



---

# THE ENABLING MIDDLE MILE BROADBAND INFRASTRUCTURE PROGRAM

---

Applicant Information – Application Guidance



# Today's webinar will focus on the Middle Mile Program – one of four high-speed Internet programs administered by NTIA<sup>1</sup>



<h2>BEAD</h2>	<h2>DIGITAL EQUITY</h2>	<h2>TRIBAL</h2>	<p><i>Today's focus</i></p> <h2>MIDDLE MILE</h2>
<h3>\$42.45B</h3>	<h3>\$2.75B</h3>	<h3>\$2.00B</h3>	<h3>\$1.00B</h3>
<h4>Broadband Equity, Access &amp; Deployment Program</h4>	<h4>Digital Equity Act</h4>	<h4>Tribal Connectivity Technical Amendments</h4>	<h4>Enabling Middle Mile Broadband Infrastructure</h4>
<p>A program to get all Americans online by funding partnerships between states or territories, communities, and stakeholders to build infrastructure where we need it to and increase adoption of high-speed Internet.</p>	<p>Three programs that provide funding to promote digital inclusion and advance equity for all. They aim to ensure that all communities can access and use affordable, reliable high-speed Internet to meet their needs and improve their lives.</p>	<p>A program to help tribal communities expand high-speed Internet access and adoption on tribal lands.</p>	<p>A program to expand middle mile infrastructure, to reduce the cost of connecting unserved and underserved areas.</p>



# Middle Mile Grant Program will invest in the construction, improvement or acquisition of middle mile infrastructure



**Funding pool**  
\$1.00B

A program to expand middle mile infrastructure, to reduce the cost of connecting unserved and underserved areas.

## PROGRAM HIGHLIGHTS

**Middle mile infrastructure refers to** the mid-section of Internet infrastructure that carries large amounts of data at high speeds over long distances and connects the "backbone" of Internet infrastructure to the "last mile", which connects to end users

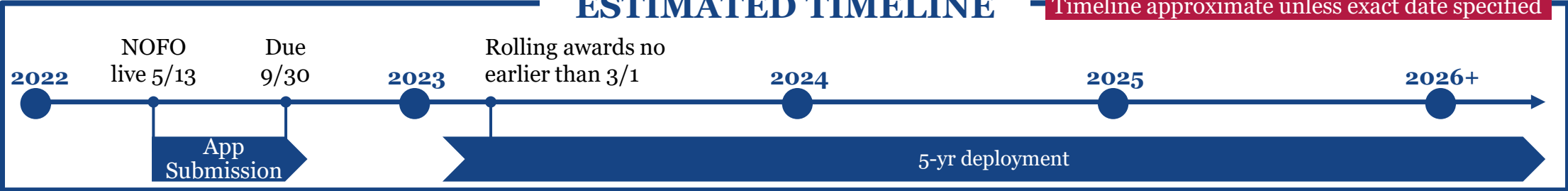
**Entities eligible to apply include a wide variety of entities**, incl. but not limited to government entities, utilities, companies, and non-profits that provide Internet services

### Example uses of funds:

- ☆ Construction, improvement or acquisition of facilities and equipment
- ☆ Engineering design, permitting and work related to projects
- ☆ Personnel costs, including salaries and benefits
- ☆ Other costs necessary to program's activities

## ESTIMATED TIMELINE

Timeline approximate unless exact date specified



# Today's webinar will focus on the Applicant Information portion of the Middle Mile Grant Program Application



*Today's focus*



**APPLICANT  
INFORMATION**

---

June 30, 2022



**PROJECT  
INFORMATION**

---

July 13, 2022



**BUDGET  
INFORMATION**

---

August 10, 2022



# There are three sections to complete for the Applicant Information portion of the Middle Mile Grant Program Application



## APPLICANT INFORMATION

---

**Standard Form 424: Application for Federal Assistance**

**Organizational Details & Capacity**

**Required Documents**



# Completing the Applicant Information begins with the SF-424

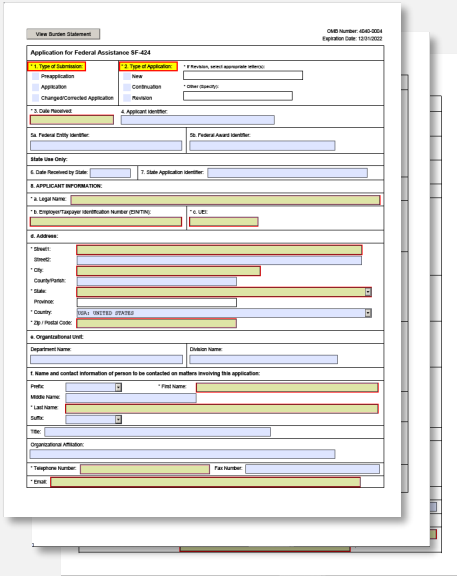


## Standard Form 424: Application for Federal Assistance

Applicants will begin by completing the **SF-424: Application for Federal Assistance**

