BAG 4.0

BROADBAND ACCELERATION GRANT

APPLICATION GUIDE

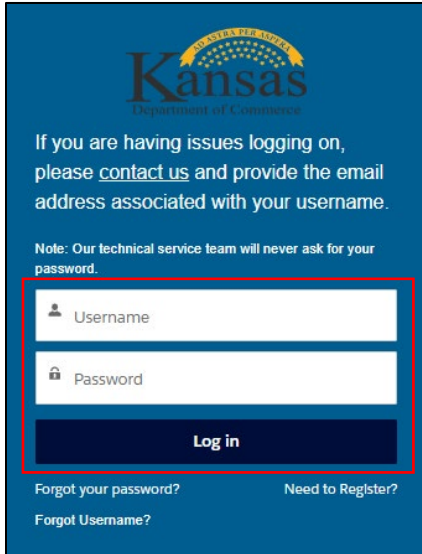**KANSAS** COMMERCE

Guide Includes

Section I: Accessing the Application

1. Access the portal log-in page using this link: Login (site.com)

2. Enter your username and password then click the Log in button.

3. From the Application Portal Home Page, click on the BAG 4.0 2024 icon.
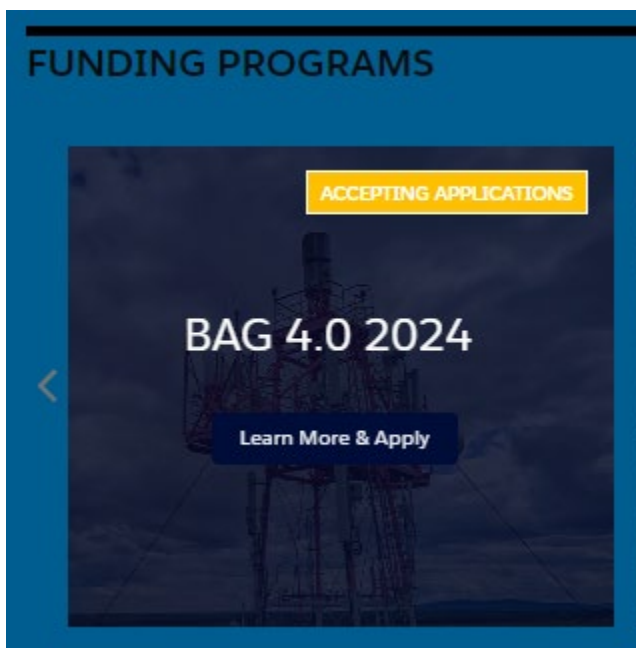
Section II: Completing and Submitting the Application

1. On the next screen, you will see program information, a link to the program guidelines on the Department of Commerce website and important dates.

   To begin an application, click on the Apply button.

BAG 4.0 2024

Program Description
The Broadband Acceleration Grant, Year 4 (BAG 4.0) Program is a focused effort to improve last mile broadband infrastructure and associated middle mile capabilities as applicable within the State of Kansas. Through this program grants will be awarded for broadband and associated middle mile infrastructure enabling last mile locations. Funds will be targeted to areas that are unlikely to receive broadband service without state or federal funding support.

Other Information
For additional information, including program guidelines, and application templates, please refer to the BAG 4.0 program website at: https://www.kansascommerce.gov/program/community-programs/broadband-acceleration-grant-year-4/

Program Details
Current Program Status: Apply to Broadband Accelerator

Important Dates
- 01/29/2024 - Accepting Applications
- 03/11/2024 - Applications Due
- 07/01/2024 - Award Decisions Communicated

2. In the pop-up window, select the business that you wish to apply on behalf of and then click on the Next button.

Get started by confirming the account you are applying on behalf of.

Note: If you don't see the account you need to apply on behalf of. Return to the home page and click, "add Account Relationship" or click **Add Account Relationship** link. Upon approval, you will receive an email confirmation and see that account below.

*Organization Name

Cancel   Next

Reminder
If no business name appears in the drop down list, the business account has not been created or you have not linked your user account to the business account. You will need to refer to the KDC Grant Application Portal Instruction Manual to do those steps before you will be able to submit an application.

