



NextLevel Connections

Broadband Grant Program

State of Indiana

Office of the Governor
Eric J. Holcomb

Office of the Lieutenant Governor
Suzanne Crouch

Indiana Office of Community and Rural Affairs

Application Issue Date	12/10/2019
Submission Deadline for Letters of Intent	02/06/2020
Submission Deadline for Challenges	03/09/2020
Expected Date for Challenge Decisions	03/25/2020
Submission Deadline for Full Applications	05/26/2020
Expected Date for Selections	08/01/2020

- Applicants must submit a Letter of Intent by 3:00 pm ET on the due date listed above to be eligible to submit a Full Application

Questions about this program and application? Email NLC@ocra.in.gov

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I. Grant Program Description

A. Background and Context

The Next Level Connections (NLC) Broadband Grant Program is designed to promulgate access to reliable and affordable broadband service to all areas of the state, which is necessary for a highly functioning 21st century economy. This is a part of Governor Holcomb's broader Next Level Connections infrastructure program. The program builds upon investments made through industry funds, along with prior and ongoing grant programs. Yet, there are still areas of Indiana that remain unserved for a range of economic and topographical considerations. Purdue University found that Indiana has the potential to gain billions in economic benefits over 20 years with full deployment of broadband into rural areas¹.

Affordable, high-speed broadband has become a business, educational, and personal necessity. Hoosiers should be able to connect to reliable broadband regardless of where they are located within the State. NLC Broadband assists in bridging the digital divide by bringing high-speed, affordable broadband to rural Indiana. The program aides in the creation of a fully integrated network that maximizes the state's economic competitiveness and solidifies Indiana's role as the Crossroads of America.

The purpose of the Program is to provide funds for the deployment of broadband infrastructure to provide eligible broadband service to end users, which include households, businesses and community anchor institutions, across Indiana. The Office of Community and Rural Affairs is responsible for administering the Program on behalf of the Office of Lieutenant Governor Suzanne Crouch, and the Office of Governor Eric Holcomb. OCRA anticipates that the applications will be submitted through collaboration between the community and eligible broadband service provider.

B. Award Information

Approximately \$70 million of grant funding is available for new eligible projects. OCRA may issue one, multiple, or no awards based on eligible applications. Individual award amounts may vary, up to \$5 million. Awarded projects must be completed within 24 months from the date of the executed grant agreement.

C. Requirements

To be considered for a substantive evaluation, an applicant's submission must meet the criteria set forth below. If the application does not meet these initial requirements, it will be considered nonresponsive, removed from further evaluation, and ineligible for award in this current round.

¹ Grant, Alison, Wallace Tyner, and Larry DeBoer. "Estimation of the Net Benefits of Indiana Statewide Adoption of Rural Broadband." *Purdue Center for Regional Development*, Aug. 2018. pcrd.purdue.edu/files/media/006-RPINSights-Indiana-Broadband-Study.pdf

i. Eligible Broadband Service

The applicant must be able to provide a terrestrial connection to the Internet that provides an actual speed of at least 25 Mbps downstream and at least 3 Mbps upstream, regardless of the technology medium used to provide the connection.²

ii. Eligible Entities

The lead applicant must be a “qualified broadband provider,” which is defined as a company, firm, corporation, partnership, or association that, at the time of submission of the grant application:

- 1) either:
 - A) Has been providing broadband service to at least 100 residences and businesses in Indiana for at least three (3) consecutive years; or
 - B) is:
 - (i) a corporation organized under IC 8-1-13; or
 - (ii) a corporation organized under IC 23-17 that is an electric cooperative and that has at least one member that is a corporation organized under 8-1-13; and
- 2) has demonstrated, to the satisfaction of OCRA:
 - A) financial;
 - B) technical; and
 - C) operational capability in building and operating a broadband network.³

Applicants may partner with other entities to deliver the entire solution.

