
Program Procedures for West Virginia Broadband Investment Plan

Wireless Internet Networks (WIN) Program

The West Virginia Department of Economic Development, in coordination with the West Virginia Broadband Enhancement Council and the State Broadband Office, will administer this Wireless Internet Networks Program (“Program”) to increase the availability of broadband services available to West Virginians. The Wireless Internet Networks (WIN) Program is part of the West Virginia Broadband Investment Plan (WVBIP) and will fund extensions or upgrades of existing last-mile wireless broadband networks that can be constructed quickly.

Source of Funds and Allocation

The West Virginia Department of Economic Development intends to support this funding opportunity using state funds appropriated by the West Virginia Legislature as detailed in §31G-1A-7, which created the Broadband Development Fund.

Approximately \$10 million is targeted for this funding opportunity. Actual funds awarded may be more or less depending on the volume of applications received, the need for proposed projects for grant support, and on West Virginia legislative appropriations. The West Virginia Department of Economic Development reserves the right to reject any or all applications made to the Program.

Eligible Entities

Applicants must be Internet Service Providers that offer a wireless broadband service and have a current statement of existence from the West Virginia Secretary of State. Applicants must have no prior default or significant violations under any federal, state, or local broadband expansion funding program, and no suspension or debarment as a vendor by the State of West Virginia or any Federal agency within three years prior to filing an application with the Department for Program funding. Projects proposed by Eligible Applicants are subject to review and possible approval, denial, or modification under the Review Guidelines.

Reimbursable Expenditures

Projects receiving funding may be reimbursed for actual capital expenses up to a maximum project cost identified in the award. Costs must be directly related upfront investment associated with installing and/or upgrading existing broadband facilities on the proposed project on a one-time, capital improvement basis.

Eligible project activities and costs include:

1. Network and access equipment costs.
2. Tower and pole costs: Includes the construction of new towers (where required infrastructure does not exist) and costs involved with structural changes to existing towers.
3. Fiber optic cable and associated hardware.
4. Reasonable make-ready and one-time pole licensing costs, excluding recurring pole attachment payments.
5. Equipment shelter, land, site preparation, and site restoration costs.
6. Customer premises equipment: Funding only covers up to the network demarcation point (*e.g.*, subscriber module or NID).
7. Professional services: Includes engineering and project management costs involved in designing and constructing the proposed project.
8. Testing.
9. Other upfront costs: Includes any other upfront costs not covered in other categories, such as site preparation, permits, required licenses, sales tax applicable to new equipment purchases, shipping and warehousing expenses, and miscellaneous minor material.
10. Long-term leases, defined as leases for a duration longer than 1 year, of facilities required to provide broadband service on the proposed project.

Internal labor costs incurred as part of eligible project activities are only reimbursable up to the proportion of employees' time spent exclusively on project activities during the period for which reimbursement is sought. When seeking reimbursement, applicants must submit such costs as line-items and provide supporting documentation for the expense. Supporting documentation shall include time spent by each employee on project activities, total time spent by each employee during the period for which reimbursement is sought, and an hourly cost that may include

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employee salary, itemized payroll taxes and benefits. Indirect costs are not reimbursable.

Costs that appear excessive and/or without justification and costs not considered eligible will not be reimbursed.

Ineligible costs include:

1. Internal administrative activities.
2. Fundraising activities.
3. Computers or office equipment.
4. Vehicles.
5. Equipment owned or leased by the customer, including routers and modems, and any other costs beyond the network interface point.
6. Operating expenses.
7. Expenses incurred prior to the date of the grant award announcement.

Expenditures on ineligible costs cannot be used as match.

Projects must primarily target unserved addresses and/or Targeted areas within state parks. Facilities that are needed to deliver last-mile broadband service to unserved addresses and incidentally cover served addresses are reimbursable, but expenditures solely to benefit served addresses are not reimbursable. Customer installations and equipment at served addresses are not eligible for reimbursement.

[Application Deadline](#)

Applications must be submitted to the Department on or before June 30, 2022, at 11:59 p.m., Eastern Standard Time.

