:

• Susannah Spellman, Broadband Team Lead, NTIA
# Agenda

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Broadband Infrastructure Program

Jennifer Duane
Director of Grants, NTIA
Broadband Infrastructure Program Overview

- $288 Million
- Covered Partnerships
- Covered Broadband Projects
- Accepting Applications Through August 17, 2021
Key Points

• Qualifying Broadband Service
• Unserved
• Eligibility
• Prioritization
Eligible Uses

A covered partnership may use grant funds to fund:

i. The costs of construction, improvement, and/or acquisition of facilities and equipment required to provide qualifying broadband service, including infrastructure for backhaul, middle and last mile networks;

ii. The cost of long-term leases (for terms greater than one year) of facilities required to provide qualifying broadband service, including indefeasible right-of-use (IRU) agreements;

iii. Cost of engineering design, permitting and work related to environmental, historical and cultural reviews;

iv. Personnel costs, including salaries and fringe benefits for staff and consultants required for the implementation of the Broadband Infrastructure Program (such as project managers, program directors, subject matter experts, grant administrators, financial analysts, accountants, and attorneys);

v. Reasonable pre-application expenses or grant preparation costs in an amount not to exceed $50,000;

vi. Other allowable costs necessary to carrying out programmatic activities of an award, not to include ineligible costs.
Funding Uses

Ineligible Costs

The following restrictions apply to all members of a Covered Partnership:

i. A Covered Partnership may not use grant funds received under this program to purchase or support any covered communications equipment or service as defined in section 9 of the Secure and Trusted Communications Networks Act of 2019 (47 U.S.C. 1608).

ii. A profit, fee, or other incremental charge above actual cost is not an allowable cost under this program.

iii. A Covered Partnership may not use grant funds, directly or indirectly, to support or oppose collective bargaining.

The provider of broadband service that is part of a Covered Partnership receiving the grant may not use grant funds to:

i. Repay or make any other payment related to a loan made by any public or private lender; or

ii. Use as collateral for a loan made by any public or private lender; or

iii. Use more than $50,000 of the grant amounts to pay for the preparation of the grant; and

iv. Pay for previously incurred administrative costs or previously purchased equipment or construction activities undertaken prior to the award.

v. Pay for the cost of providing broadband service to any locations that are used to meet an FCC Universal Service Fund (USF) deployment obligation.
Complete applications must be received by www.grants.gov no later than 11:59 p.m. Eastern Daylight Time on **August 17, 2021.**
Application Review

Natalie Romanoff
Grant Management Specialist, NTIA
Grant Application Process

Pre-Application Activities
• Verify SAM.gov registration
• Obtain Grants.gov workspace access
• Gather all requirements listed in the NOFO to include programmatic documentation and standard forms

Submit Full Application in Grants.gov
• Applications must be complete and not missing documents
• Applications are due no later than August 17, 2021, 11:59 PM EDT
• Applications must be submitted through grants.gov

NTIA Will Review Applications in Accordance with the NOFO
• Eligibility Review
• Merit Review
• Programmatic Review
• NTIA will reach out to applicants with questions on the application, as appropriate
Pre-Application Activities

• Ensure you have an active SAM.gov registration
  • May take up to 30 days to reactivate
  • An active registration is required to receive federal funding
• Ensure you have access to Workspace in Grants.gov
  • You will submit your application through workspace on the grants.gov website
• Compile all of the grant application requirements as listed in the “Content and Form of Applications” section (pg. 11) of the NOFO
How to Register to Apply through Grants.gov

An excerpt from pg. 26 of the NOFO:

Read the instructions below about registering to apply for the funds available under the Broadband Infrastructure Program. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate lastminute searches for required information.

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this funding opportunity, then you may begin with step 3, Create a Grants.gov Account, listed below.

Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Complete organization instructions can be found on Grants.gov here:

https://www.grants.gov/web/grants/applicants/organization-registration.html
## Application Submission Requirements

### Which Forms Do I Need to Submit With My Application?

<table>
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<th>Standard Forms on Grants.gov</th>
<th>Additional Requirements</th>
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<td>6 - Project Narrative (includes Resumes of Key Personnel)</td>
</tr>
<tr>
<td>2- SF-424C</td>
<td>7 - Budget Narrative and Detailed Budget Justification</td>
</tr>
<tr>
<td>3 - SF-424D</td>
<td>8 - Indirect Cost Rate Agreement (as applicable)</td>
</tr>
<tr>
<td>4 - CD-511</td>
<td>9 - Letters of Commitment</td>
</tr>
<tr>
<td>5 - Standard Form LLL</td>
<td>10 - Maps of Proposed Service Areas</td>
</tr>
<tr>
<td></td>
<td>11 - Pro Forma Financial Information and Analyses</td>
</tr>
<tr>
<td></td>
<td>12 - Network Diagram(s) and System Design(s)</td>
</tr>
</tbody>
</table>
Overview of Application Documents
Required Forms and Documentation: SF 424