3. You will now be taken to the Application Workspace.   Let's take a tour of the workspace.

    (a) At the top of the workspace, you will see the:
        i.   System generated application number
        ii.   Application Status
        iii.   Requested Amount (will be blank until you have input this information in the application)
        iv.   Applying Organization

    (b) The bottom half of the workspace is where you will be able to complete the application.

(a) **IA-0000000064**

Application Number	Application Status	Requested Amount	Applying Organization
64	Draft		Test Account McNeal, Marie

Application Workspace   Files

(b) **Complete Your Application**
This is your workspace for preparing your application. Complete each section in order to submit a compliant request.

BAG Application

SECTION STATUS:
Not Started   ✂ Get Started

Project Information…

Upload Documents & Files
In this section, upload any documents and files that are required to evaluate your request.

SECTION STATUS:
Not Started   ✂ Get Started

4. To begin, click on the Get Started button to the right of the BAG application row.

Application Workspace   Files

Complete Your Application
This is your workspace for preparing your application. Complete each section in order to submit a compliant request.

BAG Application

SECTION STATUS:
Not Started   ✂ Get Started

Project Information…

5. The first section of the application is where you will enter your Applicant Information. Your account name (Business Name) and the user's first and last name and email address will auto-populate on this screen. After completing the required fields, click the Next button.

Note: If you select No to the question "Is the Applicant Author the same as the Primary Project Contact?", additional fields display to enter the primary contact's information.

6. The second section of the application is the Project Information. Complete all required fields and then click the Next button.

Project Information

*PROJECT NAME (Program + Organization + Geographic Identifier) ⓘ

[   ]

*Is the proposed project targeted to reach an unserved area? ⓘ
○ Yes
○ No

*Is the proposed project targeted to reach an economically distressed county?
○ Yes
○ No

An area is economically distressed if it has a per capita income of 80 percent or less of the national average, or if it has an unemployment rate that is, for the most recent 24-month period for which data are available, at least 1 percent greater than the national average unemployment rate. (http://www.statsamerica.org/distress/distress.aspx) The economically distressed county list can be found on the BAG program guidelines.

*Requested Grant Amount	*Total Project Amount
$USD	$USD

*Please list the county(ies) within the proposed service area:

[   ]

Which county includes the majority of locations to be served?

[   ]

*County Search Result

[   ]

*Please list the city(ies) within the proposed service area:

[   ]

*Proposed Infrastructure Type

[▼]

*Maximum Proposed Download Speed (Mbps)	*Maximum Proposed Upload Speed (Mbps)

*The minimum qualifying speed for the BAG program is 100/20 Mbps. Does your organization offer either 100/20 Mbps or 100/100 Mbps as a service offering?
○ Yes
○ No

Note: 100 Mbps downstream must be coupled with a 20 Mbps service speed or higher to meet the minimum qualifying speed. Any speeds lower than 20 Mbps upstream coupled with 100 Mbps downstream speeds will not meet the minimum program requirements.

* Number of Households Proposed to be Served

[Enter 0 If none]

* Number of Businesses Proposed to be Served

[Enter 0 If none]

* Number of Education Institutions Proposed to be Served

[Enter 0 If none]

* Number of Healthcare Organizations Proposed to be Served

[Enter 0 If none]

* Number of Libraries Proposed to be Served

[Enter 0 If none]

* Number of Municipal Organizations Proposed to be Served (example: city, county, economic development, public safety, etc.)

[Enter 0 If none]

Cancel   Previous   **Next**

7. The next screen is a continuation of the Project Information section. Complete all required fields and click the Next button.

Project Information Cont.

* Please list the Co-Investment Amount   * Please list the Co-Investment Source

[$USD]   [   ]

Please upload a commitment statement from the co-investor(s). ⓘ

[⬆ Upload Files   Or drop files]

* Is the organization proposing this project a participant in the Affordable Connectivity Program as required by the program?
○ Yes
○ No

∨ Project Proposal

Please ensure all Project Proposal responses do not contain proprietary content. These responses will be posted "as is" to the public.

* 1. An executive summary of the project.

[   ]

* 2. A description of the location (City(s), County(s), etc.), proposed service areas, partners involved, and anticipated improvements.

[   ]

* 3. Goals of the project and community need to address including whether the proposed area is unserved or economically distressed or what the compelling need is if served.

[   ]

* 4. The proposed infrastructure and access improvements planned, including the number of proposed connected premises and community anchor institutions, businesses, or other organizations and the recipients to be served by the project.

