

BROADBAND OPPORTUNITY PROGRAM GRANT APPLICATION

Document Overview

The Florida Department of Economic Opportunity's ("DEO") Florida Office of Broadband ("Office") appreciates your interest in the Florida Broadband Opportunity Program. To apply for grant funding under the recently released Notice of Funding Opportunity ("NOFO"), please complete this Application Packet in its entirety and include supporting documentation. A list of required documentation to be submitted is set forth in the Appendix below.

Pursuant to section 288.9962(3), F.S., Applicants eligible for grant awards from the Program include corporations, limited liability companies, general partnerships, and limited partnerships that are organized under the laws of this state or otherwise authorized to transact business in this state; political subdivisions; and Indian tribes. Pursuant to section 288.9962(4), F.S., the Office "may not award, directly or indirectly, grants under this section to a governmental entity or an educational institution or affiliate to provide broadband Internet service to any residential or commercial premises, unless other broadband Internet service providers have not deployed service to an unserved area."

Funding under the Program shall be awarded in accordance with section 288.9962(8), F.S.

Grant funding may only be awarded to projects that will serve areas that lack at least 25/3 Mbps broadband service per Florida Statutes.

Grant awards shall not exceed \$5 million for a single project.

Grant awards may not fund more than 50 percent of the total cost of the project, when combined with any state or local funds.

Of the total appropriated dollars, after subtracting any allowable administrative funds, the Office will initially set aside forty (40) percent for eligible project applications within a rural community. If all set aside dollars are not awarded, the remaining balance of set aside dollars may be awardable to eligible non-rural project applications.

Eligible Applicants must obtain a minimum evaluation score of 130 points to be considered for funding; however, this does not guarantee an award. Only the highest scoring applications may earn funding and total applications funded will be limited based on available funds to the program.

Applicants may designate portions of information provided on their application and/or any supporting documentation as "**Proprietary Confidential Business Information**" or "**Trade Secret**" under Florida Statutes. Such claims of confidentiality must be clearly articulated and made at the time of submittal. The Applicant must identify each portion of the application and/or supporting documentation deemed confidential and provide a redacted version of the same material which may be disclosed, pursuant to Florida Statutes, to the Office concurrent with when the claim of confidentiality or proprietary protection is asserted. All sections claimed confidential by an Applicant will be kept confidential by the Department.

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To maximize your chances of receiving an award, please be mindful of two key objectives as you prepare your application:

- **Level of Responsiveness:** Provide all required information for the questions below, along with the specified attachments. The responses should be comprehensive, detailed, and clear.
- **Grant Selection Criteria:** Review the Broadband Opportunity Program Scoring and Evaluation Criteria and ensure that your proposal comprehensively addresses the listed Evaluation Criteria and Consideration factors.

To be complete, your application must include complete information in all the following sections:

- 1) Application Overview
- 2) Executive Summary
- 3) Project Location Data and Maps
- 4) Project Impact
- 5) Project Budget
- 6) Funding sources
- 7) Economic and Community Impact
- 8) Economic Distress
- 9) Community Support
- 10) Alignment with State Strategic Plan
- 11) Project Readiness
- 12) Network Scalability
- 13) Project Viability and Sustainability
- 14) Affordability and Adoption Assistance
- 15) Service Packaging and Customer Acquisitions
- 16) Appendix for Key Attachments (This section lists the required attachments. You are free to include other additional attachments as necessary to support your application.)

This Program is a cost reimbursement program. Therefore, funding will be provided at regular intervals to grant recipients after expenses have been incurred to reimburse for those expenses. The period(s) when reimbursement may be requested and the methods to request reimbursement will be set forth in the grant agreement between the Department and an awardee and follow all statutory requirements.

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1) Application Overview

A. General Information		
Proposal Title		
B. Applicant Information		
i. Organization Information		
Organization Legal Name		
If "Doing Business As" Name		
Federal Employer Tax Identification Number – FEIN		
Unique Entity Identifier – UEI		
Mailing Address		
Website		
ii. Primary Contact		
Name		
Title		
Phone Number(s)		
Email Address(s)		
iii. Prior Grant Background		
Receipt of Prior Grant (Y/N) from State of Florida	<input type="checkbox"/> Yes	<input type="checkbox"/> No
State of Florida Vendor Number		
Active Registration (Y/N) with the Federal System for Award Management (SAM) ¹	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv. Organization Type		
Applicant Category	<input type="checkbox"/> Incorporated Business or Partnership <input type="checkbox"/> Political Subdivision** <input type="checkbox"/> Florida Non-Profit <input type="checkbox"/> Tribal <input type="checkbox"/> Florida Limited Liability Corporation (organized to expand broadband) ** A political subdivision includes any county, city, village, town, special district, or other political subdivision or public corporation.	
C. Project Information		

¹ Awardees must have an active System Award Management (SAM) ID. If your organization does not have a SAM unique ID, please register at this link: [SAM.gov](https://sam.gov) | Home (2 CFR 200.206).

