KDC GRANT PORTAL
PROJECT APPLICATION
USER GUIDE

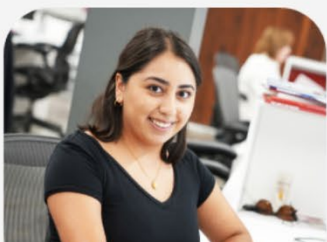# INTRODUCTION
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The Broadband Equity Access and Deployment (BEAD) Program, funded by the Bipartisan Infrastructure Law, aims to help close the digital divide and ensure all Americans have access to reliable, high-speed and affordable broadband. Through BEAD, the National Telecommunications Information and Administration (NTIA) has allocated $451 million to help Kansas close its digital divide.

The Kansas Office of Broadband Development (KOBD) developed a rigorous and transparent subgrantee selection process promoting accountability and fairness, which ensures that all applicants and potential subgrantees have access to the information, tools, and resources needed to participate fully in this opportunity.

The application window is limited to 45 days. For preregistered entities, there will be a checkbox in the portal to attest information from preregistration as unchanged. Without an accepted registration prior to the application window, potential applicants will have to submit registration information first, limiting the amount of time available to proceed with the rest of the application.

Kansas BEAD Grant Portal

Technical Assistance Resources

KDC Grant Portal Technical Issues:
- Email the Salesforce helpdesk at kdc_salesforce.admin@ks.gov
- Use Project Application BEAD for the email subject line
- Body of the email should include a description of the activity you were attempting to complete including any error messages received
  - Attaching screenshots of any error messages received is encouraged
- This email inbox will be monitored on weekdays between 8:00 am and 5:00 pm CST
  - Emails received outside this timeframe will be responded to on the next business day

Program Questions Related to PFAs, Pre-registration, and BEAD Project Applications:
- Email these to KOBD at kdc_BEAD@ks.gov
- The email subject line must include the applicant's unique registration number
- This inbox will be monitored weekdays between 8 am and 4:30 pm CST unless extended hours are posted by exception
  - Emails received outside this timeframe will be responded to on the next business day.
- All emails must be submitted by the lead applicant
  - Responses will be sent to the lead applicant and the technical contact for each entity
- Any emails sent directly to KOBD, or other state staff will be forwarded to the kdc_BEAD@ks.gov inbox for tracking purposes to ensure transparency in all communications
- All emails sent to KOBD regarding preregistration, the BEAD Project Application, or any results, will be consolidated for the creation of Frequently Asked Questions (FAQ) to be on the KOBD website

Additional information and resources for the BEAD program can be found on the KOBD website.
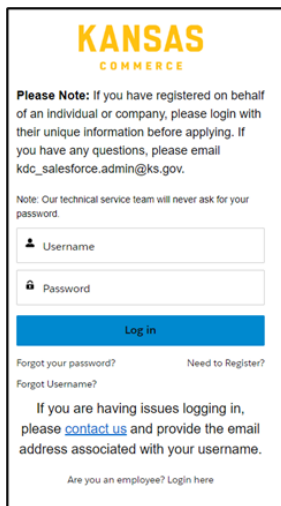
Project Application Pre-Requisites

1. A Kansas Department of Commerce Grant Portal User Account.

2. An Accepted BEAD Registration.

If you have not completed these steps, please refer to the KDC Grant Portal BEAD Registration Process User Guide at: BEAD-Pre-registration-User-Guide.Updated7.11.pdf

Accessing and Starting a Project Application

Access the portal log-in page using this link: KDC Grant Portal

Enter your username and password then click the Login button.

From the Applicant Portal Home Page, scroll down to locate the BEAD 2024 Project Application icon and click on the Learn More & Submit button.

On the next screen, you will see a program description, important dates, and a reminder message on how to request technical assistance with the portal if needed.

To begin an application, click on the blue Apply to BEAD 2024 Project Application button.

In the pop-up window, you will be asked to select the Accepted Registration Number for the lead organization relevant to the project application you are submitting. Click in the textbox to see a list of the accepted registrations associated with your user log-in.

Once you have selected the correct registration number, click the Next button.

On the next screen, review the lead organization name and applicant contact name associated with the registration number selected.

Once you have confirmed the appropriate lead organization and contact name appears, you will need to attest to whether the registration information remains true and accurate.

128. Do you attest that the registration information remains true and accurate?
If yes, click in the text box to place a checkmark and then select the Next button to proceed to the application workspace.

If no, and you need to make changes to your selected Preregistration, please email KOBD following the instructions on Page 3 of this guide under Program Questions related to PFAs, Pre-registration, and BEAD Project Applications. That registration will be opened for you to make changes and resubmit for review. The attestations, evidence of compliance and workforce files submitted in registration will be the basis of scoring on Fair Labor Practices. In accordance with 2.4 of the Kansas Initial Proposal Volume 2, up to 10 points will be allocated based on the information submitted for each element of the fair labor category. It is critical for information submitted in the registration to be accurate.

If you need to select a different Preregistration number, then click the Previous button and select the correct Accepted Registration Number from the dropdown list.

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

At the top of the screen, you will see a section for system generated information including the application number, application status, requested amount and applying organization. The system will have automatically assigned an application number (e.g., IA-0000000756) and set the application status to "Draft." Please make note of your **application number**. It is VERY important and MUST be used in each of the files uploaded, replacing the "00" placeholder in the file name format shown throughout this guide.

The bottom half of the workspace is where you will begin to complete the application. It is divided into five (5) sections:
1. BEAD Grant Application Project Information;
2. BEAD Grant Application Project Sustainability;
3. BEAD Grant Application Project Details Middle Class Afford;
4. BEAD Grant Application Low Cost Options, and;
5. Upload Documents & Files.
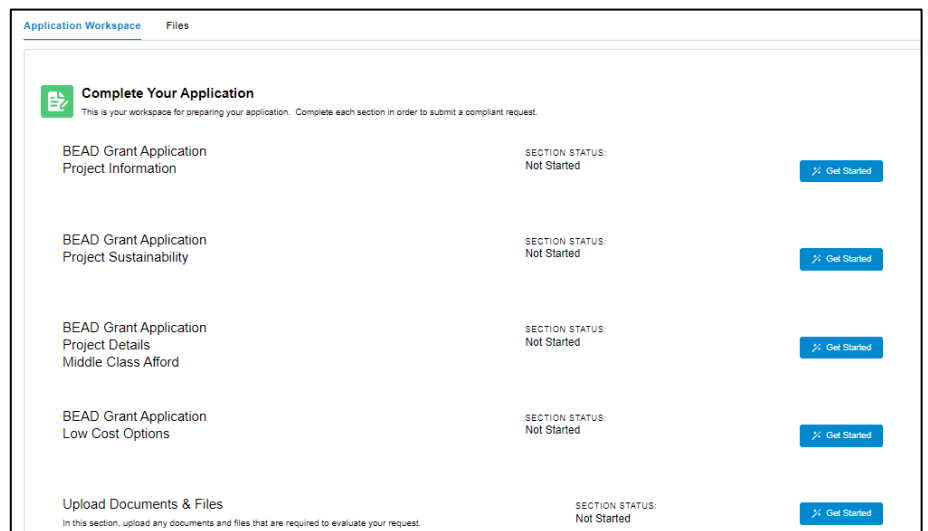
Completing the Project Application

