



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET  
LANSING

BROM STIBITZ  
DIRECTOR

# Connecting Michigan Communities 2.0 Grant Application Instructions

**Please read through the entire Grant Information and Application package before you begin to respond to the application questions. This will help ensure you understand the full scope of the application as well as the details you will need to provide to complete the application.**

**Application Deadline:** All grant applications are due by 4:00 p.m. EST, on Monday, January 4, 2021.

**Submission Guidelines:** Applicants must email their applications and all attachments to: [DTMB-CMICGrant@michigan.gov](mailto:DTMB-CMICGrant@michigan.gov). Applications must be complete, and attachments clearly labeled with the question or statement number from the application form. Completed application, attachments, and supporting documentation must be received by the Department of Technology, Management, and Budget (DTMB), Center for Shared Solutions by 4:00 p.m. EST on Monday, January 4, 2021, to be considered for funding. Applicants will receive an email confirmation in receipt of their submission. It is the applicant's responsibility to ensure the application is received by DTMB prior to the submission deadline. Applications submitted to the wrong email address or received after the deadline will be rejected. Official application submission date and time will be determined by the time stamp accompanying the application email. Applications dated and time stamped in any other way will be rejected. If a confirmation receipt is not received within two business days, applicants must contact the CMIC Grant Program Office at (517) 335-3727.

**Questions and Contact:** If you have questions after reviewing the application and supporting documentation, please see the Frequently Asked Questions (FAQ) document available on the grant website: [www.michigan.gov/CMICGrant](http://www.michigan.gov/CMICGrant). The FAQ will be updated throughout the application process. Questions and comments can also be submitted via email to: [DTMB-CMICGrant@michigan.gov](mailto:DTMB-CMICGrant@michigan.gov).

**Table of Contents:**

Grant Overview .....Page 2  
Application Instructions.....Page 13  
Glossary.....Page 20  
Sample Application.....Page 23  
Sample Confidential Treatment Form.....Page 36

Grant Overview

**1. Grant Submission Overview**

- 1.1. Application Deadline: All grant applications are due by 4:00 p.m. EST, on Monday, January 4, 2021.
- 1.2. Submission Guidelines: Applicants must email their applications and all attachments to: [DTMB-CMICGrant@michigan.gov](mailto:DTMB-CMICGrant@michigan.gov). Applications must be complete, and attachments clearly labeled with the question or statement number from the application form. Completed application, attachments, and supporting documentation must be received by the Department of Technology, Management, and Budget (DTMB), Center for Shared Solutions by 4:00 p.m. EST on Monday, January 4, 2021, to be considered for funding. Applicants will receive an email confirmation in receipt of their submission. It is the applicant's responsibility to ensure the application is received by DTMB prior to the submission deadline. Applications submitted to the wrong email address or received after the deadline will be rejected. Official application submission date and time will be determined by the time stamp accompanying the application email. Applications dated and time stamped in any other way will be rejected. If a confirmation receipt is not received within two business days, applicants must contact the CMIC Grant Program Office at (517) 335-3727.

Applicants are required to fill out the entire application and clearly label any attachments. Applicants are to use a file naming structure indicating the name of their organization followed by public application, non-public application, or the attachment number and file type (e.g. ABCTelecom\_Attachment\_1.pdf).

Questions and Contact: If you have questions after reviewing the application and supporting documentation, please see the Frequently Asked Questions document available on the grant website at: [www.michigan.gov/CMICGrant](http://www.michigan.gov/CMICGrant). The FAQ will be updated throughout the application process. Questions and comments can also be submitted via email to: [DTMB-CMICGrant@michigan.gov](mailto:DTMB-CMICGrant@michigan.gov).

**2. Scope of the Program**

- 1.1. Purpose/Background: Pursuant to Public Act 166 of 2020, the Connecting Michigan Communities (CMIC) Grant program for statewide broadband shall be awarded by DTMB to applicants for projects that exclusively extend broadband service into unserved areas in Michigan. "Broadband service" means a retail terrestrial service capable of delivering high-speed internet access at speeds of at least 25 megabits per second downstream and 3 megabit per second upstream. "Unserved area" means either a census block lacking access to broadband service from at least one (1) internet service provider, or an area lacking access to broadband service from at least one (1) internet service provider according to the most accurate and granular data on the broadband map created by the Federal Communications Commission (FCC), or an area delineated through the process established in the enabling legislation without at least one (1) provider providing broadband service.
- 1.2. Funding Availability: As designated in Public Act 166 of 2020, \$14.3 million has been appropriated and authorized as available funding for the CMIC grant program. Priority shall be given to projects that demonstrate collaboration to achieve community investment and economic development goals of the area impacted, the applicant is able to demonstrate they

have the managerial, financial, and technical ability to build, operate, and manage a broadband network, the project will serve a larger unserved area or a greater number of locations than other proposed applications, and the grant request to project cost ratio. All grant project work must be completed by September 30, 2025.

- 3.3. Procuring and Contracting Agency: This notice of funding opportunity and request for applications is issued by DTMB, which is the sole point of contact for the State of Michigan during the selection process. The person responsible for managing the grant is Pamela Matelski, CMIC Grant Program Office, Center for Shared Solutions. The grant award(s) resulting from this application process will be administered by DTMB. The grant administrator will be Pamela Matelski, CMIC Grant Program Office, Center for Shared Solutions.
- 4.4. Eligible Applicants: Eligible applicants for the CMIC Grant include internet service providers. As designated in Public Act 166 of 2020, "internet service providers" are defined as any of the following:
- An entity holding a license under the Michigan telecommunications act, 1991 PA 179, MCL 484.2101 to 484.2603;
  - An entity holding a franchise under the uniform video services local franchise act, 2006 PA 480, MCL 484.3301 to 484.3315; or
  - An entity currently providing broadband service in Michigan.

DTMB shall not, directly or indirectly, award grant money to a governmental entity or educational institution or an affiliate, to own, purchase, construct, operate, or maintain a communications network, or to provide service to any residential or commercial premises.

- 5.5. Eligible Unserved Areas: The State of Michigan is not designating geographic areas of the state as officially eligible or ineligible for the grant. Applicants are to use information available to them, (e.g. federal or state broadband maps, local surveys, speed tests, on-the-ground validation, local knowledge, etc.) to identify areas of the state for which they are proposing service and demonstrate their unserved nature.

Proposed service areas are not required to be contiguous, however, the outermost address within a contiguous area must fall within a ten (10) mile range of the outermost address of the adjacent contiguous area in the propose service area. Projects that impact addresses in areas outside of this range should be submitted as separate and complete applications.



Projects that deploy broadband service to unserved areas are eligible. "Broadband service" is defined as a retail terrestrial service capable of delivering high-speed internet access at speeds of at least 25 megabits per second downstream and 3 megabit per second upstream.

An “unserved area” is defined as either a census block without at least one (1) provider providing broadband service within the census block, an area lacking access to broadband service from at least one (1) provider according to the most accurate and granular data on the broadband map created by the FCC, or an area delineated through the process established in the enabling legislation without at least one (1) provider providing broadband service. Areas not eligible for the CMIC Grant include:

- Areas that are served by at least one (1) broadband provider offering service with a speed of at least 25 Mbps downstream and 3 Mbps upstream;
- Areas where construction of a network to provide broadband service is underway, and the construction is scheduled to be completed within 1 year of the date of the application;
- Areas where the planned construction of a network to provide broadband service is to be completed no later than 2 years after the date of an application; or
- Areas that have been selected to receive, provisionally or otherwise, funding through the United States Department of Agriculture or the Federal Communications Commission programs specifically for the expansion of broadband service. This subparagraph does not apply to an area once either of the following has occurred:
  - The ISP does not complete the requirements for obtaining the funding; or
  - The time period for the ISP to receive the funding has expired.

The statute establishes a comment/objection period that will follow the grant application period. Initial grant recommendations will be posted online, and the public will have the opportunity to comment on those applications. If a commenter wishes to file an objection to a grant recommendation because they already provide broadband in the proposed service area, the commenter will need to provide substantial evidence proving that the minimum sustained broadband speed is offered to the proposed service area. Evidence provided in such an objection will be validated and vetted to ensure the evidence provided is accurate and complete and that service at the defined speed already exists or will be constructed throughout the proposed service area.

6.6. Maximum Grant Award: The maximum grant amount is \$5 million to any one project or any one applicant.

### **3. Grant Terms and Funding**

1.1. Eligible Program Costs: The CMIC Grant Program can pay up to 90% of the eligible costs for a qualifying project. “Broadband deployment costs” or “costs” means the cost of the acquisition and installation of middle-mile and last-mile infrastructure that support broadband service with a minimum speed of 25 Mbps downstream and 3 Mbps upstream.