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Total Project Cost	

2) Executive Summary

Instructions: Please provide a succinct summary for the topics below. Please limit your response to less than 200 words for each section.

A. Project Overview
Please provide a high-level, introductory overview of the project.
B. Problem Statement
Please describe the broadband-related problems and challenges facing your targeted communities and customers. Please address a) needs and gaps; b) shortcomings of existing solutions; c) challenges with prior attempts to resolve the problem; d) how this project significantly solves the problem.
C. Description of Solution and Services
Please provide a general overview of your solution, including a) network technology; b) Internet services (range of speeds offered); c) business strategy to drive adoption.
D. Targeted Communities and Customer Segments
Please discuss the targeted beneficiaries of the project, and specifically address: a) location of the communities; b) market size; c) economic conditions of the service areas (e.g., household income, unemployment data, poverty rates); c) targeted customers (e.g., enterprise, agriculture, healthcare, education, public safety, etc.)
E. Project Benefits
Please discuss the anticipated community and economic benefits that will be realized by the distinct customer segments – e.g., residents, businesses, farms, community anchor institutions, public safety, etc. Please cite the key themes from the letters of support. ²
F. Mission and Operating History
Please discuss your organization’s mission and operating history.

² For purposes of this application, the term “Community Anchor Institution” means an entity such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher education, public housing organization, or community support organization that facilitates greater use of broadband service by vulnerable populations, including low-income individuals, unemployed individuals, and aged individuals.

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G. Execution and Sustainability
Please discuss the capabilities, experiences, and track record for your organization and its partners to successfully implement, operate, and sustain this project. Please reference unique resources, market presence, and experience in implementing similar projects.

3) Project Location Data and Maps

A. General Information³			
Project Location: Please provide a description of the project area and/or the location of the project’s service area (e.g., Regional Planning Council (RPC) district, rural status, breadth of communities involved etc.). Note that grant funding may only be awarded to projects that will serve areas that lack at least 25/3 Mbps broadband service per Florida Statutes.			
List of Counties to be Served: Please list all counties to be served and indicate whether coverage is full or partial coverage. Also, indicate whether the county is a Rural Area of Opportunity (RAO) as designated in 288.0656(7)(a), Florida Statutes. ⁴			
i.	Name of County	Fully or Partially Served	Rural Area of Opportunity (Y/N)
List of Communities to be Served: Please list all cities and towns to be served and indicate whether coverage is full or partial coverage. Also, indicate whether the county is a Rural Community as designated in 288.0656(7)(a), Florida Statutes. ⁵			
ii.	Name of Community (Town, City)	Fully or Partially Served	Rural Area of Opportunity (Y/N)

³ Section 288.9962(5)(a), F.S.: “A description of the project area.”

⁴ Section 288.0656(2)(d), F.S., defines a rural area of opportunity as a rural community, or a region composed of rural communities, designated by the Governor, which has been adversely affected by an extraordinary economic event, severe or chronic distress, or a natural disaster or that presents a unique economic development opportunity of regional impact.

⁵ Section 288.0656(2)(e), F.S., defines a rural community as a county with a population of 75,000 or fewer or a county with a population of 125,000 or fewer which is contiguous to a county with a population of 75,000 or fewer.

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B. Service Area Map
<p>Project Map: As a separate attachment in the Appendix, please include a service map of the proposed project area in both PDF version and an electronic version in either .shp, .kmz, or .kml format. Please ensure that your map includes the following:</p> <ul style="list-style-type: none">• Last-Mile Project: Includes the service area boundaries and also include place names, boundaries, buildings, road/street names or other features that clearly identify the project coverage area.• Middle-Mile Project: Indicate the location of the middle mile facilities that will be placed. <p>Label the map as “Attachment 3-B”.</p>
<p style="text-align: center;">Confirmation</p> <p>Check this box to confirm that the Map is included in both PDF and electronic versions. <input type="checkbox"/></p>
C. Network Map
<p>Narrative of Geographic Coverage: Please provide a narrative that describes the geographic coverage of the proposed project.</p>
<p>Network Map: Please include a detailed network map in the Appendix and label as “Attachment 3-C”. Maps should be included in both PDF version, and a spatial data version (e.g., .shp, .kmz, or .kml) as an electronic attachment or USB, if necessary. Please see infrastructure type specific instructions below.</p> <p><u>Network Technology (Last-Mile and Middle-Mile):</u> Please include a route map that shows: a) service area with boundaries with type of technology used; b) lateral miles and middle-mile (separate colors); c) all premises served by the network (residents, businesses, farms, institutions); d) all peering points with middle-mile and colocation facilities; e) names of places, boundaries, buildings, road/street names or other features that clearly identify the project coverage area; f) location of any existing and leased facilities (separately color coded).</p> <p><u>Middle-Mile Project:</u> Please include a route map that shows: a) service area with boundaries; b) middle-mile; c) meet-me points with last-mile networks; d) connections to points of interconnection with Internet backbone (e.g., carrier hotel); e) names of places, boundaries, buildings, road/street names or other features that clearly identify the project coverage area; f) location of any existing and leased facilities (separately color coded).</p> <p><u>Wireless Project:</u> The coverage map should show: a) coverage area; b) location of all towers and base stations; c) backhaul to the base stations (e.g., fiber or microwave); d) backhaul interconnection points to the Internet backbone; e) location of any existing and leased facilities (separately color coded).</p>
<p style="text-align: center;">Confirmation</p> <p>Check this box to confirm that a detailed Network Map is included in the Appendix: <input type="checkbox"/></p>

