



MISSOURI BROADBAND GRANT PROGRAM GUIDELINES

APPLICATION PERIOD: December 5, 2019 – January 7, 2020

The Missouri Broadband Grant Program was created in the Revised Statutes of Missouri sections 620.2450 to 620.2458 in 2018. The focus of this grant program is to provide state resources that help providers, communities, counties, and regions invest in building broadband infrastructure in unserved and underserved areas of the state. In the 2019 legislative session, \$5 million was appropriated for the inaugural round of grant funding. The Department of Economic Development will hold one competitive grant round in 2020.

Eligible Applicants

Applicants eligible for grants awarded include:

- (1) Corporations, or their affiliates, registered in this state;
- (2) Incorporated businesses or partnerships in this state;
- (3) Limited liability companies registered in this state;
- (4) Nonprofit organizations registered in this state;
- (5) Political subdivisions; and
- (6) Rural electric cooperatives organized under chapter 394 of the Revised Statutes of Missouri and their broadband affiliates.

Eligible Areas

Grant funding can be used only to pay for costs associated with deployment of broadband to unserved and underserved areas as defined in section 620.2450.

- An unserved area is a project area without access to wireline or fixed wireless broadband internet service with speeds of at least 10 Megabits per second (Mbps) download and 1 Mbps upload.
- An underserved area is a project area that currently has a minimum of 10 Mbps download and 1 Mbps upload, but does not yet achieve 25 Mbps download and 3 Mbps upload (e.g. has speeds between 10/1 and 25/3 Mbps download/upload).
- Proposed service areas are required to be contiguous.
- The most recent available data from the FCC Form 477 will be used to determine existing available broadband service.
- If the applicant believes the available broadband service is overstated and seeks to apply, the applicant is required to provide additional information sufficient to demonstrate that the proposed service area is, in fact, unserved or underserved so as to be eligible for grant funding.

- Applications must include a map file (acceptable formats: .shp, .kml, or .kmz) of the proposed service area.

Ineligible areas:

- Project areas where funding from the Connect America Fund has been awarded, where high-cost support from the federal Universal Service Fund has been received by rate of return carriers, or where any other federal funding has been awarded which did not require any matching-fund component, will not receive grant assistance. Additionally, grant funds shall not be used to serve any retail end user that already has access to wireline or fixed wireless broadband internet service of speeds of at least 25 Mbps download and 3 Mbps upload.

Eligible expenses

Applicants can fund only the acquisition and installation of retail broadband internet service with baseline speeds of 25 Mbps download and 3 Mbps upload in the area proposed to be served.

Examples of generally eligible project costs include:

- Construction of broadband facilities,
- Final engineering and construction plans,
- Permitting,
- Installation, and
- Validation of service.

Examples of ineligible project costs include:

- General broadband planning not associated with the project area,
 - Operational expenses, and
 - Middle-mile infrastructure that is not directly servicing the project area, where no infrastructures exists.
-
- The maximum grant request is \$5 million. Projects requesting \$500,000 or less in grant assistance will be given higher priority to ensure the maximum number of projects can be accomplished with the limited funding available.
 - Total government assistance and grant award can cover as much as, but may not exceed, 50% of eligible project expenses.
 - Applicants with additional local match will receive graduated points in the scoring process. Leveraged resources, such as in-kind contributions, will need to be identified on the project budget, but are not considered a part of the match.
 - DED reserves the right to amend the scope of grant awards or partially fund applications. DED requests proposals for phased projects when possible. Applicants will be asked to detail the phasing approach and the approximate cost for each phase of the work plan.

Reimbursement and Accountability

- If debt financing will be obtained, submit letters of commitment to demonstrate the willingness of the financial institution to provide the specified amount to construct the project.
- Prior to the execution of the project agreement, grant recipients will be required to submit a performance bond in the total value of the grant award.
- Grant fund disbursement will be available on a monthly basis for eligible expenses incurred.
- Grant closeout will require certification from a professional engineer, certified in Missouri and not the engineer who originally designed the project or otherwise having a direct pecuniary interest in the project or an affiliation with an entity providing financial support for the project. The validation will determine the project meets the original design, the build has been completed, 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.
- If project costs exceed the budget included with the application, grantees will still be required to finish the proposed project without an increase in the grant award.

