

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
 Application
 Changed/Corrected Application

*** 2. Type of Application:**

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

08-15-2022

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

New Mexico Department of Information Technology

* b. Employer/Taxpayer Identification Number (EIN/TIN):

0565

* c. UEI:

GP11

d. Address:

* Street1:

715 Alta Vista

Street2:

* City:

Santa Fe

County/Parish:

* State:

New Mexico

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

87502-2550

e. Organizational Unit:

Department Name:

Department of Information Technology (DOIT)

Division Name:

Office of Broadband Access and Expansion

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Andrea

Middle Name:

* Last Name:

Martinez

Suffix:

Title: Chief Financial Officer

Organizational Affiliation:

* Telephone Number:

5054763033

Fax Number:

* Email:

andreae.martinez@state.nm.us

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

US Department of Commerce (DOC)

11. Catalog of Federal Domestic Assistance Number:

11.035

CFDA Title:

Broadband Equity Access and Deployment Program

* 12. Funding Opportunity Number:

NTIA-BEAD-2022

* Title:

Broadband Equity Access and Deployment Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Connect New Mexico Broadband Equity, Access, and Deployment Project

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant **NM-03**

* b. Program/Project **NM-all**

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: **10-01-2022**

* b. End Date: **09-30-2027**

18. Estimated Funding (\$):

* a. Federal **5,000,000**
* b. Applicant **0**
* c. State **0**
* d. Local **0**
* e. Other **0**
* f. Program Income **0**
* g. TOTAL **5,000,000**

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name: **Andrea**
Middle Name:
* Last Name: **Martinez**
Suffix:

* Title: **Chief Financial Officer**

* Telephone Number: **5054763033** Fax Number:

* Email: **andreae.martinez@state.nm.us**

* Signature of Authorized Representative: **Andrea Martinez** * Date Signed: **08-15-2022**

Connect New Mexico Broadband Equity, Access and Deployment Project

BEAD Planning Project Budget Narrative

Applicant Name: New Mexico Department of Information Technology

Applicant Type: State

Proposed Period of Performance: October 1, 2022 – September 30, 2027

Total Project Costs: \$5,000,000

Total Federal Grant Request: \$5,000,000

Total Matching Funds (Cash): \$0

Total Matching Funds (In-Kind): \$0

Total Matching Funds (Cash + In-Kind): \$0

Total Matching Funds (Cash + In-Kind) as Percentage of Total Project Costs: \$0

Administrative and Legal Expenses - \$1,373,500

Activity	Total Time/Units	Rate	Total Cost
Legal Counsel - Salary	5 years	\$75,000 per year	\$375,000
Legal Counsel - Fringe	5 years	\$25,500 per year	\$127,500
Grants Manager - Salary	5 years	\$65,000 per year	\$325,000
Grants Manager - Fringe	5 years	\$22,100 per year	\$110,500
Tech Assistance – Salary	5 years	\$65,000 per year	\$325,000
Tech Assistance - Fringe	5 years	\$22,100 per year	\$110,500
Total			\$1,373,500

Activity 3: Technical Assistance, includes establishment of the statewide Digital Navigator Network and Broadband Help Desk programs, as well as creation of community planning and capacity building programs for infrastructure-specific and comprehensive local engagement.

- **Technical Assistance Manager – Salary** (\$325,000—5 years @ \$65,000 per year): The Technical Assistance Manager position will have a salary of \$65,000 per year, be fully funded (100%) through grant funds for a period of five years (spanning the full length of the project and nothing more), and charge time for the BEAD Program only. This position is currently unstaffed, and upon receiving the grant award Office of Broadband Access and Expansion will release an open position on the State website for individuals to submit applications. The position duties will include day-to-day legal, compliance, and regulatory work of all broadband deployment activities of the New Mexico Office of Broadband Access and Expansion, including execution of contracts, grant agreements, and similar memoranda and legal documentation. The Technical Assistance Manager will work under the direction of the Director of the Office of Broadband Access and Expansion.

- **Technical Assistance Manager – Fringe** (\$110,500—5 years @ \$22,100 per year): The fringe benefit rate for State of New Mexico employees is assessed against salaries and wages, and benefits include a suite of retirement, health, dental, and life insurance – with standard (included herein) and optional benefits available to all employees (per State policy).

Activity 4: Increasing capacity of the New Mexico Office of Broadband Access and Expansion.

