West Virginia’s Broadband Investment Plan

GigReady2 Implementation Program Overview
May 10, 2023

This Webinar Will Be Recorded
DISCLAIMERS

• The GigReady Program will use funding allocated to the State of West Virginia under the American Rescue Plan Act (ARPA). 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 AFTER PROGRAM LAUNCH

1. Program Procedures

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

3. Target Area 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.
Program Overview
GIGREADY2 PROGRAM

PROGRAM PURPOSE

- A state incentive for local governments and organizations to pool some of their ARPA allocations or other local funding to help expand broadband infrastructure

- $25M from West Virginia’s Capital Projects Fund (CPF) and State and Local Fiscal Recovery Funds (SLFRF) ARPA allocation has been targeted to this round of GigReady
ELIGIBLE ENTITIES

APPLICANTS MUST BE LOCAL OR REGIONAL PUBLIC ENTITIES

Applicants must be a unit of local government that

(1) Applied to the GigReady program first announced by WVDED in 2021, and

(2) Who is partnering with an ISP

Applicants must propose an implementation project that was the subject of a prior GigReady Technical Assistance Application in the first round of the program.
GIGREADY ROUND 1 APPLICANTS
APPLICATION TIMELINE

April 4, 2023
• Program Announcement

May 10, 2023
• Online Application Opens

June 7, 2023
• Pre-Application Deadline

July 26, 2023
• Full Application Deadline
**ELIGIBILITY CRITERIA**

**KEY REQUIREMENTS AND PREFERENCES FOR IMPLEMENTATION FUNDING**

<table>
<thead>
<tr>
<th>Last-Mile, Unserved Project Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Projects must extend last-mile service to unserved addresses in Target Area addresses.</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• Service by satellite providers or mobile wireless networks does not count.</td>
</tr>
<tr>
<td>• Projects are encouraged to reach “end of the line” unserved addresses.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Speeds</th>
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<tbody>
<tr>
<td>• Projects with speeds of at least 1000/500 Mbps are preferred.</td>
</tr>
<tr>
<td>• Project must have speeds of at least 100/20 Mbps, scalable to 100/100 Mbps.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Timeline</th>
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</thead>
<tbody>
<tr>
<td>• Project must be completed within 24 months of award.</td>
</tr>
<tr>
<td>• 6-month extensions permitted for delays not caused by the applicant.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Proposed project costs must be reasonable and proportional to the difficulty of the project.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Affordability</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Applicants will be required to participate in the FCC’s Affordable Connectivity Program (ACP).</td>
</tr>
</tbody>
</table>
ADDITIONAL ELIGIBILITY CRITERIA

PROJECTS MUST DEMONSTRATE VIABILITY TO RECEIVE FUNDING

• Sufficient operating scale
• Technically feasible
• Financially sustainable
• Strong governance and management structure
• Experience and capacity of the managers, partners, and vendors selected to build and operate the resulting project
GRANT-ELIGIBLE EXPENDITURES

ELIGIBLE PROJECT ACTIVITIES AND COSTS INCLUDE:

- One-time capital expenditures made after the date of the grant award announcement
- Facilities necessary to deliver last-mile broadband service to unserved addresses
- Grant funds provided on a reimbursement basis
- Match must pay for grant-eligible expenses

*Carefully review the Program Procedures and Guide for additional important details!*
CALCULATING MATCH
MINIMUMS FOR GIGREADY PROGRAM ROUND 2

• Applicants must provide match equal to 25% of eligible project costs

• Additional match may be provided by Applicant or committed by an ISP partner

• Match must be spent on allowed expenditures
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.
WAIVERS
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 Viable Projects**

<table>
<thead>
<tr>
<th>Technical/Operational (up to 100 points total)</th>
<th>Project Readiness (up to 30 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Operational Readiness (up to 30 points)</td>
</tr>
<tr>
<td></td>
<td>Speed of Proposed Services (up to 40 points)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial (up to 100 points total)</th>
<th>Cost-Efficiency (up to 40 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Matching Funds (up to 30 points)</td>
</tr>
<tr>
<td></td>
<td>Financial Resiliency (up to 30 points)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Broadband Development Impact (up to 100 points total)</th>
<th>Affordability (up to 20 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Community Impact (up to 80 points)</td>
</tr>
</tbody>
</table>

*Priority will go to those projects that score well in all three categories.*
<table>
<thead>
<tr>
<th>PROJECT PRIORITIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECHNICAL / OPERATIONAL</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Operational Readiness</th>
<th>Experience of leadership team and strength of governance model</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strength of support from key vendors, contractors, and partners, including the degree to which agreements are in place</td>
<td></td>
</tr>
<tr>
<td>Maturity of operating systems and processes that will support the project</td>
<td></td>
</tr>
</tbody>
</table>

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

### FINANCIAL

<table>
<thead>
<tr>
<th><strong>Cost Efficiency</strong></th>
<th>Cost relative to the difficulty of the project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Metrics like cost per mile or cost per premise passed</td>
</tr>
<tr>
<td></td>
<td>Factors like low density, extensive make-ready, unavoidable underground construction</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Matching Funds</strong></th>
<th>Commitment of proposed matching sources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The amount of matching funds provided, over and above the minimum of 25%</td>
</tr>
</tbody>
</table>

| **Financial Resiliency** | Financial sustainability of the project under adverse assumptions |
## PROJECT PRIORITIZATION

### BROADBAND DEVELOPMENT IMPACT

<table>
<thead>
<tr>
<th>Affordability</th>
<th>How low are residential prices?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Is there a discounted service for low-income consumers that is fully covered by the ACP subsidy?</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>
</thead>
<tbody>
<tr>
<td></td>
<td>The project supports a credible plan to increase broadband adoption and improve digital literacy in the affected communities</td>
</tr>
<tr>
<td></td>
<td>The project supports a major economic development initiative identified by a regional planning or development council or economic development authority</td>
</tr>
<tr>
<td></td>
<td>The project supports or implements a recent broadband planning initiative in a county or region</td>
</tr>
<tr>
<td></td>
<td>The project is coordinated with or builds upon other nearby projects that will provide greater regional benefit</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td></td>
<td>The project addresses Targeted premises in a region of the state with high need but relatively few funded projects</td>
</tr>
<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 Area 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, local 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 Address Layer 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
Visit the WV ARPA Broadband Investment Plan – Grants Portal at [https://broadband.wv.gov/](https://broadband.wv.gov/). Click on “Online Grant Application”.

