



Vermont Community Broadband Board Meeting Monday, November 18, 2024 – 12:00pm – 4:00pm

AGENDA

Meeting is being held virtually.

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Join by Phone: [+1 802-828-7667](tel:+18028287667), [610461393#](tel:+18028287667)

Note: there may be additional executive sessions as needed.

No.	Time	Agenda Item	Category	Page #'s
1.	12:00	Call Meeting to Order, Roll Call, Approval of Agenda		1
2.	12:05	Minutes Approval – 10.14.2024		2-8
3.	12:15	Public Comment – Christine Hallquist		
4.	12:20	Introduction of the new Board Member Sarah Hofmann		
5.	12:25	Reminder for Board Terms – Heryn Herzog		9
6.	12:30	Introduction of New Staff – Christine Hallquist		
7.	12:35	KPI Benchmark – Alexei Monsarrat		10-12
8.	12:55	KPI Scorecard - Monthly Update – Alexei Monsarrat <i>Executive Session pursuant to 1 V.S.A. s. 313 (a)(6), which protects records exempt from the access to the public records law, specifically 1 VSA s. 317(c)(9) confidential business records or information.</i>		Confidential
9.	1:15	Budget – Kristina Sweet, JB Ledoux		13-18
10.	1:35	Notification of ARPA Interest Added to VCBB Special Fund – Rob Fish, Toni Clithero		
11.	1:40	Draft Annual Report Outline – Heryn Herzog, Toni Clithero		19-30
12.	1:55	Parking Lot – Heryn Herzog		31-49
13.	2:00	BEAD Timeline Update – Alexei Monsarrat		50
14.	2:10	VCUDA Update – Rob Vietzke		
15.	2:20	Public Comment – Christine Hallquist		
16.	2:25	Confirm next meeting date December 9, 2024, Virtual		
17.	2:30	Board Approval Policy and Outstanding Policies –Toni Clithero <i>Executive Session pursuant to 1 V.S.A. s. 313 (a)(1)(F) protecting confidential attorney client communications made for the purpose of providing professional legal services to the Board.</i>		Confidential
18.	2:45	Board Review - Executive session – 1 V.S.A. s.313(a)(3) (3), authorizing a public body to hold an executive session to consider personnel matters.		
19.	3:05	Adjourn		

Press inquiries: please contact Heryn Herzog, heryn.herzog@vermont.gov

Vermont Community Broadband Board Meeting
Monday, October 14, 2024, 12:00pm to 4:00pm
Meeting Minutes

1. Call Meeting to Order, Roll Call, Approval of Agenda – The Chair called the meeting to order at 12:02 pm and completed roll call:

- Patty Richards
- Dan Nelson
- Holly Groschner
- Laura Sibilialia
- Brian Otley
- Christine Hallquist - Staff
- Rob Fish – Staff
- Toni Clithero – Staff
- Kristina Sweet – Staff
- Herryng Herzog – Staff
- Lucie Fortier - Staff
- Ginny Raboin – Staff
- JB Ledoux - Staff

The Chair moved to approve the agenda, seconded by Mr. Nelson and asked for discussion. With no discussion the agenda was approved 4-0 with Ms. Groschner abstaining.

2. Minutes Approval – 09.09.2024, 09.30.2024 The Chair made a motion to approve the minutes of 09.09.2024, seconded by Mr. Nelson and asked for discussion. The Chair noted a typo on item 6, page 5 of the pdf, the word “the” before the word oversight the doesn’t belong and asked for it to be corrected. On a vote of 4-0 with Ms. Groschner abstaining the minutes were approved with the one correction. The Chair made a motion to approve the minutes of 09.30.2024 seconded by Ms. Groschner and asked for discussion. The Chair noted Ms. Sibilialia and Mr. Otley were not in attendance and asked for the minutes to reflect their absence. On a vote of 3-0 with Ms. Sibilialia and Mr. Otley abstaining the minutes were approved with the addition.

3. Public Comment – Christine Hallquist No public comment.

4. KPI Scorecard Update – Christine Hallquist, Alexei Monsarrat *Executive Session pursuant to 1 V.S.A. § 313 (a)(6), which protects records exempt from the access to the public records law* The Chair made a motion to go into executive

session pursuant to 1 V.S.A. § 313 (a)(6), which protects records exempt from the access to the public records law, seconded by Mr. Nelson. On a vote of 5-0 the board voted unanimously to go into executive session at 12:13 pm and returned at 12:29 pm. The Chair noted the only action item in executive session was the Board asked Staff to develop benchmarks for the KPI's and bring ideas back to the November meeting for Board review.

5. Maple Broadband Addison County CUD) Construction Grant Amendment – Alexei Monsarrat Executive Session pursuant to 1 V.S.A. § 313 (a)(6), which protects records exempt from the access to the public records law

Ms. Hallquist noted Ms. Sweet is presenting as Mr. Monsarrat was unable to attend the Board meeting. Ms. Sweet noted this application is for Maple Broadband to use approximately \$500,000 in remaining grant funds after they have completed the network as outlined in their grant agreement. This would allow them to activate service in areas where make- ready work is pending completion, build and launch service to eligible addresses under Act 71 that are not eligible under BEAD and do not have fiber available and build routes that will either simplify or reduce the amount of Maple Broadband's bid for BEAD. This would allow Maple Broadband to build approximately 9 additional miles and 158 passings of which 97 would be eligible passings. The Chair asked if the 9 additional miles were inside the Universal Service Plan or if they were new addresses. Ms. Hallquist and Ms. Clithero noted they are part of the Universal Service Plan. Ms. de Villiers of Maple Broadband added that with the existing grant Maple Broadband is anticipating finishing under budget stating this would be an extension of their phase two. Ms. de Villiers clarified the Universal Service plan is the whole district; these addresses are within the district and didn't have service initially and still do not have service. These addresses were part of the original plan in phase one and haven't been rebuilt to date as Maple Broadband is waiting for Green Mountain Power to complete line rebuilds, once completed Maple Broadband would like to build those addresses. With no other discussion the Chair made a motion to approve Maple Broadband). seconded to use up to \$500,000 of remaining grant funds for pursuit of building an additional 9 miles and 158 passings with the remaining ARPA dollars on the condition that the CUD agrees to comply with current and future board policies, including but not limited to the Affordability Policy, the Consumer Protection Policy, the Construction Standards Policy and the Grantee Agreement Policy, and confirmation that CTC has confirmed that the project constitutes incidental overbuild as required by 30 V.S.A. § 8086 (f).seconded by Ms. Sibilia. On a vote of 5-0 the motion was passed unanimously.

6. WCVT Construction Grant Amendment – Kristina Sweet Executive Session pursuant to 1 V.S.A. § 313 (a)(1)(A), which protects records exempt from the access to the public records law Ms. Sweet advised Waitsfield and Champlain Valley