iii. Eligible Project Area

Broadband infrastructure projects are eligible if they are extending the deployment of eligible broadband service to areas in which:

- Internet connections are unavailable; or
- The only available connections to the Internet are at actual speeds of less than 10 Mbps downstream⁴

Determination of the available broadband service is based on the following:

- The most recent available data from the FCC Form 477 will be used to determine existing service levels;
- The data above is collected on a census block level and can overstate the availability of services, an applicant is permitted to provide additional information to demonstrate that the proposed service area is actually unserved;
- Additional information must be sufficient to conclude that an area is eligible and may include but is not limited to:
 - Statistically significant survey data for the designated area which may include, but is not limited to, speed testing and address level data, or;

² Indiana General Assembly. 2019. “Chapter 38.5 Broadband Grants for Rural Areas.” <http://iga.in.gov/legislative/laws/2019/ic/titles/004#4-4-38.5>.

³ Ibid

⁴ Ibid

- Documentation of the location of existing infrastructure within a given census block.

Non-contiguous areas may be submitted in a single application.

Ineligible areas include:

- Census Blocks that previously received Next Level Connections Broadband Grant program funds; and
- Census blocks for which funding has been allocated from the federal Connect America Fund or from any other similar federally funded program for which the express purpose is to provide broadband service to rural or unserved areas.⁵

iv. Eligible Costs

The NLC Broadband Grant Program can pay up to 80% of the eligible costs for a qualifying project, up to \$5 million. Eligible broadband project expenses are terrestrial capital expenses directly related to a qualified broadband project, including design, engineering, permitting, and construction of “last mile” infrastructure expenses. Last mile is defined as the final leg connecting a broadband service provider’s network to the end-user customer’s on premise telecommunication equipment.

Middle mile expenses are eligible for grant funding only when they are necessary for the provision of the last mile services described in the application. Maintenance or operating expenses related to the project do not qualify as eligible costs.

v. Match Requirement

The applicant must provide at least 20% of the total allowable project costs to deploy the proposed broadband infrastructure project. The match can be derived from private and public sources available to the applicant, but cannot include any other state or federal funds applied to the same area. In-kind expenses will not be considered as match contributions.

The match must be available at the time of application submittal and documentation to support the match is required as part of the application. Examples may include: a letter of credit, letter from a financial institution, board resolution committing funding, or loan documentation. If there are additional financial partners for the applicant match, please also provide documentation for their match portion. Match contributions must be specified in the project budget, and verifiable from the applicant’s records.

D. Questions Regarding Eligibility

OCRA will not make eligibility determinations for potential applicants prior to the date on which Letters of Intent to this funding opportunity must be submitted. The decision whether to submit a Letter of Intent in response to this opportunity lies solely with the applicant.

⁵ Indiana General Assembly. 2019. “Chapter 38.5 Broadband Grants for Rural Areas.” <http://iga.in.gov/legislative/laws/2019/ic/titles/004#4-4-38.5>.

E. Limitation on Submissions

An entity may submit more than one Letter of Intent and Full Application to this opportunity, provided that each application describes a unique project area and provided that an eligible Letter of Intent was submitted for each Full Application.

II. Application and Submission Information

A. Application Process

The application process will include two phases: a Letter of Intent and a Full Application phase. **Only applicants who have submitted an eligible Letter of Intent will be eligible to submit a Full Application.** At each phase, OCRA will perform a compliance review of the applicant submissions to determine whether they meet the requirements of Section II.D. OCRA will not review or consider submissions that do not meet the eligibility requirements of Section I.C.

All submissions must be submitted via NLC@ocra.in.gov and, as applicable, an FTP site for large files, and must conform to the following form and content requirements:

- Each must be submitted in Adobe PDF format (unless otherwise stated);
- Each must be written in English;
- All pages must be formatted to fit on 8.5. x 11 inch paper with margins not less than 1” on every side, font not smaller than 12 point; and
- The Full Application must include the Control Number issued by OCRA in the upper right corner of the header of every page, and page numbers must be included in the footer of every page.