Last mile infrastructure is broadband infrastructure that serves as the final leg connecting the broadband service provider’s network to the end-use customer’s on-premise telecommunications equipment. Middle mile infrastructure is broadband infrastructure that links a broadband service provider’s core network infrastructure to last-mile infrastructure.

Eligible costs may include:

- Project planning;
- Obtaining construction permits;
- Construction of both “middle mile” and “last mile” infrastructure;
- Equipment;
- Installation and testing of the broadband service;
- Approved expenses incurred after the formal acceptance and execution of the grant agreement.

Ineligible costs may include:

- Indirect or operational expenses that exceed 10% of the total project cost or \$250,000, whichever is less;
- Costs associated with completing or filing an application for the grant;
- Middle-mile infrastructure that is not directly connected to last-mile infrastructure serving an unserved area; and
- Expenses related to the provision of telephone or video services which are not necessary for the delivery of broadband services.
- Any expense incurred prior to the formal acceptance and execution of the grant agreement.

Neither DTMB nor the State of Michigan is liable for any cost incurred by an applicant in preparing a CMIC grant application.

- 2.2. Match Requirement: The applicant must provide the funding for the total project cost not covered by the grant as a local match. The match can come from any private, non-profit, or public sources available to the applicant. The grant can cover up to 90% of the total project cost, however applications will be awarded the maximum points for this section based on a 50% or greater grant request to project cost ratio. Match requirements can be met with cash or in-kind contributions or a combination thereof. Any eligible project expense can be counted as part of the local match. Documentation to support the match is required as part of the application. Examples of in-kind contributions can include, but are not limited to, assets transferred to the applicant, donated equipment, services, or expertise, or cash equivalents such as stocks, bonds, or mutual funds. Applicants will provide evidence that the in-kind contributions are directly related to the expansion of broadband in the proposed service area.
- 3.3. Reimbursement: Grantees will submit invoices and proof of payment to the department quarterly following the successful execution of a grant agreement. Upon the execution of a grant agreement, DTMB will provide 25% of the grant award to the grantee as a lump sum payment. Following this initial payment, 60% of the remaining grant award will be reimbursed quarterly following the validation of invoices and evidence of payment from grantees. The remaining 15% of grant funds will be available at grant closeout and submission of a final grant report upon project completion. Grant closeout will require certification from a Professional Engineer certified in Michigan that the build has been completed; that the design and installation conforms to all applicable federal, state, and local requirements and standard engineering practice; and that the installed infrastructure will provide the service levels stated in the application. Grantees are expected to offer service at the pricing and speed levels stated in the application for a minimum of three (3) years after grant closeout. While not a contractual requirement, it is expected that the selected applicants will have incorporated this criteria into their business plan.
- 4.4. Accountability and Reporting: Per the statute, grantees will be required to provide semiannual reports to DTMB from the time it receives funds to three (3) years after completion of the project. The semiannual reports shall be made publicly available on the department's website with any proprietary information redacted. The reports shall be in a format specified by the department and shall give an accounting by the applicant of the use of the funds received and the progress toward fulfilling the objectives for which the funds were granted including all of, (but not limited to), the following:
  - The number and location of residences and businesses that will have access to the broadband service;
  - The speed of broadband service;
  - The average price of broadband service; and
  - The broadband service adoption rates.

- 5.5. Resolution/Affidavit Authorizing Application: The applicant must complete and approve a resolution or affidavit authorizing the application and guaranteeing the local match.
- 6.6. Amendment: The Department reserves the right to amend the application or projectscope and/or partially fund applications.

#### **4. Preparing and Submitting an Application**

##### **1.1. General Overview**

###### **4.1.1. Format**

- 4.1.1.1. The application must be typed using the fillable PDF form available on the grant website: [www.michigan.gov/CMICGrant](http://www.michigan.gov/CMICGrant). A handwritten application will not be accepted.
  - 4.1.1.2. The application must be submitted following the designated naming structure. Applicants are to use the name of their organization followed by the phrase “NonPublicApp,” for their complete application and “PublicApp,” for their FOIA-redacted application, (e.g. ABCTelecom\_PublicApp.pdf). See section 4.1.5 below for more information on the public and non-public applications.
  - 4.1.1.3. Attachments must be submitted following the designated naming structure. Applicants are to use the name of their organization followed by the attachment number and file type (e.g. ABCTelecom\_Attachment\_1.xlsx). A list of attachments is included in the application checklist and the application itself.
  - 4.1.1.4. The State of Michigan can receive emails with attachments up to 35 Megabytes (MB) in size. Your email provider may further limit the allowed size of email file attachments. Applicants may submit more than one email in order to abide by any file size limitation. The subject line of each email sent should include the name of the organization submitting the application followed by the phrase, “CMIC Grant Application,” and the email number of the total number of emails to be sent, (e.g. ABC Telecom CMIC Grant Application Email 1 of 3). The body of each email should include a list of the attachments include in that email. This will ensure that all materials are received by the Department.
- 4.1.2. Multiple Applications: An applicant may apply for more than one project, but an individual (separate) and complete application must be completed for each project.
  - 4.1.3. Late Applications: It is the applicant’s responsibility to ensure the application is received by DTMB prior to the submission deadline. Applications submitted to the wrong email address or received after the deadline will be rejected. Official application submission date and time will be determined by the time stamp accompanying the application email. Applications dated and time stamped in anyother way will be rejected.
  - 4.1.4. Withdrawal: An applicant may withdraw an application in writing at any time up to the application closing date and time. To accomplish this, the applicant must submit a written request to withdraw the application, and the request must be signed by an authorized representative of the applicant and submitted to DTMB. If a previously submitted application is withdrawn before the due date and time, the applicant may submit another application at any time up to the application closing date and time.
  - 4.1.5. Public/Non-Public Applications: In order to protect sensitive information required as part of the application, DTMB is requiring applicants to submit two versions of the application:
    - 4.1.5.1. One non-public application will contain all of the necessary information and attachments needed for the evaluation and scoring of the grant including information that the applicant may consider confidential or proprietary. This application is not

subject to Freedom of Information Act (FOIA) requests.

- 4.1.5.2. A second, FOIA redacted, public application to be put forth for publication on the grant website. Should the grant application be selected, this application will be published online and DTMB will gather comments or objections concerning the application. A completed “Confidential Treatment Form” must accompany this FOIA redacted application. The Confidential Treatment Form is included in this document and on the CMIC website at: [www.michigan.gov/CMICGrant](http://www.michigan.gov/CMICGrant).
- 4.1.6. Incurring Costs: Neither DTMB nor the State of Michigan is liable for any cost incurred by an applicant in preparing a CMIC grant application.
- 4.1.7. Schedule of Events: Listed below are dates and times of actions related to the application. In the event that the state finds it necessary to change any of the dates and times to the schedule of events listed below, it will do so by issuing those revisions on the [www.michigan.gov/CMICGrant](http://www.michigan.gov/CMICGrant) website.
- |                       |  |
|-----------------------|--|
| November 2, 2020:     | Application window opens                               |
| January 4, 2021:      | Application due by 4:00PM EST                          |
| January – March 2021: | Application review and award recommendations published |
| March – May 2021:     | Comment/objection period                               |
| May – June 2021:      | Comment/objection validation                           |
| June 2021:            | Final grant awards announced                           |
- 4.1.8. Rejection: DTMB reserves the right, at its sole discretion, to reject an application if it: 1) does not meet the program requirements including scope, eligibility, and allowable grant dollar use; 2) is received after the deadline; 3) is incomplete or missing any of the required forms, narrative, and budget; or 4) does not follow the outlined application requirements.

## 5. **Evaluation and Scoring Criteria**

- 5.1.1. Review and Eligibility: The evaluation of an application and selection of an applicant for an award will be based on the information submitted in the application including any required attachments and documentation. Failure to respond to each of the requirements in the application may be the basis for rejecting a response.
- 5.1.2. Scoring Summary: Applications will be reviewed by the grant steering committee. Applications will be given a score between zero and 150. Points will be awarded in the following categories based on the responses and materials submitted by applicants:

<b>Scoring Criteria and Sub-Criteria</b>	<b>Total Points</b>
<b>Experience, Financial Wherewithal, and Long-Term Viability</b>	<b>15</b>
<i>Financial wherewithal</i>	5
<i>Organizational capacity</i>	5
<i>Viability</i>	5
<b>Readiness to Build, Operate, and Maintain the Project</b>	<b>30</b>
<i>Demonstration of project readiness</i>	15
<i>Technical demonstration</i>	10
<i>Scalability</i>	5
<b>Community and Economic Development</b>	<b>20</b>
<i>Evidence of community support</i>	10
<i>Benefits to community anchor institutions</i>	5
<i>Economic development impact</i>	5
<b>Locations Passed</b>	<b>25</b>

<b>Grant to Project Costs</b>	<b>20</b>
<b>Affordability and Service Limitations</b>	<b>20</b>
<i>Affordability</i>	5
<i>Data caps</i>	5
<i>Lifeline or low-income service offering</i>	5
<i>Distressed community</i>	5
<b>Adoption Strategy</b>	<b>10</b>
<i>Training</i>	5
<i>Awareness</i>	5
<b>Comprehensive Proposal</b>	<b>10</b>
<b>Total</b>	<b>150</b>

5.2. Scoring Details: The following provides more information on each of the scoring criteria elements listed previously.

