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Applicant Information



at the MassTech
Collaborative

Residential Retrofit Grant Program - Application Instructions

Thank you for your interest in providing high quality broadband to residents of Affordable and Public housing in Massachusetts. Before beginning this application, MBI strongly recommends that you review both the technical RFP and the PDF version of this application - both linked on the [Residential Retrofit solicitation website](#). Data entered into this application will be saved based on your computers IP Address and you will be able to click backwards in the application to revise or edit data on an ongoing basis. MBI strongly recommends drafting all required answer responses outside of this application form and entering data only once you have your full application package assembled.

Once you submit your application you will not be able to revise or edit responses.

This Application is structured around four main sections:

- 1. General Applicant Information**
- 2. Standard Business Practices**
- 3. Project Group Information Scored Criteria**
- 4. Project Group Information Bonus Points Criteria**

Applicants will only need to provide General Applicant and Standard Business Practices Information once. These sections will be treated as threshold criteria for participation in the Retrofit program and will not be scored.

After completing the General Applicant and Standard Business Practices Information sections, the applicant will select which of the [Project Groups](#) they are interested in providing improved broadband service to under this grant program.

The applicant will then complete a series of questions that correspond to the scored criteria outlined in sections 7.2 and 7.3 of the RFP for each Project Group the applicant selects. These questions relate to sections 3 and 4 outlined above.

Within sections 3 & 4 of the first selected project group within this application, the applicant will be able to apply their responses to all

other project groups by clicking the checkbox below each question that reads "Click here to apply this response to all other project groups"

If an applicant wishes to have MBI treat certain information or documentation as confidential, the Applicant must submit a written request to MassTech's General Counsel, Jennifer Saubermann - saubermann@masstech.org - prior to submission. The request must precisely identify the information and/or documentation that is the subject of the request and provide a detailed explanation supporting the application of the statutory exemption(s) from the public records cited by the Applicant. The MassTech General Counsel will issue a written determination within ten (10) business days of receipt of the written request. If the MassTech General Counsel approves the request, the Applicant shall clearly label the relevant information and/or documentation as "CONFIDENTIAL" in the application. Any statements in an application reserving any confidentiality or privacy rights that is inconsistent with these requirements and procedures will be disregarded.

Click the next button below to begin the application.

Section 1: General Applicant Information

1.1: Applicant Information and Identification

This section relates to the general identification information relevant to your organization.

Organization Name

Address, City, State, Zip Code

Website

Federal ID Number

Please Upload W9

Organization Type

- Internet Service Provider
- Managed Service Provider
- Municipal Light Plant
- Other

Authorized Rep

Section 1.2 Authorized Representative Information

This section relates to contact information for the person from your organization authorized to enter into agreement with MBI in order to accept grant funds

Name (First / Last)

Title

Phone

E-mail

Primary Point of Contact

Section 1.3 Primary point of contact

This section relates to the person from your organization that MBI will direct questions to in relation to this application. If this is the same person as the Authorized Representative, please click the box below.

They are the same

Name (First / Last)

Title

Phone

E-mail

Please add the names and e-mail addresses of any other team members you would like included in future program

correspondence, including site visit coordination, clarifying questions, and other activities.

General Applicant Information

Section 2: General Business Practices

2.1: Technical Program Requirements

This section relates to the technical program requirements deemed as threshold criteria in section 7.1 of the RFP.

Service Level Agreement

Applicants must submit a Service Level Agreement (SLA) that confirms that service plans for residents of properties funded under the Residential Retrofit Program will not subject end-users to data caps, surcharges, or usage-based throttling.

Submitted SLA's must also outline information regarding the service provider's typical response time, data sharing, communication standards to close feedback loop on service requests (including delays, other agencies' timeline impacts, service resolution or completion, maintenance related outages, etc.).

Please upload your organizations SLA using the file upload box below.

Property Owner Agreement

Applicants must submit a draft agreement that they propose be signed by the Property Owner(s) that indicates the proposed service level(s) and price(s) along with building access requirements. MBI will review this draft agreement and share any feedback or changes needed before a successful Applicant enters into the agreement with a Property Owner.

Please upload your organizations draft agreement using the file upload box below.

Future Federal Subsidy Commitment

Applicants must affirm that the Applicant will commit to participating in any future federal or state subsidy program similar to the Affordable Connectivity Program. In addition, Applicants must commit to not raise service prices as submitted in the Application in either section 7.2.1 or section 7.3.3 of the Retrofit RFP by more than 3% in any year over year timeframe throughout the Federal Interest Period (i.e., through 2034).

I affirm that my organization will comply with the above stated requirement.

Fiber Rights Commitment

Applicants must affirm that MBI will retain rights to use up to three (3) strands of dark (unlit) fiber and provide a detailed description of how it will ensure accessible service coils at egress/ingress points of any fiber extension and drop to any Property to ensure a long-term public interest in these projects.

These strands of dark fiber will be different and apart from the lit service strands the applicant will own and use to provide service to any property funded through this grant program. MBI will maintain a comprehensive list of addresses where capital assets are

deployed and installed. MBI will collect survey data periodically from residents and program beneficiaries to determine if assets are still in place and in use.

For all projects funded under the Residential Retrofit Program MBI retains these rights to support any needed public safety, municipal, educational, or other services that could potentially improve the health, safety, or wellbeing of current or future residents. MBI also retains these rights for all other lawful purposes.

I affirm that my organization will comply with the above stated requirement.

Fiber Access

Please provide a description of how your organization will ensure ongoing access to service coils at egress/ingress points of any fiber extension and drop to any Property

Customer Premise Equipment Replacement Standard Operating Procedure

Please describe your organizations standard operating procedures for replacing Customer Premise Equipment (CPE). Applicants are required to provide a written response below, and may upload additional documentation using the file uploader in the next question field.



Optional file uploader for additional documentation regarding replacement of CPE.

