

Applicant Toolkit

The information and templates provided in this Applicant Toolkit are provided as a courtesy to assist applicants in preparing responses to the Grant Application questions.

Applicants may use these templates. Text enclosed in [brackets] will be replaced with the information specific to your application.

Applicants should visit ctedunet.net/cwifi to reference the Community Wi-Fi Program Guidance document for questions or guidance on specific items. Items denoted with an asterisk* are considered optional or required only when applicable.

The heading number on the following pages correlates to the response item in the Program Guidance document.

Note the following when completing the application:

- File uploads may not appear on the page when uploaded, but they will be visible to review on the last page, titled Final Review.
- Questions on the application portal do not show details about response requirements. Applicants should have the Program Guidance document accessible when filling out the application.

3.2 Partner Agreement(s) or Memorandums of Understanding (MOUs)

MEMORANDUM OF AGREEMENT (MOA)

Between

[Name of Primary Entity]

[Address]

[Contact Information]

And

[Name of Partner Entity]

[Address]

[Contact Information]

Date: [Insert Date]

I. Preamble

This Memorandum of Agreement (MOA) is made and entered into by and between [Name of Primary Entity] and [Name of Partner Entity], collectively referred to as the "Parties," with the intent to establish a cooperative relationship for [briefly describe the purpose of the partnership].

II. Purpose

The purpose of this MOA is to outline the responsibilities and financial terms agreed upon by the Parties involved in [describe the project or collaboration focus].

III. Partnering Agencies and Qualifications

- [Name of Primary Entity]
 - Qualifications and Responsibilities:
 - [List qualifications, responsibilities, and contributions of the primary entity]
- [Name of Partner Entity]
 - Qualifications and Responsibilities:
 - [List qualifications, responsibilities, and contributions of the partner entity]

IV. Financial Terms

- Funding Arrangements:
 - [Describe the financial contributions of each party, including any shared costs, payment schedules, etc.]
- Resource Allocation:
 - [Detail how resources will be allocated and managed between the entities]
- Financial Management:
 - [Specify the financial management practices and who will be responsible for financial oversight]

V. Term of Agreement

This MOA shall be effective as of [start date] and shall continue in effect until [end date or conditions for termination].

VI. Amendments

This MOA may be amended at any time with the mutual written consent of both Parties.

VII. Signatures

This MOA is executed by the duly authorized representatives of the Parties as set forth below:

[Name of Primary Entity]

By: _____

Name:

Title:

Date:

[Name of Partner Entity]

By: _____

Name:

Title:

Date:

3.3 Statement on Organization & Experience

Background:

[Provide background on the organization, including its history and how it serves the community.]

Project Team Personnel:

- Project Manager: Name
 - [Name, title, organization, and role summary **within their organization**]
 - [Title and role summary **within the project team**, i.e., Oversees the project, makes key decisions, and ensures objectives are met.]
 - [Demonstration that member is to be committed for the duration of the project]
 - [Demonstration of previous project experience and how it directly relates to the current project]
- Team Lead: Name
 - [Name, title, organization, and role summary **within their organization**]
 - [Title and role summary **within the project team**, i.e., Manages specific project areas (e.g., Development Lead, Design Lead)]
 - [Demonstration that member is to be committed for the duration of the project]
 - [Demonstration of previous project experience and how it directly relates to the current project]
- Team Member: Name
 - [Name, title, organization, and role summary **within their organization**]
 - [Title and role summary **within the project team**, i.e. Developers, Designers, Analysts, Engineers, etc.]
 - [Demonstration that member is to be committed for the duration of the project]
 - [Demonstration of previous project experience and how it directly relates to the current project]
- External Consultants/Vendors: Organization + Name
 - Services to be provided: [i.e., installation of devices].

3.4 Executive Summary

Project Need:

[Discuss details as to why the project is needed.]

Community Benefit

[Discuss details as to the benefits this project could offer the community.]

Project's Primary Objective:

[Highlight how this project aligns with the primary objective of the grant.]

Project Prioritization Alignment:

[Discuss ways the project aligns with the project prioritization criteria, if applicable.]

Citizens Served:

[Provide an estimated number of citizens that will be served, with any applicable supporting evidence.]

3.5.2 Project Budget

Utilize the Excel template provided via Appendix B, ensuring all form fields are filled out and costs are entered to cover all project stages, including physical equipment and labor.

3.5.3 Statement of Viability

[Date]

Statement of Financial Viability

To Whom It May Concern,

I am writing on behalf of [Name of Entity] to affirm our financial stability and our capacity to meet the reimbursement structure of the [Name of Grant or Project]. Our organization has a solid financial foundation, with diverse funding sources that include [i.e., grants, donations, service fees, etc.], ensuring a robust financial base for our operations.

We have established financial management practices that enable us to effectively manage cash flow and ensure that we have the necessary funds available to cover expenses prior to reimbursement. Our experience with similar funding structures has equipped us with the knowledge and systems to efficiently handle reimbursement requirements.

