



Oklahoma SLFRF Broadband Middle Mile Grant Application Guide

Introduction and General Information

The Oklahoma Broadband Office (OBO) is administering a Middle Mile program to help reach hard to serve last-mile connections, including homes, businesses and Community Anchor Institutions. Projects will be funded through the ARPA State and Local Fiscal Recovery fund.

Middle mile infrastructure is the highway or interstate of the internet — they're fast roads that carry data from regional hubs to local areas.

When and Where to Submit Applications

Middle Mile applications must be submitted by 11:59 pm CT on April 11, 2025, through the Oklahoma application portal found at <https://oklahoma.gov/broadband/grant-programs/middle-mile.html>.

Eligibility

County Governments, City or township governments, Native American tribal governments (Federally recognized), Others

How to Apply

Applications will open on **March 28th, 2025**. Grant applications are due **by 11:59 PM CT on April 11, 2025**. OBO will accept applications through the grant portal linked at <https://oklahoma.gov/broadband/grant-programs/middle-mile.html>. Prior to and throughout this application period, OBO will issue clarifying guidance regarding the application process for applicants.

You must have the following in place to proceed with an application:

1. Be registered in the AmpliFund portal
2. Have an active and valid SAM.gov registration. This is available at no cost from <https://www.SAM.gov/>

If you do not have these, or have any questions, please email MiddleMile@broadband.ok.gov for assistance.

Application Support

OBO will provide application support through an FAQ document updated weekly. For the latest support options and to obtain other documents, please see the [OBO Website](#).

Email Questions: You may submit any questions regarding the Middle Mile Program Application to MiddleMile@broadband.ok.gov.



FAQ Document: Each week throughout the application period, an FAQ document will be updated with the latest questions and answers from the emailed queries. It can be found at [OBO website](#).

Technical Support Questions: Technical support questions regarding the application, please email kwolterstorff@amplifund.com

Matching Funds Requirements

Applicants are required to provide a match equal to or greater than 25% of all funds awarded to an applicant and the match must be available at the time of the agreement. Matching funds may come from either cash on hand or in-kind contributions. In-kind contributions must be allowable and allocable to the project expenses.

In-kind contributions must comply with 2 CFR Part 200 (Uniform Administrative Requirements). For compliance purposes, see [2 CFR §200.306](#), Cost sharing, which sets forth qualifying requirements for any contributions. Items offered as in-kind match must:

1. Be verifiable based on records provided to OBO;
2. Not be included as contributions for any other Federal award;
3. Be necessary and reasonable for the accomplishment of project or program objectives;
4. Be allowable under 2 CFR Part 200, Subpart E Cost Principles;
5. Not be paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
6. Be provided for in the approved budget and
7. Conform to other provisions of 2 CFR. Part 200, as applicable.

See also [2 CFR §200.434](#), Contributions and donations, regarding the use of space, personal property, etc.

Creating an AmpliFund Account

To complete your application for the Middle Mile program, you must be registered within the AmpliFund grant portal. To access the grant portal, [please click this link](#).

Once you click the link to apply, you will first see an overview of the Middle Mile program opportunity. This overview provides a snapshot of the application, along with the submission deadline and other important dates. On this page, click on the "Login" button. This will open a pop-up window where you can log in if you already have an AmpliFund account. If you do not already have an AmpliFund account, click "**Register**."

Middle-Mile Investments for ARPA SLFRF Grant

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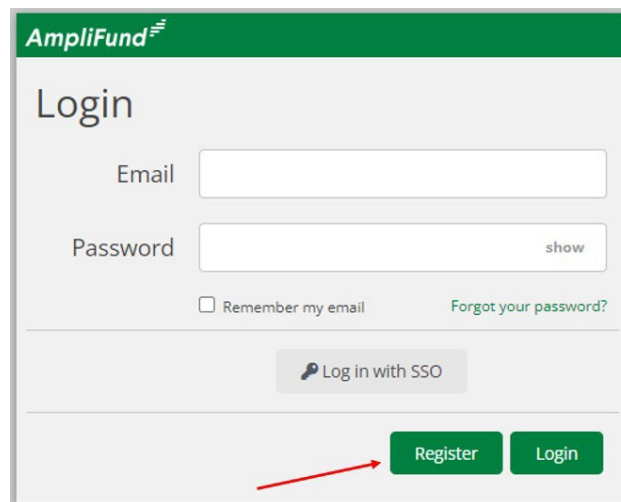
Save

Apply

Opportunity Information

Title Middle-Mile Investments for ARPA SLFRF Grant

Description This supplement to the Notice of Funding Opportunity (NOFO) provides expanded guidance specifically for middle-mile broadband projects funded through the American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF).



