

* **Prepare your application**

##### Read this entire application document carefully

##### Complete project analysis and gather all documentation

##### Follow the format templates to complete the project cover sheet and application body

##### Attach and label all application appendices correctly

* + **Submit your application**

##### Submit the complete application package at any time during the application period

##### Package must include one printed hardcopy and one electronic copy on a USB drive

##### Applications that arrive after all available funds have been dedicated, will not be accepted

##### Applications may be delivered by mail or courier service to:

**Martin County**

**Attn: Broadband Grant Applications 201 Lake Avenue, Room 100**

**Fairmont, MN 56031**

##### Email submission is acceptable if the entire package, including attachments, is less than 5MB, and may be addressed to:

[**scott.higgins@co.martin.mn.us**](mailto:scott.higgins@co.martin.mn.us)

##### Questions may be sent by mail or email to the addresses above.

**Disclaimer: Martin County reserves the right to refuse any application and/or request additional information from applicants. All decisions related to applicant funding must be approved by the Martin County Board of Commissioners.**

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# 1.0 PROGRAM: GENERAL INFORMATION

## Introduction

In order to continue to promote broadband infrastructure expansion for areas of Martin County that remain unserved or underserved, public sector investment is necessary. The Martin County Broadband Partnership Program has been established using county funds resulting from the American Rescue Plan Act (ARPA).

## Funding Availability

Funds for this program are limited and will be dispersed based on a first come, first served basis. In order to maximize the impact of ARPA funds throughout the community, Martin County encourages cost participation between providers and other taxing jurisdictions.

## Eligible Applicants

Eligible applicants for this program are an incorporated business or partnership with a taxing jurisdiction, a Minnesota nonprofit organization organized under chapter 317A, a Minnesota cooperative association organized under chapter 308A or 308B, or a Minnesota limited liability corporation organized under chapter 322C for the purpose of expanding broadband access.

## Eligible Project Areas

Broadband development projects located in unserved or underserved areas are eligible. An ***unserved area*** is an area in which households or businesses lack access to wire-line broadband service at speeds that meet the Federal Communications Commission’s (FCC) threshold of 25 megabits per second (Mbps) download and 3 megabits per second (Mbps) upload. An ***underserved area*** is an area in which

households or businesses do receive service at or above the FCC threshold of 25 Mbps down and 3 Mbps up, but lack access to wire-line broadband service at speeds of 100 Mbps download and 20 Mbps upload. Priority will be given based on data from the DEED website’s Connect MN Tool <http://map.connectmn.org/>, 2023 Border to Border Grant Potential Eligibility.

## Eligible Program Costs

The Martin County Broadband Development Partnership Program can pay up to 50% (fifty percent) of the eligible costs for a qualifying project. Eligible costs refer to the costs associated with the acquisition and installation of or last mile infrastructure that can support broadband service scalable to speeds of at least 500 MBPS download and 500 MBPS upload. Applicants committed to providing higher levels of broadband service will receive additional points.

Last mile infrastructure is broadband infrastructure that serves as the final leg connecting the broadband service provider’s network to the end-user customer’s on-premise telecommunications equipment.

Construction of broadband infrastructure may include the following: project planning; obtaining construction permits; construction of facilities, including construction of and last mile infrastructure; equipment; and installation and testing of the broadband service.

## Duplication of Benefits Check

As Martin County is investing funds from the American Rescue Plan Act for this project, no applicant may use federal funding for any project item also being funded through the Martin County Broadband Partnership . Please see attachments A and B

## Matching Funds Requirement

To obtain a Martin County Broadband Partnership Program grant, the applicant must provide for the funding not covered by the program with matching funds. The match can come from any private and/or public sources available to the Applicant. An application will receive additional points if the Applicant and funding partner matching funds are 55% or more of the total eligible project costs.

Documentation to validate the availability of matching funds is required as part of the application. Some examples of appropriate documentation include: a letter of credit, letter confirming funds from a bank, board resolution committing funding, or loan documentation. If the application will have additional financial partners contributing to the matching funds, the application must also identify the financial partner(s) and documentation of the amount and availability of each partner’s financial match. Priority consideration will be given to projects that have secured community partners who have contributed to the matching funds. Additional points will be given if the applicant has the match in hand at the time of submission.

Eligible project expenses are those that are incurred starting with the partnership contract execution date and ending at the conclusion of the project, or project contractual term of December 31st, 2025, (whichever is earlier). The program funding period begins after the application is received, evaluated, and officially approved by the Martin County Board with an award letter and executed contract.

Applications will open Feb 21, 2023 and an initial review will start on March 31, 2023 . Reviews of applications will be conducted at the end of each month until the depletion of funds.