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4) Project Impact

A. Broadband Impact⁶					
Serviceable User Segments: Please state the number of premises passed or covered by the broadband infrastructure for the speed tiers identified below. ⁷					
Premises in Service Area by User Segment					
Current Speed (Mbps)		≤10/1	≤10/1	≤25/3	≤25/3
Speed After Build (Mbps)		100/20	1G/1G	100/20	1G/1G and above
Premises	Homes				
	Businesses				
	Farms				
	Community Anchor Institutions				
Total					
B. List of Served Premises					
Table for Served Premises: Please list the premises that will benefit from the broadband infrastructure, for these categories: businesses, farms, and community anchor institutions (e.g., public safety, education, healthcare, government offices, etc.) These include all connected, passed or covered premises. Please include these in the Appendix and label as “Attachment 4-B” .					
Name	Maximum Available Speed Today (Mbps down/up)			Provide Support Letter (Y/N)	
Businesses					
Farms					
Community Anchor Institutions ⁸					
C. List of Interconnection Points					
Interconnection Points (Middle Mile Projects): Please list all points of interconnection. These can include peering points, carrier hotels, colocation facilities, and other examples of where you interconnect with another telecom operator. Please include these in the Appendix and label as “Attachment 4-C” .					
Middle Mile (Peering Points, Carrier Hotel, Colocation Facility, etc.)					
Name	Type (e.g., peering point)			Address	

⁶ Section 288.9962(5)(d), F.S.: The number of households and businesses that would have access to broadband Internet service.”

⁷ For purposes of this application, the term “premises passed or covered” means the potential number of “premises” (homes or businesses) in which the service provider has the capability to connect to the network in a service area.

⁸ Section 288.9962(5)(e), F.S.: “List of significant community institutions that would benefit from the grant.”

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5) Project Budget

A. Project Budget			
<p>Detailed Line-Item Budget: Please provide a detailed budget, and label as “Attachment 5-A1” and include in the Appendix. The budget should include the total costs for the proposed project and associated activities that will be funded by the grant funds, as well as list the projected percentage of the total costs for major budget categories. The budget should also show all required units of material and labor, cost per unit, and total cost for each line item wherever available. Major budget categories may include, but are not limited to Design/Engineering, Building/Land Purchase/Easement, Equipment/Materials/Labor, Construction Management/Oversight, Construction, and Other Construction Expenses.</p>			
<p>Budget Narrative: Please provide a narrative for your budget, and label as “Attachment 5-A2” and include in the Appendix. The narrative may include tables for clarification purposes. The budget narrative should clearly correspond to the information included in the detailed budget. The narrative should also identify all major budget categories and the total sums for those categories, explain how the costs were estimated and justify the need for each cost. Please see Example A (below) for additional information that should be included in the budget narrative.</p>			
<p>Budget Summary Schedule: Please provide a budget summary schedule, and label as “Attachment 5-A3” and include in the Appendix. The schedule should include a breakdown of the budget for each calendar year of the project.</p>			
<p>Budget Efficiency: Please describe the steps that will be taken to achieve efficiencies in expenditures. These can include a) leveraging existing assets; b) engaging in competitive procurement through request for proposals (RFPs) for major purchases; c) other, etc.</p>			
Confirmation			
Check this box to <u>confirm</u> that the Budget Summary Schedule is included in the Appendix: <input type="checkbox"/>			
<p>Example A: Budget Narrative information for Question 5A: The budget narrative should be written in such a way that an individual not familiar with the project can conceptually understand the rationale, purpose, and calculation of the anticipated cost identified. In addition to identifying all major budget categories and the total sums for those categories, the budget narrative should include, but is not limited to, the following:</p> <ul style="list-style-type: none"> ✓ A breakdown of the costs for each of the major budget categories as well as any additional categories needed for the installation and deployment of broadband infrastructure in the proposed project area. ✓ Description for each line item in the budget and the calculations used to derive the costs. ✓ Justifications for expenses related to the proposed project. ✓ Identify which budget items will be covered by the grant funding and which ones will be covered by additional funds (e.g., cost-share or in-kind). 			
B. Project Information			
Project Funding			
Grant Funds Requested		Grant % of Budget	
Nonstate Funding		Funds % of Budget	