[Preferred and Non-Preferred Applications](#)

Applications to the Program may be either “Preferred” or “non-Preferred.” “Preferred” projects will provide a benefit both to Targeted state park areas and state park visitors and also benefit Targeted addresses in nearby communities outside a state park. All other applications will be “non-Preferred.” “Preferred” applications will be prioritized for funding. “Non-Preferred” applications may also be funded but may be funded after first funding some or all “Preferred” applications.

Primary Program Requirements

Targeted Addresses and Targeted Areas of State Parks

Applicants may propose projects to extend broadband service to Targeted addresses and locations that are within Targeted areas within state parks. The Department will publish a map at <https://broadband.wv.gov> of Target areas within state parks and Target addresses eligible for funding.

For the purposes of this Program, “Targeted addresses” are those with no current access to internet service with at least 25 Mbps download and 3 Mbps upload (25/3 Mbps), and not in an area with an existing state, federal, or locally funded project to deliver mass-market broadband service of at least 25/3 Mbps. Addresses with current or future access to service only by satellite providers or mobile wireless networks are considered Targeted if they are not also served by a terrestrial broadband provider of fixed home broadband service offering with a speed of at least 25/3 Mbps.

Targeted areas of state parks are listed in Appendix A–Park Priorities. State Parks are presented in order of priority. Additional details are provided in Appendix B–Park Details and Maps.

Additional Service Areas

Applicants may propose to serve Additional Service Areas containing unserved addresses not identified as “Targeted addresses.” An “unserved address” must lack access to wireline mass-market broadband service of at least 25/3 Mbps. Applicants must identify the Additional Service Areas at the time of application, along with the location of claimed unserved addresses within them. Additional Service Areas may not overlap with Funded Projects. The Department will separately publish a map at <https://broadband.wv.gov> of addresses which may not be included in Additional Service Areas because they are considered to have a Funded Project. The Department may accept or reject proposed Additional Service Areas in whole or in part based on the information provided in the application and other information available to the Department about the availability of service in the proposed Additional Service Areas. Proposed unserved addresses in Additional Service Areas accepted by the Department will be considered Targeted addresses.

Size of Project

Applicants submitting proposals requesting more than \$3,000,000 in grant funding may be asked to divide the proposal.

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Required Services, Performance and Service Tiers

Proposed projects must be capable of offering services of at least 25 Mbps download and 3 Mbps upload and less than 100 ms latency and must propose to offer at least one service tier to mass-market consumers with performance meeting or exceeding this threshold. Services proposed for targeted areas of state parks must meet the additional requirements for services identified for the applicable park, identified in Appendix A. Applicants must be willing to enter into a contract for services for a period of not less than five years with the appropriate state agency for services provided to state park buildings or facilities.

Proposed projects must include a wireless service component, although they may also include wireline broadband infrastructure that is interconnected with proposed wireless infrastructure. Service to Targeted addresses must include a fixed wireless broadband component, but projects may also include mobile wireless and/or WiFi components. Fixed wireless broadband services to Targeted addresses must offer service without data caps or throttling or must offer services without data caps or throttling for users consuming less than 2TB of data transfer per month. Mobile wireless services provided by the applicant may include data caps consistent with other services it offers in West Virginia.

Applicants must offer tiers on the proposed project that are no less favorable than those typically offered to the applicant's other mass-market customers in West Virginia. Applicants are encouraged to offer higher speed service tiers.

Construction Timeline

Construction must be able to be completed and ready to serve customers within 12 months from award; this may be extended up to an additional 6 months for delays not caused by the applicant. Customer installations at unserved addresses requesting new service are eligible for reimbursement within 24 months of award.

Project Cost

Proposed costs must be reasonable and proportional to the density and difficulty of the proposed project.

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Matching Funds

Applicants must commit to providing at least 25% of the eligible costs proposed for the project as match. Matching funds must be spent by the awardee prior to reimbursement. Match must be spent on allowed expenditures. Applicants must commit to matching funds at the time of application. While contingent funding sources are allowed, they are not to be included in the calculation of match. In-kind contributions may not be used as match.

Applicants may reduce the required match by the cost of the following categories of new facilities built with grant funds when built within state parks:

- Towers and other wireless support structures, including associated equipment shelters, and site improvements, and
- Fiber optic cables and associated hardware.

