



## BERRIEN COUNTY AMERICAN RESCUE PLAN ACT (ARPA) BROADBAND PROPOSALS

### 1. Background:

On March 11, 2021, the American Rescue Plan Act (the "Act") was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recovery Funds ("CSLFRF") program. This program is intended to provide support to state, territorial, local, and tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.

Berrien County (the "County") has been allocated \$29,796,346 in ARPA funds and intends to dedicate a portion of these funds to assist in the deployment of broadband access throughout the county. Berrien County is inviting interested organizations to submit applications for ARPA funding assistance to provide broadband services to unserved and underserved areas in the county. Successful applicants will be awarded a sub-grant of Berrien County ARPA funds. Such funds must be committed to an eligible broadband deployment project by December 31 of 2024 and will be subject to all applicable rules and regulations including the Uniform Guidance for Federal Awards. In addition, all awarded projects must be fully completed no later than December 31, 2026.

**Applicants are required to design and build projects that, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds. In cases where it is not practicable, because of the excessive cost, geography, or topography of the area to be served, projects may be designed to reliably meet or exceed 100/20 Mbps and be scalable to a minimum of symmetrical 100 Mbps download and upload speeds.**

### 2. Process:

Berrien County will receive proposals on a rolling basis through July 1, 2022. Applications should be submitted in a sealed and dated envelope addressed to:


Jake Litaker  
Berrien County Purchasing  
701 Main Street  
St. Joseph, MI 49085

Depending on the number of applications and level of interest and need, the County may open up additional rounds of funding. There is no minimum or maximum amount that may be requested. As projects are approved, the available funds will be reduced. The Board of Commissioners (the "Board") will create an ARPA Broadband Funding Committee (the "Committee") to review proposals and make recommendations on sub-grant awards. All final awards will be made by the Board and will be subject to the terms of a Sub-Grant Agreement executed between the County of Berrien and the Applicant. There is no specific timeframe for the Committee and Board to make decisions regarding any individual proposal. The Committee and the Board will communicate results to agencies/organizations as circumstances dictate.

### 3. Requirements:

All proposals must adhere to all guidelines governing the use of ARPA funds as provided in the Act, the US Treasury Rule (31 CFR 35) and the Uniform Guidance for Federal Awards (2 CFR 200). Additionally, proposals must specifically identify the following:

1. **Eligibility.** The applicant must demonstrate that it is eligible to receive and administer federal grant awards.
2. **Necessity.** The proposal must show that investment in broadband is necessary.
3. **Unserved and Underserved.** The proposal must show how investment in broadband will provide broadband access to unserved and underserved areas.
4. **Minimum Threshold Speeds.** The proposal must demonstrate the resulting broadband service will comply with minimum speeds as described in the Treasury Rule, to the extent practical.
5. **Financial Management.** The applicant must demonstrate that it is able to comply with applicable provisions of 2 CFR 200, with specific emphasis on procurement and financial reporting.

	<b>BERRIEN COUNTY AMERICAN RESCUE PLAN ACT (ARPA) BROADBAND PROPOSAL</b>	<b>Proposal # (Internal Use):</b>
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Administration Address  
**701 Main Street, St. Joseph, MI 49085**  
 Website: [www.berriencounty.org](http://www.berriencounty.org)

Telephone No.  
**(269) 983-7111**

Email: \_\_\_\_\_

Proposal must be completed in full to be considered. Completed documents may be sent electronically or by mail using the information above. **General Information**

Project Name		Project Location	
Agency / Organization		Primary Contact Person	
Address			
City		State	Zip
Telephone No.	Alternate Telephone No.	Email:	
Provide Project Mission Statement / Purpose:			
Project Start and End Date:			

**Financial Overview – Must match Budget Overview Sheet**

Funds Requested \$	Total Project Cost \$
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**Proposal Details**

1. **Program/Project Approach** - include the following details, as applicable:
  - a. Briefly describe the project you are requesting funds for. Include a map of the proposed service area.
  - b. Describe the need for your project Please be as specific as possible regarding current existence/level of broadband services compared to your proposed level of service, i.e., expected download/upload speeds.
  - c. Identify any other organizations in Berrien County that address this need.
  - d. Describe your level of collaboration with other agencies on this project.
  - e. Is this a new, existing, or changed project?
  - f. Specifically, what will you use the ARPA funds for?
  - g. Who will benefit and how? Include the number of households to be served.
  - h. Describe your organization's prior experience in managing federal grant awards.

