

Program Procedures for West Virginia ARPA Broadband Investment Plan

Line Extension Advancement and Development Lightning Round

July 15, 2026

The West Virginia Division of Economic Development (Division), in coordination with the West Virginia Broadband Enhancement Council and the West Virginia Office of Broadband, will administer this Line Extension Advancement and Development (LEAD) Lightning Round to increase the availability of broadband services available to West Virginians. The LEAD Program is part of the West Virginia Broadband Investment Plan and will fund extensions of existing last-mile cable modem and fiber-to-the-premise broadband networks that can be constructed quickly. This Lightning Round of program funding will build off the previous rounds of the program, introducing changes designed to simplify administration and allow projects to meet abbreviated deadlines for the use of the Capital Projects Fund (CPF).

Source of Funds and Allocation

The West Virginia Division of Economic Development intends to support this Program using approximately \$3.4 million in remaining CPF monies allocated to the State of West Virginia, plus amounts it is able to reclaim from current subgrant projects if those projects are able to complete for less than their original award. Actual funds awarded may be more or less depending on the volume of applications received, and the need of proposed projects for grant support. The Division reserves the right to reject any or all applications made to the Program.

Eligible Entities and Project Scope

Due to the limited time remaining in the CPF program, participation is limited exclusively to prior CPF subgrantees. This will streamline the qualification of subgrantees and simplify awards and program administration to meet rapid turnaround and CPF program timeline constraints. Applicants must have a current statement of existence from the West Virginia Secretary of State. Applicants must have no prior default or significant violations under any federal, state, or local broadband expansion funding program, and no suspension or debarment as a vendor by the State of West Virginia or any Federal agency.

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The project scope is defined as the construction of line extensions originating from previously awarded CPF projects or nearby existing facilities owned by the subgrantee. Proposed projects must be capable of offering services of at least 100 Mbps download and 20 Mbps upload and less than 100 ms latency and must propose to offer at least one service tier to mass-market consumers with performance meeting or exceeding this threshold.

Target Locations

Eligible “Target Locations” are limited to WVDED-identified Broadband Serviceable Locations (BSLs) near existing projects or existing facilities. Locations must meet these criteria:

1. Not currently reported as served at speeds of at least 100/20 Mbps by a cable or fiber provider; AND
2. Not currently subject to an award through another state, local, or federal program.

A CSV file of Target Locations is available for download at broadband.wv.gov.

Matching Funds

Matching funds are not required. Subgrantee match may be used to reduce the proposed grant funds required. Subgrantees must cover all project costs not covered by the awarded grant funds. Eligible expenses will be reimbursed on a pro rata basis, accounting for the ratio of grant to matching funds.

Eligible Expenditures

Projects receiving funding may be reimbursed for actual capital expenses up to a maximum project cost identified in the award. Costs must be directly related to the upfront investment associated with installing and/or upgrading existing broadband facilities on the proposed project on a one-time, capital improvement basis. Costs incurred after December 31, 2026, are ineligible for reimbursement.

Eligible project activities and costs include:

1. Network and access equipment costs;
2. Outside plant costs;
3. Reasonable make-ready and one-time pole licensing costs, excluding recurring pole

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attachment payments;

4. Equipment shelter, land, site preparation, and site restoration costs;
5. Customer premises equipment: Funding only covers up to the network demarcation point (e.g., NID or ONT);
6. Professional services: Includes engineering and project management costs involved in designing and constructing the proposed project;
7. Testing;
8. Other upfront costs: Includes any other upfront costs not covered in other categories, such as site preparation, permits, required licenses, sales tax applicable to new equipment purchases, shipping and warehousing expenses, and miscellaneous minor material;
9. Long-term leases, defined as leases for a duration longer than 1 year, of facilities required to provide broadband service on the proposed project.