- **Legal Counsel – Salary** (\$375,000—5 years @ \$75,000 per year): The Legal Counsel position will have a salary of \$75,000 per year and be fully funded (100%) through grant funds for a period of five years (spanning the full length of the project and nothing more), and charge time for the BEAD Program only. This position is currently unstaffed, and upon receiving the grant award Office of Broadband Access and Expansion will release an open position on the State website for individuals to submit applications. The position duties will include day-to-day legal, compliance, and regulatory work of all broadband deployment activities of the New Mexico Office of Broadband Access and Expansion, including execution of contracts, grant agreements, and similar memoranda and legal documentation. The Legal Counsel will work under the Chief Legal Counsel for the Department of Information Technology, within which the Office of Broadband Access and Expansion is administrative attached.
- **Legal Counsel – Fringe** (\$127,500—5 years @ \$25,500 per year): The fringe benefit rate for State of New Mexico employees is assessed against salaries and wages, and benefits include a suite of retirement, health, dental, and life insurance – with standard (included herein) and optional benefits available to all employees (per State policy).
- **Grants Manager – Salary** (\$325,000—5 years @ \$65,000 per year): The Grants Manager position will have a salary of \$65,000 per year and be fully funded (100%) through grant funds for a period of five years (spanning the full length of the project and nothing more), and charge time for the BEAD Program only. This position is currently unstaffed, and upon receiving the grant award Office of Broadband Access and Expansion will release an open position on the State website for individuals to submit applications. The position duties will include day-to-day legal, compliance, and regulatory work of all broadband deployment activities of the New Mexico Office of Broadband Access and Expansion, including execution of contracts, grant agreements, and similar memoranda and legal documentation. The Grants Manager will work under the direction of the Director of the Office of Broadband Access and Expansion.
- **Grants Manager – Fringe** (\$110,500—5 years @ \$22,100 per year): The fringe benefit rate for State of New Mexico employees is assessed against salaries and wages, and benefits include a suite of retirement, health, dental, and life insurance – with standard (included herein) and optional benefits available to all employees (per State policy).

Miscellaneous - \$3,626,500

Provide a narrative that includes a detailed description and justification of the estimated costs, proposed activities, and additional information as needed.

Activity	Total Time/Units	Rate	Total Cost
Contract – Management Consulting, Engineering, and Technical Assistance	1	\$3,000,000	\$3,000,000
<i>Activity 1, Research and Data Collection</i>			\$600,000
<i>Activity 2, Outreach</i>			\$300,000
<i>Activity 3, Technical Assistance</i>			\$300,000
<i>Activity 4, Increasing Capacity</i>			\$600,000
<i>Activity 5, Asset Mapping</i>			\$300,000
<i>Activity 6, Conducting Surveys</i>			\$600,000
<i>Activity 7, Local Coordination</i>			\$300,000
Contract – Workforce Training	5	\$100,000	\$500,000
Contract – Workforce Training	1	\$26,500	\$26,500
Contract – Outreach and Engagement	10	\$10,000	\$100,000
Total			\$3,626,500

- **Contract - Management Consulting, Engineering and Technical Assistance**

Activities 1 - 7 will be supported through a contract(s) with CTC Technology and Energy, a broadband management consulting and engineering firm on current statewide price agreement with State of New Mexico. The agreement resulted from an open and competitive request for proposal process following standard State of New Mexico policies and procedures. The rate is inclusive of all costs estimated to be incurred by the contractor, for which activity-specific estimates have been calculated – assuming a total of approximately 80 hours per week for 50 weeks per year over the full five-year project; based upon initial estimates, the average consultant hourly rate will be \$150. The contract will be used for the BEAD Program only. The New Mexico Department of Information Technology will oversee the contractor’s work through dedicated staff responsible for managing the contract, contributing to operationalization of contract deliverables, and/or implementing the BEAD Program. A risk mitigation process will be in place to manage and advise on all risk mitigation and management activities.

Activity 1 (\$600,000): Research and Data Collection. includes broadband access mapping and analysis, digital equity metric identification, collection, and analysis, and evaluation of best practices within and opportunities for aligning digital equity and broadband infrastructure investment and activity. The rate is

inclusive of all costs estimated to be incurred by the contractor, for which activity-specific estimates have been calculated – assuming an average of approximately 16 hours per week for 50 weeks per year over the full five-year project; based upon initial estimates, the average consultant hourly rate will be \$150.

