# 2024 (FY25) Minnesota Broadband Grant Application

## Pre-Application Outreach to Existing Wireline Providers

Before submitting any application for a 2024 (FY25) broadband grant, you must contact all existing wireline providers in the proposed project area with a description of the project and the map of the project area. By law, this must be accomplished no later than six weeks before the grant application deadline of May 10, 2024.

***Therefore, the latest allowable date for your outreach emails will be March 29, 2024. Any email outreach initiated after March 29, 2024, will invalidate the application.***

The Office of Broadband Development has provided an email template for the communication that the applicant is obligated to send to all wireline providers in the proposed application area. On the following page, please find an email template for the applicant to attach to its communication that provides the format for the provider’s email response. The applicant email will ask for each broadband service provider’s plans to upgrade broadband service in the proposed grant project area to speeds that meet or exceed Minnesota’s broadband goals of 100Mbps download/20Mbps upload by no later than December 2026 (the anticipated end of the grant contract period).

**The applicant must summarize all responses to this email distribution (example below) and provide copies of all emails sent out and all emails received in response to this required outreach as part of the grant application.**

| ***Provider Name*** | ***Will upgrade*** | ***No plans to upgrade*** | ***No response received*** |
| --- | --- | --- | --- |
| *Example:* | -- | -- | -- |
| *Telco company A* | X | -- | -- |
| *Cable company B* | -- | X | -- |
| *Muni provider C* | -- | -- | X |
| *(Continue)* | -- | -- | -- |

## LARGE COMPANY WIRELINE SERVICE PROVIDER CONTACTS

To assist each applicant in identifying the large company wireline service provider contacts for this grant round, the following list displays the appropriate email and telephone contact information for each of the larger wireline companies. If additional provider contacts are needed, please email [deed.broadband@state.mn.us](mailto:deed.broadband@state.mn.us) with company name.

| **Company** | Contact Name | Contact email address | Contact phone number |
| --- | --- | --- | --- |
| **Arvig** | Michael Baso | [Michael.baso@arvig.com](mailto:Michael.baso@arvig.com) | 218-346-8124 |
| **CenturyLink:** | Andrew Schriner | [andrew.schriner@lumen.com](mailto:andrew.schriner@lumen.com) | 612-558-4158 |
| **Charter:** | Celeste Flynn | [celeste.flynn@charter.com](mailto:celeste.flynn@charter.com) | 414-277-4193 |
| **Consolidated Holdings:** | Simon Thorne | [simon.thorne@consolidated.com](mailto:simon.thorne@consolidated.com) | 207-778-9206 |
| **Comcast:** | Karly Baraga-Werner | [karly\_baraga-werner@comcast.com](mailto:karly_baraga-werner@cable.comcast.com) | 651-900-9953 |
| **Frontier:** | Kay Jennerwein | [FTRBB.grants@ftr.com](mailto:FTRBB.grants@ftr.com) | 805-480-6090 |
| **Midco:** | Andrew Curley | [andrew.curley@midco.com](mailto:andrew.curley@midco.com) | 605-357-5835 |
| **Mediacom:** | Brittni Siebenaler | [bsiebenaler@mediacomcc.com](mailto:bsiebenaler@mediacomcc.com) | 507-837-4877 |
| **Windstream:** | Karyn Acevedo | [karyn.acevedo@windstream.com](mailto:karyn.acevedo@windstream.com) | 952-288-8130 |
| **Zito Media:** | Shirley Anders | [shirley.anders@zitomedia.com](mailto:shirley.anders@zitomedia.com) | 828-826-4706 |

# SAMPLE OF EMAIL FROM GRANT APPLICANT TO EXISTING WIRELINE PROVIDERS IN PROPOSED PROJECT AREA

DATE

*Broadband Provider Name*

*Broadband Provider Address*

RE: Broadband Coverage for (*insert name of project*)

To: (*name of broadband provider*)

We are interested in applying for a Minnesota Border to Border Broadband Development grant during the 2024 (FY25) application period which opened on March 12, 2024. Under Minnesota statutory requirements, any interested applicant must contact, in writing, existing entities providing broadband service in the proposed project area to see if there are any plans in place to upgrade broadband service in that specified project area to speeds that meet or exceed the state’s explicit broadband speed goal of 100Mbps download/20Mbps upload.

The purpose of this letter is to ask if you have plans to upgrade broadband service before December 2026, in the following area:

[*Include description and map of project area*]

Whether or not you have plans to upgrade broadband service in our proposed project area, we would appreciate a response to assist with our planning process and to include with our application should we decide to submit it. Attached for your convenience is a form that can be used for your email response.

If you have any questions, or wish to discuss in more detail, please contact me at:

(*Provide applicant contact information here or in signature line, including name, address, telephone number, and email address*.)

Sincerely,

[*Insert signature here*]

*Name*

*Title*

cc: [deed.broadband@state.mn.us](mailto:deed.broadband@state.mn.us)

# SAMPLE OF EMAIL ATTACHMENT FOR EXISTING WIRELINE BROADBAND PROVIDER RESPONSE TO APPLICANT – TO BE INCLUDED IN INITIAL CONTACT EMAIL

DATE

*Broadband Provider Name*

*Broadband Provider Address*

RE: Broadband Coverage for (*insert name of project*)

To: (*name of applicant contact*)

Information on current broadband coverage:

* + We do not currently provide broadband service in the area associated with this project.
  + We do provide broadband service in all, or a portion of the area associated with this project at speeds of \_\_\_Mbps download and \_\_\_ Mbps upload. Our records show approximately \_\_\_\_ locations in the proposed project area where we serve. (If only a portion of the project area is served, please provide a map showing where you currently serve.)

Information on planned improvements to broadband coverage:

* We have no plans to improve the broadband service in the area included in the proposed project to speeds that meet or exceed the state speed goals prior to December 2026.
* We do have plans to improve the broadband service in the project area by (*insert date*). The broadband service speeds that will be provided after that date will be at speeds of \_\_\_ Mbps download and \_\_\_ Mbps upload. (If the speeds that will be offered vary across the project area, please provide a map showing which speeds will be available in which locations.)

Name and contact information for person completing this form:

Name:

Title:

Address:

Phone:

Email:

cc: [deed.broadband@state.mn.us](mailto:deed.broadband@state.mn.us)