Adoption and Community Involvement

Application scoring will include an evaluation of the applicant's broadband adoption plans and community impact, including the following activities:

- The offering of service to economically distressed areas of the state, as measured by indices of unemployment, poverty, or population loss that are significantly greater than the statewide average (e.g., promotion of low income assistance programs for service and equipment).
- The offering of new or substantially upgraded broadband internet service to significant community institutions including, but not limited to, libraries, educational institutions, public safety facilities, and health care facilities.
- The ability to provide technical support and training to residents, businesses, and institutions in the community of the proposed project to utilize broadband internet service (e.g., digital literacy training).
- Plans to actively promote the adoption of the newly available broadband internet service in the community (e.g., marketing campaign and outreach).
- Strong support for the proposed project from citizens, businesses, and institutions in the community.
- Other programs designed to meet the needs of the local community.

Challenge Process

To ensure transparency and best use of taxpayer funds, the application process will include a challenge process, as defined in section 620.2454:

- Within three business days of the close of the grant application period, DED shall publish on its website the proposed projects' unserved and underserved areas, and the proposed broadband internet speeds for each application submitted. Upon request, DED shall provide a copy of any application to an interested party.
- A broadband internet service provider that provides existing service in or adjacent to the proposed project area may submit to DED under section 620.2454, within 45 days of publication, a written

challenge to an application. A challenger must submit its challenge no later than 5:00 p.m. Central Time on the 45th day of the challenge period.

Such challenge shall contain information and documentation demonstrating that:

- (1) The provider currently provides broadband internet service to retail customers within the proposed unserved or underserved area; or
- (2) The provider has begun construction to provide broadband internet service to retail customers within the proposed unserved or underserved area; or
- (3) The provider commits to providing broadband internet service to retail customers within the proposed unserved or underserved areas within the timeframe proposed for the applicant's project.

- Within three business days of the submission of a written challenge, DED shall notify the applicant of such challenge.
- If the department determines that, for the proposed project service area, the challenger:
 - currently provides broadband services meeting baseline speed of 25/3 Mbps,
 - has begun construction to provide such services, or
 - commits to provide broadband internet service at speeds of at least 25/3 Mbps and scalable to higher speeds to the proposed project area within the application proposed timeline,Then the department shall not fund the challenged application and shall notify the applicant and the challenging provider of its decision.
- If the department denies funding to an applicant as a result of a provider challenge, and such challenging provider does not fulfill its commitment to provide broadband internet service in the unserved or underserved area, DED shall not consider another challenge from such broadband internet service provider for the next two grant cycles, unless DED determines the challenging provider's failure to fulfill the commitment was due to unforeseeable and disastrous circumstances beyond that provider's control, including, but not limited to: flood, tornado, earthquake, or civil unrest, and such provider took reasonable steps in light of the circumstances.
- The department will post on its website a list of challenges found to be valid and the project areas affected by those challenges.
- For each challenge found to be valid, the challenger must submit documentation to the department no later than 12 months from the grant award date substantiating that the challenger has fulfilled its commitment made during its challenge.



MISSOURI BROADBAND GRANT PROGRAM APPLICATION SCORING AND AWARD PROCESS

Introduction to Scoring and Award Process

The Department of Economic Development (DED) will give priority to projects that provide the highest return in public benefits for the public costs incurred. To evaluate the applications for public benefits with respect to the costs incurred, the law specifies certain priorities that DED must consider.

To fulfill this requirement of reviewing applications in an objective and fair manner, applications will be reviewed and evaluated by DED using the following criteria and point values to systematically score and award grants. These criteria reflect information provided in the grant application. To ensure that an application receives the best possible score, it should include complete and comprehensive responses to all information requested.