Customer Premise Equipment Installation Standard Operating Procedure

Please describe your organizations standard operating procedures for supporting customers to install Customer Premise Equipment (CPE). Applicants are required to provide a written response below, and may upload additional documentation using the file uploader if desired.



Optional file uploader for additional documentation regarding installation of CPE.

Section 2.2: Broadband Service Pricing and Affordability

This section relates to your organizations planned pricing and affordability commitments for projects funded under the Retrofit program.



Income Eligible Broadband Plan

Does your organization offer a low cost broadband (100mbps

download / 20mbps upload) subscription to income eligible residents?

Yes

No

Please describe the eligibility requirements and process of enrolling in your income eligible broadband plan:

Lifeline

Is your organization eligible for the USAC Lifeline benefit for broadband products?

Yes

No

Please describe how the Lifeline benefit can be applied to your broadband service and how it will further reduce costs for income

eligible residents. Please also describe any planned outreach strategies your organization plans to deploy to enroll residents in Lifeline.

Pricing Matrix

Please complete the following table regarding pricing for your organizations baseline general customer broadband service packages. If your organization does not provide service at a given level, please indicate N/A in the text box.

	Broadband Download Speed (Mbps)	Broadband Upload Speed (Mbps)	Standard Price per Month	Income Eligible Price per Month	Income Eligible Price per Month with Lifeline Benefit, if Applicable
Broadband Only (minimum 100/20)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Broadband Download Speed (Mbps)	Broadband Upload Speed (Mbps)	Standard Price per Month	Income Eligible Price per Month	Income Eligible Price per Month with Lifeline Benefit, if Applicable
Broadband Only (minimum 100/100)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Broadband Only (minimum 200/200)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Broadband Only (minimum 500/500)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Broadband Only (minimum 1000/1000)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 2.3: Workforce and Labor

This section relates to your organizations strategies and commitments to ensuring good jobs, safe working conditions, and workforce training opportunities as related to the Retrofit program.

Workforce Training and Safety

Please describe your organization's current strategy as it relates to ensuring good jobs for employees through a narrative description. Your organization must include the following as part of the narrative description:

- Description of training, certification, and or/licensure requirements for each job title required to carry out the proposed work (including contractors and subcontractors) as well as internal policies and controls to ensure that staff have and maintain appropriate credentials.
- Description of track record and commitment to maintaining high standards of workplace safety and training and the expected workforce safety standards for Retrofit Program-funded projects.



Additional Workforce Narrative

Your organization may also submit additional information regarding your workforce activities through an additional narrative description. Items that can be included in an additional narrative include:

- Current or planned future efforts to support talent with wraparound services and/or stipends, including transportation benefits, childcare subsidies, or other similar measures.
- Description of any current workforce development strategies that are sectoral-focused as it relates to recruitment, training, hiring, upskilling, and advancing talent. This could include a description of current and planned future recruitment and hiring practices, especially those that maximize use of local

or regional workforce, as well as project labor agreements in connection with the projects.

- Description of current and planned future efforts to diversify your organizations talent pipeline from underrepresented and/or underserved individuals including any statewide, regional, or local partnerships in place to support recruitment and hiring.
- Description of any current and planned future partnerships with external partners including, but not limited to labor unions, workforce training and development organizations, State and local workforce boards, educational institutions, community-based organizations, or others.
- Description of any current and planned future workforce training, certification, and licensure (e.g., in-house training, safety training, industry-recognized certifications, and offer of vocational training, apprenticeships, pre-apprenticeships, or other “earn and learn” opportunities).



If you have a partnership with a workforce training entity, please upload any signed letters of commitment as referenced in section 7.2.6.A of the RFP. If you have more than one signed letter of

commitment, please combine them into a single PDF. Please upload the file using the following naming convention: (Organization Name)_(WFD Commitment)

Section 2.4: Financial Capacity

This section relates to your organizations financial stability.

Financial Statements

MBI will assess the financial capacity of your organization for the proposed project by evaluating your organizations ability to operate and maintain the new infrastructure project beyond 2026. To satisfy this submission requirement, please upload either:

- Five (5) years of audited financial statements or financial records of the Applicant and parent company; or
- If the Applicant does not have audited financial statements, the Applicant must submit five (5) years of unaudited financial

statements along with a statement signed by either the Applicant's chief executive officer or chief financial officer affirming that the unaudited financial statements are true and correct.

Applicants must also provide evidence of officer certification of compliance with local, state, and federal tax laws and compliance with all applicable regulatory requirements.

If your financial statements are distributed within multiple documents, please combine them into one single PDF file, using the following naming convention (Organization Name)_Financial Statements

Project Groups

Project Group Selection

You will now have the opportunity to select the project groups you are interested in serving under the Retrofit program. Project Group details and summary information can be found on the Retrofit solicitation website. For each project group you select, there will be a series of questions you are required to answer. You will have the ability to review your answers for each project group before moving

to the next and click back to any previous project group using the back button at anytime.

Please select the Project Groups you are interested in serving:

Adams Housing Authority: Columbia Valley

Hearthway Inc: Barrett House Apartments

Hearthway Inc: Cherry St., George St.