Telecom (WCVT) is requesting \$602,183 allocated to the non-cud towns within WCVT territory. This would allow them to achieve Universal service by allowing them to pass every unserved and underserved Act 71 eligible address by June 30, 2026. Ms. Sweet advised this request is an extension of their current grant which ends December 31, 2025, extending the end date to June 30, 2026. Ms. Groschner asked if WCVT would be able to complete the project if the Board did not approve the extension? Mr. Fish noted that WCVT is completing the original grant, this amendment request will add several hundred addresses with the grant money and with their match money it will allow them to pass every other address. They would not be able to pass every other address with the current grant timeline. The extension will allow them to achieve the goal of passing every other address. The Chair asked if there were any concerns with WCVT KPI numbers. Ms. Hallquist noted that Mr. Monsarrat has expressed no concerns with WCVT KPI. The Chair clarified that the \$602,000 is part of ARPA dollars and they are not from any other CUD, Ms. Sweet confirmed. The Chair asked if the \$602,000 will help achieve universal service for addresses identified in the original business plan or if it is adding new addresses. Mr. Nishi of WCVT noted it is adding additional unserved and underserved addresses not part of the original funding. 2900 addresses are already served on fiber, but WCVT does not provide service. Mr. Fish noted the total number of addresses that will be passed with the approval of the grant amendment is 9666, which includes the original area and the other addresses that are in the towns they serve but are not providing service to currently. The Chair asked how many addresses the \$602,000 would enable WCVT to reach. Mr. Fish advised that WCVT is adding their own dollars to complete the entire network. Mr. Nelson clarified if the 2900 addresses were underserved, or on a competitors' network and asking if there was concern for overbuild. Mr. Nishi advised that WCVT will pass those addresses. If at any time the consumer comes to WCVT asking for service those addresses will be connected. Ms. Groschner noted that the Board should apply the overbuild criteria and asked Ms. Clithero to advise. Ms. Clithero noted that CTC does the analysis, this has been vetted by CTC and that any overbuild is incidental and cost effective. Mr. Nishi noted that WCVT is using \$20 million dollars of its own dollars and will ensure that the \$602,000 requested will only be used on the underserved locations, and that their own investment will be used to pass the already served. Mr. Otley asked the percentage of WCVT that will be fiber after completion. Mr. Nishi advised 100% of the non-cud area and approximately 12,000 out of 21,000 addresses or 57% of the CUD area. The Chair made a motion to approve the WCVT construction grant amendment request of \$602,183 as their remaining Act 71 fund allocation and extend their grant from December 31, 2025, to June 30, 2026, under the condition that the \$602,183 allocation is used for unserved and underserved locations and that WCVT agrees to comply with current and future board policies, including but not limited to the Affordability Policy, the Consumer Protection Policy, the Construction Standards Policy and the Grantee

Agreement Policy, and confirmation that CTC has confirmed that the project constitutes incidental overbuild as required by 30 V.S.A. § 8086 (f)., seconded by Ms. Groschner and asked for discussion. Ms. Sibilia asked if WCVT complied with KPI's. Ms. Hallquist confirmed that WCVT is complying with Board policies and the KPI policy. Ms. Groschner asked to add to the motion that WCVT and Maple Broadband subject to the policies of the board. The Chair agreed and asked that be added to both motions. With no further discussion on a vote of 5-0 the Board voted unanimously to approve the motion. Ms. Groschner thanked Mr. Nishi of WCVT for making the substantial investment to the completion of the project.

7. Annual Report – Herryng Herzog, Christine Hallquist Ms. Hallquist noted that Staff is beginning work on the annual report at this time and would like to present a draft to the board in December. She noted there is a draft annual report policy that has not yet been approved by the board and asked if the board would like to appoint another member of the board to support the annual report committee. After discussion regarding the timeline for finalizing the Annual Report policy and the need to submit the Annual Report to the legislature, the Chair asked that the draft policy and an outline of the 2024 Annual Report be added to the November Board packet for Board review and that the Annual Report policy will be applied to future annual reports once it has been finalized. The policy will be added to the December or January meeting for the Board to consider.

8. Update on Workforce Development Program – Christine Hallquist Ms. Hallquist outlined the team for Workforce Development is Herryng Herzog, Lucier Fortier and herself. Ms. Hallquist noted in 2025 with \$42.5 billion infused into the economy with the priority to construct fiber networks nationally and a projection of 205,000 fiber optic technicians needed, Vermont will require an additional 200 fiber technicians. The Wireless Infrastructure Association (WIA) supported setting up a 5-week certified training program as part of the requirement of the Vermont Department of Labor (VDOL) grant. The first five-week program offered at the Green Mountain Power (GMP) Colchester office had only 4 candidates. In coordination with VDOL and WIA, VCBB staff worked to establish a 2000 hour federally recognized Fiber Optic certification with an apprenticeship program that includes required 144 hours of classroom certifications. VCBB is working with contractors and North Country Career center among others to provide this training throughout the state. The Chair asked if VCBB provided money for the training. Ms. Hallquist noted it is funded through the VDOL primarily and no funds from ARPA are going to fund this program. Ms. Hallquist noted that after the apprenticeship program was developed, VCBB Staff met with employers and established the requirements as outlined in BEAD. Once the workshop was completed the recruitment process began. VCBB has a formal relationship with Vermont Works for Women and is creating a program with correctional facilities. The VCBB continues to

work with the career technical centers and Vermont Community College to develop a curriculum for implementation in early 2025 along with focusing on the Pay it Forward program for employers to support job retention and DE workforce programs. Ms. Groschner asked who was attending events and conferences and what funds were being used. Ms. Hallquist advised that Staff is funded by USF funds and shared that BEAD requires State Broadband Offices to help provide workforce development, training and support. The Chair asked what the Staff time commitment has been for this project. Ms. Hallquist noted her time commitment to workforce development has approximated 25% in recent weeks as she sets up the program and that, moving forward, the time commitment for her and staff has been insignificant overall.

9. Legislative Update – Gwynn Zakov *Executive Session pursuant to 1 V.S.A. § 313 (a)(6)(A), which protects records exempt from the access to public records law*

The Chair noted that the Board would like to be transparent about what topics are being addressed and asked for discretion regarding strategy. Ms. Zakov provided a recap from the previous legislative session reporting that the FY24 Budget Adjustment Act, the borrowing of the VCBB money for the Flood Recovery Act, Act 87 and Act 113, the State Budget Bill, that provided the funding to VCBB, and that funding was returned to the VCBB. Ms. Zakov then reviewed the policy bills the Board was involved with, Act 99, the merger and governance of the CUDs bill and Act 145, the repeal of the 2.4% universal service charge (USC), replacing it with a monthly charge per access line. The new funding calculation increased the amount of the VCBB USF funding from approximately \$820,000 to approximately \$1.35M. It remains unclear whether the Connectivity Initiative fund, which sits at the bottom of the USC waterfall, will receive any funding as a result of the legislation. Ms. Groschner asked if some of the funding was allocated to Peg access organization? Ms. Zakov clarified it was a different section of the bill not coming from the USC. The Chair made a motion to move into executive session to discuss legislative strategy seconded by Ms. Sibilia. Ms. Groschner noted the statute for Executive session was not accurate. The Chair asked for objections from Board members, with no objections the Board went into executive session *pursuant to 1 V.S.A. s. 313 (a)(1)(F), after finding that premature public knowledge would clearly place the public body at a substantial disadvantage, to consider confidential attorney-client communications made for the purpose of providing professional legal services to the Board.* With no discussion on a vote of 5-0 the board moved to Executive Session at 1:23pm and returned at 2:05pm with no action taken.

10. Parking Lot – Ginny Raboin Ms. Raboin updated the Board on the items addressed on the parking lot, items currently in progress and items that have been completed. The Chair noted the legal memorandum concerning the BEAD Affordability Scoring Rubric was missing from the Board Packet. After review of the Board Packet,

the Chair asked for the memorandum be added to the November board packet. Ms. Raboin also reviewed the items on the parking lot that have been completed and are in progress. Ms. Raboin noted item number 92 “KPIs will be reviewed informally monthly and formally quarterly to the Board” was marked completed on the parking lot however, Staff will continue to report informally monthly and provide a more formal report to the Board on a quarterly basis.

11. BEAD Timeline Update – Alexei Monsarrat Ms. Hallquist noted this was included in the board packet for informational purposes. Staff is anticipating changes to the timeline and is working with the NTIA and will bring the timeline for board review in November.

12. VCUDA Update – Rob Vietzke Mr. Vietzke reported VCUDA continues to work with to develop their plan for this year, they are tracking changes in terms of regulatory, tax and substantive program changes. Mr. Vietzke announced Lamoille FiberNet is very close to completion of their Phase one, 95% of the addresses will be served and 100% of the underserved towns of Eden, Belvidere and Waterville.

13. Public Comment – Christine Hallquist Mr. Vietzke noted VCUDA filed comments on the draft RFA for the BEAD process, highlighting a number of states that have adopted fixed subawards where payments and reimbursements are made on a milestone basis with the ability to draw down funding before the work starts and the contract is signed and noted this is beneficial for small providers. Mr. Vietzke noted VCBBs approach allows milestone based and full reimbursement, VCUDA is in favor of milestone based fixed subawards. Mr. Vietzke indicated VCUDA had two areas for clarification in the RFA noting some confusion in the language about consortia, how those could work and also concerning letter of credit alternatives.