2020 Selection Criteria and Grant Scoring Categories 130 points possible

Anticipated Broadband Improvements: *0 to 25 points possible*

Anticipated Broadband Improvements Scoring Table

# of Connections	Speed Now*:	≤10/1 unserved	≤10/1 unserved	≤10/1 unserved	≤25/3 underserved	≤25/3 underserved
	Speed After Build:*	25/3	100/20	1Gbps/30 Mbps**	100/20	1Gbps/30 Mbps**
0-50	Points Awarded:	10	15	20	6	10
51-499		12	18	23	8	12
500+		15	20	25	10	15

*The predominant speed within the proposed project area. Speeds are shown as download/upload times and reflect megabits per second (Mbps) except those marked with "Gbps," which reflect gigabits per second.

**Speed modified to reflect technologies capable of a 1Gbps download, but with a lower upload threshold.

Unserved or underserved total connections potentially served by project:

- Anticipated improvements in broadband speed offerings from pre-existing broadband service levels to proposed service levels – project must reach or exceed state speed goals (speed now vs. speed after).
- Number of total connections to be served:
 - Total connections include households, businesses, farms, and significant community institutions.
- Highest scores are awarded for largest broadband speed improvements in unserved areas.

Grant Funding Request Amount: 0 to 20 points possible

Grant Funding Request Amount Scoring Table

Percent of eligible project costs requested	Points
30% or less	20
31 to 35%	16
36 to 40%	14
41 to 45%	12
46 to 50%	10

Percent of state grant request compared to total eligible project costs:

- Applicant matching funds of more than 50% will result in a higher application score for this category.
- Any funding partner contributions are included in applicant matching funds for points.
- DED shall not award any grant to an otherwise eligible grant applicant where funding from the Connect America Fund has been awarded, where high-cost support from the federal Universal Service Fund has been received by rate of return carriers, or other federal funding where a matching-fund component was not required. DED also, under section 620.2456.2 of the Revised Statutes of Missouri, shall not award any grant which, when combined with any federal, state, or local funds, constitutes more than 50% of total eligible project costs.

Project Readiness: 0 to 20 points possible

Applicant has demonstrated the organizational capacity to initiate, construct, and launch the project:

- Applicant demonstrates a comprehensive knowledge of the proposed project.
- Applicant provides evidence of being prepared to begin construction within 90-120 days following grant award, with complete project schedule provided.
- Applicant also demonstrates ability to implement and operate the project.
- All budget material is provided in a detailed, yet clearly understandable manner:
 - Sources and uses of funds are realistic,
 - Grant eligible activities are included, and
 - Funding for an applicant's match is secured and supporting documentation submitted.
- Applicant has submitted all required documentation requested in the addendum section of the application.
- Application includes other broadband infrastructure requirements – certified engineering design and diagrams, documentation of scalable equipment, and all preconstruction requirements are identified and included in the project schedule.
- Application includes project implementation details – proposed speed tiers, proposed marketing and early adoption strategies, and service pricing with a 3-year commitment, except that DED will consider waiving or modifying such pricing commitment requirement if an applicant can demonstrate either objective, internal pricing controls that will ensure a comparable consumer benefit, or other significant extenuating circumstances that make such a pricing commitment commercially insurmountable for an applicant.

Project Sustainability: 0 to 20 points possible

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

- Demonstration of technical expertise – specific prior experience in providing broadband services.
- Organizational support evidence provided – how the organization will sustain broadband service delivery and maintenance.
- Financial statements provided – most current audited financial statements and the most recent quarter's financial statements, to demonstrate overall financial viability.

- Future scalability explained – how the organization will scale broadband service delivery beyond the scope of the proposed project.