To qualify for this reduced match, applicants must provide the appropriate state agency ownership of these grant-funded state facilities after a period of not more than five years, while continuing to use and maintain them while providing service within state parks.

Affordability

Applicants are encouraged to offer service tiers that are affordable to users, offer discounted service to households with low income, and participate in government programs that offer supported services to low-income households, such as Lifeline, the Emergency Broadband Benefit Program, and the Affordable Connectivity Program.

Waivers

The Secretary of the Department may grant waivers of certain program eligibility requirements for a proposed project. Waivers may be granted upon a determination that to do so is in the best interest of the state and furthers the program goal of expanding broadband service in West Virginia, and that the proposed project would not be feasible or advisable without the requested waiver. The Department may prioritize funding applications not requesting a waiver over those applications seeking a waiver. An application seeking a waiver that is not granted may become ineligible for further consideration. Applicants may request waivers of the following eligibility requirements:

- **Construction Timeline.** Applicants seeking a waiver of the requirement that awarded projects be completed within 12 months must specifically identify an

alternative proposed completion timeline for the project, which should be as short as is feasible, and in no event concluding later than December 31, 2026. The applicant must identify the circumstances not under the control of the applicant that would make the proposed project infeasible to complete within 12 months.

- **Matching Funds.** Applicants seeking a waiver of the minimum matching funds requirement or to allow funds not provided by the applicant to serve as match must specifically identify and justify the reasons why it is infeasible for the applicant to provide the match in full or in part. The applicant must document any efforts made to obtain matching fund commitments for the project from capital funding sources.

The Department may request additional information from applicants requesting waivers to assist it in advising the Secretary in a determination.

Application Requirements

Applicants must submit proposals with all required information through the Department of Economic Development's grants portal at <https://broadband.wv.gov/>.

Applicant Information and Attestation

Proposals must include the applicant's legal name and d/b/a. . Applications must include contact information for a primary point of contact for the application who is knowledgeable about the proposed project and can answer questions. Applications must include a statement from an officer or authorized employee of the applicant attesting that the statements and information contained within it are true to the best of his or her knowledge.

Planned Network

Proposals must include a projected propagation plot of coverage from the proposed access points, and an accompanying description of key assumptions used. The key assumptions shall include the prediction tool used, terrain and clutter resolution used to generate the plot, the signal strength (RSSI or RSRP for an LTE network) threshold at which areas are considered covered or uncovered, and the assumed height above ground level of subscriber equipment. Propagation plots may show multiple levels of service, but at a minimum should clearly identify signal strength at which users could expect to receive service in excess of 25/3 Mbps and 100/20 Mbps.

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Respondents must identify the sites used in the coverage projection. For each access point, the response must identify:

1. The latitude and longitude of the site,
2. Base station antenna information including manufacturer, model, azimuth, down tilt, and center line,
3. Base station equipment information with manufacturer, model number, and EIRP,
4. Whether the support structure at the site is existing or planned, whether the applicant intends to lease or own the structure, and whether the applicant has already acquired rights to use the site.

Information must be provided by sector for sectorized sites. If a proposal includes point-to-point wireless links, the proposal shall identify the points linked, the frequency to be used, data transmission rate supported, and link budget.

Proposals must include manufacturer data sheets for key radio equipment and antennas that are consistent with the projected coverage or reach shown on the planned network, including for point-to-point links, point-to-multipoint access points and end user equipment.

Proposals must provide the same information for adjacent sites in the applicant's existing network (sites which may provide overlapping coverage from the proposed sites). Upgrades to existing sites must provide site information before and after the proposed upgrade. If the use of licensed spectrum is proposed information must be provided demonstrating applicants' permitted use of the spectrum.

High-level designs for networks including new fiber cable must be shown but not be limited to the proposed fiber routes.

Proposed Funded Service Area

Proposed projects must identify the Targeted addresses and Targeted areas of state parks to be served by the proposed project. Addresses submitted must be addresses found on the Targeted address maps published by the Program.