You will now work through each section, beginning with BEAD Grant Application Project Information by clicking on the Get Started button to the right of the section name.
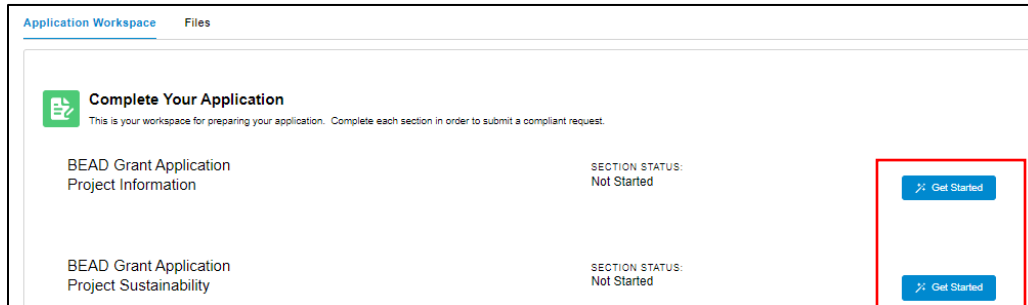
BEAD Grant Application Project Information Section
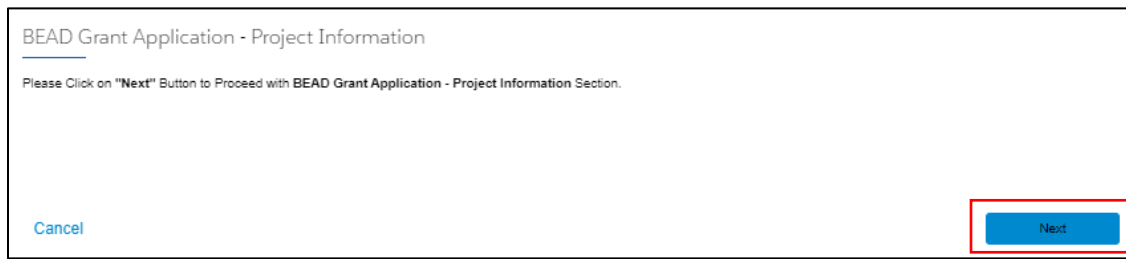
130. Project Name: This is required to identify the project for communication purposes. Please create a name that helps uniquely identify this project, but this is limited to 25 characters. For example, use your Lead Organization Name and Project Area: Speedy BEAD KANSAS County

131. Project Code: This is created to help identify the proposed project for archiving and auditing purposes. The Project Code is a combination of your Lead Organization Name, the primary Project Funding Area, and your application number. The list of Project Funding Areas, including the 3-digit codes, will be available to download from the KOBD website under "BEAD Applicant Resources" linked here: Broadband Equity Access and Deployment

Below is an example Project Code. Follow this format to create a unique Project Code for this application. BEAD01_Speedy_999_00
- Replace the example name "Speedy" with an abbreviation or a single word from the Lead Organization Name
- Replace the "999" placeholder with the code of the primary Project Funding Area
- Replace the "00" placeholder with your application number
- Leave BEAD01 as it appears in this example: BEAD01_**Speedy_999_00**

132. Project Manager Name: This is the full name of the Project Manager Contact. The Project Manager for this specific application is responsible for managing deployment, service milestones and grant disbursements. This contact may be the same as the Lead Organization Contact or Lead Organization Project Contact from the registration. Contact information is required in questions 132a and 132b.

133. Project Technical Manager Name: This is the full name of the Technical Manager Contact. The Technical Manager for this specific application is responsible for the project design to meet this project application. This contact may be the same as the Lead Organization Technical Contact or Lead Organization Project Contact from the registration. Contact information is required in questions 133a and 133b.

Note: In accordance with 2.4.1 of the Kansas Initial Proposal Volume 2, each Project Funding Area (PFA) is pre-defined by KOBD. The PFA list, including the 3-digit codes that must be entered by the applicant in the portal, is available to download from the KOBD website under BEAD Applicant Resources at Broadband Equity Access and Deployment.

134. How many Project Funding Area(s) are included in this application? One Project Funding Area (PFA) must be identified as the primary PFA per application, and the applicant may include up to nine more contiguous PFAs in the application. This field should identify the total number of PFA's being applied for in this application. Separate applications must be submitted for PFAs that are noncontiguous.

Note: In accordance with 2.4.17 of the Kansas Initial Proposal Volume 2, KOBD must require disclosure of the geographic area to be covered by each broadband deployment project.

Project Funding Area: This is where you enter the contiguous PFAs being applied for in this application.

Click the New button to add a PFA. In the next pop-up window, enter the PFA Code using the pre-defined 3-digit codes. For these 3-digit codes, refer to the PFA list on the KOBD website under BEAD Applicant Resources at Broadband Equity Access and Deployment.

In this window, you will also enter the **Classification of Locations** within the PFA following these identification steps:

1. Use the PFA List (link above) that includes the Broadband Serviceable Locations (BSLs); however,
2. Determine how many locations to enter as "served" based on which of the following scenarios apply to this proposed project:
   - Scenario 1 is when an applicant passes through an area that the applicant already serves; as long as the project avoids overbuilding, exclude these served locations from the served count.
   - Scenario 2 is when an applicant passes through an area that is served by another provider, in order to reach an unserved or underserved area; as long as the project avoids overbuilding in the served area, exclude these served locations from the served count.
   - Scenario 3 is when an applicant passes through an area that is served, to reach an unserved or underserved area, but still intends to offer service in the served area; then served locations must be included in the served count.
3. Then two types of locations will be separately listed from the classifications, improving the project scoring:
   - Line Extensions are BSLs that are on top of an existing network. These have the lowest cost per BSL, and as such these will be excluded from calculating the Extremely High-Cost Threshold.
   - Non-BSLs are locations that in fact are non-serviceable, such as abandoned or unoccupied structures, or even rocks or other features. If the applicant files an FCC BDC Location Challenge, then these Non-BSLs will be excluded from the program calculations. If listing any Non-BSLs, applicants must provide location challenge evidence as described in Question 134d.