[   ]

* 5. The short and long-term investment benefit to the community and service area proposed.

[   ]

Internet Access & Affordability

*List the service and pricing levels to be offered in the proposed project area (service level/tier, monthly pricing). Please provide both business and consumer offers.

*Outline any limitations on data usage (e.g. data caps, reduced speeds, etc.)

*Detail one-time fees for subscribers (including installation costs, equipment, etc)

*What low-income subscriber assistance is available?

Community Letters of Commitment & Support

*Please describe any committed community partners associated with the project's planning, promotion, adoption or use. Describe each party's commitment and role in the project.

All letters of support will be required to be uploaded in another section of the application.

Project Justification

*Provide a narrative to justify the need for this project and relevant data indicators to support the effort. Provide evidence to make a compelling case for this project relative to the proposed service area.

Adoption & Economic/Community Impact

*Please describe any activities planned to increase adoption awareness. Please describe any resources the applicant will be contributing to the adoption efforts. Include digital literacy training, marketing campaigns, surveys, low-cost service options, etc. Please describe how this project will contribute to economic and community development in the proposed service area.

*Does the proposed service area include non-contiguous areas more than 10 miles apart?

○ Yes
○ No

Cancel   Previous   Next

8. The next section of the application is the Technical Summary. Complete all required fields and click the Next button.

Technical Summary

˅ Technical Project Summary

Provide a technical summary of the proposed project.

*1. An overview of the proposed improvements and scope of the project that clearly demonstrates preliminary plan completion, outlines a comprehensive understanding of the project and a solution capable of addressing the need.

*2. In terms of infrastructure installation, explain why this area was chosen for the project and is unlikely to be served without grant funding.

*3. Include an explanation of terrain, population density or other factors contributing to the overall cost of the project.

*4. Include the service level options, including latency the project is intended to provide.

*5. If 100/20 Mbps is the maximum speed supported, please provide justification why 100/100 Mbps is not possible (required).

*Please provide the density per square mile of the proposed service area.

Service Partners

*Describe any partners or subcontractors associated with the project's deliverables related to deployment and service delivery, including each partner's role in the project.

> Test

All letters of support and committment will be required to be uploaded in another section of the application.

Infrastructure

*Technical Infrastructure Proposed

> Fiber ▼

All letters of infrastructure specific documents will be required to be uploaded in another section of the application.

Fiber

*Provide a detailed description of the proposed fiber project.

>

Cancel   Previous   **Next**

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9. The last section of the application is Financials. Complete all required fields and click the Next button.

Financials

*Are you the existing service provider for this area?
- ○ Yes
- ○ No

The Existing Broadband Service Availability Data and Determination of the Available Broadband Service files will be required to be uploaded in another section of the application.

*Broadband Service Availability Justification: Provide Narrative for Proposed Service In Areas Where Service Exists

>

The following justification narrative must be provided for the locations where the FCC BDC data shows an existing service provider offering speeds equal to or greater than 100/20 Mbps, the applicant must explain why grant funding should be used to enable speeds that already meet or exceed program requirements.

*FINANCIAL: PROJECT BUDGET NARRATIVE Please provide a budget summary for the proposed project.

>

*FINANCIAL: Do your matching funds include In-Kind Match?
- ○ Yes
- ○ No

Budget, Financial Income Statements, Match Requirement Verification and any In-Kind Match files will be required to be uploaded in another section of the application.

Cancel   Previous   **Next**

10. Upon completion of the application, you will be returned to the Application Workspace. You will see the following changes:
    (a) Section Status for the application has changed to Completed
    (b) The Get Started button for the application has changed to Review/Update

    Additionally, because some documents were uploaded within the application, you will see the following changes in the Upload Documents & Files row:
    (a) Section Status has changed to In Progress
    (b) The Get Started button has changed to Continue