Support for Additional Service Areas

Applicants must submit information to define Additional Service Areas, if any are proposed, and to demonstrate to the Department that the areas are unserved. Applicants must submit GIS polygons defining the proposed Additional Service Areas and GIS points defining the claimed unserved addresses within them. At a minimum,

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supporting documentation demonstrating that the proposed addresses are unserved must include end-of-line surveys of cable or fiber infrastructure on poles for the nearest cable or fiber-to-the-premise network or networks to the proposed Additional Service Areas. The submitted end-of-line surveys routes must show either actual coaxial cable or fiber line routes, or the roads along which cable or fiber serving customers exists in the community, and the routes surveyed along which no cable or fiber infrastructure serving customers was observed.

Map Information Format

Map information must be provided in electronic format. Proposed and existing access point sites and propagation plots may be submitted as either an ESRI shapefile or a KMZ/KML file. Data related to proposed and existing coverage must be submitted as separate files. Proposed and existing fiber or cable routes or proposed and existing access point sites and propagation plots, end-of-line surveys, proposed Additional Service Areas, and claimed unserved addresses may be submitted as either an ESRI shapefile or a KMZ/KML file.

Project Readiness

Applicants may submit proposals that include access point locations that are not yet finalized. However, applicants are encouraged, if possible, to submit projects with locations at which they have already secured rights to proposed tower/access point locations. Applicants are also encouraged to submit projects with identified radio equipment that has been deployed previously and is delivering services equal to or greater than the proposed speeds in an environment like the one proposed for West Virginia (“identified radio equipment”).

Project Budget and Funding Sources

Applications must include a proposed budget and maximum project cost using a Microsoft Excel spreadsheet template provided by the Program. The proposed project cost must be broken down by major cost categories provided in the template.

Applications must detail the proposed sources of funding for the project, the sum of which must equal or exceed the total proposed project cost. The application must identify the amount of grant funding sought from the program, and the amount of funding from other sources including match from the applicant and any other sources of grant funds.

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The application must identify if any matching funds are from loans or backed by loan guarantees specifically backed or secured by the assets or revenues of the proposed project.

Project Plan

Applications must include a proposed project plan and timeline with major milestones showing that the proposed project can be completed within 12 months of award. The plan should include any major contingencies in the plan. It should include at a minimum, major milestones related to site acquisition and permitting, including timely permit applications, tower construction, access point activation, and activation of customers.

Existing and Proposed Services

Applications must include a list of proposed service tiers, including upload and download speeds, data caps, and prices that the applicant currently offers on the proposed services, if currently offered to residential and small business customers in West Virginia on the applicant's existing network, and proposed services, if different. If an applicant has no facilities in West Virginia but does have facilities in another state, the application should describe services in the state nearest to the proposed project.

Prices provided should include charges for common equipment, applicable fees and surcharges, and data overages. Bundled and promotional pricing may be provided, but in addition to, not instead of non-promotional pricing and pricing for stand-alone internet service. The application should identify any non-recurring charges for service activation and describe policies and charges governing non-standard installations.

Applications must also propose prices and terms for the services requested by the state at state park locations, described in Appendix A.

Mobile Device Access

Applications must describe improvements in broadband, if any, that the proposed project would provide for users of mobile devices, whether via WiFi or via a cellular network. For projects proposing improvements in cellular access, applicants must identify the degree to which subscribers to the major national cellular networks will be able to receive improved service through the proposed network, either as a subscriber of the applicant's network, or through roaming agreements. Applicants should support such claims with coverage maps for their own service and those of identified roaming partners, showing the gaps in service that the proposed project would fill.

Applicant Experience

Proposals must describe the experience of the applicant and its selected partners and vendors sufficient to successfully build and operate the proposed network.

Applicant and Project Financials

Applicants who propose a project that would cover Targeted addresses greater than 10% of the count of their existing subscribers in West Virginia must provide its audited financial statements covering the most recent two years completed prior to the application deadline and a pro forma cash flow for the proposed project. If an applicant does not have audited financial statements, it may provide unaudited statements, but must complete an audit prior to receipt of grant funds.