Hearthway Inc: Clark Biscuit Apartments LLC

Hearthway Inc: Cole Ave. Apartments LLC

Pittsfield Housing Authority: Christopher Arms, Columbia Arms, Francis Plaza, Providence Court

The Caleb Group: Mohawk Forest

Preservation of Affordable Housing (POAH): Canal Bluffs, Clay Pond Cove

Preservation of Affordable Housing (POAH): Central Annex

Preservation of Affordable Housing (POAH): Dom Narodowy Polski Apartments

Preservation of Affordable Housing (POAH): Fairweather Apartments

Preservation of Affordable Housing (POAH): Gardner Terrace

Preservation of Affordable Housing (POAH): Kings Landing

Preservation of Affordable Housing (POAH): Machado House at Peter's Grove

Preservation of Affordable Housing (POAH): Rock Harbor Village

Preservation of Affordable Housing (POAH): Terrapin Ridge

Preservation of Affordable Housing (POAH): The Residences at Melpet Farm

Preservation of Affordable Housing (POAH): Torrey Woods

Preservation of Affordable Housing (POAH): Union Court

The Caleb Group: LePage Apartments, Pond View Village

The Caleb Group: Chestnut Square Apartments

Carr Property Management: Emerson Manor, Genesis House

First Hartford Realty Management @ Clarendon Hill Towers: Clarendon Hill Towers, Clarendon Hill Towers Chatham, Clarendon Hill Towers

Hearthway Inc: Bentley Apartments LLC, Bostwick Gardens, Christian Hill Commons, Windrush Commons

Hearthway Inc: Berkshire Main, Crossway Tower Inc., Crossway Village Inc, Hyde Place

Hearthway Inc: Holy Family Housing Corp

Hearthway Inc: Capitol Square APTS, Epworth Arms Apartments, Pittsfield Ymca, Redfield House Apartments LLC, Rice Silk Mill

Hearthway Inc: Highland Woods LLC, Williamstown Elderly Housing Corp.

Holyoke Housing Authority: Beaudry Apartments, Zielinski Apts, Rosary Towers, Toepfert Apartments

Holyoke Housing Authority: Churchill Homes, Coughlin Apartments, EDWIN A. SEIBEL APTS, Falcetti Towers

Holyoke Housing Authority: Beaudoin Village

Holyoke Housing Authority: CONGREGATE HOUSING

Leicester Housing Authority: SUNSET GARDENS

Norton Housing Authority: WOODLAND MEADOWS I

Redwood Housing: 22 Lessey St.

Redwood Housing: Olympia Towers, Young House

Related Affordable: Village Park

Related Affordable: The Green House, Chelsea Square Apartments

Related Affordable: Olde English Village

Related Affordable: Westminster Village Arms

Related Affordable: Centennial Island Apartments

Related Affordable: Loring Towers

Related Affordable: Skyview Downtown

Related Affordable: Washington Heights Apartments

Related Affordable: Plantation Towers

Trinity Financial: Oxford Ping On, Oxford Place

Trinity Financial: Trinity Terrace

Trinity Financial: Till Building

Trinity Financial: Water Street Apts

Trinity Financial: Regency Affordable

Trinity Financial: Courthouse Lofts

Worcester Common Ground, Inc.: 126 Chandler Street

Worcester Housing Authority: Great Brook Valley Gardens Apartments

Quincy Housing Authority: Harborview, Riverview , SNUG HARBOR , Little Snug Harbor, Crowley Court

Quincy Housing Authority: Pagnano Towers

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Section 3.1: Network Design

Applicants must submit network design information for each Project Group with enough detail for MBI to confirm that it meets the minimum requirements of the Program - as outlined below:

1. Wireline network, as designed, will deploy fiber backhaul to the building
2. Wireline network, as designed, will deploy fiber or CAT 6 to the unit
3. Wireline network, as designed, will deploy equipment that can deliver network speeds of 100Mbps symmetrical speeds
4. Wireline network, as designed, will ensure that latency (round trip ping time from user premises to the ISPs access router/switch) is <

20 ms

5. Wireline network, as designed, will be served by an access network capable of supporting an oversubscription ratio that will enable users consistent access to 100/20 speeds in alignment with industry best practices.

The text fields in the following section have a 20,000 character limit - including spaces. If your response exceeds 20,000 characters please use the optional file uploader boxes to upload a pdf file with your response.

Project Narrative

Using the text box below, please provide a Project Narrative that describes the following in detail:

1. Network architecture.
2. Network elements (both active and passive) along with specifications
3. Connectivity between the units and the internet backbone
4. Service speeds
5. Typical latency experienced by current subscribers
6. Documentation of network speeds and latency over the last 5 years.

The Project Narrative must explain how the proposed network will ensure that each served location will be provided with the required throughput and evidence that the internet backbone provides enough capacity to support multiple simultaneous customer internet use. The narrative must explain the engineering decisions made to ensure that the proposed network achieves the required service speeds and latency, such as:

1. Backhaul connectivity
2. Head-end deployment
3. Core network electronics
4. Fiber capacity and strand counts on each segment of the network
5. Maximum line speed at the premises
6. Oversubscription ratio
7. Split ratios
8. Splice points
9. Drop installation

[Click here to apply this response to all other project groups](#)

Project Narrative Attachment

Your organization has the option to upload an attachment with additional detail, diagrams, or other relevant information using the file uploader below. Please note, the file uploader only allows for 1 document to be uploaded. Please submit your upload in PDF Format using the following naming syntax:
(OrganizationName)_(Project Group X)_PN Attachment

Bulk Service

Does your organization plan to offer a bulk or enterprise service option as defined in section 2.1 of the RFP as part of this application?

