West Virginia’s Broadband Investment Plan

Major Broadband Project Strategies Program (MBPS) – Round 2 Funding
Program Overview
March 8, 2023

This Webinar Will Be Recorded
DISCLAIMERS

• The MBPS Program will use funding allocated to the State of West Virginia under the American Rescue Plan Act (ARPA) Capital Projects Fund (CPF), and the State and Local Fiscal Recovery Fund (SLFRF) programs, administered by the U.S. Dept. of the Treasury. Program parameters are subject to ARPA, U.S. Treasury Rules, and other federal and state requirements.

• Visit broadband.wv.gov and the U.S. Treasury’s website for additional information.
KEY DOCUMENTS TO REVIEW AND UNDERSTAND

DOCUMENTS HAVE BEEN PUBLISHED OR WILL BE SHORTLY

1. Program Procedures

2. Guide to Reporting and Compliance Obligations for West Virginia ARPA Broadband Investment Plan Subrecipients

3. Target Address Maps

4. Application questions and required documents template in ZoomGrants Online Application

Applicants should also read and understand U.S. Treasury Rules and Guides for ARPA Funding.
WV ARPA Broadband Investment Plan

https://broadband.wv.gov/

Notice of Request for Data Related to the BEAD Program

February 3, 2023

The West Virginia Department of Economic Development has issued a voluntary data request in parallel to the Federal Communication Commission’s (FCC) Digital Opportunity Data Collection (GOODC) process. The intention of this data request is to receive the information when it is submitted to the FCC to mitigate any delays between program rounds that require the latest filings.

Read more

WVBIP: LEAD Round 2 Application Window Opening

February 3, 2023

The West Virginia Department of Economic Development will open the second round of the Line Extension Advancement and Development (LEAD) Program on February 17, 2023. LEAD Round 2 Program Procedures have been published to this page. The Department will be conducting a LEAD Round 2 webinar for interested parties on February 17th, 2023, to

Grant Program Information

(Clay, Kanawha, Marshall)

LEAD

Round 2 Program Procedures
Round 1 Program Procedures
Update
Round 2 Zoom Grants Application Portal
LEAD Round 2 Workshop PMT
LEAD Round 2 Webinar Recording

GigAdvis

Program Procedures

MBPs

Round 2 MBPs Program Procedures
2022 Program Procedures

Program Resources

WVDOD Data Request for ISPs Only
Updad Portal Announcement
Browse the Maps
Target Area Maps
Provider Locator
IDCP
Guide to Compliance and Reporting
IDTA Internet For All West Virginia
ARR Capital Projects Fund
Capital Projects Fund Allocations to State
MBPS PROGRAM ROUND 2

PROGRAM PURPOSE

• A state grant program for projects that have received technical assistance through the GigReady program, first announced by the Department in 2021
• $30M is targeted for this funding opportunity
• MBPS Eligible Applicants must be an ISP partnering with a community that applied to the GigReady program
• A key element of the GigReady program is to help match potential projects to other state and federal funding sources
• Examples of other potential funding sources include ARPA, ARC, IIJA, USDA, or US EDA

Units of local government should not be the applicant for MBPS projects.

There will be a separate new round of the GigReady program for communities that wish to be the lead applicant.

From the GigReady Program Procedures

The GigReady program will assist participants in two distinct phases.

In phase one, the program will provide technical assistance to help communities scope projects, select private partners and vendors, and complete other necessary steps in the broadband development process.

In phase two, upon completion of the technical assistance phase, participants may then be eligible for implementation funding through the GigReady program or other funding sources.

Participants who have qualifying, shovel ready projects that do not need technical assistance can apply to proceed directly to phase two by submitting a complete application, including all information listed as “optional” in the application.
GIGREADY ROUND 1 APPLICANTS
PROJECT SIZE

MAXIMUM SIZE IN A SINGLE PROPOSAL

• Project may not request more than $20M.

• Proposed projects may not have more than 5,000 Targeted addresses.

• An applicant may submit multiple applications.
PROGRAM TIMELINE

March 3, 2023
• Program Announcement

March 9, 2023
• Online Application Opens

Apr. 20, 2023
• Application Deadline
ELIGIBILITY CRITERIA

KEY REQUIREMENTS

Last-Mile, Unserved Project Focus
- Projects must extend last-mile service to Targeted addresses.
- Targeted addresses are estimated to have no access to internet service with speeds of at least 25/3 Mbps and are not in an area with an existing state, federal, or locally funded project to deliver broadband service of at least 25/3 Mbps speed.
- Service by satellite providers or mobile wireless networks does not count.

Speeds
- Projects with speeds of at least 1000/500 Mbps are encouraged.
- Project must have speeds of at least 100/20 Mbps, scalable to 100/100 Mbps.

Timeline
- Project must be completed within 24 months of award.
- 6-month extensions permitted for delays not caused by the applicant.

Cost
- Proposed project costs must be reasonable and proportional to the difficulty of the project.

Affordability
- Applicants will be required to participate in the FCC’s Affordable Connectivity Program (ACP) program.