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State or Local Funds		Funds % of Budget	
Total Project Budget			
Has the project area been awarded any Federal Funding?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<p>List of Federal Funding Awards: If you answered “yes” to question above, please list each federal funding source awarded to the project area. Also, please indicate whether the federal funding was used for broadband.</p>			
Federal Funding Award		Funding Used for Broadband (Y/N)	
Project Cost Information			
Total Project Cost ⁹		Average Cost Per Location Served <i>(all locations or structures)</i>	
Upfront Cost Requirements		Average Cost per Housing Unit	
Cost of Building and/or Extending Infrastructure to Customer Premises		Average Cost per Business	
C. Cost Metrics and Key Indicators			
Please complete the following metrics. The costs include all expenditures related to network elements, plant, and placement costs.			
i. Project			
<p>Cost per Mile Deployed (Last or Middle Mile Project): Please calculate the cost per mile that reflects all planning and constructions costs. The cost elements should include engineering design; permitting; pre-construction costs (e.g., make ready); outside plant materials (e.g., fiber, poles, hardware, conduit, splitters, etc.); labor; and construction management. Please do not include the costs for network equipment, fiber drops, equipment external to premise (e.g., ONT), customer premise equipment.</p>			
<p>Construction Cost per Home Passed: Please calculate the cost per home passed. The cost elements should include the total costs applied in the prior question and then divided by each home passed. Please do not include the costs for the fiber drops or equipment to the particular premise.</p>			

⁹ Section 288.9962(5)(f), F.S.: “Total cost of project.”

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<p>Cost per Premise Connected: Please calculate the incremental cost for each premise connected. This includes the fiber drop, external electronics, and any customer premise equipment not charged to the customer.</p>
<p>Cost per IRU Fiber-Strand Mile: Please calculate the cost for fiber-strand mile purchased.</p>
<p>Percentage of Premises Passed: Please provide the total number and types of premises in the project area, as well as the total numbers and types of unserved premises and locations to calculate how great of a percentage of unserved premises will be able to be served with the proposed project.</p>
<p>ii. Fixed Wireless Project</p>
<p>Cost per Premise Covered: Please calculate the cost for each premise covered by the wireless network. The cost elements should include engineering design; permitting; pre-construction cost; spectrum; tower site acquisition and construction; fiber backhaul construction; labor; construction management; base station equipment. Please do not include the costs for customer equipment – including external equipment (e.g., receivers) and customer premise equipment.</p>

6) Funding Sources

Cost Sharing: Documentation to validate the availability of cost sharing is required as part of the application. The additional project funds may be provided through available public and/or private sources.

During the application scoring process, points will be awarded to applications that leverage additional funds totaling 50 percent or more of total eligible project costs. **However, a 50 percent non-state match of funds is not required for an application to be competitive.**

A. Non-state Funds ¹⁰		
Non-state Funding Amount		Non-state Percentage of Total Project Budget
Source: Please discuss source(s) of the Non-state funding.		
Evidence: Please describe the type of proof being submitted (e.g., signed contract for 3 rd party investment, letter of credit for loan, funds on balance sheet, etc.)		

¹⁰ Section 288.9962(5)(g), F.S.: “List identifying funding sources or in-kind contributions.”

Incorporated by reference in Rule 73C-50.001, F.A.C.

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Evidence of contributory funding Attachment (Please include a separate attachment label as “Attachment 6-A” .)	Confirmation Check this box to confirm that evidence for non-state funds from ALL contributors is included in the Appendix. <input type="checkbox"/>		
Please Lists Contributors/Funding Sources of Non-state funds or In-kind Contributions that will be used to supplement any funding received through the Broadband Opportunity Program	Non-state funds Contributor	Contact Info. (Email and Phone)	Amount (\$)
B. Financial Commitment from Community Stakeholders			
Financial Contribution by Community Stakeholders: Please discuss any financial investment made by community members and organizations. Address the following: a) degree of financial contribution from community-based members and institutions; b) in-kind resource commitments from community-based members and institutions; c) evidence to support verification of pledge. Please include any evidence in the Appendix, and label as: “Attachment 6-B” .			
Confirmation Check this box to confirm that evidence, if available, is included in the Appendix regarding any financial commitment from community stakeholders. <input type="checkbox"/>			
C. Partnerships			
Key Project Partners: Please list all key partners and their roles. These partners can include local government; community advocates; project investors; community anchor institutions; marketing firms; construction contractors; broadband retail service providers; etc. Please cite any letters of support from project partners.			
Public-Private Partnerships: Please list and provide a detailed description of any public-private partnerships that have been established to leverage funding to successfully implement, operate, and sustain this project.			
D. Leveraging Existing Resources and Operating Assets			
Please identify all network assets being leveraged – e.g., middle-mile, data centers, colocation facilities, towers, etc. This includes all publicly and privately funded assets.			