Internal labor costs incurred as part of eligible project activities are only eligible up to the proportion of employees' time spent exclusively on project activities during the period for which reimbursement is sought. Applicants must retain supporting documentation for eligible expenses in a manner consistent with documentation retained on other West Virginia CPF-funded projects. Supporting documentation shall include time spent by each employee on project activities, total time spent by each employee during the period for which reimbursement is sought, and an hourly cost that may include employee salary, itemized payroll taxes and benefits. Indirect costs are not reimbursable.

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

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

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8. Short-term operating leases;
9. Payment of interest or principal on outstanding debt instruments, or other debt service costs;
10. Fees or issuance costs associated with the issuance of new debt;
11. Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring plan in a judicial, administrative, or regulatory proceeding; or
12. To support or oppose collective bargaining.¹

Expenditures on ineligible costs cannot be used as matching funds.

Projects must primarily serve Target Locations. Facilities that are needed to deliver last-mile broadband service to Target Locations and incidentally cover served addresses are eligible, but not expenditures solely to benefit served addresses. Customer drops, installations, and equipment at served addresses are not eligible.

Construction Timeline

Projects must be substantially complete not later than December 31, 2026. If a subgrantee has received reimbursement from the Division for a project but has not completed that project by December 31, 2026, the subgrantee must either complete the project at its expense within 90 days or the Division may pursue clawback of funds.

Application Process

Applicants must submit proposals with all required information through the Division of Economic Development's On-line Grant Application at <https://wvgms-lightning.apps.bluegenai.ai/>.

Application Window

The window for applications will open July 20, 2026 and continue on a rolling basis until funds are exhausted. Applications received by 11:59 PM EDT on August 3, 2026, will be prioritized for funding. If funds remain after awards are made to projects submitted during the initial two-week window, WVDED may consider funding additional proposals submitted

¹ This does not affect the ability to use funds to comply with 41 C.F.R. 60-1.4.

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after August 3, 2026. WVDED may suspend intake of new applications after August 3, 2026 by notice on broadband.wv.gov.

Application and Selection Process

The application and selection process will be simplified. Applications must include:

1. a list of proposed BSLs
2. a proposed fixed-cost subgrant amount
3. agreement to comply with CPF requirements
4. a timeline/narrative demonstrating completion within CPF time limits, and
5. the applicant legal name, d/b/a, contact information for a primary point of contact, and a statement from an officer or authorized employee attesting that the statements and information are true.

Applications are limited to one per applicant. An application may contain multiple parts containing different sets of locations; each part must have its own proposed grant cost. Depending on the cost of each part and the availability of funds in the overall program budget, not all proposed parts may be funded.

Applications will be ranked for project selection based on cost per location for applications received during the initial window. Should funds remain after this initial window, applications received after the initial window will be ranked weekly to select additional projects for award. WVDED may reject or require additional cost justification for excessively costly proposals based on comparable grant amounts from the applicant.

Grant Distribution Agreement and Standard Terms

Awardees will be required to enter into a Grant Distribution Agreement (GDA) with the Division, based on the GDA used by existing CPF subgrantees. All projects will include a retainer equal to 10% of awarded funds withheld until project completion or substantial completion and until all close-out documents and reporting are submitted and approved.

Grant Recipient Obligations and Post Award Monitoring

Awardees of grant funds must comply with post-award monitoring and reporting requirements to maintain continued eligibility for disbursement of grant funds. Awardees are responsible for active technical, financial, and project management of awarded projects

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through their own staff and/or by hiring and managing well-qualified contractors. Awardees should also expect to cooperate with technical and financial monitoring and review provided by Division contractors and staff.

Reporting and Field Audits

Awardees must complete quarterly progress reports through project completion in a manner consistent with quarterly reports required on its other West Virginia CPF-funded projects. Progress reports will require information on project expenditures, number of communities served, and number of jobs created. Awardees must cooperate with the Division's federal reporting obligations for ARPA funding, including as a subrecipient of federal funds.

Awardees must cooperate with field audits performed by WVDED contractors to verify constructed plant completeness and quality and must submit as-built network documentation prior to final close-out of the grant.