11. To begin uploading the remaining required documents, click on the Continue button.

12. Please review the instructions for each file upload to ensure that you utilize the proper naming convention, file format, etc.
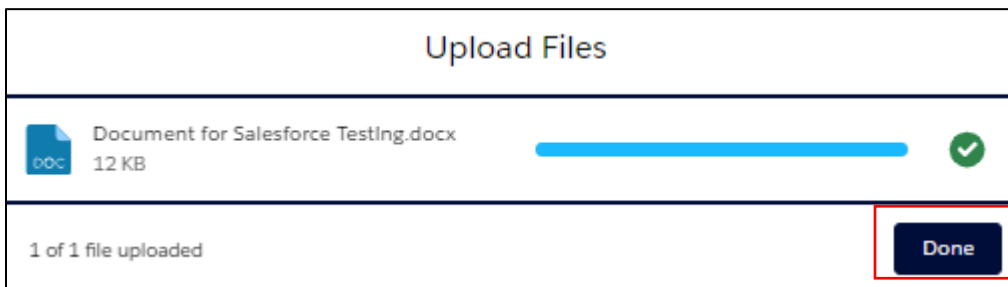
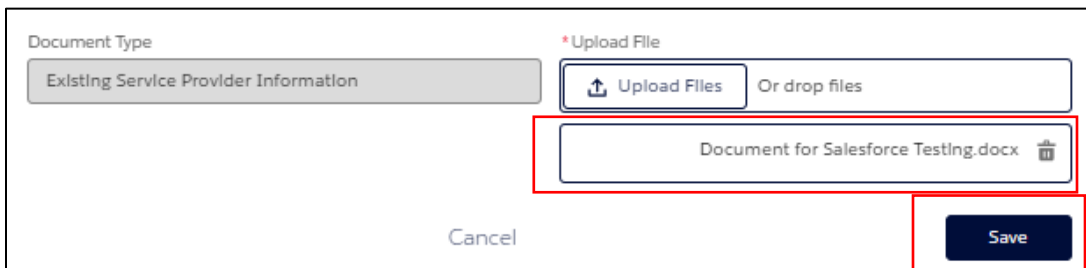13. To upload a file, click the Upload File button.

14. In the pop-up window, you can either select to upload the file from your computer or drag and drop the file. Once you are done, click the Save button
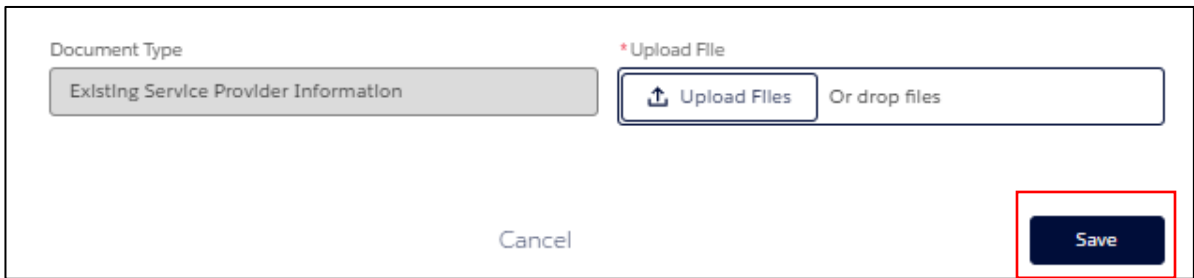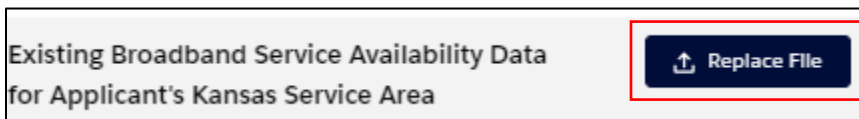

15. When the file has uploaded, click the Done button.

16. In the next pop-up window, you will see that the file uploaded and can click the Save button.

17. After uploading a file, you will see that the button next to that file will change from Upload File to Replace File.

18. Repeat this process for all required documents. A list of the required and supplemental documents with instructions follows here.

REQUIRED DOCUMENTS

Existing Broadband Service Availability Data for Applicant's Kansas Service Area

Instructions: Please upload evidence that demonstrates the existing data in the proposed service area. This may be in the form of a list of locations in a tabular OR polygon format, where the locations are based on the FCC's Broadband Data Collection Fabric. Please name the file "BAG4_OrgName_GeographicIdentifier_ExistingData".

Long term investment viability and scalability

Instructions: Please upload evidence to demonstrate scalability and capabilities of the proposed project's technology. Include current technology levels, ability to upgrade and latency levels. Please name the file BAG4_OrgName_GeographicIdentifier_Scalability

Bank/Match Requirement Verification

Instructions: Upload a letter from your financial institution that verifies match requirement can be met.