14. Confirm next meeting date November 18, 2024; Virtual The Chair confirmed the next meeting date is November 18, 2024, virtually and confirmed that Board members would be in attendance except for Ms. Groschner.

15. Proposed Board Resolution thanking Holly Groschner for her service The Chair read the full proposed motion thanking Ms. Groschner for her service to the VCBB. The Chair made a motion to approve the Board Resolution honoring Holly E. Groschner seconded by Mr. Otley and asked for discussion. Mr. Otley thanked Ms. Groschner for her collaboration and shared that he would miss her. Ms. Sibilina shared her gratitude to Ms. Groschner for serving on the Board and for supporting the CUDs. Ms. Groschner noted the high level of respect she has for her colleagues and staff, and that she feels confident that Vermont will get the Broadband it deserves. On a vote of 4-

0 with Ms. Groschner abstaining the motion was approved. The Chair noted that she (the Chair) is communicating with the Speaker of the House and is awaiting a new appointment from the candidates.

16. Board Review - Executive session - 1 V.S.A. § 313(a)(3) (3), authorizing a public body to hold an executive session to consider personnel matters The Chair made a motion to go into executive session seconded by Mr. Otley and asked for any discussion. With no discussion and unanimous vote, the Board went into executive session at 2:24 pm and did not return to public session.

17. Adjourn

Action Items:

- Minutes of 09.09.2024 removal of “the” in item 6 prior to the word oversight
- Minutes of 09.30.2024 addition of Ms. Sibilina and Mr. Otley noted as absent
- Staff to develop benchmarks for the KPI’s and bring ideas back to the November meeting for Board review.
- Add to the motion that WCVT and Maple Broadband subject to the policies of the board.
- Staff to submit a draft annual report for Board review in the November meeting.
- The Chair asked that the Annual Report Draft policy be added to the November Board packet for review
- Staff will provide an outline of the Annual Report in the November meeting
- Staff is anticipating changes to the timeline and is working with the NTIA and will bring the timeline for board review in November.

VCBB Members & Terms

NAME	APPOINTING AUTHORITY	INITIAL TERM	RENEWAL TERM
Patty Richards, Chair	Governor The Governor makes two appointments, one Chair appointment, at least one with expertise in finance and neither may be State employees.	Four years – Feb. 2021 – Feb. 2025	Three years – Feb. 2025 – Feb. 2028
Dan Nelson, V. Chair ¹	Governor	Four years – Feb. 2021 – Feb. 2025	Three years – Feb. 2025 – Feb. 2028
Brian Otley	Senate Committee on Committees Not a member of the General Assembly, expertise in communications, electric utility law and policy.	Two years – Feb. 2021 – Feb. 2023	Three years – Feb. 2023 – Feb. 2026
Laura Sibilia	VCUDA	Three years – 2021 – Feb. 2024 Feb.	Three years – Feb. 2024 – Feb. 2027
Sarah Hofmann	Speaker of the House of Representatives Not a member of the General Assembly, expertise in broadband deployment in rural and high-cost areas.	Three years – 2021 – Feb. 2024 (Ms. Groschner reappointed Feb. 2024; resigned Oct. 14, 2024)	Three years – Feb. 2024 – Feb. 2027

¹Annually elected by Board



VERMONT

VERMONT COMMUNITY BROADBAND BOARD

KPI Benchmark Proposal
November 18, 2024

Christine Hallquist, Executive Director

[HTTPS://PUBLICSERVICE.VERMONT.GOV/VCBB](https://publicservice.vermont.gov/vcbb)

Why Benchmarks?

- Current KPI Board Reports are based on grant performance.
- Grant performance gives an incomplete picture and does not accurately predict the success and sustainability of the grantee.
- The Business Plan provides a foundation for the original grant approval.
- During the period of performance, the proposed benchmarks will provide a method for evaluating success and sustainability of the CUD's.

Benchmark Proposal

	Grantee Name										
	'Q3 2023	'Q4 2023	'Q1 2024	'Q2 2024 planned	'Q2 2024 actual	'Q3 2024 planned	'Q3 2024 actual	'Q4 2024 planned	'Q4 2024 actual	'Q1 2025 planned	'Q2 2025 planned
Miles Constructed	n/a	68	109	150	150	191	187	233		274	
Passings	n/a	1088	1443	1222	1721	2154	2103	2509		2865	
Customers	n/a	105	239	372	353	510	507	756		934	

The Business Plan includes 10 years of forecast for the Grantee that projects what the annual numbers will be for each of the Key Parameters

These are derived from the original business plan

The actuals will be from the Grantee Quarterly Report

Numbers from the business plan will be divided into quarterly forecasts, evaluated by staff and the Grantee and will be included with the Grantee KPI Report to the Board



Vermont Community Broadband Board

November 2024 Budget Presentation

Outline

Fiscal Year 2025 Quarter 1 Operating Expenditures

Federal Funding Updates

Grants Executed July–September 2024

American Rescue Plan Act (ARPA) Obligations

FY 2025 VCBB Operating Expenditures

Budget Category	FY 2025 Budget	Quarter 1 Expenditures	Percent Expended
Personnel	\$1,548,436	\$323,945	21%
Board Costs	\$35,000	\$2,417	7%
Travel & Training	\$80,000	\$22,322	28%
Internal Service Fees	\$113,887	\$(13,014)	-11%
Equipment & Software	\$35,604	\$2,968	8%
Supplies	\$1,762	\$334	19%
Miscellaneous	\$7,920	\$1,097	14%
State Contractual	\$270,000	\$75,346	28%
Non-State Contractual	\$3,457,096	\$631,142	18%
Total	\$5,549,705	\$1,046,557	19%

Federal Funding Updates

American Rescue Plan Act (ARPA) State Fiscal Recovery (SFR) Funds

- \$149,658,073 obligated in grant agreements
- \$341,927 reserved for administrative costs

National Telecommunications and Information Administration (NTIA) State Digital Equity Capacity Grant

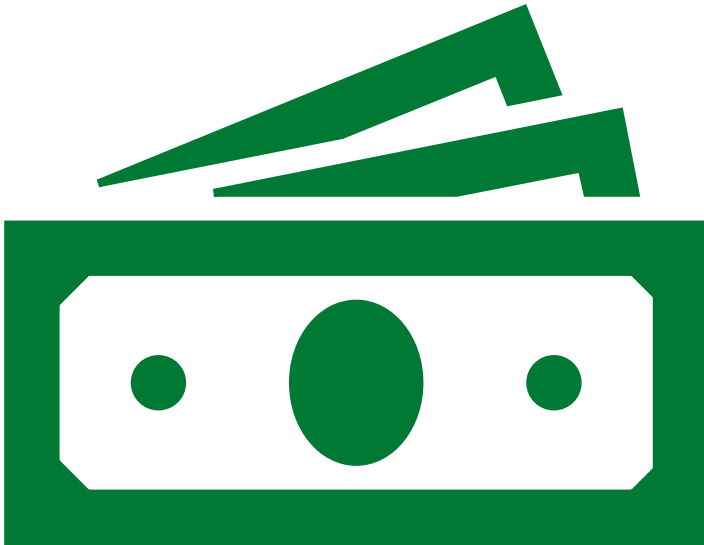
- Grant application for \$5,299,150 submitted
- NTIA completed budget and program review
- National Institute of Standards and Technology (NIST) budget review

NTIA Broadband Equity, Access, and Deployment (BEAD) Program

- NTIA approved Initial Proposal Funding Request (IPFR)
- Grant amendment to \$228,913,019

Grants & Amendments Executed July–September 2024

Grantee	Grant Program	Amount
DVFiber	BEAD Potential Subrecipient Support Grant	\$150,000
DVFiber	Broadband Construction Grant (Amendment)	\$11,385
ECFiber	Broadband Construction Grant	\$13,227,657
ECFiber	Broadband Construction Grant (Amendment)	\$651,107
Otter Creek Communications Union District	Broadband Preconstruction Grant (Amendment)	\$352,000
Southern Vermont Communications Union District	Broadband Preconstruction Grant	\$220,000



American Rescue Plan Act (ARPA) Funds Summary

State Fiscal Recovery (SFR) – \$150,000,000

- Preconstruction, Materials, and Construction Grants
- Fully obligated

Capital Projects Fund (CPF) – \$95,000,000

- Construction Grants
- \$60,162,655 obligated
- \$28,670,696 to be obligated this quarter
- \$1,500,000 reserved for administrative costs

VCBB 2024 Annual Report Outline

Statutory Requirements:

30 VSA § 8089. ANNUAL REPORT (a) Notwithstanding 2 V.S.A. § 20(d), on or before January 15 of each year, the Board shall submit a report of its activities pursuant to this chapter for the preceding year to the Senate Committees on Finance and on Natural Resources and Energy, the House Committee on Energy and Technology, and the Joint Information Technology Oversight Committee. The report shall include an operating and financial statement covering the Board's operations during the year, including a summary of all grant awards and contracts and agreements entered into by the Board. In addition, the report shall include a description of the progress each start-up communications union district has made in achieving long-term financial sustainability that is not dependent upon public funding, an update on its efforts to secure additional federal funds for broadband deployment, and progress made towards meeting the State's goal of ensuring every E-911 location has access to broadband capable of delivering a minimum of 100 Mbps symmetrical service as required in subdivision 202c(b)(10) of this title.