The pro forma cash flow should include:

1. Expected revenues, detailing assumptions about
 - a. revenue sources and/or customer classes and
 - b. projected customer numbers, take rates, and average revenue per customer in each customer class.
2. Expected operating costs, detailing assumptions about major cost categories.
3. Expected initial capital costs, detailing assumptions about major cost categories.
4. Expected capital refresh/reinvestment in the network, detailing assumptions about major cost categories.
5. Assumed capital funding sources, including grants, cash reserves, debt, and equity.
6. Assumed debt and capital lease servicing costs.

The pro forma analysis should be for a 10-year period. Applicants required to complete the pro forma must identify any periods during which the project is expected to have a net operating income loss and identify the expected source of funds to cover those losses.

Application Review

Department Information Requests

During the application review process the Department, (including through its contracted technical reviewers), may request clarification from applicants regarding information submitted, additional supporting documentation, or opportunities to cure

minor deficiencies related to eligibility criteria or factors affecting an application's preferred or non-preferred status. The Department may also make requests for clarification or additional supporting documentation related to project prioritization factors.

The Department will initiate a request via an e-mail message to the primary contact listed in the application. Requests will include a deadline to respond to the request, which will typically be between one and four business days. Responses to requests will become part of the application.

The Department may review submitted applications based on information submitted by the Applicants by the application deadline, without making additional requests. If made, requests will be to further the Department's interests in considering a broad range of applications and bringing improved broadband to as many West Virginia unserved locations as possible in a technically sound and cost-effective manner. Applicants should not rely on an opportunity to supplement or clarify information after the application deadline and should take care to include all information requested by the application in a clear and understandable manner.

Project Prioritization

Awards will be prioritized among proposals and applicants meeting program eligibility requirements ("Eligible Proposals"). Evaluation will score the Eligible Proposal in three areas: Technical/Operational, Financial and Broadband Development Impact.

One hundred points may be awarded in the Technical/Operational evaluation based on the following prioritization factors:

1. Project Readiness, the degree to which the proposed project demonstrates that (i) the completion of preliminary engineering, (ii) the attainment of necessary permits, right-of-way access, and easements, and (iii) the achievement of necessary tower and ground use rights and pole and conduit licenses.
 - a. Demonstration of full readiness on all factors—up to 50 points.
 - b. Demonstration of substantial readiness on the majority of factors—up to 40 points.
 - c. Demonstration of substantial readiness on one factor—up to 20 points.

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2. Operational Readiness, the degree to which the proposed project demonstrates (i) an experienced leadership team, and (ii) the degree of maturity of operating systems and processes that will support the proposed project—up to 20 points.
3. The ability of the proposed project to serve most customers at a speed of 100/20 Mbps—10 points.
4. The ability of the proposed project to provide mobile wireless service to a broad range of local and visiting users in the proposed service areas—up to 20 points.

One hundred points may be awarded in the Financial evaluation based on the following prioritization factors:

5. Cost-efficiency relative to the difficulty of the project proposed. Evaluation will use as its key metrics the proposed grant amount per Targeted address covered by the project and the cost to serve Targeted areas in state parks relative to the size of those areas. The Department may also consider factors that may make certain areas more difficult and costly to serve, such as low density or especially difficult terrain, to the extent that the applicant is able to provide evidence for such conditions.
 - a. Very high efficiency, meaning a very low grant cost per Targeted address covered or state park area covered, relative to the difficulty of the proposed project—up to 40 points.
 - b. High efficiency, meaning a low grant cost per Targeted address covered or state park area covered, relative to the difficulty of the proposed project—up to 30 points.
 - c. Moderate efficiency, meaning a moderate grant cost per Targeted address covered or state park area covered, relative to the difficulty of the proposed project—up to 20 points.
 - d. Low efficiency, meaning a high moderate grant cost per Targeted address covered or state park area covered, relative to the difficulty of the proposed project—up to 10 points.
6. Financial resiliency. The Department will consider the financial sustainability of the project under adverse assumptions such as delays in project completion, lower-than-expected take rate or revenue and higher-than-expected initial capital or ongoing operating costs.

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- a. Very high sustainability, meaning financial resiliency under most plausible adverse scenarios—up to 30 points.
- b. High sustainability, meaning financial resiliency under many common adverse scenarios—up to 20 points.
- c. Moderate sustainability, meaning financial sustainability under moderately adverse scenarios—up to 10 points.