5.2.1. Experience, Financial Wherewithal, and Long-Term Viability: Applications will be awarded points in the following categories upon review of the materials submitted which may include, but are not limited to, the examples provided below.

5.2.1.1. Financial wherewithal and sustainability: Examples include identification of eligible costs, leveraging existing broadband, financing is secured, additional costs identified, need for funding clearly identified, financial plan, financial strength demonstrated, and a resolution/applicant affidavit. Applicants should also indicate whether they have outstanding broadband loans or grants from any other organization. Additionally, applications will be reviewed for the long-term sustainability of the network to provide service to the proposed unserved area. (5 points)

5.2.1.2. Organizational capacity: Examples include quality/experience of partners and project manager, organizational charts, company history and resumes. (5 points)

5.2.1.3. Viability: Applications will be reviewed for the long-term sustainability of the network to provide service to the proposed unserved area and for the likelihood the unserved area will not be served without state grant funding. (5 points)

5.2.2. Readiness to build, operate, and maintain the project: Applications will be awarded points in the following categories upon review of the materials submitted which may include, but are not limited to, the examples provided below.

5.2.2.1. Demonstration of project readiness: Examples include a solid engineering and design plan, financing secured, other approvals secured or in process (e.g. environmental, historic or architectural, etc.), project schedule thorough and complete, and evidence of readiness to build, manage, and operate the project, and financial plan described. (15 points)

5.2.2.2. Technical demonstration: Examples include a clear and concise project description, commitment to offering service for a minimum of five years, a realistic project schedule that syncs with broadband infrastructure to be provided and the project budget, clear documentation of areas to be served. Applicants should also provide evidence of experience with similar infrastructure deployments and service offerings. (10 points)

5.2.2.3. Scalability: Evidence that the proposed network can scale to meet the future connectivity needs of the community and the homes, businesses, and institutions to be served. (5 points)

5.2.3. Community and Economic Development: Demonstrating collaboration to achieve economic



development goals in the community

- 5.2.3.1. Evidence of community support: including project partners and demonstration of customer interest such as potential/current customer surveys and/or canvasses as to desire/need for improved service, letters of support, and take-rate estimates. (10 points)
- 5.2.3.2. Benefits to Community Anchor Institutions (CAI): Provide a list of significant community institutions and how they will benefit. Examples of specific types of community institutions would include libraries, fire halls, government & community centers, township halls; hospitals and nursing homes; state facilities; and educational institutions, and similar. Provide some examples of how broadband will be incorporated into specific community programs. Applicants should submit letters of support from impacted CAIs that describe the benefits to be gained from the proposed connectivity. Evidence of experience with and/or knowledge of the FCC/Universal Service Administrative Company E-rate program, or evidence of application for SPIN, should be provided if the applicant intends to provide connectivity to schools or libraries. (5 points)
- 5.2.3.3. Economic development impact: Does the project demonstrate economic development impacts and how? This might include documenting via specific impact statements from businesses as to business retention, expansion, and attraction impact, including home-based businesses and telecommuting. Also, evidence of education, health and public safety benefits and general quality of life improvement. Additionally, evidence should be presented that shows that broadband is included in a local, county, or regional economic development plan, master plan, or similar, or that the community in which the proposed service is to be deployed has a specific broadband or technology plan. The proposed project, if awarded, should further the community's economic development objectives. (5 points)

5.2.4. Locations Passed: The following table will be used to score applications based on the total number of proposed locations passed and the highest proposed speed of service to be provided upon completion of the project.

Total Locations	25/3 Mbps	100/20 Mbps	1000/100 Mbps
Less than 50	0	10	15
51 – 300	5	15	20
301 or more	10	20	25

5.2.5. Grant to Project Costs: The ratio of requested grant funds to the total cost of the project. The CMIC grant will provide no more than 90% of the total project, requiring a minimum of 10% matching funds. Applications will be awarded the maximum points for this section based on a 50% or greater match to project cost ratio.

Match Total	Points
50% or greater	20
36 – 49%	15
21 – 35%	10
11 – 20%	5

10% minimum requirement	0
-------------------------	---

5.2.6. Affordability and Service Limitations: The following tables will be used to score applications based on several elements of the proposed service.

5.2.6.1. Monthly Cost of Service: Applications will be awarded points based on the proposed monthly cost of service compared to the FCC’s Reasonable Comparability Benchmark Calculator (<https://www.fcc.gov/reasonable-comparability-benchmark-calculator>). Applicants will be asked to provide the service packages offered to customers in the proposed service area and include the download speed, upload speed, monthly cost, and monthly data caps (if applicable), for each service tier to be offered. Grant reviewers will compare the proposed monthly cost of service for the grant’s minimum required connection speed of 10/1 Mbps to the monthly cost returned by the FCC’s Reasonable Comparability Benchmark Calculator. The ratio, expressed as a percent, will be compared to the table below and points will be awarded.

Ratio of Proposed Monthly Cost of Service to the FCC Reasonable Comparability Benchmark Calculator	Points
Less than 60%	5
60% to 79.9%	3
80% to 99.9%	1
100% or more	0

5.2.6.2. Data caps. Data caps limit the amount of data to be accessed via an internet connection, usually refreshed monthly. The following table will be used to score applications based on the use of data caps for the proposed service.

Monthly Data Cap	Points
No Monthly Data Cap	5
Monthly Data Cap ≥ 500 GB	3
Monthly Data Cap < 500 GB	0

5.2.6.3. Lifeline and Low-Cost Service Offering: The federal Lifeline program provides a monthly discount for home broadband service for qualifying households. Applicants should demonstrate that they have been approved by the FCC to offer Lifeline and receive subsidies (if applicable) or demonstrate that they have applied for approval. Additionally, some internet service providers offer discounted internet service for low-income or other qualifying homes passed by their network. Points will be awarded based on the applicants indicated participation in Lifeline and/or their implementation of a subscription plan for low-income or vulnerable populations. Applicants proposing

to implement a low-cost service offering must provide eligible customers with a similar level of service to that which is provided to non-eligible customers.

<b>Lifeline and Low-Cost Service</b>	<b>Points</b>
Applicants participating in Lifeline or that offer a low-cost subscription program for eligible households	5
Applicants not offering Lifeline or similar program	0

5.2.6.4. Distressed Community: Distressed Areas are those cities, villages and townships which exhibit higher than statewide average levels of economic distress. The Michigan State Housing Development Authority maintains a list of eligible distressed areas/communities that can be found online here: [https://www.michigan.gov/mshda/0,4641,7-141-48987\\_75951-181277--,00.html](https://www.michigan.gov/mshda/0,4641,7-141-48987_75951-181277--,00.html). The following table will be used to score applications based on the inclusion of distressed communities in the proposed service area.

<b>Distressed Communities in Proposed Service Area</b>	<b>Points</b>
Proposed service area wholly contains at least one eligible distressed community	5
Proposed service area includes part of at least one eligible distressed community	3
Proposed service area does not include an eligible distressed community	0

5.2.7. Adoption Strategy: Broadband adoption efforts ensure that once a connection is available, residents and businesses are able to afford and use the connection and are aware of the benefits of being connected to high-speed internet service.

5.2.7.1. Training: Applicant proposes to provide digital literacy training materials and resources to residents and businesses in the proposed service area or applicant proposes to work with and support local training organizations (e.g. libraries, non-profit organizations, etc.) to provide digital literacy training in the community. (5 points)

5.2.7.2. Awareness: Applicant proposes to provide information to homes, businesses, and institutions passed by the network promoting the use of an internet connection for improving quality of life, access to resources, economic opportunity, etc. (5 points)

5.2.8. Comprehensive proposal: Application complete and well prepared, all responses are concise and clearly understood, all attachments are included and follow the designated naming structure. (10 points)

## **6. Equal Opportunities in State Grant Programs**

1.1. A person or entity and any contractor of the person or entity, subcontractor of the contractor, or sub-recipient of the grant, shall not discriminate against an employee or an applicant for employment in hiring, any terms and conditions of employment, or matters related to employment because of religion, race, color, national origin, age, sex, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the

person's ability to perform the duties of a particular job or position, (see [Executive Directive 2019-09](#)).

