

## Emergency Meeting Notes

22 January 2021

Zoom Link: [https://networkmaine.zoom.us/rec/share/wrMVMEjwDCdcHxb5WmgTdbu9-cl3LBFWR6IoRAGLthC6k7vdPm\\_JVotWYz7zl6.ilrueIml8potV-Yk](https://networkmaine.zoom.us/rec/share/wrMVMEjwDCdcHxb5WmgTdbu9-cl3LBFWR6IoRAGLthC6k7vdPm_JVotWYz7zl6.ilrueIml8potV-Yk)

## Authority Members

Nick Battista, Chair  
Jasmine Bishop  
Fred Brittain  
Susan Corbett  
Heather Johnson  
Jeff Letourneau  
Liz Wyman

## Introductions of Members and Staff

Jeff Letourneau, Liz Wyman, Fred Brittain, Heather Johnson, Jasmine Bishop, Susan Corbett, Nick Battista, Peggy Schaffer, Stephenie MacLagan

- Emily Atkins, assistant attorney general
- Purpose of this emergency meeting

## Decisions on Operations

Review summary of financials—Peggy

- \$1.3 million to \$1.6 million unobligated FY21 funds available for initiatives
- Staff investigated opportunities for increasing capacity
- Reflection on state action plan and future potential fund level of grants program
- Multiple grants programs and financial systems

Board Discussion

- Legal guidance
- Procurement policies
- Urgency of activities and services
- Balance of process and efficiency

RFI responses for grant program administration and mapping services—Peggy

Board Discussion

- Scope of work, duration and costs
- RFI vs RFP vs contract deliverables
- Review or approval of contract(s)
- Solving for capacity versus expertise
- Ongoing use or benefit from deliverables

*Action:* For committee to develop scopes of work and processes for two separate draft contracts for the RFI-listed services, including Liz, Jasmine, Susan, cc Emily, first meeting 26<sup>th</sup> at 11am.

*Action:* Staff will add agenda item on 27<sup>th</sup>.

# CONNECTMAINE

Review proposal for project management capacity—Peggy  
Board Discussion

- Project management position in relation to RFIs
- Role charters among staff, members, vendors and any project manager
- Timing of capacity needs beyond this fiscal year

*Approval* of directing ConnectMaine staff to work with OIT, and authorizing the chair to contract, for a PM II hire to manage the contracted activities, described in the PM II job description, for a total expenditure not to exceed \$50,000: Jeff motioned, Heather 2<sup>nd</sup>, 7:0

## **Federal Funds**

Update on NTIA application process—Peggy

- Timing
- Limits around other federal programs
- Meeting Tuesday afternoon

## **Infrastructure Grants**

Finalize infrastructure grants program materials content for contracting RFI services

*Tabled*

## **Public Comments**

None

*Approval* of adjournment: Susan motioned, unopposed

## Capacity Memorandum

22 January 2021

RFIs and PM II

## Authority Members

Nick Battista, Chair

Jasmine Bishop

Fred Brittain

Susan Corbett

Heather Johnson

Jeff Letourneau

Liz Wyman

## Background

ConnectMaine has done a significant amount of work over the past six months including:

- Connect Kids Now! grants and affordability programs,
- community broadband planning grants,
- partnering with Maine Broadband Coalition on crowdsourced speed testing,
- actively participating in the MaineWest Broadband Boot camp,
- beginning implementation of the NECEC community broadband benefit,
- rulemaking around data collection,
- engaging stakeholders on our infrastructure grants application and scoring criteria
- redeveloping our infrastructure grants program based on stakeholder engagement
- implementing several improvements to constituent services
- tracking multiple, changing financial systems
- preparing for potential, significant federal coronavirus relief funds

It has become clear during this process that we lack the infrastructure to be able to efficiently oversee a grants process that needs to become much more sophisticated as we distribute not \$500,000 to \$700,000 but up to \$7 million in grant funds per round.

That includes a better understanding of what exactly we are paying for, what projects are being planned, what specific areas are being proposed, and setting milestones and accountability for the taxpayer funds that are supporting these efforts.

## Process

On January 6, ConnectMaine voted to issue Requests for Information on managing the infrastructure grants program and on mapping services. Since then, conversations have continued among staff, members and other state agencies about project management as activities increase for the transformation of ConnectMaine described above. A job description has been drafted between ConnectMaine staff and OIT staff for a Project Manager II.

We have gotten responses back on those RFIs; additionally, we developed the proposal for a PM II to oversee and ensure these contracts are implemented in a way and on a schedule that supports the work of ConnectMaine, maintains transparency to the applicants and stakeholders and assures public funds are used appropriately to expand broadband availability to as many Maine people as possible.

# CONNECTMAINE

## **Discussion**

ConnectMaine staff recommends contracting with Tilson and VETRO on the grants management and mapping services. Their approach of integrating their expertise and products upfront provides the greatest opportunity for ConnectMaine to build onto the synergies of these two world-class, Maine companies. Their expertise and understanding of this industry will be central to how ConnectMaine can move forward effectively, given our limited resources. It is estimated the contracts would cost up to \$1.1 million.

ConnectMaine staff also recommends working with the Office of Technology at the State of Maine, leveraging their project management team, to contract for project management support toward these efforts. This position is estimated to cost up to \$50,000.

The estimated costs of these two recommendations are the most significant risks for implementation; however, staff feels these are priority efforts to ensure we have the structure and support in place to both sufficiently meet the needs of applicants and effectively ensure accountability. While ConnectMaine approved initiatives identified in the FY21 budget, about \$1.3 million is unobligated—even more depending on grants set-aside.

## **Motions**

Vote to approve directing ConnectMaine staff and chair to contract with Tilson and VETRO for management of infrastructure grants program and mapping services identified in respective RFIs, for a total expenditure not to exceed \$1.1 million.

Vote to approve directing ConnectMaine staff to work with OIT, and authorizing the chair to contract, for a PM II hire to manage the contracted activities, described in the PM II job description, for a total expenditure not to exceed \$50,000.

Financials Summary

22 January 2021

Current Balances as of January 1

Authority Members

Nick Battista, Chair  
Jasmine Bishop  
Fred Brittain  
Susan Corbett  
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Liz Wyman

Proposal to use State Account to payout encumbered contracts as well as FY21 Administration (salaries, etc.) and use Solix Account to cover the other Obligated operations and new contracts. Currently there is just over \$1 million between the two accounts unobligated, adding expected revenues totals nearly \$1.9 million. Suggesting \$575,000 is approved for grants (\$100K for planning, \$100K for non-bond infrastructure, and \$375K matches) leaves a balance for all unobligated initiatives, such as the contracting for mapping, grants and additional capacity, of **\$1.3 million.**

Source	Solix	State	Notes
Balance	\$458,247.50	\$1,349,818.04	Solix refers to the ConnectME Fund currently managed by Solix; State is the primary state account; Gov is the supplemental budget
—			
Obligated	\$9,903.05	\$154,662.21	Contracted expenses; administrative salaries etc. are contained in the State account, but have continually been underestimated
Devices	\$30,000.00		
Planning	\$62,250.00	\$38,375.00	Unobligated, approved initiatives are proposed in Solix, but not shown here; totaling \$901,970
Infrastructure		\$365,937.50	
Matches	\$375,000.00	\$125,000.00	Solix amount is unobligated at this point in time; State amount covers Monhegan and Roque Bluffs
—			
Remaining	\$356,094.45	\$665,843.33	Solix doesn't subtract matches, which would result in a negative until more revenue lands
Difference	\$533,211.57	\$843.33	FY21 Ending balance, considers approved initiatives not shown here; State account subtracts estimated transfer to Solix
—			
Revenues	Solix	State	No addition revenues estimated for State account January forward
January	\$380,000.00		Based on prior quarterly landings
Transfer	\$665,000.00	-\$665,000.00	From State back to Solix
FY21	\$496,000.00		Remaining revenue of estimated \$1,716,285
Total	\$1,541,000.00	-\$665,000.00	
—			
Supplemental	\$1,800,000.00		Gov proposal for data and mapping, very speculative, so additional initiatives aren't considered

## Request for Information on Grant Program Design

6 January 2021

Responses due 20 January 2021

### Authority Members

Nick Battista, Chair  
Jasmine Bishop  
Fred Brittain  
Susan Corbett  
Heather Johnson  
Jeff Letourneau  
Liz Wyman

The ConnectMaine Authority is seeking information from consultants with extensive experience and understanding of technology solutions and building of broadband networks to assist ConnectMaine in the development, program design, program administration, and accountability and audit services for its infrastructure grants program.