If an FTP site is needed to submit Full Application files, please contact OCRA at NLC@ocra.in.gov by May 8, 2020 to receive access to submit large files. Applicants are responsible for meeting each submission deadline. **Applicants are strongly encouraged to submit their Letter of Intent and Full Applications in advance of the individual submission deadlines.** Once the Letter of Intent or Full Application is submitted, applicants may revise their submission until the expiration of the applicable deadline.

OCRA urges applicants to review their Letters of Intent and Full Applications carefully and to allow sufficient time for the submission of required information and documents. All Full Applications that pass the initial eligibility review will undergo comprehensive merit review according to the criteria identified in Section II.E.

Applicants must submit a Full Application by the specified due date and time to be considered for funding under this Announcement. Applicants must complete the following forms that accompany this document, in accordance with the instructions.

The application forms and instructions are available on the OCRA website. To access these materials, visit <https://www.in.gov/ocra/nlc.htm>. Files in excess of 20 MB in aggregate cannot be emailed and should be uploaded to the FTP site.

B. Content and Form of the Letter of Intent

To be eligible to submit a Full Application, applicants must submit a Letter of Intent by the specified due date and time. Letters of Intent will be utilized to plan for the Challenge process and allow applicants an early notice of possible challenges to proposed census blocks. The letters should not contain any proprietary or business sensitive information. The letters do not commit an applicant to submit a Full Application.

Each applicant must provide the following information as outlined in the Letter of Intent template:

- Project Title;
- Name of Applicant Organization;
- Project Manager;
- Business Contact (if applicable);
- Registered Business Information including ID, creation date and Indiana Bidder Number;
- Total Indiana Customers Served for the previous three years (2019, 2018, 2017)
- Speed level to be provided;
- Grant request and local match amounts;
- Brief Abstract – the abstract provided should not be more than 200 words in length, and should provide a truncated explanation of the proposed project; and
- Census Block List (Excel spreadsheet template)

C. Content and Form of the Full Application

Applicants must submit a Full Application by the specified due date and time to be considered for funding under this Announcement. Applicants must complete the following application forms identified in Table 1 that accompany this document, in accordance with the instructions

Applicants will be provided a Control Number after Eligibility Decisions are provided. Applicant s will have approximately 40 business days after the decision, and 7 business days after Challenge Decisions are published to prepare and submit a Full Application. **Regardless of the date the applicant receives the Challenge notification, the submission deadline for the Full Application remains the date and time stated on the cover page.**

All Full Application documents must be marked with the Control Number issued to the applicant. Full Applications must conform to the following requirements:

Table 1. Full Application Documents

Component	File Name
Project Narrative	Control Number_Lead Organization_Project Narrative
Project Schedule	Control Number_Lead Organization_Schedule
Technology Specifications	Control Number_Lead Organization_Tech Specs
Proposed Area Maps	Control Number_Lead Organization_Maps
Census Block List (Excel template)	Control Number_Lead Organization_Census Blocks
Budget Table (Excel template)	Control Number_Lead Organization_Budget
Summary for Public Release	Control Number_Lead Organization_Summary
Authorizing Affidavit	Control Number_Lead Organization_Affidavit

Funding Commitments	Control Number_Lead Organization_Funding Letters
Letters of Community Need and Support	Control Number_Lead Organization_Community Letters
Five Year Standalone Financial Plan	Control Number_Lead Organization_5 Year Plan
Current Financial Statement	Control Number_Lead Organization_Current Financials

OCRA provides detailed guidance on the content and form of each component below.

Project Narrative: The applicant must complete the Project Narrative template for their proposed project. The narrative includes questions and fields relative to the project description, impact, community engagement, and additional metrics. The Project Narrative template is available on the OCRA NLC website under “How to Apply.” Save the Project Narrative in a single PDF file using the following convention for the title: “ControlNumber_Lead Organization_Project Narrative”.