- 2.2. The department will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you require an accommodation, contact Pamela Matelski, CMIC Grant Program Office, Center for Shared Solutions at 517-335-3727 or [DTMB-CMICGrant@michigan.gov](mailto:DTMB-CMICGrant@michigan.gov).

## **Application Instructions**

An applicant must include the following information in its application to be eligible for this grant and the application and accompanying attachments must demonstrate satisfaction of these requirements. These application requirements should be use for reference when completing the application form.

### **Applicant and Project Identification, Contact Information, and Summary**

Question 1. Project Name: Please provide a brief yet descriptive name for the project.

Question 2. Applicant name and DBA (if applicable) and mailing address. The applicant name should be the responsible fiduciary entity for the grant if awarded.

Question 3. Primary Grant Contact: Applicants should provide a single contact person that will be responsible for all communication for the grant. A telephone number and email address for this primary contact should also be provided.

Question 4. Application Author: Name and email address for the person completing the application.

Question 5. Eligibility status. Indicate whether the applicant is; 1) licensed under the Michigan telecommunications act, 1991 PA 179, MCL 484.2101 to 484.2603; 2) holder of a franchise under the uniform video services local franchise act, 2006 PA 480, MCL 484.3301 to 484.3315; or 3) an entity currently providing broadband service in Michigan.

Question 6. Indicate if you are registered with the MPSC's Intrastate Telecommunications Service Providers Registry

Question 7. Indicate if you have provided broadband coverage data to Connected Nation – Michigan in the last five years.

Question 8. Identification numbers. Including but not limited to, Federal Employer Identification Number (EIN), Michigan Tax Identification Number, Michigan Vendor Identification Number (if applicable), Federal Communications Commission (FCC) registration number (FRN), and Service Provider Identification Number (SPIN). These identification numbers will be used by grant reviewers to establish the experience and financial wherewithal of applicants.

Question 9. Project summary. The project summary should include a brief description of the project, the impacted geographic area, the impact to the community served, the technology to be deployed, and the speeds offered. This summary will be used to publicly promote the grant project on social media, press releases, and other similar media. (not to exceed 250 words)

### **Locations Passed and Proposed Service:**

Attachment 1: Provide a map of the proposed service area, including both last mile coverage and middle mile routes, in .pdf format. Each contiguous area of the map should be its own shape and be labeled as "Service Area #1", "Service Area #2", etc. The map of the proposed service area boundaries should also include place names, boundaries, buildings, road/street names, street addresses, or other features that clearly identify the project service area.

Attachment 2: Provide a map of the proposed service area, including both last mile coverage and middle mile routes, in a GIS-compatible file format (i.e. .shp or .kml/kmz file type). Each contiguous area of the map should be its own shape and be labeled as "Service Area #1", "Service Area #2", etc. The map of the proposed service area boundaries should also include place names, boundaries, buildings, road/street names, street addresses, or other features that clearly identify the project service area.

Question 10. Applicants should provide a brief written description of the proposed service area

identified in Attachments 1 and 2. (not to exceed 250 words)

Attachment 3 / Question 11. Provide a spreadsheet in .xlsx format of street addresses that are within the proposed service area and will have service available to them through the CMIC 2.0 grant program using the following fields and format:

Number	Street	Address	City	State	Zip Code
123	Main St	123 Main St	Anytown	MI	48823

Question 12. Indicate if your project has a middle mile component.

Question 13. Applicants should indicate: 1) the number of households to be served; 2) the number of businesses to be served; and 3) the number of community anchor institutions (CAIs) to be served, (more information on impacted CAIs is requested later in the application).

Question 14. If vacant lots are included in the locations passed counts identified in Question 13, applicants should indicate whether these locations are anticipated for growth in the next five years according to a local, county, or regional master plan or economic development plan. Units contained within a multiple dwelling unit (MDU) building or structure can be counted individually for the purposes of tabulating the total households or businesses passed by the proposed network, (e.g. the proposed network will pass an apartment building containing eight housing units; these eight units would count as eight households passed by the proposed network, not as a single business passed.).

Question 15. Applicants should list the jurisdictions in which the proposed service area is located, either partially or wholly, including the city, village, township, and county names, as well as state house and senate districts.

Question 16. Provide a description of the broadband service to be provided including elements such as dedicated or shared bandwidth, the technology that will be used, etc.

### **Project Costs and Budget**

Question 17. The applicant should indicate the total project cost, grant request, and matching funds or in-kind contributions.

“Broadband deployment costs” or “costs” means the cost of the acquisition and installation of middle-mile and last-mile infrastructure that support broadband service with a minimum speed of 25 Mbps downstream and 3 Mbps upstream.

Eligible costs are approved expenses incurred after the formal acceptance and execution of the grant agreement associated with the construction of broadband infrastructure. These may include but are not limited to: project planning; obtaining construction permits; construction of facilities, including construction of both “middle mile” and “last mile” infrastructure; equipment; and installation and testing of the broadband service. Eligible project costs also include those incurred by the applicant, or provided through match or in-kind contributions, that contribute to the applicant’s proposed digital literacy and adoption strategies.

Ineligible costs include, but are not limited to: any expense incurred prior to the formal acceptance and execution of the grant agreement; indirect or operational expenses that exceed 10% of the total project cost or \$250,000, whichever is less; costs associated with completing or filing an application for the grant; middle-mile infrastructure that is not directly connected to last-mile infrastructure

...serving an unserved area; and expenses related to the provision of telephone or video services which are not necessary for the delivery of broadband services.

Attachment 4: The applicant should provide a description of the matching funds or in-kind contributions to be invested in the project. For each element of matching funds, indicate the type of match and amount, (cash or in-kind contribution). All funding commitments from all project funding partners, including public, private, and non-profit or philanthropic sources should be included in writing and attached to the application. Examples of match commitments include, but are not limited to, a letter of credit, letter from a bank, board resolution committing funding, or loan documentation.

Question 19. Applicants should indicate if all of the matching funds or in-kind contributions are in place for the project and provide evidence of the match. If all of the matching funds or in-kind contributions are not in place, applicants should indicate the process remaining to secure the funds and the anticipated timeline to do so. (250 words max)

Question 20. Applicants should complete the provided project budget table in the application to indicate the sources, use, and amounts of all funds that will be used for eligible project costs as defined previously. Use the line item categories where possible; only use the Other category where anticipated expenses do not fall within one of the recommended categories.

Question 21. Applicants should describe the need for funding from the CMIC Grant Program and why the project could not proceed without this funding. Applicants should refer to the five-year standalone financial plan/forecast provided in Question 24 and demonstrate the financial model with and without grant funding. (250 words max.)

### **Experience and Financial Wherewithal**

Attachment 5: Provide an organizational chart indicating the reporting responsibilities of the key officers, management personnel, and proposed management team.

Attachment 6: Resumes of key officers and management personnel, as well as those of the proposed project management team should be included.

Question 22. Provide a brief history of your company including experience relevant to the proposed project. (250 words max)

Attachment 7 / Question 23. Applicants should provide three (3) years of financial statements to demonstrate their financial viability. Confidential information may be submitted and redacted according to FOIA laws. The burden is on the applicant to provide the necessary financial information for DTMB to make an accurate determination of their financial wherewithal. Audited financial statements are the preferred form of documentation. If an applicant submits another form of documentation, such as a "reviewed" financial report, they should indicate who reviewed them, name, title, and organization, and if that review was done in-house or by a third party.

### **Long-Term Viability**

Question 24. Provide a five-year stand-alone financial plan/forecast for the project using the provided template.

Question 25. Provide a narrative of how the costs and anticipated revenues identified in Question 24 will result in the financial viability of the project over time.

Attachment 8: Provide documentation of a commitment to offer the proposed service in the

proposed service area for a minimum of five years after the project is complete.

### **Readiness and Scalability**

Attachment 9 / Question 26: Applicants should attach budgetary engineering designs, diagrams, and maps that show the proposed project. Design documents must clearly demonstrate the applicant's complete understanding of the project and ability to provide the proposed solution. This information must be certified by a Professional Engineer registered in Michigan.