Labor Standards

Awardees must comply with all applicable federal labor laws and regulations, and with all requirements for state, and local laws and ordinances to the extent that such requirements do not conflict with federal laws. The U.S. Treasury encourages recipients of Capital Projects Fund for broadband projects to incorporate strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate. Potential applicants should be familiar with federal requirements and guidance specific to the Capital Projects Fund.

Compliance with Federal Funds Obligations

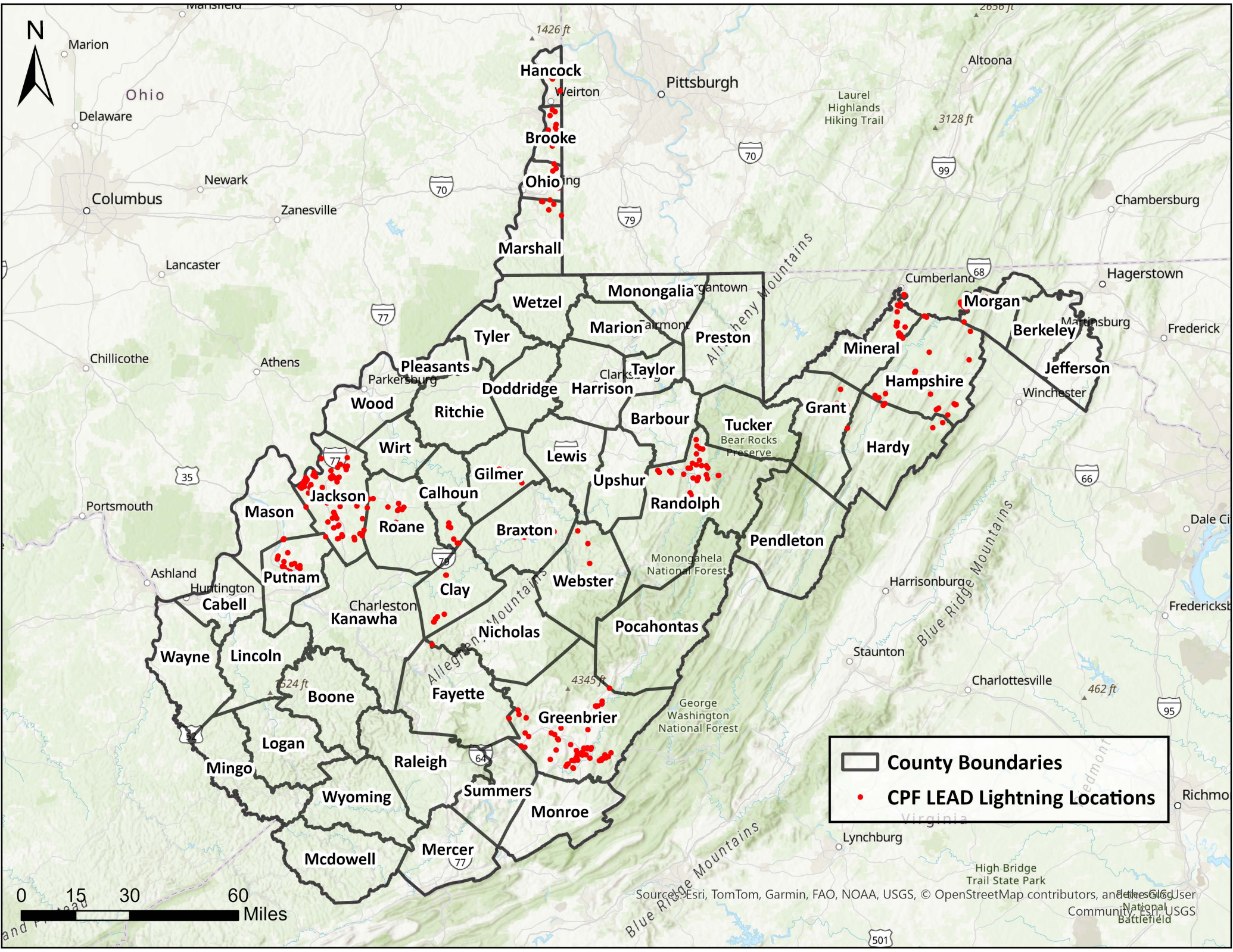
Awardees of Treasury funding must comply with ARPA funding recipient obligations, including obligations of a subrecipient of federal funds, in addition to reporting obligations. Awardees should expect to comply with requirements of other applicable federal statutes, regulations, and executive orders applicable to recipients of federal funds used by the Division for awards made under the program. Awardees will be subject to audit or review by the U.S. Treasury Inspector General and Government Accountability Office.