Report Outline:

About the VCBB

Executive Summary

- \$241 of \$245 million ARPA funding has been obligated.
- BEAD - preparing for the additional \$218 million to help complete construction
 - Pre-qualification round of bids starts in December 2024
 - Full proposals late winter 2025
 - Selection of winning bids late spring 2025
 - Final approval from the NTIA fall of 2025
 - Construction to enable connectivity to final addresses fall of 2025
- 3 of the 9 CUDs have nearly completed their construction and achieved Universal Service. All of the residents of Southern Vermont, and the vast majority of residents of Otter Creek and Lamoille FiberNet CUDs now have access to fiber.
- Construction grants have been awarded to all CUDS.
- 7 of the 9 CUDS are in construction. The 8th will begin early next year, and the final CUD (Chittenden County) will be in construction in 2026.

- Implementation of Vermont's Digital Equity Plan – providing training and resources to help underserved communities access and use broadband and technology effectively.
- Board Policies passed

Operating and Financial Statement

Grants

- Grant Programs
 - Act 71 Construction Grant Program
 - Act 71 PreConstruction Grant Program
 - ARPA Town Match Program
 - BEAD Potential Subrecipient Support Program
 - Leveraging Federal Funds
 - Broadband Financing Program
 - SPICES – Shared Services
- Grantees
 - Northwest Fiberworx
 - Maple Broadband
 - DVFiber
 - CVFiber
 - Lamoille FiberNet
 - ECFiber
 - NEK Broadband
 - Chittenden County CUD
 - Otter Creek
 - Southern Vermont
 - WCVT

Contracts/Agreements Entered into by the Board

- CTC Technology & Energy - Fiber Optics Engineer Services
- Garnet Government Relations, LLC - Governmental Affairs Consultant
- Ice Miller, LLP and Quantified Ventures - Creative Financing Services to Support CUDs
- Luck Grove Telecom Inc - Fiber Inspection Services
- Lucy Rogers - Subject Matter Expert
- Thomas M. Roulley - Fiber Optic Technical Training Instruction
- RSM US LLP - BEAD Support Services

- Well Told Films – Video Production
- Stone Environmental - GIS Services
- Wireless Infrastructure Association - Workforce Development
- Vernonburg Group LLC – BEAD and Digital Equity Support Services

CUD Update will include (from the statute):

- *a description of the progress each start-up communications union district has made in achieving long-term financial sustainability that is not dependent upon public funding*
- *an update on its efforts to secure additional federal funds for broadband deployment and progress made toward meeting the State’s goal of ensuring every E-911 location has access to broadband capable of delivering a minimum of 100 Mbps symmetrical service*

Next Steps

- Digital Equity
- BEAD
- Affordable Long Drop Program
- VCBB will be Exploring Bridge Funding – Keeping the Crews Working
 - Keeps costs down and revenue coming into the CUDs
 - Abates labor shortages



VERMONT

VERMONT COMMUNITY BROADBAND BOARD

VCBB Annual Report 2024 Outline Review
November 18, 2024

Herryn Herzog, Communications and Outreach Manager

[HTTPS://PUBLICSERVICE.VERMONT.GOV/VCBB](https://publicservice.vermont.gov/vcbb)

Statutory Requirements

30 VSA § 8089. ANNUAL REPORT (a) *Notwithstanding 2 V.S.A. § 20(d), on or before January 15 of each year, the Board shall submit a report of its activities pursuant to this chapter for the preceding year to the Senate Committees on Finance and on Natural Resources and Energy, the House Committee on Energy and Technology, and the Joint Information Technology Oversight Committee.*

The report shall include:

- *an operating and financial statement covering the Board's operations during the year, including a summary of all grant awards and contracts and agreements entered into by the Board.*
- *In addition, the report shall include a description of the progress each start-up communications union district has made in achieving long-term financial sustainability that is not dependent upon public funding, an update on its efforts to secure additional federal funds for broadband deployment, and progress made towards meeting the State's goal of ensuring every E-911 location has access to broadband capable of delivering a minimum of 100 Mbps symmetrical service as required in subdivision 202c(b)(10) of this title.*

Report Outline

About the Vermont Community Broadband Board (VCBB)

Executive Summary

Operating and Financial Statement

Grants

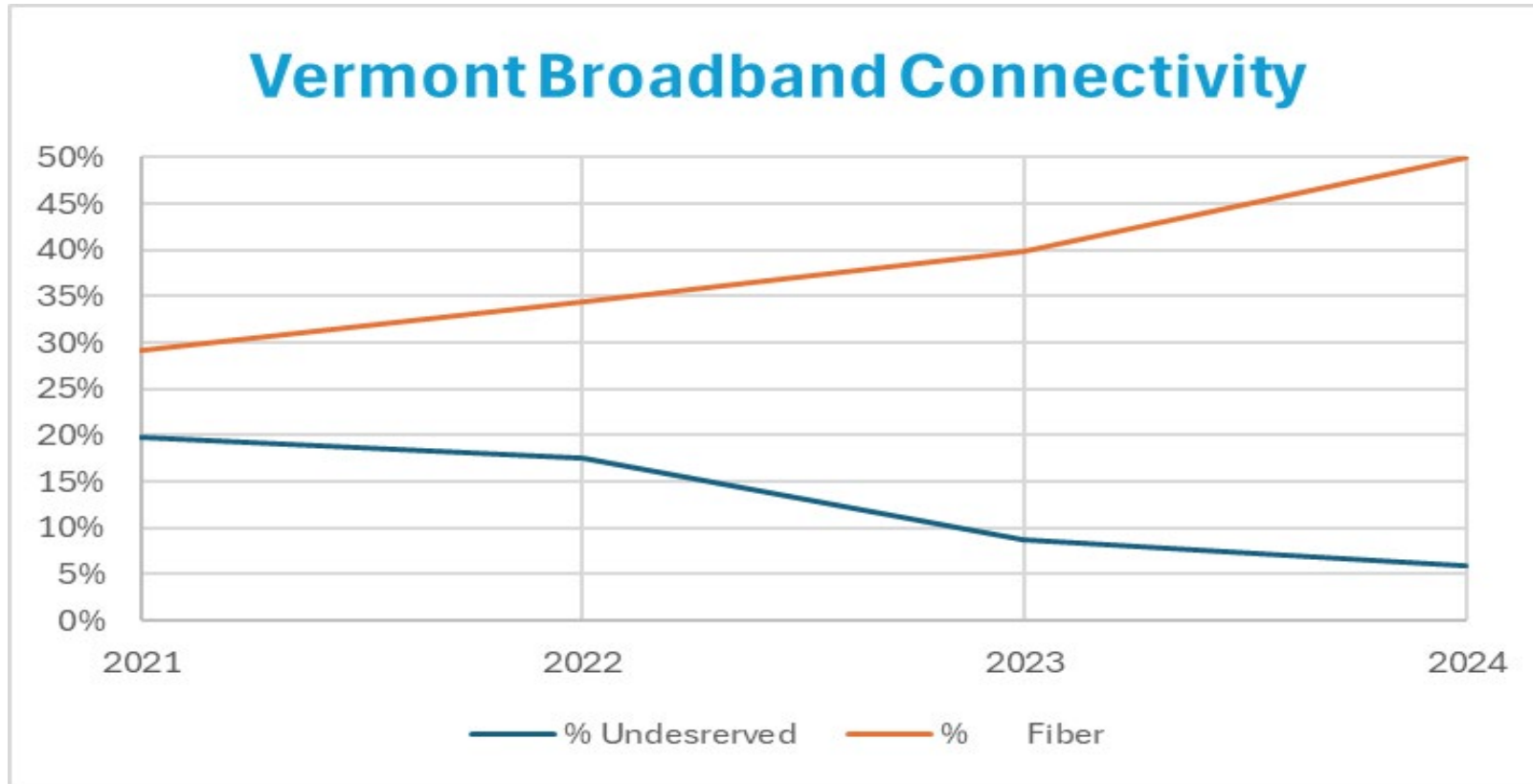
Contracts/Agreements Entered Into by the Board

