



# **KDC GRANT PORTAL**

## **USER GUIDE**

**BROADBAND ACCELERATION GRANT 6.0**

# Table of Contents

<b>Introduction</b> .....	3
<b>Section I: Application Portal Registration</b> .....	3
<b>Section II: Creating a New Business Account and Linking a User Account</b> .....	5
<b>Section III: Linking a User Account to an Existing Business Account</b> .....	11
<b>Section IV: Accessing the Application</b> .....	18
<b>Section V: Completing and Submitting the Application</b> .....	19
<b>Applicant Information</b> .....	21
Your Contact Information .....	22
<b>Capacity Assessment</b> .....	22
<b>Project Information</b> .....	23
<b>Project Category: Last Mile, Line Extension or Combination of Last Mile &amp; Line Extension</b> .....	23
Internet Access & Affordability .....	25
Community Letters of Commitment & Support .....	25
Project Justification.....	26
Adoption & Economic/Community Impact.....	26
Technical Project Summary.....	26
Service Partners .....	27
Infrastructure.....	27
Financials.....	30
<b>Project Category: Middle Mile Only</b> .....	31
Internet Access & Affordability .....	32
Community Letters of Commitment & Support .....	32
Project Justification.....	32
Adoption & Economic/Community Impact.....	33
Technical Project Summary.....	33
Service Partners .....	34
Financials.....	34
<b>File Uploads</b> .....	34
<b>Required and Supplemental Documents</b> .....	35
Required Documents – All Applicants.....	36
Additional Required Documents – Last Mile and/or Line Extension Applicants .....	39
Additional Required Documents – CAF II/RDOF Funded Area Reinvestment by Original Awardee...	41

Additional Required Documents – Middle Mile Only Applicants ..... 41

Supplemental Documents – All Applicants ..... 41

**Assurances** ..... 43

**Submission**..... 43

**Accessing Submitted Applications**..... 44

**Accessing In-Progress Applications**..... 45

## Introduction

The Office of Broadband Development (KOBD), housed within the Kansas Department of Commerce, is pleased to provide this KDC Grant Portal User Guide to prospective applicants of the Broadband Acceleration Grant 6.0 program (BAG 6.0). This guide provides instructions on how to register and create a user account for access to the KDC Grant Portal as well as instructions on how to access and complete the BAG 6.0 grant application.

**Prospective applicants with an established user account for the KDC Grant Portal may proceed to [Section IV: Accessing the Application](#).**

**Prospective applicants without an existing user account should proceed below with [Section I: Application Portal Registration](#).**

## Section I: Application Portal Registration

1. Access the portal log-in page using this link: [Login \(site.com\)](#)
2. From the portal log-in page, click on *Need to Register?*

**KANSAS**  
COMMERCE

**Please Note:** If you have registered on behalf of an individual or organization, please login with their unique information before applying. If you have any questions, please email [kdc\\_salesforce.admin@ks.gov](mailto:kdc_salesforce.admin@ks.gov).

Note: Our technical service team will never ask for your password.

Username

Password

Log in

[Forgot Username?](#) [Need to Register?](#)  
[Forgot Password?](#)

If you are having issues logging in, please [contact us](#) and provide the email address associated with your username.

3. After reviewing information on the following screen, click on the *Registration* button.

**KANSAS**  
COMMERCE

To get started with your application, please register for an account with the application portal.

**Please Note:** If you're registering on behalf of an individual or organization, you need to register as the entity before applying. If you have any questions, please email [kdc\\_salesforce.admin@ks.gov](mailto:kdc_salesforce.admin@ks.gov).

**Passwords:** Must include 3 of the following: numbers, uppercase letters, lowercase letters, special characters, and be at least 8 characters long.

**Registration**

[Already have an account?](#)

4. Complete the required fields in the Create Account pop-up window then click the *Next* button.

The required fields are:

- a. User Phone Number
- b. User First and Last Name
- c. Applying on behalf of? (select business)
- d. User Email address
- e. Organization Name (field will appear once email address is entered)

**Create Account**

Personal Information

Title  \*Phone

Salutation  Mobile

\*First Name

\*Last Name

Account Information

\*Applying on behalf of?

Business / Non-Profit Entity / Government Entity / Tribal Entity - Will receive money or tax credits.

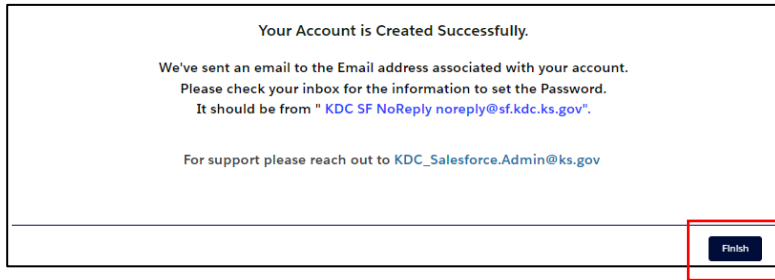
Yourself - You will personally receive money or tax credits.

See program guidelines on how to register an account. If you are in doubt, please email the program contact or [kdc\\_salesforce.admin@ks.gov](mailto:kdc_salesforce.admin@ks.gov) and include the name of the program you are wanting to apply to confirm how to register.

\*Email

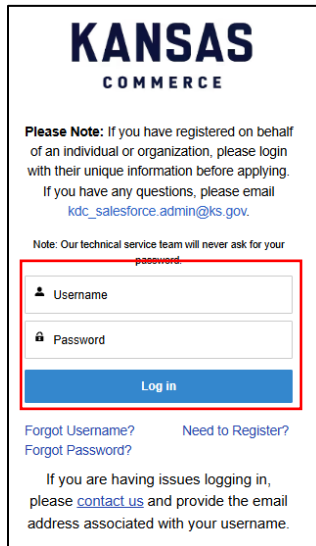
**Next**

5. Your user account has now been created. Click the Finish button then check your email for a link to set up your account password.

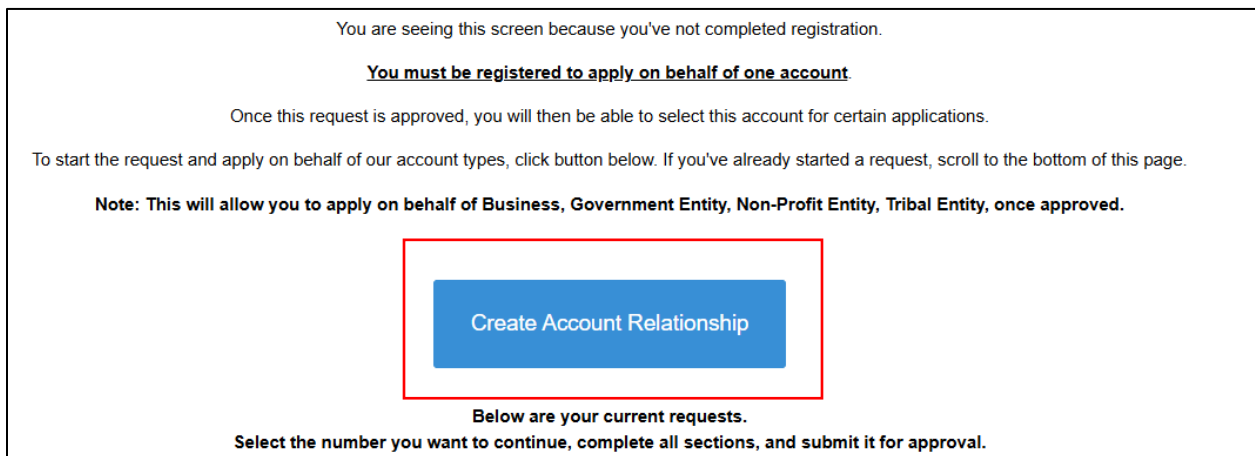


## Section II: Creating a New Business Account and Linking a User Account

1. Access the portal log-in page using this link: [Login \(site.com\)](#)
1. Enter your username and password then click the Log in button.



2. On the next screen, click the *Create Account Relationship* button.



3. On the next screen, you will begin the search process to see if the business you wish to link your account to is already in the system. Complete the required fields and click on the *Next* button.
  - a. Enter the account name (this should be the legal name of the business)
  - b. Choose the Account Type
  - c. Select the Commerce Program that the business may be associated with.

**This should be the legal name of the Business, Government Entity, Non-Profit Entity, Tribal Entity.**

**If city or county, please use format like below.**  
**Ex: Topeka, City of**  
**Ex: Shawnee County**

**Please make sure your contact information is updated [here](#).**

See program guidelines on eligible account types. If you are in doubt, please email the program contact or [kdc\\_salesforce.admin@ks.gov](mailto:kdc_salesforce.admin@ks.gov) and include the name of the program you are wanting to apply to.

\*Account Name ⓘ

\*Account Type

\*Commerce Program ⓘ

Next

4. In order to continue the next step in the search process, select Continue Account Relationship Request on this screen.

To continue the request to apply on behalf of a Business, Government Entity, Non-Profit Entity, Tribal Entity, click button below.  
If you've already started a request or want to know the status of previous request, return to the previous screen, and click continue.

Note: If your request is approved, you will receive a confirmation email and be able to apply on behalf of the account.

Continue Account Request  
and Submit

For technical support, email [kdc\\_salesforce.admin@ks.gov](mailto:kdc_salesforce.admin@ks.gov) with the program name in the subject, a brief activity description, and any error messages or screenshots.

- In the pop-up window, you will see the information entered on the initial search screen has auto populated. Complete the remaining required fields and click on the *Search for Account* button.

**This should be the legal name of the Business, Government Entity, Non-Profit Entity, Tribal Entity.**

If city or county, please use format like below.  
Ex: Topeka, City of  
Ex: Shawnee County

**Please make sure your contact information is updated [here](#).**

See program guidelines on eligible account types. If you are in doubt, please email the program contact or [kdc\\_salesforce.admin@ks.gov](mailto:kdc_salesforce.admin@ks.gov) and include the name of the program you are wanting to apply to.