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Cooperation with State Broadband Mapping

In accordance with W.Va. Code §31G-1A-3, awardees must agree to provide information about broadband availability, pricing and speeds in response to data collection requests from the Office of Broadband on an annual basis. Information must be reported statewide at the address level for all broadband networks operated by the awardee.



 **County Boundaries**

 **CPF LEAD Lightning Locations**

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Engineered Design Requirements for West Virginia ARPA Broadband Investment Plan

Engineered Design Requirements and Design Certification Request for Notice to Proceed with Construction

The West Virginia Division of Economic Development (“WVDED”), in coordination with the West Virginia Broadband Enhancement Council and the West Virginia Office of Broadband, has developed these Engineered Design Requirements (Design Requirements) for broadband projects funded through the Line Extension Advancement and Development (LEAD) Lightning Round, using Capital Projects Funds (CPF) allocated to the State of West Virginia. These Design Requirements have been adapted from the requirements used in prior rounds of the West Virginia ARPA Broadband Investment Plan to reflect the LEAD Lightning Round's abbreviated project timeline, while maintaining program integrity and compliance with CPF reporting obligations.

To request a Notice to Proceed with Construction (NTPC), provide the following:

1. Network Design Certification Form
2. ARPA (Table 1) **OR** BEAD (Table 3) Exhibit R: Design Project Checklist
3. ARPA (Table 2) **OR** BEAD (Table 4) Exhibit S: Detailed Design Checklist

All required non-GIS documents and information should be uploaded into the West Virginia Grant Management System (WV GMS). All GIS files will be uploaded into the WVDED enterprise portal using a secure Survey123 link. Confirmation of submission to Survey123 will be required in WV GMS using a screen capture of the Survey123 confirmation page.

Review of Designs, Reimbursement Requests, and Completed Networks

Awardees must submit a Network Design Certification for awarded projects prior to reimbursement. The certification must be signed by an individual with substantial demonstrated experience designing cable or fiber networks, attesting that the proposed design meets the minimum requirements outlined in this document and the certified service speed. Submission of a Professional Engineer (P.E.) stamp or detailed engineering credentials is not required for LEAD Lightning Round projects.

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

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Engineered Design Minimum Requirements

This document is a guide to the WVDED's minimum requirements for the engineered design submission needed to obtain a Notice to Proceed with Construction. Minimum requirements for maps and other documentation are provided. As-Built Drawings will be collected upon project completion.

Prior to construction, complete all easements, land acquisitions, rights of way (ROW), and pole attachment agreements as applicable. Submit all copies of these agreements to WVDED via WV GMS.

Upon construction completion, all equipment must be installed per manufacturer specifications. Customer installations should be completed within 10 days of request for service. All rights of way, easements, and pole attachments must be in place upon completion of construction to facilitate these requests.

Conditional Notice to Proceed with Construction Paths

Given the accelerated construction timeline under the LEAD Lightning Round, WVDED will process Notice to Proceed with Construction requests under one of two paths or a combination based on project type. To support the Lightning Round's abbreviated timeline, WVDED anticipates issuing a Conditional Notice to Proceed with Construction (CNTPC) for projects that submit the applicable items described below, with any remaining permits, approvals, or design elements to be submitted on the timelines outlined below based on the projects path. Issuance of a CNTPC remains subject to WVDED's review and approval of the submitted items.