Yes

No

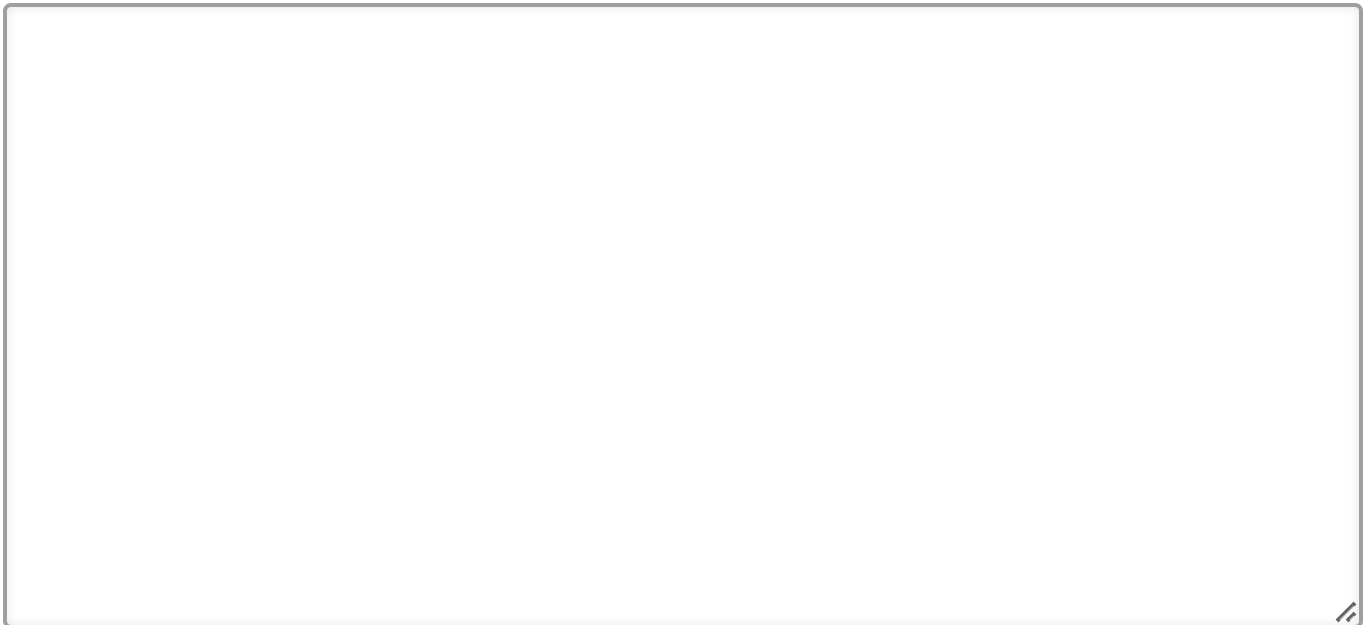
[Click here to apply this response to all other project groups](#)

Network Diagram

Using the file uploader below, please attach a detailed logical diagram showing major interconnection points, interfaces, and maximum speeds of all links. This should include the transmission medium used between nodes (fiber, microwave, etc.), peering points, and internet exchange locations. The diagram must also provide detailed technical information such as types of equipment, technology, split ratios, and interface speeds for all segments of the network, from the internet peering point to the customer.

[Click here to apply this response to all other project groups](#)

Please provide additional narrative outlining any differences in network design or equipment that would be required to provide bulk service subscriptions based on the Network Diagram and Network Design responses.

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Network Medium

Explain whether the network is completely fiber or if another medium, such as copper or coaxial cable, is utilized in the network. If not 100 percent fiber, describe what percentage of the network travels over a non-fiber medium and explain what engineering decisions led to that design.



[Click here to apply this response to all other project groups](#)

Fiber Handoff

Describe where fiber will be run in the public right-of-way and to customer premises, and how strands will be allocated to individual customers. If each unit will not receive a dedicated fiber handoff, describe how connectivity will be delivered to each unit from an intermediate demarcation point. For distribution within a building, provide the overall expected throughput from the network to the building. Provide the assumptions and describe the distribution network's design in specified buildings. Each unit inside the building

must have connectivity. Campus-wide or building-wide Wi-Fi solutions as a primary distribution network for building residents is not allowed.



[Click here to apply this response to all other project groups](#)

Construction Methods

Describe the construction methodology for deploying the network. Identify aerial and underground construction elements of the network and explain why aerial or underground construction was chosen. Make reference to the logical diagram were appropriate. Provide construction specifications, such as:

1. Fiber cable type (loose tube, ribbon, armored, etc.)
2. Conduit type and size for each route segment

3. Construction methodology for each segment of the network.



[Click here to apply this response to all other project groups](#)

Underground / Aerial

Describe how underground conduit will be installed and at what depth. For aerial segments, explain how much make-ready work is expected and how many poles will be applied for.



[Click here to apply this response to all other project groups](#)

All Applicants must provide examples of customer premises equipment (“CPE”) that will be provided to all end-users so that customers can interconnect with the Applicant’s network that is providing the internet access service. CPE also needs to allow customers to access the Applicant’s internet service with multiple end-user devices via wired Ethernet and/or Wi-Fi connections inside the customer’s premise. The CPE must meet the specifications in Table 1: Minimum CPE Specifications, below.

<u>Element</u>	<u>Specification</u>
User Interface	Wi-Fi 802.11ax (a.k.a. Wi-Fi 6) or better Ethernet
Service Speed	Minimum 100Mbps symmetrical internet service
Provider Interface	Allows interconnection with in-building fiber or CAT6

If the Applicant proposes an indoor CPE configuration, it

must have an integrated modem and Wi-Fi router. If the Applicant proposes an outdoor CPE configuration, it must have a connection to an indoor Wi-Fi router. Proposed CPE must be capable of delivering a minimum of 100/100 Mbps internet service to each household and meet or exceed all minimum specifications and requirements outlined above.

Applicants that are awarded grantees under this Program must manage and maintain the CPE, and as necessary troubleshoot, repair and/or replace CPE throughout the life of the equipment or as long as there is a paying customer.

Applicants must provide an easy self-installation kit and/or an on-site technician to complete customer installations within 10 business days of requesting service.

Please submit a narrative describing your organizations proposed:

- a) In-unit termination specifications
- b) CPE or router model and capabilities (including Wi-Fi interface)



[Click here to apply this response to all other project groups](#)

Section 3.2: Timeline and Budget

This section relates to your organizations expected timeline for project completion and total budget costs for this Project Group.

Milestone Activities

Organizations participating in the Residential Retrofit Program must commit to substantial completion project activities by September 31, 2026. Applicants are strongly encouraged to plan to complete construction scopes by July 30, 2026. If a July 30, 2026, deadline cannot be met, the Applicant must detail how it will guarantee substantial completion prior to the federal deadline of September 31, 2026.

Assuming a contract execution date of 2/13/2024 Please input your estimated dates of completion for the following activities. If your organization will not need to complete one or more of these milestones, please select the N/A option.

