Broadband Technical Assistance Program (BTAP)

Applicant's Handbook and Program Guidelines

November 14, 2023

Adopted as an administrative rule effective November 20, 2023

Introduction

The Oregon Business Development Department (dba "Business Oregon" or "Department") and its Oregon Broadband Office is pleased to provide the first (2023) edition of the Broadband Technical Assistance Program ("BTAP" or "Program") Applicant's Handbook and Program Guidelines. The BTAP Program will be initially supported by Oregon Universal Service Fund monies appropriated by the Legislature to the Oregon Broadband Fund by Senate Bill 1603 (2020). The Oregon Broadband Office ("Broadband Office") has spending limitation authorized at $1.5 Million for the 2022-23 Grant Cycle. BTAP will initially serve as a component of the Universal Service Fund Broadband Program which is defined as the program established by Oregon Laws 2020, chapter 17, section 5 (First Special Session), as amended.

In 2022-23, the Broadband Office sought input from a diverse variety of stakeholders ahead of an influx of primarily federal funds that will be directed toward the development of broadband service infrastructure. Stakeholder groups included Broadband Action Teams, county commissioners, city officials, the League of Oregon Cities, the Association of Oregon Counties, libraries, school districts, water and electrical utilities, economic development districts, and private citizens. The stakeholders highlighted Oregon's need for broadband technical assistance ahead of upcoming major infrastructure funding opportunities. In May of 2023, the Broadband Office published a Request for Information (RFI) seeking information on the technical assistance needs of prospective applicants around the state. The goal of the Broadband Technical Assistance Program, as outlined in this handbook and program guidelines, is to respond meaningfully to the needs expressed by stakeholders throughout the engagement process.

The purpose of this handbook and program guidelines is to provide applicants and staff with a concise reference for BTAP information, including project development, eligibility, the application process, and conditions for an award. The content is organized into two sections, Program Information and Application Process. The information included is as specific as possible; however, it is difficult to foresee and address all the variety of specific project circumstances that exist in communities. The Broadband Project Coordinators will always be the best resource for determining a solution to project needs and answering questions. Their contact information is available at the Oregon Broadband Office website. See https://www.oregon.gov/biz/programs/oregon_broadband_office/pages/default.aspx

This handbook and program guidelines document is based on current legislative statutes, administrative rules, and department policy, and is subject to periodic revisions to meet evolving needs or respond to changing legislation.

Suggestions and comments regarding the handbook and program guidelines are always

welcome. Please direct suggestions to:

    Subject: BTAP Suggestion/Comment
    To: Broadband.Oregon@biz.Oregon.gov.

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Program Information

Purpose

The Oregon Business Development Department (dba "Business Oregon" or "Department") through the Oregon Broadband Office created the Broadband Technical Assistance Program ("BTAP" or "Program") to implement a component of the Universal Service Fund Broadband Program authorized by Oregon Laws 2020, chapter 17, section 5 (First Special Session)[1], as amended by section 4 of House Bill 3201 (2023). BTAP will provide grants or loans to assist eligible applicants with "[t]he planning and development of broadband service infrastructure."[2] BTAP will initially provide technical assistance grants utilizing funds transferred by the Public Utility Commission to the Broadband Fund as provided by section 4(2) of House Bill 3201 (2023).

The Broadband Office has designed this Program to support the expressed needs of stakeholders and to also carry out the Office's duty under ORS 285A.166(2) to "[s]upport and promote local and regional broadband planning" efforts as they develop broadband investment and deployment strategies.

Governing Rules and Statutes

The *Broadband Technical Assistance Program (BTAP) Applicant's Handbook and Program Guidelines* is published to give applicants guidance on eligible activities, application development, how to apply for funds, and how to administer projects financed by the Program.

Current Administrative Rules for the Universal Service Fund Broadband Program and this Program can be found in OAR Chapter 123, Division 47.

Eligible Applicants

The following entities are eligible to apply for funding through the BTAP Program:

- Municipalities (as defined in ORS 285B.410(9))
- Electric Co-Operatives
- Nonprofit organizations
- Municipal affiliates (economic development corporations, regional planning and development councils, councils of government)
- Each of the nine federally recognized Tribes in Oregon (or their respective Tribal Council or their respective business entity)

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[1] Senate Bill 1603 (2020, first special session).
[2] House Bill 3201, Section 4(1) (2023).

- Internet Service Providers in partnership with any of the above entities

Partnerships

Eligible applicants may apply alone, as part of a regional partnership, as part of a public-private partnership, or as part of an existing formal or informal partnership. Applications that include multiple collaborating entities must designate a single eligible organization or entity as the lead and fiscal sponsor for the application.

After receiving an award, awardees may continue to solicit, document, and evaluate potential private-sector partners for projects. The form or status of partnerships need not remain the same through the life of a BTAP award. However, awardees must notify the Department of any changes in their partnership status during the life of the award.

Eligible Projects and Activities

The Department will provide BTAP funds for projects related to the planning and development of broadband service infrastructure to serve Unserved and Underserved Locations in the State- as defined below:

Unserved Location: a location lacking a wired broadband service connection that reliably provides broadband services at a speed of at least 25 megabits per second for downloads and 3 megabits per second for uploads.

Underserved Location: a location lacking a wired broadband service connection that reliably provides broadband services at a speed of at least 100 megabits per second for downloads and 20 megabits per second for uploads.

Eligible Activities

The types of activities that broadband technical assistance funding may be used for can be described to fall into three broad categories:
- **Planning and Pre-construction Activities**
- **Staffing**
- **Grant Application Support**

Planning and Pre-construction Activities

Planning and pre-construction projects can take many forms, but applicants should be as specific as possible when describing what type of deliverable(s) they will produce with BTAP grant funds. What follows is a list of example deliverables for some common types of plans. Applicants may propose planning and pre-construction activities that do not

directly adhere to these examples but should provide a scope of work in their application that is as specific as possible.

Strategic Plan

Applicants who have not fully explored the options for their community can use BTAP funds to complete a Strategic Plan that defines their broadband needs and develops an initial approach. A Strategic Planning effort should maximize stakeholder engagement and help develop a network of engaged partners and advocates. The study area for a Strategic Plan should be greater than a single municipal boundary. A funded Strategic Plan should include, at a minimum, the following:

a) Needs Assessment
b) Market Assessment
   - Assessment must include a determination of what is considered affordable to consumers in the study area
c) Public Survey of connectivity needs and experiences
d) Stakeholder meetings (identify specific stakeholders in application)
e) Current and future funding opportunities (description of available and/or pending and potential state, federal and local funding opportunities)
f) Recommendations and strategies based on existing conditions and available opportunities, including short term, long term, growth and expansion strategies and partnerships
g) A description of the target/preferred broadband infrastructure development approach, specifying the likely role of the applicant and different partners to finance, design, build, own, operate, and maintain infrastructure development

Feasibility Study

Applicants who currently understand the broadband needs of their community can utilize BTAP funding to conduct a Feasibility Study. A Feasibility Study should evaluate and compare alternative broadband solutions based on metrics such as cost, scalability, and timelines.

A study should evaluate the feasibility of one or more solutions, including but limited to a public-private partnership project solution; a publicly built, owned, or operated solution; a private project solution; or another alternative partnership model. Feasibility Study tasks should include:

a) Inventory of existing network infrastructure (poles, conduit, geographic extent of service availability, quality of service for users throughout existing network, etc.)
b) Determination of need for total network capacity
c) Inventory of existing capacity in surrounding middle mile/backhaul/transport

networks

d) Analysis and comparison of multiple alternatives for network construction, expansion, ownership, partnership, and operational models (at a high level, what are the strengths, weaknesses, opportunities, and threats posed by each alternative? E.g., underground networks are more resilient, but require more initial investment to build new trenches and conduits)

e) Conduct a survey-informed "take-rate" estimate for new service offerings and price points (must have ample consideration for median household income and affordability as lack of affordability contributes to the Digital Divide and lack of true access)

f) Conduct basic network design with sufficient detail to enable rough cost projections

g) Development of multiple financing strategies with 5-year cash flow models that explore potential scenarios depending on variables such as:

    i) Interest rates

    ii) Take rates; and

    iii) Grant award success

Business Plan

Applicants that have decided on an infrastructure development model for their community could use BTAP funding to produce a business plan that determines a financing strategy to support network construction, operation, maintenance, and expansion of broadband service. A Business Plan should include delivery of:

a) High-level engineering and design plans

b) Market analysis

c) Financing models, including pro-forma financial projections (5 years minimum)

d) Estimated construction, expansion, maintenance costs

e) Recommended operational model

f) Operations and maintenance plan

g) Pricing model with consideration for Affordable Connectivity Program and low-income households

h) Risk management and emergency response plan

Preliminary Engineering

Applicants that have a well-developed Business Plan in place for their community could leverage BTAP funding to bring a proposed infrastructure project to "shovel ready" status. BTAP funding could be used to conduct preliminary engineering work and pay for other preliminary costs of a broadband infrastructure deployment project, including the

following:

a) Pole data / conduit surveying

b) Engineering and network design

c) Consulting and legal expenses associated with permitting

Other: Grant Application Support/ Administrative Costs

For communities that are ready to proceed with a broadband infrastructure deployment project, applicants may be authorized to apply for BTAP funds to be used for completing a federal (e.g., USDA ReConnect), state or other non-state grant application. If authorized, applicants may apply for grant funds to offset expenses related to the preparation of such grant applications. In addition, applicants may be authorized to use grant funds for up to 5% of the BTAP award for administrative costs. Note: Each notice for BTAP funding may impose further restrictions/ limits on use of BTAP funding for these types of purposes.

Staffing

Eligible applicants may use BTAP funds to hire staff or fund an existing position related to broadband expansion. Applicants are expected to provide a specific scope of work and position description for the desired staff position.

Study Area

In developing a proposed study area for a Strategic Plan, Feasibility Study, Business Plan, or Preliminary Engineering Project, the Department will require an emphasis on inhabited unincorporated areas- not just locations within municipal boundaries. Proposals should emphasize how the requested assistance will advance the goal of serving unserved and underserved locations.

Ineligible Activities

A. Pre-award activities and their associated expenses without specific authorization by the Department

B. Capital expenditures such as buildings, land, equipment, or construction materials

C. Activities that support the operations or maintenance of an existing network

D. Any construction or deployment activities

Project Priorities — Closing the Digital Divide

The intent of BTAP is to fund the acquisition of technical assistance services by eligible applicants seeking to close the digital divide in a specific study area. In reviewing and scoring Program applications, the Department will emphasize the following priorities.

Please refer to the section titled "Scoring" for more specific details on how Applications can score additional points.

A. **Regional Focus-** Points will be given to BTAP applications seeking to close the Digital Divide at a regional scale, between incorporated areas, and across city and/or county boundary lines. Application requests for assistance developing a connectivity solution for a single municipality are allowed but will not satisfy this priority.

B. **Unserved Locations-** Points will be awarded to applicants who place an emphasis on serving Unserved Locations in their proposal. Applicants can meet this requirement by placing a strong, data-based emphasis on the specific locations, roads, and communities that are unserved. Applicants should clearly state how these locations, roads, and communities will be factored into their requested technical assistance efforts. Simply identifying Unserved Locations within a study area will not satisfy this requirement.

C. **Last Mile-** Applications that propose to study, evaluate, or engineer middle-mile, backhaul, or transport infrastructure should include explicit considerations for enhancing last-mile connectivity for Unserved and Underserved Locations throughout the study area to be eligible for an award. Proposals studying, evaluating, or engineering last-mile infrastructure will satisfy this priority by default.

D. **Digital Equity-** All applications for BTAP assistance are required to make considerations for digital equity. The State's Broadband Map contains a layer titled Social Vulnerability Index, which Applicants are encouraged to use for reference in developing their study areas. Applicants may use other data, including but not limited to the Digital Equity Act layer on the State's Broadband Map. Applications should place an emphasis on locations where available data indicates an intersection of unserved and underserved locations and areas of high social vulnerability.

Grant Information

The maximum grant award amount is $150,000 per county included in a BTAP application. For example, an application that will cover a 3-county study area will be eligible for up to $450,000 (3 x maximum grant amount). Business Oregon may negotiate awards with awardees and offer an amount different from that which was requested in an application.

A. **Reimbursements; advance payments-** Grant awards will be disbursed on a reimbursement basis. However, Business Oregon, at its sole discretion, may provide up to $10,000 in advance funds from an award upon request. Reimbursements will be conditioned upon the Department's review and approval of reimbursement requests.

   i) Awardees may submit a maximum of one reimbursement request per month.

   ii) Reimbursement requests must include an itemized invoice on letterhead of the primary applicant/awardee and must include attachments to verify expenses (example: if awardee seeks to pay a consultant, the consultant's invoice to the awardee should be submitted as an attachment to the invoice submitted to the Department)

   iii) Business Oregon will only disburse funds upon review and approval of a reimbursement request submitted by the primary applicant/awardee, and the Department will only disburse funds directly to the awardee or the awardee's designated administrator for the award. Business Oregon will not disburse funds to any third parties such as partners, consultants, or contractors.

B. **Transparency and Reporting-** Awardees shall be subject to transparency and reporting requirements including, but not limited to reporting, tracking, and documentation of incurred costs and project progress, and maintaining access to records related to awards. Awardees shall submit quarterly reports as well as a final closeout report to the Department.

   i) Quarterly reports must adhere to the Department-provided reporting template which includes:

      (1) A narrative update on the status of the project, including notification of delays

      (2) A quarterly budget expenditure report of the project

   ii) Awardees will be required to submit quarterly progress reports containing the same information as Monthly Reimbursement Requests

   iii) Closeout reports must adhere to the Department-provided template and include, but may not be limited to the following elements:

      (1) All invoices submitted over the duration of the award

      (2) Final version of reports produced, or current draft if applicable

      (3) A narrative summary of what was achieved using BTAP funds and an

explanation of how the funds contributed to closing the digital divide.

C. **Disclosure of Submissions and Deliverables/ Public Records & Confidentiality-**

i) Generally, all materials submitted to Business Oregon and the Broadband Office regarding a BTAP application or award are subject to disclosure under Oregon Public Records Law. This includes applications, grant agreements, related submissions, deliverables and communications with the Department and the Broadband Office except for material that qualifies under a public records exemption. The Department will redact from disclosure requests only material exempt from the Oregon Public Records Law.

ii) The State of Oregon, including Business Oregon and the Broadband Office, reserve the right to review, examine, maintain, and share publicly (unless confidential) records created and materials submitted both during the application process and as required deliverables, including any final or draft deliverables produced under this grant, such as plans and studies.

iii) Confidentiality – Applicants/Awardees may mark for non-disclosure/ redaction pages containing their or their partners' confidential or competitively sensitive information. Applicant must clearly identify the exempt sections or pages and note the purpose of the exemption. Applicants seeking exemptions must submit a second copy with the requested exemptions obscured and unreadable. The Department shall determine whether any information is exempt from disclosure under Oregon Public Records Law.

Application Process

How to Get Started

Business Oregon's Broadband Office has Broadband Project Coordinators to assist with developing proposals for Program funding. Broadband Project Coordinators are assigned to different geographic areas of the state. Please do not hesitate to contact a Broadband Project Coordinator. Coordinators can assist with activities such as:

A. Discussing a project concept to clarify the need for technical assistance and determine which type(s) of assistance would be eligible and most beneficial.

B. Assisting an applicant in expanding the geographic scale of the study.

C. Assisting an applicant in establishing co-applicant partnerships.

Application Requirements

In order to be considered by the Department for funding, Applicants must submit both an Intake Form and a General Application.

Intake Form

Intake forms will be used to collect general information from applicants such as organization name and type, official contact for the project, the amount being requested, and other information the Department may need for application and grant tracking purposes. **Intake Forms are not scored but are a required element of a complete application.**

The intake form will be available on the Broadband Office website.

General Application

Applicants must electronically complete and submit a General Application. The Application form will be posted on the Broadband Office webpage.

Applications will be collected through an electronic form. The form will prompt the applicant to submit responses to each of the following elements.

An application must be signed by an authorized official.

Contents:
A. Identification of a specific study area and narrative that supports the need for technical assistance
    a. If study area is more specific than an existing boundary (a county, economic development district, or other official boundary), applicant must submit GIS data in the form of a polygon that can be published on the Oregon Broadband Map
    b. If the study area can be delineated by an existing boundary such as those listed above, the Department may utilize that boundary to display the application and/or award on the Oregon Broadband Map
    c. An explanation of how the requested technical assistance can improve Digital Equity in the proposed study area.
B. A summary of broadband connectivity status in the study area, including:
    a. Infrastructure types and availability; proximity (study area is x miles away from existing fiber route, y miles away from cable)
    b. Status of outreach to/negotiations with existing providers
    c. If known, the capacity to scale and/or the limitations of existing connectivity (i.e., could the existing network be expanded or is the study area primarily served by legacy technology such as copper/DSL)
C. Preliminary analysis of barriers and limitations that have contributed to existing connectivity gaps in the study area
D. Description of the type of technical assistance requested, including:

    a. Summary of the problem that needs to be addressed

    b. Description of how technical assistance will make a measurable impact on the study area's preparedness to close the Digital Divide

    c. Description of the desired work-product and the applicant's next steps after receiving technical assistance

    d. If technical assistance is requested to improve eligibility for a broadband infrastructure grant program, clearly indicate which infrastructure program(s) are being targeted

E. If utilizing consultants to perform more than half of the proposed activity:

    a. Evidence of any bid-seeking, Requests for Information (RFI), Requests for Proposals (RFP); and

    b. If a bidder was selected, a copy of the winning bid; or

    c. If no bidder has been selected, copies of all bids under consideration.

    d. If no RFI or RFP has been published, a draft RFI or RFP.

F. If proposing using BTAP funds to hire staff:

    a. A draft position description

    b. Scope of work for the new hire

    c. Deliverables expected from staff

    d. Minimum qualifications for the position

    e. Anticipated term/duration of employment

G. If applicable, evidence that the requested technical assistance would support State, county, regional, or local land use planning goals

H. Proposals seeking BTAP funds for a Feasibility Study or a Business Plan must contain a preliminary market study containing:

    a. List of existing wireless and wireline providers offering residential service

    b. List of existing wireless and wireline providers offering business service

    c. List of retail prices and service tiers available within the proposed study area (residential and business)

I. A proposed Work Plan, Timeline, and Budget that includes:

    a. An activity list with milestones, including anticipated start/end dates for each activity (rather than specific calendar dates, please use number of months- e.g., RFP – months 1-2; stakeholder meetings months 1-3; data collection months 2-4; etc.)

    b. The total estimated cost of the work to be done

    c. An explanation of how much of the proposed work would be grant-funded vs self-funded (match)

    d. A description of the planned work to be performed in-house (applicants, co-applicants, partners) and by third parties (consultants/contractors)

J. Proposals seeking funds for Preliminary Engineering must include the following:

    a. Any operating agreements, interconnection agreements, or franchise agreements that may pertain to the portion of the network being planned/studied

    b. Proof that the applicant or its proposed/designated network operator is eligible to provide broadband services in the State of Oregon

K. If the BTAP grant is part of a larger effort to seek broadband grant or loan funding through another program, indicate which program(s)

Application Review Criteria

BTAP applications will be reviewed in accordance with the type of activities for which the assistance is requested. When reviewing an application requesting assistance for multiple types of activities, the Department will provide findings in response to each type requested.

Applications will be reviewed by the findings criteria listed below in addition to being reviewed based on the priorities listed in the section titled "Project Priorities — Closing Digital Divide" above.

<u>General Findings:</u>

To receive any type of BTAP grant award, Business Oregon must find that:

A. The applicant's proposed activities are related to the planning and development of broadband service infrastructure. Staffing grants should clearly indicate how the position will promote the expansion of broadband service infrastructure (specific deliverables should be listed).

B. The applicant attests they have or can obtain sufficient staff or consultant/contractor resources to deliver the proposed work product or manage a potential staff position.

C. The type of technical assistance proposed by the applicant is necessary and will directly address factors contributing to the Digital Divide (access, affordability, adoption). (Example of unnecessary technical assistance: network design or engineering without first determining financial feasibility, ownership and operational model, or potential partners.)

D. The application is complete, clearly describes the plan/study/desired outcome and demonstrates a need for technical assistance.

Activity-specific Findings:

A. For Strategic Plans, Business Oregon must find that:

    a. The applicant's proposed study area is not already contemplated by an existing Strategic Plan, Feasibility Study, or Business Plan produced within the last 24 months. If another entity has already studied the proposed study area, Business Oregon may suggest the Applicant partner with another interested party and refine their application.

    b. The applicant seeks to close the Digital Divide at a regional scale (at a minimum, proposals must consider expansion beyond a single municipal boundary).

B. For Feasibility Studies, Business Oregon must find that:

    a. The applicant has developed alternatives they would like to evaluate and compare for use within the study area.

    b. There is public support for expanded broadband availability within the study area.

    c. The applicant has engaged incumbent providers and determined they cannot or will not fully serve the study area without a partnership, grant, or subsidy.

C. For Business Plans, Business Oregon must find that:

    a. The applicant has compiled a basic inventory of useable network infrastructure (poles, conduit, rights of way) in the study area.

    b. The applicant understands the network capacity necessary to achieve the network expansion contemplated by the Business Plan (for both middle mile and last mile).

    c. The applicant has prepared a basic, high-level network design with sufficient detail to enable rough cost projections.

D. For Preliminary Engineering, Business Oregon must find that:

    a. The applicant has a clearly defined proposal that will include the provision of reliable, modern broadband service to unserved and underserved locations.

    b. The applicant has determined that the proposed approach and infrastructure project is financially and logistically feasible in the planned geographic area.

    c. There exists clear community support for the infrastructure project and proposed approach.

    d. Several elements that would be included in a Strategic Plan, Feasibility Study, and Business Plan have already been completed, and Preliminary engineering would enhance the likelihood that the proposed approach is funded and built (whether by loan, grant, private investment, or local public investment).

    e. For detailed engineering and design work, that the activities are being

conducted in collaboration or consultation with a prospective internet service provider.

E. **For Staffing Grants, Business Oregon must find that:**

a. Applicant has provided all necessary application materials related to the staff position(s), including:

i. A draft position description

ii. Scope of work for the position

iii. Minimum qualifications for the position

iv. Anticipated term/duration of employment

b. Applicant has provided a list of deliverables for the staff position(s) and describes how those deliverables will contribute to an increased likelihood that a project is funded by state or federal programs.

c. Applicant has capacity/ designated existing staff to onboard, train, manage, and coordinate with the staff position.

F. **For Grant Application Support, Business Oregon must find that:**

a. Applicant or applicant's partner is ready to proceed with an infrastructure deployment project.

b. Applicant has a need for BTAP grant funds to offset expenses related to the preparation of a broadband infrastructure grant application.

c. Applicant has provided all necessary application contents, with special attention to the following contents:

i. The proposed Work Plan, Timeline, and Budget (as detailed above) and the total estimated cost of the work to be done

ii. An explanation of how much of the proposed work would be grant-funded vs self-funded (match)

iii. A description of the planned work to be performed in-house (applicants, co-applicants, partners) and by third parties such as consultants.

Scoring

The Department will evaluate BTAP applications based on the following rubric:

Priorities – Closing the Digital Divide (maximum 60 points)
Points will be awarded for each Priority satisfied by an application, as outlined below:

A. Regional Focus (yes/no) (10 pts or 0 pts)

B. Unserved (yes/no) (30 pts or 0 pts)

C. Last Mile (yes/no) (10 pts or 0 pts)

D. Digital Equity (yes/no) (10 pts or 0 pts)

General Findings (maximum 50 points)
General Findings are scored on the following scale:

- All Findings Satisfied (50 points)
- Partially satisfied (20 points)
- Unsatisfactory (0 points)

Full points are awarded if all findings are met. Partial points are awarded if one or more findings is not met or is only partially satisfied. No points are awarded if no findings are satisfied or if there is not enough information for reviewers to interpret whether the application satisfies any of the findings.

Activity-specific Findings (maximum 50 points)
Activity-specific findings are scored on the following scale:

- All Findings Satisfied (50 points)
- Partially satisfied (20 points)
- Unsatisfactory (0 points)

Full points are awarded if all findings are met. Partial points are awarded if one or more findings is not met or is only partially satisfied. No points are awarded if no findings are satisfied or if there is not enough information for reviewers to interpret whether the application satisfies any of the findings.

Notice of Decision

Business Oregon will notify applicants of BTAP grant funding award decisions.

Grant Agreement Administration (Contract)

A. All BTAP grant awards and funding disbursements will be contingent on i) Business Oregon's receipt of documentation that all other funds necessary to undertake and complete the project have been committed and are available, ii) the awardee and Business Oregon entering into a binding BTAP Grant Agreement, and iii) the awardee meeting any other conditions precedent detailed in the BTAP Grant Agreement.

B. BTAP Grant Agreements will include, but will not be limited to, provisions regarding the following requirements:

1. An agreement that the awardee will proceed expeditiously to complete the project as approved by Business Oregon. The required completion deadline of the technical assistance project will typically be within six (6) months from the date of execution of the BTAP Grant Agreement. Projects taking longer

than six months are not prohibited but the agreement term must be negotiated with Business Oregon. All agreements will require a clear timeline and completion date of the project.

2. Awardee must certify that a registered professional engineer or qualified telecommunications specialist will be responsible for any engineering or network design that takes place during the project. Awardee must ensure that any professional service providers retained for their professional expertise are certified, licensed, or registered as appropriate, in the state of Oregon for their specialty.

3. Awardee must meet or exceed the scope of work for the project set forth in the grant agreement's Project Description-- to be negotiated after award.

4. Business Oregon will make grant disbursement as reimbursements for actual work performed or costs incurred. Awardees must adhere to the Project Description and submit proof of expenses when seeking reimbursement. Business Oregon will consider but may deny requests for advance payments.

5. The grant agreement will authorize Business Oregon to use and display or distribute copies of the final work product, any data generated, survey results, and analysis conducted. Business Oregon will keep information confidential as allowed by Public Records Law.

Other Program Information

A. Funding decisions will be based on applicable administrative rules in place at the time of the award.

B. Applicants may apply for projects located inside their jurisdiction that are also within the jurisdiction of another eligible entity (e.g., a county application for a project that would cover locations within a City's boundaries) provided that an intergovernmental agreement is signed when necessary, prior to grant agreement execution.

C. Awardees must be timely in keeping the Broadband Office and its staff well informed of the progress of activities and any significant changes to a project. Amendments to the grant agreement may be required when there are changes to the project's costs, budget, scope of work, location, purpose, or time frame for completion. Failure to gain prior approval for amendments could result in ineligible expenses, a delay in reimbursement, or a default in the agreement with applicable contract remedies.