Note: For slides 18-24, we will be reviewing the different sections of the Application for Federal Assistance SF-424 document. All information provided in the yellow sections are meant to provide an example.
### Application for Federal Assistance SF-424

<table>
<thead>
<tr>
<th><em>1. Type of Submission:</em></th>
<th><em>2. Type of Application:</em></th>
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</thead>
<tbody>
<tr>
<td>Preapplication</td>
<td>□ New</td>
</tr>
<tr>
<td>Application</td>
<td>□ Continuation</td>
</tr>
<tr>
<td>Changed/Corrected Application</td>
<td>□ Revision</td>
</tr>
</tbody>
</table>

*3. Date Received:*

*4. Applicant Identifier:*

*5a. Federal Entity Identifier:*

*5b. Federal Award Identifier:*

State Use Only:

*6. Date Received by State:*

*7. State Application Identifier:*

8. APPLICANT INFORMATION:

* a. Legal Name: State of ABC*

* b. Employer/Taxpayer Identification Number (EIN/TIN): 12-1234567*

* c. Organizational DUNS: 123-456-789*

*d. Address:*

<table>
<thead>
<tr>
<th>Street1:</th>
<th>321 Main Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street2:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Capital City</td>
</tr>
<tr>
<td>County/Parish:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td>ABC</td>
</tr>
</tbody>
</table>
SF-424, Item 8.d Zip/Postal Code field, should reflect the Zip Code +4 (#####-####) format.
SF-424, Item 12, should list the NOFO number as NTIA-Broadband-Infrastructure-Program-21.
13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):
Washington County, Jefferson County

* 15. Descriptive Title of Applicant's Project:
State ABC Broadband Infrastructure Project

Attach supporting documents as specified in agency instructions.
SF-424, Item 18, should list the total federal budget amount required for the entire project.
For SF-424, Item 21, the list of certifications and assurances is contained in SF-424D.
Required Forms and Documentation

An excerpt from pg. 12 of the NOFO:

B. Content and Form of Applications

2. **Standard Form 424C**: Budget Information for Construction Programs (SF-424C)
   Applicants must complete this form and provide a detailed budget narrative that adequately describes all costs for their proposed construction projects and associated activities that will be funded by the grant funds.

3. **Standard Form 424D**: Assurances for Construction Programs (SF-424D)
   The SF-424D is required for all applicants that have not updated their System for Award Management (SAM.gov) entity registration since February 2, 2019 to include the federal financial assistance Certifications and Representations (Certs and Reps). If an applicant has updated their SAM.gov entity registration since February 2, 2019 to include the certifications and representations, then the SF-424D is not required.

SF 424C: Budget Information for Construction Programs

Note: The numbers used in the budget summary above are only to provide an example.
Budget Considerations

• Match
  • Row 17
• Column A 424C
  • Federal plus Allowable Match
• No Pre-defined Percentage for Cost Considerations
• Pre-application Costs
• Admin and Legal Costs
Required Forms and Documentation

An excerpt from pg. 13 of the NOFO:

6. Project Narrative
The Project Narrative shall include, among other things:
   b. A description of the covered partnership, including a description of the organizations involved
      and the qualifications and experience of key personnel responsible for implementing the
      proposed project;
   c. A description of the covered broadband project to be funded by the grant, including the services,
      speed or tiers of speeds at which the covered partnership plans to offer broadband service, the
      proposed prices of the broadband service offerings, the technical details of the project, including
      the type of technology to be deployed, and the cost details of the project, including financial
      analyses and revenue and expense projections, and a description of why federal financial
      assistance is needed to implement the covered broadband project;
   d. A description of the area to be served by the covered broadband project (referred to as the
      proposed service area) including a list of the census blocks to be served, or portions thereof, the
      percentage of the total unserved (lack of infrastructure) population to be served by the project,
      and the number of unserved households, businesses, and community anchor institutions the
      project plans to connect.
Required Forms and Documentation

An excerpt from pg. 15 of the NOFO:

7. Budget Narrative and Detailed Budget Justification
Applicants must submit a Detailed Budget Justification in the form of a spreadsheet, as well as a Budget Narrative in the form of a Word document. All budget information must support the dollar amounts identified in the SF-424 and SF-424C and demonstrate that the project or activity meets the eligible use requirements in the Act and in this NOFO.

