

State of Idaho Broadband Grant Application

GUIDELINES

The transparent.idaho.gov website will include a list of grant recipients including the business name, the primary city location, and the total grant award. Grant applications will be posted to the Idaho Department of Commerce website for public review.

1. Program Description

This CFAC Broadband initiative grant program (the “Program”) is designed to meet the COVID-19 Health Emergency, Cares Act criteria, and help Idaho rebound from the COVID-19 Emergency. The Program will fund projects across the State that create and retain local jobs, and result in purposeful outcomes including distance learning, telehealth, public safety, commerce, and overall well-being.

2. Eligible Projects

- A. Projects must meet the following eligibility criteria. The Project must:
- i. Be infrastructure investment and associated equipment related to broadband as defined by the FCC: speeds of 25 Mbps download and 3 Mbps upload.
 - ii. Meet the CARES Act criteria, which is designed to address key areas of public health and safety by improving opportunities to telework, facilitate distance learning, and improve public safety (additional guidance can be found [here](#) and [here](#)).
 - iii. Be a project that does not overbuild existing broadband service. Underbuilt areas are defined as locations where less than fifty percent (50%) of households in the project area have access to Broadband service.
 - iv. Include only new broadband service, installed, owned, and operated by for-profit companies and not the applicant.
 - v. Provide broadband service within the applicant’s proposed project area.
 - vi. Be completed, operable, paid for, and submitted to Idaho Department of Commerce for payment no later than December 15, 2020.
 - vii. Include broadband infrastructure and equipment costs meeting CARES Act criteria. Satellite service is not eligible for grant award.

Eligible costs include, but are not limited to:

- Construction and Materials (Fiber, conduit)
- New and rehabilitative construction contracts
- Architect and engineering services and legal and professional services, if required to complete the project by December 15, 2020
- Permitting fees
- Validation of Service expenses
- Equipment related to broadband infrastructure
- Equipment installation

The following are ineligible and Grant funds may not be used to pay for:

- General broadband planning not associated with the project

- Expenses related to providing broadband services
- Ongoing overhead, operating costs, or staff costs
- Political activities or lobbying
- Expenses related to administering the Grant

- B. The State will prioritize the following projects:
- Projects that are serving communities of less than 5,000 persons.
 - Projects serving communities that are unserved at a maximum of 10 Mbps download and 1 Mbps upload or less.

3. Eligible Applicants

Eligible applicants must be an Idaho local or tribal government or a State of Idaho agency. For ease of administration, the Program adopts the definition of Idaho local governments described in Idaho Code section 67-1226. County governments may apply for grants on behalf of unincorporated communities. Broadband service may only be provided by for-profit companies and not the applicant.

4. Funding Terms and Limitations.

Grant funding is subject to the following:

- The maximum Program grant is four million dollars (\$4,000,000) per project.
- The State may award less than the funds requested.
- There is no required match. Eligible applicants are encouraged to include any match in their application and any letters of support.
- Projects must be completed by December 15, 2020. **The State will provide no funding and have no obligations for projects that fail to be completed by December 15, 2020.**

5. Important Dates:

- Grant Application posted for public comments from 6/16/2020 to 5:00pm MDT 6/19/2020
- Grant Portal opens for application submissions at 12:00pm MDT 6/23/2020
- Grant Portal closes for application submissions at 5:00pm MDT 7/8/2020
- Complete applications will be posted to Department of Commerce website for public review at 12:00pm MDT 7/10/2020
- Grant challenge Period: 12:00pm MDT 7/10/2020 to 5:00pm MDT 7/17/2020
- All applicants will be notified of award no later than 7/31/2020
- Projects must be closed, completed, verified, and paid no later than 12/15/2020

6. Application Selection

A committee of five (5) will review applications and rank eligible projects in accordance with the priorities set forth above and make recommendation to the Director of the Idaho Department of Commerce.

Applicants may submit one project per application. However, Applicants can submit more than one application. Applicants submitting more than one project must prioritize their projects for the community in a cover letter submitted with each application.