CUD Update

Next Steps

Executive Summary

Progress



PSD Availability Data
as of June 2024
(construction
continued throughout
summer)

Executive Summary Highlights

- \$241 of \$245 million ARPA funding has been obligated.
- BEAD - preparing for the additional \$218 million to help complete construction
 - Pre-qualification round of bids starts in December 2024
 - Full proposals in late winter 2025
 - Selection of winning bids in late spring 2025
 - Final approval from the NTIA in the fall of 2025
 - Construction to enable connectivity to final addresses in the fall of 2025
- 3 of the 9 CUDs have nearly completed their construction and achieved Universal Service. All of the residents of Southern Vermont, and the vast majority of residents of Otter Creek and Lamoille FiberNet CUDs now have access to fiber. All CUDs have received construction grants.
- Implementation of Vermont's Digital Equity Plan – providing training and resources to help underserved communities access and use broadband and technology effectively.
- Board Policies passed

2024 Grants

Programs

- Act 71 Construction Grant Program
- Act 71 PreConstruction Grant Program
- ARPA Town Match Program
- BEAD Potential Subrecipient Support Program
- Leveraging Federal Funds
- Broadband Financing Program
- SPICES – Shared Services

Grantees

- Northwest Fiberworx
- Maple Broadband
- DVFiber
- CVFiber
- Lamoille FiberNet
- ECFiber
- NEK Broadband
- Chittenden County CUD
- Otter Creek CUD
- Southern Vermont CUD
- WCVT

Contracts

- **CTC Technology & Energy** - Fiber Optics Engineer Services
- **Garnet Government Relations, LLC** - Governmental Affairs Consultant
- **Ice Miller, LLP and Quantified Ventures** - Creative Financing Services to Support CUDs
- **Luck Grove Telecom Inc** - Fiber Inspection Services
- **Lucy Rogers** - Subject Matter Expert
- **Thomas M. Roulley** - Fiber Optic Technical Training Instruction
- **RSM US LLP** - BEAD Support Services
- **Stone Environmental** - GIS Services
- **Well Told Films** – Video Production
- **Wireless Infrastructure Association** - Workforce Development
- **Vernonburg Group LLC** – BEAD and Digital Equity Support Services

CUD Update

- *a description of the progress each start-up communications union district has made in achieving long-term financial sustainability that is not dependent upon public funding*
- *an update on its efforts to secure additional federal funds for broadband deployment and progress made toward meeting the State's goal of ensuring every E-911 location has access to broadband capable of delivering a minimum of 100 Mbps symmetrical service*

Next Steps

- Digital Equity
- BEAD
- Long Drop Program
- VCBB will be Exploring Bridge Funding – Keeping the Crews Working
 - Keeps costs down and revenue coming into the CUDs
 - Abates labor shortages

State of Vermont
Vermont Community Broadband Board

**PARKING LOT
STATUS
REPORT**



Parking Lot Items Addressed In Today's Agenda and/or Board Packet

111	BEAD Timeline Update: Staff is anticipating changes to the timeline and is working with the NTIA and will bring the timeline for board review in November.
110	Staff will provide an outline of the Annual Report in the November meeting
109	The Chair asked that the Annual Report Draft policy be added to the November Board packet for review
108	Staff to submit a draft annual report for Board review in the November meeting.
106	Staff to develop benchmarks for the KPI's and bring ideas back to the November meeting for Board review.
99	Ms. Richards confirmed the Confidential Memorandum to be included in the October Board Packet -BEAD Affordability Scoring Rubric
40	Develop recoupment policy for the VCBB funded network and components

Parking Lot Items Completed

101	Ms. Sibilia noted she would like Staff to frame the problems that they are trying to solve in the Legislative session, then have the opportunity to work through those with the attorney and our government affairs consultant in executive session.
100	Ms. Richards followed up stating in October she would like to review what was left on the table in the last legislative session and what topics the Board wants to be active on in the upcoming legislative session.
99	Ms. Richards confirmed the Confidential Memorandum to be included in the October Board Packet -BEAD Affordability Scoring Rubric.
98	Update on BEAD Affordability Scoring Rubric.
97	Legislative Priorities Discussion item on the Agenda for the October meeting.

Parking Lot Items Completed

104	Minutes of 09.09.2024 removal of “the” in item 6 prior to the word oversight
105	Minutes of 09.30.2024 addition of Ms. Sibilia and Mr. Otley noted as absent
107	Add to the motion that WCVT and Maple Broadband subject to the policies of the board.
112	Ms. Groschner requested a grant close out report that complies with the 30 V.S.A. § 8086

FOR ANY SPECIFIC BOARD REQUESTS PLEASE
REACH OUT TO ME DIRECTLY AT:
802.636.7329 OR GINNY.RABOIN@VERMONT.GOV

#	Priority	Item	Date entered	Assigned to	Resolution and date
111		BEAD Timeline Update: Staff is anticipating changes to the timeline and is working with the NTIA and will bring the timeline for board review in November.	10.14.2024	Christine Hallquist	On the Agenda for November meeting
110		Staff will provide an outline of the Annual Report in the November meeting	10.14.2024	Christine Hallquist Herryn Herzog	On the Agenda for November meeting.
109		The Chair asked that the Annual Report Draft policy be added to the November Board packet for review	10.14.2024	Christine Hallquist	The Annual Report Draft policy will be added to the Board Packet for Board review in November.
108		Staff to submit a draft annual report for Board review in the November meeting.	10.14.2024	Christine Hallquist Herryn Herzog	In progress, outline provided in November meeting.
106		Staff to develop benchmarks for the KPI's and bring ideas back to the November meeting for Board review.	10.14.2024	Christine Hallquist	On the Agenda for November meeting.
99		Ms. Richards confirmed the Confidential Memorandum to be included in the October Board Packet -BEAD Affordability Scoring Rubric	09.09.2024	Toni Clithero Ginny Raboin	Memo was mistakenly left out of October Board Packet, it will be included in November Board Packet. -GR Memo is in the October folder to be included.