We are committed to maintaining our financial health and are fully capable of managing the financial aspects of this grant. We are committed to the successful implementation of the project and the prudent management of the funds entrusted to us.

Thank you for considering our application. We look forward to the possibility of working together on this project.

Sincerely,

[Your Name]

[Your Position]

[Name of Entity]

[Contact Information]

3.6 Project Timeline

Phase 1: Pre-Construction (0-120 Days Post-Award)

- Project Design (Days 1-30)
 - [i.e. Finalize architectural and engineering design, conduct stakeholder engagement for design approvals etc]
- Permitting (Days 30-120)
 - [i.e. Submit necessary permits and applications, crown Castle or Fiber contractor pole attachment permits]
- Contracting & Procurement (Days 30-90)
 - [i.e. Bid solicitation and vendor selection, award contracts for fiber construction and equipment procurement etc]

Phase 2: Equipment Acquisition (Months 3 -6)

- Equipment Acquisition (Months)
 - [i.e. Procurement of necessary materials and technology etc]]

Phase 3: Fiber Construction & System Deployment (Months 5-9)

- Configuration & System Installation (Months 5-9)
 - [i.e. Major construction of facilities or infrastructure, equipment configuration and installation etc.]
- Testing & Quality Assurance (Months 9-10)
 - [i.e. System testing and troubleshooting compliance checks and adjustments 1Gb etc.]

Phase 4: Final Completion & Operational Readiness (Months 10)

- Final Approvals & Handover (Months 26-30)
 - [i.e. Obtain final regulatory approvals and certifications, transition to full operational status etc.]
 - Cost: [\$XX,XXX]

Project Completion Date: June 30, 2026

- Digital Equity & Affordability Activities (Months 7-12)
 - [i.e. Community engagement and education programs, affordability initiatives planning and execution etc.]

3.7 Implementation and Project Management Strategy

Project Implementation and Management Strategy

[Enter language describing project implementation and management strategy that includes clear objectives, milestones, and measurable outcomes to track progress effectively].

- **Project Planning and Timeline**
 - [i.e. The project will begin with a two-week planning phase, during which we will finalize key deliverables, establish project workflows, and assign responsibilities to team members.]
 - [i.e. A detailed project timeline with specific milestones will be developed, ensuring that each phase—from procurement to implementation and evaluation—is completed on schedule].
- **Resource Allocation and Management**
 - [i.e. A project manager will oversee resource utilization to prevent overspending and ensure alignment with financial constraints.]
- **Performance Metrics and Evaluation**
 - [i.e. Progress will be measured using key performance indicators (KPIs), including completion rates, deadline adherence, and stakeholder satisfaction]
 - [i.e. Regular check-ins and reports will help identify potential roadblocks early and allow for timely course corrections.]

Alternative strategies will be developed to ensure the project remains on track despite any obstacles.

Effectiveness of Selected Strategies

We believe this strategy will be effective because it incorporates structured planning, resource optimization, and continuous monitoring. By setting clear, measurable goals and maintaining a proactive approach to risk management, we can ensure the project stays within budget and timeline constraints. Additionally, our team's experience in project execution and management further strengthens our ability to deliver successful outcomes.

3.8 Technical Specifications

I. Introduction

This document outlines the technical specifications for the installation of routers and wireless internet for [Project Name]. It serves as a guide to ensure that all technical aspects meet the required standards for performance and security.

II. Project Overview

- Purpose: [Briefly describe the purpose of the router and wireless internet installation.]
- Scope: [Define the scope of the installation, including the areas to be covered and the expected outcomes.]

III. Hardware Specifications

- Routers:
 - Model: [Enter data]
 - Manufacturer: [Enter data]
 - Frequency Bands Supported: [Enter data]
 - Standards Compliance: [Enter data]
 - Security Protocols: [Enter data]
 - Features: [List features such as MU-MIMO, Beamforming, etc.]
- Modems:
 - Model: [Enter data]
 - Manufacturer: [Enter data]
 - Compatibility: [Enter data]
 - Features: [Specify features such as channel bonding, voice support, etc.]

IV. Network Configuration

- Network Topology:
 - [Describe the planned network topology, e.g., star, mesh, etc.]
- IP Addressing Scheme:
 - DHCP Settings: [Specify DHCP range and lease time]
 - Static IP Addresses: [List any devices that will have static IPs]

V. Wireless Network Specifications

- Coverage Area:
 - Total Area: [Specify square footage or dimensions of the area to be covered]
 - Signal Strength: [Specify minimum signal strength required throughout the coverage area]
- Performance Requirements:
 - Minimum Download Speed: [Specify speed, e.g., 100 Mbps]
 - Minimum Upload Speed: [Specify speed, e.g., 50 Mbps]
- Latency: [Specify maximum acceptable latency, e.g., 30 ms]

VI. Installation Plan

- Site Survey:
 - [Describe the process for conducting a site survey to identify optimal router placement and any potential interference sources.]
- Installation Schedule:
 - Start Date: [Specify start date]
 - End Date: [Specify end date]
- Key Milestones: [List key milestones and their expected completion dates]

VII. Security Measures

- Network Security
 - Firewall: [Specify firewall hardware or settings]
 - Antivirus/Antimalware: [Specify software and update policies]
 - User Authentication: [Describe user authentication methods, e.g., RADIUS, LDAP]

VIII. Maintenance and Support

- Warranty Information:
 - [Provide details on hardware warranties and their durations]
- Technical Support:
 - [Detail the support agreement, including contact information and service level agreements (SLAs)]

3.9 Identified Risk and Mitigation Plan

I. Introduction

This document outlines the identified risks and their mitigation strategies for the [Project Name]. It focuses on critical areas including future upgrades and scalability, cybersecurity, disaster recovery, and business continuity to ensure the project's long-term success and resilience.