A copy of this form is available in the Middle-Mile Grant Program Application Package, along with instructions for completing the SF-424 in the Middle Mile Grant Program Application Guidance.

The Middle Mile Grant Program Application Package can be found on the Enabling Middle Mile Broadband Infrastructure Program page on InternetForAll.gov.



 Item uploaded by applicant into the NTIA Grants Portal

 Item input directly into the NTIA Grants Portal

 Fillable form uploaded by applicant into the NTIA Grants Portal



# Applicants should download the Middle Mile Application Checklist and Packet for forms and templates necessary for application



## The Middle Mile Grant Program Application Checklist and Packet includes:



**Middle Mile Grant Program Application Checklist**



**Budget Narrative Template**



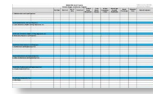
**Standard Form 424: Application for Federal Assistance**



**Data Submission Specification Template**



**Standard Form-LLL, Disclosure of Lobbying Activities**



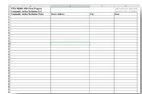
**Detailed Budget Justification Template**



**Form CD-511 Certification Regarding Lobbying**



**Pro Forma Template**



**Community Anchor Institution List Template**



**Table of Funded Project Participants and Unfunded Collaborators Template**



In Fields 1 and 2, indicate that the submission is an **application** and **new**.

Field 3 will auto-populate the application when submitted in the NTIA Grants Portal.

Applicants will complete Field 8. Ensure that the legal name, EIN, UEI, and address **match the information provided in the SAM.gov registration**.

Applicants are not required to complete Fields 4, 5A, 5B, 6 or 7

Application for Federal Assistance SF-424		
<p><b>* 1. Type of Submission:</b></p> <input type="radio"/> Preapplication <input checked="" type="radio"/> <b>Application</b> <input type="radio"/> Changed/Corrected Application	<p><b>* 2. Type of Application:</b></p> <input checked="" type="radio"/> <b>New</b> <input type="radio"/> Continuation <input type="radio"/> Revision	<p>* If Revision, select appropriate letter(s):  <input type="text"/>            * Other (Specify):  <input type="text"/></p>
<p>* 3. Date Received:  <input type="text"/></p>	<p>4. Applicant Identifier:  <input type="text"/></p>	
<p>5a. Federal Entity Identifier:  <input type="text"/></p>	<p>5b. Federal Award Identifier:  <input type="text"/></p>	
<p>State Use Only:</p>		
<p>6. Date Received by State: <input type="text"/></p>	<p>7. State Application Identifier: <input type="text"/></p>	
<p><b>* 8. APPLICANT INFORMATION:</b></p>		
<p>* a. Legal Name: <input type="text"/></p>		
<p>* b. Employer/Taxpayer Identification Number (EIN/TIN):  <input type="text"/></p>	<p>* c. UEI:  <input type="text"/></p>	
<p><b>d. Address:</b></p>		
<p>* Street1: <input type="text"/></p>		
<p>Street2: <input type="text"/></p>		
<p>* City: <input type="text"/></p>		
<p>County/Parish: <input type="text"/></p>		
<p>* State: <input type="text"/></p>		
<p>Province: <input type="text"/></p>		
<p>* Country: USA: UNITED STATES <input type="text"/></p>		
<p>* Zip / Postal Code: <input type="text"/></p>		



<b>d. Address:</b>	
* Street1:	<input type="text"/>
Street2:	<input type="text"/>
* City:	<input type="text"/>
County/Parish:	<input type="text"/>
* State:	<input type="text"/>
Province:	<input type="text"/>
* Country:	USA: UNITED STATES <input type="text"/>
* Zip / Postal Code:	<input type="text"/>
<b>e. Organizational Unit:</b>	
Department Name:	<input type="text"/>
Division Name:	<input type="text"/>
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>	
Prefix: <input type="text"/>	* First Name: <input type="text"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text"/>	
Suffix: <input type="text"/>	
Title: <input type="text"/>	
Organizational Affiliation: <input type="text"/>	
* Telephone Number: <input type="text"/>	Fax Number: <input type="text"/>
* Email: <input type="text"/>	

Section 8E is not required but is recommended

In Field 8F, provide the name and contact information of the person involved in the application. This field is typically the **Authorized Organizational Representative (AOR)**.