	Month	Day	Year	N/A
Procurement of subcontractors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pole permits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Construction of fiber to the building	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Completion of fiber/CAT 6 to the unit cabling	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Month	Day	Year	N/A
Installation of in unit termination points	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Availability of network service to end user	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Milestone Narrative

If a July 30, 2026, deadline cannot be met, please detail how your organization will guarantee substantial completion prior to the federal deadline of September 31, 2026.

Budget Worksheet Submission

Please submit a completed copy of the Retrofit Budget Worksheet located on the [solicitation website here](#), using the file uploader below.

Budget Summary

Based on your budget worksheet, please indicate your organizations total grant request for the following cost categories related to this Project Group.

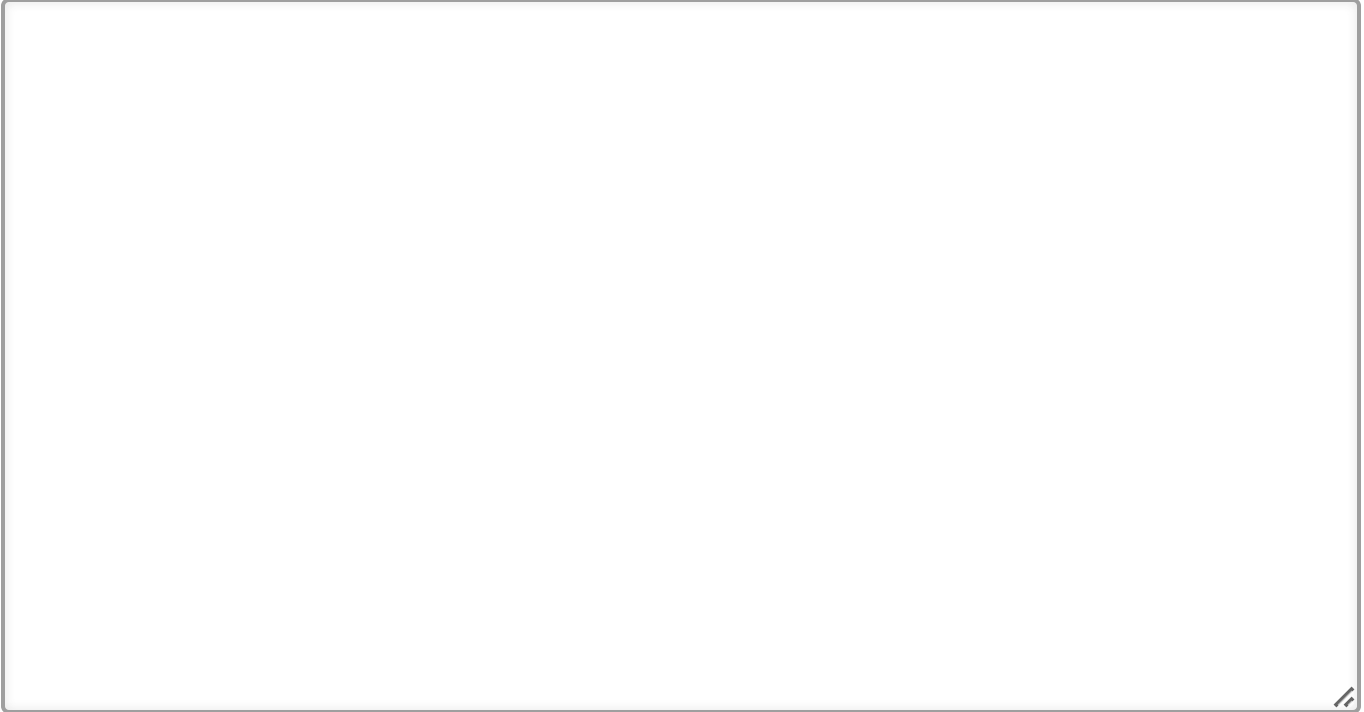
	Total Grant Request
Labor (Cell B13 of the Summary Budget Worksheet)	<input type="text"/>
Subcontractors (Cell B14 of the Summary Budget Worksheet)	<input type="text"/>
Equipment (Cell B15 of the Summary Budget Worksheet)	<input type="text"/>

Total Grant Request

Other Costs
(Cell B16 of the
Summary
Budget
Worksheet)

Budget Narrative

Please submit a detailed Budget Narrative for project deployment which includes a description for basis of the budget and key assumptions for cost estimates, overall per unit costs, and describes the reasonableness of their proposed budget by providing examples of measures taken for the efficient use of grant funds, such as engaging in competitive procurement (e.g., Request for Proposals (RFPs)) for major purchases. As part of the Budget Narrative, the Applicant may also include a description of how they will utilize existing infrastructure to reduce project costs and time to completion.



Section 3.3: Previous Experience

Applicants must provide examples of at least 1, and up to 4 successful projects of a similar size and scale to meet the requirements of this section. In examples, the following criteria must be included.

- a) Overview of project size and scale, making specific reference to number of units/customers served, timeline for project execution, subcontractors used.
- b) Project narrative outlining the key project activities, processes (construction, installation, service delivery) and outcomes.
- c) Technical summary outlining the technologies and equipment used along with specific notation of how the

technology deployed aligns with the minimum network requirements outlined in section 7.1.1 of this RFP.

d) Description of what funding sources were used to support these programs.

If grant funds were used, please describe the conditions and reporting requirements of the grant and how the applicant met those requirements.

Note: The above descriptions of experience and readiness should justify the number of units the Applicant has proposed to serve in its Application.