Community Participation: 0 to 15 points possible

Applicant has demonstrated significant community participation to aid the overall project:

- Verified financial commitment to the project from any qualified community partner(s)
 - Community partner may be any public*, private, non-profit, or philanthropic entity – this would include a business, county, township, or municipality. Letters signifying partner support and financial commitment are required to be included in grant submission.
- Project applications that provide substantive evidence of community support for the project
 - Substantive evidence may include: letter of commitment from the appropriate unit of local government indicating key support for the project; survey results indicating the number of committed customer connections upon project completion; any other mechanism that shows commitment to subscribe from area businesses, households, farms, and other significant community institutions.

***Please note**, public partners financially committing to the project will be calculated as public sources. All government sources of funding (local, county, state, and federal) cannot exceed 50% of the total project.

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

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

- Applicant has identified the number of households, businesses, farms, agricultural-use customers, other significant community institutions, and educational facilities in the proposed project area which may benefit from improved broadband service.
- For businesses, farms, and agricultural use customers, Applicant has identified how improved broadband speeds and coverage will enable the project area to become and/or remain competitively viable
- For significant community institutions, Applicant has identified how improved broadband deployment will be incorporated into specific community programs.
- For project service areas including educational institutions, Applicant has identified the proposed impact on e-learning (defined as learning utilizing technologies to access educational curriculum outside of the classroom).
- For a project including health entities, Applicant has identified the proposed impact on telemedicine.
- If the project service area is an economically distressed area, Applicant has demonstrated that the proposed project area has unemployment, individual poverty, or population decline greater than the statewide average.
- Additional county data including the project service area will also need to be included for benchmarking purposes: median household income, percentage of students eligible for free or reduced school lunches, percent of population over age 65, percentage of population age 25 or older without a high school degree, and noninstitutionalized civilians with a disability.

Broadband Adoption Assistance: 0 to 15 points possible

Applicant has demonstrated the necessary broadband adoption strategies will be in place to assist the success of the overall proposed project:

- Broadband adoption activities planned for the project.
- A plan to actively promote the adoption of newly available broadband service to the community.
- Provision of technical support or training on how to connect correctly to the new broadband service.
- Digital literacy or online security trainings or events.
- Whether a low-income broadband assistance program will be offered.



MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT BROADBAND GRANT PROGRAM APPLICATION

*Applications due by 4:00 p.m. CDT on Tuesday, January 7, 2020 via
electronic submission or by mail.*

Applicant (Official/Legal Name as Registered):									
Address:		City & State:							
DUNS Number:		EIN:	NAICS:						
		State Tax ID:							
Project Manager:		Title:							
Address:		City & State:							
Phone:		Fax:	Email:						
Zip Code:									
Chief Financial Officer									
First Name:	Middle Initial:		Last Name:						
Title:									
Address:		City & State:							
Phone:		Fax:	Email:						
Zip Code:									
Grant Administrator:		Title:							
Address:		City & State:							
Phone:		Fax:	Email:						
Zip Code:									
Project Location:									
<p><i>Mark your organization's eligibility and attach supporting documentation. Choose only one.</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Corporation, or affiliate, registered in Missouri</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Nonprofit organization registered in Missouri</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Incorporated business or partnership</td> <td style="border: none;"><input type="checkbox"/> Political Subdivision</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Limited liability company registered in Missouri</td> <td style="border: none;"><input type="checkbox"/> Rural electric cooperative (or broadband affiliate) organized under chapter 394 RSMo</td> </tr> </table>				<input type="checkbox"/> Corporation, or affiliate, registered in Missouri	<input type="checkbox"/> Nonprofit organization registered in Missouri	<input type="checkbox"/> Incorporated business or partnership	<input type="checkbox"/> Political Subdivision	<input type="checkbox"/> Limited liability company registered in Missouri	<input type="checkbox"/> Rural electric cooperative (or broadband affiliate) organized under chapter 394 RSMo
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# of Households Impacted: New Access: _____ Upgraded: _____ Total: _____	# of Farms Impacted: New Access: _____ Upgraded: _____ Total: _____	# of Businesses Impacted: New Access: _____ Upgraded: _____ Total: _____	# of Significant Community Institutions Impacted: New Access: _____ Upgraded: _____ Total: _____						
Project Duration:									
Start Date: _____		End Date: _____							
List All Funding Sources (sources must equal total project cost): <i>Please include if the project will be or has been submitted to or funded by another Federal or State grant program, as well as the dollar amount requested from that agency/organization below.</i>									