## Application Filing Window

The Martin County Broadband Partnership Program is a competitive program with the use of these funds. The program application window will open on Feb. 21, 2023.

***An initial review of submitted applications will begin on Feb. 21, 2023 . The County will accept applications for projects until available funds have been dedicated.***

Completed applications and all required supporting documentation must be received by Martin County prior to March 31, 2023 to be included in the initial review.

# PREPARING AN APPLICATION

## Application Organizational Format

##### Cover Sheet

##### Executive Summary

##### Part I – Key Project Data

##### Part II – Broadband Improvements: Unserved and Underserved Documentation

##### Part III – Project Funding Request and Community Participation

##### Part IV – Project Readiness

##### Part V – Project Sustainability

##### Part VI – Payment Information

##### Part VII – Economic Development and Community Impact

##### Part VIII – Broadband Adoption Assistance

##### Part IX – Applicant Affidavit

##### Part X – Pre-Application Outreach Requirement



## Application Cover Sheet Instructions

Items to be included on the application cover sheet are important application criteria that are extracted from other portions of the application and are used as key reference inputs by Martin County Staff for application review. The related application location for each requested item is displayed below in blue:

##### Project Name: [Part I – Item 1.1]

##### Applicant Organization Name: [Part I – Item 1.2]

##### Applicant Organization’s Mailing Address: [Part I – Item 1.3]

##### Applicant’s Primary Contact: [Part I – Item 1.4]

*-Name, Title, Telephone Number, Email Address*

##### 

## Executive Summary Instructions

[2-page maximum]

Provide a brief executive summary narrative that incorporates a concise but comprehensive rationale for official reviewers of the overall project proposal that accomplishes the following:

* Brief summary of project (first paragraph)
* Brief narrative description of the geography and location of the project coverage, including the proposed broadband passings and speed improvements anticipated in the event of project funding
* Brief description of the applicant’s prior involvement in broadband technology implementation and how the applicant (and/or partners) intend to manage and sustain the project.
* Description of how broadband improvements at the proposed location will advance the quality of life and strengthen economic development opportunity in proposed project communities
* Description of why this project should be awarded a partnership above all other needs for broadband improvements in Martin County.

## Part I – Key Project Data Instructions

##### Project Name:

##### Applicant Organization Name:

##### Applicant Organization’s Mailing Address:

##### Key Contacts:

**Primary Contact** – *Provide Name, Title, Telephone Number, Email Address*

This will be the primary contact for negotiation and execution of the contract if the project is awarded funding.

**Project Manager** – *Provide Name, Title, Telephone Number, Email Address*

This individual will be the primary contact for administration details through the pendency of the program if the project is awarded funding.

**Application Author** – *Provide Name, Title, Telephone Number, Email Address*

This individual will be the primary contact for any questions regarding the application document and supporting documentation.

##### Map and Description of Project Area:

Applicant should provide a short narrative paragraph here describing the geographic coverage of the proposed project (a few sentences in length). Applicant should also include a map of the proposed project area and/or a complete list of addresses that will be served by the project. A map of a last mile project should include the service area boundaries and also include place names, boundaries, buildings, road/street names or other features that clearly identify the project coverage area. The application may also include a list of census blocks and road segments if a census block is over two square miles where the project will provide broadband.

In addition to the PDF version of the map which must be provided in the electronic application submittal version, the map must additionally be provided in a .shp, .kmz, or .kml version.

##### Applicant Eligibility:

Identify the specific category of Applicant eligibility for this proposed project under Minnesota law from the following statutory options:

Eligible applicants for this program are: (1) an incorporated business or partnership, (2) a taxing jurisdiction, (3) a Native American tribe, (4) a Minnesota nonprofit organization organized under Chapter 317A, or (5) a Minnesota cooperative association organized under Chapter 308A or 308B, or (6) a Minnesota limited liability corporation organized under chapter 322C for the purpose of expanding broadband access.

##### Single Paragraph Summary Description of the Project

[**Note**: This written narrative may be used on the Martin County’s website and in promotional materials for the program in the event your application is awarded]

Describe the project location, type of project construction, number of passings served and speed goals met or exceeded. Identify any project partners for the project. Provide an economic development/community impact rationale for the project. Please provide unique details from the proposed project to populate this response.

## Part II – Broadband Improvements: Unserved/Underserved Instructions

##### Anticipated Broadband Improvements

##### Using the “Anticipated Improvements” table (see below), please provide the number of households, businesses, farms, and community anchor institutions that will be able to receive improved broadband services as a result of the proposed project.

Please identify the speeds currently available for each type of location, using the ranges provided on the table, and the improved speeds that will be offered if the project is awarded funding. Use the following definitions to identify the number of locations by household, business, farm, and community anchor institution:

**Households:** includes all residential dwellings

**Businesses:** includes all business types; and – to the extent possible – home-based businesses and telecommuter use of broadband.