This Request for Information (RFI) seeks information from consultants with a strong track record of collaborating with state, regional and municipal governments around the United States. ConnectMaine plans to build off this knowledge to design and implement its broadband infrastructure grants program early in 2021. This includes design and implementation of the broadband infrastructure grants program. ConnectMaine is seeking both general information and also specific interest in working with ConnectMaine on this project.

### Representative Tasks

Assist and advise ConnectMaine on revising its grant design, initially for the \$15 million bond passed in July 2020, in a strategic and scalable fashion to lay the foundation for future grant programs and initiatives. We are seeking information from consultants with expertise in working with state broadband programs. After reviewing responses to the RFI and with negotiations with one or more consultants, ConnectMaine aims to enter into a contract for services to include:

- Review the current ConnectMaine infrastructure grants program, identifying constraints and parameters, as well as opportunities for improvement and revision, to meet the objectives of ConnectMaine
- Develop an online portal to standardize the application process
- Assist, as needed, in the technical review of proposed projects providing subject matter expert review of responses including scoring/ranking responses and recommendations for award
- Assure accountability for state funds is built into the grant process from application to implementation
- Provide additional recommendations for the longevity of the program, ensuring that that the program is scalable moving forward
- Provide legal advice on program changes ensuring state and federal compliance
- Administer post-award audit services

## Request for Information on Mapping Services

6 January 2021

Responses due 20 January 2021

### Authority Members

Nick Battista, Chair  
Jasmine Bishop  
Fred Brittain  
Susan Corbett  
Heather Johnson  
Jeff Letourneau  
Liz Wyman

The ConnectMaine Authority is seeking information from consultants with extensive experience and understanding of broadband infrastructure technology and intelligence to proactively provide services toward the creation of a platform where all relevant local, state and federal data will reside for map-based visualization.

This Request for Information (RFI) seeks information from consultants with a strong track record of collaborating with the public and private sectors around the United States. ConnectMaine anticipates this highly visual project to support efficient and effective communication of returns on investments to its stakeholders. This platform must enable data flow to the state from state-funded projects, contributing to accountability, transparency and impact measurement. ConnectMaine is seeking both general information and also specific interest in working with ConnectMaine on this project.

### Representative Tasks

Proactively assist and advise ConnectMaine on consolidating its mapping activities, in a strategic and scalable fashion to lay the foundation for future grant programs and initiatives. We are seeking information from consultants with expertise in collecting and depicting broadband data from local, fine scales to federal, large scales. After reviewing responses to the RFI and in negotiations with one or more consultants interested in proactive collaboration, ConnectMaine aims to enter into a contract for services to include:

- Review current ConnectMaine maps and data, identifying assets and gaps, as well as opportunities for improvement or additions, to meet its goals and priorities
- Create a platform that supports ConnectMaine in visualizing and analyzing its goals and priorities, estimating costs of potential technology solutions to maximize funds, designing or laying out broadband connections to leverage existing infrastructure, tracking the completion of broadband infrastructure projects on a quarterly basis, measuring progress on the expansion of broadband availability on a yearly basis and calculating returns on investments from public funds and ConnectMaine grants
- Consolidate data and maps to include and visualize layers necessary to identify geographic areas, road segments and individual premise locations, as either eligible or ineligible for federal or state funds (RDOF, ReConnect, CAFII, Census Blocks, etc.)
- Include pre-modeled broadband infrastructure designs and cost estimates, and assist, as needed, in estimating costs of proposed projects and calculating returns
- Develop a toggle option for publicly visualizing infrastructure assets, grant funded projects, expansion of broadband and returns on investments, to help ConnectMaine more efficiently communicate with the public, legislators and other stakeholders

# CONNECTMAINE

- Advise on procedures and tools for collaborating with interested communications service providers and local community leaders
- Align the platform with ConnectMaine grant programs by including features in the toggle option that support grant reporting and issue tracking with funded projects
- Provide additional recommendations for the longevity of the program, ensuring that that the project is adaptable and scalable moving forward



January 20, 2021

Adam Quinlan  
Manager, Broadband Consulting  
Tilson Technology Management  
16 Middle Street  
Portland, ME 04103  
(207) 229-4849  
[aquinlan@tilsontech.com](mailto:aquinlan@tilsontech.com)

VIA EMAIL

Peggy Schaffer  
Executive Director  
ConnectMaine Authority  
59 State House Station  
Augusta, ME 04333-0059  
[peggy.schaffer@maine.gov](mailto:peggy.schaffer@maine.gov)

Re: ConnectMaine Grant Program Design and Mapping Services Joint RFI Response

Dear Ms. Schaffer,

Tilson Technology Management, Inc. ("Tilson") is collaborating with VETRO Inc. ("VETRO") to provide the ConnectMaine Authority with a joint RFI response for consulting and mapping services in connection with your grant and subsidization programs. Our partnership leverages Tilson's consulting expertise and VETRO's technical capabilities to provide unparalleled insight on program processes utilizing technology-forward solutions. Tilson and VETRO, have strong track records working with diverse clients to deliver first-in-class consulting, grant-program design, mapping services, and audit services.

Tilson partners frequently with state, regional, and municipal governments around the United States. This includes design and implementation of broadband programs in New York, Pennsylvania, Massachusetts, Kansas, West Virginia, Colorado, Rhode Island, Vermont and working with municipalities around the country to promote broadband adoption and infrastructure development. Tilson's consultants advise state policy makers, craft legislation, suggest regulatory reforms, and help to direct administrative policy. We work with clients to help them understand what their policy options are, and which options are most impactful, either positively or negatively. Our experience working with both government clients and private network owners and operators provides us deep insight into the industry and how decisions are made and helps us understand how the objectives of public policy interact with the development and operation of broadband infrastructure and services.

VETRO is a software company that develops innovative, cloud-based, SaaS model GIS platforms, purpose-built for network inventory, asset management, planning and design. The company's core engine is in use worldwide by businesses and government agencies that are engaged in network planning, designing, building and operations. Customers span a wide array of telecom segments, and include ISPs and WISPs, engineering and design firms, municipal networks, rural electric coops, telephone and cable providers, and dark fiber or long-haul networks. VETRO's team includes consulting professionals with expertise in geospatial information sciences, location and mapping data systems, data visualization and custom software development. The VETRO team is dedicated to building, delivering, and supporting the VETRO platform and responding to the evolving challenges faced by network sponsors, operators, owners and builders with this world class, end-to-end software solution.

### **Proposed Approach**

Tilson and VETRO have collaborated to provide a blended approach to the Grant Program Design and Mapping Services engagements. The goal of this consulting work will be to assist and advise the Authority on revising and improving its grant design and mapping procedures, initially to administer grants issuing from the \$15 Million Bond Measure, but in a strategic and scalable fashion to lay the foundation for future grant programs. Tilson and VETRO will undertake to:

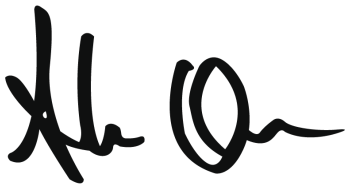
- Incorporate stakeholder and public input considerations on grant program initiatives by translating objectives into scoring criteria at a high level.
- Assist the low-level re-design of scoring and ranking criteria, ensuring alignment with the Authority's goals.
- Review the current ConnectMaine grant program and ConnectMaine mapping data to identify constraints and gaps as well as opportunities for improvement with technology-forward solutions.
- Collaborate with the Authority on Grant Distribution Agreement (GDA) development by fleshing out specifications and expectations that will be levied upon grantees.
- Identify project scope and deliverables to be submitted by grantees to assist the monitoring and audit of awarded projects.
- Perform initial mapping to inform threshold decision-making by creating a centralized, map-based container for numerous data sets that will support deep analysis, visualization and publishing of data overlays that are key to understanding the current landscape and setting priorities and objectives. To elevate transparency with stakeholders and the public, certain features can be "toggled" to a public facing map.
- Develop a streamlined application process to ensure all grant program requirements are met and reviewers can efficiently and accurately score applicants against the developed scoring rubric.
- Provide eligibility mapping to help visualize intended impact of the grant program and to encourage responses from applicants within eligible areas. Based on program parameters and objectives established by the Authority, maps will include searchable maps to aid applicants in understanding and responding to eligible geographies.
- Develop, customize, and administer an online portal for application management. The portal will serve as the primary interface between applicants and the grant administration process. It will be the repository for all applicant deliverables and the source of all information and announcements to applicants and the public. The online interface encourages applicants to provide standard application materials and foster a level playing field for all applicants, allowing reviewers to evaluate consistent information. This standardized tool will allow seamless

decision-making during all stages of the application review process, starting from application design to application award.