Community Partnership
- Must demonstrate community support.
- Minimum formal expression of support from leaders of proposed communities.
- Active partnerships, planning, financial support encouraged.
ELIGIBLE PROJECT ACTIVITIES AND COSTS INCLUDE:

• One-time capital expenditures made *after* the date of the grant agreement execution and WVDED authorization

• Facilities necessary to deliver last-mile broadband service to unserved addresses

• Grant funds provided on a reimbursement basis

*Carefully review the Program Procedures and Guide for additional important details!*
CALCULATING MATCH

MINIMUMS FOR MBPS PROGRAM

- Applicants must provide match equal to 25% of eligible project costs
- Match may be provided by Applicant or committed by a community partner
- Applicants must demonstrate community support of investment to pledge funds
- 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
MBPS PROJECT MATCH

MINIMUM MATCH AND ADDITIONAL MATCH

- Applications *must* provide the minimum match.

- Applicants are *encouraged* to provide additional match. Additional match above the minimum provides points during project scoring.

- No contingent sources or in-kind contributions are allowed as match.
APPLICANTS MAY SEEK WAIVERS IN TWO AREAS

Construction Timeline

• Must identify alternative timeline ending ASAP and not later than 12/31/2026
• Must explain circumstances not under applicant control that make 24-month timeline infeasible

Matching Funds

• May ask to provide less than the required minimum
• Must explain why it is infeasible for applicant to provide minimum match
• Must document efforts to obtain matching funds
WAIVERS

WAIVERS MUST HAVE GOOD CAUSE

Waivers may be granted upon a determination that:

• It is in the best interest of the state,
• It furthers goal of expanding broadband service in West Virginia, and
• The proposed project would not be feasible or advisable without the requested waiver.

Applications seeking and not receiving a waiver may become ineligible.

The Department may prioritize funding applications not requesting a waiver over those that do.
## PROJECT PRIORITIZATION

### SCORING CRITERIA FOR IMPLEMENTATION FUNDING OF ELIGIBLE PROJECTS

<table>
<thead>
<tr>
<th>Technical (up to 100 points total)</th>
<th>Project Readiness (up to 30 points)</th>
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<tbody>
<tr>
<td></td>
<td>Operational Readiness (up to 30 points)</td>
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<td>Speed of Proposed Services (up to 40 points)</td>
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<table>
<thead>
<tr>
<th>Financial (up to 100 points total)</th>
<th>Cost-Efficiency (up to 40 points)</th>
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<tbody>
<tr>
<td></td>
<td>Financial Resiliency (up to 30 points)</td>
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<tr>
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<td>Commitment of Proposed Match Sources (up to 10 points)</td>
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<tr>
<td></td>
<td>The Amount of Matching Funds Proposed (up to 20 points)</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Broadband Development Impact (up to 100 points total)</th>
<th>Affordability (up to 20 points)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Level of Demonstrated Community Support (up to 30 points)</td>
</tr>
<tr>
<td></td>
<td>Community Impact (up to 50 points)</td>
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</tbody>
</table>

*Priority will go to those projects that score well in all three categories.*
# PROJECT PRIORITIZATION

## TECHNICAL

<table>
<thead>
<tr>
<th>Project Readiness</th>
<th>Completion of preliminary engineering</th>
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<tbody>
<tr>
<td></td>
<td>Attainment of necessary permits, right-of-way access, and easements</td>
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<td></td>
<td>Completion of necessary pole and conduit licenses</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Operational Readiness</th>
<th>Experience of leadership team</th>
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<tr>
<td></td>
<td>Strength of support from key vendors, contractors, and partners</td>
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<tr>
<td></td>
<td>Maturity of the Operating systems that will support the project</td>
</tr>
</tbody>
</table>

| Gig Speed | The ability of the proposed project to serve customers at a gigabit speed |
## PROJECT PRIORITIZATION

### FINANCIAL

| **Cost Efficiency** | Cost relative to the difficulty of the project  
Metrics like cost per mile or cost per premise passed  
Factors like low density, extensive make-ready, unavoidable underground construction |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Resiliency</strong></td>
<td>Sustainability of the project under adverse assumptions</td>
</tr>
</tbody>
</table>
| **Matching Funds** | The commitment of proposed match sources  
The amount of matching funds provided, over and above 25% of eligible project costs |
# PROJECT PRIORITIZATION

## BROADBAND DEVELOPMENT IMPACT

<table>
<thead>
<tr>
<th>Affordability</th>
<th>How low are residential prices?</th>
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<tbody>
<tr>
<td></td>
<td>Is there a discounted service for low-income consumers that is fully covered by the ACP subsidy?</td>
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</table>

<table>
<thead>
<tr>
<th>Demonstrated Community Support</th>
<th>Public-Private Partnerships</th>
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<tbody>
<tr>
<td>Provision of local government land, facilities, or matching funds provided</td>
<td></td>
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<tr>
<td>Local agreements to take service</td>
<td></td>
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<tr>
<td>Response to presubscription campaigns</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Impact Factors</th>
<th>The project is in an area of low or moderate income, high poverty, high unemployment or economic distress</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>The project supports a credible plan to increase broadband adoption and improve digital literacy in the affected communities</td>
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<td></td>
<td>The project supports a major economic development initiative identified by a regional planning or development council or economic development authority</td>
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<td></td>
<td>The project supports or implements a recent broadband planning initiative in a county or region</td>
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<td></td>
<td>The project is coordinated with or builds upon other nearby projects that will provide greater regional benefit</td>
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<td></td>
<td>The project has strategic partnerships involved in the proposed project, for example, electric utilities, universities, and federal, state, or local agencies</td>
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<tr>
<td></td>
<td>The project addresses Targeted premises in a region of the state with high need but relatively few funded projects</td>
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<tr>
<td></td>
<td>The project supports adopted state plans or priorities not otherwise addressed by other prioritization factors</td>
</tr>
</tbody>
</table>
Using the Target Address
Map Data
TARGET AREA ADDRESSES

CLASSIFICATIONS

The Program defines projects and eligibility for funding at the address level.