Project 1:

Using the guidance above, please provide a narrative describing your organizations experience completing a successful project of a similar size or scale:



[Click here to apply this response to all other project groups](#)

Project 2:


Using the guidance above, please provide a narrative describing your organizations experience completing a successful project of a similar size or scale:



[Click here to apply this response to all other project groups](#)

Project 3:

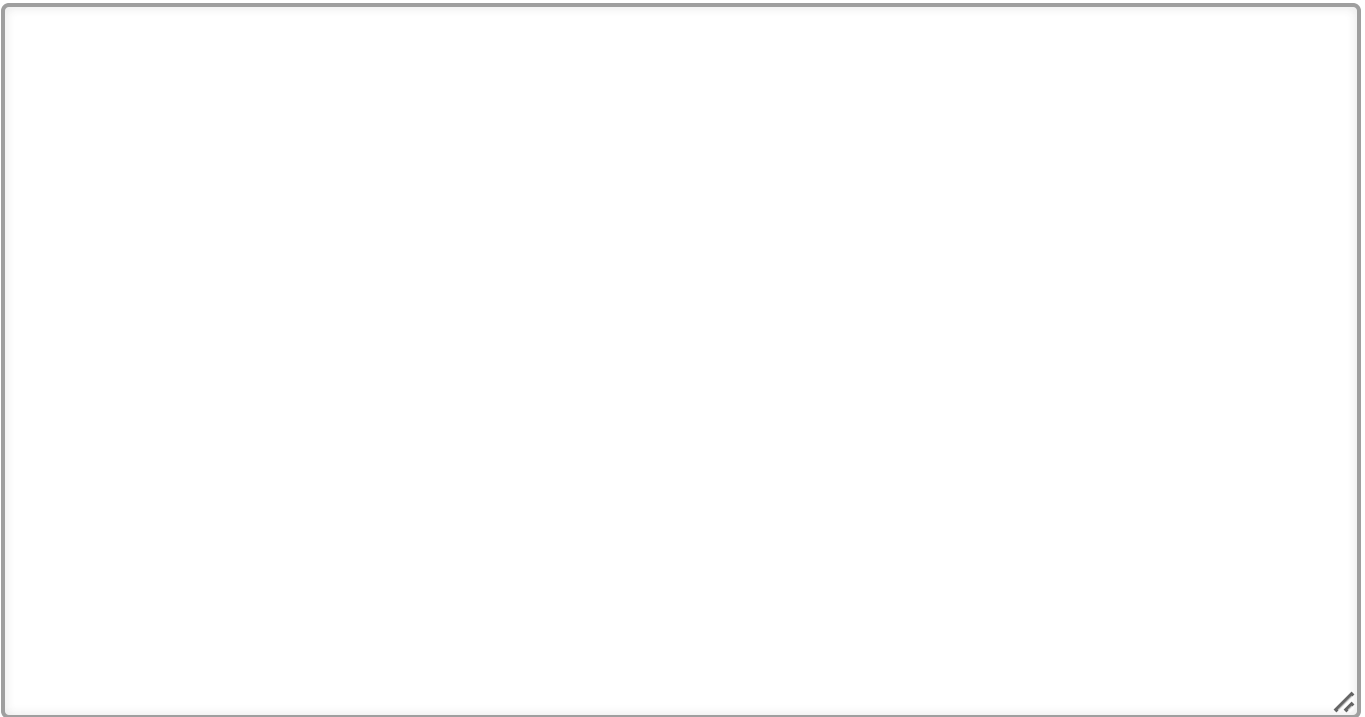
Using the guidance above, please provide a narrative describing your organizations experience completing a successful project of a similar size or scale:



[Click here to apply this response to all other project groups](#)

Project 4:

Using the guidance above, please provide a narrative describing your organizations experience completing a successful project of a similar size or scale:



[Click here to apply this response to all other project groups](#)

Section 3.4: Organizational Capacity

This section will allow MBI to assess the Applicant's organizational capacity and resources to deploy and operate the proposed project. Applicants must demonstrate that existing personnel and/or partners are in place for each of the following four (4) key areas:

1. Customer acquisition
2. Project installation

- 3. Project operation
- 4. Customer service

Applicants must provide an organizational chart(s) outlining the key staff within the four areas above and must submit the bios or resumes of key project personnel in the four (4) areas discussed above. Applicants must also describe key business partners and/or subcontractors that will help deliver the proposed project and the roles and responsibilities of each entity in the four (4) areas discussed above, as applicable.

Organizational Chart

Please upload an organizational chart outlining key staff within the four areas above. Please us naming convention (Organization Name)Org.Chart(Project Group Name)

[Click here to apply this response to all other project groups](#)

Resumes / Bio's

Please upload the bios and resumes of key project personnel in the four areas described above. Please upload these resumes or bios as one consolidated PDF using naming convention (Organization Name)Res.Bio.(Project Group Name)

[Click here to apply this response to all other project groups](#)

Roles and Responsibilities

Please provide a summary of the roles and responsibilities of each of the key staff personnel outlined in the above section as related to the four key areas of:

- Customer Acquisition
- Project Installation

- Project Operation
- Customer Service



[Click here to apply this response to all other project groups](#)

Business Partner & Subcontractors

Please describe key business partners and/or subcontractors that will help deliver the proposed project and the roles and responsibilities of each entity in the four (4) areas discussed above, as applicable. If your organization does not plan to work with business partners or subcontractors please indicate so below.



[Click here to apply this response to all other project groups](#)

Section 3.5: Community Benefits

Please select the following Community Benefits your organization will provide if selected. Applicants are not required to participate in community/tenant engagement activities and can indicate so below.

Free wifi in all common areas of the building (community rooms, hallways, stairwells, applicable outdoor spaces)

Device distribution of laptops w/ minimum 8GB RAM, 128GB storage, CPU equivalent to Intel Core i3 to residents at a ratio of at least 1 device for every 4 units.

Commitment to contract with a third-party digital literacy or navigation training partner to provide services on site. Must be supported by a signed letter of commitment from that service provider.

No community benefits

Please provide a narrative regarding the kind of community benefits your organization plans to offer as part of their Residential Retrofit program.