Path A – Drop-Only Extensions

Path A applies to projects consisting solely of service drops constructed from existing network facilities to Targeted Locations. To request an NTPC under Path A, Grantee shall submit:

- A KMZ showing the proposed drop locations
- A Targeted Address layer identifying the specific Targeted Locations to be served by each drop
- A Bill of Materials listing the materials associated with drop construction.
- A Permitting Forecast identifying any permits or approvals anticipated to be required for the project (e.g., pole attachment, right-of-way, railroad crossing, or similar approvals). Though such permits may not yet be approved at the time of the NTPC request.

As permits identified in the Permitting Forecast are approved, Grantee shall submit copies of the approvals to WVDED on a rolling basis as they are obtained. Any additional design documentation required shall be provided during the project as-built phase under Path A.

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Path B – Lateral Construction

Path B applies to projects that only include construction of new lateral segments extending beyond existing network facilities. Grantees may choose to follow original ARPA detailed design requirements or instead follow BEAD detailed design requirements.

If following the original ARPA design requirements, grantees shall submit as many elements of the ARPA Design Project Checklist (Table 1) and Detailed Design Checklist (Table 2) as are available at the time of the request. Based on this submission, WVDED may issue a CNTPC.

For any design elements marked “Not Applicable (N/A)” by the Grantee, provide an explanation. For example, Handholes and Manholes may not be applicable to an aerial build.

If following BEAD design requirements, grantees shall submit the BEAD Design Project Checklist (Table 3 or Exhibit R) and the BEAD Detailed Design Checklist (Table 4 or Exhibit S).

All remaining required design elements must be submitted within 30 days of the start of construction. Failure to submit the remaining documentation within 30 days will result in non-compliance and may affect the reimbursement process.

If a project includes both drop-only extensions and lateral build-out components, Grantee shall submit the applicable Path A elements for the drop-only portions of the project and the applicable Path B elements for the lateral build-out portions. WVDED will process the request in a phase CNTPC approach covering both paths, with each portion subject to its respective follow-up submission timeline described above.

For Additional Information

To contact the West Virginia Office of Broadband, please send questions to WVBroadband@wv.gov.

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**West Virginia ARPA Broadband Investment Plan
Network Design Certification**

PROJECT NAME	
GRANTEE / COMPANY	
PROJECT NUMBER	
CONTACT PERSON	
PHONE NUMBER	
EMAIL	
DATE	

We the undersigned, certify that the proposed network will be designed and constructed to deliver broadband services to all the premises in the proposed funded service area as indicated below:

____ 100 Mbps downstream and 20 Mbps upstream

or

___ 100 Mbps downstream and 100 Mbps upstream

Moreover, the network, as designed, can meet the proposed build-out timeline, milestones and construction schedule within the costs specified in the application.

Certifying Engineer Name (Printed):	Certifying Engineer Signature:	Date:
Registration Number:	State of Registration:	

ENGINEERING COMPANY (If applicable):

Name of Engineering Company:	Date:
Authorized Representative Name (Printed):	Authorized Representative Signature:

Engineered Design Requirements Checklists

Grantees may elect to submit design documentation using either the ARPA-format checklists (Table 1 and Table 2, below) or the BEAD-format checklists (Table 3 Exhibit R and Table 4 Exhibit S, below).

Whichever format is selected should be applied consistently throughout the design submission.