\* Account Name \* Account Type

KOBD Demo Business

\* Your Main Role with Account? \* Commerce Program

Business User Broadband Accelerator Grant (BAG)

Start Date with Account? [Calendar Icon]

If you search and don't find account with above information. Fill in [below details](#) and we will see if this Account above is in the system.

Search with FEIN Search with UEI

[Input Field] [Input Field]

**Search for Account**

**TIP:** Entering the FEIN or UEI number is not required, however, including one or the other of will help in the search process and guard against creation of potential duplicate accounts for the same business.

- In the following pop-up window, select the dropdown arrow to determine if any existing business accounts which match or are similar to your business name exist in the system. If no name is listed, click the *Continue* button.

Please select an account based on the information you provided.

Note: You can return to previous screen and adjust information if you have more than one location. If you have adjusted your account information but don't see your account to select, you can continue without selection to create a new account.

Select Account

--None--

Previous **Continue**

7. You have now completed the search without finding an existing business account and will need to create one. On the following screen, you will see the information entered previously has auto populated here. You will need to fill out the remainder of the required fields.
- (a) In the first section of this screen, you will need to complete the fields titled *Your Main Role with Account*, *Start Date with Account* and *Additional Information*. Content entered in the *Additional Information* field should be such that it would help KOBD staff confirm you are employed by and authorized to create an account on the business' behalf.

You've searched and not found an Account.

Please fill out below for your request to be related to this [one account that we will create](#). We will look into Account using information you provide as well as other means.

Reminder: [Update Your Contact Information](#) before you submit this section.

<p>* Account Name ⓘ</p> <input type="text" value="KOBD Demo 4"/>	<p>* Account Type</p> <input type="text" value="Business"/>
<p>* Your Main Role with Account?</p> <input type="text" value="Business User"/>	<p>* Commerce Program ⓘ</p> <input type="text" value="Broadband Accelerator Grant (BAG)"/>
<p>* Start Date with Account?</p> <input type="text" value="Feb 1, 2024"/>	
<p>* Additional Information? ⓘ</p> <input type="text" value="I will be applying for grants on behalf of ABC CO"/>	

- (b) In the second section of the screen, you will enter an *email address* and *phone number* for another employee at the business who can serve as a reference should KOBD need to contact them to verify your identity and employment with the business.

**This section below must be someone else that works at the Account to help verify your information. If you are the only employee, then you can put your information.**

∨ Your Account Reference Information

<p>* Other Contact Reference Email</p> <input type="text" value="Not your email, another contact email for reference"/>	<p>* Other Contact Reference Phone</p> <input type="text" value="Not your phone, another contact phone for reference"/>
---	---

- (c) In the third section of this screen, you are required to enter an *account email* and *phone number*. These fields should be populated by a general business email and phone number that the company uses. For instance, this may be the email and phone number published on the company website that can be used by the general public to contact the company.

Additional Account Information below.

Confirm all details are correct before you create account. You will not be able to update the created account again.

FEIN ⓘ <input type="text"/>	UEI ⓘ <input type="text"/>
*Account Email <input type="text" value="Not your email, email for account"/>	*Account Phone <input type="text" value="Not your phone number, phone number for account"/>
Account Fax <input type="text" value="Not your fax number, fax number for account"/>	

**TIP:** To assist KOBD staff with verification and provide additional security against fraudulent account creation, it would be helpful to include either the FEIN and/or EUI number for the company.

- (d) In the final section of this screen, you will enter the business' *billing and shipping addresses* as well as the *Kansas County* where the business is located.

▼ Billing and Shipping Address

Billing Address and Shipping Address are the Same

Address <input type="text" value="1000 SW Jackson St, Topeka, KS 66612, USA"/>	Address <input type="text" value="Search for Address..."/>
Street <input type="text" value="1000 Southwest Jackson Street"/>	Street <input type="text"/>
City <input type="text" value="Topeka"/>	State/Province <input type="text" value="KS"/>
Postal Code <input type="text" value="66612"/>	Country <input type="text" value="United States"/>
County <input type="text" value="Shawnee County"/>	
Kansas County? <input type="text" value="Shawnee"/>	

**TIPS:**  
 If the billing and shipping addresses are the same, please check the box "*Billing Address and Shipping Address are the Same*" to avoid entering address information twice.

Use the first Address field to search and select your business address which will then auto populate the street, city, state, zip code and county fields for you.

8. Confirm all information has been entered correctly and then click the *Submit Section & Create Account* button.

**You will receive a confirmation email upon final submission, approval, denial, or if we need additional information.**

Confirm all details are correct before you create account. You will not be able to update the created account again.

[Previous](#) [Submit Section & CREATE ACCOUNT](#)

9. From the pop-up window, verify that all account information is accurate and then click on the *Submit Request* button.

If below information is correct, please submit request. If not, return to previous section.

After submission, you can return to check submission status.  
You will receive an email confirmation of this submission. You will be emailed if more information is needed or approved.

**Organization/Company Name:** KOBD Demo

**Type:** Business

**Physical Address:**  
915 SW Harrison St, Topeka, KS 66612, USA  
Topeka KS, 66612  
Kansas

**Related to Commerce Program:** Broadband Accelerator Grant (BAG)

Requested Account Contact Details - Note: We will use below to help verify you but will also confirm via other methods.

Your Contact Information is below:

**Email:** redredrobin86@gmail.com  
**Phone:**

Your Reference Contact Details are below:

**Email:** red\_robin86@yahoo.com  
**Phone:** 785-631-0091

[Submit Request](#)

10. Congratulations! You have successfully submitted your request to create a business account and link your user account to it. You can now click the End button.

**Success, request submitted.**

Organization/Company Name: KOBD Demo 4

Type: Business

Physical Address:  
1000 Southwest Jackson Street  
Topeka KS, 66612

---

[End](#)

Your request to apply on behalf of a Business, Government Entity, Non-Profit Entity, Tribal Entity, is under review.

Note: If your request is approved, you will receive a confirmation email and be able to apply on behalf of the account.

### Section III: Linking a User Account to an Existing Business Account

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.

**KANSAS**  
COMMERCE

**Please Note:** If you have registered on behalf of an individual or organization, please login with their unique information before applying. If you have any questions, please email [kdc\\_salesforce.admin@ks.gov](mailto:kdc_salesforce.admin@ks.gov).

Note: Our technical service team will never ask for your password

[Log in](#)

[Forgot Username?](#)   [Need to Register?](#)  
[Forgot Password?](#)

If you are having issues logging in, please [contact us](#) and provide the email address associated with your username.

3. From the portal Home page, click on Account Relationships.




4. From the next screen, click on the *Add Account Relationship* icon.

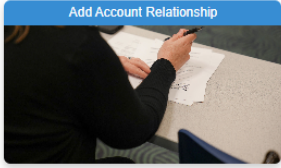
If you are a consultant filling out an application on someone's behalf, please make sure you are registered as them and **signed in as them before continuing!**

If you are not related to an account, use the "Add Account Relationship" button below if you are registered to do so. This will allow you to apply on behalf of a Business, Government Entity, Non-Profit Entity, Tribal Entity, once approved.

View Account Relationship



Add Account Relationship



5. Click on the Create Account Relationship Request icon.

To start the request to apply on behalf of a Business, Government Entity, Non-Profit Entity, Tribal Entity, click button below.

If you've already started a request or want to know the status of previous request, return to the previous screen, and click continue.

Create Account Relationship

6. From the following screen, you will begin the search process to see if the business you wish to link your account to is already in the system. Complete the required fields and click the *Next* button.
- a. Enter the account name (this should be the legal name of the business)
  - b. Choose *Business* as the Account Type
  - c. Select the Commerce Program that the business may be associated with.

This should be the legal name of the Business or Foundation.

If city or county, please use format like below.  
Ex: Topeka, City of  
Ex: Shawnee County

Please make sure your contact information is updated [here](#).

<p>* Account Name ⓘ</p> <input type="text" value="KOBD Demo 4"/>	<p>* Account Type</p> <input type="text" value="Business"/>
<p>* Commerce Program ⓘ</p> <input type="text" value="Broadband Accelerator Grant (BAG)"/>	

[Next](#)

7. In order to continue the next step in the search process, select Continue Account Relationship Request on this screen.

To continue the request to apply on behalf of a Business, Government Entity, Non-Profit Entity, Tribal Entity, click button below. If you've already started a request or want to know the status of previous request, return to the previous screen, and click continue.

Note: If your request is approved, you will receive a confirmation email and be able to apply on behalf of the account.

**Continue Account Request and Submit**

8. In the pop-up window, you will see the information entered on the initial search screen has auto populated. Complete the remaining required fields and click on the *Search for Account* button.

**This should be the legal name of the Business, Government Entity, Non-Profit Entity, Tribal Entity.**

**If city or county, please use format like below.**  
**Ex: Topeka, City of**  
**Ex: Shawnee County**

**Please make sure your contact information is updated [here](#).**

See program guidelines on eligible account types. If you are in doubt, please email the program contact or [kdc\\_salesforce.admin@ks.gov](mailto:kdc_salesforce.admin@ks.gov) and include the name of the program you are wanting to apply to.

*Account Name ⓘ KOB Demo	*Account Type Business ▼
*Your Main Role with Account? Business User ▼	*Commerce Program ⓘ Broadband Accelerator Grant (BAG) ▼
Start Date with Account? ⓘ <input type="text"/>	

If you search and don't find account with above information. Fill in [below details](#) and we will see if this Account above is in the system.

Search with FEIN ⓘ <input type="text"/>	Search with UEI ⓘ <input type="text"/>
--	---

**Search for Account**

**TIP:** Entering the FEIN or UEI number is not required, however, including one or the other of will help in the search process and guard against creation of potential duplicate accounts for the same business.