Percent Served: This is automatically calculated from the PFA information entered.

Note: In accordance with 2.4.1 of the Kansas Initial Proposal Volume 2, KOBD must ensure no project area is more than 20% served. The total number of served locations divided by the total number of locations in the PFA must be equal to or less than 20% to proceed with the application. The portal will show this as a decimal, e.g., 0.2

Once you have entered the required information in the pop-up window, click the Save button.

Repeat these steps for each PFA that is being applied for in this application.

134d. FCC BDC Location Challenge Evidence: This is required if any non-BSLs were listed in the PFA information entered. Non-BSLs can only be considered as such if there has been an FCC BDC challenge. This will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Challenge

135. List of Locations: This is a required file of all BSLs in the PFA(s) using the template available on the KOBD website under BEAD Applicant Resources at Broadband Equity Access and Deployment. This will be uploaded as a CSV file that must follow this name format, replacing only

the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Locations

136. Location Types: This is the number of locations, by type, as defined in the table below, for each PFA included in the application. Count the number of locations by type under each classification of unserved, underserved, served or line extensions.

Type	Definition
Households	Number of locations where 100/20 Mbps or faster residential service is (to be) available
Businesses	Number of locations where 1Gbps symmetrical or faster business service is (to be) available
CAIs	Number of Community Anchor Institutions where 1Gbps symmetrical or faster service is (to be) available

To enter this information, click the dropdown arrow to the right of the PFA Code, and select Edit.

In the pop-up window, enter the required information and click the Save button.

137. Total Project Cost: This is the total dollar amount of all project costs.

137a. Minimal BEAD Program Outlay: This is a list of project costs by location classifications of unserved, underserved, served or line extensions, for each PFA included in this application. Only the Total Project Cost is broken down by Project Funding Area.

To enter this information, click the dropdown arrow to the right of the PFA Code, and select Edit.

137a. Minimal BEAD Program Outlay is a list of project costs by location classifications for each PFA.

PFA CODE	UNSERVED COST	UNDERSERVED CO...	SERVED COST	LINE EXTENSIONS ...	TOTAL COST		
1	$ 500,000.00	$ 250,000.00	$ 25,000.00	$ 25,000.00	$ 800,000.00		▼

Unserved Cost Total	Underserved Cost Total	Served Cost Total	Line Extensions Cost Total	Edit
$ 500,000.00	$ 250,000.00	$ 25,000.00	$ 25,000.00	

In the pop-up window, enter the required information and click the Save button.

Repeat these steps for each PFA that is being applied for in this application.

Note: In accordance with 2.4.2 of the Kansas Initial Proposal Volume 2, specific points will be awarded based on the total cost to serve a proposed funding area. The most cost-efficient applications will receive the maximum 50 points, and the highest total cost of that same PFA will receive zero points. All applications that fall between the highest and lowest cost will receive points that are proportionately applied.

138. Are you requesting a waiver of matching funds? Select "Yes" or "No."

138a. What is the total waiver amount in dollars? This field appears only if you select "Yes" for Question 138. Enter the total dollar amount of the waiver.

138b. Is the waiver for an NTIA- or FCC-designated High-Cost Area? Select answer from the drop-down box.

138c. Waiver Justification File: This field appears only if you select "No" for Question 138b.
A Waiver Justification file is required that describes the justification for the waiver of matching funds outside of these high-cost areas. The file must include financial evidence that demonstrates the effect of matching funds on the service affordability to potential subscribers, (i.e., pro forma financials with different capex assumptions based on different matching fund requirements to show the impact on subscriber rates in achieving average revenue per customer) and evidence of the special circumstance(s), such as efforts to secure the required match funding from providers or alternative match funding sources and/or the unfavorable economic conditions of building and operating a network in the project area; for example, the evidence of unsuccessful funding rounds and an economic analysis demonstrating that the overall net present value (NPV) of the project area remains negative even if 75 percent of the capital cost is subsidized.
This file will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Justification.

139. Net Requested Grant Amount: This field is automatically calculated as Total Project Cost minus Match Amount, which already includes the Waiver Amount.

140. Match Amount: This is the dollar amount of matching funds, including any waiver amount. Remember to include the Waiver Amount as part of the Match Amount entered.
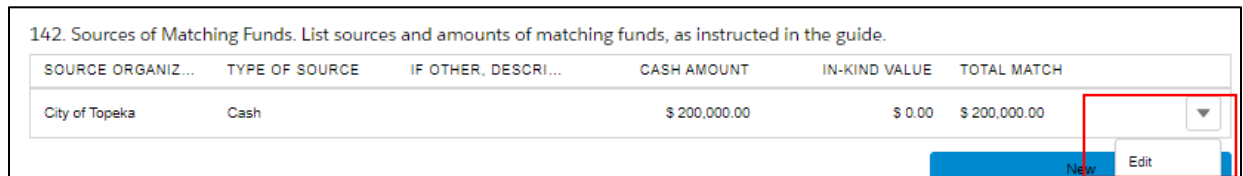
141. Match Percentage: This field is automatically calculated as the Match Amount, which already includes any Waiver Amount, divided by the Total Project Cost.
Note: In accordance with 2.4.2 of the Kansas Initial Proposal Volume 2, the matching funds must be at least 25% of the project cost.

142. Sources of Matching Funds: Enter the information about the source(s) for each type of matching funds.

In order to enter this information, click the dropdown arrow to the right of the PFA Code, and select Edit.

In the pop-up window, enter the required information and click the Save button.

- Source Organization Name: name the entity that is the source of the matching funds, e.g., Speedy Internet, Wilson County, Digital Equity Foundation, etc.
- Type of Source: choose from the dropdown the type of source of the matching funds, i.e., Cash, Bond, Loan, Credit, or Other. Choose "Other" for in-kind benefits contributed and for any Waiver Amount. When "Other" is chosen, describe the source, limited to 225 characters, in the textbox that appears.
- Cash Amount: if the matching funds are from any type of source other than in-kind benefits, then enter the dollar amount of the matching funds; otherwise, enter $0.
- In-Kind Value: if the matching funds are from in-kind benefits contributed, then enter the dollar value of them, and enter $0 for Cash Amount; in-kind benefits must be monetarized to be counted in the total matching funds.

Repeat these steps for each source of matching funds associated with this application.

Note: In accordance with 2.4.1 of the Kansas Initial Proposal Volume 2, KOBD allows matching funds or in-kind benefits to be contributed to the applicants by non-applicant entities including state, local, and tribal government units, and not-for-profit organizations. These non-applicant matching funds are the responsibility of the applicant to secure, utilize, and report appropriately. In-kind benefits may include, but are not limited to, access to structures, Right-of-Ways (ROWs), and easements; construction labor; or other types of benefits directly related to deployment of qualifying broadband service. In-kind benefits must be quantifiable with documented value assessments. Valuation of any in-kind benefit classified as a matching fund on the application may be subject to adjustment or denial by KOBD.