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Please clearly identify all non-network resources and assets being contributed (e.g. personnel, premises, offices, etc.)

7) Economic and Community Impact

A. Benefits to Targeted Customer Segments	
<p>Narrative on Benefits to Targeted Customers: Please provide a detailed narrative identifying how improved broadband speeds and coverage will affect the proposed project area. The narrative should be relevant to the specific circumstances of your project and demonstrate the economic development and community enhancement potential of the proposed project. Include examples regarding the specific community and economic benefits of connecting the following user segments. Describe how the proposed project will promote economic growth and development in the community, enhance workforce development, job creation, and enable education and engagement with telemedicine and how it will occur. Please see Example B (below) for several factors to consider in your narrative and during your outreach and communication efforts with community stakeholders. Generalized examples will receive limited consideration.</p>	
Residents	
Businesses	
Community Anchor Institutions	
Other ISPs (if middle mile)	
<p>Example B: Consideration Factors for Question 7A: Please include in your narrative specific examples from your communication with beneficiaries that will be served by this project. The applicant may also provide information from studies that have been conducted to assess the economic and community impact to the proposed project area and the number of customers from each user segment that are likely to become customers. We offer these categories to prompt your thinking regarding several types of community and economic benefits.</p>	
<ul style="list-style-type: none"> ✓ Residents: Ability to telework, receive workforce training remotely, remote learning engagement, new housing starts, receive telemedicine services, etc. ✓ Businesses: Degree of competitiveness, ability to remain competitively viable, market expansion, workforce development, job creation, attracting new business establishments, etc. ✓ Farmers and Agricultural Use Customers: Farming efficiency and productivity, new applications for precision agriculture, etc. ✓ Community Anchor Institutions: Enhancement to capabilities to execute mission in more effective and efficient manner (across schools, libraries, hospitals, clinics, social service centers, community gathering centers, evacuation shelters, etc.) ✓ Other: Public safety improvements; other complementary infrastructure improvements; etc. ✓ Letters of support describing project impact – specific to the target customers’ circumstances 	

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8) Economic Distress

E. Level of Economic Distress				
<p>Level of Economic Distress in Targeted Service Area: Please address whether the project is providing broadband improvements to an economically distressed area. The level of economic distress can be measured by the degree to which key economic indicators, such as unemployment rates, poverty rates, or population loss levels are significantly higher than the statewide average. The Applicant may also utilize references to percent of students eligible for free or reduced cost school lunches. Projects providing the greatest percentage difference between the state average and metrics in the service area will receive greater consideration and potentially higher scoring.</p>				
<p>Key Economic Indicators in Service Area: Please provide the following indicators for your community. In the event of two (or more) distinct service areas, please provide separate numbers for each service area for each indicator.</p>				
Key Indicator	Service Area	State Average	Percentage Difference (Unfavorable/Favorable)	Date of Most Current Data
Unemployment Rates				
Average Poverty Rate				
Children Qualifying for School Lunch Program				
<p>Example C: Information Sources for Key Indicators: Please consult these resources to find the relevant indicator for your communities. Use the most current data.</p>				
<p>Unemployment Rates</p> <ul style="list-style-type: none"> • http://www.floridajobs.org/workforce-statistics/data-center/supplemental-data-release-files <p>Children Qualifying for School Lunch Program (reported by Florida Department of Education for the NSLP)</p> <ul style="list-style-type: none"> • http://www.fldoe.org/accountability/data-sys/edu-info-accountability-services/pk-12-public-school-data-pubs-reports/students.stml <p>Average Poverty Rate (reported by US Census)</p> <ul style="list-style-type: none"> • https://www.census.gov/quickfacts/fact/table/FL,US/PST045221 				

