

Application for State Funding: Broadband Infrastructure Improvement Grant

Applicable to E-Rate Funding Year 2027

Refer to the BIIG Application Guide for complete instructions.

PRE-SUBMISSION CHECKLIST

A complete application submission must include supporting documentation proving that the following milestones were completed in order after July 1 and no later than January 31.

Milestone		Page for more info	Date Completed
1	OSBE Consultation	6	
2	Idaho § 67-2806: Document the estimated contract value and identify the appropriate procurement path	6	
3	RFP Technical Review	7	
4	Form 470 Posting: Certified FCC Form 470 by November 15	8	
5	* Evaluation & TCO	9	
6	BIIG Application submitted to OSBE by January 31	10	

These milestones are specifically for the submission of this funding application. Additional administrative and reporting steps are required following an award to ensure the successful disbursement of State match funds and federal E-Rate support. These requirements are detailed in the BIIG Application Guide.

*** ⚠ IMPORTANT:** *Awarding a contract before submitting this application to OSBE may result in a denial of the grant application. Applicants are encouraged to wait for confirmation of grant funding before awarding project contracts to vendors.*

APPLICATION

This application should be submitted after bid evaluations are completed, but prior to signing a contract with the winning vendor. The submission is due January 31st.

I. APPLICANT INFORMATION

Organization Name & ID#:

Primary Contact Name:

Primary Contact Title/Role:

Project Nickname:

FCC Form 470 Number:

Project Category ☐ Direct Internet Access (DIA) ☐ Wide Area Network (WAN)

Project Type ☐ Lit Fiber ☐ Dark Fiber ☐ Self Provisioned

If the application is for a Wide Area Network (WAN) with different speeds at each site, use the Site Benefit Worksheet included at the end of this application.

II. PROJECT SCOPE & IMPACT

Metric	Project Data
Number of Sites Connected	
Estimated Students Accessing Bandwidth	
Estimated Staff Accessing Bandwidth	
Total Feet of Fiber (Estimate)	
Current Bandwidth	
Bandwidth After Installation	

III. PROCUREMENT & FINANCIAL SUMMARY

Financial Detail	Amount / Information
Winning Vendor	
Vendor SPIN	
Total Project Cost	
Total Eligible Special Construction Cost	
Base Category 1 E-Rate Discount (%)	
State Match % Requested (5% or 10%)	
Total BIIG State Match Requested	
Total Remaining after E-Rate and BIIG	

IV. NARRATIVE

Instructions: Respond to the prompts below in a separate document and include it with your application. There is no maximum word limit, and there is no limit on attached supporting documentation.

Question #1 Existing Infrastructure Limitations:

Describe the physical or technical limitations of your current connectivity. Include specific examples, such as bandwidth bottlenecks, physical gaps in infrastructure, or the qualitative impact of these issues on educational services or community access.

Question #2 Project Description:

Provide a summary of the proposed infrastructure project. Discuss high-level technical design choices (e.g., "ring" vs. "hub-and-spoke" configuration), construction methodology, and specifically how this proposed solution resolves the limitations described in the previous section.

Question #3 Fiscal Responsibility: Describe how the project described above is the highest scoring, most cost-effective, and most fiscally responsible proposal that best serves your needs over a period of at least fifteen years.

V. ATTACHMENTS/WORKSHEETS

Maintaining a comprehensive and accessible administrative record is essential for long-term audit compliance; this checklist is designed to help verify that all necessary procurement, technical, and governance documentation is on hand and ready for the mandatory 10-year retention period.

Attachment	Y	N	N/A	Notes
Competitive Bidding & Procurement				
FCC Form 470 (Certified PDF version)				
Full RFP Document (Including all Addenda and Q&A Logs)				
Proof of Publication (Required for Tier 3 projects)				
Bid Evaluation & Selection				
Copies of ALL bids received (Winning, Losing, and Disqualified)				
Final Bid Evaluation Scoring Matrix (Price as primary factor)				
Disqualification Memos (Evidence for any non-responsive bids)				
15-Year Total Cost of Ownership Forecast ¹				
Governance & Authority				
Applicable Board Minutes				
Procurement Threshold Memo (Justification of Tier 1, 2, or 3)				
Technical Design				
Detailed Scope of Work (SOW) and Bill of Materials (BOM)				
Geographic Map(s)				
Logical Network Diagram (Showing Hub/Spoke or Ring design)				

1. The 15-Year Total Cost of Ownership (TCO) Forecast must include all projected recurring costs, maintenance expenses, and anticipated hardware refreshes (calculated at 6-year intervals). The analysis should provide cumulative cost totals at the end of the base contract term and at the end of each optional extension to demonstrate long-term fiscal sustainability.

VI. CERTIFICATIONS

- ☐ Attestation: I certify that this procurement was conducted in accordance with Idaho § 67-2806 based on the total contemplated expenditure. I acknowledge that the appropriate procurement path was followed for (Select One) and is supported with documentation:
 - ☐ Tier 1 (<\$100k): Best Practices (Board Guided)
 - ☐ Tier 2 (\$100k - \$250k): Formal RFP (Three Vendor Solicitation)
 - ☐ Tier 3 (>\$250k): Open Competitive Sealed Bid (Public Opening)
- ☐ Record Retention: I understand that E-Rate rules require the LEA to retain all relevant documentation for funding requests and services for a minimum of 10 years. The 10 year period begins on the final date of service of all contract terms.
 - Final Date of proposed services:
 - Documentation must be retained through:
- ☐ Ineligibility Hold: I understand that sites that receive BIIIG funding are ineligible for additional E-Rate state match funding for fifteen (15) years per 47 C.F.R. § 54.505(f).
- ☐ Funding Disclaimer: I understand that a state match award does not guarantee a funding commitment decision letter and is not equivalent to an order to proceed with installation.
- ☐ Good Faith: I have fulfilled all requirements to the best of my ability, in good faith, and in consultation with the OSBE Broadband Program and the BIIIG Application Guide.