40	1	Develop recoupment policy for the VCBB funded network and components	07/18/23	Holly Groschner/Christine Hallquist	<p>Per Toni 11.04.2024 email: We need to do one- we no longer need is to incorporate liens. It should be a relatively quick policy based upon incorporating the federal interest period provisions in ARPA and BEAD.</p> <p>Per Toni 08.20.2024-The lien and recoupment policy may be unnecessary given the BEAD/ARPA guidance that came out last summer. Added to the Planner for follow up. - GR Emailed CH/TC to follow up. 08.20.2024 GR Policy is in revision. Meetings to be scheduled.</p>
112		Ms. Groschner requested a grant close out report that complies with the 30 V.S.A.§ 8086	02.12.2024	Christine Hallquist	Completed
107		Add to the motion that WCVT and Maple Broadband subject to the policies of the board.	10.14.2024	Christine Hallquist	Completed 09.10.2024
105		Minutes of 09.30.2024 addition of Ms. Sibilia and Mr. Otley noted as absent	10.14.2024	Ginny Raboin	Completed 09.10.2024
104		Minutes of 09.09.2024 removal of “the” in item 6 prior to the word oversight	10.14.2024	Ginny Raboin	Completed 09.10.2024

98		Update on BEAD Affordability Scoring Rubric	09.05.2024	Toni Clithero	Memo prepared for Board review under conf. cover. Staff request the Board waive privilege so it can be included in October Board packet for public review. In October packet.
97		Legislative Priorities Discussion item on the Agenda for the October meeting	09.03.2024	Christine Hallquist	On proposed Agenda for October Board Meeting-Completed
101		Ms. Sibilia noted she would like Staff to frame the problems that they are trying to solve in the Legislative session, then have the opportunity to work through those with the attorney and our government affairs consultant in executive session.	09.09.2024	Christine Hallquist	On Agenda for October Board meeting in conjunction w/task #100
100		Ms. Richards followed up stating in October she would like to review what was left on the table in the last legislative session and what topics the Board wants to be active on in the upcoming legislative session.	09.09.2024	Christine Hallquist	On Agenda for October Board Meeting
103		Ms. Richards asked for the CCCUD Grant to be addressed in the special meeting the first week of October and confirmed CCCUD should come back with a sustainability plan and confirmation of universal service.	09.09.2024	Christine Hallquist	Date of special meeting 9/30/24 is scheduled.
96		Ms. Richards asked for a spot on the next month's agenda to have discussion and questions. RE: Sustainability Plan Lamoille FiberNet	08.12.2024	Christine Hallquist	On 09.09.2024 Agenda for discussion/approval

95		Ms. Groschner noted for the record this plan is sustainability for the CUD and not sustainability of the business plan as part of grant obligations and <u>asked the staff to review sustainability of a business plan consistently.</u>	08.12.2024	Christine Hallquist	Completed
102		Ms. Richards asked Staff to send a Doodle Poll to set up the 1-hour special meeting.	09.09.2024	Ginny Raboin	Doodle poll sent date 9/30/24 3-4pm
94		Ms. Richards reiterated the importance of all materials for Board review are sent with the Board packet.	08.12.2024	Toni Clithero Ginny Raboin	Board Packet process adjusted to include updated timeline for Staff to submit Board materials including confidential materials for inclusion in Board Packet. Confidential materials will be sent in a subsequent email just after the Board Packet is sent. The Board will then be texted to review the emails. This will be completed the Tuesday the week prior to the Board Meeting. -GR
93	1	Ms. Groschner would like a review of the scoring criteria for BEAD.	06.10.2024	Toni Clithero	Legal Memo in the Board Packet September. -GR
92		KPIs will be reviewed informally monthly and formally quarterly to the Board.	From 06.10.2024 meeting.	Christine Hallquist Alexei Monsarrat	Added to Parking Lot and Planner as a reminder to add quarterly to Board Meetings as indicated by the Board 06.10.2024 Board Meeting. Last report 08.12.2024 Board Meeting.
87		Ms. Richards asked Mr. Fish to provide an action suggestion of what to do with the \$2.6 million.	07.08.2024 08.12.2024	Rob Fish	In progress - This will be presented at the September Board Meeting. – GR 08.06.2024
58	1	Prepare a memo explaining that they intend the Board Policies apply to grant holders over and above whatever standards are applied by the FCC	03/25/24	Christine Hallquist Toni Clithero	Completed Issue addressed in policy.

74		Ms. Groschner asked Ms. Clithero to pay special attention to whether they can have two grant recipients here where their entity has become one, unless you're maintaining two separate organizations. Ms. Groschner said Ms. Clithero should be the one to tell the Board what to do in terms of the new entity taking the grant that belonged to another entity.	6.10.2024	Toni Clithero	Completed w/Legal Memo 08.12.2024 Board meeting
59	1	Prepare a memo that addresses a conflict if one arises between the Board policies and preexisting grant agreements	03/25/24	Christine Hallquist Toni Clithero	Completed- Superseded by CUD Sustainability plan. (pending board approval) -GR 08.26.2024 In progress. 6.28.24 GR
90		KPI scorecard be sent out under confidential cover.	07.08.2024	Christine Hallquist	To be sent out as part of the August 2024 Board packet under separate cover. Sent 08.09.24 -Completed
85		Clarification in the press in regard to Digital Equity and Affordability	07.08.2024	Herryn Herzog	Reviewed by Herryn Herzog and Christine Hallquist - Response to be sent out as part of the August 2024 Board packet. Sent 08.07.24-Completed
81		Ms. Sibia asked if staff has a policy about CUD audits, do they see them? Ms. Sibia is asking to see the staff policy around that.	6.10.2024	Christine Hallquist	Per Kristina Sweet 08.01.2024: Contracts and Grants Administrator (PSD) ensures grantees are meeting the requirement to have a single audit. Director of Regulatory Compliance (VCBB) reviews single audit reports for compliance issues when received by the state. Director of Regulatory Compliance (VCBB) drafts a decision letter if follow-up action is required. Single audits are also reviewed as part of the risk assessment process

					prior to issuing a new grant. This is captured in our roles and responsibilities document. Completed
80		Ms. Groschner asked if it's appropriate for the Board to want an audit of its own for the organization. She would like a staff proposal on this.	6.10.2024	Christine Hallquist	Response to be sent out as part of the August 2024 Board packet response to question regarding audits and oversight.docx Sent 08.09.24- Completed
75		Ms. Groschner said they would want in approving the transfer of a grant, to know what the status of compliance is, status of the entity, is there remediation that we expect as a condition of the grant transfer. *add to parking lot*	6.10.2024		CV/NEK Merger plan and proposal to be presented at the August 2024 Board meeting Completed
73		Ms. Richards said that for the next meeting staff is instructed to model the costs and issues associated with contingent grant amendments to eligible applicants on or before July 31, 2024. Staff will report status of the amounts at the July VCBB Board meeting and detail all program expenditures in the VCBB annual report issued on January 15, 2025.	6.10.2024		Completed July Board Meeting & Task added to the Planner to add to the Annual Report. - GR
72		Ms. Sibilia said she would like the Board to be informed of what amounts the model comes back with for match for interested BEAD applicants even though they are not voting on it.	6.10.2024	Christine Hallquist Alissa Matthews	A presentation was prepared for the July meeting. The Board did not request the information. Mr. Fish provided the information individually to Ms. Sibilia. GR 08.07.2024
69		Prepare a memo accessing whether CV Fiber and NEK Broadband are in	6/10/2024	Christine Hallquist Toni Clithero	Memo will be emailed out under confidential cover. – GR 08.06.2024

		compliance with their grant agreements prior to the Boards approval of the merger.			Toni will report in August. GR 7.3.24
62	2	Create cross-referencing between the reporting requirement under the constructions standards and a policy on reporting.	03/25/24	Christine Hallquist Toni Clithero	In progress. 6.28.24 GR Completed
78		Ms. Richards and Ms. Groschner said they assume this extra contractual help will enable a level of detail of regular reporting on how each grantee is doing. She reiterated they need more reporting to make sure they don't have anybody going awry and they have knowledge into what is happening. We are moving from entrepreneurial to more professional mode and see what is going on and monitor.	6.10.2024	Christine Hallquist	The intention of the KPI report and monthly meetings is to provide that oversight.
51	2	Application scoring criteria policy	11/13/23	Christine Hallquist	Awaiting approval from the NTIA. Approved
83		Ms. Groschner asked that it be presented like a scorecard – KPIs – with the metrics that mean the most at the top.	6.10.2024		See parking lot item #90
82		Ms. Groschner asked to see at the July meeting what the reports will look like without specific numbers.	6.10.2024		See parking lot item #90
89		*Ms. Richards indicated this motion needed more work, not to be rushed	07.08.2024	Holly Groschner Toni Clithero Rob Fish	Toni and Rob revised, meeting 07.19.2024 w/Ms. Groschner to review/complete. GR Completed 07.22.2024- GR