Fiber Equipment

Instructions: Fiber Equipment help text: PROVIDE A FIBER EQUIPMENT SPREADSHEET (XLS) for the build to include the following: Typical equipment used: include manufacture and model number Head end Access gear Cabinets NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_FIBEREQUIP

Map of Proposed Service Area "Publicly Posted"

Instructions: This file MUST be in .kmz, and UPLOADED AS A ZIP File. Please include a polygon to reflect the proposed service area. Please use the color yellow with opacity of 50%. Please ensure all documents identified as "Publicly Posted" do not contain proprietary content. These documents will be posted "as is" to the public. 1. FIBER Public Map (KMZ): Provide a public facing map that only depicts the proposed hardline routing (coax or fiber) to be funded by the grant. NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_PUBLIC_FIBERMap 2. FIXED WIRELESS PUBLIC MAP (KMZ): Provide an RF prediction map depicting the location of the transmitter and its footprint. The map should only indicate coverage areas where -78dBm or better is met. NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_PUBLIC_FixedWirelessMap 3. MOBILE WIRELESS Public Map (KMZ): Provide an RF prediction map depicting the location of the transmitter and its footprint as follows. Map should only indicate coverage areas where -102dBm or better is met. NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_MobileWirelessMap 4. HYBRID Public Map (KMZ): If applicable, provide an RF prediction map depicting the location of the transmitter and its footprint as follows. Map should only indicate coverage areas where -102dBm or better is met. Ensure that the backhaul component is included. NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_HybridMap

Determination of the available Broadband Service

Instructions: Please upload the location IDs within the proposed service area. This may be in the form of a list of locations in a tabular OR polygon format, where the locations are based on the FCC's Broadband Data Collection Fabric. Please name the file "BAG4_OrgName_GeographicIdentifer_EvidenceData".

Broadband Service Availability Justification

Instructions: Please upload any additional technical reports, predictions, or documents relative to the project important to technical consideration or the review process. If multiple files, please consolidate into a single PDF or ZIP. Please name the file BAG4_OrgName_GeographicIdentifier_TechnicalAttachments

Network Architecture Diagram

Instructions: Please Upload a single PDF or ZIP file with the network architecture plan. If desired applicants mQay include engineering sign off, or additional supporting documents. Please combine multiple files into a single PDF file or a ZIP file. Please use the following naming convention for your upload: BAG4_OrgName_GeographicIdentifier_NetworkArchitecture

Fiber Map

Instructions: FIBER PRIVATE/PROPRIETARY map help text: Please provide a KMZ map of the project (UPLOAD AS ZIP) to include: Routes of all new plant to be funded by the grant Existing plant (coax or fiber) feeding the proposed build out On the map, please delineate which portions are new or existing Point connections Delineate routing between types: fiber, cable Please identify the map is private/proprietary NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_PRIVATE_Map

Affordable Connectivity Program

Instructions:

Financial Statements (last 2 years)

Instructions:

Co-Investment

Instructions:

Budget

Instructions: Upload a project budget and bill of materials per the appropriate infrastructure (Fiber, Fixed Wireless Mobile Wireless, or Hybrid) template. All applicants must complete this Budget Template, which includes the associated bill of materials and incorporates matching requirement. The budget match is a requirement for receiving a grant award. Submissions that do not have the required minimum match may not be reviewed.

Project Plan Milestones

Instructions: Please upload a project plan in XLS or PDF format that includes details relevant to each stage of the project and milestones for each phase of the project, cover the entire project period and and align to the proposed project budget. Though not an exhaustive list, the plan should incorporate the following: Preconstruction Planning - Engineering Permitting - Leasing - Licensing Construction Equipment Installation Project Implementation Adoption and Marketing Outreach Operational Validation Plan If necessary, consolidate multiple files into a single .zip file. Naming Convention: BAG4_OrgName_GeographicIdentifier_ProjectPlan

SUPPLEMENTAL DOCUMENTS

Community Letters of Commitment and Support

Instructions: Letters of commitment are expected from partners that have an active role in the project and/or provide co-investment or other explicit contributions toward the success of the project. Include any community anchor institutions (CAI) such as municipalities, chambers of commerce, economic development organizations, educational institutions, healthcare organizations, libraries, public safety or other CAIs along with business, non-profits and other community stakeholders. If no community partner letters are included in this application, please indicate so and upload here.