Project Schedule: The applicant must provide a detailed schedule outlining the activities, durations, resources, and schedule constraints for the overall project. Applicants may utilize a Gantt chart or other similar methodology to indicate the tasks, subtasks, milestones, and final deliverables, and their associated start and complete dates (month and year). The tasks and milestones should align with the information provided in the Project Narrative. The project schedule must not exceed 24 months in length. The one of the final tasks on the schedule should indicate the date on which service to the last passing will be available or installed on the premise. Save the Project Schedule in a single PDF file using the following convention for the title: “ControlNumber_Lead Organization_Schedule”.

Technology Specifications: The applicant must provide a preliminary technical evaluation of the proposed broadband infrastructure project. This could include, but is not limited to, engineering design and drawings, maps, block flow diagrams, etc. ***The technical evaluation must be certified by a Professional Engineer.*** The applicant must demonstrate that the installed infrastructure provides capacity for transmission at the actual speed proposed. ***This information must be certified by the manufacturer or a Professional Engineer.*** Certifications should be on the certifying engineer’s letterhead and/or stamped. The documentation should be submitted in an Adobe PDF format. Save the Technology Specifications in a single PDF file using the following convention for the title: “ControlNumber_Lead Organization_Tech Specs”.

Proposed Area Maps: The applicant must provide maps of the proposed broadband infrastructure route and the locations that will be able to receive service. The maps should be submitted as high-resolution, color, and detailed maps in a single PDF file. Save the proposed area maps using the following convention for the title: “ControlNumber_Lead Organization_Maps”. Applicants may also provide shapefiles outlining the proposed area.

Census Block List: The applicant must complete a spreadsheet of all of the census blocks identified in the proposed project area. The sheet indicates how many passings would be completed in each block, whether the provider will fully or partially serve the census block, and whether third party infrastructure would be utilized within the corresponding census block. The Census Block template is available on the OCRA NLC website under “How to Apply.” Save the Census Block List in a single Excel file using the following convention for the title: “ControlNumber_LeadOrganization_Census Blocks”.

Budget Table: The applicant must complete a project budget table indicating the sources, budget categories, and amounts of the funds that will be eligible project expenses. Please use the recommended budget categories, and an applicant may include additional rows where anticipated expenses do not fall within one of the recommended categories. The Budget template is available on the OCRA NLC website under “How to Apply.” Save the Budget in a single Excel file using the following convention for the title: “ControlNumber_LeadOrganization_Budget”.

Summary for Public Release: Applicants are required to submit a one-page summary/abstract of the proposed project suitable for dissemination to the public. It should be a document that identifies the name of the applicant, the project title, the general geographic location and total estimate of passings, a brief description of the project, including the technology solution to be utilized, and the potential impact of the project (e.g., benefits, outcomes), and major participants (for collaborative projects). This document must not include any proprietary or sensitive business information as OCRA will make these summaries available to the public. The project summary must not exceed one page when printed using standard 8.5 x 11 paper with 1” margins (top, bottom, left, and right) with font no smaller than 12 point. Save the Summary for Public Release in a single PDF file using the following convention for the title “ControlNumber_LeadOrganization_Summary”.

Authorizing Affidavit: The applicant must complete an affidavit or other documentation authorizing this application and guaranteeing the applicant match. A sample affidavit is provided in Appendix B. The documentation should be submitted in an Adobe PDF format. Save the Affidavit in a single PDF file using the following convention for the title: “ControlNumber_LeadOrganization_Affidavit”.

Funding Commitment: The applicant must provide written funding commitments from all project funding partners, including public, private, and non-profit or philanthropic sources. The documentation should be submitted in an Adobe PDF format. Save the Funding Commitment letters in a single PDF file using the following convention for the title: “ControlNumber_LeadOrganization_Funding Letters”.