Attachment 10 / Question 27: Applicants should demonstrate and provide evidence that the installed infrastructure is scalable to meet the anticipated future connectivity demands of the proposed service area. The applicant should indicate the end-user connection speed to which the proposed network can scale. This information must be certified by the equipment manufacturer or a Professional Engineer

Question 28. Applicants should provide a detailed project schedule outlining the individual tasks and their timing for the project including broadband deployment tasks and activities necessary for project completion. A schedule form is provided for applicants to indicate the individual tasks involved in the project and the expected completion date (quarter and year) of the activity. The last task on the project schedule should indicate the date upon which service to the last location will be turned on. Use additional pages if necessary.

Question 29: Please indicate the anticipated date upon which service to the last location in the proposed project area will be turned on.

Question 30: Indicate any factors which would change or delay the proposed schedule.

Question 31: Applicants should indicate if all of the required local/city/county/state approvals necessary for this project to proceed have been obtained, (e.g. planning commission, zoning board of appeals, road commissions, railroad crossings, etc.). If not, applicants should indicate what remains to be done and what is required for completing the process of obtaining approvals. Applicants should also list the agency(ies) requiring such approvals. This information should be included in Question 28, project schedule.

Question 32. Applicants should indicate if all state environmental review requirements been met, if applicable. If not, applicants should indicate what remains to be done and what is required for completing the process of obtaining any necessary approvals. Applicants should also list the agency(ies) requiring such approvals. This information should be included in Question 28, project schedule.

Question 33. Applicants should indicate if the project impacts or located in or near local, state, or federal historic or potentially historic, architectural, or archeological resources. If so, applicants should indicate what is required for completing the process of obtaining approvals and what remains to be done. Applicants should also list the agency(ies) requiring such approvals. This information should be included in Question 28, project schedule.

Question 34. Applicants should demonstrate how the proposed project will leverage existing broadband networks, where practical, or be built in conjunction with another broadband infrastructure project(s).

Attachment 11 / Question 35. Provide any additional evidence of your project's readiness. This evidence can include, but is not limited to, letters of intent, memorandums of understanding, land/tower lease agreements, right-of-way agreements, permits, etc. Provide a short narrative to accompany this additional evidence (250 words max.):

### **Community and Economic Development**



Letters of support by a mix of stakeholders are always welcome in the application. Regardless of your choice of method, demonstration of customer/community interest for the project will achieve greater weight in scoring.

**Canvass.** A canvass is the process of asking all of the residents and businesses in the proposed service area if they would buy broadband services from the proposed new or upgraded network. The results of a canvass of potential subscribers might be presented in several ways – with a signed petition, signed pledge cards, emails, or with sign-up sheets for improved services.

**Random Survey.** A properly conducted random survey of potential customers is the next best tool to quantify customer interest in the grant project.

**A Non-random Survey.** This is a survey conducted in some non-random manner such as posting the survey on-line or mailing surveys to households.

**Anecdotal Evidence.** This is submitting evidence from some sub-set of potential customers showing interest in the proposed service area. This might include any format showing customer interest such as letters of support, a signed petition, emails or any other evidence that some portion of the potential customers are interested in the grant project.

Applicants should also include a general description of how quality of life would improve as a result of the proposed project. This description may be used to publicly promote the grant project on social media, press releases, and other similar outlets.

Attachment 12 / Question 36. Applicants should provide evidence of customer interest in the proposed project and indicate the method used to gauge customer interest.

Attachment 13 / Question 37. Applicants should provide evidence of interest/impact/support from businesses if part of the proposed project area. Applicants should provide the number and a short description of businesses needing improved broadband including the level of broadband improvement they need to become and/or remain competitive, expand markets, etc. Descriptions of any work-at-home or telecommuter opportunities that would be increased and/or improved should also be included. If available, applicants should attach specific statements of need/impact from affected businesses in the project area.

Attachment 14 / Question 38. If the proposed project includes an area of the state with a significant agricultural presence, applications should include a short description of how the proposed improvements will positively impact farmers and related agricultural operations. Examples of these benefits include, but are not limited to; increased ability to improve water, fertilizer, pesticide, and seed efficiency using smart meters, sensors, and other connected equipment; improved ability for agriculture producers to sell their products or commodities online to a wider market.

Attachment 15 / Question 39. Applicants should provide evidence of interest/impact/support from CAIs if part of the proposed project area. The applicant should include specific evidence of how the proposed connectivity solution will benefit the CAI and improve community services provided by the CAIs to be served. This evidence can be provided by submitting letters of support from impacted CAIs that describe the benefits gained from the proposed connectivity.

Question 40. Applicants should include a list of the specific CAIs to be served including their name, address, and type (e.g. library, school, government office, public safety, etc.).

Attachment 16 / Question 41. If the proposed project includes connections to schools or libraries, provide your SPIN or evidence of application for a SPIN from the FCC Universal Service Administrative Company (USAC) and demonstration of your knowledge of E-rate and working with the FCC/USAC. (250 words max.)

Attachment 17 / Question 42. Applicants should provide evidence of interest/impact/support from communities that are part of the proposed project area. Examples include, but are not limited to, letters endorsing the project from legislators, congressional representatives, and local government resolutions.

Question 43. Applicants should provide evidence that shows that broadband is included in a local, county, or regional economic development plan, master plan, or similar up-to-date planning document, or that the community in which the proposed service is to be deployed has a specific broadband or technology plan in place. The proposed project, if awarded, should further the community's economic development objectives.

### **Affordability and Service Limitations**

Question 44. Applicants should provide the service packages offered to customers in the proposed service area and include the download speed, upload speed, monthly cost, and monthly data caps (if applicable), for each service tier to be offered. If the proposed service will limit the monthly data of users, applicants should indicate what the cap will be and any additional costs or service impacts if a user reaches the monthly data cap.

Grant reviewers will compare the proposed monthly cost of service for the grant's minimum required connection speed of 25/3 Mbps to the monthly cost returned by the FCC's Reasonable Comparability Benchmark Calculator. Applications will be awarded points based on the proposed monthly cost of service compared to the FCC's Reasonable Comparability Benchmark Calculator (<https://www.fcc.gov/reasonable-comparability-benchmark-calculator>).

Question 45. Applicants should indicate if they participate in the federal Lifeline program that provides a discount on broadband service for qualifying households.

Question 46. Some internet service providers offer discounted internet service for low-income or other qualifying homes passed by their network. Applicants should indicate whether they currently provide or plan to provide a lower cost monthly subscription plan to qualifying households. Applicants proposing to low-cost service offering must provide eligible customers with a similar level of service to that which is provided to non-eligible customers. The monthly cost of service for qualifying households should be included in the application. Additionally, if applicants plan to offer a low-cost program for qualifying households, a description of how the applicant will qualify eligible households should also be included.

Question 47. Applicants should indicate if the project wholly or partially includes a distressed area as defined by MSHDA. The Michigan State Housing Development Authority maintains a list of eligible distressed areas/communities that can be found at: [https://www.michigan.gov/mshda/0,4641,7-141-48987\\_75951-181277--,00.html](https://www.michigan.gov/mshda/0,4641,7-141-48987_75951-181277--,00.html).

### **Adoption Strategy**

Question 48. Applicants should describe any proposed digital literacy training events, materials, and resources that will be provided to residents and businesses impacted by the proposed connectivity.

Partnerships with local training organizations (e.g. libraries, non-profit organizations, etc.) are highly encouraged and evidence of those partnerships and commitments should be included with the application. Include the number and type of events in measurable metrics, and the anticipated outcomes from related activities. (400 words max)

Question 49. Applicants should describe the materials and method(s) to be used for providing residents and businesses with information promoting the use of an internet connection for improving quality of life, access to resources, economic opportunity, etc. Partnerships with local CAIs that build awareness for enriching online opportunities for residents and businesses are highly encouraged. Examples of these opportunities include, but are not limited to, telehealth applications, access to government services, e-learning, job and career readiness programs, public safety information, cybersecurity training, etc. This response must include measurable metrics and the anticipated outcomes from related activities. (400 words max.)

## Glossary

Adoption: Daily access to the internet at speeds, quality, and capacity necessary to accomplish common tasks; with the digital skills necessary to fully participate online; and on a personal device and secure convenient network. See also Digital Inclusion.

Applicant: An internet service provider that submits an application for a grant after having collaborated with other persons and the community within the unserved area.

Broadband service: A retail terrestrial service capable of delivering high-speed internet access at speeds of at least 25 megabits per second downstream and 3 megabit per second upstream.

Community anchor institution (CAI): includes such entities as schools, libraries, hospitals and other medical providers, public safety entities, institutions of higher education, and community support organizations that facilitate greater use of broadband by vulnerable populations, including low-income, the unemployed, and the aged.

