



Missouri Department of Economic Development
COVID-19 Response: Emergency
Broadband Investment Program

Applicants to this program may request reimbursement for new connections, accompanied by new subscriptions, made during the COVID-19 emergency from 3/1/2020 to 11/30/2020. Connections must be at broadband speeds no less than 25 Mbps Download / 3 Mbps Upload and to certain eligible populations in unserved or underserved areas. Upon award, reimbursements will be provided for actual expenditures on a graduated scale per new qualifying connection, with reimbursement capped at 50% of total project cost.

Applicant (Official/Legal Name as Registered):

Address:	City & State:	Zip Code:
DUNS Number:	EIN:	NAICS:
		State Tax ID:

Project Manager: _____ **Title:** _____

Address:	City & State:	Zip Code:
Phone:	Fax:	Email:

Chief Financial Officer:

First Name: _____ Middle Initial: _____ Last Name: _____
 Title: _____

Address:	City & State:	Zip Code:
Phone:	Fax:	Email:

Grant Administrator:

Company:	Title:	Email:
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Project Location:

County:	Community:	Area/Neighborhood (name or describe):
<p><i>Mark your organization's eligibility and attach the supporting documentation. Choose only one.</i></p> <p> <input type="checkbox"/> Corporation, or affiliate, registered in Missouri <input type="checkbox"/> Rural electric cooperative (or broadband affiliate) organized under chapter 394 RSMo <input type="checkbox"/> Incorporated business or partnership <input type="checkbox"/> Nonprofit organization registered in Missouri <input type="checkbox"/> Limited liability company registered in Missouri <input type="checkbox"/> Political Subdivision </p>		
<p>Broadband Technology Deployed or to be Deployed:</p> <p> <input type="checkbox"/> Fixed Wireless Deployment <input type="checkbox"/> Fiber Deployment <input type="checkbox"/> Cable Deployment <input type="checkbox"/> Hybrid Deployment – please describe in Executive Summary <input type="checkbox"/> DSL Deployment </p>		
<p>Broadband Speed Deployed (must be a minimum of 25 Mbps / 3 Mbps, as defined by the State of Missouri.)</p>		
Download Speed:	Upload Speed:	
<p align="center">Connections (including Subscriptions) Prior to Grant Application Period – 03/01/2020 – 09/16/2020</p>		
# of Connections to Vulnerable Households: _____	# of Connections to Households w/ Students: _____	# of Connections to Households w/ Telework Needs: _____
Total Connections made: _____	Breakdown of connections (must equal total): ____ Unserved ____ Underserved	
<p align="center">Projected Connections (including Subscriptions) to be Constructed during State of Emergency: 09/17/2020 – 11/30/2020</p>		
# of Connections to Vulnerable Households: _____	# of Connections to Households w/ Students: _____	# of Connections to Households w/ Telework Needs: _____
Non-qualified connections: _____	Projected Connections: _____ (Vulnerable + Students + Telework + Non-qualified = Total Projected)	Breakdown of connections (must equal total): ____ Unserved ____ Underserved
Connections Completed	Projected Connections	TOTAL (Completed + Projected)

Project Duration:

Start Date: _____ End Date: **11/30/2020**

Have all required municipal/city/township/county/state approvals necessary for this project to begin construction immediately been secured? (e.g. area planning/commission/zoning authority/road authority/railroad crossing)

- Yes Please denote on the project work plan
- No If no, please explain:

Have all environmental review requirements necessary for this project to begin construction been identified?

- N/A
- Yes Please Identify:

- No If no, please explain:

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

- No
- Yes If yes, please explain:

Company Financials Overview: The following ratios should reflect the prior three fiscal years. Applicant must submit most recent quarter and last fiscal year financials for review. Upon project audit (if selected), the provided ratios must coincide with company financials. The following information is considered confidential and will be redacted if applications are requested.