Letter(s) of Community Need and Support: The applicant may provide evidence of community need and letter of community support for the proposed project. Examples include letters endorsing the project from residents, businesses, local units of government of the communities or counties within the project’s proposed service area, legislators, congressional representatives, and local government resolutions. The documentation should be submitted in an Adobe PDF format. Save the Letters of Community Support in a single PDF file using the following convention for the title: “ControlNumber_LeadOrganization_Community Letters”.

Five Year Financial Plan: The applicant must provide a five year stand-alone financial plan/forecast for the proposed project to demonstrate the financial model with and without grant funding. This should include a description of how the costs and anticipated revenues will result in the financial viability of the project over time. The forecast should be completed with and without grant funding. The documentation may be submitted in an Excel sheet or an Adobe PDF. Save the Five Year Stand-alone Financial Plan in a single file using the following convention for the title: “ControlNumber_LeadOrganization_5 Year Plan”.

Current Financial Statement: The applicant must provide a recent financial statement, including an income statement and balance sheet, for the most recently completed fiscal year. The financial statements must demonstrate the applicant’s financial stability and capacity to execute and maintain the proposed project. If the financial statements being provided by the applicant are those of a parent or holding company, additional financial information should be provided for the entity/organization. The documentation should be submitted in an Adobe PDF format. Save the Financial Statements in a single PDF file using the following convention for the title: “ControlNumber_LeadOrganization_Current Financials”.

Information that contains trade secrets should be marked “Confidential” and saved in a separate file. Pursuant to IC 5-14-3-4(a)(4) these records may not be disclosed by a public agency.

D. Compliance Criteria

Letters of Intent and Full Application must meet all Compliance Criteria listed below or they will be considered noncompliant. OCRA will not review or consider noncompliant submissions.

OCRA will not extend the submission deadline for applicants or challengers that fail to submit required information due to server/connection congestion.

i. Letters of Intent

Letters of Intent are deemed compliant if:

The Letter of Intent complies with the content and form requirements in Section II.B;

and

The applicant submitted all required documents by the deadline stated in the schedule.

ii. Full Application

Full Applications are deemed compliant if:

The applicant submitted a compliant Letter of Intent;

The Full Application complies with the content and form requirements in Section II.C;

and

The applicant submitted all required documents by the deadline stated in the schedule.

E. Application Review Information

i. Letters of Intent

Letters of Intent are evaluated for compliance and eligibility only. Ineligible applicants will not be further reviewed or eligible to submit a Full Application.

ii. Full Applications

The State of Indiana will award grants to projects that provide the highest return in providing access to the unserved areas for the public costs incurred, and meet all of the grant requirements.

Applications will be evaluated against the merit review criteria shown below. All sub-criteria are of equal weight. These criteria reflect information requested in the grant application package.

Criterion 1: Project Description and Readiness (0 to 75 points)

- Degree to which the proposed technology solution and the project area is clearly described;
- Sufficiency of detail in the application to assess whether the proposed solution is logical and capable of achieving the project goals;
- Degree to which the task descriptions are clear, detailed, timely, and reasonable, resulting in a high likelihood that the proposed SOPO will succeed in meeting the project goals;
- Initial five year service (speed tiers and pricing) offered at or above speed stated in the application at affordable prices, including unbundled broadband service.
- Discussion and demonstrated understanding of the key technical risk areas involved in the proposed work and the mitigation strategies to address them; and
- Demonstration of overall project readiness. Examples include sound engineering and design plan, secured financing, permits and/or approvals secured or in place, thorough and complete project schedule and tasks, and evidence of readiness to build, manage and operate the project.

Criterion 2: Project Impact (0 to 30 points)

- How the project supports the program objectives and previous broadband planning efforts;
- Extent to which the applicant provided evidence that the proposed project is for an unserved area;
- The potential impact of the project on advancing economic development within the proposed project area, including agribusiness, other at-home businesses, and telework; and
- Demonstrates how the proposed project will provide improvements to education, health and public safety, and general quality of life; and
- Degree to which the need for funding is described.

