

Vermont Community Broadband Board Meeting Monday, February 13th, 2023 12:00pm – 3:30pm

AGENDA

Meeting is being held virtually.

[Click here to join the meeting](#)

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Note: there may be executive sessions as needed

- | | |
|-------|--|
| 12:00 | 1) Meeting Call to Order, Roll Call, & Approval of Agenda |
| 12:05 | 2) Approval of January 9 th Meeting Minutes |
| 12:10 | 3) Confidential General Counsel Board Interview |
| | Executive Session (Board, VCBB Staff, and General Counsel Candidate)
<i>Premature general public knowledge would clearly place the public body, or a person involved at a substantial disadvantage (1 V.S.A. § 313(a)1)</i> |
| 1:10 | 4) Chittenden County CUD Pre-Construction Application Presentation & Review |
| | Executive Session if needed (Board, VCBB Staff, and CCCUD Leadership)
<i>Premature general public knowledge would clearly place the public body, or a person involved at a substantial disadvantage (1 V.S.A. § 313(a)1)</i> |
| 1:30 | 5) NBRC Capacity Grant – Rob Fish & Rob Vietzke |
| 2:00 | 6) VCBB Budget Report Format and Review – Tracy Collier |
| 2:30 | 7) VCUDA Update – Rob Vietzke |
| 2:45 | 8) Staff Updates <ul style="list-style-type: none">• General VCBB Updates – Rob Fish• CUD Progress Updates – Lucy Rogers• Dashboard Review – Alissa Matthews• Communications & Media – Herryng Herzog |
| 3:00 | 9) Public Comment |
| 3:15 | 10) Parking Lot – Christine Hallquist |
| 3:30 | 11) Confirm Next Regular Meeting 3/13 & Motion to Adjourn |

Press inquiries; please contact Christine Hallquist, christine.hallquist@vermont.gov, 802-636-7853



Board Packet Executive Summary

February 13th, 2023

Christine Hallquist, Executive Director

Phone – 802-636-7853

Email – christine.hallquist@vermont.gov

Confidential General Counsel Board Interview

Staff has invited a highly qualified candidate to fill the General Counsel position to meet the VCBB Board Members in Executive Session.

Chittenden County CUD Pre-Construction Application Presentation & Review

The newest formed Communications Union District submitted a thorough Act 71 Pre-Construction Application. Confidential materials have been separately sent to the VCBB and a redacted public version is included in this packet. Staff has reviewed the Business Plan and application and recommends approval of the \$300K request. This grant will support the CUD in the following administrative activities to help the CUD prepare for an RFP to provide Universal Service. -

• Executive Director/Project Manager (Salary, Benefits, Computer)	\$140,000
• RFP Process Consultant	\$40,000
• Data Validation	\$67,000
• Legal Expenses for negotiating contracts	\$28,000
• Administrative costs	\$25,000
• Total	\$300,000

NBRC Capacity Grant

Stan Macel, VCBB Staff, and VCUDA have worked together to update the Northern Borders Regional Commission Capacity Grant Application and Budget. Full information and a one-pager plus timeline and budget are included in this packet.

VCBB Budget Report Format and Review

Tracy Collier continues to work with the Public Service Department, the Administration and VCBB Staff to develop a budget template and reporting tool. She will present the proposed budget format that is included in the packet at the Board meeting.

Vermont Community Broadband Board Draft Meeting Minutes
Meetings are being held virtually.
January 9, 2023

I. Call To Order – 12:03pm

Roll call completed by Patty Richards

Patty Richards, Chair (Remote)
Laura Sibilia (Remote)
Brian Otley (Remote)
Holly Groschner (Remote)
Dan Nelson (Remote)
Christine Hallquist - Staff (Remote)
Robert Fish – Staff (Remote)
Alissa Matthews – Staff (Remote)
Stan Macel – Staff (Remote)
Herryn Herzog – Staff (Remote)
Lucy Rogers – Staff (Remote)
Tracy Collier - Staff (Remote)
Adam Bornstein – Staff (Remote)
Kristin Brynga – PSD Staff (Remote)

Patty Richards made a motion to approve the agenda with a suggested change of adding a discussion on affordability during the Staff Updates section. This was seconded by Dan Nelson. The updated agenda was unanimously approved.

II. Approval of the December 12th Draft Minutes

The Board discussed the December 12, 2022, draft Board Meeting minutes. Patty Richards made a motion to approve the minutes, seconded by Laura Sibilia, Holly Groschner abstained, and the motion passed with four votes.