142a. Matching Funds Evidence: This is documentation that proves the matching funds exist and proves that the applicant has met the Letter-of-Credit (LOC) requirements of the NTIA. This evidence will be uploaded as a single PDF file that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_LOC_2_4_11

Note: In accordance with 2.4.11.b of the Kansas Initial Proposal Volume 2, a LOC is required, or an alternative as prescribed by the NTIA in the BEAD Letter of Credit Waiver: BEAD Letter of Credit Waiver | BroadbandUSA (ntia.gov)

143. CAI Types: If CAIs were counted in the earlier Location Types for each PFA; the applicant must enter the count of each CAI type for each PFA in this table. If no CAIs were counted in the Location Types, the applicant must enter zeros to proceed in the portal.

- Schools—public or private K-12 schools that participate in the FCC's E-Rate program and/or have a National Center for Education Statistics (NCES) ID; and institutions of higher education that have a NCES ID in the category of "college," including junior colleges, community colleges, minority serving institutions, historically black colleges and universities, universities, and other educational institutions
- Libraries—those that participate in the FCC's E-Rate program, are American Library Association member libraries and their branches, and/or those on record with the State Librarian
- Health Care—health clinic, health center, hospital, or other medical provider, including institutions that have a Centers for Medicare and Medicaid Services identifier, such as those and others like optometrists, ophthalmologists, and other practitioners, regardless of size
- First Responder—public safety entities based on records maintained by the state and local units of government, such as fire houses, emergency medical service stations, police stations, and public safety answering points
- Government—those local, tribal, or state facilities that have been identified as CAIs facilitating public broadband access, and specifically excluding federal facilities
- Public Housing Organizations—only those identified as CAIs, specially excluding the housing units
- Community Support Organizations—those that facilitate greater use and public availability of broadband service by covered populations, including senior and job training centers

To enter this information, select the dropdown arrow to the right of the PFA Code to Edit, then enter numbers of each Type, or zero as applicable, in the textboxes.

Repeat these steps for each PFA listed in the application.

144. Are any of the locations to be served on Tribal land? Select "Yes" or "No."
Note: If any locations included in the proposed project area(s) fall under the authority of any one of the official tribal governments in Kansas as listed by the U.S. Bureau of Indian Affairs. Then in accordance with 2.4.8 of the Kansas Initial Proposal Volume 2, applicants must comply with applicable federal, state, territorial, and local laws, and regulations on the use of Tribal lands. There are four official Tribal governments in Kansas listed by the Bureau of Indian Affairs:

- Sac & Fox Nation of Missouri in Kansas and Nebraska
  (785) 742-7471
  (785) 742-3785
  305 North Main Street, Reserve, Kansas 66434
- Kickapoo Tribe of Indians of the Kickapoo Reservation in Kansas
  (785) 486-2131
  (785) 486-2801
  824 111th Drive, Horton, Kansas 66439
- Prairie Band Potawatomi Nation
  (785) 966-4000
  (785) 966-4009
  16281 Q Road, Mayetta, Kansas 66509
- Iowa Tribe of Kansas and Nebraska
  (785) 595-3258
  (785) 595-6610
  3345 Thrasher Road, White Cloud, Kansas 66439

144a. Tribal Consent: This field appears only if applicant selects "Yes" for Question 144. A Letter of Consent must be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name and numbers as it appears here: BEAD01_00_Tribal_2_4_8

Note: In accordance with 2.4.8 of the Kansas Initial Proposal Volume 2, KOBD must require the applicant to provide a Tribal Government's consent to deployment if any planned projects include any locations on Tribal land. (This was identified in GAO report 22-104421, Tribal Broadband: National Strategy and Coordination Framework Needed to Increase Access.) If the applicant is the Tribe or an internet service provider owned by the Tribe, consent to deployment is presumed, and this file upload is only optional. This file must include acknowledgement that applicants are to follow the Bureau of Indian Affairs right-of-way processes (ROW) documented in 25 CFR § 169. In addition, the rule requires most owners of the interests in a tract must consent to the ROW, in accordance with the statutory requirement in 25 U.S.C. § 324 and specifies that Tribes and individual Indian landowners may negotiate the terms of their consent, which ultimately become the terms of the grant.

145. Do you have an NDA on file with KOBD? Individual Non-Disclosure Agreements (NDAs) may be executed with the Kansas Department of Commerce, but they must have been requested no later than February 1, 2024, in accordance with 2.4.1 of the Kansas Initial Proposal Volume 2. This responsibility rested with the applicant seeking the Agreement. Only answer "Yes" if you have an executed NDA or evidence that a request was made before the deadline.

145a. Copy of NDA, or evidence of a timely request as applicable, must be uploaded if the applicant answered "Yes" to Question 145. This file will be uploaded as a single PDF that must

follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name and numbers as it appears here: BEAD01_00_NDA_2_4

BEAD Grant Application Project Sustainability Section

146. Sustainability Business Plan: This plan is composed of the following files (a-o) that must be uploaded individually in the Upload Documents & Files section of the application.

Note: While not the sole basis of scoring, these files may augment Question 149, Technical Capability, which is the basis of scoring up to 18 points.

For now, applicant may continue entering information into the portal window, proceeding with Question 147, Post-Construction Business Operations Budget details.

a. Marketing Plan to stimulate and retain subscriptions including the implications of the Affordable Connectivity Program or similar subsidy programs, the Middle-Class Affordability requirements, and the required Low-Cost Option(s) of this proposed project; this plan will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Marketing_2_4_11

b. Pricing Plans that include the Consumer Broadband Labels required by the FCC: https://www.fcc.gov/broadbandlabels
and include the commitment to not raise rates for at least five years from the date of infrastructure deployment; these plans will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Pricing_2_4_11

c. Customer Service Plan for Install to ensure installation of qualified broadband service within 10 days of any request; this plan will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Service_2_4_11

d. Customer Service Plan for Repair to ensure repair of qualified broadband service within 24 hours; this plan will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Repair_2_4_11

e. Customer Complaint Response Process to ensure response within five days and resolution within 30 days unless a longer period is mutually agreed with the subscriber; this process will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Response_2_4_11

f. Network Monitoring and Outage Reporting Procedures that include public transparency; these procedures will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Procedures_2_4_11

g. Staffing of Personnel to support network and customer operational sustainability after construction; this list will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Staffing_2_4_11

