THE ENABLING MIDDLE MILE BROADBAND INFRASTRUCTURE PROGRAM

Applicant Information – Application Guidance
Today's webinar will focus on the Middle Mile Program – one of four high-speed Internet programs administered by NTIA\(^1\)

<table>
<thead>
<tr>
<th>Program</th>
<th>Funding (B)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEAD</td>
<td>$42.45B</td>
<td>Broadband Equity, Access &amp; Deployment Program</td>
</tr>
<tr>
<td>Digital Equity Act</td>
<td>$2.75B</td>
<td>A program to ensure that all communities can access and use affordable, reliable high-speed Internet to meet their needs and improve their lives.</td>
</tr>
<tr>
<td>TRIBAL</td>
<td>$2.00B</td>
<td>Tribal Connectivity Technical Amendments</td>
</tr>
<tr>
<td>Tribal Connectivity</td>
<td></td>
<td>A program to help tribal communities expand high-speed Internet access and adoption on tribal lands.</td>
</tr>
</tbody>
</table>

**Today's focus**

**MIDDLE MILE**

- **$1.00B**
  - Enabling Middle Mile Broadband Infrastructure

  A program to expand middle mile infrastructure, to reduce the cost of connecting unserved and underserved areas.

---

1. National Telecommunications and Information Administration. Note: Funding amounts inclusive of all administrative set-asides
Middle Mile Grant Program will invest in the construction, improvement or acquisition of middle mile infrastructure.

**Funding pool**

$1.00B

A program to expand middle mile infrastructure, to reduce the cost of connecting unserved and underserved areas.

**Middle mile infrastructure refers to** the mid-section of Internet infrastructure that carries large amounts of data at high speeds over long distances and connects the "backbone" of Internet infrastructure to the "last mile", which connects to end users.

**Entities eligible to apply include a wide variety of entities**, incl. but not limited to government entities, utilities, companies, and non-profits that provide Internet services.

**Example uses of funds:**
- Construction, improvement or acquisition of facilities and equipment
- Engineering design, permitting and work related to projects
- Personnel costs, including salaries and benefits
- Other costs necessary to program's activities

**PROGRAM HIGHLIGHTS**

**ESTIMATED TIMELINE**

Timeline approximate unless exact date specified.

- **2022**
  - NOFO live 5/13
  - App Submission
- **2023**
  - Due 9/30
  - Rolling awards no earlier than 3/1
- **2024**
  - 5-yr deployment
- **2025**
- **2026+**
Today's webinar will focus on the Applicant Information portion of the Middle Mile Grant Program Application.

Today’s focus

**APPLICANT INFORMATION**

June 30, 2022

**PROJECT INFORMATION**

July 13, 2022

**BUDGET INFORMATION**

August 10, 2022
There are three sections to complete for the Applicant Information portion of the Middle Mile Grant Program Application:

1. **Standard Form 424: Application for Federal Assistance**
2. **Organizational Details & Capacity**
3. **Required Documents**
Completing the Applicant Information begins with the SF-424

**Standard Form 424: Application for Federal Assistance**

Applicants will begin by completing the **SF-424: Application for Federal Assistance**

A copy of this form is available in the Middle-Mile Grant Program Application Package, along with instructions for completing the SF-424 in the Middle Mile Grant Program Application Guidance.

The Middle Mile Grant Program Application Package can be found on the Enabling Middle Mile Broadband Infrastructure Program page on InternetForAll.gov.
Applicants should download the Middle Mile Application Checklist and Packet for forms and templates necessary for application.

The Middle Mile Grant Program Application Checklist and Packet includes:

- Middle Mile Grant Program Application Checklist
- Standard Form 424: Application for Federal Assistance
- Standard Form-LLL, Disclosure of Lobbying Activities
- Form CD-511 Certification Regarding Lobbying
- Community Anchor Institution List Template
- Budget Narrative Template
- Data Submission Specification Template
- Detailed Budget Justification Template
- Pro Forma Template
- Table of Funded Project Participants and Unfunded Collaborators Template
In Fields 1 and 2, indicate that the submission is an **application** and **new**.

Field 3 will auto-populate the application when submitted in the NTIA Grants Portal.

Applicants are not required to complete Fields 4, 5A, 5B, 6 or 7.

Applicants will complete Field 8. Ensure that the legal name, EIN, UEI, and address match the information provided in the SAM.gov registration.

![Diagram of Application for Federal Assistance SF-424 form]

- **Required**
- **Not Required**
In Field 8F, provide the name and contact information of the person involved in the application. This field is typically the **Authorized Organizational Representative (AOR)**.

Section 8E is not required but is recommended.
Select applicant type from the drop-down menu in Field 9.

Enter **National Telecommunications and Information Administration** in Field 10.

Field 12 should list the NOFO number as **NTIA-MMG-2022** and title as **Middle Mile Grant Program**.

Applicants are not required to complete Field 11.
Applicants are not required to complete Fields 13 and 14, but it is recommended to complete Section 14 if multiple areas are affected by the project.