Connect America Fund (CAF): Refers to the FCC's reform of the Universal Service Fund (USF) that now provides subsidies for and a focus on broadband expansion. The CAF includes a number of funds designed to aid internet service providers with the expansion of broadband connectivity. See more: <https://www.fcc.gov/general/connect-america-fund-caf>.

Data cap: A service provider-imposed limit on the amount of data transferred by a user account at a specified level of throughput over a given time period, for a specified fee. Data caps are usually imposed as a maximum allowed amount of data in a month for an agreed-upon charge.

Department or DTMB: The Michigan Department of Technology, Management, and Budget.

Digital inclusion: The activities necessary to ensure that all individuals and communities, including the most disadvantaged, have access to and use of Information and Communication Technologies (ICTs). This includes 5 elements: 1) affordable, robust broadband internet service; 2) internet-enabled devices that meet the needs of the user; 3) access to digital literacy training; 4) quality technical support; and 5) applications and online content designed to enable and encourage self-sufficiency, participation and collaboration.

Digital literacy: The ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills.

Distressed area/community: Those cities, villages and townships which exhibit higher than statewide average levels of economic distress. See also: [https://www.michigan.gov/mshda/0,4641,7-141-48987\\_75951-181277--,00.html](https://www.michigan.gov/mshda/0,4641,7-141-48987_75951-181277--,00.html).

Economic development: The process by which a nation, state, region, or community improves the economic, political, and social well-being of its people.

E-rate: Also known as the Schools and Libraries Program, E-rate provides discounts to assist eligible schools and libraries to obtain affordable internet access and telecommunications services. See also [https://www.usac.org/\\_res/documents/sl/pdf/handouts/E-rate-Overview.pdf](https://www.usac.org/_res/documents/sl/pdf/handouts/E-rate-Overview.pdf).

Federal Communications Commission (FCC): The Federal Communications Commission (FCC) is an

independent agency of the United States government created by statute to regulate interstate communications by radio, television, wire, satellite, and cable.

Geographic information system (GIS): A system designed to capture, store, manipulate, analyze, manage, and present all types of geographical data.

Indirect expenses: Indirect expenses are those expenses that are incurred to operate a business as a whole or a segment of a business, and so cannot be directly associated with a cost object, such as a product, service, or customer.

Internet service provider: For the purposes of this grant, internet service providers means any of the following; 1) an entity holding a license under the Michigan telecommunications act, 1991 PA 179, MCL 484.2101 to 484.2603; 2) an entity holding a franchise under the uniform video services local franchise act, 2006 PA 480, MCL 484.3301 to 484.3315, or 3) an entity currently providing broadband service in Michigan.

Last mile: The final leg of a telecommunications network that delivers telecommunication services to retail end-users (customers).

Lifeline: The FCC's program to help make communications services more affordable for low-income consumers. Lifeline provides subscribers a discount on monthly telephone or broadband service purchased from participating providers in the marketplace.

Middle mile: The segment of a telecommunications network linking a network operator's core network to the local last mile connections to end users.

Multiple dwelling unit: for the purposes of this grant, units contained within a multiple dwelling unit (MDU) building or structure can be counted individually for the purposes of tabulating the total households or businesses passed by the proposed network, (e.g. the proposed network will pass an apartment building containing eight housing units; these eight units would count as eight households passed by the proposed network, not as a single business passed).

Partnership: Applicants are encouraged to form a variety of partnerships in support of grant funded projects and provide evidence of these partnerships in their applications. For the purposes of this grant, partnerships could be both formal and informal. Each application will have a single responsible applicant and official grant recipient. A formal partnership could include a financial relationship between two ISPs to successfully complete the proposed deployment with one of those ISPs being the official grant recipient. The applicant ISP could also, as an example, create an informal partnership with a municipality that provides in-kind services or a CAI that agrees to provide digital literacy training in the community receiving service.

Person: includes an individual, a community organization, cooperative association, corporation, federally recognized Indian tribe, limited liability company, nonprofit corporation, partnership, or political subdivision of this state.

Rural Digital Opportunity Fund (RDOF): The Rural Digital Opportunity Fund is the FCC's next major subsidy program. The first phase of the RDOF Auction will be held on October 29, 2020. More information is available here: <https://www.fcc.gov/auction/904>.

United States Department of Agriculture (USDA): The USDA is the department of the United States

government that manages various programs related to food, agriculture, natural resources, rural development and nutrition. The USDA's Rural Development and Rural Utility Service provide loans and grants for broadband deployment such as the Community Connect and ReConnect programs. See also: <https://www.rd.usda.gov/>.

Universal Service Administrative Company (USAC): an independent, not-for-profit corporation designated by the Federal Communications Commission (FCC) as the administrator of the universal service fund (USF). See also: <https://www.usac.org/default.aspx>.

Unserved area: An “unserved area” is defined as a either a census block without at least one (1) provider providing broadband service within the census block, an area lacking access to broadband service from at least one (1) provider according to the most accurate and granular data on the broadband map created by the FCC, or an area delineated through the process established in the enabling legislation without at least one (1) provider providing broadband service.

Vulnerable populations: This term can take many forms but is generally described as groups of persons or communities who are racial or ethnic minorities, children, elderly, or those that are in some way socioeconomically disadvantaged.

# SAMPLE

## Connecting Michigan Communities 2.0 Grant Application

**Please read through the entire Grant Information and Application package before you begin to respond to the application questions. This will help ensure you understand the full scope of the application as well as the details you will need to provide to complete the application.**

**Application Deadline:** All grant applications are due by 4:00 p.m. EST, on Monday, January 4, 2021.

**Submission Guidelines:** Applicants must email their applications and all attachments to: [DTMB-CMICGrant@michigan.gov](mailto:DTMB-CMICGrant@michigan.gov). Applications must be complete, and attachments clearly labeled with the question or statement number from the application form. Completed application, attachments, and supporting documentation must be received by the Department of Technology, Management, and Budget (DTMB), Center for Shared Solutions by 4:00 p.m. EST on Monday, January 4, 2021, to be considered for funding. Applicants will receive an email confirmation in receipt of their submission. It is the applicant's responsibility to ensure the application is received by DTMB prior to the submission deadline. Applications submitted to the wrong email address or received after the deadline will be rejected. Official application submission date and time will be determined by the time stamp accompanying the application email. Applications dated and time stamped in any other way will be rejected. If a confirmation receipt is not received within two business days, applicants must contact the CMIC Grant Program Office at (517) 335-3727.

**Questions and Contact:** If you have questions after reviewing the application and supporting documentation, please see the Frequently Asked Questions (FAQ) document available on the grant website: [www.michigan.gov/CMICGrant](http://www.michigan.gov/CMICGrant). The FAQ will be updated throughout the application process. Questions and comments can also be submitted via email to: [DTMB-CMICGrant@michigan.gov](mailto:DTMB-CMICGrant@michigan.gov).

## Application Checklist

This checklist is part of your application and should be returned along with your completed application and attachments.

### Application Submission Checklist:

- Public application is complete and file name meets the designated naming structure.
- Non-Public application is complete and file name meets the designated naming structure.
- Confidential Treatment Form is complete.
- Attachments have been gathered and file names meet the designated naming structure.
  - Attachment 1: Map of proposed service area in .pdf format (including both last mile coverage and middle mile routes)
  - Attachment 2: Map of proposed service area in a GIS-compatible file format (including both last mile coverage and middle mile routes)
  - Attachment 3: Spreadsheet of street addresses that are part of the proposed service area in .xlsx format
  - Attachment 4: Match commitment letters or evidence
  - Attachment 5: Applicant organizational chart
  - Attachment 6: Resumes of key officers, management personnel, and proposed project management team
  - Attachment 7: Three years of audited financial statements.
  - Attachment 8: Affidavit of commitment to offer the proposed service and cost in the proposed service area for a minimum of three years after project completion
  - Attachment 9: Budgetary engineering designs, diagrams, and maps that show the proposed project
  - Attachment 10: Evidence of network scalability
  - Attachment 11: Additional evidence of project readiness
  - Attachment 12: Demonstration of customer interest in the proposed project
  - Attachment 13: Demonstration of interest/impact/support from businesses
  - Attachment 14: Demonstration of interest/impact/support from the agricultural community
  - Attachment 15: Demonstration of interest/impact/support from CAIs
  - Attachment 16: Evidence of application for a SPIN
  - Attachment 17: Demonstration of interest/impact/support from communities

File naming structure: Applicants are to use the name of their organization followed by public application, non-public application, or the attachment number and file type (e.g. ABCTelecom\_Attachment\_1.pdf).