**2. Project Outcomes**

- a. Describe the measurable outcomes for your proposed project/program.

**3. Agency/Organization Type and Auditing and Fiscal Controls**

- a. Describe the agency/organization's entity type (governmental agency/department, non-profit corporation, for-profit corporation, partnership, LLC, etc.)
- b. Briefly describe your agency/organization's fiscal oversight / internal controls to minimize opportunities for fraud, waste and mismanagement.
- c. How does your agency/organization plan to segregate ARPA funds from other agency funds for purposes of identification, tracking, reporting and audit?
- d. Indicate if your agency has been a recipient of other state (e.g., CMIC) or federal (e.g., RDOF) funding for broadband expansion. If so, what is the status of those awards?

**4. Contingency Plan**

- a. If your request is not fully funded, what adjustments are you prepared to make?

**5. Project Budget and Timeline**

- a. Provide a project timeline, showing major project milestones with expenditures and revenues for each quarter through project completion.
- b. Briefly explain project revenues and expenses related to this proposal. This should match with the Budget Overview (page 4). Identify the specific uses of ARPA funds.
- c. Describe the funding gap and why county funding is required.
- d. Provide your planned subscription rates to the end users.

**6. Letters of Support and Authorizing Resolution**

- a. Please provide any letters of support from stakeholders impacted or interested in your project.
- b. If the applicant is a government entity, include an authorizing resolution from the governing body.

**7. Applicant's DUNS NUMBER \_\_\_\_\_ SAM.GOV Unique ID \_\_\_\_\_**

**8. Yes No Applicant has prior experience managing Federal Grants.**

**9. Yes No Applicant has ability to comply with procurement and cost principles of 2 CFR 200.**

## BUDGET OVERVIEW / INCOME AND EXPENSES

<u>Revenue Source Projections</u>	<u>Estimated Funding for this Project</u>
Proposed ARPA Funding	\$
Other Government Grants - list:	\$
Donation / Other Fundraising	\$
Internal / Self-Funding	\$
Other - list:	\$
Other - list:	\$
<b>Total Revenues</b>	\$

<u>Expenses</u>	<u>Project Budget (Proposed)</u>
Salaries / Benefits	\$
Fixed Assets	\$
Contracted Services	\$
Program / Office Materials	\$
Marketing / Printing	\$
Supplies / Materials	\$
Other - list:	\$
COVID Related Expenses (please identify, if any)	\$
Other - list:	\$
Other - list:	\$
<b>Total Expenses</b>	\$

NOTE: Revenues and Expenses must balance

**THIS DOCUMENT CERTIFIES TO THE BEST OF ITS KNOWLEDGE:**

1. The information submitted to the County of Berrien in this proposal, and substantially in connection with this proposal, is true and correct.
2. The applicant is in compliance with applicable laws, regulations, ordinances and orders applicable to it that could have an adverse material impact on the project. Adverse material impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity or inadequate capital to complete the project.
3. The applicant is not in default under the terms and conditions of any grant or loan agreements, leases or financing arrangements with its other creditors that could have an adverse material impact on the project.
4. The applicant has to disclose, and will continue to disclose, any occurrence or event that could have an adverse material impact on the project.

**THE AUTHORIZED REPRESENTATIVE UNDERSTANDS:**

1. This proposal and other materials submitted to Berrien County may be subject to disclosure under Michigan's Freedom of Information Act, and the County's review of such materials will be subject to Michigan's Open Meetings Act. The authorized representative may mark documents "confidential" if the documents contain proprietary information; however, the County will make the ultimate determination as to its disclosure and public deliberation obligations under Michigan law.
2. Submitting false or misleading information may result in this proposal being found ineligible for financial assistance under the funding program, and the authorized representative may be subject to civil and/or criminal prosecution.
3. Approved applicants will be required to enter into a contract with Berrien County and submit appropriate documentation to substantiate reimbursement requests and will be subject to federal audit accountability standards.
4. This form and criteria may be subject to change, as determined by the U.S. Treasury Department.

**Yes**    **No** – I certify that the requested funding is needed to ensure this project will happen in Berrien County.

Signature of Authorized Representative

Date

Printed Name

Title

Organization Name