		and will be taken up in the July special meeting			
79		Ms. Sibilia asked about a discrepancy in the slide explaining what has been approved and what has been obligated. Ms. Sweet says they are still working to find out the cause of that discrepancy. Ms. Groschner asked that this slide is stamped "draft." Please go back to Board with explanation.	6.10.2024	Christine Hallquist Kristina Sweet	Slide updated 6.14.2024 to reflect "Draft". – GR From the Weekly 08.01.2024: Staff confirmed that the apparent discrepancy between the total of ARPA (American Rescue Plan Act) funds approved by the Board and ARPA funds awarded to grantees as shown during the June VCBB (Vermont Community Broadband Board) meeting was due to the approved materials transfer from Lamoille FiberNet to Northwest Fiberworx.
77		Ms. Groschner said it's helpful to compare our organization to what the cost is for other organizations to manage similar amounts of money. That should be in our annual report.	6.10.2024	Christine Hallquist	Planner task created to add to the Annual Report. – GR RE Parking LotBoard Assignments AOT Comparison.msg
84		Ms. Groschner would like a review of the scoring criteria for BEAD. Ms. Sibilia asked if we are doing enough to differentiate between when we're doing BEAD work and when we're doing other work. Ms. Groschner suggested having categories on the agenda of what kind of work it is. (BEAD, USF, Act 71)	6.10.2024		Completed, new category added to the agenda to identify BEAD, USF, Act 71. -GR
88		Ms. Groschner stated that a task needs to be added to the parking lot for Ms. Clithero to address the requirements for	07.08.2024	Toni Clithero	Duplicate Task #69, in progress. -GR

		merger and have a standard set of things that need to happen at a merger.			
76		Ms. Groschner pointed out that the actual expenditure was \$531,000 more than shown. She asked for an asterisk that the number was reduced by the amount of the VDOL grant, especially for the end-of-year report.	6.10.2024	Kristina Sweet	Completed 6.14.2024 VCBB Budget Presentation Jun 2024.pptx Task added to the planner to add to the Annual Report. – GR
71		Ms. Clithero draft letter to all Act 71 eligible providers with universal plans to assess interest since interested parties must file written letters of intent by email no later than July 1, 2024.	6.10.2024	Toni Clithero	Completed.
70		Include Ms. Clithero’s legal memo on the authority of the Board with regard to affordability in the Board Packet for July.	6.10.24	Toni Clithero	Completed July 8, 2024, Board Meeting- GR
55	1	Present updated information as to ARPA funds remaining (Plan B for ARPA money, verify that changing funding source from ARPA CPF to SFR is permissible, get CUD reactions.)	03/25/24	Christine Hallquist	Will include in April 1 Board packet –Board has requested further information in the May 13 meeting. Will close this item at the June Board meeting. Complete per July Meeting Minutes GR
67	2	The Board would like an update on the Ookla reporting project at a future meeting	04/01/24	Christine Hallquist Alissa Mathews	Will present to the Board at the July meeting. On Agenda for 7/8/24 meeting. 6.28.24 GR Completed 07.08.2024- GR
63	1	Update from the Digital Equity Officer on what other states are planning to do about affordability now that the ACP is ending.	03/25/24	Christine Hallquist Britaney Watson/Toni Clithero	Present to the Board in the July meeting. On Agenda for 7/8/24 meeting. 6.28.24 GR Completed 07.08.2024-GR

57	2	Act 71 and BEAD differential list -	03/11/24	Christine Hallquist Toni Clithero	Providing a presentation at the May 13 Board meeting by Joanne Hovis from CTC and staff will follow up with document after. Complete per July Meeting Minutes GR
91		Poll sent to determine July Special Meeting	07.08.2024	Ginny Raboin	Doodle Poll sent 07.11.2024- Completed GR
35	1	Patty Richards to lead the Board in a response to the auditor's report	04/10/23	Dan Nelson/Christine Hallquist	Completed.
53	2	Develop Cross-reference table with definitions	03/25/24	Christine	Will include in May Board meeting packet
54	1	Develop a reporting policy and document w/ schedules	03/25/24	Christine	Completed. Included in the May Board packet.
56	2	Cumulative dashboard for Grants	03/11/24		Explore VCBB (arcgis.com)
64	1	Is the Board's conditional approval of ARPA funds to CUDs for BEAD match constitute an obligation sufficient under ARPA? (even if the grant is contingent upon BEAD approval?)	04/01/24	Toni Clithero	If in a grant agreement, yes.
52	2	Is Ookla data sold to third parties? Do users have an opt-out?	02/12/2024	Toni	TC: Yes and there is no opt out and all ISPs require some form of speed testing upon installation of service. To address the Board's consumer privacy concerns, Staff declined to proceed with a contract to Ookla. Staff have, however, arranged to support the CUDs' requests for this information through its consultant, Stone Environmental. Complete
66	1	Board members would like a statement from CTC about how Vermont is doing on this relative to what they're seeing elsewhere (Joanne Hovis).	04/01/24	Christine Hallquist	Completed (presentation at May 13, 2024 meeting) Complete
68	2	Change lien policy to recoupment policy	04/01/24	Toni Clithero	Name has been changed
60	1	Prepare a redline version of the Grantee Agreement Policy for the Board to consider at the next meeting.	03/25/24	Toni Clithero	Complete. Policy has been approved. Complete/on Website-GR 08.20.2024

41	1	Policy for certification of Grantee compliance to Performance and Operating Standards	07/18/23	Christine Hallquist	Approval of Construction standards complete. Will have this policy In place by the May Board meeting. Complete/on Website-GR 08.20.2024
39	1	Develop Grantee agreement that VCBB will operate the system in the event of failure to comply	07/18/23	Christine Hallquist	Completed
37	1	Develop Construction Standards ¹	07/18/23	Dan Nelson/Christine Hallquist	Completed
38	1	Annual Report Submission List ²	07/18/23	Christine Hallquist	Included in the Board Policy that will be submitted for approval at the 2/12/2024 meeting
48		Policy development Timeline, if needed	11/13/23	Patty	Completed
47		Process for Approval of Working Group Policy drafts	11/13/23	Rob V/ Patty	Completed
44		Letters/memos to House and Senate Appropriations Committees		Christine Hallquist	Completed
42	1	Produce an overlay of the BEAD and ARPA timelines and the grant request timelines in the upcoming work of the Board.	09/11/23	Board	Completed
49		Develop an RFP for Government Affairs to bring on someone prior to January 01, 2024 and determine funding source	11/13/23	Staff	Completed
43	1	Propose strategy for Government Affairs	09/11/23	Christine	Completed- Government Affairs contractor hired – will tailor strategy suited for individual committees
45		Revise September 11 meeting minutes	11/13/23	Staff/	December meeting

¹ Include open architecture policy, safety, reporting process on compliance and detailed description for each attribute. Staff process required for compliance to Board policy.

² Identify all criteria, including how to address affordability, geographic diversity, Universal Service, operating standards, and reliability. Staff process required for compliance to Board policy.

46		Create folder on VCBB website for Board Policies, starting with Ex parte Communications	11/13/23	Patty Richards	Patty sent memo to Board members
36	1	Determine what restrictions exist for ex parte communications	07/18/23	CH	Passed policy at 09/11/23 meeting
26	1	Establish policy to address issue of enforceability with any of the partners and the CUDs.	8/22/22	CH	Policy discussion to be held at 4/10/23 meeting. This is now part of the Board Policy discussions related to the Auditor's report.
29		Include placeholder for budget update, dashboards, and policy and goals discussion to all Board Meeting Agendas	11/03/22	CH	Budget and Dashboards addressed at January and February Board Meetings Christine will confirm with Patty what Board expectations are for the policy and goals discussion
24	1	Invite to the Federal Delegation to future Board Meeting	8/8/22	CH	Delegation will be invited to the January Board meeting
22	3	VCBB's approach to mapping and strategy for challenging the FCC.	6/14/22		Presented initial strategy 12/12/22. A Federal Program Officer at the NTIA will be needed to work on this with and that has finally been announced as Clay Purvis from the Public Service Department. He will be invited to January meeting.
28		Finalize subsequent overbuild policy and data policy.	10/31/22		This is addressed in the VCBB Data and Overbuild Policy submitted to the Board for continued discussion at the 12/12/22 meeting.
32		Alignment of VCBB Mission Statement based on Act 71	11/14/22	CH	Patty Richards to lead this 12/12/22.
25	2	Host workshop for the CUDs on Uniform Guidance	8/8/22		Completed December 7th
30		Adjust timing of Board Packet to at least 5 business days before the Board Meeting	11/03/22		Plan to start new schedule in January