Signatures

Superintendent/Director

Signature/Date: _____

Business Manager

Signature/Date: _____

Technology Director

Signature/Date: _____

WIDE AREA NETWORK (WAN) SITE BENEFIT WORKSHEET

Site Number	Site Name	Current Connection	Speed (Mbps)	Planned Connection	# of Fiber Strands	Planned Speed (Mbps)
1	Example Site 1	Microwave	500	Lit Fiber	2	1000
2	Example Site 2	Copper	200	Lit Fiber	2	1000
3						
4						
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SCHOOLS APPLICATION FORM WALKTHROUGH

This section explains how to complete each portion of the **BIIG Funding Application (v2)** to ensure your submission is complete and compliant.

I. APPLICANT INFORMATION

- **Organization Name & ID#:** Use your legal LEA/Library name and the State Entity Number.
- **Primary Contact:** The individual who will handle day-to-day coordination with OSBE.
- **Project Nickname:** A unique name for the build (e.g., "District Fiber Ring 2026").
- **FCC Form 470 Number:** Must match the 10-digit number generated by the EPC portal.
- **Category/Type Selection:** Check all that apply regarding the project. Details should align with the Form 470 request. Multiple Form 470s require multiple BIIG applications.

II. PROJECT SCOPE & IMPACT

- **Number of Sites Connected:** Total number of applicant locations (endpoints) in the project scope.
- **Estimated Students Accessing Bandwidth:** Impacted student population (on campus only)
- **Estimated Staff Accessing Bandwidth:** Impacted staff/administrator population.
- **Total Feet of Fiber (Estimate):** Distance in feet from the winning vendor's proposal.
- **Current Bandwidth:** Your baseline speed (Mbps) prior to the upgrade. For WAN projects, please use the Site Benefit Worksheet.
- **Bandwidth After Installation:** The new speed capacity provided by the upgrade.

III. PROCUREMENT & FINANCIAL SUMMARY

- **Winning Vendor & SPIN:** The legal name of the selected provider and their E-Rate Service Provider ID Number.
- **Total Project Cost:** The "all-in" construction cost from the winning proposal.
- **Total Eligible Special Construction Cost:** The portion of construction costs that USAC considers E-Rate eligible.
- **Base E-Rate Discount (%):** Your district's standard Category 1 discount rate.
- **State Match % Requested:** Either 5% (for 90% discount entities) or 10% (for all others).
- **Total BIIG State Match Requested:** (Eligible Cost) x (State Match %).

- **Total Remaining:** The calculated amount left for the LEA/Library to cover after federal and state matches are applied. (Formula: Eligible Special Construction Cost × [1 - (Base E-Rate % + State Match % + E-Rate Match %)]).

IV. NARRATIVE

Provide detailed, plain-language responses to justify the funding request.

- **Infrastructure Limitations:** Describe the physical or technical limitations of your current connectivity. Include specific examples, such as bandwidth bottlenecks, physical gaps in infrastructure, or the qualitative impact of these issues on educational services or community access.

For example: "Our existing library infrastructure consists of multiple low-speed commercial broadband lines that cannot be aggregated to meet the 1Gbps per 1,000 patrons standard. The current physical 'last-mile' copper plant in our area has reached its maximum capacity; the provider has stated no further speed increases are possible without a complete fiber build. This limitation prevents us from hosting community digital literacy workshops and job-fair events that require high-density public Wi-Fi."

- **Project Description:** Provide a summary of the proposed infrastructure project. Discuss high-level technical design choices (e.g., "ring" vs. "hub-and-spoke" configuration), construction methodology, and specifically how this proposed solution resolves the limitations described in the previous section.

For example: "Our proposed solution is a 'hub-and-spoke' Wide Area Network (WAN). We will establish a 10Gbps primary 'Hub' at the District Office, with dedicated fiber 'Spokes' running to each outlying elementary school. This architecture allows us to centralize our firewall and filtering services, reducing the amount of hardware we need to maintain at individual sites while ensuring each building has symmetrical, high-speed access back to the core."

- **Fiscal Responsibility:** Explain why the 15-year TCO makes this the most cost-effective choice compared to other bids.

For example: "While a Self-Provisioned (owner-operated) network showed a lower 15-year TCO, the District chose the Leased Lit Fiber model. This is the most fiscally responsible choice for us because it places the burden of maintenance, fiber-cut repairs, and 24/7 monitoring on the vendor. Given our limited IT staff, this ensures the network

remains operational for 15 years without requiring us to hire additional specialized personnel.”

V. ATTACHMENTS/WORKSHEETS

Verify you have checked "Y" for every required document in the checklist. This includes every bid received (winning and losing), your final evaluation matrix, board minutes, and the **WAN Site Benefit Worksheet** if your project involves multiple sites.

VI. CERTIFICATIONS & SIGNATURES

This application represents a significant, long-term commitment to the proposed infrastructure and the selected vendor. Due to the 15-year ineligibility hold triggered by this grant, it is essential that all local stakeholders—leadership, finance, and technology—are in full agreement regarding the project's scope, design, and long-term sustainability.

The application must be signed and dated by three key stakeholders:

1. Superintendent/Director
2. Business Manager
3. Technology Director