

KENTUCKY INFRASTRUCTURE AUTHORITY BROADBAND DEPLOYMENT FUND – PROJECT IMPLEMENTATION GUIDE

Re: BDP GRANT CONDITIONS – COMPLIANCE FORMS & EXHIBITS

This guide sets out the steps required to implement your Broadband Deployment Fund Grant. Each action required and the person or entity required to take that action is shown in **RED**. Most of these actions result in producing one or more specific documents – each of which are included in your Grant Assistance Agreement as a required “exhibit.” Altogether these exhibits provide evidence to KIA of your compliance with the conditions set out in the Grant Assistance Agreement.

When returning documents and exhibits to KIA, please send each as a distinct pdf file – with the document name or exhibit number in the file name itself, as: Ex.1 Project Schedule, Ex.2 Project Budget etc. together with the Grant Number (21BDPxxx).

Please remember -- all activity relating to your project implementation must be done in compliance with the appropriate federal and state legislation relating to broadband infrastructure projects. In some instances, the appropriate Kentucky Revised Statute is cited in this guide for your convenience.

Note: a template for each exhibit is found in your Grant Assistance Agreement and the proper sequence of each Exhibit is cited below for convenience. Additional resource information is found at <https://kia.ky.gov> under the Financial Assistance tab, under the dropdown box Broadband Grant Forms.

<https://kia.ky.gov/FinancialAssistance/Pages/Broadband-Grant-Forms.aspx>

Project implementation is best accomplished through the coordinated activity of the:

GRANTEE – the elected or appointed public body or private sector entity. This entity was awarded an amount of Broadband Deployment funds for a broadband project to benefit citizens in their service area.

AUTHORIZED OFFICIAL – an individual specifically designated by the Grantee to sign documents and take other official actions for and on behalf of the Grantee specifically related to the implementation of the Broadband Project.

PROJECT ADMINISTRATOR – a qualified individual specifically engaged by the Grantee’s Authorized Official to oversee and expedite completion of the administrative tasks and duties of the Project as well as to be principal contact with KIA relating to the Grantee’s Broadband Project.

ENGINEER – an engineer licensed in Kentucky properly procured by the Grantee to assist with initial project planning, as well as to provide engineering design and development of construction plans and specifications including project bidding and oversight of construction contracting services between the Grantee and the selected construction contractor. (Construction inspection services may or may not be provided by the Project design Engineer, as determined by the Grantee.)

Project Steps & Exhibits

Step 1: KIA - sends the Grant Assistance Agreement, signed by the Executive Director, with terms and conditions to the Grantee via email.

Step 2: GRANTEE - working with its PROJECT ADMINISTRATOR, works to complete the following exhibits:

Exhibit 1: Project Schedule

Exhibit 2: Project Budget

Exhibit 3: Confirmation of Grantee Vendor Number – via Kentucky Finance Cabinet Application

Exhibit 4: Copy of the Transparency Act Reporting Information Form

Exhibit 5: Affidavit of Bidders

Step 3: GRANTEE - at a regular or special meeting of the Grantee's legal body, the Grantee adopts and completes Exhibits 6 and 7. The individual designated at this meeting to serve as the "Authorized Official" signs the Assistance Agreement and the designated PROJECT ADMINISTRATOR returns the Agreement and completed exhibits to KIA.

Exhibit 6 A) Grantee Resolution (Accepting Grant, Approving Agreement, Amending Budget, Designating an Authorized Official and a Project Administrator.
B) Certificate of Recording Officer

Exhibit 7 Opinion of Legal Counsel Relating to the Grantee Resolution

Note A: All Broadband Projects require proper procurement of goods, materials and professional services. Kentucky Revised Statutes (KRS) 45A requires public advertisement if goods or services cost is greater than \$30,000. If cost is less than this amount, three (3) written price quotes must be obtained and reviewed. The award is made to the lowest and best bid or quotation. Full documentation of all procurement related activities must be maintained on file by the Grantee for KIA compliance and audit purposes.

Step 4: PROJECT ADMINISTRATOR submits the Project to the Kentucky eClearinghouse for its review. Upon its receipt, the PROJECT ADMINISTRATOR forwards a copy of the eClearinghouse Endorsement Letter and related comments to KIA as Exhibit 8. <https://eclearinghouse.ky.gov> (Questions? 800-346-5606)

Exhibit 8 Copy of the Kentucky eClearinghouse Endorsement Letter with Comments.

Step 5: KIA may sign the Assistance Agreement and provide a copy of the fully executed Agreement to the GRANTEE, together with the Grant Draw Workbook, to be used by the PROJECT ADMINISTRATOR when seeking incremental funding draws in the course of Project implementation.

Step 6: ENGINEER, after bidding and award of construction contract, signs and provides to the PROJECT ADMINISTRATOR a full bid package, including an affidavit of publication, a tear sheet of the advertisement, bid tabs, contractor selection recommendation and performance bond documents.

GRANTEE AND TITLE ATTORNEY, sign and provide copies of all Clear Site Certificates to the PROJECT ADMINISTRATOR, who forwards Exhibit 9, 9A, and 9B to KIA.

Exhibit 9 Copy of the bid package signed by Engineer, and Clear Site Certificates sign by (9A) Authorized Official, and (9B) Title Attorney, as appropriate.

Step 7: GRANTEE, ENGINEER and PROJECT ADMINISTRATOR, once all outstanding fiscal obligations associated with the Project Budget and the Project related services of the Engineer and of the Project Administrator are completed, all parties must execute the Certificate and forward a copy to KIA.

Exhibit 11 Project Completion.