Total Project Cost: \$ _____	State Grant Request: \$ _____	Private Dollars: \$ _____
Federal Dollars*+!: \$ _____	County/Local Dollars*: \$ _____	
Additional Funding Sources Description:		

*** Please note that by Missouri statute, all public sources combined cannot exceed 50% of total project
+ Federal match are funds that have a matching requirement
! Use of Federal funds may require Phase I Environmental Assessment, SHPO review, and prevailing wage**

<p>Have all required municipal/city/township/county/state approvals necessary for this project to begin construction been identified and included in the work plan? (e.g. area planning/commission/zoning authority/road authority/railroad crossing entity)</p> <p><input type="checkbox"/> Yes Please denote on the work plan</p> <p><input type="checkbox"/> No If no, please explain: _____</p>
<p>Have all environmental review requirements necessary for this project to begin construction been identified, if applicable?</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes Please Identify: _____</p> <p><input type="checkbox"/> No If no, please explain: _____</p>
<p>Due to its location, will the proposed project potentially impact local/state/federal historic architectural or archeological resources?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes If yes, please explain: _____</p>

Narrative

Executive Summary

Please provide a brief summary (250 words or less and suitable for dissemination to the public) of the proposed project. Include the name of the applicant organization, a description of the project area, and the type of broadband internet infrastructure that is proposed to be deployed (if proposing a hybrid of wireline and fixed wireless modalities, please indicate the percentage breakdown of each mode to be constructed by the grant).

Anticipated Broadband Improvements – Project’s Statement of Need

Address the current state of broadband in the proposed project area and why grant funds are needed to help accelerate broadband. Share any other factors that make it difficult to expand broadband in the area.

What are the project’s anticipated improvements in broadband speed offerings from pre-existing broadband service levels to proposed service levels? Describe the type and amount of broadband internet infrastructure proposed to be deployed.

How many total connections will be served? Of the total connections, specify the number of each of the

following: households, businesses, farms, and significant community institutions. Expand upon the number of households, businesses, farms, and significant community institutions that would have new access to broadband internet service, or whose broadband internet service would be upgraded as a result of the grant.

Are all proposed connections currently unserved or underserved? Please specify.

Provide evidence demonstrating the unserved or underserved nature of the project area.

Project Readiness

The applicant is required to provide a project budget, and work plan that includes the following:

- Applicant demonstrates a comprehensive knowledge of the proposed project
- Applicant provides evidence of being prepared to begin construction within 90-120 days following grant award, with complete project schedule provided
- Applicant also demonstrates ability to implement and operate the project
- All budget material is provided in a detailed, yet clearly understandable manner:
 - Sources and uses of funds are realistic
 - Grant eligible activities are included
 - Funding for an applicant’s match is secured and supporting documentation submitted
- Applicant has submitted all required documentation requested in the addendum section of the application
- Application includes other broadband infrastructure requirements – certified engineering design and diagrams, documentation of scalable equipment, and all preconstruction requirements are identified and included in the project schedule
- Application includes project implementation details – proposed speed tiers, service pricing with a 3-year service commitment, and proposed marketing and early adoption strategies

Budget

Identify and describe all other sources of funding and expenses, including amounts. Explain whether the applicant organization applied for, or received, funding for the proposed project area from either the USDA Rural Development Broadband Programs, the Federal Communications Commission programs (i.e. A-CAM, Connect America Fund, etc.), the Delta Regional Authority, or other federal or governmental sources. **Applicants will be responsible for any cost overruns.**

Please note, public partners financially committing to the project will be calculated as part of public assistance. All government sources of funding (local, county, state, and federal) cannot exceed 50% of the project.