Table 1: Design Project Checklist (ARPA Format)

Engineered Design Requirements for Notice to Proceed with Construction

#	Requirement	Data Type and Format	WVDED	WVDOH	Requirement Justification
1.	Targeted Addresses/Other Addresses per the awarded Eligible Service Area(s)	Map Layer/ KMZ	✓		To check network existence within reach of all targeted addresses within grant area
2.	Construction Method (direct bury, conduit, aerial, underground manhole system)	Map Layer/ KMZ/ Shapefile	✓	✓	To ensure compliance with local codes and to assist in locating network for locating services
3.	Placement Method (directional bore, trenching, new aerial, over-lash aerial)	Map Layer/ KMZ/ Shapefile	✓	✓	To reconcile materials to budget plan
4.	Cable Type and Size (Ex. Fiber 288F, CO126M, .625, .875)	Map Layer/ KMZ (Color Coded by size)	✓	✓	To reconcile materials to budget plan and ensure network capabilities to provide service to all targeted addresses within grant area
5.	Street Names as separate layer	Map Layer	✓		To facilitate navigation to/ within Grant Boundary
6.	Bill of Materials – If based upon assumptions, provide detailed description	Excel (.xls)	✓		To ensure proper application and that the materials chosen meet the minimum requirements to deliver network speeds as proposed
7.	Bill of Quantities – If based upon assumptions, provide detailed description	Excel (.xls)	✓		To reconcile materials to budget plan

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8.	Approved Permits and Clearances:				
	a. Approved SHPO Clearance	Excel (.xls)/ PDF	✓	✓	To ensure compliance with State Historic Preservation Office requirements
	b. Approved WVDOH MM109	Excel (.xls)/ PDF	✓	✓	To ensure compliance with Department of Highways requirements and permission to occupy ROW space
	c. Pole Permit(s)- Describe process for pole attachment permits and the anticipated schedule of approval(s).	Excel (.xls)/ PDF	✓		To ensure proper permission to attach and/or place poles according to NESC safety guidelines and local requirements
	d. Pole Staking Summary	Excel (.xls)/ PDF	✓		To ensure proposed pole locations meet NESC safety and local utility guidelines
	e. Any other applicable permits and clearances, including but not limited to Railroad Crossings, NPDES, etc.	Excel (.xls)/ PDF	✓		To ensure proper permission has been granted to access proposed route and comply with local guidelines
9.	Initial Budget Breakdown (Budget Amendment Form)	Excel (.xls) West Virginia Broadband GMS Form	✓		To break down the project funds by type for financial reconciliation

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Table 2: Detailed Design Checklist (ARPA Format)

Applies to Path B (Lateral Build-Out) projects. Path A (Drop-Only Extension) projects follow the submission requirements described under Notice to Proceed Path, above, and are not required to complete Table 2. If Conditional Notice to Proceed with Construction is requested, **the remaining listed documents must be submitted within 30 days of the start of construction.**

#	Requirement	Data Type and Format	WVDED	Requirement Justification
1.	Location and Size of any Structures			
	a. Handholes	Map Layer/ KMZ	✓	To ensure proper application in network regarding crush ratings
	b. Manholes	Map Layer/ KMZ	✓	To verify proper type and application and document future potential service locations for network maintenance and troubleshooting
	c. Poles	Map Layer/ KMZ	✓	To verify proper attachment which meets NESC safety guidelines
	d. Anchors	Map Layer/ KMZ	✓	To verify proper type and installation according with local power company and NESC safety guidelines
	e. Pedestals	Map Layer/ KMZ	✓	To verify proper type and installation and to ensure customer network access to all targeted addresses
	f. Fiber Distribution Hubs	Map Layer/ KMZ	✓	To verify existence if any for network access to the internet
	g. OLT locations	Map Layer/ KMZ	✓	To verify proper type and installation and manage the intended targeted addresses quantity
	h. Splitters	Map Layer/ KMZ	✓	To verify proper type and application to ensure compliance to proposed architecture and not over-split and exceed loss budget
	i. Terminals/MSTs	Map Layer/ KMZ	✓	To verify proper type and application and to ensure customer network access to all targeted addresses