These benefits may include:

- Free wifi in all common areas of the building (community rooms, hallways, stairwells, applicable outdoor spaces)
- Device distribution of laptops w/ minimum 8GB RAM, 128GB storage, CPU equivalent to Intel Core i3 to residents at a ratio of at least 1 device for every 4 units.
- Commitment to contract with a third-party digital literacy or navigation training partner to provide services on site. Must be supported by a signed letter of commitment from that service provider.

Applicants are not required to participate in community/tenant engagement activities and can indicate so below.

Upload letter of support from digital literacy or navigation training

partner if relevant

Section 4: Bonus Points Scored Criteria

In addition to the Scored Requirements in the previous section, Applicants can earn up to 35 additional Bonus Points by providing additional information in the following section. Applicants are not required to submit documentation for these criteria and these points do not count towards an Applicant's threshold requirements or minimum scoring requirement of 50 points.

Public Broadband Infrastructure

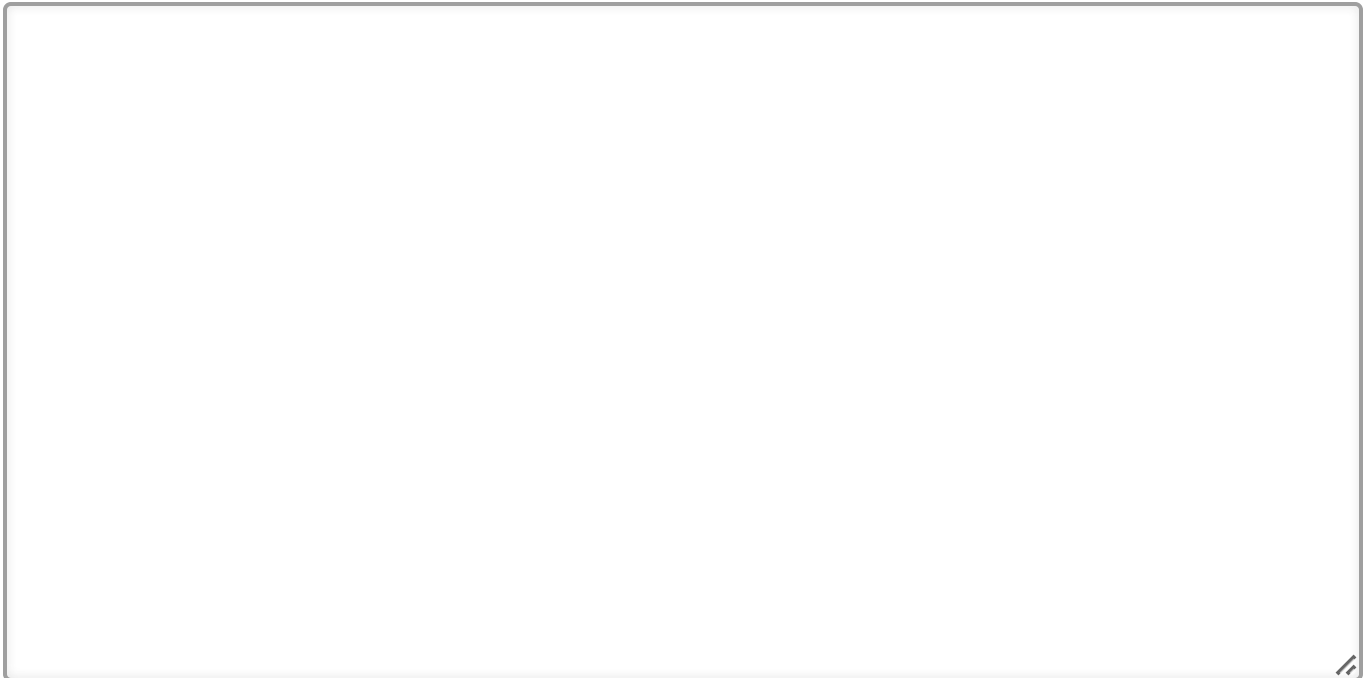
Does your organization plan to utilize public broadband infrastructure assets - as defined in section 2.1 of the RFP - as part of your application for this Project Group?

Yes

No

Public Broadband Infrastructure Narrative

Please submit a narrative describing to what extent your organization plans to leverage existing public broadband infrastructure assets and indicate how leveraging these assets reduces project costs or expenses to create a stronger Application. Your narrative response must indicate which publicly-controlled real estate assets your organization plans to utilize, including but not limited to, the MassBroadband 123 middle-mile network, local municipal networks, or other publicly owned assets and the resulting reduction of project operational costs and expenses.

A large, empty rectangular box with a thin black border, intended for the user to enter their narrative response. The box is currently blank.

Open Access

Does your organization intend to offer Open Access - as defined in section 2.1 of the RFP - usage of the infrastructure supported by this grant application?

Yes

No

Open Access Narrative

Please submit a narrative indicating how your organization plans to provide open-access use of the network and equipment supported by this grant application. You may propose open-access arrangements ranging from provision lit fiber services for other ISPs, to installation of second pathways or shared conduits to Properties that allow other ISPs to provide their own service (or other arrangements that would lower barriers to entry for serving Properties by other ISPs).



Bulk Subscription

Your organization may indicate if and how it might provide bulk or enterprise scale purchase options for this Project Group. Bulk or enterprise purchase options would involve the Property Owner entering into a contract with your organization to provide universal service to all units within a given property at a set service and rate.

If your organization chooses to propose a bulk service option it must: (1) guarantee service levels of at least 100/20 to each unit; (2) be able to provide individual units an opportunity to upgrade their service levels on a unit-by-unit basis; and (3) propose backhaul service in alignment with the applicants proposed oversubscription ratio as outlined in the response to section 7.1.1.

The Applicant is responsible for installing the appropriate building and in-unit equipment that will enable shared service of a bulk or enterprise ISP subscription while not precluding an individual unit from purchasing their own wireline subscription. These contracts do not preclude any resident purchasing their own individual subscription if they so choose.