- Integrate geo-spatial data with application process to quickly and efficiently map applicants proposed coverage so the Authority can overlay proposed areas with other map layers (e.g., unserved areas) to view and assess the geographic and numeric impact of each proposal.
- Provide *ad hoc* technical subject-matter-expertise to aide applicants in the application process, ensuring proper information is being submitted in a timely fashion for review.
- Perform technical, financial, and strategic reviews of proposed projects against the developed rubric. Tilson has an in-house review team of engineers specialized in wireless and wired broadband technology to provide detailed reviews of proposed infrastructure builds aligned with industry-standards.
- Following the application reviews, provide the Authority with supporting data and justification for applicant considerations. Collaborate with the Authority to synthesize scores and other application materials to advise recommendations for award.
- Leverage the applicants proposed coverage map against the eligibility map to facilitate a streamlined challenge process by enabling visibility to providers and other relevant stakeholders and providing the ability to “crowd source” inputs across an array of interested parties.
- Translate project goals, objectives, and requirements into clear and transparent expectations levied upon program applicants and grant recipients throughout every stage of the subsidization program. Perform concurrent and post-disbursement desktop and field audit services necessary to ensure compliance with stated requirements and grant-disbursement agreements.
- Establish standards, processes, and tooling that will allow flexibility as well as a strong and replicable foundation for future subsidization efforts and grant program deployment.
- Create map-based visualization and presentation of awarded locations and, ultimately, the expected practical impact of the grant program with granularity to illustrate homes and businesses that are included in proposed network expansion and construction projects.
- Leverage awarded project mapping together with document collection to undertake post-award audit services including:
  - Qualifying address audit to ensure grantees have met their contractual obligation to serve qualifying addresses.
  - Technical audit to ensure the overall architecture and performance of the proposed technology.
  - Spending analysis to confirm appropriate spending of funds, consistent with the technology value evaluated in the technical audit.
  - Field validation to visually inspect and examine the network infrastructure and verify consistency with the project scope as described in the grantee’s GDA.
  - Speed-test function to demonstrate newly achieved service and/or speed thresholds achieved within an awarded project geography.

Tilson and VETRO are very excited at the prospect of working with the ConnectMaine Authority. We hope to be a strong ally and partner for the Authority as we work together to improve our state's connectivity through strategic grant design and administration. Please do not hesitate to reach out with any questions or concerns.

Sincerely,

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Adam Quinlan  
Manager, Broadband Consulting

January 20, 2021

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Manager, Broadband Consulting  
Tilson Technology Management  
16 Middle Street  
Portland, ME 04103  
(207) 229-4849  
[aquinlan@tilsontech.com](mailto:aquinlan@tilsontech.com)

VIA EMAIL

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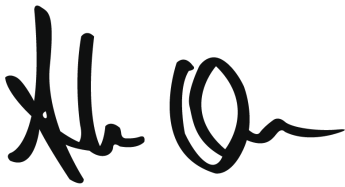
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Sincerely,

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Adam Quinlan  
Manager, Broadband Consulting





January 20, 2021

ConnectMaine Authority

On behalf of ConnectME Authority, Stephenie MacLagan, Assistant Director

Department of Economic and Community Development

Via Email: [Connect.ME@maine.gov](mailto:Connect.ME@maine.gov)

***Re: Request for Information on Mapping Services***

Dear Ms. MacLagan,

CityScape Consultants, Inc. (CityScape) appreciates the opportunity to respond to the ConnectMaine's Request for Information on Mapping Services (RFI). Submitted herein electronically is our response and an indication of our interest in working with ConnectMaine and why CityScape along with Florida Technical Consultants (FTC) is uniquely qualified to assist on these specific projects for Mapping Services.

For over twenty years CityScape has provided engineering consulting services to local government and specializes in working with public sector promoting long-range communication goals while protecting aesthetics within communities, and meeting state or local land use development standards to bring about robust wireless networks. CityScape has no current affiliations with any wireless industry companies, service providers, or tower owners and/or construction companies to avoid any conflicts of interest.

Florida Technical Consultants are experts in Esri applications relative to mapping of utilities and telecommunications infrastructure and data migration into GIS. FTC is an Esri business partner specializing in ArcGIS online platform applications and has over ten years' experience as trainers of the software applications. FTC is a leading expert in the mapping field and is able to offer creative solutions to streamline workflow processes and maximize efficiency.

CityScape and FTC have refined mapping services for local governments across the country through Wireless Master Planning projects and customize each project based on the goals and desires of each community. Together, CityScape and FTC can assist ConnectMaine in achieving all the goals, objectives and tasks as described in the RFI. Collectively our team would proactively assist and advise ConnectMaine by sharing our extensive communications expertise, proven strategic processes and offer solutions to make data accessible in a user-friendly online environment maximizing the Esri platform.

We look forward to answering any questions you may have regarding our vision for the ConnectMaine scope of services. Please do not hesitate in contacting us anytime.

Sincerely,

Susan Rabold, Project Manager

**CityScape** CONSULTANTS, INC.



## **Helping Local Government Solve Wireless Communication Issues**

For more Information, contact:  
CityScape Consultants, Inc.  
Tel: 877-438-2851

Susan Rabold  
Project Manager  
[Susan@CityScapeGov.com](mailto:Susan@CityScapeGov.com)

Elizabeth H. Smith  
Government Relations Director  
[Elizabeth@CityScapeGov.com](mailto:Elizabeth@CityScapeGov.com)

[www.CityScapeGov.com](http://www.CityScapeGov.com)

# Wireless Communication Consulting Services

## OVERVIEW OF SERVICES

Wireless communications is a specialized technology that requires not only radio frequency (RF) engineering, but also land use planners, attorneys who understand communications law, and tower management administrative personnel.

**CityScape's Consultants, Inc. (CityScape)** menu of radio frequency engineering and land use planning consulting services related to wireless telecommunications planning issues include:

- **Review of existing tower regulations in local zoning codes and draft text amendment recommendations designed to promote healthy deployment of wireless networks;**
- **Land use strategies designed to control wireless telecommunications deployments;**
- **Assessment of existing antenna and tower infrastructure;**
- **Mapping to illustrate theoretical and actual propagation network coverage;**
- **Master Planning, network forecasting and gap analysis troubleshooting;**
- **Educational workshops on network design;**
- **Third party site plan review and radio frequency review; and**
- **Site leasing administration and consulting for antenna and tower infrastructure proposed on publicly owned property.**

CityScape specializes in working with local governments and all stakeholders who have an interest in the wireless telecommunications industry. Whether the interest is founded on promoting the long range goals of our clients and industry, protecting the aesthetics of the community, or managing state or local land use development standards, CityScape is able to bridge the common concerns and make recommendations for solutions that meet the underlying interest of each special interest group.

CityScape has many years of experience in providing telecommunications site management to local governments. CityScape provides technical information used to develop policy decisions based on factual engineering data related to the necessities in wireless network design. Important in the CityScape program is our expertise and background in wireless telecommunications engineering, legal, and land use planning and zoning disciplines. Our specialized knowledge of the wireless industry will help local government better understand technical and legal options relating to wireless siting decisions as it relates to your telecommunications policies and decisions.

CityScape has no current affiliations with any wireless communication industry companies, service providers, or tower owners and/or construction companies. CityScape consults only to local government agencies on wireless telecommunications issues related to wireless telephone, broadband, broadcast and public safety network deployments.