Criterion 3: Community Support and Engagement (0 to 25 points)

- Evidence of community support and demonstration of community engagement. This may include, but is not limited to, letters of support, attendance at events/meetings demonstrating community engagement at-large, and planning/organizing events for community members; and
- Engagement with stakeholders outside of the project team, which may include residents, businesses, community leaders, project partners, elected officials, etc.; and
- Commitment to sustain the project for at a minimum of five years

Criterion 4: Technical Qualifications and Resources (0 to 20 points)

- The capability of the Project Manager and the proposed team to address all aspects of the proposed work with a high probability of success. The qualifications, relevant expertise, and time commitment of the individuals on the team;
- The availability and sufficiency of the facilities and equipment to support the work;
- The reasonableness of the budget for the proposed project and objectives; and
- Demonstrated the financial capacity to complete the proposed project scope.

Criterion 5: Objective Scoring

Household, businesses, and anchor institutions passed (0 to 75 points)

	Speed After Build				
# of Passings	25/3	50/50	100/100	500/500	1GB/1GB
1-50	5	15	35	50	60
51-250	10	20	40	55	65
251-500	15	25	45	60	70
501+	20	30	50	65	75

Grant Request Amount (0 to 25 points)

Match Percent of Eligible Project Costs	Points
20%	0
21-33%	5
34-46%	10
47-59%	15
60-75%	20
>75%	25

F. Evaluation and Selection Process

The evaluation process consists of multiple phases; each includes an initial eligibility review and a thorough technical review. Rigorous reviews of eligible submissions are conducted by state agency officials. The program considers the recommendations of the reviewers, along with other considerations such as program preferences outlined in the legislation, and proposed project areas that have been subjected to the challenge process, in determining which applications will be selected to receive a grant award.

Letter of Intent

An applicant must submit a completed Letter of Intent and the Census Block List Excel table by the due date and time. The LOI will be reviewed for eligibility and compliance. Eligible applicants will have their Abstract and Census Block List published and subject to a 30 day Challenge period.

Challenge to Application Areas

Challengers will have 30 days to review the information and submit a Challenge to the census blocks. A Challenge will consist of a Cover Page, an Excel template identifying the census blocks, affidavit, technology specifications, and maps of the service area. OCRA will review the challenges and determine if they are valid based on the information supplied, and publish the decisions on the website for applicants to utilize in their planning and decision making for the submittal of a Full Application. Communication between the applicant and the potential challenger is highly encouraged.

Additional details regarding the Challenge Process are provided in the NLC Challenge Phase.

Full Application

An applicant must submit the required documentation as outlined in Section II.C., by the deadline stated in the schedule. Full Applications will be evaluated against the merit review criteria in Section II.E.ii by a scoring panel comprised of State agency officials to determine whether an application can successfully meet the objectives of the program.

OCRA will utilize the outcome of the challenge process, along with the merit review assessments to determine which applications will be recommended for selection of a grant award.

III. Award Administration Information

A. Award Notification

i. Ineligible Submission

Ineligible submissions will not be further reviewed or considered for an award. OCRA will send a notification letter by email to the technical and administrative contact designated by the applicant. The notification letter will state the basis upon which the Letter of Intent or Full Application is ineligible and not considered for further review. The applicant may elect to participate in a feedback meeting with OCRA staff to discuss the contents of the letter.

ii. Letters of Intent Notification

OCRA will notify applicants of its determination via a notification letter by email to the technical and administrative points of contact designated by the applicant. The notification letter will inform the applicant whether or not it is eligible to submit a Full Application.

iii. Successful Applicants

OCRA will notify applicants of its determination via a notification letter by email to the technical and administrative points of contact designated by the applicant. The notification letter will inform the applicant that its Full Application is selected to receive a grant award. Receipt of a notification letter selecting a Full Application for award negotiations does not authorize the applicant to commence performance of the project.