The Detailed Budget Justification spreadsheet must reflect the cost categories that appear in the SF-424C and include itemized calculations for each cost placed under those categories. The spreadsheet must be formatted to fit letter-sized paper (8.5” x 11”).

The Budget Narrative must explain the necessity and basis for all costs, clearly correspond to the information included in the Detailed Budget Justification spreadsheet, and reflect only allowable costs that are consistent with the project scope. Information on cost allowability is available in the 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.

If cost sharing or matching funds are included in the budget, the applicant must identify the nonfederal source (e.g., state funding) and distinguish the non-federal and federal portions of the budget in the Detailed Budget Justification and Budget Narrative. Information regarding cost sharing or matching funds is available in 2 C.F.R. § 200.306.
8. Indirect Cost Rate Agreement (as applicable)

If indirect costs are included in the proposed budget, provide a copy of the approved negotiated agreement if this rate was negotiated with a cognizant federal agency. If the rate was not established by a cognizant federal 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 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. See the NOFO for details regarding alternative to use 10 percent de minimis indirect cost rate.

9. Letters of Commitment

Each application must include a Letter of Commitment from an authorized representative of each member of the covered partnership. The Letter of Commitment will discuss the scope of work to be undertaken by the member of the covered partnership and its relevance to the covered broadband project.

10. Maps of proposed service areas (preferably in shapefiles, .kmz, or .kml formats).

11. Pro forma financial information and analyses, such as balance sheets, income statements, and statements of cash flows; and

12. Network diagram(s) and system design(s).
Submitting your Application
Application Format Guidance

• **Font**: 10 point minimum
• **Line spacing**: single or double spacing
• **Margins**: one inch top, bottom, left, and right
• **Page layout**: Portrait orientation except for figures, graphs, images, and pictures. Paragraphs are to be clearly separated from each other
• **Page limit**: Project narrative is limited to 20 pages single spaced, or 40 pages double spaced
• **Page size**: 8 ½ in x 11 in
• **Page numbering**: Number pages sequentially
An excerpt from pg. 27 of the NOFO:

2. How to Submit an Application for the Broadband Infrastructure Program via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application.

For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html
FAQs

Katherine Bates
Team Lead, Broadband Infrastructure Program, NTIA
Review Process for the Broadband Infrastructure Program

Initial Administrative and Eligibility Review of Complete Application Packets
- Greatest number of households
- To the extent funding remains available, continue priority sequencing

Merit Review – Applications satisfying the Initial Review will be evaluated by at least two objective reviewers who have demonstrated expertise in the programmatic elements of the grant program
- Scored independently based on NOFO Evaluation Criteria on a scale of 0-100
- Applications meeting NTIA scoring thresholds will advance to Programmatic Review - (70-100 points)

Programmatic Review – NTIA will prioritize its review of applications that qualified for funding during Merit Review based on the funding priorities outlined in the NOFO
- NTIA will use available data from FCC Form 477 for validation of proposed service areas as eligible
- NTIA will leverage other datasets available in NBAM to target funding to unserved areas
Frequently Asked Questions

FAQ Links and Themes

Frequently Asked Questions (FAQs) 05-24-2021
Frequently Asked Questions (FAQs) 06-10-2021
Frequently Asked Questions (FAQs) 06-23-2021
Frequently Asked Questions (FAQs) 07-20-2021
Frequently Asked Questions (FAQs) 07-27-2021

• Program Overview
• Eligibility
• Other Broadband Funding Programs and Eligible Service Areas
• How to Apply
• Evaluation of Applications
• Grant Award and Reporting Requirements
Frequently Asked Questions

FAQ Examples

• What constitutes a covered partnership? Who is the lead applicant? How is the funding handled?
• How will NTIA determine is the area is eligibility? Are there any mapping requirements?
• Are service areas that are to be served by non-wireline broadband services (e.g., wireless, satellite) through the recent FCC RDOF and/or CAF II funding programs eligible for this program?
• Will we need to have an environmental review completed prior to submitting the application, or is it okay if the process is just initiated?
• In the definition of qualifying broadband service, specifically 25/3, is minimum broadband speed based on advertised speeds or actual speeds?
• If there are supply chain issues in the procurement of needed project materials, e.g., fiber, will NTIA allow projects to extend their period of performance?
Q & A
Join again for the grants webinar series!

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Webinars start at 2:30 pm ET
Registration is required for each webinar and is limited to 1,000

[BroadbandUSA Latest Events]
Thank you for attending

The slides, transcript, and a recording will be posted on the BroadbandUSA website by August 11.

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broadbandusa@ntia.doc.gov

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