**Farms:** includes crop, dairy, other livestock farming or agricultural use operations.

**Community Anchor Institutions**: includes libraries, township halls, fire and police stations, city halls, county buildings, state facilities, public safety locations, hospitals and nursing homes, and educational institutions.

##### Anticipated Improvements in Broadband Service Based on this Application Project

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **# of Passings** | **Speed Now:** | **0/0** | **≤10/1** | **0/0** | **≤10/1** | **25/3** | **0/0** | **≤25/3** | **<100/20** |
| **Speed After Build:** | **25/3** | **25/3** | **100/20** | **100/20** | **100/20** | **1G/1G** | **1G/1G** | **1G/1G** |
| **Households** |  |  |  |  |  |  |  |  |  |
| **Businesses** |  |  |  |  |  |  |  |  |  |
| **Farms** |  |  |  |  |  |  |  |  |  |
| **Anchors** |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |

[If broadband speeds delivered will be greater than 1 Gbps, please provide details in this section.]

##### Unserved and Underserved Documentation

Provide evidence in the application to demonstrate that the proposed project is for an unserved or underserved area.

The location of the proposed project, as identified in Part 1 – Item 1.4, should be the result of reviewing areas eligible for the funding and ensuring that the project is within geographic boundaries eligible for funding. In this response, the Applicant should provide the evidence to demonstrate that the proposed project is in an unserved and/or underserved area.

Demonstrate this by overlaying your proposed project area onto Martin County of the Border to Border Grant Eligibility Map on the DEED website at <http://map.connectmn.org/>, and then select “Maps/Data” on the top of the page, click the “Access” tab, and check the box titled *2023 Border to Border Grant POTENTIAL Eligibility.*

Applicants may also submit clarifying supplemental data regarding the unserved and/or underserved nature of the proposed project location. Any supplemental data will be compared to the maps prepared by Minnesota’s designated mapping entity.

## Part III – Project Funding Request and Community Participation Instructions

##### How much money from Martin County is being requested for this application? What percent of the total eligible project cost does the funding request represent?

**Note:** Up to 50% of the total broadband eligible project cost may be reimbursed in an awarded partnership. Additional points apply for projects that leverage greater matching funds; i.e., 55% or more in matching funds from Applicant and any funding partners.

##### How much in total matching funds from the Applicant – including any funding partners, if applicable – is being proposed? What percentage of the total eligible project cost does the Applicant’s matching funds represent?

##### Please list in detail all confirmed matching fund commitments by each project funding partner.

Table should begin with Applicant funding commitment and follow with each funding partner commitment. Funding partners may include other public, private, non-profit, or philanthropic entities. [If documentation for Item 3.3 is separately attached, label as Appendix 3.3]

|  |  |  |
| --- | --- | --- |
| **Matching Funds Sources:** | **Funding $ Commitment** | **Proof of Match Attached** |
| *Example:* |  |  |
|  |  |  |
| *Applicant Name* | *$* | *Yes* |
| *Funding Partner A* | *$* | *Yes* |
| *Funding Partner B* | *$* | *Yes* |
| (*continue as necessary*) |  |  |
|  |  |  |
| **Total Matching Funds** | $ |  |

**Note 1:** Documentation to validate the availability of matching funds is required as part of the application.

**Note 2:** The Applicant and all matching fund partners must provide documentation stating each has reviewed the application, confirm their commitment to the project, and provide proof of the existence of matching and secured funds.

**Note 3:** Examples of secured funds documentation is defined in the “Matching Funds Requirement” section of this application, and includes a letter of credit, bank letter confirming available funds, board resolution committing funds, or loan documentation.

##### Provide complete contact information for each application funding partner identified in Item 3.3 above.

##### Provide evidence of community support for the project. [If separately attached, label as Appendix 3.5]

Examples include letters endorsing the project and describing the need for broadband improvements from residents, businesses, legislators, congressional representatives, etc.

## Part IV – Project Readiness Instructions

#### Project Budget – Sources and Uses of Funds

##### What are the total eligible project costs? $

Total eligible project costs may include project planning; obtaining construction permits; construction of facilities, including construction of “last mile” infrastructure; electronics and equipment; and installation and testing of the broadband service.

##### Please provide a list or schedule of all eligible elements to be purchased or utilized for the proposed project [if separately attached, label as Appendix 4.2]

**Note 1**: Eligible elements do not include costs for either video or voice services. These cannot be reimbursed through the partnership.

**Note 2**: The broadband partnership program cannot reimburse a partner for any expenses incurred prior to the executed project contract date. Any such expenses may not be included as project eligible expenses.