33		Create a Communication Procedure Plan for Board notifications of updates from Staff (press releases, legislative presentations,	11/14/22		Completed in the November 28 Board meeting.
34		Discussion regarding development of a separate website			Staff recommends we continue with the current website which follows state protocols.
27		Board requested that a grant agreement template be shared	10/31/22	CH	Item closed – agreement was shared
23	1	Define audit criteria and post award grant reporting and review process for grantees/CUDs	8/8/22	CH	Item Closed - Compliance Recommendation Memo presented October 31 st . Additional reporting requirements will be shared once the new form is updated and staff will create a dashboard for tracking.
18	1	Signature Authority of Executive Director	03/28/22	CH	Closed. Approved in July.
19	1	Policy around hiring staff	03/28/22	CH	Closed. Approved in July.
21	1	Invite to Doug Farnum to future Board Meeting	6/14/22	CH	Attended August 8 th meeting.
20	3	Recommendation for designation of an entity for Digital Equity & Affordability Office	03/28/22	board	Closed. This is being addressed by the Governor's office per a directive from the NTIA. This falls into the responsibility of the VCBB as a subset of the IJJA program.
8	2	Policy on "Material Default" see §8086(c)(2)	11/1/21	CH	Closed. Issue has been resolved through legislation.
5	3	VCBB Dashboard – to be shared monthly to show progress. What are the milestones?	11/1/21	CH	Closed. Stone Environmental has presented its proposal and the software platform meets the needs.
16	1	Provide Board with impact of Commitment letter	02/14/22	CH	Closed with material pre-purchasing proposal.
17	2	Statewide marketing collaboration with VCUDA	02/14/22	CH	Closed. VCUDA is not interested.
15	2	Provide Benchmarks for what telecom companies spend on Marketing	02/14/22	CH	Will research and present back on 3/14/22 Board meeting

1	1	Budget	10/18/21	CH	Completed. 2021 budget approved. 2022 will be presented in March.
2	1	Overbuild – what is the standard (20% of total served?)	11/1/21	CH	Completed. See Construction RFP Definition
3	2	Business Plans – what is the scope? Will they be updated before construction grants?	11/1/21	CH	Completed. The updated business plans will be included in the Construction RFP responses.
6	3	Fiber purchase – VCBB involvement? authorization? Status?	11/1/21	board	Completed
7	1	Make Ready Construction – policy: part of §8085 grants or not?	11/1/21	RF	Policy established. Make ready construction will be part of the construction grant program.
9	2	Revisiting timeline for VCBB – construction RFP & reporting timelines	11/22/21	CH	Completed. Part of the construction RFP. RFP approved by the Board on 01/03/22
10	2	Sequence assumptions for preconstruction and construction & reporting timelines	11/22/21	CH& board (LS)	Completed. Part of the Construction RFP. RFP approved by the Board on 01/03/22
11	2	DPS 2021 Map – Unserved	11/1/21	CH/Legal	Completed
12	1	Confidentiality. Grant Agreement Art 5 (state standard). Is the product of a grant a “public document” – e.g. will we post construction plans?	11/1/21	Board LS/HG	The RFP and construction schedules will be public.
13	2	USP & contiguous CUD construction-policy	11/22/21		Completed. Addressed in the Construction RFP.
14		Legislative Consideration – Purchase of consolidated services/goods	11/29/21		Not needed.

VCBB Estimated BEAD Timeline as of October 16, 2024

(This document supersedes the timeline contained in the VCBB draft RFA)

Start Date	End Date	Activity	Notes
October 2024	November 2024	Host Subgrantee Preparedness Workshops	
December 3, 2024	January 9, 2025	Pre-proposal window open	Noon deadline on January 9
January 13, 2025	February 13, 2025	Pre-proposal review and final project area determination	Ensure all unserved locations will be included within a full proposal
February 17, 2025		Post final project areas	
March 3, 2025	April 14, 2025	Full proposal window open	
April 15, 2025	June 6, 2025	Subgrantee initial selection and negotiation process	

To: Patty Richards, Chair

From: Toni Clithero, General Counsel

C: Christine Hallquist, Executive Director
Alexei Monsarrat, BEAD Project Manager

Re: Correction- BEAD Affordability Scoring Rubric

Date: November 13, 2024

This memorandum updates my reporting during the July 8, 2024 Board meeting and my September 4, 2024 memorandum concerning the affordability scoring rubric (the Rubric) under Vermont's BEAD Program (VT-BEAD). During the meeting, I provided a summary of the affordability requirements included in the Rubric, which represent 40% of the weighted points of the primary VT-BEAD criteria. I specifically noted that Volume 2 of VCBB's Initial Proposal (IPV2) requires VT-BEAD applicants to demonstrate a commitment to reinvest revenue into increasing efficiency and ensuring that rates remain affordable by establishing a business structure that limits the network's profit or through a commitment to a stable or decreasing price throughout the life of the funded network.

Unfortunately, the NTIA rejected this Staff proposal for the Rubric. Therefore, with the Chair's permission, this memorandum corrects the record with respect to this issue. The approved version of VCBB's IPV2 reads as follows:

“Scoring for this criterion will be based on the applicant’s commitment to provide the most affordable total price to the customer for 1 Gbps/1 Gbps service in the proposed project area [100/20 Mbps for other last mile broadband deployment projects], both now and into the future.

An applicant may demonstrate this commitment by providing the price of a 1G symmetrical plan and the number of years the applicant will commit to maintaining that price (adjusted for inflation). Three points will be awarded for each year of the commitment up to the maximum of 10 years/30 points. In addition, one point will be deducted for every ten dollars that a 1G symmetrical service exceeds the FCC Urban rate for Vermont.”

With respect to affordability under VT-BEAD, I also note that the program requires both affordable low-cost and middle-class service plans. Under the low-cost service plan, applicants must provide a monthly rate of no more than \$30 unless VCBB approves a higher rate, which tops out at \$75/month. VCBB approval of a rate over \$30/month requires that the applicant demonstrate a good faith effort to implement the \$30 amount and a reasonable necessity for the higher cost. Among the factors it will

consider, VCBB will assess the impact on deployment costs relative to the overall rurality and population density of the project area. The VCBB will also consider the applicant's analysis of the income levels of the residents and the demographic factors used to calculate the average revenue per user needs of the network as well as the anticipated subscription rates of both the general population and the low-income population in the project area.

With respect to the middle-class service plan, the VCBB will require applicants to offer a range of service plans that vary based on speed and price, including a lower cost, lower speed tier that would be affordable to any consumer. The VCBB will require the prospective subgrantee to provide a basis for its conclusion that the plan is affordable for the project area based on demographic data for the area.

In addition, VT-BEAD requires all applicants to offer whatever broadband service subsidy is available, including any successor to the former Affordable Connectivity Program.

November 14, 2024

To: Members of the Board
From: Christine Hallquist, Executive Director
Subj: Close-out Checklist

In an earlier Board meeting the request was made to submit close-out reports to the Board. The staff has put together a checklist will be used as a template for a final report to the Board upon completion of the requirements identified in Grantee Grant Agreements. There are two CUDs that will be seeking to close out grants with Consolidated by the end of the year.

The following is the VCBB close-out checklist.

- Inspection reports complete and saved to grant file
- Inspection checklists approved by Field Engineers and saved to grant file
- All KPI reporting completed
 - A comparison of actual accomplishments to the objectives set forth in the grant agreement
 - A description of problems, delays, or adverse conditions that occurred, or impacted the attainment of overall project objectives, prevented the meeting of time schedules or objectives, or precluded the attainment of any specific project work elements during established time periods as well as how the parties resolved the problem to the satisfaction of the VCBB
- Final construction records using Geodatabase template developed by CTC/Stone
- Final Report(s), as specified in the grant agreement
 - 6-month and 12-month Post-Closeout Reports
OR
 - Final Report from Grantee to be submitted no later than ninety (90) days following the grant end date
- Confirmation of sustainability plan identified in the Grant Agreement.
- Network performance test results
- Documentation of broadband packages and pricing offered in the service area, including speeds, and customer premise equipment costs.