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	j. Huts	Map Layer/ KMZ	✓	To verify existence if any for network access to the internet
	k. Cabinets	Map Layer/ KMZ	✓	To verify proper type and application and manage the intended targeted addresses quantity
	l. Splice enclosures	Map Layer/ KMZ	✓	To verify proper type and application and document future potential service locations for network maintenance and troubleshooting
	m. Any other notable points	Map Layer/ KMZ	✓	To facilitate navigation to/ within Grant Boundary
2.	Construction Drawings	PDF		
	a. Street Names	PDF	✓	To facilitate navigation to/ within Grant Boundary
	b. Stationing along run line	PDF	✓	To establish exact locations in U.G. of network equipment
	c. Span distances and fiber splice to splice distances	PDF	✓	To ensure proper fiber support as per cut sheet
	d. Show Construction Drawing Typical	PDF	✓	To convey knowledge of local construction requirements
	e. Numbered or lettered callouts describing work/material at each work breakdown structure location	PDF	✓	To ensure proper application in network and document replacement parts for future network restoration or repair
3.	Placement Depth for all Sections	Excel (.xls)	✓	To ensure min. coverage and future documentation for location services
4.	Cable/Fiber Counts, Splice Locations, and Terminal Locations	Excel (.xls)	✓	To provide network element locations for future maintenance and asset management
5.	Manufacturer Cut Sheets	PDF	✓	To ensure application and placement meets mfg. specifications

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Table 3 Exhibit R: Design Project Checklist (BEAD Format)

✓	Requirement	Format	Description
	Targeted Addresses per the awarded Eligible Service Area	Point Layer Shapefile(.shp) or Geodatabase(.gdb)	A layer containing the addresses and associated location ids in the awarded project to confirm network reach within the eligible service area.
	Fiber Build Routes	Polyline Layer Shapefile(.shp) or Geodatabase(.gdb)	A layer containing the cost eligible routes to be constructed in the project area. The following attributes should be assigned to each route line: • Construction method (direct bury, conduit, aerial, underground manhole system) • Placement method (directional bore, trenching, new aerial, over-lash aerial) • Cable Type and Size (Ex. Fiber 288F, C0126M, .625)
	Bill of Materials	Excel (.xlsx)	A table containing materials and quantities to ensure minimum requirements to deliver network speeds as proposed are met. If based upon assumptions, provide a detailed description.
	Pole Staking Summary	Excel (.xlsx)	• Pole ID • Lat/Long • Application Number • Proposed Height
	Pole Permit Summary	Excel (.xlsx) or PDF	• Application Number • Total Number of Poles • Total Number of Applications • Pole Owner • Application Status

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Table 4 Exhibit S: Detailed Design Checklist (BEAD Format)

✓	Requirement	Format	Description
	Support Structures	Point Layer Shapefile(.shp) or Geodatabase(.gdb)	A layer that contains structures that physically support or route the network. The following attributes should be assigned to each point when applicable: • Structure Type (pole,handhole,manhole,anchor) • Height/Depth • Phase • Notes
	Access Points	Point Layer Shapefile(.shp) or Geodatabase(.gdb)	A layer that contains structures that provide access to the network for distribution or maintenance. The following attributes should be assigned to each point when applicable: • Asset Type (pedestal, terminals/MSTs, fiber distribution hubs) • Phase • Notes
	Active Network Equipment	Point Layer Shapefile(.shp) or Geodatabase(.gdb)	A layer that contains structures that generate, route, or manage signals. The following attributes should be assigned to each point when applicable: • Site Type (OLT, cabinet, hut) • Deployment Type (middle mile, last mile) • Phase • Notes
	Passive Network Equipment	Point Layer Shapefile(.shp) or Geodatabase(.gdb)	A layer that contains structures that manage fiber without power. The following attributes should be assigned to each point when applicable: • Component Type (splitter, splice enclosure)

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			• Split Ratio • Enclosure Type • Phase • Notes
	Construction Drawings	PDF	The drawings should have the following components split across multiple PDFs: 1. Street names 2. Stationing along run line 3. Span distances and fiber splice to splice distances 4. Show construction drawing typicals 5. Numbered or lettered callouts describing work/material at each work breakdown structure location
	Manufacturer Specification Sheets (cut sheets or data sheets)	PDF	Specifications to verify application and placement meets mfg. specifications