**Note 3: Should funding be awarded for the proposed project, all partnership funds are disbursed to partners on a reimbursement basis only, upon completion of the project.**

##### Utilizing total eligible expenses from 4.1, provide the following “Sources of Funding” summary detail for Applicant, and if applicable, for each additional funding partner:

|  |  |  |
| --- | --- | --- |
| ***Sources of Funding*** | ***$ Amount*** | ***% of Total Funding*** |
| *Example:* |  |  |
| *GC Partnership Program Request* | *$1,500,000* | *50.0%* |
| *Applicant Investment* | *$1,450,000* | *48.33%* |
| *Partner – County XYZ* | *$50,000* | *1.67%* |
| *(If other fin’l partner – add here)* |  |  |
| **Total** | **$3,000,000** | **100.00%** |

##### By each identified budget category, provide the following “Use of Funds” detail for both Applicant and proposed Martin County Broadband Partnership Program :

|  |  |  |  |
| --- | --- | --- | --- |
| ***Use of Funds*** | ***$ Amount*** | ***Source of Fund*** | ***Date Funds Committed*** |
| *Example:* |  |  |  |
| *Fiber Construction/splicing* | *$1,000,000* | *Applicant* | *9/1/2020* |
| *Fiber Construction/splicing* | *$1,000,000* | *GC/Partnership* | *Upon contract award* |
| *Engineering* | *$250,000* | *Applicant* | *9/1/2020* |

|  |  |  |  |
| --- | --- | --- | --- |
| *Engineering* | *$250,000* | *GC/Partnership* | *upon contract award* |
| *Customer Installations* | *$250,000* | *Applicant* | *9/1/2020* |
| *Customer Installations* | *$250,000* | *GC/Partnership* | *upon contract award* |
| *(Add other entries below)* |  |  |  |
| **Total** | **$3,000,000** |  |  |

Recommended minimum budget categories for “Use of Funds” table above are as follows: [Applicant

may add other budget categories as needed]

* + - Construction – Labor – Last Mile]
    - Construction - Materials
    - Electronics
    - Customer Premise Installation – Labor
    - Customer Premise – Equipment
    - Professional services and engineering

##### Will additional costs related to this proposed project that are not eligible costs be incurred in order to deploy broadband to this area?

If yes, identify and list all ineligible costs associated with the proposed project that may be incurred.

#### Project Broadband Infrastructure

##### Please provide all budgetary engineering designs, diagrams, and maps that demonstrate the viability of the proposed project. [if separately attached, label as Appendix 4.6]

Design documents must clearly document the Applicant’s comprehensive understanding of the

project requirements. This information must be certified by a registered Professional Engineer.

##### Demonstrate that the installed broadband infrastructure is scalable to speeds of at least 500 Mbps download and 500 Mbps upload.

This information must be certified by either the manufacturer of the equipment to be utilized, or by a registered Professional Engineer.

##### Identify the type of broadband construction for the proposed project.

This project is fiber-to-the-home/premise, cable or hybrid fiber coaxial last mile construction – or a combination of construction types such as some fiber and some fixed wireless. If fixed wireless, is licensed or unlicensed spectrum being used?

Please note that only projects consisting of fiber to the premise will be accepted.

##### This application is for last mile components only, or a combination of last mile and middle mile components. [Choose one]

Last mile infrastructure is broadband infrastructure that serves as the final leg connecting the

broadband service provider’s network to the end-user customer’s on-premise telecommunication equipment. Please note that the only project portions eligible for funding through this program are those that consist of last-mile infrastructure components.

#### Project Preconstruction Permits and Approvals

##### Have all required municipal/city/township/county/state approvals necessary for this project to begin construction from area planning commission/zoning authority/road authority/railroad crossing entity, etc. been identified and included in the project schedule?

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. Include the permitting process as a step on the Project Schedule in Item 4.17.

##### Have all state environmental review requirements necessary for this project to begin construction been identified, if applicable?

If yes, describe the process to obtain required approvals. If applicable, include this process in the Project Schedule.

##### Due to its location, will the proposed project potentially impact local/state/federal historic architectural or archeological resources?

If yes, describe the process to obtain required approvals. If applicable, include this process in the Project Schedule.

#### Project Implementation

##### Will the Applicant offer the broadband services for a minimum five-year period?

Provide documentation that Applicant will offer the broadband service for a minimum of five years.

##### Provide the proposed pricing structure, by associated download and upload speeds, for all broadband services to be offered in association with this project.

Demonstrate that speeds meet and exceed Minnesota law broadband speed requirements.