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9) Community Support

A. Evidence of Community Support		
Community		
Number of Support Letters		
Number of Project Partners		
Local Technology Planning Team		
<i>Does the county in which the proposed project area is located have an active Local Technology Planning Team or is actively involved in regional planning team?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Degree of Community Support: Please provide a narrative regarding the breadth and depth of community support.		
Overview of Letters of Support: Please provide an overview of the letters of support, and specifically address: a) number of letters; b) sources; c) degree to which letters are personalized and reflect the unique support of the particular stakeholder; d) specific level of need of the supporter; e) process (and any challenges) to solicit the letters.		
Appendix for Letters of Support: Please include all Letters of Support in the Appendix. Please label as “Attachment 9-A”		
Confirmation		
Check this box to confirm that Letters of Support are included in the Appendix: <input type="checkbox"/>		
Community Strategic Plan: Please discuss whether, and if so, how this project fits into an existing community strategic plan.		
Community Survey and Feedback: Please discuss whether you conducted any type of a survey to evaluate the needs, gaps, and overall project support. This includes surveys conducted by a Local Technology Planning Team. If so, summarize the results of the survey. Also, if you collected any other feedback from members of your community (e.g., community forum, etc.), please describe that process and summarize the results.		
Survey Results: Please attach the results of the survey in the Appendix and label as “Attachment 9-A2” .		
Confirmation		
Check this box to confirm that Survey Data, if available, is included in the Appendix: <input type="checkbox"/>		
B. Local Technology Planning Teams (If applicable – please complete if you checked “Yes” to the Local Technology Planning Team question above.)		

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Planning Team Activities: Please provide a detailed narrative describing how the Local Technology Planning Team worked with the community to help the community understand its: a) current broadband availability; b) locate unserved and underserved businesses and residents; c) identify assets relevant to broadband deployment; d) build partnerships with broadband service providers; and e) identify opportunities to leverage assets and reduce barriers to the deployment of broadband Internet services in the community, pursuant to section 288.9961(4)(b), Florida Statutes. Please include a list of all of the Broadband Planning Toolkit activities and reports that were completed and submitted to the Office of Broadband, and any other research, activities, and community outreach that was conducted by the local technology planning team.

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10) Alignment with State Strategic Plan

A. Florida Strategic Plan

Strategic Plan: Section 288.9961(4), F.S., directs the Florida Office of Broadband to create a strategic plan that has goals and strategies for increasing and improving the availability of, access to, and use of broadband Internet service in Florida.

Please explain, in detail, how this project will address the strategies outlined in the Florida Strategic Plan for Broadband, available at www.floridajobs.org/broadband. Please be as detailed as possible, as the information provided will be used to determine the degree of alignment with the state Strategic plan.

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B. Other State or Community Plans

Other State or Community Plans: Please identify and discuss any other type of plan(s) that you have reviewed or consulted, such as the Florida Transportation Plan (FTP), Economic Impact Studies, Environmental Plans, or a Comprehensive Growth Plan for the community in which the project area is located.

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11) Project Readiness

A. Project Timeline

Project Timeline ¹¹			
		Customer Premises	
Project Start Date		<i>Installations Begin</i>	
Project Construction Activity Begins		<i>Installations End</i>	

¹¹ Section 288.9962(5)(f), F.S. "Timeframe in which project would be completed."
 Incorporated by reference in Rule 73C-50.001, F.A.C.
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Project Construction Activity Complete		Overall Projection Completion Date	
Communities Served			
<i>Please list the number of communities and counties that will be served in the proposed project area as a result of the grant award.¹²</i>			
Number of Communities			
Number of Counties			
B. Detailed Project Schedule			
<p>Project Schedule Narrative: Please provide a detailed narrative regarding your project schedule. Please address: a) project start and end dates; b) key dependencies; c) key risk factors and mitigation strategies.</p>			
<p>Government Approvals and Permits: Please address whether all required government approvals and permits for this project to begin construction have been identified and included in the project schedule. This includes permissions required from various government authorities (e.g., municipal, city, township, county, state) regarding such areas as planning, zoning, rights of way, roadwork, railroad crossings, etc.</p> <p>Please itemize the approvals that will be required prior to project construction with the corresponding entity that will provide approval, and a brief description of the process required to obtain approval.</p> <p>Include the permitting process as a step on the Project Schedule.</p>			
<p>Detailed Project Schedule: Please include a detailed project schedule in the Appendix and label as “Attachment 11-A”.</p>			
Confirmation			
Check this box to confirm that the Project Schedule is included in the Appendix: <input type="checkbox"/>			

**** Other Special Reviews:** Please note that construction projects may require other reviews – e.g., Environmental, Historical Architecture and Resources, etc. Please ensure that your project plan reflects the time to apply and obtain these authorizations.

¹² Section 288.9962(5)(d), F.S.: “The number of households and businesses that would access to broadband Internet service as a result of the grant.”