Florida Technical Consultants

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## **Engineering - GIS - Integration - Training**

## Firm Profile

Florida Technical Consultants, LLC (FTC), a civil engineering firm with a GIS specialization, was founded over six (6) years ago in January of 2014. Based on extensive experience with engineering and construction projects, and as an ESRI Silver Business Partner with an ArcGIS Online Specialty, the Goal of FTC is to provide comprehensive Engineering Information Management through:

- Data Compilation and Analysis for Projects and Studies and Master Plans
- GIS Data Building, Cleaning and Configuring for Utilities / Public Works / Management
- Implementing data collection and updates by utility staff
- Asset management based on condition, maintenance, repair, and customer service data,
- Analyzing, compiling, and reporting expenditure information by utility type or service area,
- Prioritization of results into a short or long term capital improvement plan,
- General GIS Software Training

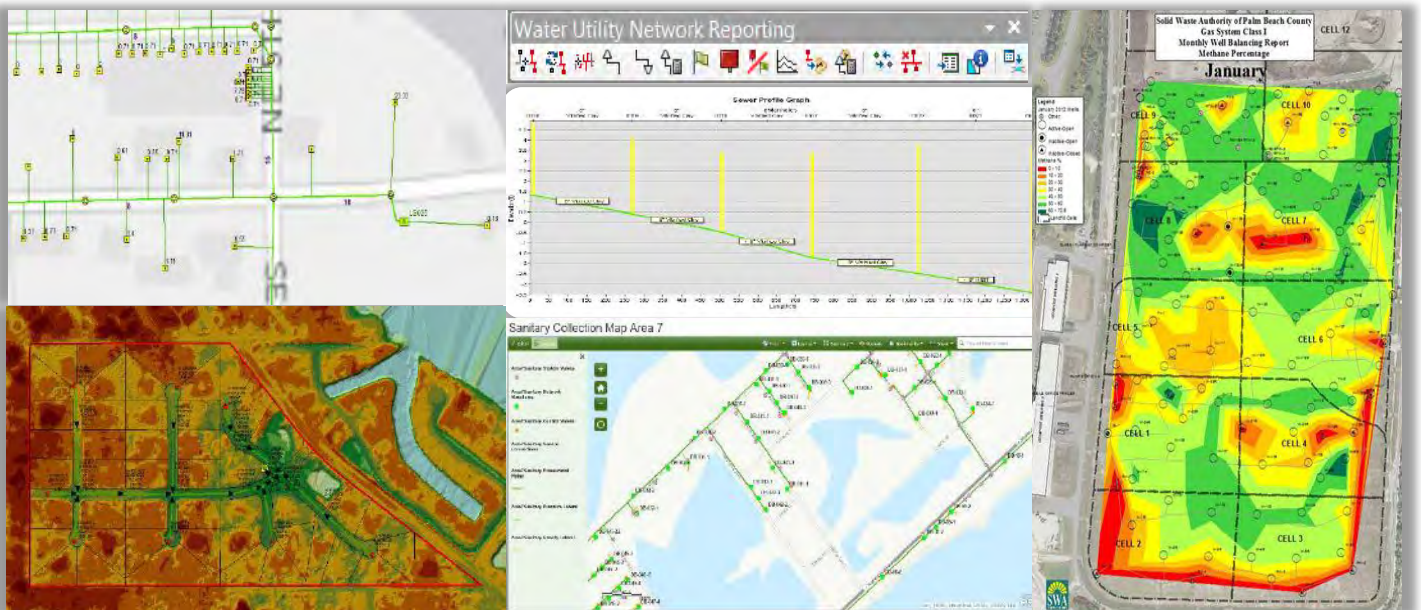
FTC has five full-time staff dedicated to implementing GIS solutions. FTC builds information platforms to support a living Stormwater and Utility Master Planning:

- Identify and track problem flood areas and RLAs
- Interface with field teams or contractors to verify and clean facilities
- Perform analysis and modeling to determine solutions
- Coordinate with design and permit engineers
- Manage construction information for site quality and reduced risk
- Input record drawing data back into the system

FTC has developed master plan solutions for City Engineers to track and manage projects with overwhelming numbers including:

- Asphalt overlay and condition analysis
- Street Signs and Striping
- Sidewalks and ADA Ramps
- Utility valves, hydrants, manholes, gravity lining

These items are easy to manage individually, the solution allows the management of thousands of features.

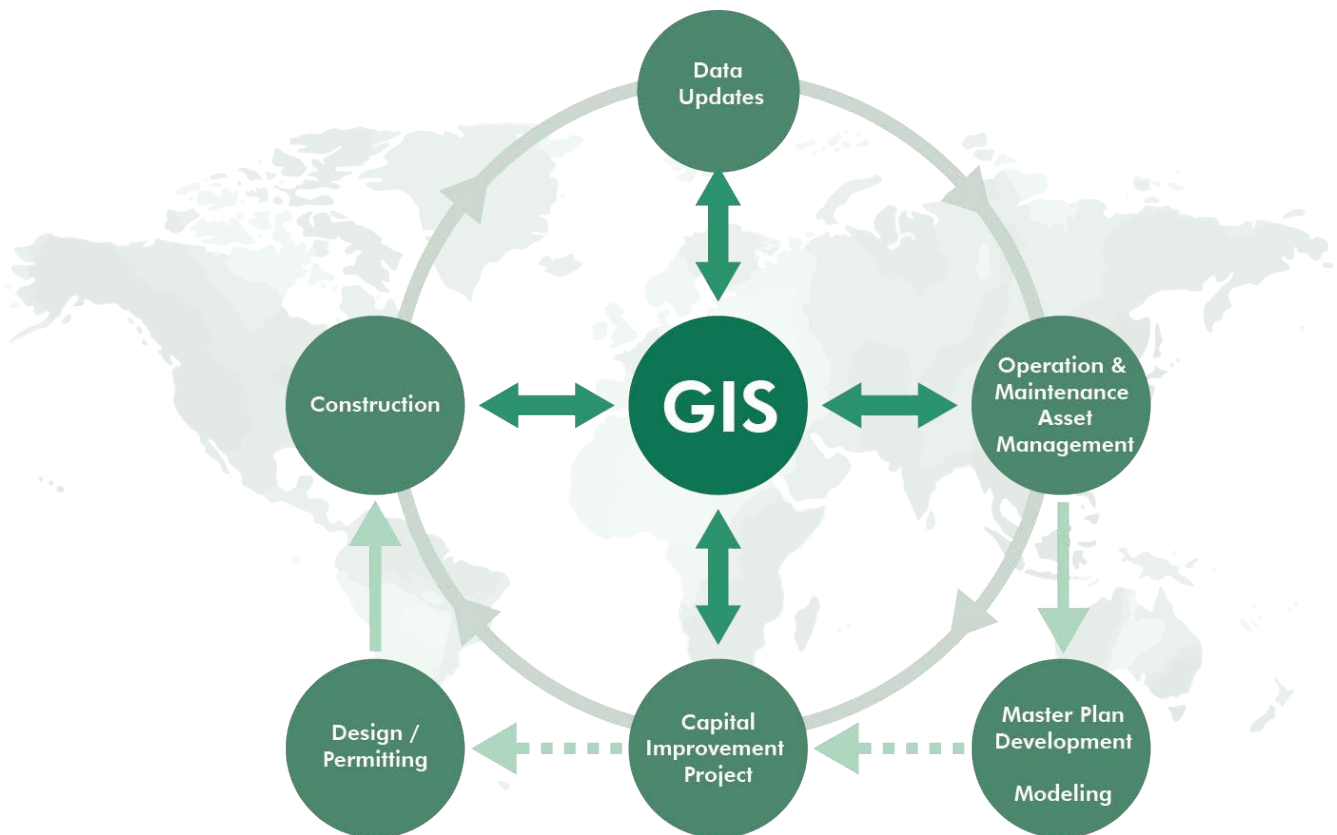


# Implementation Strategy

Creating a robust GIS platform allows for improved Program Management. The elements include:

- Data Development and Updates
- Operations and Maintenance / Asset Management
- Master Planning / Modeling / Studies
- CIP Development
- Design / Permitting
- Construction
- Repeat

The following graphic shows the GIS data as central to the management workflow.