Required     Not Required

Select applicant type from the drop-down menu in Field 9

Enter **National Telecommunications and Information Administration** in Field 10

Field 12 should list the NOFO number as **NTIA-MMG-2022** and title as **Middle Mile Grant Program**

<b>* 9. Type of Applicant 1: Select Applicant Type:</b> <input type="text"/>
Type of Applicant 2: Select Applicant Type: <input type="text"/>
Type of Applicant 3: Select Applicant Type: <input type="text"/>
* Other (specify): <input type="text"/>
<b>* 10. Name of Federal Agency:</b> National Telecommunications and Information Administration
<b>11. Catalog of Federal Domestic Assistance Number:</b> <input type="text"/>
CFDA Title: <input type="text"/>
<b>* 12. Funding Opportunity Number:</b> NTIA-MMG-2022
* Title: Middle Mile Grant Program

Applicants are not required to complete Field 11

○ Required    ○ Not Required

Applicants are not required to complete Fields 13 and 14, but it is recommended to complete Section 14 if multiple areas are affected by the project

In Field 15, enter a descriptive title for your project

<b>13. Competition Identification Number:</b> <input type="text"/> Title: <input type="text"/>
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>* 15. Descriptive Title of Applicant's Project:</b> <input type="text"/>
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>

In Fields 16A and 16B, enter the Congressional Districts of the Applicant and the Program/Project. If needed, applicants can provide additional Congressional Districts for the Program/Project.

Applicants can reference [www.census.gov/mycd/](http://www.census.gov/mycd/) to determine their Congressional Districts.

Select the appropriate response in Field 19.

As noted in Section IV.H of the NOFO, applications are subject to E.O. 12372.

○ Required    ○ Not Required

<b>16. Congressional Districts Of:</b>	
* a. Applicant <input type="text"/>	* b. Program/Project <input type="text"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>17. Proposed Project:</b>	
* a. Start Date: <input type="text"/>	* b. End Date: <input type="text"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<input type="text"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text"/>
<b>* 19 Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	

**Applicants should pay special attention to Fields 17 and 18.**

The proposed project start and end dates entered in Field 17 should **align with the project timeline.**

All budget categories entered in Field 18 should **align with all budget documents**, such as the SF-424C, Budget Narrative, and Detailed Budget Justification.

Required  Not Required

Indicate whether or not your entity is delinquent on any federal debt. If yes, an explanation must be provided in the space provided.

In the NTIA Grants Portal, applicants will only be able to provide a written explanation, *not* upload additional attachments.

**\* 20 Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**\*\* I AGREE**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

Enter the first name, last name, title, telephone number, and email address of the Authorized Representative.

Note that for any questions regarding the application, NTIA will contact the AOR

# The SF-424 will be input directly into the NTIA Grants Portal, but applicants are encouraged to complete this form as a DRAFT



Detailed submission instructions for inputting SF-424 contents in the NTIA Grants Portal will be available in the **Middle Mile Grant Program Application Guidance**

Application for Federal Assistance SF-424

OMB Number: 4040-0004

Application Information

\* 1. Type of Submission:  Application

Select one type of submission in accordance with agency instructions. One selection is required. Changed/Corrected Application should be used to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.

\* 2. Type of Application:  New

3. Date Received: Populated upon submission. 4. Applicant Identifier: 741852

5a. Federal Entity Identifier: 789654 5b. Federal Award Identifier: 963852

State Use Only:

6. Date Received by State: 7. State Application Identifier: 987654

Steps

Application for Federal Assistance SF-424

Program and Project Information

Estimated Funding

Questions

Authorized Organizational Representative

e. Organizational Unit

Department Name: CA org name

Division Name: broadband office



# Applicants will next provide additional details on their organization's management and capacity



1

## Indicate Entity Type

- Applicants will begin by indicating which type of entity they are

2

## Identify “Primary Applicant”

- If individual entity, default as primary
- If partnership, identify the other entities in the partnership and specify which entity is primary

3

## Identify if Foreign Entity

- Applicants will check Y/N if the parent/owner of the applicant is a foreign entity
- If yes, applicants will need to identify which country