Applicants proposing to serve Targeted Addresses fewer than 10% of their existing customers in West Virginia and therefore not required to submit a pro forma analysis for the project will receive 30 points.

7. The commitment of proposed match sources—up to 10 points
8. The amount of matching funding proposed by the applicant— one point for every 3% in non-state grant funding provided over 25% of project costs up to a maximum of 20 points.

One hundred points may be awarded in the Broadband Development Impact evaluation based on the following prioritization factors:

9. Affordability–
 - a. Price of the lowest generally available non-promotional residential service tier with speeds not less than 25/3 Mbps and no data cap—one point for every \$10 under \$85/month, up to a maximum of 10 points.
 - b. Participation in the Lifeline Program or Affordable Connectivity Program or offering a discounted service tier to low-income customers with speeds not less than 25/3 Mbps and no data cap for not more than \$10/month—10 points.
10. Community impact factors—up to 80 points based on impact within the community, for reasons such as:
 - a. The project will serve a high-priority state park, according to the priority given in Appendix A;
 - b. The project's location in an area of low or moderate income, high unemployment, high poverty, or economic distress;
 - c. The project would provide service that supports a major economic development initiative identified by a regional planning or development council or economic development authority;

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- d. The project supports or implements a recent broadband planning initiative within a county or region;
- e. The project is coordinated with or builds upon other nearby projects that will provide greater regional benefit;
- f. The project has strategic partnerships involved in the proposed project, for example, electric utilities, universities, and federal, state, or local agencies;
- g. The project addresses unserved premises in a region of the state with high need but relatively few funded projects;
- h. The project supports adopted state plans or priorities not otherwise addressed by other prioritization factors.

Eligible Projects with a high point value in all three areas, Technical/Operational, Financial, and Broadband Development Impact, will be the highest priorities for available funding.

Project Overlaps

If multiple Eligible Projects contain overlapping Proposed Service Areas, the Department may request one or more applicants revise their proposals to eliminate the overlaps. The Department may also request modifications to eliminate overlaps with projects proposed under other broadband programs run concurrently by the Department. The Department may defer a project's final scoring and prioritization pending submission of revisions.

Post-Award Challenge Process

Projects selected for award will receive a Preliminary Approval Announcement, which will be published on <http://broadband.wv.gov>. Internet Service Providers other than the applicant will receive an opportunity to submit data demonstrating that the ISP currently offers broadband service at 25/3 Mbps or greater to addresses within the Proposed Project Funded Service Area. Data submitted must meet all the requirements described in the Process for Soliciting Information Regarding Unserved Areas, which the Department published on July 12, 2021. Notwithstanding the response deadline stated in the Process for Soliciting Information Regarding Unserved Areas, ISPs providing data must submit to the Department data related to projects receiving a Preliminary Approval Announcement not later than 14 days after the publication of the Announcement. Based on submitted data, the Department may request that a

preliminary awardee submit a revised project removing parts that solely benefit some or all addresses identified as non-Targeted, the Department may withdraw the preliminary approval, or the Department may allow the preliminary award to proceed without changes. ISP-submitted data alone will not be dispositive. In making its determination, the Department will also consider:

- Previous opportunities that the ISP submitting information has had to provide data to the Department;
- Any data provided by the preliminary awardee about availability of services in the proposed service area;
- The extent of overlap between the proposed project and existing services, and the impact that modification of the proposed project would have on the ability of the proposed project to serve Targeted addresses;
- Whether the proposed project will offer services superior to the existing available services;
- Information about user experiences on the current network, to the extent available, such as whether users actually receive internet service at or above speed thresholds at all hours of the day, or whether factors other than speed such as latency or jitter, or deterioration of the existing connections make their user experience unreliable;
- Whether the existing service is being delivered by legacy technologies, such as older wireless radio equipment, copper telephone lines (typically using Digital Subscriber Line technology) or early versions of cable system technology (DOCSIS 2.0 or earlier); and
- Other available data including but not limited to documentation of existing broadband internet service performance, federal and/or state collected broadband data, user speed test results, and interviews with community members and business owners, and reports from community organizations.