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C. Network Technology			
Technology ¹³			
<i>Please indicate the type(s) of broadband technology that will be deployed in the proposed project area.</i>			
Type(s)	<input type="checkbox"/> Fiber	<input type="checkbox"/> Cable	<input type="checkbox"/> Fixed Wireless
	<input type="checkbox"/> DSL	<input type="checkbox"/> Combination	<input type="checkbox"/> Other (State below) -----
Project: Infrastructure Metrics			
Total Miles			
Miles by Deployment Method (should equal total)	New Fiber	Upgraded Fiber	Leased Fiber
Miles by Network Purpose (should equal total)	Last Mile		Middle Mile
Fixed Wireless Project: Infrastructure Metrics			
Number of Towers	New Construction		Leased
Number of Base Stations			
Coverage Footprint (Sq. Miles)			
Spectrum Frequency Band(s) Being Applied			
Service Offering			
Commercially Available Speed from Proposed Project	Lowest Speed		Highest Speed
D. Detailed Engineering Design			
<p>Technology and Engineering System: Please provide details regarding the network technology, including: a) architecture; b) standards; c) equipment; d) vendors (if already chosen); e) design parameters used in the system (e.g., oversubscription ratio calculations, bandwidth consumption per user, link loss, data rates per link, redundancy requirements, and technical specifications). For wireless projects, please also include propagation assumptions and underlying evidence.</p>			
<p>Certification of Network Design and Capability: Applicants must certify that the applicant’s network design is technically feasible and capable, upon completion of the project, by providing certification from a Professional Engineer or by using an in-house engineer who designs and oversees the implementation</p>			

¹³ §288.9962(5)(b): “A description of the kind and amount of broadband Internet service infrastructure that is proposed.”

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of network designs in the regular course of business. The in-house engineer may be certified through the Society of Cable Telecommunications Engineers (SCTE) or an equivalent organization. Please include a signed copy of the Certification in Appendix and label as **“Attachment 11-B2”**.

Confirmation

Check this box to ensure that you have included a signed Certification of Network Design and Capability. Absent this document, your application will be deemed “Incomplete”:

12) Network Scalability

A. Network Capacity and Scalability

Network Capacity: Please address a) total network capacity today; b) how this capacity effectively supports the service speeds being offered in the near-term.

Scalability to 100/100 Mbps download/upload: Please provide evidence that the installed broadband infrastructure is scalable to speeds of at least 100 Mbps download and 100 Mbps upload. This can include, for example, documentation from the equipment manufacturer, or certification from the registered Professional Engineer, Society of Cable Telecommunications Engineers, or similar.

Future-Proofing Today’s Investment: Please discuss the scalability of the proposed network and technology solution, by addressing: a) the maximum speeds that can be marketed in 10 years; b) process and required investment for upgrading capacity in the future; c) the useful life of the assets.

13) Project Viability and Sustainability

A. Financial Capability and Sustainability

Financial Capability: Please provide a detailed narrative description demonstrating the financial capability of the project from the commencement of the construction to completion and beyond the grant period; the sufficiency of resources; how cost-sharing, if applicable, will be fully met and committed; and the expertise necessary to undertake and complete the project.

Narrative on Financial Sustainability: Please provide a detailed narrative regarding the key drivers to financial sustainability of this project. Please address the following a) minimum take rate (i.e., percentage of passed or covered premises that become customers) required to achieve positive operating cash flow; b) managing growth of operating expenditures to be in line with revenue growth; c) duration (years and months) to achieve positive operating cash flow.

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<p>Financial Sustainability Risks: Please discuss key risks to financial sustainability and mitigation plans, including a) competition risks that could impede targeted customer penetration rates; b) adoption risks by customers; c) liquidity risk (if the project is taking on debt).</p>
<p>Pro Forma Financial Statements: Please provide detailed financial forecasts for the next five (5) years, including: a) income statement; b) cash flow statement; c) balance sheet. These financial statements should be for this project only. The numbers should be consistent with other financial information provided in the application – e.g., Project Budget, Additional Funding Amount, etc. Please include these pro forma statements in Appendix and label as “Attachment 13-A”.</p>
<p style="text-align: center;">Confirmation</p> <p>Please check box to confirm that you have provided a financial forecast spanning five (5) years in the Appendix: <input type="checkbox"/></p>
<p>Other Financial Statements: Please provide five years of audited financial statements or other public financial reports (e.g. SEC filings). An applicant may submit financial statements or public financial reports for its parent company, so long as the applicant clearly demonstrates that corporate relationship. Include a copy in the Appendix and label as “Attachment 13-A2”. If the applicant does not have audited financial statements, the applicant must provide a statement signed by either the applicant's chief executive officer or chief financial officer affirming that the financial statements are true and correct.</p>
<p style="text-align: center;">Confirmation</p> <p>Please check this box to confirm that five years of financial statements are included in the Appendix: <input type="checkbox"/></p>
<p>B. Organization Capability and Track Record</p>
<p>Experience: Please provide details regarding your organization’s experience and results in having deployed similar networks.</p>
<p>Personnel: Please provide a summary of key personnel that will manage this project – e.g., planning, infrastructure deployment, service roll-out, and growth.</p>
<p>Personnel: Please include resumes of these personnel in the Appendix and label as “Attachment 13-B”.</p>
<p style="text-align: center;">Confirmation</p> <p>Please check this box to confirm that resumes and included in the Appendix: <input type="checkbox"/></p>
<p>C. Ability to Expend Funds by Program Deadlines</p>
<p>Grant recipients are required to expend funds by December 31, 2026. Please address your ability to, and how you will, spend grant funds by the program deadline.</p>