9. On this screen, select the business from the drop-down list and then click the *Continue* button.

Please select an account based on the information you provided.

Note: You can return to previous screen and adjust information if you have more than one location. If you have adjusted your account information but don't see your account to select, you can continue without selection to create a new account.

Select Account

--None--

Previous Continue

10. Review the name and address of the business selected and if accurate, select Yes from the drop-down list. Click the *Continue* button.

**Found Account, verify if below is the correct information and location for Account?**

Return to the previous screen to select another Account. Otherwise, continue.

Organization/Company Name: KOBD Demo

Type: Business

Physical Address:  
1000 Southwest Jackson Street  
Topeka KS, 66612

\* Is This the Correct Account?

--None--

--None--

Yes

No

Previous Continue

11. You have now completed the search, located an existing business account, and will now finish the process to link your user account to it. On the following screen, you will see that information entered previously has carried auto populated here. You will need to fill out the remainder of the required fields.

- (a) In the first section of this screen, you will need to fill in the *Additional Information* field. Content entered in this field should be such that it will help KOBD staff confirm you are employed by and authorized to use the grant application portal on behalf of the selected business.

**Below is the Information about account this request will be related to.**

**Organization/Company Name:** KOBD Demo

**Type:** Government Entity

**Physical Address:**  
915 Southwest Harrison Street  
Topeka KS, 66612  
Shawnee County

Reminder: Update Your Contact Information, before you submit this section below.

\* Account Name: KOBD Demo

\* Account Type: Government Entity

\* Your Main Role with Account?: Business User

\* Commerce Program: Broadband Accelerator Grant (BAG)

Start Date with Account?: Feb 2, 2026

For additional information below, please provide any information to help verify you with your references e.g. length of time with the company, can you provide supporting documents, who you worked with the most at account, or who you know at Kansas Commerce etc.

\* Additional Information?

- (b) In the second section of the screen, you are required to enter an *email address* and *phone number* for another employee at the business who can serve as a reference should KOBD need to contact them to verify your identity and employment with the business.

**This section below must be someone else that works at the Account to help verify your information. If you are the only employee, then you can put your information.**

∨ Your Account Reference Information

\* Other Contact Reference Email: Not your email, another contact email for reference

Other Contact Reference Phone: Not your phone, another contact phone for reference

- (c) In the third section of this screen, you may, but are not required to, enter an *account email* and *phone number*. If entering, these fields should be populated by a general business email and phone number that the company uses. For instance, this may be the email and phone number published on the company website that can be used by the general public to contact the company.

Additional Account Information below.

Confirm all details are correct before you create account. You will not be able to update the created account again.

<p>FEIN ⓘ</p> <input type="text"/>	<p>UEI ⓘ</p> <input type="text"/>
<p>*Account Email</p> <input type="text" value="Not your email, email for account"/>	<p>*Account Phone</p> <input type="text" value="Not your phone number, phone number for account"/>
<p>Account Fax</p> <input type="text" value="Not your fax number, fax number for account"/>	

- (d) In the final section of this screen, you will enter the business' *billing and shipping addresses* as well as the *Kansas County* where the business is located. When done, click on the *Submit Section* button.

▼ Billing and Shipping Address

Billing Address and Shipping Address are the Same

<p>Address</p> <input type="text" value="Search for Address..."/>	<p>Address</p> <input type="text" value="Search for Address..."/>
<p>Street</p> <input type="text"/>	<p>Street</p> <input type="text"/>
<p>City</p> <input type="text"/>	<p>City</p> <input type="text"/>
<p>State/Province</p> <input type="text"/>	<p>State/Province</p> <input type="text"/>
<p>Postal Code</p> <input type="text"/>	<p>Postal Code</p> <input type="text"/>
<p>Country</p> <input type="text"/>	<p>Country</p> <input type="text"/>

You will receive a confirmation email upon final submission and email if approved, denied, or if we need additional information.

**TIPS:**

If the billing and shipping addresses are the same, please check the box “Billing Address and Shipping Address are the Same” to avoid entering address information twice.

Use the first Address field to search for and select your business address which will then auto populate the street, city, state, zip code and county fields for you.

12. From the pop-up window, verify that all account information is accurate and then click on the Submit Request button.

If below information is correct, please submit request. If not, return to previous section.

After submission, you can return to check submission status.

You will receive an email confirmation of this submission. You will be emailed if more information is needed or approved.

**Organization/Company Name:** KOBD Demo

**Type:** Business

**Physical Address:**  
915 SW Harrison St, Topeka, KS 66612, USA  
Topeka KS, 66612  
Kansas

**Related to Commerce Program:** Broadband Accelerator Grant (BAG)

Requested Account Contact Details - Note: We will use below to help verify you but will also confirm via other methods.

Your Contact Information is below:

**Email:** marie.e.mcneal@ks.gov  
**Phone:**

Your Reference Contact Details are below:

**Email:** joe@invalid.com  
**Phone:** 456-456-1231

[Submit Request](#)

13. Congratulations! You have successfully submitted your request to link your user account to a business account it. You can now click the End button.

**Success, request submitted.**

**Organization/Company Name:** KOBD Demo

**Type:** Business

**Physical Address:**  
915 SW Harrison St, Topeka, KS 66612, USA  
Topeka KS, 66612  
Kansas

[End](#)

Your request to apply on behalf this account has been approved!

Note: You will also receive a confirmation email for your records.

## Section IV: Accessing the Application

11. Access the portal log-in page using this link: [Login \(site.com\)](#)
12. Enter your username and password then click the *Log in* button.

**KANSAS**  
COMMERCE

**Please Note:** If you have registered on behalf of an individual or organization, please login with their unique information before applying.  
If you have any questions, please email [kdc\\_salesforce.admin@ks.gov](mailto:kdc_salesforce.admin@ks.gov).

Note: Our technical service team will never ask for your password.

Username

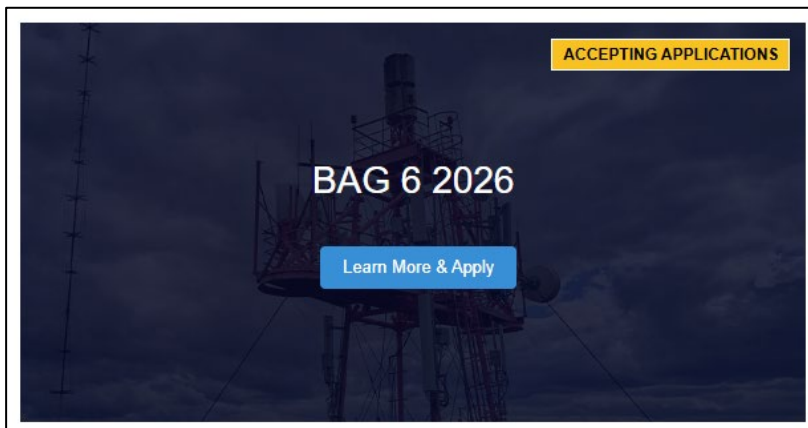
Password

Log in

[Forgot Username?](#)      [Need to Register?](#)  
[Forgot Password?](#)

If you are having issues logging in, please [contact us](#) and provide the email address associated with your username.

13. From the Application Portal Home Page, click on the BAG 6.0 2026 icon.



## Section V: 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 Now* button.

**BAG 6 2026**

**Program Description**  
The Broadband Acceleration Grant Program 6.0 (BAG 6.0) is a critical part of Kansas' plan to address broadband gaps by focusing on expanding broadband infrastructure to bring high-quality internet service to Kansas homes, businesses, and communities. The overall goal of the program is to facilitate broadband access while promoting practices that increase deployment and encourage adoption. BAG 6.0 is focused on accomplishing this goal through three specific project categories:  
1) Last Mile Infrastructure  
2) Line Extensions  
3) Middle Mile Infrastructure

**Program Details**  
Clicking "Apply Now" will create a new application. If you have previously started an application, please click the "My Applications" tab at the top of the page to continue.

**Award Information**  
The maximum individual award is \$2,000,000.00.

**Eligibility Information**  
Applicants must be authorized to provide broadband services in the proposed area. Eligible applicants include:  
Political subdivisions or entities of political subdivisions  
Tribal Governments  
Corporations  
Limited liability companies  
Co-operatives  
Electric Utilities  
Partnerships or other business entities  
Non-profit organizations  
Those authorized to provide broadband services in the proposed service area

**Application and Submission Information**  
Refer to the BAG 6.0 Program Guidelines and Required Templates available on the KOBD website at: [Office of Broadband Development](#)

**Current Program Status:** Accepting Applications  
Apply to BAG  
Total Funding: \$16,300,000.00

**Important Dates**  
02/02/2026 - Accepting Applications  
03/13/2026 - Applications Due

**Program Questions?**  
[KDC\\_Broadband@ks.gov](mailto:KDC_Broadband@ks.gov)

2. In the pop-up window, select the organization you are applying for funding on behalf of and then click the *Next* button.

Before you apply, please make sure your contact information is current by going to "My Profile".

Note: This process will create a new application. If you've started a application, you must go to "My Applications" to continue.

If you do not see the account you need to apply on behalf of, click "Add Account Relationship" link or on home page click tab "Account Relationships" when ready to start or continue a request. Important: You must not complete this process for an account type that is ineligible. See below ineligible account types before you start "Add Account Relationship" process. Once your request is approved, you will receive an email confirmation, and the account will appear in the list below for selection if account is eligible.

Reminder: The following account types below are not eligible to apply for this program.

Individual Person Account

\* Organization Applying for Funding

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. Refer to Section I of this guide to complete that process.

3. In the next pop-up window, verify the information is correct for the organization account that was selected in the previous window.
  - a. If correct, select Yes in the drop-down box and then click the *Next* button.
  - b. If incorrect, select No in the drop-down box and then click the *Next* button. You will be directed to the previous screen to select an organization again.

Below are the details of the account you selected to apply on behalf of.

KOBD Demo  
 Billing Address  
 915 Southwest Harrison Street, Topeka, KS 66612, US

Shipping Address  
 915 Southwest Harrison Street, Topeka, KS 66612, US

If you did not see the account on the previous screen or the details above don't match the account, you need to apply on behalf of. Click "[Add Account Relationship](#)" link or return to the home page click tab "Account Relationships" when ready to start or continue a request. Upon approval, you will receive an email confirmation and upon returning to our portal see that account to select.

Note: The program requirements will tell you what account types are eligible to apply or ineligible.

Important: Once this account is confirmed, you will not be able to change it. If you select "No", you will be redirected back to the previous screen to select again.

\* Correct Account to Apply on Behalf of?

--None--

Previous
Next

4. 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. Program Name
    - ii. System generated application number (IA-XXXXXXXXXX)
    - iii. Applied Date
    - iv. Application Number
    - v. Application Status
    - vi. Requested Amount (will be blank until you have input this information in the application)
    - vii. Applying Organization

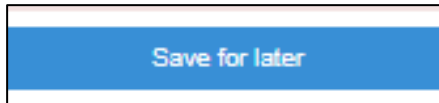
Program: BAG 6 2026				
<b>IA-000001744</b>				
Applied Date	Application Number 1744	Application Status Draft	Requested Amount	Applying Organization KOBD Demo


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

To begin, click the *Start* button to the right of the BAG application row.



5. The application is created, and files are uploaded on one continuous screen. If you begin working on an application but are unable to finish it at one time, please scroll to the bottom of the screen and click the *Save for Later* button.



 **Key to Success**

To prevent potential data loss, click the *Save for Later* button periodically while working in the application. This ensures your progress is preserved in the event of an unexpected or accidental application closure.

You will now begin completing the application.

**Throughout the remainder of the guide, the application questions are listed in bold and underlined.**

## Applicant Information

**Account Name Display:** This field auto-populates based on the account that was previously selected.

**Account Address:** This is the street address of the applicant organization.

**Account City:** This is the city where the applicant organization is located.

**Account State:** This field will auto-populate based on the account that was previously selected.

**Account Zip Code:** This is the zip code where the applicant organization is located.

**Account County:** This is the county where the application organization is located.

### Key to Success

The City, Zip Code and County fields are designated as “type ahead” fields. As you begin to enter information, a drop-down will automatically display suggestions that correspond to your input. This list will dynamically refine itself based on the number of characters you enter, allowing for a more efficient selection process.

**You must select the appropriate response from the drop-down list; failure to do so will result in an error when attempting to save or submit the application.**

## Your Contact Information

The first name, last name, phone number and email address fields auto-populate from the user's account information. There is a link included in this section so the user may update the information if necessary.

**Is the Applicant Author the Same as the Primary Project Contact:** Select Yes or No.

If Yes is selected, user will proceed with the technical contact information questions.

If No is selected, the following fields will appear for input:

**Primary Project First Name:** This is the first name of the primary project contact person

**Primary Project Last Name:** This is the last name of the primary project contact person.

**Primary Project Phone:** This is the phone number for the primary project contact person.

**Primary Project Email:** This is the email address for the primary project contact person.

**Technical Project Contact Name:** This is the first and last name of the technical project contact person.

**Technical Project Contact Phone:** This is the phone number for the technical project contact person.

**Technical Project Contact Email:** This is the email address for the technical project contact person

**Provide Unique Entity ID (UEI) Number if you have an active SAM.gov registration:** This is a 12-character alpha-numeric ID assigned to an entity by SAM.gov. If you do not have a UEI number, you must obtain one by registering on the Sam.gov website.

## Capacity Assessment

**Has the applicant organization been established more than three years?** Select Yes or No.

**Has the applicant managed state or federal grant funds in the last four years?** Select Yes or No.

If Yes is selected, the following question will appear, and users will select Yes or No in response.

**Have any of the funds been revoked, rescinded, or withheld due to grantee performance?**

**Has the applicant had any financial audit findings within the past 5 years?** Select Yes or No.

If Yes is selected, the following question will appear, and users should enter a narrative explanation of the audit findings.

**Explain any financial audit findings within the past 5 years? (3,000-Character Limit)**

**Does the applicant have written policies and procedures in place for the management and administration of grant funds?** Select Yes or No.

**Does the applicant have an experienced staff member or consultant to properly manage, comply with all requirements, and administer this grant?** Select Yes or No.

## Project Information

**PROJECT NAME (Program + Organization + Geographic Identifier):** This is a project name created by the applicant.

**Select the category that best describes your proposed project:** Select one of the following options from the drop-down list:

*Last Mile Only (can include Middle Mile component if necessary)*

*Line Extension Only project*

*Combination of Last Mile and Line Extension project*

*Middle Mile only project*

See the BAG 6 Program Guidelines for the specific details of each project category.

**Applicants will complete the remaining questions based upon the category selected in the “Select the category that best describes your proposed project” question.**

- 1. Applicants selecting *Last Mile, Line Extension or Combination of Last Mile & Line Extension*, see below for continuing instructions.**
- 2. Applicants selecting the *Middle Mile* only project category, proceed to [Page 31](#) for further instructions.**

**Project Category:** Last Mile, Line Extension or Combination of Last Mile & Line Extension

**Is applicant proposing to re-invest in areas previously awarded CAF II or RDOF funds?** Select Yes or No. If Yes is selected, the following question will appear and users will indicate, by selecting Yes or No, if they were the subrecipient of the awarded funds.

**Is applicant the subrecipient of the awarded CAF II or RDOF funds?** Select Yes or No.

If Yes is selected, the applicant must complete and upload the *CAF II or RDOF Funded Area Details* template and a map of the awarded service area in .kmz format. See File Uploads for Additional information on these documents.

**Requested Grant Amount:** This is the amount of grant funding applicant is requesting.

**Match Amount:** This is the amount of funding the applicant is contributing to the project.

**Match Type:** Select Cash or In-Kind

**Co-Investment Amount:** This is the amount of funding the applicant has secured from outside sources.

**Co-Investment Source:** This is the name of the entity providing the co-investment funding.

**Total Project Amount:** This is a calculated field that sums the Requested Grant Amount, Match Amount and Co-Investment Amount fields.

**Total Match Percentage:** This is a calculated field that determines the match percentage by adding the Match Amount and Co-Investment Amount then dividing that total by the Total Project Amount.

**Is the proposed project targeted to reach an economically distressed county?** Select Yes or No. If Yes is selected, the following question will appear, and users must select all economically distressed counties in the proposed project service area.

**Please select all the Economically Distressed Counties that your proposed project targets to reach.**

**Please list the county(ies) within the proposed service area:** This is a narrative field where the names of all counties in the proposed service area are entered. Maximum limit of 255 characters.

**Which county includes the majority of locations to be served?** If the project is serving multiple counties, enter the name of the county that includes the majority of locations. If only one county is being served, enter the name of that county. Maximum limit of 255 characters.

**Please list the city(ies) within the proposed service area:** If the project is serving multiple cities, enter the name of each city. If only one city is being served, enter the name of that city. Maximum limit of 255 characters.

**Proposed Infrastructure Type:** Select one of the following options from the drop-down list:

- Fiber*
- Hybrid Fiber Coax*
- Hybrid Fiber/Fixed Wireless*
- Fixed Wireless*
- Mobile Wireless*
- Other*

**Maximum Proposed Download Speed (Mbps):** This is a narrative field with a maximum limit of 255 characters.

**Maximum Proposed Upload Speed (Mbps):** This is a narrative field with a maximum limit of 255 characters.

**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?** Select Yes or No.

**Number of Households Proposed to be Served:** The total number of locations listed here must match the number of location IDs for residences included in the BAG 6 Proposed Location List. If none, enter 0.

**Number of Businesses Proposed to be Served:** The total number of locations listed here must match the number of location IDs for businesses included in the BAG 6 Proposed Location List. If none, enter 0.

**Number of Education Institutions Proposed to be Served:** This is the total number of locations identified as Educational Institutions the project is proposing to serve. If none, enter 0.

**Number of Healthcare Organizations Proposed to be Served:** This is the total number of location identified as Healthcare Organizations the project is proposing to serve. If none, enter 0.

**Number of Libraries Proposed to be Served:** This is the total number of locations identified as Libraries that the project is proposing to serve. If none, enter 0.

**Number of Municipal Organizations Proposed to be Served (example: city, county, economic development, public safety, etc.):** This is the total number of locations identified as municipal organizations that the project is proposing to serve. If none, enter 0.

**Total Number of CAIs to be served:** This is a calculated field that sums the number of Educational Institutions, Healthcare Organizations, Libraries and Municipal Organizations fields.

**Does the organization proposing this project currently participate in federal subsidy programs to optimize digital opportunities, including partnering with school districts and colleges to raise awareness of subsidy programs (i.e., Lifeline, Emergency Connectivity Fund, etc.):** Select Yes or No. If Yes is selected the applicant must upload documentation in the File Upload section that verifies participation in the program.

#### *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:** This is a narrative field with a maximum limit of 1000 characters.

**Outline any limitations on data usage (e.g. data caps, reduced speeds, etc.):** This is a narrative field with a maximum limit of 1000 characters. If no data limitations will be imposed, state None.

**Detail one-time fees for subscribers (including installation costs, equipment, etc.):** This is a narrative field with a maximum limit of 1000 characters. If no fees will be charged, state None.

**What low-income subscriber assistance is available:** This is a narrative explanation of any assistance the applicant intends to make available to low-income subscribers. At a minimum the narrative should include eligibility requirements and service rates. If applicants provide service such as free public wi-fi in libraries, parks, etc., please include that information as well. There is a maximum limit of 1000 characters.

#### *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:** This is a narrative explanation of community partners involved in the project, including any community anchor institutions, businesses, non-profits or other community stakeholders that will assist in planning, promoting or adoption efforts by the applicant. There is a maximum limit of 3000 characters.

### 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:**

This is a narrative field with a maximum limit of 3000 characters. Narrative should include the following:

- *A description of how this project addresses the critical needs of the community(ies) proposed to be served.*
  - *A description of the proposed service.*
  - *If the area is economically distressed or if a specific compelling need exists.*
  - *A description of how this project will address the lack of access to a reliable high-speed broadband connection and/or affordable reliable broadband.*
- If the proposed project includes a Middle Mile segment necessary to provide last mile connectivity, the narrative should also include the following:
- *A description relative to the expected improvement of middle mile cost structure, infrastructure resiliency and broadband quality for Kansans.*

### 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:**

This is a narrative explanation that should, if applicable, include the following elements:

- *A description of any activities planned to increase adoption awareness.*
- *A description of any resources the applicant will be contributing to the adoption effort (i.e. digital literacy training, marketing campaigns, surveys, low-cost service options, etc.)*
- *A description of the affordability of the products and services within the proposed service area and how this will address current barriers to broadband access in their project proposal.*

### Technical Project Summary

**Does the proposed service area include non-contiguous areas more than 10 miles apart?** Select Yes or No. If Yes is selected, the following question will appear that requires a narrative explanation of how the economic and community impact is the same for both proposed areas.

**Provide an explanation of how the economic and community impact is the same for the proposed areas.** This is a narrative field with a maximum limit of 4000 characters.

**Provide 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.** This is a narrative field with a maximum limit of 4000 characters.

**Explain why this area was chosen for the project and is unlikely to be served without grant funding:** This is a narrative field with a maximum limit of 4000 characters.

**Include an explanation of terrain, population density or other factors contributing to the overall cost of the project.** This is a narrative field with a maximum limit of 4000 characters.

**Provide the service level options, including speed and latency the project is intended to provide:** This is a narrative explanation of all service level options that will be offered to both residential and commercial customers upon completion of the project. There is a maximum limit of 2000 characters.

**If 100/20 Mbps is the maximum speed supported, please provide justification why 100/100 Mbps is not possible (required).** This is a narrative explanation of why the applicant is unable to provide a maximum speed greater than 100/20 Mbps. If a higher speed will be offered by the applicant, please enter N/A. There is a maximum limit of 2000 characters.

**Please provide the density per square mile of the proposed service area:** Select one of the following options from the drop-down list:

- 1-100
- 101-1000
- 1001-5000
- 5001 +

#### *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:** This is a narrative field with a maximum limit of 3000 characters.

#### *Infrastructure*

**Technical Infrastructure Proposed:** Select one of the following options from the drop-down list:

- Fiber
- Fixed Wireless
- Hybrid Fiber Coax
- Hybrid Fiber/Fixed Wireless
- Mobile Wireless
- Other

**The next set of questions to be completed will vary based upon the type of technical infrastructure applicant selected in the "Technical Infrastructure Proposed" question.**

Fiber: Proposed Infrastructure Type

**Provide a detailed description of the proposed fiber project:** This is a narrative field with a maximum of 5000 characters.

Fixed Wireless: Proposed Infrastructure Type

**Please select the type of RF Spectrum:** Select one of the following from the drop-down list:

*Licensed*

*Licensed by Rule*

*Unlicensed*

*Combination of two or more (Licensed, Licensed by Rule, Unlicensed)*

**Provide a detailed description of the proposed fixed wireless solution. Please include information on the backhaul for the project and whether it is existing infrastructure or included in this project:** This is a narrative field with a maximum of 5000 characters.

**Please define the clutter terrain resolution utilized in the RF Predictions:** Select one of the following options from the drop-down list:

*3m*

*10m*

*1m*

*3D*

*Other*

**Please provide projected capacity per base station expectation:** This is a narrative field with a maximum of 255 characters.

**Please provide projected/designed subscription throughputs:** This is a narrative field with a maximum of 255 characters.

**Please provide the oversubscription ratios:** This is a narrative field with a maximum of 255 characters.

**Describe the MIMO allocation:** Select one of the following from the drop-down list:

*2x2*

*2x4*

*4x4*

*Other*

Hybrid Fiber Coax: Proposed Infrastructure Type

**Provide a detailed description of the proposed hybrid fiber coax solution. Please include information on the backhaul for the project and whether it is existing infrastructure or is included in this project. Applicants must also include the proposed number of fiber miles by type (buried, aerial, both):** This is a narrative field with a maximum of 5000 characters.

## Hybrid Fiber/Fixed Wireless: Proposed Infrastructure Type

**Please select the type of RF Spectrum:** Select one of the following from the drop-down list:

*Licensed*

*Licensed by Rule*

*Unlicensed*

*Combination of two or more (Licensed, Licensed by Rule, Unlicensed)*

**Provide a detailed description of the proposed hybrid fiber fixed wireless solution. Please include information on the backhaul for the project and whether it is existing infrastructure or is included in this project. Applicants must also include the proposed number of fiber miles by type (buried, aerial, both):** This is a narrative field with a maximum limit of 5000 characters.

**Please define the clutter terrain resolution utilized in the RF Predictions:** Select one of the following options from the drop-down list:

*3m*

*10m*

*1m*

*3D*

*Other*

**Please provide projected capacity per base station expectation:** This is a narrative field with a maximum of 255 characters.

**Please provide projected/designed subscription throughputs:** This is a narrative field with a maximum of 255 characters.

**Please provide the oversubscription ratios:** This is a narrative field with a maximum of 255 characters.

**Describe the MIMO allocation:** Select one of the following from the drop-down list:

*2x2*

*2x4*

*4x4*

*Other*

## Mobile Wireless: Proposed Infrastructure Type

**Provide a detailed description of the proposed mobile wireless solution. Please include information on the backhaul for the project and whether it exists infrastructure or is included in this project:** This is a narrative field with a maximum limit of 5000 characters.

**Please provide a description of the engineered hand-off levels in RSRP:** This is a narrative field with a maximum of 255 characters.

**Please describe the channel size (5-80):** This is a narrative field with a maximum of 255 characters.

**Please provide the projected capacity per base station expectations:** This is a narrative field with a maximum of 255 characters.

**Please provide the oversubscription ratios:** This is a narrative field with a maximum of 255 characters.

**Describe the MIMO allocation:** Select one of the following from the drop-down list:

2x2

2x4

4x4

Other

Other

**Provide a detailed description of the proposed technology solution or hybrid solutions to be used in the proposed project:** This is a narrative field with a maximum of 5000 characters.

**Provide a detailed description of any backhaul requirements that are needed to support the selected technology solution:** This is a narrative field with a maximum of 5000 characters.

**Provide the maximum speed supported within the architecture and any speed ranges that will be available to the end user:** This is a narrative field with a maximum of 5000 characters.

**Provide a detailed description of maximum subscribers that can be supported by the proposed architecture and any subscriber count limitations, if any:** This is a narrative field with a maximum of 5000 characters.

**Describe the technology solution's capability to deliver a ubiquitous service speed to all locations within the proposed project service area:** This is a narrative field with a maximum of 5000 characters.

*Financials*

**Are you the existing service provider for this area?** Select Yes or No.

**Provide a narrative explanation of costs that corresponds with the project budget spreadsheet, explains the necessity and basis for costs and reflects only allowable costs consistent with the project scope:** This is a narrative field with a maximum of 5000 characters.

Project Category: Middle Mile Only

**Requested Grant Amount:** This is the amount of grant funding applicant is requesting.

**Match Amount:** This is the amount of funding the applicant is contributing to the project.

**Match Type:** Select Cash or In-Kind

**Co-Investment Amount:** This is the amount of funding the applicant has secured from outside sources.

**Co-Investment Source:** This is the name of the entity providing the co-investment funding.

**Total Project Amount:** This is a calculated field that sums the Requested Grant Amount, Match Amount and Co-Investment Amount fields.

**Total Match Percentage:** This is a calculated field that determines the match percentage by adding the Match Amount and Co-Investment Amount then dividing that total by the Total Project Amount.

**Is the proposed project targeted to reach an economically distressed county?** Select Yes or No.  
If users select Yes, the following question will appear, and users must select all economically distressed counties in the proposed project service area.

**Please select all the Economically Distressed Counties that your proposed project targets to reach.**

**Please list the county(ies) within the proposed service area:** This is a narrative field with a maximum limit of 255 characters.

**Which county is expected to receive the greatest impact from this project:** This is a narrative field with a maximum limit of 255 characters.

**Will the proposed Middle Mile infrastructure reside wholly in the State of Kansas:** Select Yes or No.

**Please list the city(ies)/towns where the infrastructure will be located:** This is a narrative field with a maximum limit of 255 characters.

**Please list the city(ies)/towns that would benefit from this project:** This is a narrative field with a maximum limit of 255 characters.

**Is the proposed project targeted to expand middle mile infrastructure:** Select Yes or No.

**Is the proposed project targeted to reduce middle mile transport cost:** Select Yes or No.

**Please describe your organization's ability to carry out the proposed project in a competent manner, including a plan to attract, train or retain an appropriately skilled and credentialed workforce:** This is a narrative field with a maximum limit of 3000 characters.

**Please provide a narrative that describes the financial, managerial, technical and operational capability to carry out the proposed project and operate the resulting middle mile broadband network:** This is a narrative field with a maximum limit of 3000 characters.

**Is this project dependent on a Broadband Infrastructure application that is being submitted through BAG 6:** Select Yes or No to indicate if the Middle Mile project is dependent upon the awarding of a BAG 6 application for a Last Mile infrastructure or Combination of a Last Mile & Line Extension project.

**Proposed Infrastructure Type:** Select one of the following options from the drop-down list:

- Fiber*
- Hybrid Fiber Coax*
- Hybrid Fiber/Fixed Wireless*
- Other*

**Maximum Proposed Transport Download/Upload Speed:** This is a narrative field with a maximum limit of 255 characters.

#### *Internet Access & Affordability*

**Detail one-time fees for providers (including installation costs, set-up fees, etc.):** This is a narrative field with a maximum limit of 1000 characters.

#### *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:** This is a narrative explanation of community partners involved in the project, including any community anchor institutions, businesses, non-profits or other community stakeholders that will assist in planning, promoting or adoption efforts by the applicant. There is a maximum limit of 3000 characters.

#### *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:** This is a narrative field with a maximum limit of 3000 characters. Narrative should include the following:

- *A description of how this project addresses the critical needs of the community(ies) proposed to be served.*
  - *A description of the proposed service.*
  - *If the area is economically distressed or if a specific compelling need exists.*
  - *A description of how this project will address the lack of access to a reliable high-speed broadband connection and/or affordable reliable broadband.*
- *A description relative to the expected improvement of middle mile cost structure, infrastructure resiliency and broadband quality for Kansans.*

### *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:** This is a narrative field with a maximum limit of 3000 characters. The narrative should, if applicable, include the following elements:

- *A description of any activities planned to increase adoption awareness.*
- *A description of any resources the applicant will be contributing to the adoption effort (i.e. digital literacy training, marketing campaigns, surveys, low-cost service options, etc.)*
- *A description of the affordability of the products and services within the proposed service area and how this will address current barriers to broadband access in their project proposal.*

### *Technical Project Summary*

**Provide a description of the proposed service area and why the specific set of capabilities is included in the project, including improved reliability or redundancy that will be enabled:** This is a narrative field with a maximum of 4000 characters.

**Provide 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:** This is a narrative field with a maximum of 4000 characters.

**Provide a description of the proposed middle mile transport technologies being implemented within the project:** This is a narrative field with a maximum limit of 4000 characters.

**Explain why this area was chosen for the project and is unlikely to be served without grant funding:** This is a narrative field with a maximum limit of 4000 characters.

**Include an explanation of terrain, population density or other factors contributing to the overall cost of the project:** This is a narrative field with a maximum limit of 4000 characters

**Provide the service level options, including speed and latency the project is intended to provide:** This is a narrative field with a maximum limit of 2000 characters. This narrative should include an overview of the solutions to be offered to anticipated middle mile customers.

**Provide the number of fiber strands within the fiber cable:** This is a number field.

**Please provide the number of fiber strands enabled end-to-end:** This is a number field.

**Please describe the initial middle mile capacity to be enabled:** This is a narrative field with a maximum limit of 5000 characters.

**Please provide the number of internet backbone providers targeted for interconnection:** This is a number field.

**Please provide the miles of fiber cable to be placed in service:** This is a number field.

### 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:** This is a narrative field with a maximum limit of 3000 characters.

**Please provide the estimated cost reduction for proposed middle mile transport services versus existing middle mile carrier pricing:** This is a narrative field with a maximum of 5000 characters.

### Financials

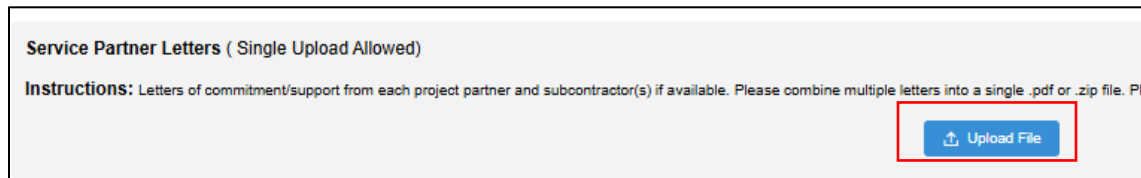
**Provide a narrative explanation of costs that corresponds with the project budget spreadsheet, explains the necessity and basis for costs and reflects only allowable costs consistent with the project scope:** This is a narrative field with a maximum of 5000 characters.

## File Uploads

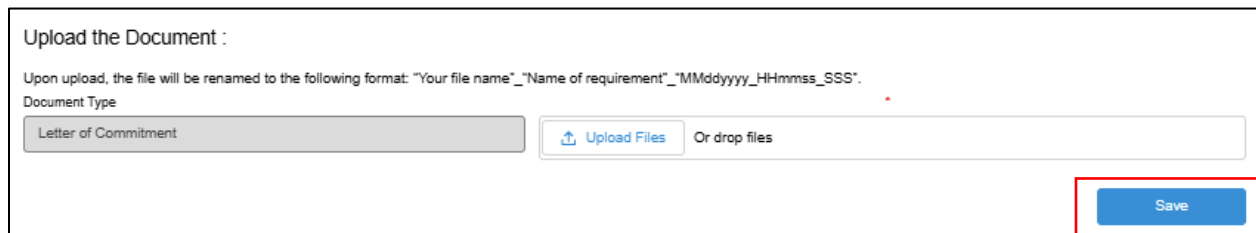
1. Please review the instructions for each file upload to ensure you utilize the proper naming convention, file format, etc.

NOTE: All file uploads will automatically be renamed to the following format: User's File Name\_Name of File Requirement\_mmddyyy\_hhmmss\_SSS.

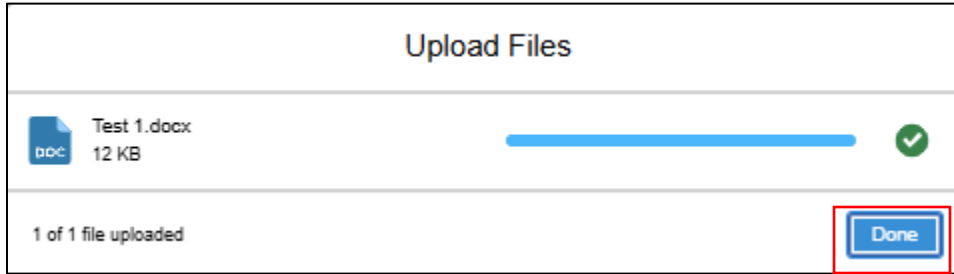
2. To upload a file, click the *Upload File* button.



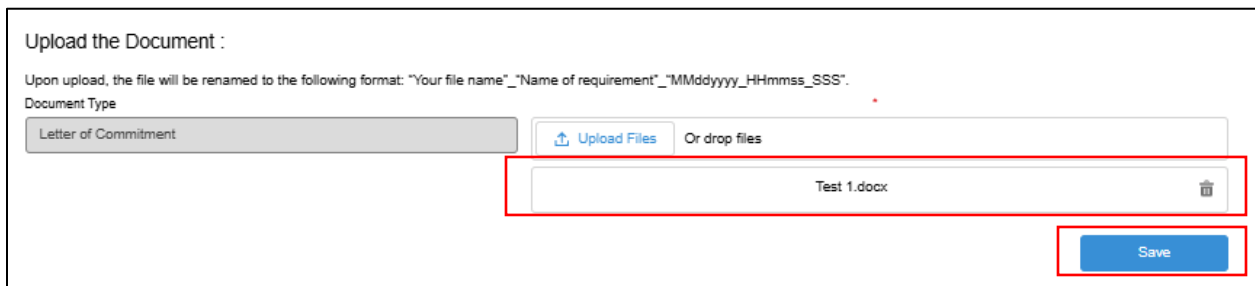
3. In the pop-up window, you either select to upload the file from your computer or drag and drop the file. Once you are done, click the Save button.



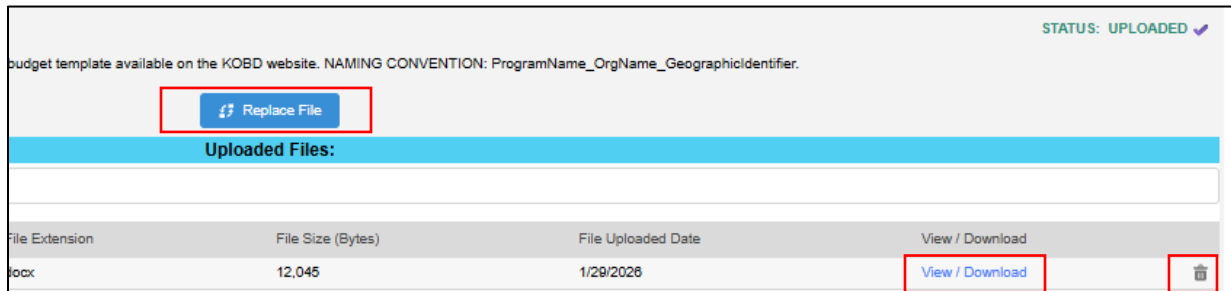
4. When the file has been uploaded, click the *Done* button.



5. In the next pop-up window, you will see that the file has been uploaded.
- If an incorrect file was uploaded, click the trash can icon to delete it. You will then be returned to Step 3 and need to upload the correct file.
  - If the correct file was uploaded, click the *Save* button.



6. After uploading a file, you will see the button for that file has changed from *Upload File* to *Replace File*. Additionally, you will see options to *View/Download* the file or *Delete* (trash can icon) it.



7. Repeat the upload process for all required and supplemental documents being submitted with the application.

## Required and Supplemental Documents

A list of the required and supplemental documents begins on the following page.