## **Applicant and Project Information, Contact Information, and Summary**

1. Project Name:
2. Applicant Name:  
DBA (if applicable):  
Mailing Address:
3. Primary Grant Contact:  
Primary Contact Phone Number:  
Primary Contact Email Address:  
Primary Contact Organization (if not part of the applicant's organization):
4. Application Author Name:  
Application Author Email:
5. Eligibility Status: Select the means by which the applicant is eligible to apply for the grant:
  - Licensed under the Michigan Telecommunications Act (1991 PA 179, MCL 484.2101 to 484.2603)
  - Franchise holder under the Uniform Video Services Local Franchise Act (2006 PA 480, MCL 484.3301 to 484.3315)
  - Broadband service provider currently providing service in Michigan
6. Are you registered with the [Michigan Public Service Commission's Intrastate Telecommunications Service Providers Registry \(ITSP\)](#)?  
 Yes  No  Unsure
7. Have you provided broadband coverage data to Connect Michigan in the last five years?  
 Yes  No  Unsure
8. Applicant Identification Numbers: Please provide the following identification numbers for the applicant (if available):

Federal Employer Identification Number (EIN):

Michigan Tax Identification Number:

Michigan Vendor Identification Number:

Federal Communications Commission Registration Number (FRN):

Service Provider Identification Number (SPIN):

9. Project Summary (250 words max.):

**Locations Passed and Proposed Service:**

*Attachment 1: Map of proposed service area in .pdf format (including both last mile coverage and middle mile routes)*

Name of Attachment 1:

*Attachment 2: Map of proposed service area in GIS-compatible file format (including both last mile coverage and middle mile routes)*

Name of Attachment 2:

10. Please provide a brief description of the proposed service area (250 words max.):

*Attachment 3: Spreadsheet of street addresses that are part of the proposed service area in .xlsx format.*

Name of Attachment 3:

11. Use the following format to complete Attachment 3

Number	Street	Address	City	State	Zip Code
123	Main St	123 Main St	Anytown	MI	48823

12. Does the project include a middle mile component?

Yes  No

13. Locations Passed: Please indicate the total number of locations by type that will be able to receive improved broadband services as a result of the proposed project:

Households	
Businesses	
Community Anchor Institutions	
Total Locations Passed	

14. Are any vacant lots included in the total number of locations passed listed above?

Yes  No

If yes, these vacant lots should be anticipated for growth in the next five years according to a local, county, or regional master plan or economic development plan. Please list the name of the relevant plan and the jurisdiction implementing the plan.

Plan Name:

Jurisdiction:

15. Please list the jurisdictions impacted by the proposed service area:

City(ies)/Village(s):

Township(s):

County(ies):

State House District(s):

State Senate District(s):

16. Please provide a brief description of the broadband service to be provided including, but not limited to, the technology to be used, will bandwidth be dedicated or shared, etc. (250 words max.):

### Project Costs and Budget

17. Total Project Cost: Please complete the table below

Total Project Cost	
Total Grant Request	
Total Match Amount	
Total Match Percentage	

*Attachment 4: Match commitment letters or evidence*

Name of Attachment 4:

18. Total matching funds: Please complete the table below summarizing the source, amount, and type of matching funds contributed to the project. Applicants should also indicate if the match is secured or not. Attach additional sheets if necessary.

Source	Amount	Type	Secured?
		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Cash <input type="checkbox"/> In-Kind	<input type="checkbox"/> Yes <input type="checkbox"/> No

19. If matching funds or in-kind contributions listed above are not yet secured, please describe the process remaining to secure the funds and the anticipated timeline to do so, (250 words max.):

20. Project Budget: Please use the following table to provide a budget for the proposed project.

Category	Match Amount	Grant Amount	Total
Buildings and Labor			
Last Mile Construction Labor			
Middle Mile Construction Labor			
Construction Material			
Customer Premise Equipment			
Customer Premise Installation			
Electronics			
Permits			
Professional Services and Engineering			
Other:			
<b>Total</b>			

21. Please briefly describe why this project needs funding from the CMIC Grant program and why the project could not proceed without this funding (250 words max.):

**Experience and Financial Wherewithal**

*Attachment 5: Applicant organizational chart*

Name of Attachment 5:

*Attachment 6: Resumes of key officers, management personnel, and proposed project management team*

Name of Attachment 6:

22. Please provide a brief history of your organization including experience relevant to the proposed project, (250 words max.):

*Attachment 7: Three years of audited financial statements*

Name of Attachment 7:

23. Please provide a brief statement to accompany your attached audited financial statements and documentation (250 words max.):

**Long-Term Viability**

24. Use the template below to complete a five-year stand-alone project financial plan/forecast.

Five-Year Stand-Alone Project Financial Plan					
Project Name:	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue					
Expenses					
Anticipated Grant Funds					
Cash Flow					
Cumulative Cash Flow					

25. Please provide a brief narrative to accompany your five-year stand-alone project financial plan/forecast (400 words max.):

*Attachment 8: Affidavit of commitment to offer the proposed service and cost in the proposed service area for a minimum of three years after project completion.*

Name of Attachment 8:



29. Please indicate the anticipated date upon which service to the last location in the proposed project area will be turned on:

30. Please list any factors that would change or delay the proposed schedule:

31. Have all the required local/city/county/state approvals necessary for this project to proceed been obtained?

Yes  No

If not, what remains to be done and what is required for completing the process of obtaining approvals? Include this information in the project schedule.

32. Have state environmental review requirements been met, if applicable?

Yes  No

If not, what remains to be done and what is required for completing the process of obtaining approvals? Also Include this information in the project schedule.

33. Does this project affect/is the project located in or near local, state, or federal historic or potentially historic, architectural, or archeological resources?

Yes  No

If not, what remains to be done and what is required for completing the process of obtaining approvals? Include this information in the project schedule.

34. Please briefly describe how the proposed project will leverage existing broadband networks, where practical, or be built in conjunction with other broadband infrastructure project(s), (250 words max.):

***Attachment 11: Additional evidence of project readiness***

Name of Attachment 11:

35. Please provide any additional evidence of your project's readiness. This evidence can include, but is not limited to, letters of intent, memorandums of understanding, land/tower lease agreements, right-of-way agreements, permits, etc. Provide a short narrative to accompany this additional evidence, (250 words max.):

## Community and Economic Development

### *Attachment 12: Demonstration of customer interest in the proposed project*

Name of Attachment 12:

36. Please provide a brief statement to accompany the demonstration of customer interest you have attached to this application. This description should include the method used for gauging customer interest and the results, (250 words max.):

### *Attachment 13: Demonstration of interest/impact/support from businesses*

Name of Attachment 13:

37. Please provide a brief description of the businesses needing improved broadband service in the proposed project area and the level of improvement needed. Attach statements or evidence regarding the benefits from the proposed connectivity solution and how it will impact those businesses (250 words max.):

### *Attachment 14: Demonstration of interest/impact/support from the agricultural community*

Name of Attachment 14:

38. If the proposed service area has a significant agricultural presence, please briefly describe how the proposed service will impact farmers and the agricultural community. Attach statements or evidence regarding the benefits from the proposed connectivity solution and how it will impact the agricultural community (250 words max.):

### *Attachment 15: Demonstration of interest/impact/support from CAIs*

Name of Attachment 15:

39. Please provide a brief description of the community anchor institutions (CAIs) needing improved broadband service in the proposed project area and the level of improvement needed. Attach statements or evidence regarding the benefits from the proposed connectivity solution and how it will impact those CAIs (250 words max).
40. In the table below, please list the specific community anchor institutions (CAIs) to be served by the proposed project. Attach additional sheets if necessary.

CAI Name	Address	Type (healthcare, library, school, etc.)




**Attachment 16: Evidence of application for a SPIN (if applicable)**

Name of Attachment 16:

- 41. If the proposed project includes connections to schools or libraries, please provide your SPIN or evidence of application for a SPIN from the FCC Universal Service Administrative Company (USAC) and demonstration of your knowledge of E-rate and working with the FCC/USAC, (250 words max.):

**Attachment 17: Demonstration of interest/impact/support from communities**

Name of Attachment 17:

- 42. Please provide a brief description of the communities needing improved broadband service in the proposed project area and the level of improvement needed. Attach statements or evidence regarding the benefits from the proposed connectivity solution and how it will impact those communities (250 words max).
- 43. Is broadband included in a local, county, or regional economic development plan, master plan, or similar up-to-date planning document, or does the community in which the proposed service is to be deployed have a specific broadband/technology plan in place?

Yes  No

If yes, please list the name of the relevant plan and the jurisdiction implementing the plan.