h. Location of Field Personnel involved in installation and repair of the proposed project network, and estimated "windshield" time for response, to demonstrate adequate operational support; this list will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Personnel_2_4_11

i. Business Continuity and Disaster Recovery Plan for the project area; this plan will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Recovery_2_4_11

j. Redundancy, Diversity, and Fault Points of the proposed project network; this list or map will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Points_2_4_11

k. Use of Shared Infrastructure owned or controlled by a third party; this list will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Infrastructure_2_4_11

l. Network Technology that is to be deployed and its long-term stability indicated by any required or possible capital investments within five years, and include the engineering plan, procurement process and evidence of funding and for alternative technology plans to provide a capacity of at least 5 Mbps or a usage allowance of 2 terabytes (TBs) per month for each BSL in the project area within four years (an eligibility requirement); these plans will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Technology_2_4_11

m. Business Plan for CAIs with the classification of unserved or underserved; this plan will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_CAI_2_4_11

n. Consumer Support Plans for sustainable digital equity, training, and technical support; these plans will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Support_2_4_11

o. Network Standards that are to be employed to determine augments or expansion of middle mile, lateral, or backhaul facilities for network congestion and the ability to expand; this list will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Standards_2_4_11

147. Post-Construction Business Operations Budget Details: These details include revenues based on subscription and pricing, including subsidies to all locations in the project area; direct cost of operations; administrative and selling costs, all within a financial statement pro forma that includes depreciation of the matching funds. Enter this information must for each of the first five years of operation.

147a. Post-Construction Business Operations Budget Evidence: This file must include the underlying support and calculations to arrive at the budget numbers entered in the portal. This evidence will be uploaded as a single PDF that must follow this file name format, replacing only the

"00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Budget_2_4_11

BEAD Grant Application Project Details & Middle-Class Affordability Section

148. Are you providing service using technology other than end-to-end fiber-optic facilities to all unserved or underserved BSLs to any locations in the project area? Answer "Yes" if technology other than fiber will be utilized in the last mile, anywhere in the project area.

Note: In accordance with 2.4.13 of the Kansas Initial Proposal Volume 2, the applicant must submit additional Technical Capability details if other technology is to be utilized to serve locations with broadband service.

149. Technical Capability: This is composed of the following files (a-g) that must be uploaded individually in the Upload Documents & Files section of the application.

For now, applicant may continue entering information into the portal window, proceeding with Question 150 about Local and Tribal Coordination.

Note: In accordance with 2.4 of the Kansas Initial Proposal Volume 2, speed to deployment will be scored on a sliding scale up to nine points based on the timeline(s) for completed deployment; capital assets with longer usable lives, scalability, and resilience will score higher on a sliding scale for up to another nine points.

    a. Network Design must include the details listed below. This design will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Design_2_4_13

        i. Identify all fiber routes, including those to be constructed and existing fiber routes to be utilized, regardless of whether owned or leased, and identify the number of fiber strands constructed, strands to be utilized, and available strands; identify all last mile, lateral, middle, long haul, and interconnection points, and include the technology used; identify infrastructure supporting the fiber, including all aerial poles, direct buried, conduit, vaults, handhold, manholes, etc., whether the infrastructure is owned or leased; and identify land routes for fiber placement with evidence of rights of way or easements required.

        ii. List the location of components, to determine ease of provisioning; these components include power supplies, electronics, lasers, etc., and cabling, vaults, etc., and any needed central office equipment, remote huts, etc.

        iii. Show the sustainability, including redundancy and diversity of fiber routes, on-hand inventory of spare parts and components, and potential single points of failure fault points in the network design.

        iv. If "Yes" to providing service using technology other than end-to-end fiber-optic facilities, then the Network Design must also identify the towers in place to be used or those to be built, the back-haul availability whether owned or leased, and the RF promulgation estimates.

Note: In accordance with 2.4.13.a of the Kansas Initial Proposal Volume 2, applicants must submit extensive documentation for project implementation, including the technical solution and the applicant's technical capability.

b. Network Diagram Map must include the details listed below. This diagram will be uploaded as either a KMZ or zipped SHP file that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Diagram_2_4_13
   i. Show all network design elements; these must be easily identifiable and readable.
   ii. Include a legend of the coloration, line size, point data, etc., of the network design elements.
   iii. Include the entire project area in the network diagram, including out-of-project area network design elements supporting the project area to the interconnection point.
   iv. If "Yes" to providing service using technology other than end-to-end fiber-optic facilities, then the Network Diagram must also show the entire network diagram.

Note: In accordance with 2.4.13.a of the Kansas Initial Proposal Volume 2, applicants must submit extensive documentation for project implementation, including the technical solution and the applicant's technical capability.

c. Network Build-Cost Timeline must include the details listed below. This timeline will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Timeline_2_4
   i. Show the project cost progression that is associated with service milestone progress.
   ii. Anticipate the projected timing of expected disbursements based on successful project execution.
   iii. Sample format: Milestone date of 06/30/25 equals completion of 50 miles and service to 3 BSLs for a cost of $15,000.
   iv. If "Yes" to providing service using technology other than end-to-end fiber-optic facilities, then the Network Build-Cost Timeline must also list the timelines for any back-haul construction needed.

Note: In accordance with 2.4.1 of the Kansas Initial Proposal Volume 2, the applicant must submit timelines for deployment by specific progress milestones.

d. Network Deployment Milestones must include the details listed below. These milestones will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Milestones_2_4_13
   i. Identify service milestones to indicate deployment timelines.
   ii. Include quarterly objectives in terms of marked miles completed and BSLs connected.

Note: In accordance with 2.4.13.a of the Kansas Initial Proposal Volume 2, applicants must submit extensive documentation for project implementation, including the technical solution and the applicant's technical capability.

e. Network Capital Schedule must include the listed details below. This schedule will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Schedule_2_4_13
    i. Include materials and labor required for deployment versus operation.
    ii. Detail the type of those materials and labor.
    iii. Show the quantity of each type and the unit cost.

Note: In accordance with 2.4.13.a of the Kansas Initial Proposal Volume 2, applicants must submit extensive documentation for project implementation, including the technical solution and the applicant's technical capability.

f. Capital Costs of Existing Infrastructure must include the listed details below. These costs will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Costs_2_10
    i. Identify the Make-Ready costs for pole attachments.
    ii. List the costs of upgrades or changes needed to power sources.
    iii. Identify the costs of over lashing of aerial facilities.
    iv. List all acquisition costs and fees for rights of way access.
    v. List the costs of upgrades or changes needed for cabinet and pedestal configurations.
    vi. Identify the costs of conduit in place.