In Field 15, enter a descriptive title for your project.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required/Not Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Competition Identification Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Areas Affected by Project (Cities, Counties, States, etc.):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Descriptive Title of Applicant’s Project:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach supporting documents as specified in agency instructions.
In Fields 16A and 16B, enter the Congressional Districts of the Applicant and the Program/Project. If needed, applicants can provide additional Congressional Districts for the Program/Project.

Applicants can reference www.census.gov/mycd/ to determine their Congressional Districts.

Select the appropriate response in Field 19.

As noted in Section IV.H of the NOFO, applications are subject to E.O. 12372.

Applicants should pay special attention to Fields 17 and 18.

The proposed project start and end dates entered in Field 17 should **align with the project timeline**.

All budget categories entered in Field 18 should **align with all budget documents**, such as the SF-424C, Budget Narrative, and Detailed Budget Justification.
Indicate whether or not your entity is delinquent on any federal debt. If yes, an explanation must be provided in the space provided.

In the NTIA Grants Portal, applicants will only be able to provide a written explanation, not upload additional attachments.

Enter the first name, last name, title, telephone number, and email address of the Authorized Representative.

Note that for any questions regarding the application, NTIA will contact the AOR.
The SF-424 will be input directly into the NTIA Grants Portal, but applicants are encouraged to complete this form as a DRAFT.

Detailed submission instructions for inputting SF-424 contents in the NTIA Grants Portal will be available in the Middle Mile Grant Program Application Guidance.
Applicants will next provide additional details on their organization’s management and capacity

**Indicate Entity Type**
- Applicants will begin by indicating which type of entity they are

**Identify “Primary Applicant”**
- If individual entity, default as primary
- If partnership, identify the other entities in the partnership and specify which entity is primary

**Identify if Foreign Entity**
- Applicants will check Y/N if the parent/owner of the applicant is a foreign entity
- If yes, applicants will need to identify which country

**Upload Managerial Capability**
- Applicants will upload one-page resumes for:
  - (a) all key management personnel, and
  - (b) all key personnel of subcontractors or other entities that will play substantial roles in building, managing, or operating the middle mile network built using Middle Mile Grant Program funding
- Resumes should align with key personnel described in the ‘organizational details narrative’ and clearly show their experience and qualifications

**Reminder - “Eligible Entity” includes:**

**Government:**
- State, political subdivision of a State, Tribal/Native government

**Industry:**
- Tech company, electric utility, utility coop, public utility district, telecom company/coop

**Non-profits and other associations:**
- Non-profit foundation/corporation/institution/association, regional planning council, Native entity, or economic development authority

**A**
- A partnership of two or more entities described in (A)

**B**
- or

**Item uploaded by applicant into the NTIA Grants Portal**
**Item input directly into the NTIA Grants Portal**
**Fillable form uploaded by applicant into the NTIA Grants Portal**
Applicants will next provide additional details on their organization’s management and capacity

**Upload Organizational Charts**
- Applicants will next submit any necessary organizational chart(s) detailing all of its parent companies, subsidiaries, and affiliates.

**Input Organizational Details Narrative**
- Each applicant must also provide a narrative describing the applicant’s readiness to manage a middle mile broadband network.
- This narrative shall denote who will own the assets consistent with the requirements set forth in 47 C.F.R. § 1.2112(a)(1)-(7) at the end of award period and describe:
  - 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
  - Relevant organizational policies.
**Required Documents**

**Form CD-511 Certification Regarding Lobbying**
Applicants will upload a completed form that certifies that Federal funds have not and will not be used for lobbying in connection with this request for Federal financial assistance. A fillable Form CD-511 can be found in the Middle Mile Grant Program Application Package.

**Standard Form-LLL, Disclosure of Lobbying Activities**
Standard Form-LLL must be completed and submitted for those applicants that need to disclose lobbying activities that have been secured to influence the outcome of a Federal action. A fillable SF-LLL can be found in the Middle Mile Grant Program Application Package.

**SAM.gov Registration**
Applicants are asked to upload a screenshot of their SAM.gov registration.
Applicants should pay close attention to application requirements to avoid delays in review

**Common Mistakes**

In previous NTIA programs, some of the most common reasons for delays in review included **missing or incomplete forms**.

Common reasons included:

- Missing a response in Fields 1-18, & 20-21 of the SF-424 or not providing the associated form for Field 19

- The total federal budget amount requested in Field 18 of the SF-424 did not align to the number in the SF 424C

- Project Name in the CD-511 did not match the title of the application used in Field 15 of the SF-424

**Best Practices**

- **Use NTIA-provided templates** where applicable

- Ensure that all required forms and documents related to Applicant Information have been uploaded into the NTIA Grants Portal, including:
  - SF-424
  - Management, personnel, and subcontractor resumes
  - Organizational Chart(s)
  - CD-511
  - SF-LLL
  - SAM.gov Registration

- Confirm that all required forms are signed & complete

- Ensure that Project Name and budget information are consistent across all forms
Additional resources about the Middle Mile Program

1. Visit the InternetForAll.gov for additional information on federal funding programs

2. Engage with your State or territory regarding their plans to improve high-speed Internet access

3. Submit questions to middlemile@ntia.gov

4. Attend future NTIA webinars, including program-specific application guidance webinars for applicants
THANK YOU