If an application is selected for an award, it is not a commitment by OCRA to issue an award. Applicants do not receive an award until the grant agreement is fully executed.

iv. Potential Selection Determinations

An applicant may receive a notification that its application was not selected for award at this time and OCRA designated the application to be an alternate. As an alternate, OCRA may consider the Full Application for funding in the future based on clarifications as needed. A notification letter stating the Full Application is designated as a potential selection does not authorize the applicant to commence performance of the project. OCRA may ultimately determine to select or not select the Full Application for a grant award.

v. Unsuccessful Applicants

OCRA shall promptly notify in writing each applicant whose application has not been selected to be published in the Challenge process, or to receive a grant award. The notification letter will state the basis upon which the Full Application was not considered for further review or an award. The applicant may elect to participate in a feedback meeting with OCRA staff to discuss the contents of the letter.

B. Administrative Requirements

i. Indiana Bidder Requirement

In order to participate in many State of Indiana procurement processes, businesses are required to have a Bidder Profile with the Indiana Department of Administration. The Bidder Profile creates a unique ID for businesses that is used for supplier diversity certifications and contract monitoring. For further information, please visit: <https://www.in.gov/idoa/2464.htm>

ii. Reporting Requirements

Written progress reports will be submitted to the State on a quarterly basis and shall contain details of the progress or performance on the project as is requested by the State.

Quarterly reports may include, but are not limited to, the following details:

- Budget, scope and schedule status of any funded broadband projects;
- Passings completed and type of end user;
- Adoption rates;
- Speed levels offered;
- Number of locations, including address-level information for newly connected locations;
- Expenses incurred; and
- Overall progress of the deployment of broadband infrastructure

Annual performance reports on the projects may be required up to three years following the close of the grant.

iii. Invoicing

Funds will be disbursed on a reimbursement basis and such disbursements will be proportional to the grant-to-total eligible projects costs ratio. Invoices can be submitted once every 30 days and will be reimbursed per state guidelines. Final payment of 10% of the grant amount will be subject to a grant close-out process.

Any questions? If you have further questions after reviewing the application and supporting documentation, please submit an email to NLC@ocra.in.gov. Questions must be submitted no later than three business days prior to the application due date and time.

All questions and answers will be posted in the Frequently Asked Questions (FAQ) document available on the website. OCRA will attempt to respond to a question within three business days, unless a similar question and answer has already been included in the FAQ.

Appendix A – Application Checklist

- Read the entire application package
- Public application is complete and file name meets the standard
- Non-Public application is complete and file name meets the standard
- Attachments are organized and file names meet the outlined standard
 - Attachment 1: Project Narrative
 - Attachment 2: Project Schedule
 - Attachment 3: Technology Specifications
 - Attachment 4: Proposed Area Maps
 - Attachment 5: Census Block List
 - Attachment 6: Budget Table
 - Attachment 7: Summary for Public Release
 - Attachment 8: Authorizing Affidavit
 - Attachment 9: Funding Commitments
 - Attachment 10: Letter(s) of Community Need and Support
 - Attachment 11: Five Year Stand-alone Financial Plan
 - Attachment 12: Current Financial Statement

Information that contains trade secrets should be marked “Confidential” and saved in a separate file. Pursuant to IC 5-14-3-4(a)(4) these records may not be disclosed by a public agency.

NOTE: Attachments must be submitted following the designated naming structure. Applicants are to use the name of their organization followed by the attachment number and file type as outlined in Section II. C. (e.g. Control Number_ABCTelecom_Project Narrative.pdf)

Appendix B – Applicant Affidavit

I, _____, certify that I am duly authorized by the governing body of the lead applicant to submit this application and included materials; that the applicant has the capacity to carry out the proposed project; that the proposed project is designed to meet the identified needs of the project area; that all the information submitted as part of this application is true and correct to the best of my knowledge; and that I am an authorized agent of the applicant.

Signature

Print Name:

Title:

Email: