



CONNECTED COMMUNITIES

Broadband Infrastructure Grant Program

Application Portal Instructions and Upload Checklist

Instructions

Applications must be submitted via the application portal. The application portal begins accepting applications on April 1, 2024, and will close on April 30, 2024, at 4:30 PM EST.

The complete Application Package can be found on DEEP's website:

<https://portal.ct.gov/DEEP/Energy/Broadband-Deployment/ConneCTed-Communities-Grant-Program>

Questions may be submitted via email to DEEP.CCGP@ct.gov using the subject line "CCGP Portal Inquiry".

Get Started

1. Use the opportunity link:

The first time you access an opportunity through the Applicant Portal, you will be prompted to create a login and password. Alternatively, users may have received an email invitation from another user in their organization. Once you register, you will be able to access the opportunity.

2. In the portal, click an open opportunity name.

3. Click Apply to the right of the opportunity name.

4. On the login screen, click Register.

5. On the Create New Account page, add your user information, contact information, and organization information.

All required fields are noted with an asterisk (*). Note that each user must have a unique email address across all applicant portal accounts through AmpliFund.

6. Click Register.

Tips for Navigating the Application Portal

➤ **Invite users to your organization account.**

Go to the Applicant Portal > Click the Logo > Click Users > Click + User






➤ **Application progress** is displayed at the top of every page. You can also navigate to any page in the application by clicking the icon above the page's name in the progress bar.

➤ **Be sure to save your progress** by clicking 'Save' or 'Save and Continue' at the bottom of each application section.

➤ **If a page is required for submission**, an asterisk will appear next to the page name in the progress bar.

➤ **Once your application has been submitted**, you cannot add, edit, or delete any application information.

ICONS

-  Completed
-  Saved
-  Incomplete
-  Current Incomplete
-  Current Saved or Complete

Application Checklist

The following is a companion checklist for the application and is not intended for upload as part of the application. It is not meant to be a substitute for the instructions in the application guidance, but a tool for applicants to help ensure all critical information has been prepared for submission. Items in italics are conditional and/or optional.

Application Section	Documentation	Prepared
Project Summary	Administrative Information	
	Applications must include the Applicant organization name, as well as all municipalities and/or other partner(s) participating in the proposal.	<input type="checkbox"/>
	Applications must include contact information for a primary Point of Contact for the application who is knowledgeable about the proposed project and can answer questions.	<input type="checkbox"/>
	Applicants that are internet service providers must include information on company ownership and real parties of interest.	<input type="checkbox"/>
	Applicants must provide a copy of the partner agreement or memorandum of understanding between partners as applicable.	<input type="checkbox"/>
	SAM.gov UEI	<input type="checkbox"/>
	Project Overview	
A general description of the project area and why the project is needed, what benefits the project will bring to the subscribers, and the number of households and businesses passed that will be offered service.	<input type="checkbox"/>	
Statement on Organization & Experience	Background	
	Experience of the primary Applicant and any partners in providing proposed services, including, as applicable, current service area, types of services offered, and service tiers with pricing.	<input type="checkbox"/>
	A list of municipalities, counties, and states in which the Applicant provides broadband services, specifically those counties and municipalities located within Connecticut. If the Applicant is not currently operating in Connecticut, please state its plan and goals for entering and providing service.	<input type="checkbox"/>
	Provide a list of violations of federal and state labor and employment and unfair trade practices laws; injunctions, fines, or debarment from other state or federal grant programs; any defaults, penalties, or similar in other state or federal programs (even short of debarment); any regulatory enforcement actions, penalties, notices of violation, or other disciplinary action taken by a state or federal agency for any conduct of an Applicant or contractors or subcontractors working on their behalf; and/or findings of negligence, denial of civil rights, and/or breach of contract to provide services, within the last five (5) year by the Applicant, its partner(s), and any contractors or subcontractors working on their behalf, and information about the status of such actions, within the last five (5) years. Include the court or agency name, case caption, and docket number.	<input type="checkbox"/>
	Personnel	
Outline key staff (e.g., project manager, engineer, CFO, marketing director) who will be responsible for carrying out project implementation and define their respective roles in sustaining this project long term. Please discuss the specific qualifications and experience from projects similar to this project for the key team members. Key team members are expected to be committed for the duration of the project. Replacement of key team members will not be permitted without prior consultation with and approval of DEEP. Applicants must also include an organizational chart showing the proposed project team who will execute and manage this project, including all key team members.	<input type="checkbox"/>	

