

# State of Idaho Broadband Grant Application: Households

## GUIDELINES

The [transparent.idaho.gov](https://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

The CARES Act funding received by the State of Idaho 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. This CFAC Broadband Grant initiative grant program (the “Program for Households”) is designed to meet the CARES Act criteria, and help Idaho rebound from the COVID-19 public health emergency. Approximately 70% of the \$50 million received by the Idaho Department of Commerce will be allocated to this program aimed at households that lack access to broadband.

### 2. Eligible Projects

- A. Projects must meet the following eligibility criteria. The project must:
- i. Be infrastructure investment, associated equipment, and accessories 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 serves underbuilt areas and 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 to be installed, owned, and operated by for-profit companies, or membership owned cooperative corporations as defined in Idaho Code section § 30-30-103 that provide broadband services to the public.
  - v. Provide broadband service within the applicant’s proposed project area.
  - vi. Be completed, operable, paid for, and submitted to the 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.
- 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.
- Expenses related to administering the grant.

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

- B. The State will prioritize the following projects:
- Projects that are serving communities of less than 3,000 people which represent more than 150 Idaho cities.
  - 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. For ease of administration, the Program for Households 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, or membership owned cooperative corporations as defined in Idaho Code section § 30-30-103 and not the applicant.

### 4. Funding Terms and Limitations.

Grant funding is subject to the following:

- The maximum grant under this program is three million dollars (\$3,000,000) 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 6/25/2020 to 5:00pm MDT 6/26/2020
- Anticipated date Grant Portal will open for application submissions at 5:00pm MDT on 6/29/2020
- Anticipated date Grant Portal will close for application submissions at 5:00pm MDT on 7/15/2020
- Anticipated date Complete applications will be posted to the Idaho Department of Commerce website for public review at 12:00pm MDT on 7/17/2020
- Anticipated grant challenge period: 12:00pm MDT on 7/17/2020 to 5:00pm MDT on 7/24/2020
- Anticipated that 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 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 (1) 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 reserves the right to not award funds to any project up to final award date.

#### 7. Challenge Process

The State will post all completed applications to the Idaho Department of Commerce website. Completed applications will be open to challenge for five (5) business days following posting. Any eligible applicant, or any internet service provider qualified and able to provide the broadband service proposed in the Program for Households' application may submit a written challenge identifying the criteria the application does not meet and provide a basis for the challenge. Challenges must be submitted to the Idaho Department of Commerce Broadband Office at [broadband@commerce.idaho.gov](mailto:broadband@commerce.idaho.gov).

Upon notice that the Idaho 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 Idaho Department of Commerce, 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 or reimbursed by funding under the Program for Households 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

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

D. At its discretion, the Idaho 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 Agreement to the Idaho 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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### 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. A for-profit company, or membership owned cooperative corporation as defined in Idaho Code section § 30-30-103 that provide broadband services to the public, 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.

### **Scored 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 more than 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 3,000 people? (25% of Score)
5. How many households may receive broadband service because of this project? (20% of Score)
6. Does the project address a need as identified in a local or regional broadband plan? (10% of Score)

### **Additional Criteria**

1. Estimated total project cost?
2. List the underserved and unserved community facilities (schools, libraries, government offices, hospitals, public safety, etc.) within the proposed project area.
3. What is the average cost per household of new broadband service based on this project cost?
4. What is the maximum broadband speed that will be provided by the project?
5. 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.
6. Describe how the project will be administered, audited for completion, and accounting performed.
7. 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
- Complete the Project Schedule Form
- Include any Letters of Support or Community Match from the community.
- Provide a copy of your Community Broadband Plan if applicable.
- Provide a notarized CARES Act Certification 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.