* 1. **Please also provide the proposed stand-alone pricing for unbundled internet-only service at 25 Mbps download and 3 Mbps upload, for 100 Mbps download and 20 Mbps upload [if applicable], and for 1 Gbps download and 1 Gbps upload.** Describe stand-alone pricing for all broadband speed levels applicable to the project, and demonstrate that speeds meet and exceed Minnesota law speed requirements.

##### Will any additional equipment be required – or any separately chargeable service installation elements apply – to activation or turn-up of individual customer locations?

If yes, describe any separately chargeable elements that may apply along with all associated charges, and identify as one-time or monthly.

##### Describe what initiatives the Applicant will undertake to communicate its proposed marketing plan to its prospective broadband services customer base.

The marketing plan should include activities to communicate the award of the proposed project, the timing and availability of constructed broadband service, and Applicant plans on how to optimize broadband subscription rates once service becomes available.

#### Project Schedule

##### Provide the proposed project schedule which must reflect all key planning, procurement, construction, installation, testing, and service activation milestones.

The Applicant may use the sample form below to detail the significant task categories for all broadband deployment milestones necessary to complete the proposed project in a comprehensive and timely manner. Each necessary milestone should be identified with an associated anticipated start date and completion date (month and year) for that milestone. The last task on the project schedule should reflect the date upon which the service to the last location will be turned up and the project will be complete.

##### Sample – Project Schedule

|  |  |  |
| --- | --- | --- |
| **Name of Applicant:** |  |  |
| **Name of Project:** |  |  |
| **Overall Timeline for Project:**  *(example)* | **Start Date:**  *May 2021* | **Complete:**  *June 2023* |
|  |  |  |
| **Individual Milestones for Project:**  Include all planning, procurement, construction, installation, testing and customer turn-up activities | **Est. Start Date** (month/year) | **Est.Complete Date** (month/year) |
|  |  |  |
| *Activity A* | *May 2021* | *Oct 2021* |
| *Activity B* | *July 2021* | *Nov 2021* |
| *Activity C* | *Sept 2021* | *Dec 2021* |
|  |  |  |
| *[continue as needed to completion]* |  |  |

#### Project Financials

##### Provide a five-year stand-alone financial plan for the proposed project, including a description of how the costs and anticipated revenue will result in the financial viability of the project over time.

Applicant should provide a summary of the financial analysis for the proposed project, and also may provide a brief narrative summarizing its findings. The pro forma financial spreadsheet must be a minimum of a five-year view, but Applicant may extend the analysis for additional years if that will provide a more comprehensive financial justification. [If separately attached, label as Appendix 4.20]

##### Describe why the proposed project would not be feasible without the award of the requested broadband funds

Refer to the five-year financials prepared for Item 4.20, and demonstrate the difference in proposed project payback years with and without the requested funding.

##### Is the Applicant leveraging all funding sources that may apply to the proposed project area?

If the proposed project leverages existing broadband networks, or will be built in conjunction with other broadband infrastructure projects to expand service areas to include unserved or underserved regions of the county, please give specific examples identifying the other project and the associated leveraged funds. Include any prior awards for CAF II, ACAM, USDA/RUS loan or ReConnect funds, ARRA, E-rate, or any other federal, state, or local rural broadband funding.

## Part V – Project Sustainability Instructions

##### Provide technical expertise statement

Provide a narrative statement detailing all the relevant technical expertise of the Applicant and the Applicant’s specific prior experience in providing broadband services in Martin County (and in other counties, if applicable.) If separately attached, label as Appendix 5.1.

##### Provide organizational support evidence

Demonstrate the overall organization strength of the Applicant to build, manage, and effectively operate the proposed broadband project, if approved.

Documentation should identify key officers and management personnel with corresponding brief resumes. Organizational structure charts may also be submitted. It is important to provide a detailed description of how organizational strength pertains to level of broadband service delivery and service maintenance. If separately attached, label as Appendix 5.2.

##### Provide audited financial statements

Demonstrate the overall financial viability of the Applicant by providing the most recent audited financial statements. (Audited by a certified public accountant.) The financial statements may be identified and filed as “Confidential Information” and must be appropriately marked as confidential when submitted. If separately attached, label as Appendix 5.3.

Results from an independent audit may also be provided as supplemental detail, as well as the Applicant’s most recent year’s federal tax return. If provided these documents should also be submitted and marked as confidential.

Supplemental material that may be provided as documentation for this requirement include the following:

* + - An Applicant that has been designated as an ETC by the Minnesota Public Utilities Commission (MPUC) may submit the copy of the MPUC Order authorizing the ETC status
    - An Applicant that is a borrower in good standing with the Rural Utilities Service (RUS) may submit documentation that supports that designation
    - An Applicant that has a current Minnesota cable franchise agreement for the proposed communities in the project may submit a list of the communities covered by the franchise with the date of the franchise’s most recent agreement or renewal

## Part VI – Payment Information Instructions

##### State of Minnesota Vendor Number

To ensure proper payment, a Vendor Number assigned by Minnesota Management and Budget is required. The application must include the following critical payment information.