Bulk Subscription Service

Does your organization intend to offer Bulk Service options - as defined in section 2.1 of the RFP and outlined above - to this Project Group?

Yes

No

[Click here to apply this response to all other project groups](#)

Bulk Subscription Service Narrative

Please submit a narrative describing your organizations approach to providing bulk service.



[Click here to apply this response to all other project groups](#)

Bulk Subscription Service Pricing

Please complete the following table regarding pricing for your organizations bulk service broadband packages.

	Broadband Download Speed (Mbps)	Broadband Upload Speed (Mbps)	Price
Broadband Only 1G/1G	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Broadband Download Speed (Mbps)	Broadband Upload Speed (Mbps)	Price
Broadband Only 2G/2G	<input type="text"/>	<input type="text"/>	<input type="text"/>
Broadband Only 3G/3G	<input type="text"/>	<input type="text"/>	<input type="text"/>
Broadband Only 5G/5G	<input type="text"/>	<input type="text"/>	<input type="text"/>
Broadband Only 10G/10G	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Click here to apply this response to all other project groups](#)

Congratulations, you have completed all questions for this Project Group! Please review your submission below before moving on.

3.1 Technical Narrative

Project Narrative:

`{q://QID5/ChoiceTextEntryValue}`

Project Narrative Attachment:

`#{q://QID46/UploadedFileName}`, `#{q://QID46/UploadedFileLink}`

Bulk Service Options

`#{q://QID52/ChoiceGroup/SelectedChoices}`

Logic Diagram Attachment:

`#{q://QID51/UploadedFileName}`, `#{q://QID51/UploadedFileLink}`

Bulk Service Narrative (If applicant selected yes to providing bulk service options):

`#{q://QID76/ChoiceTextEntryValue}`

Network Medium:

`#{q://QID54/ChoiceTextEntryValue}`

Right of Way and Customer Connection:

`#{q://QID55/ChoiceTextEntryValue}`

Construction Methodology:

`#{q://QID56/ChoiceTextEntryValue}`

Underground / Aerial Installation:

{q://QID57/ChoiceTextEntryValue}

CPE:

{q://QID58/ChoiceTextEntryValue}

Section 3.2: Timeline and Budget

Pole Permits	{q://QID1216930596%231/ChoiceGroup/SelectedAnsv
Construction of fiber to the building	{q://QID1216930596%231/ChoiceGroup/SelectedAnsv
Completion of fiber/CAT6 to the unit cabling	{q://QID1216930596%231/ChoiceGroup/SelectedAnsv
Installation of in unit termination points	{q://QID1216930596%231/ChoiceGroup/SelectedAnsv
Availability of network	{q://QID1216930596%231/ChoiceGroup/SelectedAnsv

service to end user	
Procurement of sub contractors	\${q://QID1216930596%231/ChoiceGroup/SelectedAnsv }

Budget Worksheet Upload:

\${q://QID8/UploadedFileName}, \${q://QID8/UploadedFileLink}

Budget Summary:

Labor (Cell B13 of Budget Summary Worksheet)	\${q://QID26%231/ChoiceTextEntryValue/1/1}
Subcontractors (Cell B14 of Budget Summary Worksheet)	\${q://QID26%231/ChoiceTextEntryValue/3/1}
Equipment (Cell B15 of Budget Summary Worksheet)	\${q://QID26%231/ChoiceTextEntryValue/5/1}
Other Costs (Cell B13 of Budget	\${q://QID26%231/ChoiceTextEntryValue/7/1}

Summary Worksheet)	
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Budget Narrative:

#{q://QID59/ChoiceTextEntryValue}

Section 3.3: Previous Experience

Project Example 1:

#{q://QID61/ChoiceTextEntryValue}

Project Example 2:

#{q://QID62/ChoiceTextEntryValue}

Project Example 3:

#{q://QID63/ChoiceTextEntryValue}

Project Example 4:

#{q://QID64/ChoiceTextEntryValue}

Section 3.3 Organizational Capacity

Org Chart Upload:

`#{q://QID67/UploadedFileName}`, `#{q://QID67/UploadedFileLink}`

Bios/Resumes:

`#{q://QID68/UploadedFileName}`, `#{q://QID68/UploadedFileLink}`

Business Partners / Subcontractors:

`#{q://QID69/ChoiceTextEntryValue}`

Section 3.4: Community Benefits

Community Benefit Narrative:

`#{q://QID65/ChoiceTextEntryValue}`

Section 4: Bonus Points Scored Criteria

Utilization of Public Broadband Infrastructure:

`#{q://QID72/ChoiceGroup/SelectedChoices}`

Public Broadband Infrastructure Narrative:

`#{q://QID70/ChoiceTextEntryValue}`

Open Access Infrastructure:

#{q://QID73/ChoiceGroup/SelectedChoices}

Open Access Narrative:

#{q://QID74/ChoiceTextEntryValue}

Bulk Service:

#{q://QID52/ChoiceGroup/SelectedChoices}

Bulk Service Narrative:

#{q://QID76/ChoiceTextEntryValue}

Bulk Service Price Plans:

	Broadband Download Speed (mbps)	Broadband
Broadband Only 1G/1G	#{q://QID79%231/ChoiceTextEntryValue/4/1}	#{q://QID7
Broadband Only 2G/2G	#{q://QID79%231/ChoiceTextEntryValue/5/1}	#{q://QID7
Broadband Only 3G/3G	#{q://QID79%231/ChoiceTextEntryValue/9/1}	#{q://QID7

Broadband Only 5G/5G	\${q://QID79%231/ChoiceTextEntryValue/10/1}	\${q://QID7
Broadband Only 10G/10G	\${q://QID79%231/ChoiceTextEntryValue/11/1}	\${q://QID7

Warning Submission Block

Pre-Submission Notice

Congratulations, you have submitted all the required information for your selected project groups! Please be sure all information is correct before finalizing this survey by clicking the button below. Once submitted, you will not be able to revise your application prior to scoring.