## Data Development

All GIS starts with data, which is the basis of all operations. Whatever condition or format the data currently resides, FTC can migrate into a standard GIS platform as a basis for data creation and maintenance. The data must be accurate enough for field teams to use it, and the teams must know how to correct it when they find issues. FTC has extensive experience developing data systems based on:

- ESRI Geodatabases for Water / Sewer / Stormwater
- Custom Geodatabases for Vacuum / Electrical / Solid Waste / Plants

## Data Collection and Correction

It is possible to get information from a combination of data sources. The approach is much less expensive than mobilizing to the field.



## **Project Manager 2**

The ConnectMaine Authority is recruiting for a Project Manager 2 to provide oversight and management of a grant management and expanded mapping services contract. The Project Manager will work directly with the ConnectMaine staff to oversee the implementation of a contracted grants management and mapping system to aid the Authority in grant applications, mapping and grant oversight and accountability.

The Project Manager will ensure contract deliverables are on schedule, and meet the project timelines as defined in the contract. This project management effort will be the critical link between the ConnectMaine grants program and timeline and the grants management and mapping products to ensure smooth delivery of services benefiting ConnectMaine's constituencies and applicants. The project manager will track program milestones and report directly to the ConnectMaine staff on progress. They will also identify risks to the project and potential new opportunities to improve outcomes for the grants management and mapping initiative.

Duration of the engagement will be a minimum of 6 months.

The Project Manager directs, controls, administers, and regulates an enhancement or development program. The Project Manager is the individual ultimately responsible to the agency. The Project Manager's primary responsibility is to drive the entire effort from start to finish. The Project Manager must ensure that the program is completed on schedule, on budget, and that the final product meets the business, technical, and established quality requirements.

Years of Relevant Experience: 5 -7

Preferred Education: 4-year college degree or equivalent technical study.

### **Role Description:**

- Accountable for delivery of all work tasks identified in the program plan.
- Responsible for the capture and reporting of required program management metrics.
- Adjust and revise estimates when necessary.
- Ensure all changes to scope follow processes and are documented.
- Ensure new estimates are approved by the client and agreed upon.
- Adjust and revise estimates when necessary.
- Manage and track the program progress against the program plan.
- Monitor project milestones and phases to ensure the project is on schedule. Take corrective actions if a project begins to slip its schedule.
- Prepares status reports on a periodic basis for program team, team leads, group leads, and Project Manager and appropriate stakeholders.
- Plan, organize, prioritize, and manage multiple work efforts across application teams.
- Develop the detailed program plan for the enhancement or development effort
- Accountable for the final program management evaluation review with stakeholders for approval upon program completion.
- Responsible to tailor and baseline all program templates.
- Accountable to schedule or monitor status reviews, peer reviews, program management inspections, and software quality assurance work product and process reviews with the appropriate designated resources.

- Notify team leads of project timelines, milestones, phases, work requests target dates, and approved executable work package.
- Communicate and work with users and client as necessary.
- Coordinate and present proposals to agencies as necessary.
- Analyze and distribute reports on program metrics associated with work items related to improvement measures.
- Ensure processes and activities are followed
- Accountable for the approval and sign-off of the program plan with customer representatives, such as portfolio managers, and all affected program stakeholders.
- Accountable for management of scope for the program and gaining agreement and approval of scope changes with customer representatives and affected stakeholders.
- Build and maintain relationships with key stakeholders and customer representatives.
- Direct work planning and scheduling design work.
- Manage and track the program progress against the program plan.
- Serve as the primary point of contact for all program-related issues and resolution of issues.
- Coordinate and present proposals to agencies as necessary.
- Identify and manage program risk and develops risk mitigation strategies, track to closure.
- Ensure team leads adjust and revise estimates when necessary.
- Anticipate issues and proactively address them. Resolve conflicts with sensitivity and tact.
- Coordinate the establishment of program standards and program specific procedures with team leads.
- Responsible for project compliance with standards and procedures.
- Responsible for the capture and reporting of required program management metrics.
- Responsible to tailor and baseline all program templates.
- Develop and facilitate achievement of program service commitments and performance metrics.
- Ensure that tasks provide value and support the strategic direction of the program and meet service commitments; conduct reviews with agencies.
- Accountable for the final program management evaluation review with stakeholders for approval upon program completion.
- Communicate effectively with customers and software / hardware suppliers supporting Commonwealth as appropriate.
- Identify and track issues.
- Balance workload with program members' capacity.
- Communicate to team members how their work assignments relate to and help achieve program objectives.
- Plan program specific training and orientation needs.

Project Managers will adhere to the Project Management Office Standards and quality of service.

PM2 Resource	Low \$77/hr	Mid \$84/hr	High \$91/hr
<b>6 months</b> 2/1/2021 Start - 6/30/2021 End 126 Work Days @ 50% = 504 hours	\$38,808	\$42,336	\$45,864





# CONNECTMAINE

ConnectMaine Authority Members: Nick Battista, Jasmine Bishop, Fred Britain, Susan Corbett, Heather Johnson, Jeff Letourneau, Liz Wyman

27 January 2021

## Press Release

### BROADBAND GRANTS ANNOUNCEMENT

The ConnectMaine Authority seeks grant applications to plan and expand the availability of broadband service in the state.

In July, Maine voters approved a state bond of \$15 million toward expanding the availability of broadband service in the state. ConnectMaine grants are also funded through assessments or surcharges on certain communications, video and internet service bills. Along with other sources of funds, ConnectMaine anticipates awarding up to \$7.5 million at this time. Broadband service enables civic and cultural participation, employment, lifelong learning and access to essential services.

Infrastructure grants are awarded to support investments in expanding the availability of broadband service in the state. Communications service providers and community leaders are encouraged to partner on infrastructure grant applications. Currently, preference is given to projects that propose the greatest relative improvement to existing internet service in unserved areas only.

Many communities in Maine have gone through a community-driven planning process. Looking to meet the current and future broadband needs of the community, and ensure equitable access, most plans call for broadband service that is universally available. Community-Driven Broadband Projects are substantial and seek to widely expand infrastructure that brings affordable and reliable connectivity. Many of these communities are actively seeking enough funds to implement projects.

To-date most projects receiving state grants have been proposed by internet service providers to address coverage gaps within or between communities, such as providing line extensions or filling dark pockets. Given that these types of coverage gaps aren't experienced by whole communities, less community engagement occurs. By leveraging and expanding the existing broadband networks, Provider Expansion Projects help achieve the state's broadband vision.

The mission of ConnectMaine is to facilitate the universal availability of broadband to all Maine households and businesses, and to promote the valuable role it can play in enriching their lives and helping their communities thrive. The state has set a goal to contribute 25% of the total cost of expanding the availability of broadband, to connect 95% of potential subscriber locations by 2025.

More information and applications can be found on the ConnectMaine website: [www.maine.gov/connectme](http://www.maine.gov/connectme). Please direct any questions to ConnectMaine staff at [Connect.ME@maine.gov](mailto:Connect.ME@maine.gov).

# CONNECTMAINE

## Infrastructure Grants Application

Community-Driven Broadband Projects

### Contact Staff

[Connect.ME@maine.gov](mailto:Connect.ME@maine.gov)

207.624.9894

### Authority Members

Nick Battista, Chair

Jasmine Bishop

Fred Brittain

Susan Corbett

Heather Johnson

Jeff Letourneau

Liz Wyman

This application binder is for community-driven broadband projects. This type of project is substantial and seeks to widely expand infrastructure that brings affordable and reliable connectivity. Many communities in Maine have gone through a community-driven planning process. Looking to meet the current and future broadband needs of the community, and ensure equitable access, most plans call for broadband service that is universally available. Given that most of these planning efforts were goal-driven, leveraged local investments and engaged the private sector, applications are scored heavily based on the cost-benefit and community support categories.

This application window is January 27 to April 15. Please submit your application materials by emailing [Connect.ME@maine.gov](mailto:Connect.ME@maine.gov) with the subject heading Grant Application.

The current window for identifying unserved areas is January 6 to January 25, with any 30-day public comment period ending February 24.