The Idaho Department of Commerce (“Commerce”) reserves the right to not award funds to any project up to final award date.

7. Challenge Process

The State will post all complete applications to the Department of Commerce website. Complete Applications will be open to challenge for five (5) business days following posting. Any interested party may submit a written challenge identifying the criteria the application does not meet and providing a basis for the challenge. Challenges must be submitted to the Idaho Department of Commerce Broadband Office at broadband@commerce.idaho.gov.

Upon notice that the Department of Commerce has received a challenge, applicants may, within three (3) business days:

- Submit a response to the challenge containing specific evidence that the applicant meets the challenged criteria;
- Modify the application to meet the criteria; or
- Withdraw their application.

Upon review of the application, the challenge, the applicant’s response, and additional information requested and provided to the Department of Commerce staff, if any, the Director will issue a written determination concerning the challenge. Such determination shall be final and binding upon the applicant and the challenger.

The entire application, challenges, responses to challenges, and the Director’s determination will be posted to the Commerce website.

8. Grant Administration

A. Recipients must administer their own grants. However, if approved by a resolution of their governing body, city and county governments may designate a non-profit organization to administer its Grant.

B. The procurement of goods and services purchased with State of Idaho CARES Act Broadband Grant must comply with all laws applicable to the Recipient including, where applicable:

[Idaho Code Title 54, Chapter 19](#) – Public Works Contractors

[Idaho Code Title 67, Chapter 23](#) – design professional qualification-based selection

[Idaho Code Title 67, Chapter 28](#) – purchasing by political subdivisions

[Idaho Code Title 67, Chapter 92](#) – the State Procurement Act

C. Prior to disbursement of funds, Recipient and the Department of Commerce shall execute a Grant Agreement.

D. At its discretion, the Department of Commerce may establish special conditions in the Grant Agreement requiring additional reporting or documentation.

E. Grant funds shall be disbursed as a single “lump sum” payment upon completion of the project and the Recipient’s submission of documentation verifying terms of the Grant to the Department of Commerce.

APPLICATION

NOTICE: Grant applications, challenges, and responses to challenges will be posted to the Idaho Department of Commerce website

Purpose:

1. Program Description

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2. Eligible Projects

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 - ii. Meet the CARES Act criteria, which is designed to address key areas of public health and safety by improving opportunities to telework, facilitate distance learning, improve public safety (additional guidance can be found [here](#) and [here](#)).
 - iii. Be a project that does not overbuild existing broadband service. Underbuilt areas are defined as locations where less than fifty percent (50%) of households in the project area have access to Broadband service.
 - iv. Include only new broadband service installed, owned, and operated by for-profit companies not the applicant.
 - v. Project must provide broadband service within the applicant’s area.
 - vi. Be completed, operable, paid for, and submitted to Idaho Department of Commerce for payment by December 15, 2020.
 - vii. Include broadband infrastructure and equipment costs meeting CARES Act criteria. Satellite service is not eligible for grant award.

Applicant Information

1. Contact information of Applicant
 - a. Name
 - b. Title
 - c. Mailing Address
 - d. City/Zip
 - e. Email
 - f. Phone
2. List the cities/communities where the project(s) will take place.
3. Grant Administrator
 - a. Enter Name and title of designated grant administrator
 - b. Enter the email of the designated grant administrator
 - c. Enter the phone number of the designated grant administrator

Project Requirements

1. Does Your project meet the Cares Act criteria?

- a. Y/N
- 2) Does your project meet all the following criteria, as outlined by the CFAC Committee Recommendation?
 - a. Project must provide a minimum of 25 Mbps Download and 3 Mbps Upload
 - i. Y/N
 - b. Projects provide service to areas where less than 50% of households in the project area has broadband
 - i. Y/N
 - c. For profit companies will install, own, and operate the new broadband service.
 - i. Y/N
- 3) [Check Box] I understand that the State of Idaho will provide no funding and have no obligations for projects that fail to be completed by December 15, 2020.