Note: In accordance with 2.10.1 of the Kansas Initial Proposal Volume 2, applicants must depict all elements of their network design to reflect their work to achieve the lowest cost per location for any Project Funding Area.

g. Use of Middle Mile facilities includes details of any middle-mile facilities, listed below. These details will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Facilities_2_4_13
    i. Detail ownership and access rights.
    ii. Detail the costs that are included in project costs and each interconnection point.

Note: In accordance with 2.4.13.a of the Kansas Initial Proposal Volume 2, applicants must submit extensive documentation for project implementation, including the technical solution and the applicant's technical capability.

150. Was there meaningful community engagement and local planning, Local and Tribal Coordination? To maximize scoring, answer "Yes" if supportive evidence can be submitted.

Note: In accordance with 2.4.2 of the Kansas Initial Proposal Volume 2, applications with no documented evidence submitted will receive none of the allotted seven points.

150a. Evidence of Community Engagement: This is an optional file to maximize scoring on Local and Tribal Coordination. Applications that demonstrate meaningful community engagement and local planning will receive up to five points. This evidence must consist of meeting minutes, attendee lists, and discussion items like those contained in the NTIA Local Coordination Tracker Tool located at: Local Coordination | BroadbandUSA (doc.gov)

Furthermore, locally held discussions on permitting, rights of way, pole attachments, or other easement needs are preferred. Lastly, KOBD expects applicants to share their rate plans, low-cost service plans, terms and conditions, service commitments, and billing formats to each Project Funding Area.

Applicants may download and use the NTIA Local Coordination Tracker Tool to show local meetings held with residents and businesses. This tracker would be uploaded as a single XSLX that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Engagement_2_4_2

150b. Evidence of Community Engagement: Letters of Support is an optional file for Local and Tribal Coordination. Applications that include Letters of Support will receive up to two points depending on the number and quality of each formally authorized letter. Letters of support may be from local leaders, (e.g., county commissioners, Tribal leaders, board of supervisors, city councils; unified school district boards; local businesses; or residents). Quantity (i.e., more than one Letter of Support from different groups) and Quality (i.e., formally authorized with third-party letterhead from local leaders) will be the basis of this scoring. These Letters would be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_LOS_2_4_2

151: What technology is proposed for the last mile? Select from the dropdown whether the technology will be "Fiber Landline Only," "Other Technology Only," or a "Hybrid of Both."

Note: The Service Affordability requirements depend on the type of technology proposed for the last mile of this project as selected in Question 151.

152: Will the fiber offering be 1G symmetrical service priced at or below $90/mo? This question appears if Fiber Landline Only is selected in Question 151. Select "Yes" or "No" as appropriate.

152a. If fiber, what is your rack price for residential 1G symmetrical service? Enter rack price.

152b. If fiber, what is your rack price for business 1G symmetrical service? Enter rack price.

153: Will the service offering be 100/20 Mbps service priced at or below $60/mo? This question appears if Other Technology Only is selected in Question 151. Select "Yes" or "No" as appropriate.

153a. If no fiber, what is your rack price for residential 100/20 Mbps service? Enter rack price.

153a. If no fiber, what is your rack price for business 100/20 Mbps service? Enter rack price.

154. Will fiber be 1/1G at or below $90, and other service offering be 100/20 Mbps at or below $60? This question appears if "Hybrid of Both" is selected in Question 151. Select "Yes" or "No" as appropriate.

154a. If hybrid, what is your rack price for residential 1G symmetrical service? Enter rack price.

154b. **If hybrid, what is your rack price for business 1G symmetrical service?** Enter rack price.

154c. If hybrid, what is your rack price for residential 100/20 Mbps service? Enter rack price.

154d. If hybrid, what is your rack price for business 100/20 Mbps service? Enter rack price.

Note: Up to 15 points are available to maximize the scoring of Middle-Class Affordability. In accordance with 2.4.2 of the Kansas Initial Proposal Volume 2, sliding scale will be used to score applications.
- If only fiber technology will be used for the last mile, then the applicant will enter rack prices for the offering of 1G symmetrical service.
  - If this service will be priced at or below $90, inclusive of all taxes, fees, and monthly charges billed to the subscriber, then 15 points will be received.
  - If this service will be priced above $90, then a sliding scale will be used.
- If no fiber technology will be used for the last mile, then the applicant will enter rack prices for the offering of 100/20 Mbps service.
  - If this service will be priced at or below $60, inclusive of all taxes, fees, and monthly charges billed to the subscriber, then 15 points will be received.
  - If this service will be priced above $60, then a sliding scale will be used.
- If a hybrid of both fiber and other technology will be used for the last mile, then the applicant will enter rack prices for both the offering of 1G symmetrical service and the offering of 100/20 Mbps service.
  - If the landline offering of 1G symmetrical service will be priced at or below $90, inclusive of all taxes, fees, and monthly charges billed to the subscriber for landline, and if the offering 100/20 Mbps service will be priced at or below $60, inclusive of all taxes, fees, and monthly charges billed to the subscriber, then 15 points will be received.
  - If either of these services will be priced higher, then a sliding scale will be used.

155. Service Compliance: This includes the following questions (a-e) that must be answered affirmatively to receive the affordability points described above. In accordance with 2.13 of the Kansas Initial Proposal Volume 2, to receive points for affordability, the applicant must provide the recommended service plan, which includes the following elements:
  a. Do you agree to an enforceable commitment to not raise the per month price for the 100/20 Mbps service for 2 years from the infrastructure deployment date for each BSL and then, may only increase annually for the next 3 years at a rate no greater than the Consumer Price Index for All Urban Consumers (CPI-U) for the Midwest Region?

b. Do you agree to provide service installation within 10 calendar days of service request; and do you agree to waive installation charges for any service installation that exceeds the 10-calendar day commitment?
c. Do you agree to provide latency performance of no more than 100 milliseconds?
d. Do you agree that broadband service is not subject to data caps, surcharges, or usage-based throttling, and that it is subject to the same acceptable use policies offered to other home subscribers of other internet access service plans?
e. Do you agree to provide service outage credits, measured at 1/30 of the monthly rate per day for an outage of over 12 hours?