The current window for provider outreach is January 27 to March 13, with the response window effectively being February 10 to March 27.

### Instructions

Please don't include attachments or reference attachments; please insert evidence in the order requested. Any information that may be deemed confidential must be submitted as separate files to remain confidential. Please note that applications submitted are made publicly available; please submit confidential information as separate files. Some details of projects funded with grants are posted on the ConnectMaine website.

If any elements of the application can't be completed, then in those locations demonstrate how those elements will be developed as part of the proposed project. The ConnectMaine Authority reserves the right to request additional information necessary to evaluate applications for infrastructure grants.

Please contact ConnectMaine staff for any assistance.

Please note that the score of an application is only one factor considered by ConnectMaine in awarding grants, among many other factors required or allowed to be reviewed in accordance with the statute and rule, including that infrastructure be forward-looking to meet future broadband needs.

# CONNECTMAINE

## **I. Applicant Information**

Applicant Signature:

Date Submitted:

### **A. Fiscal Agent**

Entity Name:

### **B. Grant Requested**

Amount:

### **C. Affected Communities**

List each affected municipality, local government or local government authority, or a local nonprofit providing economic development programs, as applicable to the proposed project.

Points of Contact for Affected Communities and any community broadband committees:

Community	Name	Title or Role	Email or Phone

### **D. Applicant or Agent**

Name:

Title or Role:

Mailing Address:

Phone Number:

Email Address:

### **E. Communications Service Provider**

Company Name:

Point of Contact Name:

Title:

Phone Number:

Email Address:

# CONNECTMAINE

## **F. Applicant Eligibility**

Either the applicant or its partner must demonstrate technical, managerial and financial capacity, and experience to operate the network capability, for ConnectMaine to determine whether or not the responsible entity is capable of installing, using and managing broadband infrastructure. Indicate the date of the most recent grant award by ConnectMaine, if any, and the entity receiving funds.

Date of last award:

Applicant of last award:

List prior experience in designing, installing, operating and managing infrastructure, if necessary.

Also briefly describe the public-private partnership, if any.

Any communications service provider (ISP) that is an applicant, or partner to this application, must be in good standing with all ConnectMaine reporting obligations. Indicate the date of the most recent “infrastructure grant tracking” report, if applicable, and most recent “required filing of data.”<sup>1</sup>

Date of grant report:

Date of data filing:

If the applicant isn’t an eligible ISP, the applicant may be any unit of local government, including town, city, county or regional council of governments; or any broadband utility district or corporation, wholly or partially owned by a unit of local government. State the legal entity of this applicant or partner, if applicable.

Name and type of entity:

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<sup>1</sup> Details of these reporting requirements are contained in ConnectMaine rule:  
<https://www.maine.gov/connectme/about/statutes-rulemaking>

# CONNECTMAINE

## G. Unserved Areas

Granted funds may be applied in unserved areas only; however, proposed project areas may include areas designated underserved.<sup>2</sup> Areas designated as unserved may be identified in any or all of the following sources:

- The ConnectMaine Broadband Availability Map: <https://maps.sewall.com/connectme/public/>
- The ConnectMaine Unserved Reports: [www.maine.gov/connectme/communities-resources/Broadbandmapping](http://www.maine.gov/connectme/communities-resources/Broadbandmapping)
- Community Broadband Plans posted on the ConnectMaine website: [www.maine.gov/connectme/grants/planning-grants/awards](http://www.maine.gov/connectme/grants/planning-grants/awards)

Indicate how the project area was identified as unserved or underserved.

If the project area wasn't identified as unserved in the above sources, indicate the date that a request under the opportunity to review such areas was submitted to ConnectMaine. That request must have included accurate mapping of address-specific, availability data of actual speeds in the proposed project area, including a map of the geographic area at a fine enough scale to identify street-level data, and the GIS data behind the map. The request may have also included the dates and times of speed testing conducted by the method directed by ConnectMaine, customer testimonials or other evidence demonstrating that the areas are unserved. For a 30-day period, ConnectMaine posts the general information of the relevant areas for any public comments on the availability, or lack thereof, of broadband service.<sup>3</sup>

Date of Request:

## H. Provider Outreach

ConnectMaine directs state funds to expand broadband service availability in places where the private sector hasn't plans to install broadband infrastructure during the same time period. Indicate the date of when provider outreach occurred. Within 45 days of the application window being opened, the applicant must have sent an email, which must have been cc'd to [Connect.ME@maine.gov](mailto:Connect.ME@maine.gov), followed with a letter sent certified-mail to existing ISPs to confirm that "no plans exist to provide service meeting or exceeding the minimum build standard for broadband<sup>4</sup> within the following 12 months" in the project area; any responses from ISPs must have been cc'd to [Connect.ME@maine.gov](mailto:Connect.ME@maine.gov), within 14 days of receiving the applicant's email.

Date of Outreach:

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<sup>2</sup> At least annually, and subject to 30-day comment period, ConnectMaine designates geographic areas that are unserved. Currently areas are designated as unserved where internet service is less than 25mbps/3mbps, and areas are designated as underserved where less than 20% of the households have access to internet service of at least 25mbps/3mbps.

<sup>3</sup> Details about this process for identifying unserved areas is posted on the ConnectMaine website: <https://www.maine.gov/connectme/communities-resources/Broadbandmapping>

<sup>4</sup> Either annually or through its strategic planning process, ConnectMaine sets a build standard for broadband, an accountability requirement for all state funded projects, which currently is offering a service level of at least 10/10mpbs.

# CONNECTMAINE

## II. Executive Summary

The executive summary should be about five sentences only: Who's the applicant, providing what type of infrastructure, where in Maine, resulting in what level of service, and when is completion anticipated. This serves the purpose of quickly identifying the proposed project among applications and past projects. Being brief, this summary will be used when announcing awards of successful applications.

## III. Cost-Benefit

In total the cost-benefit scoring category accounts for 50 points.

Describe whether or not the infrastructure would be installed without this grant being awarded.

### A. Potential Subscribers

In awarding grants, ConnectMaine is directed to consider the number of potential subscribers to be served by the project. In the affected communities, indicate the total number of potential subscribers; of those, the number currently unserved; and of those currently unserved, the number to be served by the proposed project.

Potential Subscribers	Currently unserved	To be served

### B. Grant Funds

Calculate the grant amount requested per customer eligible to be served by the project. Use the number "to be served" above for the number of customers below.

Grant amount (\$)	Unserved customers to be served (#)	Funds per customer (\$)

The grant amount per eligible customer is a factor considered in the cost-benefit scoring category, with lower funds per customer receiving a higher cost-benefit score, up to 50 points.

Grant/Customer	Points
<\$2,000	50
\$2,000-4,000	1-49
>\$4,000	0

# CONNECTMAINE

## IV. Community Support

In total the community support scoring category accounts for 25 points.

Describe evidence of community support for expanding availability of broadband service, such as results of speed testing or surveying.

Indicate the results of community(ies) vote(s) to financially commit to the proposed project.

Supportive votes to financially commit to proposed projects help ensure successful projects and help demonstrate sufficient community support, an additional 5 points.

### A. Project Focus

The percentage of households to be served, a community support factor, is calculated from the total number of households, which is separately considered as a project scope factor. In the affected communities, indicate the total number of households and those that are proposed to be served.

All households	Households to be served

ConnectMaine collects data on the type, number and percentage of premises and unserved areas that become served by awarded funds. The percentage of households that will be served is a factor considered in the community support scoring category, with higher percentages scoring higher, up to 15 points.

Households	Points
<50%	0
50-75%	1-14
>75%	15

### B. Active Community

List the community broadband committee members, their backgrounds and the expertise or roles<sup>5</sup> contributed.

Name	Background	Role

Involving relevant backgrounds and essential roles helps ensure successful projects and helps demonstrate adequate community support, an additional 5 points.

### C. Inclusion Commitment

List community commitments and strategies to increase the subscription rate and maximize the use of the proposed broadband infrastructure. These are often developed and included in community broadband plans, which may be referenced.

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<sup>5</sup> Review the relevant backgrounds and necessary expertise or roles on a broadband committee that are listed in the Community Broadband Planning Grants Precertification Form.

# CONNECTMAINE

## V. Project Scope

In total the project scope scoring category accounts for 15 points.