On the website, you can log in to an existing ZoomGrants account or create a new account.

If you need help or resources, refer to the related links on the page.
WV ARPA Broadband Investment Plan – Grants Portal
https://broadband.wv.gov/  Click on “Online Grant Application”
<table>
<thead>
<tr>
<th>Applicant Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Legal Name/Entity Name (Should match SAM.gov)</td>
<td></td>
</tr>
<tr>
<td>Address 1</td>
<td>1234 Main St.</td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Any Town</td>
</tr>
<tr>
<td>State/Province</td>
<td>WV</td>
</tr>
<tr>
<td>ZIP4/Postal Code</td>
<td>19333</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>Telephone</td>
<td>304-555-5555</td>
</tr>
<tr>
<td>Fax (optional)</td>
<td></td>
</tr>
<tr>
<td>Website (optional)</td>
<td>broadbandxyz.com</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Point of Contact</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Fake</td>
</tr>
<tr>
<td>Last Name</td>
<td>Admin</td>
</tr>
<tr>
<td>Title</td>
<td>TESTING</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:admin@tilkontech.com">admin@tilkontech.com</a></td>
</tr>
</tbody>
</table>
Primary Point of Contact

<table>
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</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></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.
Your Pre-Application must be submitted and approved before continuing.

Pre-Application

Pre-Application Status

Ask a Pre-Application Question

1. Applicant name:

Maximum characters: 255. You have 255 characters left.

2. Applicant address:

Maximum characters: 255. You have 255 characters left.

3. Primary Point of Contact Name:

Maximum characters: 255. You have 255 characters left.

4. Primary Point of Contact Email:

Maximum characters: 255. You have 255 characters left.
5. Primary Point of Contact Telephone Number:

Maximum characters: 255, You have 255 characters left.

6. Is the proposed implementation project the subject of a previous GigReady Technical Assistance application?

- Yes
- No

7. 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

8. Will the proposed network provide services of at least 100/20 Mbps, upgradable to 100/100 Mbps, and not more than 100 ms latency?

- Yes
- No

9. List all municipalities, counties, and regional consortia participating in the proposal.

Maximum characters: 8000, You have 5500 characters left.
10. Does the Applicant have a partnership agreement with a private ISP?

11. ISP Partner Name
Organization Legal Name/Entity Name (Should match SAM.gov)

12. If yes, describe the partnership agreement between the applicant and the private ISP.
Is a signed agreement in place? Is the agreement drafted? etc.
13. Describe how the project will be managed by one or more public entities or by a private partner, and the governance structure overseeing the management and operations of the resulting projects prior to receiving implementation funding.

Applications must include a sufficient partnership agreement with a private ISP that is consistent and will implement the proposed governance and management structure.

14. Will the proposed project primarily serve Targeted Addresses?

- [ ] Yes
- [x] No

Documents Requested *

Identify the Targeted Addresses included in the proposed project using the provided template.

Download template: GigaReady Round 2 Pre-Application Targeted Addresses

* ZoomGrants™ is not responsible for the content of uploaded documents.

Submit Pre-Application

This Pre-Application section must be submitted and approved by the Administrator (not ZoomGrants) before you can fill out the rest of the application. Click the Submit Pre-Application button at the top or bottom of this tab to submit this section to be reviewed.
WV ARPA Broadband Investment Plan – Grants Portal
https://broadband.wv.gov/
Click on “Online Grant Application”
WV ARPA Broadband Investment Plan – Grants Portal
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Click on “Online Grant Application”

Your Pre-Application must be submitted AND approved before continuing.

Application Questions

1. 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.)

Upload supporting documents if necessary on the Documents tab.

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

Upload supporting documents, if necessary, on the Documents tab.
3. Identify the network technology standard or standards to be used in the proposed network.

Check all that apply:
- [ ] GPON
- [ ] EPON
- [ ] NG-PON2
- [ ] XGS-PON
- [ ] Active Ethernet
- [ ] DOCSIS 3.0
- [ ] DOCSIS 3.1
- [ ] LTE
- [ ] Unlicensed Wireless
- [ ] Other

4. 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: 0 characters left.

5. Describe the proposed sources of funding for the proposed project other than grant funds from the Program or match from the applicant. 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.

Maximum characters: 5000. You have: 0 characters left.
6. Has the applicant currently secured all the proposed sources of match described in this application?
Consider both match pledged by the applicant(s) and match to be provided by third parties:

- Yes
- No

7. Describe any key partners or vendors that the project will use in the design, construction, and operations of the project prior to receiving implementation funding, or the plan for obtaining these partners or vendors.

8. Describe the broadband development impact and community impact of the project, such as increasing broadband adoption and literacy.

Upload letters of support from units of local government, regional planning and development councils, or other community organizations describing the need for and benefit of the proposed project on the Documents tab.
9. Can you commit to offering a service of at least 25/0 Mbps with no data caps to qualified end users that would be fully subsidized under the required affordability programs?

- Yes
- No

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.

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

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

13. If your initially proposed service performance is limited to 100 Mbps download by 20 Mbps upload, describe how the infrastructure and service are scalable to symmetrical 100 Mbps service.
WV ARPA Broadband Investment Plan – Grants Portal

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

Your Pre-Application must be submitted AND approved before continuing.

Proposed Services

**Instructions Show/Hide**

Applicants that have not identified these at the time of application will be expected to identify them through the technical assistance process. Enter “Unknown” if requested information is not known at the time of application.

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>
<td>$/month</td>
<td>$/month</td>
<td>$/month</td>
<td>$/month</td>
<td>$/month</td>
<td>GB</td>
</tr>
<tr>
<td>Tier 2</td>
<td>Mbps</td>
<td>Mbps</td>
<td>ms</td>
<td>GB/month</td>
<td>$/month</td>
<td>$/month</td>
<td>$/month</td>
<td>$/month</td>
<td>$/month</td>
<td>GB</td>
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WV ARPA Broadband Investment Plan – Grants Portal
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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.

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<td>$</td>
<td>$/month</td>
<td>GB</td>
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<td>Tier 2</td>
<td>Mbps</td>
<td>Mbps</td>
<td>ms</td>
<td>GB/month</td>
<td>$/month</td>
<td>$/month</td>
<td>$/month</td>
<td>$</td>
<td>$/month</td>
<td>GB</td>
</tr>
<tr>
<td>Tier 3</td>
<td>Mbps</td>
<td>Mbps</td>
<td>ms</td>
<td>GB/month</td>
<td>$/month</td>
<td>$/month</td>
<td>$/month</td>
<td>$</td>
<td>$/month</td>
<td>GB</td>
</tr>
<tr>
<td>Tier 4</td>
<td>Mbps</td>
<td>Mbps</td>
<td>ms</td>
<td>GB/month</td>
<td>$/month</td>
<td>$/month</td>
<td>$/month</td>
<td>$</td>
<td>$/month</td>
<td>GB</td>
</tr>
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</table>

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.
Your Pre-Application must be submitted AND approved before continuing.

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

**Proposed funded service area maps**
Files submitted as shapefiles or geodatabase are preferred.

Use the following link to download the Target Area address data.

- **Download template:** [MASV Link](https://broadband.wv.gov/)

**GigReady2 Program Workbook** 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/

- **Download template:** [GigReady Round 2 Program Workbook](https://broadband.wv.gov/)

**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 IF INTERCONNECT TO EXISTING**"

- **Download template:** [MASV Link](https://broadband.wv.gov/)

**Project Plan and timeline 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.

- **High-level network design.** Designs submitted must include all new routes needed to connect to the applicant's existing network. If network includes wireless, upload a Zip file. Files must be submitted as GIS layers. "**REQUIRED SUBMISSION**"

<table>
<thead>
<tr>
<th>Document Requested</th>
<th>Required?</th>
<th>Uploaded Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed service area maps</td>
<td>Required</td>
<td>none</td>
</tr>
<tr>
<td>GigReady2 Program Workbook</td>
<td>Required</td>
<td>none</td>
</tr>
<tr>
<td>Existing network</td>
<td></td>
<td>none</td>
</tr>
<tr>
<td>Project Plan and timeline</td>
<td>Required</td>
<td>none</td>
</tr>
<tr>
<td>High-level network design</td>
<td></td>
<td>none</td>
</tr>
</tbody>
</table>
### WV ARPA Broadband Investment Plan – Grants Portal

https://broadband.wv.gov/

Click on “Online Grant Application”

<table>
<thead>
<tr>
<th>Documentation Required</th>
<th>Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents describing any reduced-price tiers proposed by the applicant for low-income customers.</td>
<td>none</td>
</tr>
<tr>
<td>Documents describing any other proposed tiers or service offerings for residential or business customers that the Program should consider.</td>
<td>none</td>
</tr>
<tr>
<td>Documents describing policies and charges governing non-standard installations, including standard drop lengths and charges for long drops.</td>
<td>none</td>
</tr>
<tr>
<td>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.</td>
<td>none</td>
</tr>
<tr>
<td>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.</td>
<td>none</td>
</tr>
<tr>
<td>If the use of licensed spectrum is proposed, document applicant's permitted use of the spectrum.</td>
<td>none</td>
</tr>
<tr>
<td>Optional supplemental information.</td>
<td>none</td>
</tr>
<tr>
<td>If seeking a waiver to projects being completed within 24 months, identify an alternative timeline for the project, and the circumstances not under the control of the applicant that would make the project infeasible to complete within 24 months.</td>
<td>none</td>
</tr>
<tr>
<td>If seeking a waiver to the minimum matching funds requirement, or to allow funds not provided by the applicant as match, identify why it is infeasible to not provide matching funds and document efforts made to obtain matching fund commitments.</td>
<td>none</td>
</tr>
<tr>
<td>Information about out-of-state operations and subscriber base if partner lacks existing West Virginia operations.</td>
<td>none</td>
</tr>
</tbody>
</table>
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
**INSTRUCTIONS**

**Microsoft Excel version 2007 or later required. Excel 2010 or later recommended.**
Enter values in the identified spaces to complete this budget form. Please enter information in the order of the tabs below to correctly prompt calculated fields. Applicants may skip sections at the time of application, but must complete all information as considered for implementation funding.

**Input details within the table. Only input data in blue shaded fields such as shown at right.**

<table>
<thead>
<tr>
<th>Key Data:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant Name</strong>: Must match Applicant Name provided in Online Grant Application.</td>
</tr>
<tr>
<td><strong>Project Name</strong>: Must match Project Name provided in Online Grant Application. Choose a unique name for each project proposed.</td>
</tr>
<tr>
<td><strong>New Miles of Aerial Plant</strong>: Total number of aerial new fiber or cable miles proposed by the project, enter numbers only.</td>
</tr>
<tr>
<td><strong>New Miles of Underground Plant</strong>: Total number of underground new fiber or cable miles proposed by the project, enter numbers only.</td>
</tr>
<tr>
<td><strong>Total New or Upgraded Wireless Access Points In Project</strong>: Total number of new or upgraded wireless access points proposed by the project.</td>
</tr>
</tbody>
</table>

**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 format. Select passed 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.

"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 123. Please identify the reason for any difference between premises passed on the Project Cash Flow tab and the count addresses passed on the Addresses Covered tab."
Data shown does not represent an actual project.
## ADDRESSES COVERED

Data shown does not represent an actual project.

<table>
<thead>
<tr>
<th>SiteAddID</th>
<th>Street Address</th>
<th>Municipality</th>
<th>TargetAreaClassification</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIDs54001-20423</td>
<td>1641 PEEL TREE RD TRLR</td>
<td>Buckhannon</td>
<td>Targeted</td>
</tr>
<tr>
<td>SIDs54001-20424</td>
<td>1690 PEEL TREE RD</td>
<td>PHILIPPI</td>
<td>Targeted</td>
</tr>
<tr>
<td>SIDs54001-20425</td>
<td>1208 WIRTZS HOLW</td>
<td>Buckhannon</td>
<td>Targeted</td>
</tr>
<tr>
<td>SIDs54001-20426</td>
<td>2088 PEEL TREE RD</td>
<td>PHILIPPI</td>
<td>Targeted</td>
</tr>
<tr>
<td>SIDs54001-20427</td>
<td>2102 PEEL TREE RD</td>
<td>PHILIPPI</td>
<td>Targeted</td>
</tr>
<tr>
<td>SIDs54001-20428</td>
<td>2202 PEEL TREE RD</td>
<td>PHILIPPI</td>
<td>Targeted</td>
</tr>
<tr>
<td>SIDs54001-20429</td>
<td>2222 PEEL TREE RD</td>
<td>PHILIPPI</td>
<td>Targeted</td>
</tr>
<tr>
<td>SIDs54001-20432</td>
<td>833 GNATTY CREEK RD</td>
<td>PHILIPPI</td>
<td>Targeted</td>
</tr>
<tr>
<td>SIDs54001-20433</td>
<td>397 WARD RD</td>
<td>PHILIPPI</td>
<td>Other Address</td>
</tr>
<tr>
<td>SIDs54001-20434</td>
<td>460 BILLS CREEK RD TRLR</td>
<td>BELINGTON</td>
<td>Targeted</td>
</tr>
<tr>
<td>SIDs54001-20435</td>
<td>604 BILLS CREEK RD</td>
<td>BELINGTON</td>
<td>Targeted</td>
</tr>
<tr>
<td>SIDs54001-20436</td>
<td>3126 MIDWAY RD</td>
<td>BELINGTON</td>
<td>Targeted</td>
</tr>
<tr>
<td>SIDs54001-20437</td>
<td>1198 MIDWAY RD</td>
<td>BELINGTON</td>
<td>Targeted</td>
</tr>
<tr>
<td>SIDs54001-20438</td>
<td>3235 MIDWAY RD</td>
<td>BELINGTON</td>
<td>Targeted</td>
</tr>
<tr>
<td>SIDs54001-20439</td>
<td>3237 MIDWAY RD</td>
<td>BELINGTON</td>
<td>Targeted</td>
</tr>
<tr>
<td>SIDs54001-20440</td>
<td>3545 MIDWAY RD</td>
<td>BELINGTON</td>
<td>Targeted</td>
</tr>
<tr>
<td>SIDs54001-20441</td>
<td>3576 MIDWAY RD TRLR</td>
<td>BELINGTON</td>
<td>Targeted</td>
</tr>
<tr>
<td>SIDs54001-20442</td>
<td>6284 MIDWAY RD TRLR</td>
<td>BELINGTON</td>
<td>Targeted</td>
</tr>
</tbody>
</table>

### Project Details

- **Maximum Passings from Project Cash Flow tab:** 12,600
- **Total Addresses Covered:** 14,309

Describe the reason for any difference between these two numbers: Post Implementation Development
## BUDGET DETAIL

**Data shown does not represent an actual project.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost Category</th>
<th>Unit Costs ($)</th>
<th>Unit Type</th>
<th>Unit Quantities (q)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design and Engineering</td>
<td>Engineering</td>
<td>$4,000.00</td>
<td>mile</td>
<td>95.00</td>
<td>$580,000</td>
</tr>
<tr>
<td>Utility License Application Fee</td>
<td>Permitting, Easements and Encroachment Acquisition</td>
<td>$12.00</td>
<td>pole</td>
<td>2,074.50</td>
<td>$24,894.00</td>
</tr>
<tr>
<td>Make-ready</td>
<td>Pole Placement and Pole Make-Ready</td>
<td>$8,000.00</td>
<td>mile</td>
<td>95.00</td>
<td>$760,000</td>
</tr>
<tr>
<td>48 CT FIBER</td>
<td>Fiber Optic and Coaxial Cable</td>
<td></td>
<td>foot</td>
<td>0.30</td>
<td>$18,961.35</td>
</tr>
<tr>
<td>96 CT FIBER</td>
<td>Fiber Optic and Coaxial Cable</td>
<td></td>
<td>foot</td>
<td>0.50</td>
<td>$33,005.25</td>
</tr>
<tr>
<td>72 CT FIBER</td>
<td>Fiber Optic and Coaxial Cable</td>
<td></td>
<td>foot</td>
<td>0.40</td>
<td>$37,613.80</td>
</tr>
<tr>
<td>5/16&quot; E15 Strand (5,000' rolls)</td>
<td>Other Materials--Aerial</td>
<td></td>
<td>roll</td>
<td>114.50</td>
<td>$131,675.00</td>
</tr>
<tr>
<td>24&quot; W x 36&quot; L x 24&quot; D Vault</td>
<td>Other Materials--Underground</td>
<td></td>
<td>vault</td>
<td>485.00</td>
<td>$189,150.00</td>
</tr>
<tr>
<td>Install MST</td>
<td>Aerial Construction Labor</td>
<td>$200.00</td>
<td>serving terminal</td>
<td>1,191.00</td>
<td>$258,200.00</td>
</tr>
<tr>
<td>Trench 30&quot; with Conduit and Fiber</td>
<td>Underground Construction Labor</td>
<td>$15.00</td>
<td>foot</td>
<td>1,793.00</td>
<td>$26,895.00</td>
</tr>
<tr>
<td>Contract Install - Residential</td>
<td>Customer Premise Installation Labor</td>
<td>$280.00</td>
<td>drop</td>
<td>2,444.00</td>
<td>$684,320.00</td>
</tr>
<tr>
<td>Drop cable</td>
<td>Customer Premise Installation Materials</td>
<td>$115.00</td>
<td>drop</td>
<td>2,685.00</td>
<td>$308,775.00</td>
</tr>
<tr>
<td>009-00954 – 803G, 1 GE, 1 POTS -AM Type A</td>
<td>Customer Premise Equipment (CPE)</td>
<td>$90.00</td>
<td>subscriber</td>
<td>1,760.00</td>
<td>$158,400.00</td>
</tr>
<tr>
<td>Power Adapter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site work, fence, power</td>
<td>Equipment shelter, land, site preparation, and site restoration costs</td>
<td>$30,000.00</td>
<td>site</td>
<td>1.00</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>GPON Ports</td>
<td>Headend/Central Office/Remote Cabinet Equipment and Installation</td>
<td>$400.00</td>
<td>Port</td>
<td>106.00</td>
<td>$42,400.00</td>
</tr>
<tr>
<td>Construction Project Management</td>
<td>Project and Construction Management</td>
<td>$1,900.00</td>
<td>mile</td>
<td>95.00</td>
<td>$180,500.00</td>
</tr>
</tbody>
</table>

---

**WEST VIRGINIA Economic Development**
### PROJECT BUDGET COST SUMMARY (ELIGIBLE COSTS)

Data shown does not represent an actual project.
### PROJECT BUDGET COST SUMMARY (INELIGIBLE COSTS)

Data shown does not represent an actual project.
# FUNDING SOURCES AND MATCH

Data shown does not represent an actual project.
# BUDGET BREAKDOWN (INCORRECT)

Data shown does not represent an actual project.

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

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Cost Category Total</th>
<th>Grant Funds</th>
<th>Matching Funds</th>
<th>Other Funds Used for Eligible Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>$280,000.00</td>
<td>$280,000.00</td>
<td>$300,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Permitting, Easements and Encroachment Acquisition</td>
<td>$24,894.00</td>
<td>$4,894.00</td>
<td>$20,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Pole Replacement and Pole Make-Ready</td>
<td>$700,000.00</td>
<td>$310,185.80</td>
<td>$250,000.00</td>
<td>$100,815.20</td>
</tr>
<tr>
<td>Fiber Optic and Coastal Cable</td>
<td>$89,590.40</td>
<td>$69,580.40</td>
<td>$25,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Other Materials - Aerial</td>
<td>$211,796.25</td>
<td>$111,796.25</td>
<td>$100,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Other Materials - Underground</td>
<td>$188,156.00</td>
<td>$24,156.00</td>
<td>$250,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Aerial Construction Labor</td>
<td>$2,025,354.75</td>
<td>$3,715,354.75</td>
<td>$300,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Underground Construction Labor</td>
<td>$26,850.00</td>
<td>$10,850.00</td>
<td>$100,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Customer Premise Installation Labor</td>
<td>$684,320.00</td>
<td>$64,320.00</td>
<td>$20,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Customer Premise Installation Materials</td>
<td>$457,579.80</td>
<td>$157,579.80</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Customer Premise Equipment (CPE)</td>
<td>$158,390.00</td>
<td>$58,390.00</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Equipment, site layout, installation, and site restoration costs</td>
<td>$30,000.00</td>
<td>(17,000.00)</td>
<td>$20,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Cable nods</td>
<td>$15,000.00</td>
<td>$5,500.00</td>
<td>$100,000.00</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Trenches and Power Improvement/Installation costs</td>
<td>$ -</td>
<td>$ -</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Battery Backup (including middle-mike and Powering Equipment)</td>
<td>$ -</td>
<td>$ -</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Access Racks and Powering Equipment</td>
<td>$ -</td>
<td>$ -</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Headend/Control Office/Remote Cabinet Equipment and Installation</td>
<td>$42,400.00</td>
<td>$42,400.00</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Project and Construction Management</td>
<td>$180,500.00</td>
<td>$60,000.00</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Submeter Management Equipment</td>
<td>$ -</td>
<td>$ -</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Eligible Costs (must detail on Budget Detail)</td>
<td>$750,000.00</td>
<td>$750,000.00</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Long Term Loans</td>
<td>$ -</td>
<td>$ -</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
</tr>
</tbody>
</table>

**TOTAL** | **5,500,810.20** | **2,883,000.00** | **2,070,000.00** | **750,810.20**

*Grant Funds cannot have a negative value*

*Data shown does not represent an actual project.*
## BUDGET BREAKDOWN (CORRECT)

Data shown does not represent an actual project.

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

### Budget Breakdown of Eligible Costs

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Cost Category Total</th>
<th>Grant Funds</th>
<th>Matching Funds</th>
<th>Other Funds Used for Eligible Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>$380,000.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$380,000.00</td>
</tr>
<tr>
<td>Permitting, Easements and Encroachment Acquisition</td>
<td>$24,894.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$24,894.00</td>
</tr>
<tr>
<td>Pole Placement and Pole Make-Ready</td>
<td>$790,000.00</td>
<td>$300,000.00</td>
<td>$ -</td>
<td>$100,810.20</td>
</tr>
<tr>
<td>Fiber Optic and Coastal Cable</td>
<td>$89,580.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Other Materials—Aerial</td>
<td>$212,736.25</td>
<td>$111,736.25</td>
<td>$ -</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Other Materials—Underground</td>
<td>$189,150.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$165,000.00</td>
</tr>
<tr>
<td>Aerial Construction Labor</td>
<td>$2,015,354.75</td>
<td>$1,715,354.75</td>
<td>$ -</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>Underground Construction Labor</td>
<td>$26,895.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>Customer Premise Installation Labor</td>
<td>$684,320.00</td>
<td>$64,320.00</td>
<td>$ -</td>
<td>$600,000.00</td>
</tr>
<tr>
<td>Customer Premise Installation Materials</td>
<td>$457,579.80</td>
<td>$57,579.80</td>
<td>$ -</td>
<td>$400,000.00</td>
</tr>
<tr>
<td>Customer Premise Equipment (CPE)</td>
<td>$158,400.00</td>
<td>$58,400.00</td>
<td>$ -</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Equipment shelter, land, site preparation, and site restoration costs</td>
<td>$30,000.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Cable Nodes</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Tower and Tower Improvement/Installation Costs</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Backhaul Radios (including middle-mile) and Powering Equipment</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Access Radios and Powering Equipment</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Headend/Central Office/Remote Cabinet Equipment and Installation</td>
<td>$42,400.00</td>
<td>$42,400.00</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Project and Construction Management</td>
<td>$160,500.00</td>
<td>$60,500.00</td>
<td>$ -</td>
<td>$120,000.00</td>
</tr>
<tr>
<td>Subscriber Management Equipment</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Other Eligible Costs (must detail on Budget Detail)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Long-Term Leases</td>
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## OPERATING COST DETAIL

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</tr>
</tbody>
</table>

Data shown does not represent an actual project.
## OPERATING COST SUMMARY

Data shown does not represent an actual project.
Enter information needed to calculate revenue and take-rate:

- Addresses passed
- Subscribers
- Revenue per subscriber
- Other revenue

Data shown does not represent an actual project.
Enter information about cash flows not entered on other tabs:

- Interest expenses and debt repayment
- Grant funds, debt proceeds, and other capital sources received after the first 2 years of operation
- Operating subsidies
- Income taxes

Data shown does not represent an actual project.
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!
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
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 GigReady 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; 2 CFR 200 Subpart F)
• 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
GENERAL COMPLIANCE OBLIGATIONS – Cont’d


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:

| * West Virginia Division of Highways (DOH) permitting processes; (Dig Once, encroachment/bond permits) | * Underlying municipal, county, state fees/permits/approvals; | * Federal agency approvals (if within federally-designated lands) |
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.
PROCUREMENT REQUIREMENTS

STATE AND FEDERAL REQUIREMENTS – PUBLIC, NON-PROFIT GRANTEES

- **Architect/Engineer Contracts** – Public grantees shall procure services in accordance with Chapter 5G of the WV State Code, and be in compliance with Uniform Guidance (2 CFR 200.318-200.327)

- **Construction Contracts** - Public grantees are required to procure construction contracts in accordance with either Ch.5, Art. 22 or applicable state multiphase procurement statutes, and be in compliance with federal regulations Uniform Guidance (2 CFR 200.318-200.327)

- **Bonding Requirements** – Different requirements for bid guarantees, performance bonds, payment bonds for construction contracts over certain thresholds.

- **Recordkeeping Requirements** – To detail history of procurement (2 CFR 200.318(i))

- **Conflicts of Interest/Transactions w/ Affiliated Entities** – Prohibition against, reporting conflicts, developing safeguards against (2 CFR 200.318(c))

- **Prohibition on Procurement of Certain Telecommunications Services or Equipment.** (2 CFR § 200.216)
In general, under Federal guidelines (Uniform Guidance) any public non-profit awardee must comply with the competitive procurement requirements for goods or services above $250,000.

2 CFR §200.318 – Non-profit, public grantees must have and use documented procurement procedures for the acquisition of property/services required under a federal award or subaward.

2 CFR §200.319 (Competitive Procurements)

2 CFR §200.320 (Methods of Procurement – Informal/Formal/Noncompetitive)

Under 200.317, non-state entities such as cities and counties must comply with 2 CFR 200.318 through 200.327 when using ARPA award funds to procure goods/services to carry out the objectives of their ARPA award.
PROCUREMENT REQUIREMENTS

PUBLIC, NON-PROFIT GRANTEES/SUBRECIPIENTS

• For Grantees/subrecipients other than private/for-profit entities, the provisions of the uniform guidance procurement rules (2 CFR 200.318-200.327) apply as follows:
  • 2 CFR 200.318: General procurement standards—including conflicts of interest requirements per 200.318(c)
  • 2 CFR 200.319: Open competitive procurement
  • 2 CFR 200.320: Procurement methods, sealed bids
  • 2 CFR 200.321: Contracting w/ Minority and women owned businesses
  • 2 CFR 200.322: Domestic preferences for Procurements
  • 2 CFR 200.323: Solid Waste Disposal Act compliance (Procurement of Recovered Materials)
  • 2 CFR 200.324: Cost or price analysis must be performed in connection w/ every procurement action above the Simplified Acquisition Threshold ($250,000)
  • 2 CFR 200.325: Provision of technical specifications/procurement docs to Treasury or WVDED for review upon request.
  • 2 CFR 200.326: Bonding requirements (NOTE: State bonding requirements still apply)
  • 2 CFR 200.327: Required Contract Provisions per Uniform Guidance Appendix II
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

Notice to Proceed with Construction

May begin construction activities once received

May request grant funds for construction activities, if required match is fully spent
REQUEST FOR NOTICE TO PROCEED WITH CONSTRUCTION (NTPC)

SUBMIT BEFORE MAKING REQUEST

Grantee must wait to receive written notice from WVDED prior to beginning construction!
ESSENTIAL ELEMENTS FOR NTPC

PER SCHEDULE 1.1 (PERTINENT ELEMENTS ONLY ARE LISTED)

- Submit Project Information to WVDOH District Office for Prior Review
- Preliminary Pole Attachment Data submitted to Pole Owner(s)
- Preliminary Engineering Design submitted to WVDOH and applicable jurisdictions, including counties and/or municipalities
- Final Engineering Design Submitted to WVDOH, Include Bridge Alternatives Analysis as applicable
- Final Engineering Design Submitted to WVDED
- Complete Environmental Review for WVDOH ROW Access
- Begin Acquisitions and Easements as applicable
- Complete Dig Once Notifications as applicable
- Contractor Debarment Review Certification - Sam.gov
- Complete all Easements, Land Acquisitions, ROWs, and Pole Attachment Agreements as applicable
- Submit WVDOH MM109 Permit Application and Applicable Bonds:
  - Bid Bond
  - Performance Bond
  - Payment Bond
- Submit copies of all applicable permits, agreements, and clearances to WVDED (WVDOH Permit and Local Permit(s) Required).
ESSENTIAL ELEMENTS FOR NTPC (cont.)

PER SCHEDULE 1.1 (PERTINENT ELEMENTS ONLY ARE LISTED)

• Obtain Authorization to Bid by WVDED – Written Authorization Required
• Advertise for Bids: Class II Legal Ad, compliance with WV Code §5-22-1 and 2 CFR 200.318-200.327, required
• Pre-Bid Meeting
• Bid Opening Date/Submit Bid Tabs, Notice of Intent to Award to WVDED (Applicable for GigReady)
• Construction Contract(s) Awarded with Grantee Approval (Applicable for GigReady)
• Pre-Construction Meeting
• Notice to Proceed Issued by Project Engineer
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**

Q&A
Procurement Requirements – Detailed Reference Slides
PROCUREMENT REQUIREMENTS

STATE REQUIREMENTS – PUBLIC, NON-PROFIT GRANTEES

• **Architect/Engineer Contracts** – Public grantees shall procure services in accordance with Chapter 5G of the WV State Code, and be in compliance with Uniform Guidance (2 CFR 200.318-200.327)

• **Construction Contracts** - Public grantees are required to procure construction contracts in accordance with either Ch.5, Art. 22 or applicable state multiphase procurement statutes, and be in compliance with federal regulations Uniform Guidance (2 CFR 200.318-200.327)

• **For projects with an estimated value over $25,000**, Grantees shall solicit sealed bids for all construction-related contracts or supplies

• **Transactions under $25,000** whether construction-related contracts, supplies, or professional services should be procured in a manner that provides maximum open and free competition and files are to be maintained to document such activities.

NOTE: Any attempts by the Grantee to segregate the Project into sections in order to circumvent competitive procurement may be cause for termination of its Grant Agreement with the WVDED.

• **For required public bids**, notice shall be published as a Class II legal advertisement by the Grantee in the newspaper with the largest circulation serving the general area within a period of fourteen consecutive days with at least an interval of six full days within such period between the date of the first publication and the date of the second publication preceding the final date of submitting bids.

• The Grantee shall have available upon request for review by the Department or its designated representative, bid documents and other evidence of compliance with these procedures. The resolution of bid and contract disputes is the responsibility of the Grantee.
BONDING REQUIREMENTS

STATE REQUIREMENTS – PUBLIC, NON-PROFIT GRANTEES

• For construction or facility improvements under $25,000, Public Grantees must follow local or State requirements relating to bid guarantees, performance bonds, and payment bonds provided that the Grantee's and State's interest is adequately protected and that such contracts can be executed in a timely manner; otherwise, bonding requirements shall be the same as for contracts exceeding $25,000.

• If a contract or subcontract exceeds $25,000, Consistent with 2 CFR 200.326 and W.Va. Code § 5-22-1(c), the minimum bonding and insurance requirements shall be as follows:
  
  • A bid guarantee from each bidder equivalent for 5% of the bid price. This bid guarantee must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

  • A performance bond on the part of the contractor for 100% of the contract price.

  • A payment bond on the part of the contractor for 100% of the contract price.
RFP/PROCUREMENT REQUIREMENTS

PUBLIC/NON-PROFIT ENTITIES

• In general, under Federal guidelines (Uniform Guidance) any public non-profit awardee must comply with the competitive procurement requirements for goods or services above $250,000.

• 2 CFR §200.318 – Non-profit, public grantees must have and use documented procurement procedures for the acquisition of property/services required under a federal award or subaward.

• 2 CFR §200.319 (Competitive Procurements), and 2 CFR §200.320 (Informal and Formal Procurements)

• Under 200.317, non-state entities such as cities and counties must comply with 200.318 through 200.327 when using ARPA award funds to procure goods/services to carry out the objectives of their ARPA award
PROCUREMENT RECORDKEEPING REQUIREMENTS (2 CFR §200.318)

PUBLIC, NON-PROFIT ENTITIES

• §200.318(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following:

  o Rationale for the method of procurement;
  o Selection of contract type;
  o Contractor selection or rejection; and
  o The basis for the contract price.
PROCUREMENT REQUIREMENTS

CONFLICTS OF INTEREST – ALL GRANTEES

Conflicts of Interest (2 CFR 200.318(c))

- As per the Grantee’s Grant Agreement with the WVDED, neither the Grantees nor its officers or members, employees, or subgrantees may have an interest nor shall they acquire any interest, direct or indirect which would conflict or compromise in any manner the performance of services.

- Also, as part of its Agreement with the WVDED, the Grantee shall periodically question its officers, members and employees concerning such interests and report in detail to the Department if it discovers such an interest.

- Grantees shall establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.

- **Transactions with Affiliated Business Entities or Relatives:**
  Subrecipients/grantees will make a full disclosure in writing to the WVDED any corporation, partnership, sole proprietorship, or other business entity of any kind which is a wholly or partially owned entity of the Grantee or whose relatives supply goods or services to Grantee or work for or provide services to Grantee.
COMPETITION

2 CFR 200.319 – PUBLIC, NON-PROFIT GRANTEES

• **General Rule:** (a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of 200.319 and § 200.320

• 200.319(b): Contractors that develop specifications, requirements, or invitations for bids proposals must be excluded from competing for such procurements

• 200.319(c): Public, non-profits must not use statutorily or administratively imposed geographical preferences in evaluating bids except as mandated/encouraged by Federal law.

• 200.319(d): Public non-profits must (1) have written procedures for procurement transactions and clear/accurate descriptions of technical requirements of material/product/service to be procured and (2) identify all requirements offerors must fulfill and all other factors to be used in evaluating bids/proposals

• 200.319(e): All pre-qualified lists of persons/firms/products must be current, include enough sources, and potential bidders must not be precluded from qualifying

• 200.320(f): Non-competitive procurements can only be awarded in accordance with 2 CFR 200.320(c)
METHODS OF PROCUREMENT

PUBLIC, NON-PROFIT ENTITIES

Section 200.320(a) (Informal Procurement) – When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold (SAT), as defined in § 200.1, (NOTE: typically this is $250,000) or a lower threshold established by a public, non-profit, formal procurement methods are not required.

200.320(b) (Formal Procurement) - When the value of the procurement for property or services under a Federal financial assistance award exceeds $250,000 formal procurement methods are required.

• This involves public solicitation of sealed bids, proposals (see 2 CFR 200.320(b)(1-2))
§200.320(c) – Situations where Noncompetitive procurement can be used (if one or more of the following applies):

(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold typically set at $10,000;

(2) The item is available only from a single source;

(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;

(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the public non-profit grantee; or

(5) After solicitation of a number of sources, competition is determined inadequate.
PROCUREMENT REQUIREMENTS
PUBLIC, NON-PROFIT GRANTEES/SUBRECIPIENTS

• For Grantees/subrecipients other than private/for-profit entities, the provisions of the uniform guidance procurement rules (2 CFR 200.318-200.327) apply as follows:
  • 2 CFR 200.318: General procurement standards—including conflicts of interest requirements per 200.318(c)
  • 2 CFR 200.319: Open competitive procurement
  • 2 CFR 200.320: Procurement methods, sealed bids
  • 2 CFR 200.321: Contracting w/ Minority and women owned businesses
  • 2 CFR 200.322: Domestic preferences for Procurements
  • 2 CFR 200.323: Solid Waste Disposal Act compliance (Procurement of Recovered Materials)
  • 2 CFR 200.324: Cost or price analysis must be performed in connection w/ every procurement action above the Simplified Acquisition Threshold ($250,000)
  • 2 CFR 200.325: Provision of technical specifications/procurement docs to Treasury or WVDED for review upon request.
  • 2 CFR 200.326: Bonding requirements (NOTE: State bonding requirements still apply)
  • 2 CFR 200.327: Required Contract Provisions per Uniform Guidance Appendix II
PROCUREMENT REQUIREMENTS

REQUIRED CONTRACT PROVISIONS FOR PUBLIC/NON-PROFIT GRANTEE CONTRACTS

Per 2 CFR 200.327 and Appendix II to Uniform Guidance required provisions:

- **Breach** - Contracts over $250,000 must address admin/contractual/legal remedies for breach
- **Termination** - Contracts over $10,000 must address termination for cause and convenience (manner and basis for settlement)
- **Equal Employment Opportunity** – Federally assisted construction contracts must include the Equal Employment Opportunity Clause (41 CFR 60-1.4)
- Davis Bacon Act compliance provision – Does not apply to projects funded solely by the CPF or SLFRF programs unless funds are used in conjunction with other federal source of funds which does require compliance with Davis-Bacon (NOTE: Davis-Bacon reporting requirements still apply for projects over certain dollar amounts)
- **Copeland “Anti-Kickback” Act** – Contracts must include provision for compliance with (40 USC 3145) as supplemented by 29 CFR Part 3 (DOL regulations)—Each contractor or subrecipient is prohibited from inducing any person engaged in construction of public work to give up any part of compensation to which he or she is otherwise entitled.
- **Contract Work Hours and Safety Standards Act** – All contracts in excess of $100,000 involving mechanics/laborers must include a provision for compliance with 40 USC 3702 (relating to work hours) and 3704 (relating to health and safety standards)
PROCUREMENT REQUIREMENTS

REQUIRED CONTRACT PROVISIONS FOR PUBLIC/NON-PROFIT GRANTEES CONTRACTS

• 200.327 and Appendix II to Uniform Guidance required provisions:

  **Clean Air Act and Fed. Water Pollution Control Act**: Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal awardee to agree to comply with all applicable standards under these acts.

  **Debarment and Suspension** (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM).

  **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** - Contractors that apply or bid for an award exceeding $100,000 must file the required certification.

  **Solid Waste Disposal Act compliance (2 CFR 200.323)** (Procurement of Recovered Materials)

  **Prohibition on Procurement of certain telecommunications and video surveillance services or equipment. (2 CFR 200.216)**

  **Domestic Preferences for Procurements (2 CFR 200.322)**
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