155f. Recommended Service Plan Marketing: This is an optional file that is required if the applicant aims to be scored on affordability. This Plan would be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Plan_2_13

Note: In accordance with 2.13 of the Kansas Initial Proposal Volume 2, the recommended service plan must include the preceding elements answered above; and must describe how service plan has been well-marketed, publicly available, and easily accessible, including the Consumer Broadband Labels required by the FCC: https://www.fcc.gov/broadbandlabels

BEAD Grant Application Low-Cost Options

Low-Cost Broadband Service Options: This includes the following questions (a-i) that must be answered affirmatively to be eligible for BEAD funds. In accordance with 2.12 of the Kansas Initial Proposal Volume 2, the applicant must agree to offer at least one low-cost broadband service **156.** option that includes the following elements:
a. Do you agree to the low-cost option pricing and speeds of service plans? This includes offering 100/20 Mbps service or greater priced at or below $30—or at or below $75 on Tribal land—inclusive of all taxes, fees, and monthly charges billed to the subscriber.
b. Do you agree to an enforceable commitment on low-cost option pricing for 2 and then 3 years? The enforceable commitment includes to not raise the per month price for the 100/20 Mbps service for 2 years from the infrastructure deployment date for each BSL and then, may only increase annually for the next 3 years at a rate no greater than the Consumer Price Index for All Urban Consumers (CPI-U) for the Midwest Region.
c. Do you agree to allow subscribers to use any subsidy toward the plan's rate? These include any Affordable Connectivity Benefit subsidy, ACP, or successor program.
d. Do you agree to participate in the Affordable Connectivity Program or its successor? This applies to any Broadband Service Provider that is the Lead Organization or a Consortium Member Organization of this application.
e. Do you agree to the terms on the lost-cost option service usage limitations? These include that the low-cost broadband service option(s) is(are) not subject to data caps, surcharges, or usage-based throttling, and that the option(s) is(are) subject to the same acceptable use policies offered to other home subscribers of other internet access service plans.
f. Do you agree to provide latency measurements of no more than 100 milliseconds?
g. Do you agree to the terms on service installation? These include installation within 10 calendar days of service request, and to waive installation charges for any service installation that exceeds the 10-calendar day commitment.

h. Do you agree to provide service outage credits? An outage credit is measured at 1/30 of the monthly rate per day for an outage of over 12 hours.

i. Do you agree to allow subscribers to switch to faster plans if offered at lower prices? In the event the provider later offers a low-cost plan with higher speeds downstream and/or upstream, subscribers to the low-cost broadband service option(s) must be allowed to upgrade to the new low-cost offering at no cost.

157. Low-Cost Options Evidence: This is composed of the following files (a-c) that must be uploaded individually in the Upload Documents & Files section of the application.

a. Subsidy Participation includes supporting documentation demonstrating the organization's participation in subsidy programs to optimize digital inclusivity and adoption; and partnering with school districts and colleges to raise awareness of subsidy programs such as Lifeline, Affordable Connectivity Program, or the Emergency Connectivity Fund, as applicable; this documentation will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Subsidy_2_12

b. Low-Cost Marketing to describe any activities planned to increase the awareness of low-cost broadband options to both current and potential subscribers; and how low-cost service plans will be well-marketed, publicly available, and easily accessible, including the Consumer Broadband Labels required by the FCC: https://www.fcc.gov/broadbandlabels This evidence will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Marketing_2_12

c. Digital Equity Efforts to describe resources the applicant will be contributing to the adoption efforts, such as digital literacy training, marketing campaigns, surveys, and low-cost service options; these efforts will be uploaded as a single PDF that must follow this file name format, replacing only the "00" placeholder with your application number and leaving the rest of the name as it appears here: BEAD01_00_Efforts_2_12

Upload Documents & Files Section

All files uploaded must follow the file name formats specified in this guide.

Click the Get Started button to upload required files, and then click "Upload File" next to the numbered requirement. Note that there is a 2GB size limit for each file.

While multiple PDFs can be uploaded for one required document entry, they must all be uploaded at the same time. If you hit Save after uploading one, you then have to select Replace File and start all over again.

Please note, the portal will not alert you if you FAIL to do any of the following as required:

• Name the file as instructed in this guide
• Upload the specified file type, e.g., PDF, CSV, etc., versus any other file types
• Upload the correct file versus duplicated files between uploads or within the same upload
• Upload "Supplemental Documents" that are required based on conditions of your application versus only uploading the "Required Documents" for all applicants
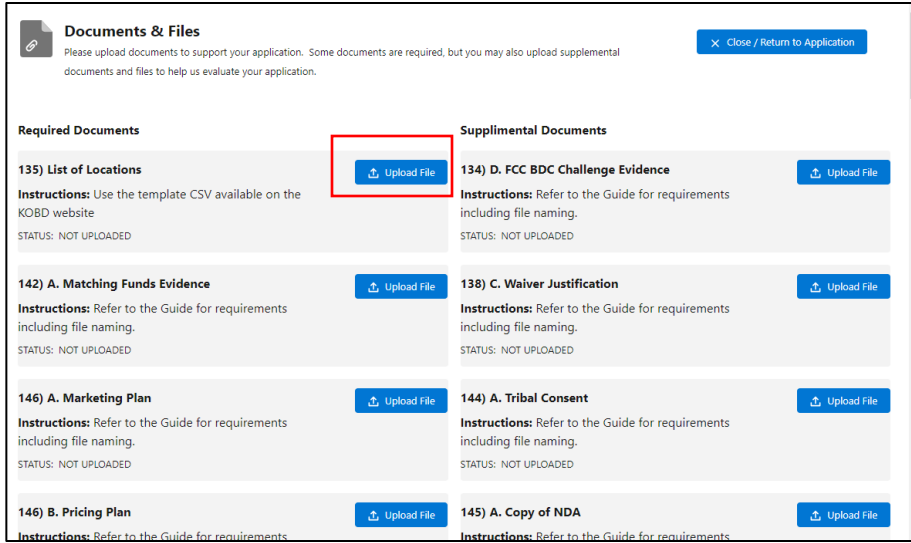
161. Attestations: These are required files from the lead organization and consortium member organizations. These attestation forms will be uploaded as PDF files with these respective file name formats, replacing only the "00" placeholder with your application number:
BEAD01_00_Attest_Lead_2A
BEAD01_00_Attest_Member_2A

For multiple member organizations, add sequential numbers onto the word "Member" in the file name, e.g., BEAD01_00_Attest_Member2_2A

Applicants must download and use the templates from the KOBD website, including the requirement that these be signed by the lead officers of the lead organization and consortium member organizations. The forms are located at: [Broadband Equity Access and Deployment](#)