4

## Upload Managerial Capability

- Applicants will upload one-page resumes for:
  - (a) all key management personnel, and
  - (b) all key personnel of subcontractors or other entities that will play substantial roles in building, managing, or operating the middle mile network built using Middle Mile Grant Program funding
- Resumes should align with key personnel described in the 'organizational details narrative' and clearly show their experience and qualifications

## Reminder - “Eligible Entity” includes:

### Government:

- State, political subdivision of a State, Tribal/Native government

### Industry:

- Tech company, electric utility, utility coop, public utility district, telecom company/coop

A

### Non-profits and other associations:

- Non-profit foundation/corporation/institution/association, regional planning council, Native entity, or economic development authority

or

B

A partnership of two or more entities described in (A)



Item uploaded by applicant into the NTIA Grants Portal  
Internet For All

15



Item input directly into the NTIA Grants Portal



Fillable form uploaded by applicant into the NTIA Grants Portal



# Applicants will next provide additional details on their organization's management and capacity



## Upload Organizational Charts

- Applicants will next submit any necessary organizational chart(s) detailing all of its parent companies, subsidiaries, and affiliates.



## Input Organizational Details Narrative

- Each applicant must also provide a narrative describing the applicant's readiness to manage a middle mile broadband network.
- This narrative shall denote who will own the assets consistent with the requirements set forth in 47 C.F.R. § 1.2112(a)(1)-(7) at the end of award period and describe:
  - Experience and qualifications of key management set to undertake this project
  - The applicant's experience undertaking projects of similar size and scope
  - Recent and upcoming organizational changes including mergers and acquisitions
  - Relevant organizational policies.



*Item uploaded by applicant into the NTIA Grants Portal*



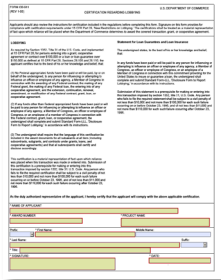
*Item input directly into the NTIA Grants Portal*



*Fillable form uploaded by applicant into the NTIA Grants Portal*

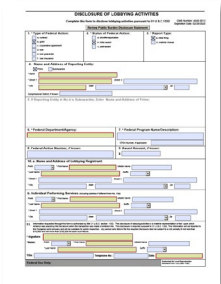






## Form CD-511 Certification Regarding Lobbying

Applicants will upload a completed form that certifies that Federal funds have not and will not be used for lobbying in connection with this request for Federal financial assistance. A fillable Form CD-511 can be found in the Middle Mile Grant Program Application Package.



## Standard Form-LLL, Disclosure of Lobbying Activities

Standard Form-LLL must be completed and submitted for those applicants that need to disclose lobbying activities that have been secured to influence the outcome of a Federal action. A fillable SF-LLL can be found in found in the Middle Mile Grant Program Application Package.



## SAM.gov Registration

Applicants are asked to upload a screenshot of their SAM.gov registration.



Item uploaded by applicant into the NTIA Grants Portal



Item input directly into the NTIA Grants Portal



Fillable form uploaded by applicant into the NTIA Grants Portal

# Applicants should pay close attention to application requirements to avoid delays in review



## Common Mistakes

---

In previous NTIA programs, some of the most common reasons for delays in review included **missing or incomplete forms**.

Common reasons included:

- Missing a response in Fields 1-18, & 20-21 of the SF-424 or not providing the associated form for Field 19
- The total federal budget amount requested in Field 18 of the SF-424 did not align to the number in the SF 424C
- Project Name in the CD-511 did not match the title of the application used in Field 15 of the SF-424

## Best Practices

---

- **Use NTIA-provided templates** where applicable
- Ensure that all required forms and documents related to Applicant Information have been uploaded into the NTIA Grants Portal, including:
  - SF-424
  - Management, personnel, and subcontractor resumes
  - Organizational Chart(s)
  - CD-511
  - SF-LLL
  - SAM.gov Registration
- Confirm that all required forms are signed & complete
- Ensure that Project Name and budget information are consistent across all forms





## Additional resources about the Middle Mile Program

- 1 Visit the [InternetForAll.gov](https://InternetForAll.gov) for additional information on federal funding programs
- 2 Engage with your State or territory regarding their plans to improve high-speed Internet access
- 3 Submit questions to [middlemile@ntia.gov](mailto:middlemile@ntia.gov)
- 4 Attend future NTIA webinars, including program-specific application guidance webinars for applicants





**THANK YOU**

---