##### State of Minnesota Vendor Number:

Applicant’s Financial Contact Person:

Telephone Number:

Email Address:

If you do not already have a State of Minnesota vendor number, you can register for a state vendor ID. State of Minnesota vendor registration number instructions and information may be found at the following link: <https://supplier.swift.state.mn.us/psp/fmssupap/SUPPLIER/ERP/h/?tab=SUP_GUEST>

##### Tax Identification Numbers

Also provide the following tax information associated with the Applicant’s organization.

##### State of Minnesota Tax Identification Number:

[This is the number used for state tax filing purposes and is not the same as the State of Minnesota Vendor Number]

##### Federal Employer Identification Number:

[A federal Employer Identification Number (EIN) is also known as a federal tax identification number and is used for tax filing purposes]

## Part VII – Economic Development and Community Impact Instructions

Demonstrate the economic development and community enhancement potential of the proposed project. Include details of how the project will provide for better business retention and expansion, attract new business, and increase jobs opportunities in the covered communities.

##### Provide a listing of businesses in the proposed project area that will benefit from the broadband project.

Identify and briefly describe the businesses needing improved broadband in the project area, including the level of broadband improvement needed to become and/or remain competitive, expand services, etc. Describe any work-at-home or telecommuter opportunities that would be increased or improved. If possible, please attach specific statements of need from impacted businesses in your project area in an attachment to the application as Appendix 7.1.

##### Provide a listing of farms and agricultural use customers in the proposed project area that will benefit from the broadband project.

Identify and briefly describe any farms or agricultural use customers needing improved broadband in the project area to operate their agricultural business. If possible, please attach specific statements of need from impacted agricultural users in an attachment to the application as Appendix 7.2.

##### Provide a listing of community institutions that will benefit from the broadband project.

Identify specific institutions to be served, and wherever possible, identify how the proposed broadband deployment will be incorporated into the community program.

##### Provide a listing of any educational locations that will benefit from the broadband project.

Identify specific institutions to be served, and include the proposed impact on e-learning opportunities.

##### Provide specific evidence of how health and public safety locations will benefit from the broadband project.

Include the proposed impact on telemedicine and electronic health records use.

## Part VIII – Broadband Adoption Assistance Instructions

##### Broadband Adoption Activities Planned for Project

Describe any activities planned to promote the adoption of broadband services for the project footprint or communities covered by the proposed project once the services are available. Please identify any activities specific to a particular customer segment (i.e.; precision farming programs for agricultural users, broadband applications for seniors, etc.)

##### Broadband Technical Support or Training Associated with Project

Describe any technical support or training on broadband use for residents, businesses, farms, and community institutions that will benefit those within the project footprint.

## Part IX – Applicant Affidavit Instructions

##### 9.1 The primary Applicant must provide a signed, dated, and witnessed affidavit or resolution that shows official Applicant support for and approval of the application as well as a commitment to provide the Applicant’s matching funding.

If the application includes a funding partner or partners, a separate affidavit or resolution is required for each public or private partner that has committed to provide funding for the project, and attach as Appendix 9.1.

A sample affidavit/resolution is provided for the Applicant’s use as specified on the following page. Please note that the Applicant may choose to reformat the sample document, but must ensure that all the statements appear in the signed, final version.

[**Note:** See next two pages for a sample Applicant affidavit.]

##### SAMPLE – APPLICANT AFFIDAVIT OR LOCAL GOVERNMENT RESOLUTION

##### RESOLUTION OF APPLICANT

BE IT RESOLVED that act as the legal sponsor for project(s)

(*Applicant*)

contained in the Martin County Broadband Partnership Program to be submitted on

(*Date*)

and that is hereby authorized to apply to the Martin County (*Title of Authorized Official*

for funding of this project on behalf of .

(*Applicant*)

BE IT FURTHER RESOLVED that has the legal authority to

(*Applicant*)

apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application are committed to the project identified.

BE IT FURTHER RESOLVED that has not violated any

(*Applicant*)

Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practices.

# SUBMITTING THE APPLICATION

## Filing Review

Completed applications and all required supporting documentation must be received by Martin County on or prior to March 31st, 2022 to be deemed eligible for the initial review.

