Broadband Infrastructure Improvement Grant (BIIG) Fund

 BIIG Fund Application



Idaho State Department of Education

technology services | broadband program

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# PROGRAM GUIDELINES

## Eligibility

### Applicant Eligibility

BIIG Funds can be awarded only to E-rate eligible entities, which are Idaho public schools grades K-12, the Idaho Digital Learning Academy, the Idaho Department of Juvenile Corrections education programs, the School for the Deaf and the Blind, and the Idaho public libraries.

### Project Eligibility

Only internet access and/or wide-area network (WAN) special construction projects that meet the FCC’s long-term capacity targets, identified in the *E-rate Modernization Order*,are eligible.

#### Internet Access Capacity Targets

| **Entity** | **Long-Term Capacity Target** |
| --- | --- |
| School District | Scalable to 1 Gbps per 1,000 users |
| Library (less than 50,000 patrons) | At least 100 Mbps |
| Library (more than 50,000 patrons) | At least 1 Gbps |

#### WAN Capacity Targets

| **Entity** | **Long-Term Capacity Target** |
| --- | --- |
| School District | Scalable to 10 Gbps per 1,000 users |
| Library (less than 50,000 patrons) | Scalable to 10 Gbps |
| Library (more than 50,000 patrons) | Scalable to 10 Gbps |

# APPLICATION CHECKLIST

All items must be emailed to broadband@sde.idaho.gov at least two (2) weeks before you file an FCC Form 471 for the project. This is because you will need to indicate state matching funds are available on the FCC Form 471 and upload the BIIG Award letter in the online E-rate portal.

Submit the following:

1. Completed BIIG Application Form (pages 5-8 of this document)
2. Complete sets of all bid responses received for each project
3. Copy of scoring rubric/evaluation sheet for each project
4. Final copy of the contract for each project
5. (DARK FIBER/SELF-PROVISIONED DARK FIBER ONLY) Worksheet showing the cost analysis detailing the break-even point for dark/self-provisioned fiber versus lit fiber
6. (WAN ONLY) Visio drawing (or equivalent) showing the layout of the new WAN

# INSTRUCTIONS FOR COMPLETING BIIG APPLICATION

**PAGE 5 (ENTITY AND PROJECT INFORMATION):**

**General Information:**

1. **Entity Name.** Enter the entity’s name.
2. **Address.** Enter the address and mailing address (if different) of entity.
3. **Contact Person.** Enter the name of the person to contact for questions.
4. **Email.** Enter the email address of the contact person.
5. **Phone.** Enter the phone number of the contact person.
6. **Students/Patrons.** Enter the total number of students or patrons (for libraries).
7. **Staff/Employees.** Enter the total number of staff/employees of the entity.
8. **Total Users.** Enter the total of questions six and seven.
9. **E-rate Discount.** Select the Category 1 E-rate discount from the menu.

**Project 1 and 2 (if applicable) Information:**

1. **Type of Project.** Select the type of project (internet access or WAN) from the menu.
2. **Provider.** Enter the name of the provider for the project.
3. **Monthly Recurring Cost (MRC).** Enter the project’s MRC for the upcoming funding year.
4. **Eligible Special Construction Cost.** Enter the project’s eligible special construction cost.
5. **Ineligible Special Construction Cost.** Enter the project’s ineligible special construction cost. These one-time costs are not eligible for BIIG Funds.
6. **BIIG Funds Request.** Enter the amount of BIIG Funds requested for the project. This is 10% of the eligible special construction costs if the E-rate discount is 80% or less, or 5% if the E-rate discount is 90%.

**PAGE 6 (CERTIFICATIONS AND SIGNATURES):**

**Certifications:**

Entities must select all applicable boxes to certify they are eligible for BIIG Funds.

**Signatures:**

The application must be signed by the superintendent/director, business manager, and technology director of the entity.

**PAGES 7-8 (PROJECT NARRATIVES):**

Complete the narratives requested for each applicable project.