II. Risk Identification and Mitigation Strategies

Future Upgrade and Scalability

- Risk Summary: [i.e. Inability to scale operations or integrate future technological advancements could limit the project's long-term viability]
- Probability: [Enter High/Medium/Low]
- Impact: [Enter High/Medium/Low]
- Mitigation Plan:
 - [i.e. Design systems with modular architecture to facilitate upgrades, choose technology solutions that are widely supported and updated, regularly review and plan for emerging technologies that may enhance project capabilities etc.]

Cybersecurity

- Risk Summary: [i.e. Potential for data breaches, unauthorized access, or other cyber threats that could compromise project integrity and data privacy.]
- Probability: [Enter High/Medium/Low]
- Impact: [Enter High/Medium/Low]
- Mitigation Plan:
 - Implement comprehensive cybersecurity frameworks (e.g., NIST, ISO 27001).
 - Conduct regular security audits and vulnerability assessments.
 - Provide ongoing training for all staff on cybersecurity best practices.
 - Utilize robust encryption methods for data transmission and storage.

Disaster Recovery

- Risk Summary: [i.e. Natural disasters, system failures, or other unexpected events could disrupt project operations]
- Probability: [Enter High/Medium/Low]
- Impact: [Enter High/Medium/Low]
- Mitigation Plan:
 - [i.e. Develop and regularly update a disaster recovery plan. Establish off-site data backups in multiple geographic locations. Implement failover mechanisms to ensure system availability and data integrity. Conduct disaster recovery drills to ensure readiness. Etc.]

Business Continuity

- Risk Summary: [i.e. Challenges in maintaining continuous operations during adverse conditions could affect project deliverables and timelines etc.]
- Probability: [Enter High/Medium/Low]
- Impact: [Enter High/Medium/Low]
- Mitigation Plan:
 - [i.e. Create a comprehensive business continuity plan that includes all critical operations. Identify and prepare for potential disruptions in supply chain and personnel availability. Regularly train staff on business continuity procedures. Establish communication protocols to ensure timely and effective information dissemination during disruptions.]

III. Monitoring and Reporting

- Monitoring Plan: [i.e. Establish a risk management team responsible for monitoring each risk area and implementing mitigation strategies.]
- Reporting Mechanism: [i.e. Regular risk assessment reports will be prepared and presented to the project management team and stakeholders, detailing risk status and effectiveness of mitigation strategies.]

3.10 Project Impact

I. Demographics of Project Areas

The project targets the following areas: [List Project Areas]. These areas are characterized by demographics that qualify them as underserved, economically disadvantaged, or communities of color. According to [Source of Demographic Data], the population in these areas consists predominantly of [describe significant demographic characteristics, such as income levels, employment rates, racial or ethnic compositions, etc.], which underscores the critical need for the proposed interventions.

II. Accessibility and Equity Plan

Our plan to address accessibility and equity during and after the project implementation includes [describe specific strategies, such as inclusive design, targeted outreach, language support, etc.]. These measures ensure that all community members, regardless of their economic status or cultural background, can benefit from the project. Post-project, we will continue to [describe how the project will continue to promote accessibility and equity, such as ongoing community programs, maintenance of infrastructure, etc.].

III. Project Narrative and Community Impact

This project, primarily aimed at [describing the primary objective], will significantly impact the community by [describe how the project will change the community, relate to prioritization criteria, etc.]. For instance, by providing [specific service or infrastructure], we anticipate improvements in [specific outcomes such as health, education, and economic development]. The project aligns with [mention any relevant prioritization criteria or objectives], which further validates the necessity and potential success of this initiative.

IV. Project Area(s) and Map

This project targets specific areas, including [List areas]. A detailed map of these areas has been provided as a GIS file, which illustrates the precise locations and the scope of the project impact. This geographical representation helps visualize the project scale and the demographic distribution within the targeted regions.

V. Anticipated Number of Citizens Served

We anticipate that approximately [insert number] citizens will directly benefit from this project. This estimate is based on [describe the basis of these calculations, such as current population data, expected reach of the project, etc.].

VI. Data Sources

The underlying sources for the data sets used to identify project areas, establish community need, and determine impact include [list sources, such as national census data, local government

databases, previous studies, etc.]. These sources provide reliable and up-to-date information that supports our project planning and impact assessment.