The login form is titled "Login" and features the AmpliFund logo at the top. It includes input fields for "Email" and "Password". The password field has a "show" link to its right. Below the password field is a checkbox labeled "Remember my email" and a link "Forgot your password?". A "Log in with SSO" button is located below these options. At the bottom of the form are two green buttons: "Register" and "Login". A red arrow points to the "Register" button.

IMPORTANT NOTE: During the Middle Mile application phase, you will receive several email notifications from the AmpliFund grant management system. Please ensure that **no-reply@gotomygrants.com** is in your contacts, or designated as an approved sender to make sure that you do not miss any notifications.

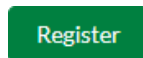
To register for an AmpliFund account, you will need to provide the following information:

- **User Information:** Provide the email address of the person who will be listed in the "Contact Information" section. This person will serve as your Middle Mile account administrator and will be able to add other staff or outside consultants to your application to facilitate application development. Create a strong password and do not reuse passwords from other systems.
- **Contact Information:** Ensure that the person listed in this section is an officer of the company or someone authorized to bind your organization in contract matters. This person will also serve as your organization's primary point of contact for the Middle Mile program. The address provided should be one where written communication can be received if necessary. The phone number should be a direct line to this person.



- **Organization Information:** If your organization's information (e.g., address and phone number) is the same as the Contact Information section, you can check the box to populate this section. The "Organization Name" should be your organization's legal name as listed with the state or regulatory agencies. For organization type, choose Local Government if you are a municipal government, Corporation for all for-profit entities, and Other for any other type of entity including non-profits, public-private partnerships, or tribal organizations.

Once the required fields are complete, click on **"Register"** in the bottom right corner of the page.

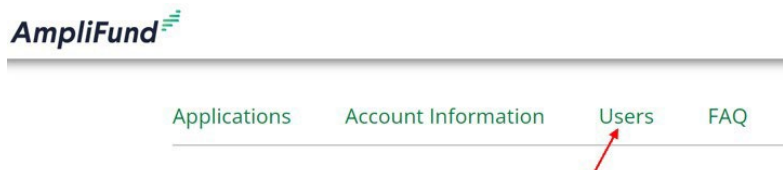


Click **"I accept"** to accept AmpliFund's terms and conditions.

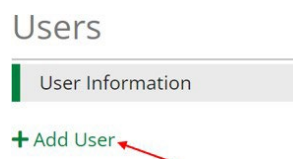


How to Invite Additional Users to your AmpliFund Account

Administrator users (the first user to register in an organization is an Administrator by default) can invite additional team members to their AmpliFund account to assist with completing the application. Once the Administrator has created their AmpliFund account, click on the logo in the top-left corner of any page. Click the **"Users"** button:



Click on **" + Add User"**





Add the user's **Email Address** and select the user's **Role**

Administrator: Administrators can create, edit, delete, submit, and withdraw applications; create and edit accounts; and add new users.

Editor: Editors can edit existing, unsubmitted applications and update their account settings.

New User

User Information

Email Address*

Role*

Editor

▼

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Add the user's name, address, and phone number. Required fields are marked with an asterisk (*). Click **"Invite"**

Contact Information

First Name*

Middle Name

Last Name*

Suffix

Title

Address Line 1

Address Line 2

City

State/Province

Postal Code

Phone Number

Invite

Starting Your Application

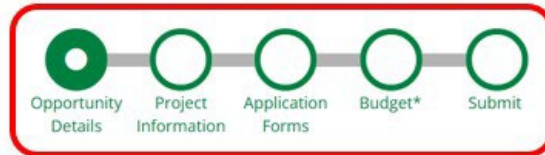
After you have registered, you will be able to log in to AmpliFund. After logging in, to begin your application, click **"Apply"** on the overview page for the Middle-Mile Investments for ARPA SLFRF Grant. This will take you to the application itself. The application consists of four different sections:

1. Opportunity Details (this is the same as the public overview page)

2. Project Information
3. Application Forms
4. Budget
5. Submit

You can navigate through each section by filling the first out and then clicking “**Save and Continue**”, or by clicking on the circle above the section name you desire to visit.