- Based on statewide address data developed by the West Virginia Statewide Addressing and Mapping System

Two classes for grant applicants:

- **Targeted** – Addresses estimated not to have current access to terrestrial internet service of 25/3 Mbps and not in an area with existing state, federal, locally funding.
- **Other Addresses**
MAP RESOURCES FOR GRANT APPLICATIONS

The Target Area address set can be found in ZoomGrants under “Proposed funded service area maps” in the “Document” tab.

Target Address Map

Downloadable data – Target Addresses

• Shapefile
• Feature Geodatabase
• CSV

Applicants should use the Target Area address set to generate sets of addresses passed or covered by proposed projects.
MAP RESOURCES FOR GRANT APPLICATIONS

ADDRESS TYPES

• Several classifications have been removed to filter only broadband serviceable structures.

• Some locations may not be broadband serviceable due to inaccurate classifications.

Not all address types are classified appropriately e.g., single family home classified as an “accessory building.” No personal information is associated with these locations.
MAP RESOURCES FOR GRANT APPLICATIONS

DOWNLOADING THE DATA

After analyzing the targeted addresses, applicants must copy the tabulated data into the Budget and Pro Forma Template.

Required Fields:

- SITEADDID
- STREET ADDRESS
- MUNICIPALITY
- TARGET AREA CLASSIFICATION
How to Apply Using the ZoomGrants Online Application
WV ARPA Broadband Investment Plan – Grants Portal
https://broadband.wv.gov/ Click on “Online Grant Application”
WV ARPA Broadband Investment Plan – Grants Portal
https://broadband.wv.gov/  Click on “Online Grant Application”

Application Summary Information

Instructions: Show/Hide

Please enter a project name, information about the lead organization submitting the application, and a primary point of contact who can answer questions about the application.

Application Title/Project
Name
Amount Requested
Enter numbers only. Do not use commas or a dollar sign.

$ 0.00 requested

Archive this Application
Activity Log
## WV ARPA Broadband Investment Plan – Grants Portal

**https://broadband.wv.gov/**  Click on “Online Grant Application”

### Applicant Information

| First Name |  
| Last Name |  
| Telephone |  
| Email |  

### Organization Information

| Organization Legal Name/Entity Name | Titton One |  
| Address 1 |  
| Address 2 |  
| City |  
| State/Province | WV |  
| ZIP+4 Postal Code |  
| Country | United States |  
| Telephone | 304-555-5555 |  
| Fax (optional) |  
| Website (optional) | broadbandxyz.com |
### Primary Point of Contact

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fake</td>
<td>Admin</td>
<td>TESTING</td>
<td><a href="mailto:odilka@llisonTech.com">odilka@llisonTech.com</a></td>
</tr>
</tbody>
</table>

### Collaborators

Collaborators can only edit application data (answers). They cannot submit, archive, or delete this application.

<table>
<thead>
<tr>
<th>Email Address</th>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Editing Access</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>First Name</td>
<td>Last Name</td>
<td>Title</td>
<td></td>
<td>Application</td>
</tr>
</tbody>
</table>

**Add to Additional Contacts (below)**

**Additional Contacts for this Application**

Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.
1. Project Description:
Briefly provide a general description of the scope of the proposed project.

2. Counties Affected:
List all affected counties.
3. Project Area:
List communities affected. Include boundary information such as street names, landmarks, etc.

4. Targeted Locations:
How many Targeted Locations will the proposed project serve?
1. Does the applicant have a current statement of existence from the West Virginia Secretary of State?
   ☐ Yes
   ☐ No

2. Does the applicant have any prior default or significant violations under any federal, state, or local broadband expansion funding program, or any suspension or debarment as a vendor by the State of West Virginia or any Federal agency within three years?
   ☐ Yes
   ☐ No

3. Can applicant’s proposed project be completed within 24 months of award?

   [Text box for answer]
6. Has the applicant currently secured all the proposed sources of applicant match and other funding sources described in this application?
Please describe any controversies in the proposed funding sources other than award of the requested grant funds.

Proposed Services

6. Can you commit to offering a service of at least 25/3 Mbps with no data caps to qualified end users that would be fully subsidized under the required affordability programs?
US Treasury requires participation in the FCC’s Affordable Connectivity Program (ACP) affordability program in funded areas, and will require participation in a similar affordability program after ACP runs out.

☐ Yes
☐ No

7. Describe any reduced price tier proposed by the applicant to low-income customers, and the applicant’s participation in programs that provide assistance to low-income consumers, such as Lifeline or the Affordable Connectivity Program. Identify the download and upload speeds offered, data caps, the price or discount offered for both recurring and non-recurring charges, and how households may demonstrate eligibility.
8. Describe any proposed tiers or service offerings for residential or business customers that the Program should consider, other than those listed in the Proposed Services tab. This may include additional service tiers, promotional prices, prices available with a term contract, and bundled service offerings (Internet with voice or video, etc.).

9. Describe policies and charges governing non-standard installations, including standard drop lengths and charges for long drops.
Project Information

10. Identify the network technology standard or standards to be used in the proposed network.

- GPON
- EPON
- NG-PON2
- XGS-PON
- Active Ethernet
- DOCSIS 3.0
- DOCSIS 3.1
- Other

11. Identify the split ratio(s) to be used on the proposed facilities.

For PON Networks only, others answer "N/A."

Maximum characters: 255. You have 255 characters left.

12. If applicant’s proposed service offering in funded areas is less than symmetrical 100 Mbps service, describe in detail how the proposed infrastructure and service offerings are scalable to 100 Mbps symmetrical service.

Maximum characters: 80000. You have 80000 characters left.
13. Describe the project's demonstrated community support through formation of a public-private partnership, local government land, facilities, or matching funds provided, local agreements to take service, response to presubscription campaigns.

Uploaded letters from units of local government, regional planning and development councils, or other community organizations describing support and describing the need for and benefit of the proposed project on the Documents tab.

14. Describe how you would use labor standards such as prevailing wage agreements and local hire provisions.

15. Describe how you would comply with all applicable federal and state environmental laws.
15. Describe how you would comply with quarterly reporting requirements including, but not limited to, project and expenditure reports and performance reports.

Maximum characters: 65000. You have 65000 characters left.

16. Up to what percentage of the proposal are you willing to have reduced due to overlaps with competing proposals?

Applicants must accept a minimum of 20% reduction in their project due to overlaps, measured by number of Targeted addresses, with a proportional reduction in grant funding.

Maximum characters: 255. You have 255 characters left.

17. Describe the technical and managerial experience available to successfully operate the proposed project.

Refer as appropriate to the experience of the applicant and its selected partners and vendors.

Maximum characters: 65000. You have 65000 characters left.
19. Describe the degree of maturity of operating systems and processes that will support the proposed project.

20. Describe the readiness of the proposed project to be constructed. Address (i) the completion of preliminary engineering, (ii) the attainment of necessary permits, right-of-way access, and easements, and (iii) the completion of necessary pole and conduit licenses.

21. Describe the proposed project's impact within the community. See "Community Impact Factors" in the MSPO Program Procedures for examples. Upload supporting documents describing the impact on the Documents tab as needed.
## Proposed Residential Services

Identify up to four proposed residential internet service tiers. Include the highest performance tier typically offered to residential users and the most affordable tier typically offered to residential users. Pricing provided should be for stand-alone (unbundled) Internet service and non-promotional. The ‘Data Cap’ should be any level of cumulative usage in a month above which users (i) cannot continue to use the service, (ii) may only receive service with reduced performance (‘throttling’), or (iii) incur extra charges for continued use. ‘Recurring Fees and Surcharges’ should include all fees and surcharges not required by a governmental authority to be charged to the customer, include fees intended to recover from or pass through to the end user government assessments on the service provider.

<table>
<thead>
<tr>
<th>Tiers</th>
<th>Download Speed</th>
<th>Upload Speed</th>
<th>Typical Maximum Latency</th>
<th>Data Cap (if no cap, enter NA)</th>
<th>Monthly Recurring Charge</th>
<th>Recurring Mandatory Equipment Charges</th>
<th>Other Recurring Fees and Surcharges</th>
<th>Non-recurring Service Activation or Equipment Fees</th>
<th>Charge for Use above Data Cap</th>
<th>Additional Usage Associated with Charge for Use above Data Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>Mbps</td>
<td>Mbps</td>
<td>ms</td>
<td>GB/month</td>
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<tr>
<td>Tier 2</td>
<td>Mbps</td>
<td>Mbps</td>
<td>ms</td>
<td>GB/month</td>
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<tr>
<td>Tier 3</td>
<td>Mbps</td>
<td>Mbps</td>
<td>ms</td>
<td>GB/month</td>
<td>$/month</td>
<td>$/month</td>
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<tr>
<td>Tier 4</td>
<td>Mbps</td>
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<td>GB/month</td>
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<td>$/month</td>
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## Proposed Small Business Services

Identify up to four proposed small business Internet service include the highest performance tier typically offered to small business users and the most affordable tier typically offered to small business users. Pricing provided should be for stand-alone (unbundled) Internet service and non-promotional. The “Data Cap” should be any level of cumulative usage in a month above which users (i) cannot continue to use the service, (ii) may only receive service with reduced performance (“throttling”), or (iii) incur extra charges for continued use. “Recurring Fees and Surcharges” should include all fees and surcharges not required by a governmental authority to be charged to the customer; include fees intended to recover from or pass through to the end user government assessments on the service provider.

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Download Speed</th>
<th>Upload Speed</th>
<th>Typical Maximum Latency</th>
<th>Data Cap (if no cap, enter NA)</th>
<th>Monthly Recurring Charge</th>
<th>Recurring Mandatory Equipment Charges</th>
<th>Other Recurring Fees and Surcharges</th>
<th>Non-recurring Service Activation or Equipment Fees</th>
<th>Charge for Use above Data Cap</th>
<th>Additional Usage Associated with Charge for Use above Data Cap</th>
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Documents

Instructions: Show/Hide

Documents marked Required must be uploaded in order for the application to be submitted. Use documents available as download template when provided (download, complete and reattach). For files that exceed 4 MB, please attach a link using the template on the first row. This portal will also be used for downloading the Target Area Address Set.

Documents Requested * Required? Uploaded Documents *
Proposed funded service area maps. Files submitted as shapefile or a KML/XML file are preferred. Required -<none>
Use the following link to download the Target Area address data. Download template: Download Target Area Address Datasets -<none>
MBPS Program Workbooks with tabs for Budget Detail, Budget Summary, Funding Sources and Match, Budget Breakdown, Key Project Data and Addresses Passed. Use provided template and address data from https://broadband.wv.gov/ ***REQUIRED -<none>
Existing network. If interconnected with an existing network, show the applicant’s existing fiber or cable network routes within the municipalities, and site & coverage info of adjacent existing wireless sites. ***REQUIRED -<none>
Project Plan and timelines with major milestones showing that the proposed project can be completed within 24 months of award. The plan should include any major contingencies in the plan. ***REQUIRED -<none>
High-level network design. Designs submitted must include all new routes needed to connect to the applicant’s existing network. If network includes wireless, also upload required files. Files must be submitted as shapefile or a KML/XML. ***REQUIRED -<none>
Documents describing any reduced-price tiers proposed by the applicant for low-income customers. -<none>
Documents describing any other proposed tiers or service offerings for residential or business customers that the Program should consider. -<none>
Documents describing policies and charges governing non-standard installations, including standard drop lengths and charges for long drops. Required -<none>
Letters from units of local government, regional planning and development councils, or other community organizations supporting and describing the need for and benefit of the proposed project. Required -<none>
**WV ARPA Broadband Investment Plan – Grants Portal**

[https://broadband.wv.gov/](https://broadband.wv.gov/)  
Click on “Online Grant Application”

**File Upload Window**

**Document Requested**  
Resolutions authorizing pledged match amounts from the governing bodies of the pledging organizations.

<table>
<thead>
<tr>
<th><strong>1</strong> File description</th>
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<tbody>
<tr>
<td>(e.g. IRS Letter, Financials, etc.)</td>
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<table>
<thead>
<tr>
<th><strong>2</strong> Type of attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ File Upload (file size limited to 4MB each)</td>
</tr>
<tr>
<td>☐ Link to File (YouTube, Dropbox, cloud storage, webserver, etc.)</td>
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<tr>
<th><strong>3</strong> Select a file to upload</th>
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<tbody>
<tr>
<td>Choose File</td>
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No “,” or “.” allowed in filenames.  
Be sure to include the file extension.  
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PROPOSAL DOCUMENT

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The West Virginia Department of Economic Development ("Department"), in coordination with the West Virginia Broadband Enhancement Council and the State Broadband Office, will administer this Major Broadband Project Strategies Program ("Program") to increase the availability of broadband services available to West Virginians. The Major Broadband Project Strategies (MBPS) Program is part of the West Virginia Broadband Investment Plan (WVBI) and will fund projects that can transform broadband availability across a large part of West Virginia.

To contact Telen Technology Management for technical assistance related to a WVBI application or for assistance with the ZoomGrants application portal, please send questions to: wverpaquestions@telenotech.com

To contact the West Virginia Office of Broadband, please send questions to WVbrodband@wv.gov
WV ARPA Broadband Investment Plan – Grants Portal

https://broadband.wv.gov/  Click on “Online Grant Application”

Anna Example

Example Project
USD$ 0.00 requested

Application Status: Not Submitted

Submit Now  Print/Preview

Application Completion  [hide this]

By entering your initials here you certify this submission truthfully and accurately represents your application and is hereby submitted for review. Submission of this application does not, in any way, guarantee that your application will yield a favorable result. Submission of this application also indicates your agreement to the terms of using ZoomGrants™.

The West Virginia Department of Economic Development intends to support this funding opportunity using funds allocated to the State of West Virginia through the Capital Projects Fund of the American Rescue Plan Act (ARPA). According to guidance published by the U.S. Treasury, states will be required to provide a plan describing how they intend to use allocated funds under the Capital Projects Fund consistent with the American Rescue Plan and guidance to be issued by Treasury. Treasury will begin to accept applications for review in the summer of 2021 and will issue guidance before that date.[1] By announcing this program, the West Virginia Department of Economic Development seeks to identify projects that it can include in its application for West Virginia’s Capital Projects Fund allocation at the soonest possible date.

While the West Virginia Department of Economic Development expects that projects conforming to the requirements of this Program will be eligible for funding under the Capital Projects Fund, applicants may be asked to revise proposals or provide supplemental information following the West Virginia Department of Economic Development’s establishment of final procedures. The West Virginia Department of Economic Development reserves the right to reject any or all.
WV ARPA Broadband Investment Plan – Grants Portal

https://broadband.wv.gov/  Click on “Online Grant Application”

Success!

This application has been submitted.

We have sent you a confirmation email (from Notices@ZoomGrants.com).
Additional confirmation is the presence of a submission timestamp instead of the Submit Now button.

Download a PDF copy
WV ARPA Broadband Investment Plan – Grants Portal
https://broadband.wv.gov/
Click on “Online Grant Application”
WV ARPA Broadband Investment Plan – Grants Portal
https://broadband.wv.gov/ Click on “Online Grant Application”

Help.ZoomGrants.com

Questions@ZoomGrants.com

866-323-5404 x2
Completing the Program Budget Template Workbook
**INSTRUCTIONS**

- **Addresses Covered:**
  - Use the link, "Map Resources for Grant Applications," at broadband.wv.gov to view and download the Target Area address set in CSV, geodatabase, or shapefile form. Select past addresses in your GIS application or in Excel. Export results as an Excel or CSV file. Open the file, which will show the same attributes (fields) as the column headers of B through E in the Addresses Covered table. Copy and paste the results from the Excel/CSV file into the table. The maximum table size is 60,000 addresses. Contact the Department for assistance if your project has greater than this number of proposed addresses. The count of Targeted Addresses must match the estimated number of Targeted Addresses on the Eligible Service Areas Proposed Tab.
  - Make sure to paste the values only. After pasting, there should be a paste options box that appears, click into that and select Paste Values 12.

- **Key Data:**
  - Input key data points of the project scope.
    - **Applicant Name:** Must match Applicant Name provided in On-line Grant Application.
    - **Project Name:** Must match Project Name provided in On-line Grant Application. Choose a unique name for each project proposed.
    - **New Miles of Aerial Plant:** Total number of new fiber or cable miles proposed by the project, enter numbers only.
    - **New Miles of Underground Plant:** Total number of new fiber or cable miles proposed by the project, enter numbers only.
    - **Total Wireless Access Points in Project:** Total number of new or upgraded wireless access points proposed by the project.
    - **Total Addresses Covered:** The number of addresses that the project will cover, both Targeted Addresses and Other Addresses. Identify if the applicant’s existing number of customers in West Virginia is greater than the number shown. (Number is 30% the Total Addressed Covered.) If applicable, describe the reason for any difference between the Total Addresses Covered and the Maximum Passings from the Project Cash Flow Tab.
Data shown does not represent an actual project.
KEY DATA

Data shown does not represent an actual project.
## Capital Budget Detail

Data shown does not represent an actual project.
Data shown does not represent an actual project.
# PROJECT CAPITAL COST SUMMARY—INELIGIBLE COSTS

Data shown does not represent an actual project.

**PROJECT BUDGET COST SUMMARY—INELIGIBLE CAPITAL COSTS & CAPITAL COSTS AFTER COMPLETION OF GRANT-FUNDED PROJECT**

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>TOTAL</th>
<th>Year</th>
<th>Periods Prior to Project Operations</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
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</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>$</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Pole Placement and Pole Make-Ready</td>
<td>$</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiber Optic and Coaxial Cable</td>
<td>$</td>
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<td></td>
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<tr>
<td>Other Materials—Aerial</td>
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<td></td>
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<td>Other Materials—Underground</td>
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<td>Aerial Construction Labor</td>
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<td>Customer Premise Installation Labor</td>
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<td>Customer Premise Equipment (CAPE)</td>
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<tr>
<td>Equipment, shelter, land, site preparation, and site restoration costs</td>
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<td>Cable Nodes</td>
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<td>Towers and Tower Improvement/Installation Costs</td>
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<tr>
<td>Backbone Radios (including middle-mile) and Powering Equipment</td>
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<tr>
<td>Access Radios and Powering Equipment</td>
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<tr>
<td>Headend/Center Office/Remote Cabinet Equipment and Installation</td>
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<td>Project and Construction Management</td>
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<tr>
<td>Subscriber Management Equipment</td>
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<td>Other Capital Costs</td>
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<tr>
<td>Subtotal</td>
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<td>Long-Term Leases</td>
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<td>TOTAL</td>
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</table>

Detail on ineligible costs required only if proposing Targeted address counts larger than 10% of existing customer counts in WV.
Data shown does not represent an actual project.

Detail on timing of funds only required if proposing Targeted address counts larger than 10% of existing customer counts in WV.
Budget Breakdown (Incorrect)

Validation requires entered values in Grant, Matching, and Other Funds

Data shown does not represent an actual project.
Budget Breakdown (Correct)

Validation requires entered values in Grant, Matching, and Other Funds

Data shown does not represent an actual project.
## OPERATING COSTS DETAIL

Data shown does not represent an actual project.

This tab required only if proposing Targeted address counts larger than 10% of existing customer counts in WV.

### OPERATING COST DETAIL

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost Category</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>Q5</th>
<th>Q6</th>
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</thead>
<tbody>
<tr>
<td>Aerial OSP Maintenance &amp; Repair</td>
<td>Aerial Plant Maintenance and Repair Costs</td>
<td>$5,069</td>
<td>$5,069</td>
<td>$5,069</td>
<td>$5,069</td>
<td>$5,069</td>
<td>$5,069</td>
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<tr>
<td>Underground OSP Maintenance &amp; Repair</td>
<td>Underground Plant Maintenance and Repair Costs</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
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<tr>
<td>Technical Network Employees</td>
<td>Salaries and Benefits</td>
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<td>$21,450</td>
<td>$21,450</td>
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<td>Field Employees</td>
<td>Salaries and Benefits</td>
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<tr>
<td>Employee Tools</td>
<td>Other Employee Costs</td>
<td>$113</td>
<td>$113</td>
<td>$113</td>
<td>$113</td>
<td>$113</td>
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<tr>
<td>Pole Attachments</td>
<td>Pole and Consult Licenses</td>
<td>$17,949</td>
<td>$17,949</td>
<td>$17,949</td>
<td>$17,949</td>
<td>$17,949</td>
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<tr>
<td>Leased Transport</td>
<td>Internet Bandwidth and Leased Transport Costs</td>
<td>$3,500</td>
<td>$3,500</td>
<td>$3,500</td>
<td>$3,500</td>
<td>$3,500</td>
<td>$3,500</td>
</tr>
<tr>
<td>Customer Support Contracts</td>
<td>Customer Service and Support</td>
<td>$3,800</td>
<td>$4,988</td>
<td>$5,700</td>
<td>$6,460</td>
<td>$7,410</td>
<td>$8,598</td>
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<td>3rd-party OTI service vendors</td>
<td>Other Costs of Services Sold</td>
<td>$1,600</td>
<td>$2,100</td>
<td>$2,400</td>
<td>$2,720</td>
<td>$5,120</td>
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<tr>
<td>Employee Compensation</td>
<td>Salaries and Benefits</td>
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<td>$30,000</td>
<td>$30,000</td>
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<td>$30,000</td>
</tr>
<tr>
<td>Sales/Commissions</td>
<td>Costs to Acquire and Add New Customers</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>Salaries and Benefits</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Pension Plan Contributions</td>
<td>Salaries and Benefits</td>
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<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Insurance</td>
<td>General &amp; Administrative Costs</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,500</td>
</tr>
<tr>
<td>Legal Fees</td>
<td>General &amp; Administrative Costs</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>General &amp; Administrative Costs</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Payment In Lieu of Taxes</td>
<td>Other Non-Income-Based Taxes</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Rent</td>
<td>Other Costs</td>
<td>$6,000</td>
<td>$6,000</td>
<td>$6,000</td>
<td>$6,000</td>
<td>$6,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Repair &amp; Maintenance costs</td>
<td>General &amp; Administrative Costs</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,500</td>
</tr>
<tr>
<td>Utility Costs</td>
<td>General &amp; Administrative Costs</td>
<td>$1,500</td>
<td>$1,500</td>
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<td>$1,500</td>
<td>$1,500</td>
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<td>Advertising Costs</td>
<td>Costs to Acquire and Add New Customers</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
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<td>$3,000</td>
</tr>
<tr>
<td>Travel Costs</td>
<td>General &amp; Administrative Costs</td>
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<td>$2,300</td>
<td>$2,300</td>
<td>$2,300</td>
<td>$2,300</td>
<td>$2,300</td>
</tr>
</tbody>
</table>
# OPERATING COST SUMMARY

Data shown does not represent an actual project.
PROJECT CASH FLOW—REVENUE DRIVERS

This tab required only if proposing Targeted address counts larger than 10% of existing customer counts in WV.

Data shown does not represent an actual project.
## Project Cash Flow — Expenses and Capital Sources

Data shown does not represent an actual project.

This tab required only if proposing Targeted address counts larger than 10% of existing customer counts in WV.
### SUMMARY OUTPUT

Data shown does not represent an actual project.
Key Compliance Obligations
POST-AWARD REPORTING AND MONITORING

OVERSIGHT OF PROJECTS AFTER AWARD WILL BE AS IMPORTANT AS SELECTION OF PROJECTS

- Submission of network designs and as-builts
- Review of expenses and requests for reimbursement
- Progress reporting to meet state and federal obligations
- Field audits to verify constructed plant completeness and quality
- Participation in state broadband mapping

Carefully review the *Guide to Reporting and Compliance Obligations for West Virginia ARPA Broadband Investment Plan Subrecipients*!
RECIPIENTS AND SUBRECIPIENTS

SUBRECIPIENTS HAVE FEDERAL AND STATE OBLIGATIONS

Subrecipients/grantees must:

- **Comply with**
  - terms and conditions of award
  - statutory/regulatory requirements, *and*
  - Treasury’s requirements for subrecipients

- **Provide the Office of Broadband with any and all information requested, so that it may report to the Treasury**
COSTS MUST BE REASONABLE AND ALLOCABLE

In general, under the Federal Uniform Guidance, Costs must be:
(1) Necessary and Reasonable for the performance of the Federal award;
(2) Be incurred specifically for the Federal award;
(3) Be adequately documented

West Virginia MBPS program requirements are sometimes more specific:
• Indirect costs are not reimbursable.
• Operating expenses are ineligible.
• Internal administrative activities are ineligible.

Costs that appear excessive and/or without justification and costs not considered eligible will not be reimbursed!
GENERAL COMPLIANCE OBLIGATIONS


Among the compliance requirements required of Grantees:

- Annual State Broadband Reporting (W.Va. Code §31G-1A-3)
- Recordkeeping Obligations
- Submission of project data to WVDED for quarterly and annual reporting
- Internal controls/monitoring of awards
- Audit Requirements (WV Grant Transparency and Accountability Act – W.Va. Code §12-4-14)
- Strong Labor Practices, compliance w/ all applicable federal laws/regulations
- Labor Reporting for Projects receiving $5M or more (CPF); over $10M (SLFRF)
  - Certifications regarding prevailing wages for contractors/subcontractors
  - Certifications regarding Project Labor Agreements (pre-hire collective bargaining agreements)
- Whether Projects prioritize local hires
- Whether Projects have a Community Benefit Agreement

Among the compliance requirements required of Grantees:

- Civil Rights Compliance with all Federal and State laws prohibiting unlawful discrimination/violations of civil rights, for example:
  - Title IV of Civil Rights Act of 1964
  - Rehabilitation Act of 1973
  - Age Discrimination Act of 1975

- National Defense Authorization Act (2019) – relating to procurement of telecommunications equipment from certain prohibited vendors (Huawei, ZTE, etc.)

- Competitive Procurement Policies (Avoidance of Conflicts of interest/disclosures of affiliated business entities (per 2 CFR 200.318(c))
- Participation in the FCC’s Affordable Connectivity Program
Environmental and Historic Preservation Compliance
FEDERAL ENVIRONMENTAL COMPLIANCE

APPLICABILITY

Federal Environmental Law Compliance
Awardees must comply with all applicable federal environmental laws—WVDED will provide a checklist as part of Grantee’s Grant Agreement with WVDED.

Potentially applicable laws include but are not limited to:

- The Endangered Species Act
- Clean Water Act
- Clean Air Act
- National Historic Preservation Act (NHPA)
- Resource Conservation and Recovery Act (RCRA)
- National Environmental Policy Act (NEPA)
**PERMITTING REQUIREMENTS**

**GENERAL**

Grantees are responsible for complying with all applicable permitting requirements for infrastructure projects in rights-of-way, including:

<table>
<thead>
<tr>
<th>* West Virginia Division of Highways (DOH) permitting processes; (Dig Once, encroachment/bond permits)</th>
<th>* Underlying municipal, county, state fees/permits/approvals;</th>
<th>* Federal agency approvals (if within federally-designated lands)</th>
</tr>
</thead>
</table>
HISTORIC PRESERVATION

NATIONAL HISTORIC PRESERVATION ACT SECTION 106

Grantees must:

1.) Confer with the West Virginia State Historic Preservation Office (SHPO) regarding the applicability of Section 106 of the National Historic Preservation Act to the Project;

2.) Submit any information required by SHPO; and

3.) Receive a communication from SHPO that no further action is required related to a Project before the Department will issue a notice to proceed for the Project.

4.) Grantees should also submit documentation of their SHPO compliance to the WVDOH.
Notices to Proceed
REQUEST FOR NOTICE TO PROCEED WITH EXEMPT ACTIVITIES

• Prior to construction, the WVDED requires grantees to complete a number of requirements, in a two-step Notice to Proceed process. This process includes

  Step One: Notice to Proceed with Exempt Activities; and

  Step Two: Notice to Proceed with Construction
NOTICE TO PROCEED WITH EXEMPT ACTIVITIES

GRANTEES MUST RECEIVE THIS NOTICE BEFORE MAKING ANY ELIGIBLE EXPENDITURES

Submit “Request for Approval of Evidentiary Materials”
• Must include all necessary supporting documentation

Receive Notice to Proceed with Exempt Activities
• Notice will come from the WVDED, Office of Broadband

Awardee may begin to spend pledged match on “soft costs”
• Engineering functions and permit applications /ROW practices activities may begin
• Logistical efforts may take place
ADDITIONAL STEPS BEFORE CONSTRUCTION & GRANT FUNDING

**Notice to Proceed with Exempt Activities**

- May begin pre-construction activities once received
- May begin to spend match

**Submit Engineered Design**

- May request grant funds for pre-construction activities, if required match is fully spent
- Design is also required to request Notice to Proceed with Construction Activities
- May request grant funds for construction activities only after also receiving Notice to Proceed with Construction Activities

**Notice to Proceed with Construction**

- May begin construction activities once received
- May request grant funds for construction activities, if required match is fully spent
Quarterly Progress Report
QUARTERLY REPORTING DATA

SPECIFIC REPORTING ITEMS

INCLUDING BUT NOT LIMITED TO:

- General identifying information
- Completion status
- Gross revenues from Federal funding
- Project-level data
  - Project technology types (Planned/Actual)
  - Total miles of fiber deployed (Planned/Actual)
  - Total number of locations served (Planned/Actual)
    - Total number of locations served, broken out by speeds (Pre and Post-ARPA investment)
    - Total number of funded locations served, broken out by type (Planned/Actual)
- Speed tiers offered and pricing
- Confirmation of provider participation in FCC Affordable Connectivity Program
- Location by location project information
  - Technology used to offer service at location
  - Location type (Residential, business, Community Anchor Institution)
  - Speed tier at location pre-ARPA investment
  - Speed and latency at location post ARPA investment (maximum download and upload speeds offered and delivered)
SPEED TEST REQUIREMENTS

PER TREASURY AND FCC GUIDANCE

- Speed and latency tests must be from customer premises of an active subscriber
- 95 percent of latency measurements must fall at or below 100 milliseconds round-trip time
- Based on FCC Orders (see links below), there are requirements for testing involving:
  - End points for testing
  - Daily Test Periods
  - At least one download test and one upload test per testing hour at each subscriber test location
  - Number of test locations (depending on number of subscribers in a state)
  - **Testing Frequency**: FCC requires quarterly testing for speed and latency
  - **Flexibility/Choice in testing Methods**