Submission

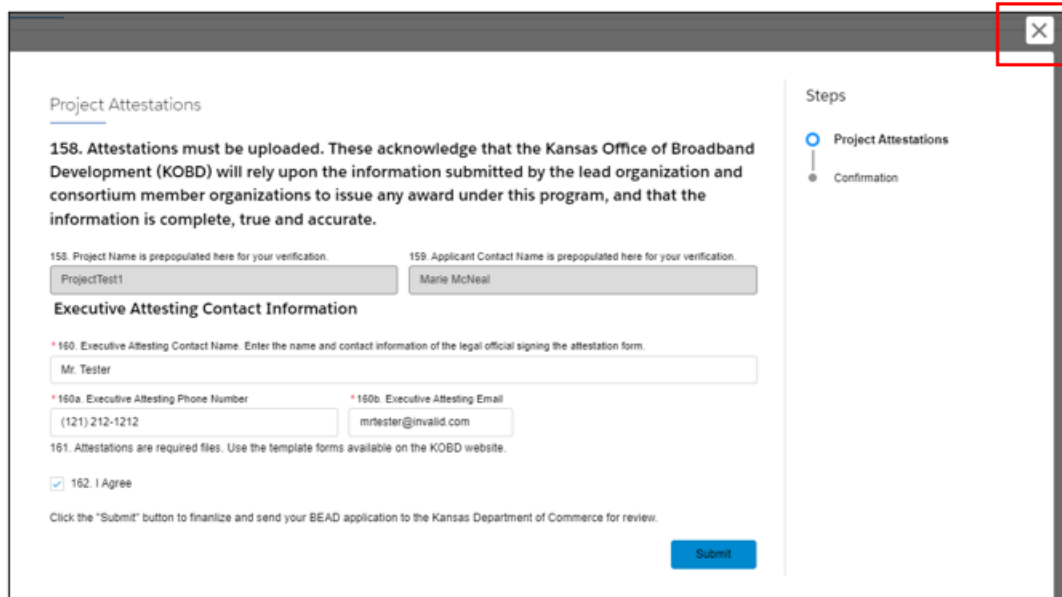Once all sections are completed, a green Submit My Application button will appear at the top of the workspace.
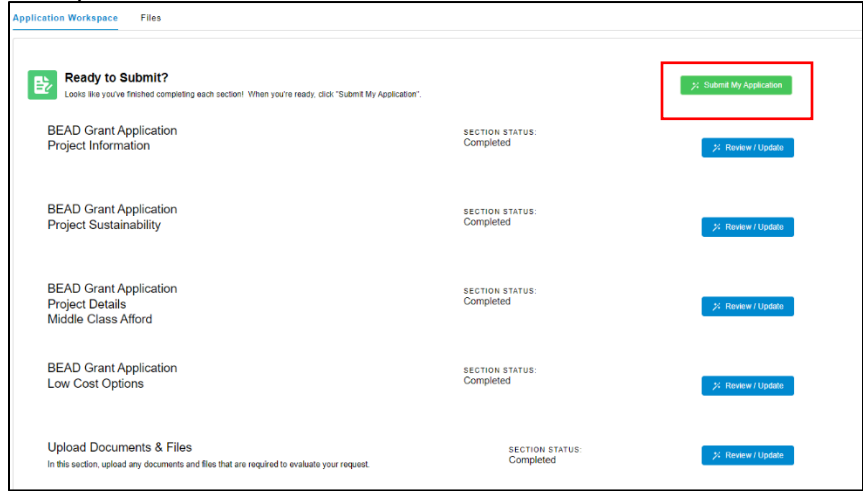
Click the Submit button and the Attestations section will appear.

158. Project Name: This field is automatically populated from information entered earlier in the application. Please verify this information is correct.

159. Applicant Contact Name: This field is automatically populated from information entered earlier in the application. Please verify this information is correct.

If this information is not accurate for the application you intend to be submitting, click the X in the upper right-hand corner of the screen to close the window without submitting the application.

160. Executive Attesting Contact Name: Enter the name of the Lead Organization Official who signed the attestation form.
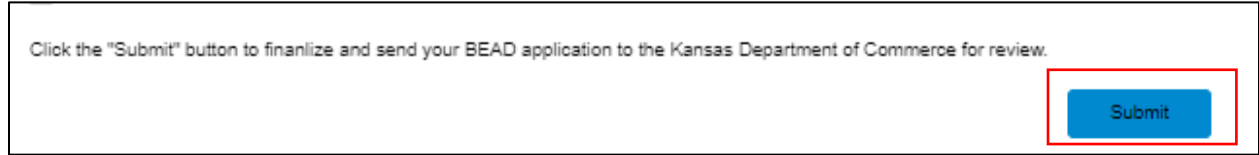
160a. Executive Attesting Phone Number: Enter the phone number of the Lead Organization who signed the attestation form.

160b. Executive Attesting Email: Enter the email of the Lead Organization Official who signed the attestation form.

161. Attestations: These are required file uploads. Use the templates available on the KOBD website at Broadband Equity Access and Deployment (kansascommerce.gov) titled Application Attestation by Lead Organization and Application Attestations by Consortium Members.

162. I agree: By checking this box, the applicant agrees that the Kansas Office of Broadband Development (KOBD) will rely upon the information submitted by the lead organization and consortium member organizations to issue any award under this program, that the information is complete, true and accurate, and agree to attestations being signed by an authorized officer with executive authority over the legal compliance of the applicant; over any FCC BDC Challenge; and over the financial, operational and technical capability evidence, including the professional engineer certification(s).

Click the blue Submit button to formally submit the application for review.

Click the "Submit" button to finanlize and send your BEAD application to the Kansas Department of Commerce for review.

Submit

The confirmation window includes a Go To My Applications button that will take you to the My Applications page, where this application will be listed under My Submitted Applications.

Confirmation

Your BEAD application has been successfully submitted.

Steps

✓ Project Attestations

○ Confirmation

Go to My Applications
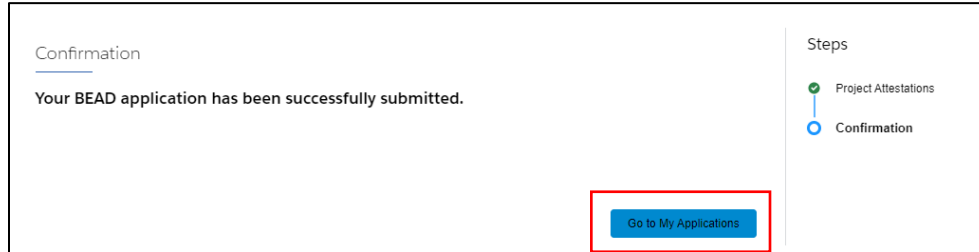
You can monitor the status of your application from "Submitted" to "In Review" or "Requested Revisions" to "Accepted" or "Denied" and you will receive automatic email notifications with narrative explanations when status changes occur. Please review these emails carefully to determine if any action is required by the applicant, particularly if receiving notification about Requested Revisions.

My Submitted Applications

IA-0000000364

Program Name
BEAD
Account
Solarity 3May
Application #
364
Pre-registration #
443

Grant Name
Pre-registration for BEAD
Status
Accepted

Technical Assistance Resources (page 3)
Application Questions

Email: KDC_BEAD@ks.gov
Monitored: Weekdays from 8:00 am to 5:00 pm CST
Unless extended hours are posted by exception