Hybrid-Fiber/Fixed Wireless Technical Infrastructure

Instructions: Hybrid-Fiber/Fixed Wireless Technical Infrastructure

Hybrid Fiber Coax Map

Instructions: Acceptable file types: .zip Please provide a KMZ map of the project (UPLOAD AS ZIP) to include: Routes of all new plant to be funded by the grant Existing plant (coax or fiber) feeding the proposed build-out On the map, please delineate which portions are new or existing Point connections Delineate routing between types: fiber, cable Please identify the map is private/proprietary NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_PRIVATEMap

Fixed Wireless Map

Instructions: Acceptable file types: .zip Please ensure each of these private/proprietary maps are labeled as such, named per the following and UPLOADED AS A SINGLE ZIP FILE. 1. SERVICE AREA MAP: Provide a polygon of the desired geography to be covered by the project. The map should only include areas where -78dBm or better is met. Map should also include: · Points inside the polygon of all CPE locations for fixed wireless household connectivity · Points for the locations of base station equipment. NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_PRIVATE_ServArea 2. RF PREDICTION MAP (KMZ): Provide an RF prediction map depicting the location of the transmitter, its footprint, and a map legend. Use an RSSI scale of -70dBm, -80dBm, -90dBm. Map should also include: · Base stations · Where CBEs are located in RF coverage · Basic antenna orientation NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_PRIVATE_RFPredict 3. BACKHAUL MAP (KMZ) Point-to-Point (PTP) Backhaul: In Google Earth, draw in the points of each PTP link for review. NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_PRIVATE_BackhaulPTP 4. FIBER Backhaul map should include: · Routes of all new plant to be funded by the grant · Point connections · Delineate routing between types if needed: coax and fiber NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_PRIVATE_BackhaulFiber

Fixed Wireless Equipment

Instructions: Acceptable file types: .xls, .xlsx RF data worksheet should include: 1. Base station equipment Manufacturer Model number EIRP 2. Base station antenna information Manufacturer Model number Azimuth Down tilt Center line Customer Premise Equipment (CPE) worksheet should include: 1. A standard CPE configuration to be used in the project. Include manufacturer and model numbers. 2. CPE antenna information including: Manufacturer Model number Center line Gain of antenna Backhaul Equipment worksheet to include equipment appropriate to the backhaul 1. Backhaul- PTP Equipment worksheet to include every PTP link location PTP radio equipment Manufacturer Model number PTP antenna information Manufacturer Model number Azimuth Down tilt Center line 2. Backhaul-Fiber Equipment worksheet to include: Typical equipment used: include manufacturer and model number Head end Access gear Cabinets NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_FixedWirelessEQUIP

Hybrid Fiber Coax Equipment

Instructions: Acceptable file types: .xls, .xlsx Provide a hybrid fiber coax equipment spreadsheet (XLS) for the build to include the following: Typical equipment used: include manufacturer and model number Head-end Access gear Cabinets NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_HYBRIDFIBEREQUIP

Hybrid-Fiber/Fixed Wireless Additional Documents

Instructions: Please upload any additional technical reports, predictions, or documents relative to the project important to technical consideration or the review process. If multiple files, please consolidate into a single PDF or ZIP. Please name the file BAG4_OrgName_GeographicIdentifier_TechnicalAttachments

In-Kind Match

Instructions:

Service Partners Letter of Commitment and Support

Instructions: Letters of Support Upload letters of commitment/support from each project partner and subcontractors if available. Please combine multiple letters into a single .pdf or .zip file. Please use the following naming convention for your upload: BAG4_OrgName_GeographicIdentifier_ServicePartnerLetters

Mobile Wireless Equipment

Instructions: Acceptable file types: .zip Provide a Mobile Wireless Equipment Spreadsheet File with the following worksheets: RF data worksheet should include: 1. Base station equipment Manufacturer Model number EIRP 2. Base station antenna information Manufacturer Model number Azimuth Down tilt Center line 2a. Backhaul PTP Equipment worksheet (if applicable) to include every PTP link location and: PTP radio equipment Manufacturer Model number PTP antenna information Manufacturer Model number Azimuth Down tilt Centerline 2b. Backhaul-Fiber Equipment worksheet to include: Typical equipment used: include manufacturer and model number Head end Access gear Cabinets NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_MobileWirelessEQUIP