# BIIG APPLICATION FORM

## Entity and Project Information

### General Information

| **Description** | **Answer** |
| --- | --- |
| 1. Entity Name:
 | Enter the name of the entity. |
| 1. Address:
 | Enter the address of the entity. |
| 1. Contact Person:
 | Enter the name of the person to contact for questions. |
| 1. Email:
 | Enter the email of the contact person. |
| 1. Phone:
 | Enter the phone number of the contact person. |
| 1. Students/Patrons:
 | Enter the total number of students or patrons for the entity. |
| 1. Staff/Employees:
 | Enter the total number of staff or employees for the entity. |
| 1. Total Users:
 | Enter the total from questions six and seven here. |
| 1. E-rate Discount:
 | Choose your Category 1 E-rate discount. |

### Project 1 Information

| **Description** | **Answer** |
| --- | --- |
| 1. Type of Project
 | Choose the type of project. |
| 1. Provider:
 | Enter the name of the provider. |
| 1. Monthly Recurring Cost (MRC):
 | Enter the MRC. |
| 1. Eligible Special Construction Cost:
 | Enter the eligible special construction cost. |
| 1. Ineligible Special Construction Cost:
 | Enter ineligible special construction cost. |
| 1. BIIG Funds Request:
 | Enter the amount of BIIG Funds. |

### Project 2 Information (if applicable)

| **Description** | **Answer** |
| --- | --- |
| 1. Type of Project
 | Choose the type of project. |
| 1. Provider:
 | Enter the name of the provider. |
| 1. Monthly Recurring Cost (MRC):
 | Enter the MRC. |
| 1. Eligible Special Construction Cost:
 | Enter the eligible special construction cost. |
| 1. Ineligible Special Construction Cost:
 | Enter ineligible special construction cost. |
| 1. BIIG Funds Request:
 | Enter the amount of BIIG Funds. |

## Certifications and Signatures

### Certifications

By checking below, you certify that your entity:

[ ]  Contacted the Idaho State Department of Education and discussed the intent to apply for BIIG Funds prior to filing an FCC Form 470 seeking special construction.

[ ]  Complied with all USAC filing requirements for the current USAC funding year.

[ ]  Complied with all applicable state purchasing requirements.

[ ]  Understands that under current FCC program rules, any building(s) served by a special construction project are ineligible for additional special construction for fifteen (15) years.

[ ]  (If applicable) Has arranged to pay for any special construction costs remaining after E-rate and BIIG Funds are applied.

### Signatures

Superintendent/Director

| Printed Name: | Type name here. |
| --- | --- |
| Signature: |  |

Business Manager

| Printed Name: | Type name here. |
| --- | --- |
| Signature: |  |

Technology Director

| Printed Name: | Type name here. |
| --- | --- |
| Signature: |  |

## Project 1 Narrative

1. **DESCRIPTION OF CURRENT INFRASTRUCTURE**

Provide a detailed description of your current infrastructure.

1. **LIMITATIONS OF CURRENT INFRASTRUCTURE**

Describe the limitations of your current infrastructure. What issues or barriers did your entity face due to these limitations?

1. **DESCRIPTION OF NEW INFRASTRUCTURE**

Provide a detailed description of the project and your new infrastructure. What buildings will be served, how much bandwidth are you able to purchase, how many users will be impacted by the project, etc.?

1. **BENEFITS OF NEW INFRASTRUCTURE**

Describe how the new infrastructure will benefit your entity both short and long-term.

## Project 2 Narrative (if applicable)

1. **DESCRIPTION OF CURRENT INFRASTRUCTURE**

Provide a detailed description of your current infrastructure.

1. **LIMITATIONS OF CURRENT INFRASTRUCTURE**

Describe the limitations of your current infrastructure. What issues or barriers did your entity face due to these limitations?

1. **DESCRIPTION OF NEW INFRASTRUCTURE**

Provide a detailed description of the project and your new infrastructure. What buildings will be served, how much bandwidth are you able to purchase, how many users will be impacted by the project, etc.?

1. **BENEFITS OF NEW INFRASTRUCTURE**

Describe how the new infrastructure will benefit your entity both short and long-term.