Submit a comprehensive project budget which includes the following table:

Budget Category	State Grant Funds Requested	Applicant’s Cash Funds	Other State/Federal/Local Grant Funds	Private (Cash) Funds	Leveraged Resources (In-Kind)*	Total
Design & Engineering						
Construction						
Acquisition						
Technology &						

Speed Verification						
Total						
Percentage of Total						

**Please note that Leveraged Resources will not be counted toward the match requirement.*

Project Work Plan

The project work plan includes a project schedule/timeline and activity milestones for each phase of the project. The project period and agreement may be as long as one year in duration. The work plan should incorporate all broadband infrastructure requirements (i.e. certified engineering design/diagrams, documentation of scalable equipment), preconstruction requirements, project implementation, and marketing activities that align with the proposed project budget.

Recommended Work Plan Format:*

Project and/or Phase Title		
Project Activity	Timeline (pre, during, post construction dates)	Activity Milestone (include estimated # of days to complete each milestone)

**other work plan formats will be accepted, as long as document(s) are concise and easy to understand.*

Project Sustainability

Describe the applicant organization, its background in providing or supporting broadband internet service, and its capacity for sustaining service. To demonstrate strong internal capacity, please describe the following:

- Technical expertise – specific prior experience in providing broadband services
- Organizational support evidence provided – how the organization will sustain broadband service delivery and maintenance
 - Outline key staff (e.g. project manager, engineer, CFO, marketing director) who will be responsible for carrying out project implementation and define their respective roles in sustaining this project long term
- Financial statements provided – most current audited financial statements and the most recent quarter’s financial statements, to demonstrate overall financial viability. An affidavit/resolution authorizing the submission and corresponding financial commitment of the organization (template provided with program materials), and letters of financial support from partners
 - If debt financing will be obtained, submit letters of commitment to demonstrate the willingness of the financial institution to provide the specified amount to construct the project.
 - Prior to the execution of the project agreement, grant recipients will be required to

submit a performance bond in the total value of the grant award

- Future scalability explained – how the organization will scale broadband service delivery beyond the scope of the proposed project and the feasibility of it occurring in the near future

Community Participation

Describe any community support that has been pledged (financial or otherwise), description of activities, and attach affiliated letters of support.

- Verified financial commitment to the project from any qualified community partner(s)
 - Community partner may be any public*, private, non-profit, or philanthropic entity – this would include a business, county, township, or municipality. Letters signifying partner support and financial commitment are required to be included in grant submission
- Project applications that provide substantive evidence of community support for the project
 - Substantive evidence may include: letter of commitment from the appropriate unit of local government indicating key support for the project; survey results indicating the number of committed customer connections upon project completion; public hearings; any other mechanism that shows commitment to subscribe from area businesses, households, farms, and other significant community institutions

***Please note**, public partners financially committing to the project will be calculated as part of public assistance. All government sources of funding (local, county, state, and federal) cannot exceed 50% of the project.

Economic Development and Community Impact

Discuss how the proposed broadband expansion will enable the project area to advance economically and promote quality-of-life improvements by including the following:

- Applicant has identified the number of households, businesses, farms, agricultural-use customers, other significant community institutions, and educational facilities in the proposed project area which may benefit from improved broadband service
- For businesses, farms, and agricultural use customers, Applicant has identified how improved broadband speeds and coverage will enable the project area to become and/or remain competitively viable
- For significant community institutions, Applicant has identified how improved broadband deployment will be incorporated into specific community programs
- For project service areas including educational institutions, Applicant has identified the proposed impact on e-learning (defined as learning utilizing electronic technologies to access educational curriculum outside of traditional classroom)
- For project service areas including health entities or operations, Applicant has identified the proposed impact on telemedicine
- If the project service area is an economically distressed area, Applicant has demonstrated that the proposed project area has unemployment, individual poverty, or population decline greater than the statewide average
- Additional county data including the project service area will also need to be included for benchmarking purposes: median household income, percentage of students eligible for free or reduced school lunches, percent of population over age 65, percentage of population age 25 or older without a high school degree, and noninstitutionalized civilians with a disability