Activity 2 (\$300,000): Outreach, includes establishment of a bi-weekly newsletter, support of the Connect New Mexico Council and its working groups, and new collaboration with statewide associations representing New Mexico municipalities and counties, respectively. The rate is inclusive of all costs estimated to be incurred by the contractor, for which activity-specific estimates have been calculated – assuming an average of approximately 8 hours per week for 50 weeks per year over the full five-year project; based upon initial estimates, the average consultant hourly rate will be \$150.

Activity 3 (\$300,000): Technical Assistance, includes establishment of the statewide Digital Navigator Network and Broadband Help Desk programs, as well as creation of community planning and capacity building programs for infrastructure-specific and comprehensive local engagement. The rate is inclusive of all costs estimated to be incurred by the contractor, for which activity-specific estimates have been calculated – assuming an average of approximately 8 hours per week for 50 weeks per year over the full five-year project; based upon initial estimates, the average consultant hourly rate will be \$150.

Activity 4 (\$600,000): Increasing Capacity, includes additional staff and consultant support to assist the New Mexico Office of Broadband Access and Expansion. The rate is inclusive of all costs estimated to be incurred by the contractor, for which activity-specific estimates have been calculated – assuming an average of approximately 16 hours per week for 50 weeks per year over the full five-year project; based upon initial estimates, the average consultant hourly rate will be \$150.

Activity 5 (\$300,000): Asset Mapping, includes identification of broadband and digital equity strengths and resources within each of the state's 32 counties. The rate is inclusive of all costs estimated to be incurred by the contractor, for which activity-specific estimates have been calculated – assuming an average of approximately 8 hours per week for 50 weeks per year over the full five-year project; based upon initial estimates, the average consultant hourly rate will be \$150.

Activity 6 (\$600,000): Conducting Surveys, includes – but is not limited to – incorporating into all community engagement activity the use a survey instrument designed to collect, at the address level, broadband speed test data, broadband service satisfaction, and any relevant requests of broadband service providers for improved service. The rate is inclusive of all costs estimated to be incurred by the contractor, for which activity-specific estimates have been calculated – assuming an average of approximately 16 hours per week for 50 weeks per year over the full five-year project; based upon initial estimates, the average consultant hourly rate will be \$150.

Activity 7 (\$300,000): Local Coordination, includes intentional and integrated engagement with local governments and related stakeholders throughout compilation of the Five-Year Action Plan, Initial and Final proposals, and Digital Equity Plan. The rate is inclusive of all costs estimated to be incurred by the contractor, for which activity-specific estimates have been calculated – assuming an average of approximately 8 hours per week for 50 weeks per year over the full five-year project; based upon initial estimates, the average consultant hourly rate will be \$150.

- **Contract – Outreach and Engagement** (\$100,000 estimated to cover small contracts and/or awards in support of outreach and engagement work to communities, stakeholder groups, and/or other external collaborators).

The activity will be supported through a contract(s) resulting from an open and competitive request for proposal process following standard State of New Mexico policies and procedures. The rate is inclusive of all costs estimated to be incurred by the contractor, for which activity-specific estimates have been calculated – assuming a total of approximately 5 hours per week for 50 weeks per year over the full five-year project; based upon initial estimates, the average consultant hourly rate will be \$80. The contract will be used for the BEAD Program only. The New Mexico Department of Information Technology will oversee the contractor’s work through dedicated staff responsible for managing the contract, contributing to operationalization of contract deliverables, and/or implementing the BEAD Program. A risk mitigation process will be in place to manage and advise on all risk mitigation and management activities.

- **Contract - Workforce Training** (\$500,000—5 years @ \$100,000 per year): Contract with local community and/or technical colleges will support creation and/or expansion of job training programming to support broadband deployment activities.

The activity will be supported through a contract(s) resulting from an open and competitive request for proposal process following standard State of New Mexico policies and procedures. The rate is inclusive of all costs estimated to be incurred by the contractor, for which activity-specific estimates have been calculated – assuming a total of approximately 10 hours per week for 50 weeks per year over the full five-year project; based upon initial estimates, the average consultant hourly rate will be \$200. The contract will be used for the BEAD Program only. The New Mexico Department of Information Technology will oversee the contractor’s work through dedicated staff responsible for managing the contract, contributing to operationalization of contract deliverables, and/or implementing the BEAD Program. A risk mitigation process will be in place to manage and advise on all risk mitigation and management activities.

- **Contract – Workforce Training** (\$26,500 estimated to cover one-time costs): Contract to cover one-time costs of establishing job training programming at local community and/or technical colleges.