Project Criteria

1. Provide an overview of the project including why the project is important and will address broadband needs of the community. Include a scope of work, existing broadband plan, any ISPs that can provide service, technologies, equipment, installation, and operate new broadband services. (10% of Score)
2. Is your project in an area where 50% of households is in an unserved area? Defined as areas with speeds at or below 10 Mbps download and 1 Mbps upload. (25% of Score)
3. Is your project in an area where 50% of households is in an underserved area? Defined as areas with speeds at or below 25 Mbps download and 3 Mbps upload but above 10 Mbps download and 1 Mbps (10 % of Score)
4. Is the project in a town/city/municipality of less than 5,000 people? (25% of Score)
5. Estimated total Project Cost?
6. How many households will receive broadband service because of this project? (20% of Score)
7. List the underserved and unserved Community facilities (schools, libraries, government offices, hospitals, public safety, etc.) within the proposed project area.
8. What is the average cost per household of new broadband service based on this project cost?
9. What is the maximum broadband speed that will be provided by the project above the minimum requirement?
10. Are permits, permissions, zoning requirements, accessible in order for the project to be completed and paid for by December 15, 2020? Y/N
 - a. Please describe.
11. Does the project address a need as identified in a local or regional broadband plan? (10% of Score)
12. Describe how the project will be administered, audited for completion, and accounting performed.
13. Include any other information regarding why your project should be considered for funding.

Required Attachments:

- Upload Supporting Documents for Scope of Project including maps, site plans, studies, or photographs, demonstrating the location of the project.
- Upload the completed Grant Budget Template for the project that outlines the various costs

- <http://commerce.idaho.gov/content/uploads/2020/06/Idaho-Cares-Act-Broadband-Grant-Budget-Template.pdf>
- Complete the Project Schedule Form
 - <http://commerce.idaho.gov/content/uploads/2020/06/Idaho-Cares-Act-Broadband-Grant-Project-Schedule-Template.pdf>
- Include any Letters of Support or Community Match from the community.
 - <http://commerce.idaho.gov/content/uploads/2020/06/ICABG-Contribution.pdf>
- Provide a copy of your Community Broadband Plan if applicable.
- Provide a notarized Affidavit of Criticality Statement that this project meets the Cares Act criteria.
- Provide commitments from community anchor institutions or public safety networks which will utilize your service if the project is funded. (If applicable)
- Maps.
 - Provide all maps electronically in PDF format.
 - Map of the project area demonstrating the insufficient availability of broadband service (25/3Mbps) in the proposed service area where less than 50% of households have access to broadband.
 - Map of the project area which includes the number of households served, the broadband speeds provided, and the technology used to provide that service.

State of Idaho Broadband Grant Budget

Line Item	Grant Dollars				Total
Totals					

**State of Idaho Broadband Grant
Match**

Community: _____

Contributor name (& title): _____

Agency/Business: _____

DESCRIPTION OF DONATION:

Date: _____

Total Amount Contributed to Project \$ _____

I hereby certify that the above listed contributions have been made in the amount (s) shown.

Contributor Signature

Copy and paste the text below to your organization's letterhead. Edit the grey text boxes and complete the statement box in your own words. Sign the letter and have it notarized. Then scan it and upload it where indicated in the application.

**State of Idaho Broadband Grant
Affidavit of Criticality**

STATE OF XXX
COUNTY OF XXX

The undersigned, [FIRST NAME LAST NAME], representing [LOCAL GOVERNMENTS NAME, ADDRESS, STATE], hereby swear (affirm) that:

1. I am [TITLE] of [LOCAL GOVERNMENTS NAME] and thereby authorized to make these statements.
2. I have personal knowledge of the facts herein, and can testify completely thereto.
3. The purpose of this statement is to assure the Idaho Department of Commerce that the project will meet the Cares Act Criteria. Further guidance can be found [here](#) and [here](#).
 - i. Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - ii. Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.

Applicant to complete this section with information regarding how they will meet the above CARES Act Criteria.

Signature

Date

SUBSCRIBED AND SWORN before me on this _____ day of _____

Notary Public for STATE

Residing at _____

Commission expires _____