Application Section	Documentation	Prepared
Statement on Organization & Experience	Resumes/portfolios of individuals or subcontractors performing major duties and functions.	<input type="checkbox"/>
	Broadband Service Provider Information	
	Identify which entity(s) will serve as the ISP in this project and assume primary responsibility for each of the following: Engineering design, construction, installation, maintenance, and ownership of the network to the premises in the Project Area.	<input type="checkbox"/>
	<i>The Applicant partner providing broadband service is encouraged to provide professional references, including name, email address and current phone number from recent projects similar in scope and size to this application.</i>	<input type="checkbox"/>
Project Details	A Narrative on Deployment Strategy	
	A detailed description of the deployment strategy and explanation for why the Applicant believes the selected strategies will be effective.	<input type="checkbox"/>
	<i>If applicable, any plans to provide nondiscriminatory access to and use of its network on a wholesale basis to other providers seeking to provide broadband service to end-user locations, at just and reasonable wholesale rates for the useful life of the subsidized network assets.</i>	<input type="checkbox"/>
	Project Timeline	
	A detailed project timeline that shows evidence that the Applicant has considered the twenty-four (24) month construction deadline (or December 31, 2026, whichever occurs earlier) for project completion as well as assumptions regarding equipment supply chain.	<input type="checkbox"/>
	Breakdown of major project milestones and associated cost of each milestone.	<input type="checkbox"/>
	A narrative on affordability	
	A description of any specific activities, programs, introductory pricing, or other promotions to overcome barriers to adoption; metrics to determine the success of the initiatives; and any communications plan to publicize information about the proposed project in the communities it will serve.	<input type="checkbox"/>
	A description of the pricing packages that will be available to end users passed with the network, including fees, taxes, equipment rentals, contract lengths, and nonpromotional pricing; the speeds available at that price; any differences between residential and business property pricing; and whether a Project would charge connection costs associated with non-standard installations.	<input type="checkbox"/>
	Justification of affordability for lowest speed tier.	<input type="checkbox"/>
	A description of any restrictions or costs associated with end user service including typical connection fees or extra costs for excessive drop length.	<input type="checkbox"/>
	A narrative on community benefit	
	Project area demographics including whether the project is located in an area of low or moderate income, high unemployment, high poverty, or economic distress such as those designated as Distressed Municipalities by the Connecticut Department of Economic and Community Development.	<input type="checkbox"/>
Anticipated regional impact, including but not limited to whether the project is coordinated with or builds upon other nearby projects, supports network resiliency, and/or addresses a region of the State with high need but relatively few funded projects.	<input type="checkbox"/>	

Application Section	Documentation	Prepared
Project Details	The project’s anticipated impact to the local economy and community that explains the specific short-, medium-, and long-term impacts of the proposed plan, including a description of efforts aimed at ensuring low to moderate income households in the project area will have sustained and affordable access to speeds at or above 100 Mbps/100 Mbps.	<input type="checkbox"/>
	Letter(s) of Support	
	Formal letter of support from leadership of the affected communities, such as the First Selectman, Mayor, Town Manager, Council, and/or other appropriate government official	<input type="checkbox"/>
	<i>If applicable, other letters of support</i>	<input type="checkbox"/>
	Tribal Consent	
	<i>For any Applicant proposing to provide service on Tribal lands, a Certification of Consent from the appropriate Tribal office.</i>	<input type="checkbox"/>
	MDU Projects	
	<i>If applicable, MOU dated in 2024 between ISP and property owner(s)</i>	<input type="checkbox"/>
	Workforce	
	<i>Additional workforce protections that Applicant intends to utilize in the deployment of the project, if any.</i>	<input type="checkbox"/>
Compliance		
<p>Applicant must provide written assurance in the form of an affidavit that they intend to be in compliance with the following requirements:</p> <ol style="list-style-type: none"> 1. That no portion of the proposed project has already commenced construction or build out. 2. That the Applicant (or relevant partner ISP) participates in the Affordable Connectivity Program (if active) and are committed to participating in any future federal subsidy program, as applicable. 	<input type="checkbox"/>	
Project Budget	Budget	
	A detailed project budget with proposed matching contributions, including derivation of costs and documentation of cost estimates, delineated by each service area. The budget should include a descriptive name for each capitalized item or group of items in each category whether grant eligible or not.	<input type="checkbox"/>
	Matching Funds	
Documentation to DEEP sufficient to validate the availability of matching funds. Examples of appropriate documentation may include: a letter of credit; a letter confirming funds from a bank; a board resolution committing funding; or loan documentation. If the application has additional financial partners contributing to the matching funds, the application must also identify the financial partner(s) and document the amount and availability of each partner’s financial match, including grant commitment letters or agreements, as applicable.	<input type="checkbox"/>	