## Submittal Address

* + - Submit the complete application package at any time during the application period
    - Package must include one printed hardcopy and one electronic copy on a USB drive
    - Applications that arrive after all available funds have been dedicated will not be accepted
    - Applications may be delivered by mail or courier service to:

##### Martin County

##### Attn: Broadband Grant Applications 201 Lake Avenue, Room 100

##### Fairmont, MN 56031

* + - Email submission is acceptable if the entire package, including attachments, is less than 5MB, and may be addressed to:

[scott.higgins@co.martin.mn.us](mailto:scott.higgins@co.martin.mn.us)

## Submittal Confirmation

If mailing or sending by courier, please email [scott.higgins@co.martin.mn.us](mailto:scott.higgins@co.martin.mn.us%20) to confirm that each complete application package has been mailed or delivered for receipt on or before March 31st, 2022.

##### Questions?

Email [scott.higgins@co.martin.mn.us](mailto:scott.higgins@co.martin.mn.us)

# APPLICATION SELECTION AND AWARD PROCESS

## Introduction to Scoring and Award Process

Martin County will award partnerships to projects that demonstrate the highest return in public benefits for the public costs incurred and that meet all of the statutory requirements. To evaluate the applications for public benefits with respect to the costs incurred, the law specifies certain priorities that Martin County must consider.

To fulfill this requirement of reviewing applications in an objective and fair manner, applications will be reviewed and evaluated by a team composed by Martin County. This team will use the following criteria and associated point values to assist in systematically scoring and awarding funds. These criteria reflect information provided in response to this application’s questions. To ensure that your application receives the best possible score, please be sure to provide complete and comprehensive responses to all information requested in the application.



### Selection Criteria and Partnership Scoring Categories

**125 Points Possible**

**Anticipated Broadband Improvements*:*** 0 to 25 points possible

##### Unserved or underserved total passings potentially served by project:

* + - Anticipated improvements in broadband speed offerings from pre-existing broadband service levels to proposed service levels – project must reach or exceed state speed goals (speed now vs. speed after)
    - Number of total passings potentially served (# of passings)

o Total passings include households, businesses, farms, and community anchor institutions

* + - Highest scores are awarded for largest broadband speed improvements
    - If project includes both unserved and underserved passings, each will be scored separately, and the resultant scores averaged
    - Extra 5 points possible for applications indicating speeds higher than 500 MBPS download/500 MBPS upload.

##### Anticipated Broadband Improvements Scoring Table

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **# of Passings** | **Speed Now:** | **0/0** | **≤10/1** | **0/0** | **≤10/1** | **25/3** | **0/0** | **≤25/3** | **<100/20** |
| **Speed After Build:** | **25/3** | **25/3** | **100/20** | **100/20** | **100/20** | **1G/1G** | **1G/1G** | **1G/1G** |
| **0-50** | **Points Awarded:** | 14 | 10 | 16 | 14 | 12 | 18 | 15 | 13 |
| **51-499** |  | 15 | 11 | 17 | 15 | 13 | 19 | 16 | 14 |
| **500+** |  | 16 | 12 | 18 | 16 | 14 | 20 | 17 | 15 |

**Community Participation:** 0 to 15 points possible

##### Additional scoring points will be awarded for the following:

* + - Verified financial commitment to the project from any qualified community partner(s)

[Community partner may be any public, non-profit, or philanthropic entity – this would include a township, city, tribal entity, or community coalition]

* Projects that propose to serve or partially serve federally recognized tribal lands, and the associated tribal entity has provided application documentation of project support
* Project applications that provide substantive evidence of community support for the project

**Project Readiness:** 0 to 25 points possible

##### Applicant has concretely demonstrated a comprehensive knowledge of – and detailed preparation for – the proposed project. Applicant has provided evidence of being fully prepared to build, implement, and operate the project:

* All budget material is provided in detailed, yet clearly understandable manner, sources and uses of funds is realistic, all project eligible elements are included, all funding partners are secured
* Other broadband infrastructure requirements are included – certified engineering design and diagrams, documentation of scalable equipment, and all pre-construction requirements are identified and included in the project schedule
* Project implementation requirements are provided – proposed speed tiers and service pricing, 5-year service commitment, and proposed marketing strategies
* Complete project schedule and financial requirements are provided

**Project Sustainability:** 0 to 25 points possible

##### Applicant has demonstrated strong internal capacity to effectively support and sustain its broadband infrastructure proposal:

* Demonstration of technical expertise – specific prior experience in providing broadband services
* Organizational support evidence provided – extent of organization and how organizational strength will sustain broadband service delivery and maintenance
* Financial statements provided – most current year’s audited financial statements, and supporting documentation where applicable, to demonstrate overall financial viability

**Economic Development & Community Impact Review:** 0 to 15 points possible

##### Applicant has demonstrated the economic development and community enhancement potential of the proposed project:

* Applicant has identified businesses, farms and agricultural use customers, community anchor institutions, and educational facilities in the proposed project area
* For businesses, farms and agricultural use customers, Applicant has identified how improved broadband speeds and coverage will enable the project area to become and/or remain competitively viable
* For community anchor institutions, Applicant has identified how improved broadband deployment will be incorporated into specific community programs
* For educational locations, Applicant has identified the proposed impact on e-learning.
* For health and public safety locations, Applicant has identified the proposed impact on

telemedicine

**Broadband Adoption Assistance:** 0 to 10 points possible

##### Additional scoring points will be awarded for the following:

* Are broadband adoption activities planned for project?
* Will technical support or training on broadband be offered?
* Is there – or will there be – a low-income broadband assistance program offering?