Broadband Adoption Assistance

Define and describe broadband adoption activities which could include, but are not limited to:

- A plan to actively promote the adoption of newly available broadband service to the community
- Provision of technical support or training on how to connect correctly to the new broadband service
- Digital literacy or online security trainings or events
- Whether a low-income broadband assistance program will be offered

Attachments

- Affidavit/Resolution
 - Applicant will provide an affidavit/resolution authorizing the grant submission and the financial commitment of the local match
- Letters of Commitment
 - All funding partner organizations named in the proposal must submit a signed letter indicating their role and/or financial obligation in the project
 - If debt financing will be obtained, submit letters of commitment to demonstrate the willingness of the financial institution to provide the specified amount to construct the project.
- Letters of Support
 - Please attach a letter from the appropriate unit of local government (city or county) stating that this project does not interfere with existing plans or ordinances. These letters should be signed by the chief elected official (mayor or presiding commissioner)
 - Applicant may also submit letters of support from individual citizens, farmers, business owners, partner agencies, etc.
- Electronic location information and a map of proposed project area
 - Please include an electronic .shp, .kmz or .kml file of the proposed project area
 - The file should include the geographical boundaries and list of census blocks and road segments if the census block is over two square miles
 - For projects with middle-mile expansion, include a map of the service area boundaries that indicates property names, boundaries, buildings, road/street names, street addresses, and other features that clearly identify the project area
- Preliminary Engineering Report (PER)
 - An engineering report detailing the specifications of the proposed project must be submitted with the grant proposal. The PER must be signed and sealed by a certified Missouri Professional Engineer. Specifications must include at a minimum:
 - New or expanded service and technical evaluation of the project
 - Service area
 - Proposed speed
 - Number of plant miles
 - Type of technology to be deployed and, if hybrid, breakdown of modes (e.g., fiber, cable, DSL, fixed wireless, underground vs. aerial) with the percentage of each
 - Scalability
- Financial Statements
 - Applicant organization's most current audited financial statements and the most recent quarter's financial statements, to demonstrate overall financial viability
 - If debt financing is to be obtained, letters of commitment from participating financial institution
- E-Verify MOU
 - All applicants must 1) enroll in E-Verify and 2) attach a copy of the E-Verify memorandum to be eligible for the Missouri Broadband Grant Program

- The E-Verify program, conducted jointly by the U.S. Citizenship and Immigration Services Verification Division and the Social Security Administration, is designed to provide employment status information to determine the eligibility of applicants for employment. E-Verify requires that participating companies use the automated Verification Information System to verify the employment authorization of all newly hired employees. An employer's participation in E-Verify is currently free. To access E-Verify, go to: <http://www.uscis.gov/e-verify> or contact the E-Verify toll free help line at (888) 464-4218
- To retrieve a copy of an electronically signed MOU:
 - After receiving a confirmation email that the organization is successfully enrolled, log back into the Account
 - Click on "Edit Company Profile" in the left menu
 - Click on "View MOU" button
 - Only the Program Administrator can access the electronically signed MOU
- Eligibility documentation
 - Articles of Incorporation, if applicable
 - 501(c)(3) tax exempt letter, if applicable

Application submission

Applications and attachments can be submitted electronically or via mail by 4:00 p.m. CDT on **Tuesday January 7, 2020**. An email confirmation of receipt will be sent.

Electronic submission: email to broadband@ded.mo.gov.

By Mail: Send **one** copy of the application and attachments to:

Missouri Department of Economic Development
Office of Broadband Development
301 W. High Street, Suite 720
PO Box 1157
Jefferson City, MO 65102-1157