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14) Affordability and Strategies to Encourage Adoption of Broadband Services

D. Low Price Service Tier
Please address your pricing strategy and programs that may involve: a) special programs and partnerships that provide discounts to economically disadvantaged customers or institutions with limited budgets (e.g., community institutions); b) entry-level service tier(s) that provides minimum level of broadband for an affordable rate.
E. Participation in Affordability Programs
Please indicate whether you will participate in the Federal Communications Commission’s (FCC) Affordable Connectivity Program (ACP). Also, please discuss how you plan to leverage the ACP or a comparable broad-based low-income affordability program to serve qualifying low-income households.
A. Programs to Encourage Adoption of Broadband Services
Please provide a) detailed description of broadband adoption activities planned for project – e.g., training, technical support, community networks, etc.; b) technology strategies to enable adoption to general public (e.g., community networks that provide free public Wi-Fi, others).

15) Service & Business Strategy

A. Service Packages
Please include the following: a) list of service packages (download/upload) for all your targeted customer segments; b) price points for each package and other recurring fees (e.g., Wi-Fi router rental); c) ability to purchase unbundled Internet (i.e., broadband service without having to purchase other services); d) specific contractual terms required to purchase service; e) non-recurring charges (e.g., equipment, installation, and any other non-recurring fees); f) restrictions.
B. Price Points Comparable to Rates in Competitive, Urban Markets
Narrative on Competitive Pricing: Please explain whether prices are commensurate with prices in urban, competitive markets. In addition, please review the FCC’s Urban Rate Survey at the following link and provide a narrative on how your rates compare to the most competitive rates listed for your service tiers. https://www.fcc.gov/economics-analytics/industry-analysis-division/urban-rate-survey-data-resources .
Five Year Service Commitment: Please confirm your commitment to provide service in the proposed project area after the completion of the project. The absence of this commitment will deem your application as “incomplete”.

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C. Customer Acquisition
<p>Customer Acquisition Plan and Strategy: Please provide a detailed narrative regarding: a) plan to acquire and retain customers; b) strategy for marketing, customer segmentation, targeting and positioning; c) details regarding overall sales strategy to support customer journey – e.g., awareness, evaluation, purchase, service initiation, customer care/billing, retention; d) details regarding sales organization and relevant partners.</p>

16) Appendix – Required Attachments

Please include the following documents as attachments. The lack of any of these documents may deem the application incomplete. You may also include additional attachments that convey other relevant information regarding your service area, network, business model, and organization as needed to bolster or complete your application.

Required Attachments	
Attachment Number	Purpose
Attachment 3-B	<ul style="list-style-type: none"> • Service Area Map (PDF File) and must add electronic version
Attachment 3-C	<ul style="list-style-type: none"> • Detailed Network Map (passing’s and coverage)
Attachment 4-B	<ul style="list-style-type: none"> • List of Premises in Service Areas (businesses, farms, and institutions)
Attachment 4-C	<ul style="list-style-type: none"> • List of Interconnection Points
Attachment 5-A1	<ul style="list-style-type: none"> • Detailed Budget
Attachment 5-A2	<ul style="list-style-type: none"> • Budget Narrative
Attachment 5-A3	<ul style="list-style-type: none"> • Budget Summary Schedule
Attachment 6-A	<ul style="list-style-type: none"> • Evidence of Non-State Funds
Attachment 6-B	<ul style="list-style-type: none"> • Financial Investment by Community Stakeholders
Attachment 9-A1	<ul style="list-style-type: none"> • Letters of Support
Attachment 9-A2	<ul style="list-style-type: none"> • Community Survey
Attachment 11-A	<ul style="list-style-type: none"> • Project Schedule
Attachment 11-B2	<ul style="list-style-type: none"> • Certification of Network Design and Capability
Attachment 13-A	<ul style="list-style-type: none"> • Pro Forma Financials
Attachment 13-A2	<ul style="list-style-type: none"> • Financial Statements
Attachment 13-B	<ul style="list-style-type: none"> • Resumes of Key Personnel
Other Attachments	<ul style="list-style-type: none"> • Please add other items as needed to support your application