Required Documents – All Applicants

Document Name	Description
Budget	<ul style="list-style-type: none"> <li>• This file is a completed Project Budget and Bill of Materials that incorporates the matching funds and co-investment requirements.</li> <li>• <b>The <i>Budget</i> templates available on the KOBD website must be used for this file upload.</b></li> <li>• <b>Applicants should utilize the template associated with the type of infrastructure being proposed for the project (e.g., fiber, fixed wireless, etc.).</b></li> <li>• NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier.</li> </ul>
Network Diagram	<ul style="list-style-type: none"> <li>• This file is the applicant’s network architecture plan. It may also include engineering sign off, or additional supporting documents.</li> <li>• If multiple files, consolidate them into a single PDF or Zip file.</li> <li>• NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier.</li> </ul>
Project Plan & Milestones	<ul style="list-style-type: none"> <li>• This file is a Project Plan that includes details relevant to each stage of the project and milestones for each phase of the project, cover the entire project period and align to the proposed project budget.</li> <li>• <b>The <i>Project Plan &amp; Milestones</i> template available on the KOBD website must be used for this file upload.</b></li> <li>• <b>Applicants should utilize the template associated with type of project being proposed (e.g. Last Mile [which applies to Last Mile and/or Line Extensions projects] or Middle Mile).</b></li> <li>• NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier.</li> </ul>
Investment and Scalability	<ul style="list-style-type: none"> <li>• This is a file that contains evidence to demonstrate scalability and capabilities of the proposed project’s technology. Include current technology levels, ability to upgrade and latency levels.</li> <li>• If there are multiple files, consolidate them into a single PDF or ZIP.</li> <li>• NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier</li> </ul>
Match Verification	<ul style="list-style-type: none"> <li>• This file is a letter from your financial institution that verifies the grant match requirement that can be met.</li> <li>• NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier.</li> </ul>
Financial Statements	<ul style="list-style-type: none"> <li>• This is a file including financial statements for the applicant organization and should cover the two years prior to the date of the application.</li> <li>• NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier.</li> </ul>
Co-Investment Letter(s)	<ul style="list-style-type: none"> <li>• This file is a Letter of Commitment from the project co-investor(s).</li> <li>• The letter should be on letterhead of the co-investor, include a commitment to provide the identified amount of co-investment and be signed by a party with authority to make such commitment/co-investment.</li> <li>• If multiple files, please consolidate them into a single PDF or ZIP.</li> <li>• NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier.</li> </ul>

Public Service Area Map	<ul style="list-style-type: none"> <li>• <b>This file should not contain proprietary content as it will be posted to the KOBD website during the public comment phase.</b></li> <li>• This file is required to be in <b>.kmz</b> format and should include the following elements: <ul style="list-style-type: none"> <li>✓ A polygon of the proposed service area with opacity of the shaded area at 50%</li> <li>✓ Cable routes and proposed service locations (use yellow for new cable and red for existing cable routes)</li> <li>✓ A legend defining all unique data points on the map.</li> <li>✓ Label as Public Map.</li> </ul> </li> <li>• Please see the following details regarding the public facing map elements to include based on the infrastructure proposed for the project: <ul style="list-style-type: none"> <li>✓ <b>FIBER:</b> Map that only depicts the proposed hardline routing (fiber) to be funded by the grant.</li> <li>✓ <b>HYBRID FIBER COAX:</b> Map that only depicts the proposed hardline routing (hybrid fiber coax) to be funded by the grant.</li> <li>✓ <b>HYBRID FIBER/FW:</b> Provide a public facing map that depicts the proposed hardline routing (fiber) to be funded by the grant and 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.</li> <li>✓ <b>FIXED WIRELESS:</b> 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 (Last Mile project only).</li> <li>✓ <b>MOBILE WIRELESS:</b> Provide an RF prediction map depicting the location of the transmitter and its footprint. The map should only indicate coverage areas where -102dBm or better is met (Last Mile project only).</li> </ul> </li> <li>• NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier</li> </ul>
Public Project Proposal	<ul style="list-style-type: none"> <li>• <b>This file should not contain proprietary content as it will be posted to the KOBD website during the public comment phase.</b></li> <li>• <b>The <i>Public Project Proposal</i> template available on the KOBD website must be used for this file upload.</b></li> <li>• NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier</li> </ul>
Private Service Area Map	<ul style="list-style-type: none"> <li>• This file is required to be in <b>.kmz</b> format and should include the following elements: <ul style="list-style-type: none"> <li>✓ A polygon of the proposed service area with opacity of the shaded area at 50%</li> <li>✓ Cable routes and proposed service locations (use yellow for new cable and red for existing cable routes)</li> <li>✓ A legend defining all unique data points on the map.</li> <li>✓ Label as Private Map.</li> </ul> </li> <li>• Please see the following details regarding the private map elements to include based on the infrastructure proposed for the project: <ul style="list-style-type: none"> <li>✓ <b>FIBER MAP:</b> <ul style="list-style-type: none"> <li>- Routes of all new plant to be funded by the grant.</li> <li>- Existing plant (coax or fiber) feeding the proposed build-out.</li> <li>- Delineate routing between types: coax and fiber.</li> <li>- Delineation between which segments are new or existing.</li> <li>- End point connections.</li> </ul> </li> <li>✓ <b>HYBRID FIBER COAX MAP:</b> <ul style="list-style-type: none"> <li>- Locations proposed to be served.</li> <li>- Routes of all new plant to be funded by the grant.</li> <li>- Existing plant (coax or fiber) feeding the proposed build-out.</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Delineate routing between types: coax and fiber.</li> <li>- Delineation between which segments are new or existing.</li> <li>- End point connections.</li> <li>✓ <b>HYBRID FIBER/FW MAP:</b></li> <li>- Include all elements identified under the FIBER MAP and the FIXED WIRELESS MAP instructions in this section.</li> <li>✓ <b>FIXED WIRELESS MAP:</b> <ol style="list-style-type: none"> <li>1. <u>Service Area Map:</u> Polygon of the proposed service area where -78dBm or better is met including: <ul style="list-style-type: none"> <li>○ Points inside the polygon of all CPE locations for fixed wireless connectivity.</li> <li>○ Points for the locations of base station equipment.</li> </ul> </li> <li>2. <u>RF Prediction Map:</u> Map depicting the location of the transmitter, its footprint and a map legend. Use an RSSI scale of -70dBm, -80dBm, -90dBm and include the following: <ul style="list-style-type: none"> <li>○ Base Stations</li> <li>○ Where CBEs are located in RF coverage</li> <li>○ Basic antenna orientation</li> </ul> </li> <li>3. <u>Backhaul Map:</u> <ul style="list-style-type: none"> <li>○ Point-to-Point (PTP) Backhaul: In Google Earth, draw in the points of each PTP link for review.</li> <li>○ Fiber Backhaul map should include: <ul style="list-style-type: none"> <li>▪ Routes of all new plant to be funded by the grant</li> <li>▪ Point Connections</li> <li>▪ Delineate routing between types if needed: coax and fiber.</li> </ul> </li> </ul> </li> </ol> </li> <li>✓ <b>MOBILE WIRELESS MAP:</b> <ol style="list-style-type: none"> <li>1. <u>Service Area Map:</u> Polygon of the proposed service area where -102dBm or better is met including: <ul style="list-style-type: none"> <li>○ Points inside the polygon of all CPE locations for fixed wireless household connectivity.</li> <li>○ Points for the locations of base station equipment.</li> </ul> </li> <li>2. <u>RF Prediction Map:</u> Map depicting the location of the transmitter, its footprint and a map legend. Use an RSSI scale of -92dBm, -102dBm, -106dBm and include the following: <ul style="list-style-type: none"> <li>○ Base Stations</li> <li>○ Where CBEs are located in RF coverage</li> <li>○ Basic antenna orientation</li> </ul> </li> <li>3. <u>Backhaul Map:</u> <ul style="list-style-type: none"> <li>○ If the Point-to-Point (PTP) Backhaul is in .kmz format, then in Google Earth, draw in the points of each PTP link for review.</li> </ul> </li> </ol> </li> <li>• NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier</li> </ul>
Applicant's Current W-9	<ul style="list-style-type: none"> <li>• <b>A blank version of the W9 form is available on the KOBD website with the application templates.</b></li> <li>• Complete, sign and upload this form as a PDF file.</li> </ul>
Sexual Harassment Form	<ul style="list-style-type: none"> <li>• <b>This form is available on the KOBD website with the application templates.</b></li> <li>• Sign and upload this form as a PDF file.</li> </ul>

Covered Technologies Form	<ul style="list-style-type: none"> <li>• <b>This form is available on the KOBD website with the application templates.</b></li> <li>• Sign and upload this form as a PDF file.</li> </ul>
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Additional Required Documents – Last Mile and/or Line Extension Applicants

Proposed Location List	<ul style="list-style-type: none"> <li>• This file is a list of locations in the proposed service area.</li> <li>• <b>The BAG 6 Proposed Location List template available on the KOBD website must be used for this file upload.</b></li> <li>• NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier.</li> </ul>
Federal Subsidy Program	<ul style="list-style-type: none"> <li>• This file is supporting documentation that shows the applicant is participating in subsidy program(s).</li> <li>• NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier</li> </ul>
Equipment Spreadsheet	<ul style="list-style-type: none"> <li>• This file is an Equipment Spreadsheet (XLS) for the build. Please see the following details for information to be captured in the spreadsheet based on the infrastructure proposed for the project: <ul style="list-style-type: none"> <li>✓ <b>FIBER:</b> Must include manufacturer and model number for the following at a minimum: <ul style="list-style-type: none"> <li>- Head End</li> <li>- Access gear</li> <li>- Cabinets</li> </ul> </li> <li>✓ <b>HYBRID FIBER COAX:</b> Must include the manufacturer and model number for the following at a minimum: <ul style="list-style-type: none"> <li>- Head end gear</li> <li>- Access gear</li> <li>- Cabinets</li> </ul> </li> <li>✓ <b>HYBRID FIBER/FW:</b> Include all elements identified under the FIBER and the FIXED WIRELESS Equipment Spreadsheet instructions in this section.</li> <li>✓ <b>FIXED WIRELESS:</b> Include the following worksheets: <ol style="list-style-type: none"> <li>1. RF data worksheet to include the following: <ul style="list-style-type: none"> <li>○ Base station equipment <ul style="list-style-type: none"> <li>▪ Manufacturer</li> <li>▪ Model Number</li> <li>▪ EIRP</li> </ul> </li> <li>○ Base Station antenna information <ul style="list-style-type: none"> <li>▪ Manufacturer</li> <li>▪ Model Number</li> <li>▪ Azimuth</li> <li>▪ Down tilt</li> <li>▪ Center Line</li> </ul> </li> </ul> </li> <li>2. Customer Premise Equipment (CPE) worksheet documenting manufacturer and model number to include the following: <ul style="list-style-type: none"> <li>○ The standard CPE configuration to be used in the project</li> <li>○ CPE antenna information including:</li> </ul> </li> </ol> </li> </ul> </li> </ul>