ConnectMaine requires filing of data of the extent of broadband service. As a separate file, submit a map of the extent of broadband service in the project area that is at a fine enough scale to identify street-level data. Also submit separate file(s) of the GIS data behind the map.

Applicants who are awarded and receive funds must submit grant reports, including infrastructure grant tracking for five years, which may include accurate mapping, cost and speed-level data; address-specific, availability data of actual speeds; and verification of performance criteria by submitting as-built drawings and/or notification of speed testing. Please contact ConnectMaine staff with any questions about accountability requirements.

### A. Existing Service

Describe the existing internet service in the unserved areas of the affected community, for ConnectMaine to evaluate the proposed project for the greatest relative improvement.

### B. Proposed Service

Describe the type of service to be provided, including years of growth with proposed capacity.

Also indicate the available download and upload speeds of current and proposed service to customers in the project area.

Current (mbps/mbps)	Customers (#)	Proposed (mbps/mbps)	Customers (#)

Applicants are held accountable for funded projects meeting performance criteria, including that resulting service meets the minimum build standard for broadband. The speeds of service to be offered is a factor consider in the project scope scoring category, with faster speeds, of the offering that will be available to the most customers in the project area, scoring higher, up to 10 points.

Proposed upload speed	Points
Less than or equal to 10mbps	0
Up to and including 100mbps	1-5
Greater than 100mbps	10

### C. Potential Customers

Indicate the type and number of customers to be served by the project.

Customers	Households	Businesses



# CONNECTMAINE

## D. Road Miles

ConnectMaine collects data on the miles of roads that are unserved in the state. In the affected communities, indicate the total miles of roads; of those, the miles in currently unserved areas; and of those currently unserved, the miles proposed to be in served areas.

Total miles	Currently unserved	To be served

## E. Timeline and Milestones

Insert a timeline that lists the milestones of the proposed project and indicates an estimate of the time required to complete the proposed project.

## F. Financial Commitment

List all costs of the proposed project and the secured, financial commitments from the applicant and other sources. The applicant attests that the entity proposing to build, operate or provide retail services using broadband infrastructure constructed pursuant to a planning grant made no contribution to that planning effort. Itemized costs may be estimated at time of application; applicants who are awarded and receive funds are required to itemize all expenses.

Capital & Operations	Quantity	Unit Cost	Total Costs	Committed Dollars	Grant Dollars
<b>Totals</b>	-	-			

Calculate the percentages of total cost covered by the communications service provider's (ISP) financial commitment, the community financial commitment and the financial commitments from any other sources, and the percentage of total cost covered by grant amount requested.

ISP/Cost	Community/Cost	Other/Cost	Grant/Cost

The applicant's financial commitment is a factor considered in the project scope scoring category, with lower proportions of grant funds scoring higher, up to 5 points.

Grant/Cost	Points
<25%	5
25-49%	3-4
50-65%	1-2
>65%	0

# CONNECTMAINE

## VI. Project Value

In total the project value scoring category accounts for 10 points.

Describe evidence of project benefits to students, remote workers, telehealth patients and support facilities, and small businesses.

### A. Service Prices

Describe the service levels to be offered and the price per customer to receive service, which must be equal to or less than the price per customer offered elsewhere in the state, including at least one affordability offering for low- to moderate-income households.

Service (mbps/mbps)	Price (\$/mo)	Details

ConnectMaine collects data on service levels and prices per customer for various offerings provided in the state. The estimated price per customer to receive service is a factor considered in the project value scoring category, with the lowest monthly price of service offerings that have an upload speed of at least 10mbps scoring higher, up to 10 points.

Price per customer per month	Points
<\$65	10
\$65-100	1-9
>\$100	0

Describe any affordability offering to be available to potential subscribers in the project area, including the criteria or requirements for eligibility. Submit as a separate file, the affordability plan.

Service (mbps/mbps)	Price (\$/mo)	Eligibility

### B. Subscription Rate

Ensuring project value includes addressing the adoption or use of internet service available. Of potential customers, state the estimated subscription rate or take rate anticipated in the project area.

# CONNECTMAINE

## Infrastructure Grants Application

Provider Expansion Projects

### Contact Staff

[Connect.ME@maine.gov](mailto:Connect.ME@maine.gov)

207.624.9894

### Authority Members

Nick Battista, Chair

Jasmine Bishop

Fred Brittain

Susan Corbett

Heather Johnson

Jeff Letourneau

Liz Wyman

This application binder is for provider expansion projects. This type of project helps achieve the state's broadband vision by leveraging and expanding the existing broadband networks. To-date most projects receiving state grants have been proposed by internet service providers to address coverage gaps within or between communities, such as providing line extensions or filling dark pockets. Given that these types of coverage gaps aren't experienced by whole communities, applicants are scored heavily based on cost-benefit and project scope.

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Please contact ConnectMaine staff for any assistance.

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# CONNECTMAINE

## **I. Applicant Information**

Applicant Signature:

Date Submitted:

### **A. Fiscal Agent**

Entity Name:

### **B. Grant Request**

Amount:

### **C. Affected Communities**

List each affected municipality, local government or local government authority, or a local nonprofit providing economic development programs, as applicable to the proposed project:

Points of Contact for Affected Communities and any community broadband committees:

Community	Name	Title or Role	Email or Phone

### **D. Applicant or Agent**

Name:

Title or Role:

Mailing Address:

Phone Number:

Email Address:

### **E. Communications Service Provider:**

Company Name:

Point of Contact Name:

Title:

Phone Number:

Email Address:

# CONNECTMAINE

## **F. Applicant Eligibility**

Either the applicant or its partner must demonstrate technical, managerial and financial capacity, and experience to operate the network capability, for ConnectMaine to determine whether or not the responsible entity is capable of installing, using and managing broadband infrastructure. Indicate the date of the most recent grant award by ConnectMaine, if any, and the entity receiving funds.

Date of last award:

Applicant of last award:

List prior experience in designing, installing, operating and managing infrastructure, if necessary.

Also briefly describe the public-private partnership, if any.

Any communications service provider (ISP) that is an applicant, or partner to this application, must be in good standing with all ConnectMaine reporting obligations. Indicate the date of the most recent “infrastructure grant tracking” report, if applicable, and most recent “required filing of data.”<sup>1</sup>

Date of grant report:

Date of data filing:

If the applicant isn’t an eligible ISP, the applicant may be any unit of local government, including town, city, county or regional council of governments; or any broadband utility district or corporation, wholly or partially owned by a unit of local government. State the legal entity of this applicant or partner, if applicable.

Name and type of entity:

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<sup>1</sup> Details of these reporting requirements are contained in ConnectMaine rule:  
<https://www.maine.gov/connectme/about/statutes-rulemaking>

# CONNECTMAINE

## G. Unserved Areas

Granted funds may be applied in unserved areas only; however, proposed project areas may include areas designated underserved.<sup>2</sup> Areas designated as unserved may be identified in any or all of the following sources:

- The ConnectMaine Broadband Availability Map: <https://maps.sewall.com/connectme/public/>
- The ConnectMaine Unserved Reports: [www.maine.gov/connectme/communities-resources/Broadbandmapping](http://www.maine.gov/connectme/communities-resources/Broadbandmapping)
- Community Broadband Plans posted on the ConnectMaine website: [www.maine.gov/connectme/grants/planning-grants/awards](http://www.maine.gov/connectme/grants/planning-grants/awards)

Indicate how the project area was identified as unserved or underserved.

If the project area wasn't identified as unserved in the above sources, indicate the date that a request under the opportunity to review such areas was submitted to ConnectMaine. That request must have included accurate mapping of address-specific, availability data of actual speeds in the proposed project area, including a map of the geographic area at a fine enough scale to identify street-level data, and the GIS data behind the map. The request may have also included the dates and times of speed testing conducted by the method directed by ConnectMaine, customer testimonials or other evidence demonstrating that the areas are unserved. For a 30-day period, ConnectMaine posts the general information of the relevant areas for any public comments on the availability, or lack thereof, of broadband service.<sup>3</sup>

Date of Request:

## H. Provider Outreach

ConnectMaine directs state funds to expand broadband service availability in places where the private sector hasn't plans to install broadband infrastructure during the same time period. Indicate the date of when provider outreach occurred. Within 45 days of the application window being opened, the applicant must have sent an email, which must have been cc'd to [Connect.ME@maine.gov](mailto:Connect.ME@maine.gov), followed with a letter sent certified-mail to existing ISPs to confirm that "no plans exist to provide service meeting or exceeding the minimum build standard for broadband<sup>4</sup> within the following 12 months" in the project area; any responses from ISPs must have been cc'd to [Connect.ME@maine.gov](mailto:Connect.ME@maine.gov), within 14 days of receiving the applicant's email.