The activity will be supported through a contract(s) resulting from an open and competitive request for proposal process following standard State of New Mexico policies and procedures. The rate is inclusive of all costs estimated to be incurred by the contractor, for which activity-specific estimates have been calculated – including, in this case, a total of \$26,500 to cover one-time costs to support the workforce training program. The contract will be used for the BEAD Program only. The New Mexico Department of Information Technology will oversee the contractor’s work through dedicated staff responsible for managing the contract, contributing to operationalization of contract deliverables, and/or implementing the BEAD Program. A risk mitigation process will be in place to manage and advise on all risk mitigation and management activities.

###

Detailed Budget Template

Unit Type	Unit Cost	No. of Units	Total Cost	Federal Funds Requested	Cash Match Amount	In Kind Contribution Value	Match Type (Cash/In-Kind/Both)	Match Percentage	Allowable Total	Notes/Comments
1. Administrative and Legal Expenses										
Legal Counsel - Salary	75,000.00	5	375,000.00	\$0	\$0	\$0	\$0 N/A	0%	375,000.00	
Legal Counsel - Fringe	25,500.00	5	127,500.00	\$0	\$0	\$0	\$0 N/A	0%	127,500.00	
Grants Manager - Salary	65,000.00	5	325,000.00	\$0	\$0	\$0	\$0 N/A	0%	325,000.00	
Grants Manager - Fringe	22,100.00	5	110,500.00	\$0	\$0	\$0	\$0 N/A	0%	110,500.00	
Technical Assistance Manager - Salary	65,000.00	5	325,000.00	\$0	\$0	\$0	\$0 N/A	0%	325,000.00	
Technical Assistance Manager - Fringe	22,100.00	5	110,500.00	\$0	\$0	\$0	\$0 N/A	0%	110,500.00	
Total Administrative and Legal Expenses			1,373,500.00	\$0	\$0	\$0	\$0 N/A	0%	1,373,500.00	
Unit Type	Unit Cost	No. of Units	Total Cost	Federal Funds Requested	Cash Match Amount	In Kind Contribution Value	Match Type (Cash/In-Kind/Both)	Match Percentage	Allowable Total	Notes/Comments
	0.00	0	0.00	\$0	\$0	\$0	\$0 N/A	0%	0.00	
2. Land, structures, rights-of-way, appraisals, etc.:										
N/A										
Land, structures, rights-of-way, appraisals, etc.:										
3. Relocation expenses and payments:										
N/A										
Relocation expenses and payments:										
4. Architectural and engineering fees:										
N/A										
Architectural and engineering fees:										
5. Other architectural and engineering fees:										
N/A										
Other architectural and engineering fees:										
6. Project inspection fees										
N/A										
Project inspection fees:										
7. Site work:										
N/A										
Site work:										
8. Demolition and removal:										
N/A										
Demolition and removal:										
9. Construction:										
N/A										
Construction:										
10. Equipment:										
N/A										
Equipment:										
11. Miscellaneous:										
N/A										
Miscellaneous:										
Contract - Management/Consulting, Engineering & Technical Assistance										
Other	3,000,000.00	1	3,000,000.00	\$0	\$0	\$0	\$0 N/A	0%	3,000,000.00	
Contract - Workforce Training	100,000.00	1	500,000.00	\$0	\$0	\$0	\$0 N/A	0%	500,000.00	
Contract - Workforce Training	25,500.00	1	25,500.00	\$0	\$0	\$0	\$0 N/A	0%	25,500.00	
Contract(s) - Outreach & Engagement	10,000.00	10	100,000.00	\$0	\$0	\$0	\$0 N/A	0%	100,000.00	
Miscellaneous:			3,625,500.00	\$0	\$0	\$0	\$0 N/A	0%	3,625,500.00	
PROJECT TOTAL			5,000,000.00	\$0	\$0	\$0	\$0 N/A	0%	5,000,000.00	

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, 'New Restrictions on Lobbying.' The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant, or cooperative agreement.

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

*** NAME OF APPLICANT**

New Mexico Department of Information Technology

*** AWARD NUMBER**

NTIA-BEAD-2022

*** PROJECT NAME**

Connect NM Broadband Equity, Access, and Deployment Project

Prefix: * First Name: Middle Name:

* Last Name: Suffix:

* Title:

*** SIGNATURE:**

Andrea E. Martinez 

*** DATE:**