Middle-Mile Investments for ARPA SLFRF Grant

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PLEASE NOTE: There is a timeout security feature for the portal. After 10 minutes of inactivity, the portal will close, and any work not saved will be lost. Please save your work often.

Project Information

This section serves as the cover sheet for your application. Enter your Application Name, Federal Award Requested amount, and your planned match contribution amounts.

Middle-Mile Investments for ARPA SLFRF Grant



Project Information

[Help](#)[Download](#)[Save](#)[Save & Continue](#)

Application Information

Application Name * ✓

How much are you requesting from the funder?

Award Requested *

How much are you planning to contribute to the budget?

Cash Match Requirement ⓘ

Cash Match Contributions *

In-Kind Match Requirement ⓘ

In-Kind Match Contributions *

Total Award Budget



Confirm that the Primary Contact Information is correct, then click **“Save and Continue”**.

Primary Contact Information

Name *

Jane Doe

Email Address *

Jane.Doe@company.com

Address Line 1 *

123 Main St

Address Line 2

City *

Oklahoma City

State/Province *

Oklahoma

Postal Code *

73116

Phone Number

Save

✓ Mark as Complete

Save & Continue

Application Form

After you click the green **“Save and Continue”** button, you will be directed to the Application Forms page. For the Middle Mile application, there is one (1) form. The status of the form is listed on the Application Forms page:

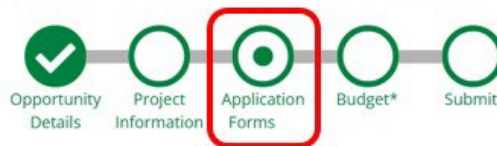
New: The form has not been opened/started yet.

In Progress: The form is partially complete.

Complete: The form was **“Marked as Complete.”** All forms must be in the **“Complete”** status before the application can be submitted successfully.

Click on the **“Broadband SLFRF Middle Mile Application”** form to open and start the application.

Middle-Mile Investments for ARPA SLFRF Grant



Forms

Help

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Save & Continue

Name ^	Status	Print
Broadband SLFRF Middle Mile Application	In Progress	



The form will have a variety of question types; some will ask you to fill out information directly in the form, while others will ask you to upload different documents. As you work on the form, you can click the green “**Save**” button to save your progress. **Please do not click the “Save & Continue” button until you have completed all required fields.**



Click “**Save**” to save your progress, “**Mark as Complete**” to save the page and mark as complete, or “**Save & Continue**” to save your progress and move to the next page. Your information will not be shared with OBO until you click “**Submit**” on the Submit page.

Application Budget

The application budget built into AmpliFund should be populated with the requested dollar amount for each budget category. Additional details on budget line items do not need to be included in the AmpliFund budget form, since they will be included in the budget template excel file uploaded as part of the application form.

Click on the + icon next to the budget category you wish to request funds in.

Budget

Budget View Settings

Options

☒ Line Items ☒ Non-Grant Funded

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Supplies	\$0.00	\$0.00	\$0.00
+ Capital (Other)	\$0.00	\$0.00	\$0.00
+ Capital (Real Property)	\$0.00	\$0.00	\$0.00
+ Services	\$0.00	\$0.00	\$0.00
+ Staffing Costs	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00	\$0.00