- Center line
  - Gain of antenna
3. Backhaul Equipment worksheet to include equipment appropriate to the backhaul. Applicant must identify the type of backhaul by the worksheet label (Backhaul PTP or Backhaul) and include manufacture and model number for every device:
- Backhaul – Point-to-Point (PTP) equipment worksheet to include every PTP link location:
    - PTP Radio Equipment
    - PTP Antenna information
      - Manufacturer
      - Model Number
      - Azimuth
      - Down tilt
      - Center Line
  - Backhaul – Fiber equipment worksheet to include:
    - Head end gear
    - Access gear
    - Cabinets
- ✓ **MOBILE WIRELESS:** Include the following worksheets:
1. RF data worksheet to include the following:
- Base station equipment
    - Manufacturer
    - Model Number
    - EIRP
  - Base Station antenna information
    - Manufacturer
    - Model Number
    - Azimuth
    - Down tilt
    - Center Line
2. Backhaul Equipment worksheet to include equipment appropriate to the backhaul. Applicant must identify the type of backhaul by the worksheet label (Backhaul PTP or Backhaul) and include manufacture and model number for every device:
- Backhaul – Point-to-Point (PTP) equipment worksheet to include every PTP link location:
    - PTP Radio Equipment
    - PTP Antenna information
      - Manufacturer
      - Model Number
      - Azimuth
      - Down tilt
      - Center Line

	<ul style="list-style-type: none"> <li>○ Backhaul – Fiber equipment worksheet to include manufacturer and model number for: <ul style="list-style-type: none"> <li>▪ Head end gear</li> <li>▪ Access gear</li> <li>▪ Cabinets</li> </ul> </li> <li>✓ NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier</li> </ul>
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Additional Required Documents – CAF II/RDOF Funded Area Reinvestment by Original Awardee

CAF II or RDOF Funded Area Details	<ul style="list-style-type: none"> <li>• This file provides information regarding the awarded CAF II or RDOF funded project.</li> <li>• <b>The <i>CAF II or RDOF Funded Area Details</i> template available on the KOBD website must be used for this file upload.</b></li> <li>• NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier</li> </ul>
CAF II or RDOF Funded Area Map	<ul style="list-style-type: none"> <li>• This file is a map in .kmz format that includes the locations to be passed, infrastructure to be built and the project boundaries that were awarded for the CAF II or RDOF funded project.</li> <li>• NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier</li> </ul>

Additional Required Documents – Middle Mile Only Applicants

Middle Mile Project Transport Pricing	<ul style="list-style-type: none"> <li>• This file should contain information on the transport pricing to be offered as a wholesale provider to other carriers.</li> <li>• NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier</li> </ul>
Middle Mile Climate Resilience	<ul style="list-style-type: none"> <li>• This file should describe how the proposed infrastructure has sufficiently accounted for current and future weather/climate related risks.</li> <li>• NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier</li> </ul>

Supplemental Documents – All Applicants

Community Letters	<ul style="list-style-type: none"> <li>• This file is letters of commitment from partners that have an active role in 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.</li> <li>• If multiple files, please consolidate them into a single PDF or ZIP.</li> <li>• NAMING CONVENTION BAG6_OrgName_GeographicIdentifier</li> </ul>	Req If applicant has active community partners in the project.
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Service Partner Letters	<ul style="list-style-type: none"> <li>This file is letters of commitment/support from each project partner and subcontractor(s) if available.</li> <li>If multiple files, please consolidate them into a single PDF or ZIP.</li> <li>NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier_ServicePartnerLetters</li> </ul>	Req If applicant has active service partners in the project
In-Kind Match	<ul style="list-style-type: none"> <li>This file is supporting documentation to validate the in-kind match being submitted with the application.</li> <li>NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier</li> </ul>	Req If any matching funds will be provided as in-kind
Hybrid-Fiber/Fixed Wireless Additional Documents	<ul style="list-style-type: none"> <li>This file is any additional technical reports, predictions, or documents relative to the project important to technical consideration or the review process.</li> <li>If multiple files, please consolidate them into a single PDF or ZIP.</li> <li>NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier</li> </ul>	S
Mobile Wireless Additional Documents	<ul style="list-style-type: none"> <li>This file is any additional technical reports, predictions, or documents relative to the project that is important to technical consideration or the review process.</li> <li>If multiple files, please consolidate them into a single PDF or ZIP.</li> <li>NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier</li> </ul>	S
Additional Documents	<ul style="list-style-type: none"> <li>This file is any additional technical reports, predictions or documents related to the project implementation for technical consideration or application review process.</li> <li>NAMING CONVENTION: BAG6_OrgName_GeographicIdentifier</li> </ul>	S
Kansas Secretary of State Good Standing Status	<ul style="list-style-type: none"> <li>This file is a screenshot of the applicant organization's "general information" page" from the Secretary of State Business Search webpage at <a href="https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx">https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx</a>.</li> <li>Applicants do not need to purchase a certificate of good standing.</li> <li>Business and Non-profit organizations must be in good standing status with the Kansas Secretary of State at the time of submission and throughout the grant agreement to receive grant funds.</li> <li>Applicants that are government or tribal entities are exempt from submitting this file.</li> </ul>	Req If applicant is a business or non-profit organization
Tax Clearance Certificate	<ul style="list-style-type: none"> <li>This file is a copy of a valid Tax Clearance Certificate from the Kansas Department of Revenue.</li> <li>This certificate must have been requested within the 90 days prior to grant application submission.</li> <li>Tax Clearance Certificates can be requested online through an application on the Kansas Department of Revenue's secure website. <a href="https://www.kdor.ks.gov/apps/taxclearance/">https://www.kdor.ks.gov/apps/taxclearance/</a>. Return to the website the following day to retrieve your "Certificate of Tax Clearance". Applications must be submitted by p.m. Monday – Friday in order to be available the following business day.</li> <li>Applicants that are government or tribal entities are exempt from submitting this file.</li> </ul>	Req If applicant is a business or non-profit organization

## Assurances

1. Review the Assurances listed and the click the box beside "I agree".

 I agree

- I. Under perjury of law, I/organizational representative attest that the applicant has not been party to a lawsuit involving a state or federal Agency involving a dispute relating to any state and/or federal grants managed by the applicant; the applicant has not filed for bankruptcy in the last ten years; the applicant has not been delinquent on any federal or state debt, including unpaid taxes; the applicant does not have any officers that have been convicted of a felony financial crime in the last ten years.
- II. The grant applicant is not currently involved in pending litigation in association with previous Kansas-sponsored broadband infrastructure grant projects.
- III. The grant applicant is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any federal department or agency.
- IV. If a private entity, the grant applicant has been operating in the State of Kansas for three (3) years or more.
- V. The grant applicant has not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- VI. The grant applicant is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local).
- VII. 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.
- VIII. The grant applicant agrees to accept the terms and conditions of the grant agreement at the time of application submission. A template grant agreement will be posted on the KOBD website.
- IX. The grant applicant agrees that if awarded funds through the BAG 6.0 Program, the grant agreement will be executed within 7 business days of receipt from Commerce. If the agreement is not executed within 7 business days, the Kansas Department of Commerce reserves the right to reallocate funds.

## Submission

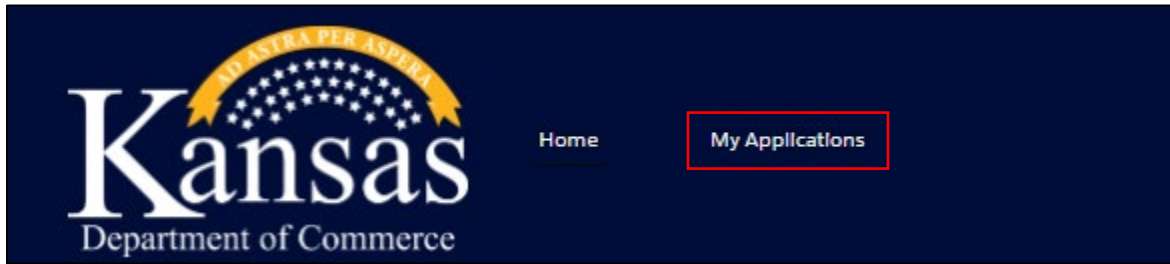
1. If the application is ready for submission, click the *Submit* button otherwise, click the *Save for Later* button and return later to submit the application.

<input type="button" value="Save for later"/>	<input type="button" value="Submit"/>
<input type="button" value="Cancel"/>	

- Upon submission, the user will be taken back to the Application Workspace. From this screen, the user may view the application by clicking on the *View* button.

## Accessing Submitted Applications

- Submitted applications can be accessed through the “My Applications” link in the page header of the main portal screen.



- Scroll down to the *My Submitted Applications* section and locate the application by its number then click on the blue button with the application number.

- Once the Application Workspace opens, click on the *View* button.

## Accessing In-Progress Applications

1. In-Progress applications can be accessed through the “My Applications” link in the page header of the main portal screen.
2. To open an in-progress application, click on the blue application number button in the *My In-Progress Applications* section.



3. Once the Application Workspace opens, click on the *Continue* button. Complete the application and then click the *Submit* button.