Date of Outreach:

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<sup>2</sup> At least annually, and subject to 30-day comment period, ConnectMaine designates geographic areas that are unserved. Currently areas are designated as unserved where internet service is less than 25mbps/3mbps, and areas are designated as underserved where less than 20% of the households have access to internet service of at least 25mbps/3mbps.

<sup>3</sup> Details about this process for identifying unserved areas is posted on the ConnectMaine website: <https://www.maine.gov/connectme/communities-resources/Broadbandmapping>

<sup>4</sup> Either annually or through its strategic planning process, ConnectMaine sets a build standard for broadband, an accountability requirement for all state funded projects, which currently is offering a service level of at least 10/10mpbs.

# CONNECTMAINE

## II. Executive Summary

The executive summary should be about five sentences only: Who's the applicant, providing what type of infrastructure, where in Maine, resulting in what level of service, and when is completion anticipated. This serves the purpose of quickly identifying the proposed project among applications and past projects. Being brief, this summary will be used when announcing awards of successful applications.

## III. Cost-Benefit

In total the cost-benefit scoring category accounts for 50 points.

Describe why the infrastructure wouldn't be installed without this grant being awarded.

### A. Potential Subscribers

In awarding grants, ConnectMaine is directed to consider the number of potential subscribers to be served by the project. In the project area, indicate the total number of potential subscribers; of those, the number currently unserved; and of those currently unserved, the number to be served by the proposed project.

Potential Subscribers	Currently unserved	To be served

### B. Grant Funds

Calculate the grant amount requested per customer eligible to be served by the project. Use the number "to be served" above for the number of customers below.

Grant amount (\$)	Unserved customers to be served (#)	Funds per customer (\$)

The grant amount per eligible customer is a factor considered in the cost-benefit scoring category, with lower funds per customer receiving a higher cost-benefit score, up to 50 points.

Grant/Customer	Points
<\$2,000	50
\$2,000-4,000	1-49
>\$4,000	0

# CONNECTMAINE

## IV. Community Support

In total the community support scoring category accounts for 10 points.

Describe evidence of community support for expanding availability of broadband service, such as results of speed testing or surveying.

### A. Project Focus

The percentage of customers to be served, a community support factor, is calculated from the total number of potential customers, which is separately considered as a project scope factor. In the project area, indicate the total number of customers and those that are proposed to be served.

All customers	Customers to be served

ConnectMaine collects data on the type, number and percentage of premises and unserved areas that become served by awarded funds. The percentage of customers that will be served is a factor considered in the community support scoring category, with higher percentages scoring higher, up to 5 points.

Customers	Points
<35%	0
35-75%	1-4
>75%	5

### B. Active Community

Briefly describe the community engagement in the planning process.

Engaging the community in the planning process helps ensure successful projects and helps demonstrate adequate community support, an additional 5 points.



# CONNECTMAINE

## V. Project Scope

In total the project scope scoring category accounts for 25 points; additionally, 10 bonus points are available.

ConnectMaine requires filing of data of the extent of broadband service. As a separate file, submit a map of the extent of broadband service in the project area that is at a fine enough scale to identify street-level data. Also submit separate file(s) of the GIS data behind the map.

Applicants who are awarded and receive funds must submit grant reports, including infrastructure grant tracking for five years, which may include accurate mapping, cost and speed-level data; address-specific, availability data of actual speeds; and verification of performance criteria by submitting as-built drawings and/or notification of speed testing. Please contact ConnectMaine staff with any questions about accountability requirements.

### A. Existing Service

Describe the existing internet service in the unserved areas of the affected community, for ConnectMaine to evaluate the proposed project for the greatest relative improvement.

### B. Proposed Service

Describe the type of service to be provided, including years of growth with proposed capacity.

Also indicate the available download and upload speeds of current and proposed service to customers in the project area.

Current (mbps/mbps)	Customers (#)	Proposed (mbps/mbps)	Customers (#)

Applicants are held accountable for funded projects meeting performance criteria, including that resulting service meets the minimum build standard for broadband. The speeds of service to be offered is a factor consider in the project scope scoring category, with faster speeds, of the offering that will be available to the most customers in the project area, scoring higher, up to 15 points.

Proposed upload speed	Points
Less than or equal to 10mbps	0
Up to and including 100mbps	1-14
Greater than 100mbps	15

# CONNECTMAINE

## C. Potential Customers

Indicate the type and number of customers to be served by the project.

Customers	Households	Businesses

The number of customers that will be served is a factor considered in the project scope scoring category, with higher numbers scoring higher, up to 5 points.

Customers	Points
<130	0
130-600	1-4
>600	5

## D. Road Miles

In the project area, indicate the total number of potential subscribers and total miles of roads.

Subscribers	Miles

ConnectMaine collects data on the number of premises and miles of road in unserved areas. The number of customers to be served is a factor in the project scope scoring category, and state funds are intended to support expansion of broadband availability in places where the private sector alone can't justify the investment; less densely populated areas score higher, up to 10 bonus points.

Subscribers/Mi	Bonus
<10	10
10-20	1-9
>20	0

## E. Timeline and Milestones

Insert a timeline that lists the milestones of the proposed project and indicates an estimate of the time required to complete the proposed project.

# CONNECTMAINE

## F. Financial Commitment

List all costs of the proposed project and the secured, financial commitments from the applicant and other sources. The applicant attests that the entity proposing to build, operate or provide retail services using broadband infrastructure constructed pursuant to a planning grant made no contribution to that planning effort. Itemized costs may be estimated at time of application; applicants who are awarded and receive funds are required to itemize all expenses.

Capital & Operations	Quantity	Unit Cost	Total Costs	Committed Dollars	Grant Dollars
<b>Totals</b>	-	-			

Calculate the percentages of total cost covered by the communications service provider's (ISP) financial commitment, the community financial commitment and the financial commitments from any other sources, and the percentage of total cost covered by grant amount requested.

ISP/Cost	Community/Cost	Other/Cost	Grant/Cost

The applicant's financial commitment is a factor considered in the project scope scoring category, with lower proportions of grant funds scoring higher, up to 5 points.

Grant/Cost	Points
<25%	5
25-49%	3-4
50-55%	1-2
>55%	0

# CONNECTMAINE

## VI. Project Value

In total the project value scoring category accounts for 15 points.

Describe evidence of project benefits to students, remote workers, telehealth patients and support facilities, and small businesses. Submit separate file(s) of letters identifying these groups.

Expanding broadband to these groups helps realize economic and social benefits of broadband, and contributes to project value, an additional 2 points.

### A. Service Prices

Describe the service levels to be offered and the price per customer to receive service, which must be equal to or less than the price per customer offered elsewhere in the state, including at least one affordability offering for low- to moderate-income households.

Service (mbps/mbps)	Price (\$/mo)	Details

ConnectMaine collects data on service levels and prices per customer for various offerings provided in the state. The estimated price per customer to receive service is a factor considered in the project value scoring category, with the lowest monthly price of service offerings that have an upload speed of at least 10mbps scoring higher, up to 10 points.

Price per customer per month	Points
<\$65	10
\$65-100	1-9
>\$100	0

Describe any affordability offering to be available to potential subscribers in the project area, including the criteria or requirements for eligibility. Submit as a separate file, the affordability plan.

Service (mbps/mbps)	Price (\$/mo)	Eligibility

Proposed projects that result in affordability offerings help address affordability barriers to the adoption or use of internet service, and contributes project value, an additional 3 points.

### B. Subscription Rate

Ensuring project value includes addressing the adoption or use of internet service available. Of potential customers, state the estimated subscription rate or take rate anticipated in the project area.