Revenue Budget

Grant Funding

Award Requested	\$100.00	\$100.00
Subtotal	\$100.00	\$100.00

Non-Grant Funding

Cash Match	\$25.00	\$25.00
In-Kind Match	\$0.00	\$0.00
Subtotal	\$25.00	\$25.00

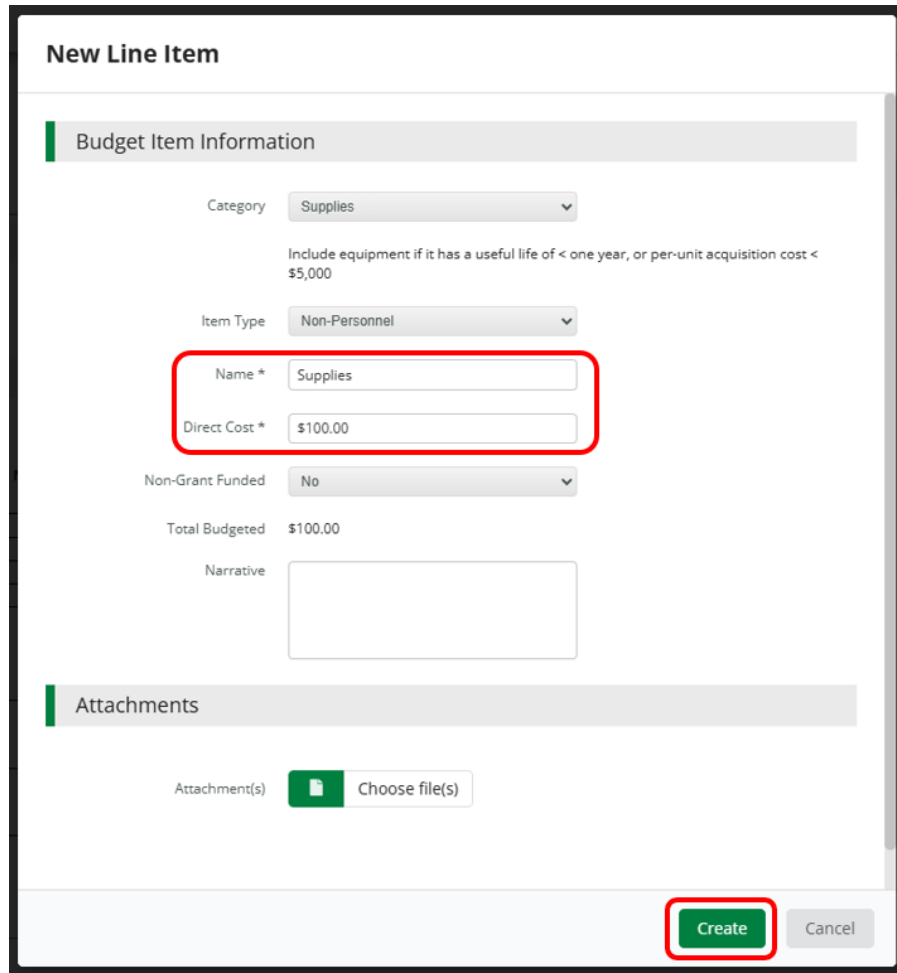
Total Revenue Budget Cost (\$125.00)

Total Overall Budget Cost (\$125.00)

The Total Overall Budget Cost must be \$0.00

✓ Mark as Complete Save & Continue

Enter the budget category name in the Name field and enter the direct cost amount (the amount of federal funds you are requesting for this budget category). Click **“Create.”**



New Line Item

Budget Item Information

Category: Supplies

Include equipment if it has a useful life of < one year, or per-unit acquisition cost < \$5,000

Item Type: Non-Personnel

Name *: Supplies

Direct Cost *: \$100.00

Non-Grant Funded: No

Total Budgeted: \$100.00

Narrative:

Attachments

Attachment(s): Choose file(s)

Create Cancel

To indicate matching funds, click on the Non-Grant Funded dropdown and select **“Yes.”** Enter the amount of Cash Match and/or In-Kind Match for the budget category. Click **“Create.”**

New Line Item

Budget Item Information

Category Services

Item Type Non-Personnel

Name * Services Match

Direct Cost * \$25.00

Non-Grant Funded Yes

Grant Funded \$0.00

Cash Match \$25.00
Dollar Percentage

In-Kind Match \$0.00
Dollar Percentage

Total Budgeted \$25.00

Narrative

Attachments

Create Cancel

Once the direct cost and cost share amounts match what was entered on the Project Information page, you can click **“Mark as Complete.”**

Application Submission

As you work through the application, you can save your progress by clicking the green **“Save”** button on the top or the bottom of each page. **You are strongly encouraged to save your progress frequently, since the software does not have an autosave feature and inactivity on the page will log you out.** Once you have answered all relevant questions on the page, click the green **“Save and Continue”** button. To finalize a section of the application, click the green **“Mark as Complete”** button. All sections must be marked as complete before you can submit your application. All questions marked by an asterisk must be answered before the section can be marked as complete.



Checkmarks will appear above each section that is marked as complete. Once all sections are marked complete, the **“Submit”** button will turn green. To submit your application, click on the green **“Submit”** button.



You are about to submit your application, **Application**, to **State of Oklahoma - Broadband Office (OBO)**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.



You will receive a success notification on your screen once your application has been submitted. Click the green "**Application**" button to download a PDF copy of your submitted application.



Success!

You have submitted your application.

Download your completed application by selecting the "Application" button below.

To return to the main screen with all of your applications, select the "Exit" button.



Scoring Criteria

Grants will be scored based on the Scoring Rubric provided in [Oklahoma's approved Scoring Criteria document](#) provided on the OBO website.