Most Recent Fiscal Year Ending (Month/Day/Year):

Quick Ratio	Current Ratio	Debt to Equity Ratio	Debt Ratio
(Liquid Assets / Current Liabilities):	(Current Assets / Current Liabilities):	(Total Liabilities / Shareholders Equity):	(Total Liabilities / Total Assets):

Fiscal Year Ending (Month/Day/Year):

Quick Ratio (Liquid Assets / Current Liabilities):	Current Ratio (Current Assets / Current Liabilities):	Debt to Equity Ratio (Total Liabilities / Shareholders Equity):	Debt Ratio (Total Liabilities / Total Assets):
Fiscal Year Ending (Month/Day/Year):			
Quick Ratio (Liquid Assets / Current Liabilities):	Current Ratio (Current Assets / Current Liabilities):	Debt to Equity Ratio (Total Liabilities / Shareholders Equity):	Debt Ratio (Total Liabilities / Total Assets):
Chief Financial Officer Authorization: I _____ (name), the _____ (title) of _____ (company), do hereby certify to the Missouri Department of Economic Development that the financial information provided within this application is true and accurate reflecting the company's last fiscal year. I also certify the company has sufficient cash reserves or access to capital to fully build-out the project defined in this application.			
Signature:		Date:	
Chief Executive Officer/General Manager: I _____ (name), the _____ (title) of _____ (company), do hereby certify to the Department of Economic Development that the information in this application is correct and can be verified by the records of the entity.			
Certifying Officer:		Date:	
Please Print or Type Name:			
First Name:	Middle Initial:	Last Name:	

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).

Budget

Submit a comprehensive project budget for the project area as an attachment.

Project Work Plan

The project work plan should include a project schedule/timeline and activity milestones for each phase of the project. The work plan should incorporate all broadband infrastructure requirements, 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. Please include as an attachment if using a different format.

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.

Required Attachments

Attachments that are omitted or applications missing information will be deemed incomplete and will not be submitted to the review team for evaluation.

- Eligibility documentation
 - Articles of Incorporation, if applicable
 - 501(c)(3) tax exempt letter, if applicable
 - [Certificate of Tax Clearance](#) – Along with the application, applicants must submit a Certificate of Tax Clearance from the Missouri Department of Revenue (DOR) or evidence that a submission was made prior to the application deadline to obtain the Certificate from DOR.
- Company financials – most recent quarter and last fiscal year

- Project budget
- Project work plan (if submitting a version different from the table provided above)
- Electronic location information and a map of proposed project area
 1. Attach a shapefile (.shp, .kmz or .kml file) of the project area boundary
 2. Attach a shapefile (.shp, .kmz or .kml file) of the project area's census blocks
 3. Attach an Excel file list of census blocks within the project area
 4. Attach an Excel file of the list of addresses and latitude/longitude for each of the qualified households connected and for which a new subscription occurred prior to the grant cycle (03/01/20 – 09/16/20). Providers will be required to submit a projected list of addresses and latitude/longitude for each qualified households identified for new expansion (09/17/20 -11/30/20) by 10/22/20.
- E-Verify Certification Letter
 - All applicants must 1) enroll in E-Verify and 2) attach a copy of the E-Verify memorandum to be eligible for the Missouri Emergency Broadband Investment 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: <https://www.e-verify.gov/employers/enrolling-in-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

Application submission

Applications and attachments must be submitted electronically and can be submitted at any time. The application cycle will close at Noon CDT on Thursday, September 17, 2020. The Office of Broadband Development will send a confirmation of receipt to the applicant.

Online submission: <https://ded.mo.gov/content/emergency-broadband-investment-program>

IMPORTANT: Immediately following the submission of your application, if you are not currently registered as a vendor with the State of Missouri it is highly encouraged for providers to begin the vendor registration as soon as possible. If selected for a program award, being registered will assist in expediting the company's first reimbursement. Please visit the *MissouriBUYS* homepage at <https://missouribuys.mo.gov/registration>.