Application Section	Documentation	Prepared
Project Budget	Financial Statements	
	<p>The most recent three years of audited financial statements. If audited statements are not available, Applicants may submit the most recent two years of financial statements along with an explanation of why audited statements are not available. If the Applicant’s organization is comprised of more than one entity, one member of a partnership with a material role in the in the financial viability of project must meet the audited financials requirement. A material role in the project includes instances such as providing some or all matching funds for the project or underwriting the cost to construct the network.</p>	<input type="checkbox"/>
	Financial Capacity and Sustainability	
	<p>Additional information to demonstrate financial capacity and sustainability:</p> <ul style="list-style-type: none"> • Anticipated timing of project costs • Additional costs required over time, that are ineligible for grant funds • Anticipated timing of other sources of funds • Estimated operating costs over time • Timing of broadband service availability to subscriber locations, estimated subscription rates over time and estimated revenue over time • Debt and capital lease payments • Ongoing operating subsidies and the associated sources 	<input type="checkbox"/>
Data Submission Requirements	Compliance	
	<p>Compliance with state broadband mapping initiative per Conn. Gen. Stat. §16-330, if applicable.</p>	<input type="checkbox"/>
Technical Report	Network Design	
	<p>Applicants must submit a high-level network design summary. At a minimum, this design must include any fiber routes, interconnection with existing networks, method of deployment (aerial/buried/hybrid), and all locations to be served. Applicants are encouraged to include additional information, especially for new networks or significant expansions of existing networks. The design must clearly identify the fiber routes and must include fiber strand count as an attribute. The design submitted, while not final, must demonstrate that the project is sufficiently advanced that it can proceed to construction in a timely fashion. The narrative must include a description, planned technology (e.g., GPON (Gigabit Passive Optical Network), EPON (Ethernet Passive Optical Networks), Active Ethernet, etc.), proposed fan-out if using a passive optical network (PON) technology, network demarcation points, planned locations for points of interconnection with middle-mile networks, the number of fiber miles if applicable, and any proposed locations for points of presence/network connections for last mile service delivery.</p>	<input type="checkbox"/>
	<p>A map of the proposed Project Area(s).</p>	<input type="checkbox"/>
	<p><i>If wireless, individual GIS files depicting propagation model of the served area, location of transmitter, and locations served.</i></p>	<input type="checkbox"/>
	Service Data	
	<p>The address and location ID for each location the project will serve, each location’s pre-project status as underserved per the FCC National Broadband Map as of the application release date, as well as the anticipated speed to be made available for each property upon completion.</p>	<input type="checkbox"/>
<p>An explanation of how service will reliably provide minimum download, upload speeds, and latency, as well as any relevant information regarding related factors affecting service quality which may include jitter, network availability, guaranteed throughput, a customer service level agreement, and mean time to repair.</p>	<input type="checkbox"/>	

Application Section	Documentation	Prepared
Technical Report	Project Readiness	
	A description of design work needed for deployment (i.e., pole access, easements, etc.), including: <ul style="list-style-type: none"> • Any commitments to Connecticut's One-Touch Make-Ready process as outlined by PURA Docket 19-01-52RE01. Notification from the Single Party Administrator (SPA) establishing that the proposed project would qualify for OTMR must be provided with the application, <i>if applicable</i>. • Any commitments to Connecticut's Pre-Engineering process as outlined by PURA Docket 19-01-52 • Any established agreements with municipalities, and/or CTDOT where appropriate, to utilize the Municipal gain on the pole for line attachment 	<input type="checkbox"/>
	A description of any licenses and/or agreements required to construct and operate the network and the status of securing those licenses/agreements.	<input type="checkbox"/>
	An explanation of existing networks and equipment or other forms of access to infrastructure such as utility poles, conduit, or rights of way to be used for this project.	<input type="checkbox"/>
Risk Management	Sustainability	
	A sustainability model or long-term plan beyond the period of performance (December 31, 2026).	<input type="checkbox"/>
	Risk Assessment	
	A description of the main areas of risk in the project and the Applicant's mitigation plan for addressing each risk. At a minimum, the following should be discussed: <ul style="list-style-type: none"> • Future upgrade and scalability • Cybersecurity • Disaster recovery and business continuity 	<input type="checkbox"/>