***\*To be used only if the application provides a secondary funding source***

**Partnership Funding Request Amount: 0 to 10 points possible**

##### Percent of partnership request compared to total eligible project costs:

* Applicant matching funds of 55% or more will result in a higher application score for this category
* Any funding partner contributions are included in Applicant matching funds for points

##### Partnership Funding Request Amount Scoring Table

|  |  |
| --- | --- |
| **Percent of eligible project costs requested** | **Points** |
| 30% or less | 10 |
| 31 to 35% | 8 |
| 36 to 40% | 5 |
| 41 to 45% | 3 |
| 46 to 50% | 0 |

**Attachment A: Duplication of Benefits Policy**

**DUPLICATION OF BENEFITS POLICY**

Martin County must certify that program funds follow all duplication of benefits requirements from the U.S. Department of Housing and Urban Development (HUD). Martin County is required to ensure that the County prevent any duplication of benefits when it is providing financial assistance withAmerican Rescue Plan Act (ARPA) funds.

**PURPOSE OF POLICY**

The purpose of the Policy on Duplication of Benefits is to ensure that Martin County is not providing grant funds to pay for particular costs where there is another source of financial assistance that is available to pay for that same cost and to identify specific processes that will assist in ensuring this.

**APPLICABILITY**

This policy pertains to the funds provided by the American Rescue Plan Act signed into law on March 21, 2021, as well as other federal, state, philanthropic, and local government sources, and all of the county’s processes related to the acceptance, prioritization and spending of these funds.

A duplication of benefits occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

**PROCEDURES**

At the award and acceptance of funds from the ARPA, Martin County will ensure the funds are not duplicative for any activity by completing the following steps:

1. Review the award notice and information that identifies the purpose of the funds. 2. Analyze other sources that have been received, anticipated, or that are available and determine if they could be used for the same sources.

3. Calculate the total unmet need and compare this to the maximum award.

4. Use the list created by HUD, last updated on July 10, 2020, and included in this policy as Attachment A, to determine the potential for a Duplication of Benefit to occur. This will be evaluated prior to the award of each ARPA grant.

For the purposes of this policy, Martin County does not consider private loans to be a form of assistance and should not be considered when calculating duplication of benefits. However, subsidized loans from SBA or FEMA should be included in the duplication of benefits analysis unless one of the three exceptions is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with ARPA funds 2. Declined or cancelled subsidized loans

3. Loan assistance is used toward a loss suffered as a result of a major disaster or emergency

**CONFIRMATION OF DUPLICATION OF BENEFITS**

In instances where a potential/actual duplication of benefits is identified after the award of funds and the execution of an agreement, Martin County will terminate the agreement and engage in no further disbursement of funds for the duplicated activities. Martin County will then explore whether funding needs to be returned. The County may update this policy as additional guidance is received by HUD.

**Attachment B:**

**Duplication of Benefits Worksheet**

**Duplication of Benefits Review Worksheet**

**Grantee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant #\_\_\_\_\_\_\_\_\_\_\_\_ Total # of Beneficiaries: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ #Reviewed to Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # Reviewed this FY \_\_\_\_\_\_\_\_\_\_\_\_\_**

Instructions: A sufficient sample of case files should be reviewed to determine whether programs have identified and acted upon duplication of benefits in compliance with the Stafford Act. Attach comments/explanation(s) to describe sampling method and support responses and conclusions.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1)  Responsible Org | 2)  Recipient / Beneficiary (Name/Address) | 3)  Amount of  Assistance  from ARPA ($) | 4)  Amount of Assistance from Sources Identified in Application and Support Documents? | | | | | 5)  Are  allowable  costs  identified  that can be excluded  from the  calculation? | 6)  Duplication of Benefit  Identified? | 7)  Grant  Amount  Reduced  or Gap  Obtained? (Yes/No) | 8)  Subrogation Agreement for Future  Proceeds in Place?  (Yes/No) |
| Insurance | FEMA | SBA | Other | Other |
|  |  |  |  |  |  |  |  |  |  |  |  |
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