

Broadband Application Requirements and Instructions for the ARPA Portal

- You are strongly encouraged to use the information you have already amassed as part of your LOI Process and attach the information to the portal application.
- You are also strongly encouraged to include even more detail whenever possible beyond the information you already provided in the LOI.
- Ultimately, the more information you provide, the stronger your application will be.
- **You are required to log into the ARPA Portal and begin drafting your application by Friday, November 11, 2022.** County staff and CLA will be emailing you instructions for two staff from your agency to create accounts in the Portal and to sign in. The final deadline for applying is 12/23/22.

Once you begin your application in the Portal you will be asked a number of self-explanatory questions. The guidance and instructions below will assist you in responding to SOME of the Portal questions.

Section B (below) contains items which are required to be uploaded but **which the Portal does not prompt you to provide**. PLEASE REVIEW THE INFORMATION BELOW CAREFULLY AND RESPOND AS REQUESTED.

A. Online Portal Application Fields:

1. **Project Name:** Is your working title still the same as you submitted in your LOI? If so, be sure to be consistent with the project name.
2. **Project Description: (max 1500 characters)** Be as detailed as possible here about exactly what your project is and how it will help the Cape Cod community. Be sure to use the same description you have used in your LOI submission with MORE information included to best provide as many details and benefits as possible. We cannot increase the project description as that was set by the federal government.
3. **Requested ARPA Share:** The amount you are requesting may have changed if you have further refined your budget. Bear in mind that the maximum grant amount is \$500,000. The amount you enter here must be consistent with the amount you show in your budget (see below).
4. **Other Revenue Sources (AMOUNT):** Be sure to list all other revenue sources for your project with specific details and monetary amounts. We recommend you use your LOI as your guide, but only if you provided detailed information already. NOTE: Many of the LOI submissions did not provide enough detail in this area, so be sure to list specific details and amounts here.

5. **Total Project Cost:** Your total budget amount (see section B.1., below) should be entered here. This figure may have changed from the budget you submitted with your LOI if you have modified your budget.
6. **DESCRIPTION of other Revenue Sources:** Be sure to list all other revenue sources on which your project will rely. List each funding source and amount. Indicate if the funding is in-hand. If not in-hand, be specific and realistic about the timeline for securing the funding. We recommend you use your LOI as your guide, but only if you provided detailed information already. NOTE: Many of the LOI submissions did not provide enough detail in this area, so be sure list specific details and descriptions here.
7. **Estimated Project Start Date:** Use the information submitted in your LOI for consistency but be sure you keep in mind the strict ARPA time restrictions for funding when planning your project. Make sure your LOI start date is consistent with the ARPA time restrictions.
 - a. *IMPORTANT NOTES:* ARPA funds can be used to cover costs incurred from March 3, 2021 forward.
 - b. The end of the period of performance is December 31, 2026.
8. **Estimated Project Completion/Operations Date:** Also use the information submitted in your LOI for consistency but be sure you keep in mind the strict ARPA time restrictions for funding when planning your project. Make sure if your LOI start date is consistent with the ARPA time restrictions.
 - a. *IMPORTANT NOTES:* Funds must be spent by December 31, 2026.
 - b. **Salaries CANNOT be paid past 12/31/24.**
 - i. 12/31/24 does not pertain to consultants
9. **Date of Town Meeting or City Council Approval:** If you are a Town submitting this application, you need to fill out this question. If you are not a Town, this will not be applicable and is therefore not a required field.
10. **Does the project prioritize local hires:** Yes or No question.
11. **Does the project have a Community Benefit Agreement:** Yes or No question.
12. **If the project has a Community Benefit Agreement, provide a description of it here:** Provide a description or copy of your agreement if you answered YES to the questions above if you have a Community Benefit Agreement.
13. **For the relevant project, all laborers and mechanics employed by contractors and subcontractors in the performance of such project are paid wages at rates not less than those prevailing, as determined by the US Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Cod (commonly known as the “David Bacon Act”, see link below for certification requirements), for the corresponding classes of laborers and mechanics employed on projects of a**

character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed or by the appropriate State entity pursuant to a corollary State prevailing-wage-in-construction law (commonly known as “baby David-Bacon Act”): Refer to the link below called (and in the color blue) [David Bacon Act](#) for requirements and click No or Yes.

14. **The project includes a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f)).** Answer No, or Yes if you have a project labor agreement.

B. Additional Application Requirements:

You MUST also provide the following ADDITIONAL information as part of this application. Attach the documentation below (as applicable) using the Attachments link in your Portal application.

- Some of the items below will be familiar to you as having been part of your LOI submission. However, **read the guidance below carefully—in some instances we are requiring additional elements or detail.**
 - This information will assist the County ARPA Team to complete the Level 3 review.
1. **A detailed budget:** Upload your project budget as a MS EXCEL SPREADSHEET FILE. Use the budget template provided in the LOI phase. Give the file a distinct name associated with your project. Note: Many budgets received during the LOI process needed more detail. Keep this in mind when completing your budget and provide detailed information and justifications.
 - As in the template, separate Capital costs from Operating costs in your budget.
 - Provide line items which will show the expenditures you are planning. Provide justifications for how you came up with your budget figures (e.g. attach estimates from contractors, document equipment cost sources, etc.).
 - Regarding staff costs, show each staff position and associated costs on a separate line. We do not want to see, for example, “Staffing, \$100,000” without additional detail.
 - Your budget cannot request **staffing** costs payable beyond 12/31/24.
 - Consultants and contractors **can** be paid beyond 12/31/24 as long as the contracts which engage them are in place prior to that date and show a scope of work and timeline for performance.
 2. **For Non-Profit Organizations:**
 - IRS Form 990
 - Financial Statements (if available)
 - Registration (MA Form PC)

- Additional documentation you would like us to consider (optional)

3. For Profit Organizations:

- Federal Tax Returns, (2-3 years) (NOTE: you must combine multiple years into a single document)
- Financial Statements (if available)
- Business Registration/Articles of Incorporation
- Additional documentation you would like us to consider (optional)

4. For Governmental Organizations:

- Financial Statements (if available)
- Single Audit Report (if available)
- Additional documentation you would like us to consider (optional)

C. Online Portal Grant Agreement Requirements:

You MUST complete the required Grant Agreement as part of this application.

1. You will find the Grant Agreement links in the portal, in each of the Eligible Use Category sections.
2. There are 2 different versions of the Grant Agreement – one for Town applicants and one for Non-Profits/For-Profit applicants. Choose the one that fits your agency.
3. You **MUST** download the Grant Agreement from the Portal, complete and sign it, and upload it to your application. The signatory must be the person authorized by your agency to sign such Agreements.