[Grant Distribution Agreement, State Services Contract and Standard Terms](#)

Awardees will be required to enter into a Grant Distribution Agreement (GDA) with the West Virginia Department of Economic Development. All projects will include a retainer equal to 10% of awarded funds withheld until project completion and until all close out documents and reporting are submitted and approved. To the extent necessary, the Program reserves the right to create additional requirements that awardees must fulfill prior to disbursement of funds.

Awardees will be required to enter into a standard state contract for services requested to state park buildings or facilities, described in Appendix A, to the extent the awarded project covers Targeted areas of state parks. The contract for services will be with [appropriate state agency].

Grant Recipient Obligations and Post Award Monitoring

Awardees of grant funds must comply with post-award monitoring and reporting requirements to maintain continued eligibility for disbursement of grant funds. Awardees are responsible for active technical, financial, and project management of awarded projects through their own staff and/or by hiring and managing well-qualified contractors. Awardees should also expect to cooperate with technical and financial monitoring and review provided by Department contractors and staff

Review of Designs, Reimbursement Requests, and Completed Networks

Projects must submit engineered designs prior to reimbursement. Designs must be prepared under the review of a P.E. or an engineer with substantial demonstrated experience designing wireless networks whose credentials are submitted along with the design.

Disbursement of grant funds will require submission of proof of expenditures on eligible costs for review prior to reimbursement. Awardees must cooperate with field audits performed by Program contractors to verify constructed plant completeness and quality and must submit as-built network documentation prior to final close-out of the grant.

Reporting

Awardees will be required to complete quarterly progress reports through project completion. Progress reports will require information on:

- Project expenditures.
- Number of communities served.
- Number of jobs created.
- Projected construction start date (month/year).
- Projected initiation of operations date (month/year).
- Actual construction start date (month/year).
- Actual initiation of operations date (month/year).
- Project location (for broadband geospatial location data).

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- Information provided in Applicant proposals such as, speeds/pricing tiers to be offered, technology to be deployed, and cost per address covered
- Information regarding:
 - Number of households projected to have increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload.
 - Number of households with access to minimum speed standard of reliable 100 Mbps symmetrical upload and download.
 - Number of households with access to minimum speed standard of reliable 100 Mbps download and 20 Mbps upload.
 - Number of institutions and businesses projected to have increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload, in each of the following categories: business, small business, elementary school, secondary school, higher education institution, library, healthcare facility, and public safety organization.
 - The number of each type of institution with access to the minimum speed standard of reliable 100 Mbps symmetrical upload and download.
 - The number of each type of institution with access to the minimum speed standard of reliable 100 Mbps download and 20 Mbps upload.

This is not necessarily a comprehensive list of reporting requirements. Such terms and conditions will be contained in the GDA.

Cooperation with State Broadband Mapping

Awardees must agree to provide information about broadband availability and speeds in response to data collection requests from the State Broadband Office on an annual basis. Information must be reported statewide at the address level for all broadband networks operated by the awardee. Address-level reporting will be required immediately for grant-funded projects but may be deferred for non-grant funded projects to allow coordination with new Federal Communications Commission Digital Opportunity Data Collection initiative.¹

¹ See <https://www.fcc.gov/BroadbandData>.

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Modification of Grant Funding Awarded

The Secretary, upon request of the awardee, may modify the amount awarded to a grant recipient up to 10% of the originally awarded amount, or modify the awarded areas, upon a determination that to do so is in the best interest of the state and that the modification is necessary for or consistent with the continued feasibility of the project and to ensure that the greatest number of unserved locations possible receive broadband service.

Applicants may request a modification because completion of the project requires extraordinary costs that the awardee could not reasonably have foreseen at the time of application. Modification of grant funding amounts are subject to availability of funds remaining to the Program.

Awardees may request modifications to allow use of grant funds awarded but not needed to complete the awarded project due to achievement of cost savings. Awardees may request such modifications to further expand broadband service to additional unserved addresses outside the originally awarded areas. Awardees shall accompany such requests with the information required to propose Additional Service Areas.