Mobile Wireless Map

Instructions: Acceptable file types: .zip 1. SERVICE AREA MAP: Provide a polygon of the desired geography to be covered by the project. The map should only include areas where -102dBm or better is met. Map should be noted as proprietary and include: i. Points inside the polygon of all CPE locations for fixed wireless household connectivity ii. Points for the locations of base station equipment. NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_PRIVATE_ServiceArea 2. RF PREDICATION MAP: Provide an RF prediction map depicting the location of the transmitter, its footprint, and a map legend. Use an RSRP scale of -92dBm, -102dBm, -106dBm. Identify this map as proprietary. Please include: i. Base stations ii. Where CBEs are located in RF coverage iii. Basic antenna orientation NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_PRIVATE_RFPrediction 3. BACKHAUL MAP · Point to Point Backhaul (KMZ): · In Google Earth, draw in the points of each PTP link for review. Format must be .kmz NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_PRIVATE_BackhaulPTP 4. FIBER Backhaul: Provide a Private Map (KMZ): map must include: · Routes of all new plant to be funded by the grant · Point connections · Delineate routing between types if needed: coax and fiber NAMING CONVENTION: BAG4_OrgName_GeographicIdentifier_PRIVATE_BackhaulFiber Technical mapping details for submissions can be found in the program guidelines

19. Once all documents are uploaded, click the Close/Return to Application button.

✕ Close / Return to Application

20. Once you are returned to the Application Workspace, refresh your screen and if both sections are completed, the Submit My Application button will appear. Once you are ready to submit, click this button.

21. The Acknowledgements pop-up window will appear next. Read and check the box next to each acknowledgement then click the Next button.

The grant applicant is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local)

The grant applicant has not, within a three-year period preceding this application/proposal, had one or more public transactions (federal, state, or local) terminated for cause or default

The grant applicant is participating in subsidy programs to optimize digital inclusivity. (i.e., Lifeline, Affordable Connectivity Program, Emergency Connectivity Fund etc.)

The grant applicant agrees that each FCC data set submission for this application is in compliance with FCC BDC standards

The grant applicant agrees that the data set submitted with this application has been uploaded into the FCC's BDC upload tool and passed all of the accuracy tests prior to submitting to KOBD

The grant applicant agrees that if awarded funds through the BAG 4.0 program, the grant agreement will be executed within 60 days of receipt from Commerce. If the agreement is not executed within 60 days, the Kansas Department of Commerce reserves the right to reallocate funds

The grant applicant agrees to sign the Department of Commerce Confidentiality Agreement

Cancel   Next

22. The application will be submitted, and you will be returned to the application portal Home page.

23. To verify that your application was submitted successfully, you can click on the My Applications icon at the top of the screen.
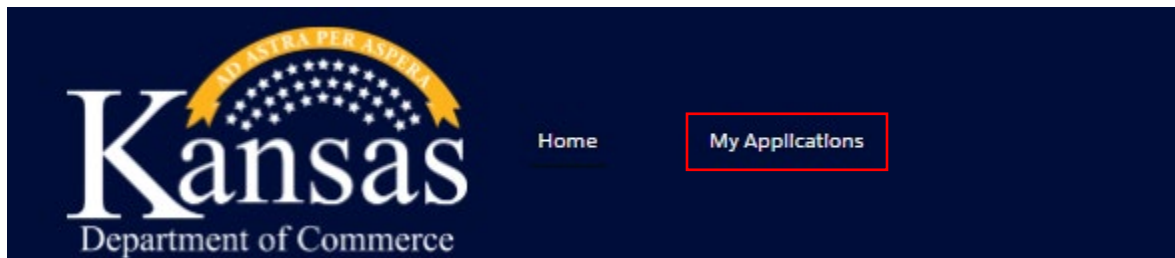
24. The application should now appear in the My Submitted Applications section.

25. You may also access in-progress applications from the My Applications view.   To open an in-progress application, click on the application number icon.

26. You will then land on the application workspace for the corresponding application and will be able to continue working on it.