Plan Name:

Jurisdiction:

## Affordability and Service Limitations

44. Using the table below, please indicate the download and upload speeds of the services to be offered in the proposed service area offered over the initial five years of the project (attach additional sheets if necessary). The non-discounted or rack rate monthly pricing of unbundled internet-only service should be included for each service offered, as well as the monthly data allowance for customers (if applicable):

Download Speed (Mbps)	Upload Speed (Mbps)	Monthly Cost	Monthly Data Allowance (GB)

45. Do you participate in the federal Lifeline program?

Yes  No

46. Do you plan to offer a lower-cost monthly subscription plan for low-income households in the proposed service area?

Yes  No

If yes, please briefly describe the program including the type of service to be offered, the monthly cost for qualifying household, and how you plan to determine household eligibility for such a program, (400 words max.):

47. Does any of the proposed service area include (wholly or partially) an eligible distressed area (a list of eligible distressed areas can be found here:

[https://www.michigan.gov/mshda/0,4641,7-141-48987\\_75951-181277--00.html](https://www.michigan.gov/mshda/0,4641,7-141-48987_75951-181277--00.html))?

Yes  No

If yes, please list the distressed community(ies) impacted by the proposed service area:

## Adoption Strategy

48. Please describe any proposed digital literacy training events, materials, and/or resources that will be provided to residents or businesses impacted by the proposed connectivity. Include the number and type of events, including commitments from any partners included in the digital literacy training and the anticipated outcomes from related activities. The description must provide

clear detail and contain measurable metrics (400 words max.):

49. Please describe the materials and method(s) to be used for providing residents and businesses with information promoting the use of an internet connection for improving quality of life, access to resources, economic opportunity, etc., in the proposed service area. Partnerships with local CAIs that build awareness for enriching online opportunities for residents and businesses are highly encouraged. Examples of these opportunities include, but are not limited to, telehealth applications, access to government services, e-learning, job and career readiness programs, public safety information, cybersecurity training, etc. This description must provide clear detail and contain measurable metrics (400 words max.):

SAMPLE



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET  
LANSING

BROM STIBITZ  
DIRECTOR

## **Connecting Michigan Communities Grant Confidential Treatment Form and the Freedom of Information Act**

CONFIDENTIAL TREATMENT FORM AND THE FREEDOM OF INFORMATION ACT. All portions of the Applicant's proposal and resulting award are subject to disclosure as required under Michigan's Freedom of Information Act (FOIA), MCL 15.231, et seq. However, some information may be exempt from disclosure. Under MCL 18.1261(13)(b), records containing "a trade secret as defined under section 2 of the uniform trade secrets act, 1998 PA 448, MCL 445.1902," are exempt from disclosure under FOIA. In addition, "financial or proprietary information" submitted with a proposal is exempt from disclosure under FOIA. An applicant's failure to comply with this Section is grounds for rejecting an applicant's proposal as non-responsive. As a part of its proposal, each applicant must follow the procedure below.

1. **SUBMIT A COMPLETED "CONFIDENTIAL TREATMENT FORM" (CT FORM) WITH YOUR APPLICATION.** Completion and submission of the CT Form is required regardless of whether the Applicant seeks confidential treatment of information. Failure to submit a completed CT Form may be cause for disqualification from the application process.
  - a. Complete and sign Section 1 of the CT Form if the Applicant does NOT request confidential treatment of information contained in its proposal; or
  - b. Complete and sign Section 2 of the CT Form if the Applicant requests confidential treatment of certain information. Applicant must also submit a "Public Copy" of the proposal with the trade secret, financial, and proprietary information redacted and clearly labeled as the "Public Copy."
2. **FOIA REQUESTS.** If a FOIA request is made for an Applicant's proposal, the Public Copy may be distributed to the public along with the Applicant's CT Form. The CT Form is a public document and serves as an explanation for the redactions to the Public Copy. Do not put any trade secret, financial, or proprietary information in the CT Form. Do not redact the CT Form itself.
3. **NO ADVICE.** The State will not advise an Applicant as to the nature or content of documents entitled to protection from disclosure under FOIA or other laws, as to the interpretation of such laws, or as to the definition of trade secret or financial or proprietary information. Nothing contained in this provision will modify or amend requirements and obligations imposed on the State by FOIA or other applicable law.
4. **FAILURE TO REQUEST CONFIDENTIAL TREATMENT.** Failure to request material be treated as confidential as specified herein relieves the State, its agencies, and personnel from any responsibility for maintaining material in confidence.
5. Applicants containing a request to maintain an entire proposal as confidential may be rejected as non-responsive. The State reserves the right to determine whether material designated as exempt by an Applicant falls under MCL 18.1261 or other applicable FOIA exemptions. If a FOIA request is made for materials that the Applicant has identified as trade secret, financial, or proprietary

information, the State has the final authority to determine whether the materials are exempt from disclosure under FOIA.

6. Applicant forever releases the State, its departments, subdivisions, officers, and employees from all claims, rights, actions, demands, damages, liabilities, expenses and fees, which arise out of or relate to the disclosure of all or a portion of an Applicant's proposal submitted under this grant program. Applicant must defend, indemnify and hold the State, its departments, subdivisions, officers, and employees harmless, without limitation, from and against all actions, claims, losses, liabilities, damages, costs, attorney fees, and expenses (including those required to establish the right to indemnification), arising out of or relating to any FOIA request, including potential litigation and appeals, related to the portion of Applicant's proposal submitted under this grant program that the Applicant has identified as a trade secret, or financial or proprietary information. The State will notify the Applicant in writing if indemnification is sought. The State is entitled to: (i) regular updates on proceeding status; (ii) participate in the defense of the proceeding; (iii) employ its own counsel; and to (iv) retain control of the defense, or any portion thereof, if the State deems necessary. Applicant will not, without the State's written consent (not to be unreasonably withheld), settle, compromise, or consent to the entry of any judgment in or otherwise seek to terminate any claim, action, or proceeding. If a State employee, official, or law is involved or challenged, the State may control the defense of that portion of the claim. Any litigation activity on behalf of the State, or any of its subdivisions under this Section, must be coordinated with the Department of Attorney General. An attorney designated to represent the State may not do so until approved by the Michigan Attorney General and appointed as a Special Assistant Attorney General.

## CONFIDENTIAL TREATMENT FORM (CT FORM)

**INSTRUCTIONS:** Complete either Section 1 or Section 2 of this CT Form and sign where indicated. This CT Form must be signed by the individual who signed the grant application. A completed CT Form must be submitted with your proposal, regardless of whether your proposal contains confidential information. Failure to submit a completed CT Form with your application is grounds for rejecting the proposal as non-responsive. See Section 4.1.5 of the CMIC 2.0 Grant Application Instructions for additional information.

---

### **Section 1. Confidential Treatment Is Not Requested**

This section must be completed, signed, and submitted with the proposal if the Applicant does not request confidential treatment of any material contained in the proposal.

By signing below, the Applicant affirms that confidential treatment of material contained in the proposal is not requested.

\_\_\_\_\_

Project Name

\_\_\_\_\_

Signature Date

\_\_\_\_\_

[Printed Name]

\_\_\_\_\_

[Title]

\_\_\_\_\_

[Company]

---

### **Section 2. Confidential Treatment Is Requested**

The section must be completed, signed, and submitted with the proposal if bidder requests confidential treatment of any material contained in the proposal. Submission of a completed CT Form is required to request confidential treatment.

Provide the information in the table below. Applicant may add rows or additional pages using the same format shown in the table. Applicant must specifically identify the information to be protected as confidential and state the reasons why protection is necessary. The CT Form will not be considered fully complete unless, for each confidentiality request, the Applicant: (1) identifies whether the material is a trade secret (TS), financial information (FI), or proprietary information (PI); (2) explains the specific legal grounds that support treatment of the material as TS, FI, or PI; and (3) provides the contact information for the person at bidder's organization authorized to respond to inquiries by the State concerning the material. Applicants must not simply cite to an applicable act or case name; rather, bidders must provide a complete justification as to how the material falls within the scope of an applicable act or relevant case law.

Application page #, paragraph #, and section #	State whether the material is a trade secret (TS), financial information (FI), or proprietary information (PI)	Explain the specific grounds in State or other applicable law which supports treatment of the material as TS, FI, or PI. Do not simply cite to the applicable act. Provide a complete justification as to how the material falls within the scope of the applicable act or relevant case law.	Provide the Applicant contact information

By signing below, the Applicant affirms that confidential treatment of material contained in its proposal is requested and has attached to this form a redacted "Public Copy" of the Applicant's proposal.

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
[Printed Name]

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
[Company]