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**Broadband Grant Program**

# Project Narrative

## General Information

1. Name of Applicant Organization:
2. Certificate of Territorial Authority:
3. Grant Request Amount:
4. Local Match Amount:
5. Maximum Speed Level to be Provided:
6. Does the project include middle mile or other infrastructure necessary to deploy the project?

## Project Description and Readiness

1. Provide a narrative of the proposed project and the scope of work to be completed, including tasks and associated milestones
2. Describe the geographical boundaries of the proposed project area, and identify the jurisdictions impacted by the project (cities, townships, counties, roads, highways, state house districts, state senate districts)
3. Provide the number of households, businesses, and anchor institutions (schools, libraries, fire stations, city/town halls, etc.) that will be able to receive a minimum of 25:3 Mbps broadband service as a result of the proposed project. *Include an explanation regarding how farms are included in the count, whether as a business or household.*

 Households:

 Businesses:

 Anchor Institutions:

1. Describe in detail the infrastructure and the technology solution to be deployed. Outline factors that were taken into consideration, including topography and geography, and include at a minimum the following items:
	1. Last Mile Infrastructure and Technology
		1. Locations
		2. Equipment
		3. Trenching/Poles
		4. Customer drops to serviceable addresses
		5. Customer Premise Equipment
	2. Middle mile and backhaul infrastructure (if applicable)
		1. Locations
		2. Equipment
		3. Trenching
2. What is the usable life of the technology solution?
3. Describe the scalability of the network and system elements to meet demand in excess of forecasts (e.g. how will you handle larger than anticipated number of subscribers).
4. If you are utilizing wireless technology, list the spectrum used, where in the network it will be used (e.g. last mile, middle mile), whether it is licensed or unlicensed spectrum, and if it is licensed, whether or not there is a current or pending license to utilize the spectrum.
5. What are the key risks to the proposed project? What strategies will be used to mitigate the identified risks?
6. What design and engineering has been completed for this project? What remains to be completed?
7. How will the applicant meet the required municipal, county, and state approvals required to deploy the proposed project? *This may include planning commission, zoning, IDEM, route and road authorities, railroad crossings, DNR historic or archaeological resources, etc.*
8. List all land, easements, right-of-way, poles, and buildings that are to be acquired or leased as part of the project and the status of any acquisitions or leases. *For example, if the project plans to use utility poles owned by another entity, please explain the status of the lease or plan to acquire a lease.*
9. What are the standard service package tiers to be offered? *The list must include, at a minimum, the following information: bitrate (download and upload), usage limits (if applicable), total upfront cost with an itemized list of costs, total monthly cost with an itemized list of costs. An example table is included below:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *Bitrate* | *Usage Limits* | *Total Upfront Costs* | *Total Monthly Cost* |
| *Tier 1 / Basic* | *25/3 Mbps* | *NA* | *$150 – Line Drop* | *$25 - Service* |
|  |  |  | *$15 – Box* |  |
|  |  |  | *$10 – Home Install* |  |
|  |  |  |  |  |
| *Tier 2 / Gold* | *1000/1000 Mbps* | *NA* | *NA* | *$50 - Service* |

## Project Impact

1. How does the design meet the needs of the proposed service area?
2. Provide evidence to demonstrate that the proposed project is for an unserved area (if applicable) *This may include address level data along with actual speed levels to provide evidence that an area marked as served should be considered unserved. Actual speed levels can be supplied by customers, providers, or both.*
3. Does the proposed project address a need as identified in a local or regional broadband plan?
4. How will the proposed project address the needs of businesses and economic development efforts*? Include rural entrepreneurs, teleworkers, and agribusiness as applicable to the proposed project area.*
5. How will the proposed project address quality of life needs? *Include* *health and public safety; educational access for all ages; and overall quality of life as applicable to the proposed project area.*
6. Provide examples of proposed pricing affordability, include discounted pricing available for Low to Moderate Income households, senior citizens, non-profit organizations, etc.
7. What efforts will be implemented to increase adoption rates?
8. Describe the need for funding from the NLC Broadband Grant Program, and whether the project could proceed without the funds.

## Community Support and Engagement

1. How did you engage with any stakeholders during project planning? If so, describe the engagements and the outcomes. *This may include events, public meetings, surveys, informal or formal meetings, etc.*
2. Provide a list of significant community institutions that will benefit from the proposed project.
3. Provide documentation of a commitment that applicant will offer service for a minimum of five years

## Technical Qualifications and Resources

1. Provide an organizational chart and background information on key personnel that will be responsible for the proposed project
* Resumes of key personnel (project management team, financial officers, etc.)
* Clearly define the project team’s experience in broadband deployment
1. Match funds: summarize the source, amount, and type of funds contributed to the project. Applicants should indicate if the match is secured, and if not, describe the steps and schedule to secure the funds
2. Do you have adequate financial capacity to complete all portions of the project scope?
3. Are sufficient facilities, equipment, and materials available to complete the proposed project?