III. Vermont Federal Congressional Delegation

Members of the congregational delegation were invited to speak briefly about their broadband-related agendas and to introduce themselves to the Board. Present were Jeff VanOot and Michelle Monroe from Senator Welch's Office, Erhard Mahnke and Katrina Menard from Senator Sanders' Office and Thomas Renner from Representative Balint's Office. The Board had the opportunity to ask questions and provide comments regarding their concerns with discussions occurring as follows:

- Laura Sibilia:
 - In regard to mapping Laura noted that telecom providers have received millions of dollars in taxpayer funds. The burden of challenging these companies should not be on the consumers. This methodology needs to be changed to better serve the consumers.

- Laura noted that the unregulated telecom industry is a huge concern. When will the 5th member of the FCC be seated? What is the hold-up?
 - Jeff VanOot: There was significant pushback on the president's nomination from stakeholders in DC which is responsible for blocking seating that member. The hope is that President Biden continues to push forward with filling this opening.
- Holly Groschner:
 - Holly discussed the limitations of the Affordable Connectivity Program. She noted that the VCBB is focused on getting networks built, but those rural networks are still expensive. Additional funding is needed to help remedy this issue. The State has not been allocating resources to subsidize broadband for low-income households. The digital nature of the application process for subsidization creates barriers to getting subsidized service.
- Christine Hallquist:
 - Christine identified concerns with the FCC mapping process noting that the burden is on the consumer to prove they don't have adequate service. This methodology does not allow for addressing timing delays by the providers who are identified as providing service. This is a very unfriendly process for consumers.
 - Christine identified concerns with delays in the BEAD funding. Vermont can't afford those delays.
 - Christine noted ECFiber's debt load as a concern. The VCBB funds new construction but not existing debt for those who have already funded their builds. The VCBB would like to be able to assist with reducing debt load in these situations to reduce the cost of entry and promote affordability.

IV. Introduction to NTIA Federal Program Officer

Christine Hallquist introduced Clay Purvis as the new NTIA Federal Program Officer. Clay was previously the Director of Telecommunications and Connectivity at the Vermont Department of Public Service. He will be working closely with the VCBB team to ensure the Digital Equity and BEAD programs are successful in Vermont. Clay gave a brief presentation with a high-level overview of the BEAD and Digital Equity programs.

The VCBB had the opportunity to ask questions:

- Holly asked if they have received direct funding requests from telecom providers in the state of Vermont.
 - Clay indicated that there hasn't been anything for BEAD or Digital Equity. There could have been some applications through the Middle Mile Program but that is not the focus of his position currently.

- Patty asked if there is anything the VCBB should be aware of in the immediate future.
 - Clay indicated that mapping is a long-standing issue that the NTIA is monitoring. As the NTIA gets into the planning process he will want to be in close contact with staff to make sure it works for the VCBB.

V. VCBB Staffing Review/Evaluation

Christine Hallquist announced that Stan Macel, General Counsel, is leaving the VCBB on January 16th to work for the Vermont Department of Financial Regulation.

Adam Bornstein, Broadband Project Developer, will be leaving the VCBB to start a new job as CFO for the Green Climate Fund <https://www.greenclimate.fund/>.

The team is working on a plan to replace them and wish them the best in their new careers!

Patty Richards invited the Board Members and VCBB Staff into Executive Session due to the fact that premature general public knowledge would clearly place the public body, or a person involved at a substantial disadvantage (1 V.S.A. § 313(a)1)

The Board returned from Executive Session at 2:37pm, and Patty Richards confirmed that no actions were taken.

VI. Board Consideration of Legislative Priorities

Christine presented one legislative item for discussion. She proposes that the VCBB support the Governor's Budget Adjustment Act to ensure that the VCBB receive its \$30M commitment as a match to the Middle Mile Program. There are no legislative changes proposed outside of this proposed support.

Laura indicated that it might be a good idea to put out a joint statement with VCUDA in support of the Governor's Budget Adjustment Act.

VII. Presentation of Annual Report to Legislature

Christine Hallquist introduced the VCBB Staff's presentation of the Annual Report that will be submitted to the Vermont Legislature on January 15th 2023. The presentation was a high-level summary of what is in the annual report.

The report/presentation noted that the main areas of focus for calendar year 2022 were:

- Capacity – Build internal VCBB capacity while assisting the Communications Union Districts (CUDs) to have the capacity and funding to carry out the goals of Act 71 and comply with federal grant requirements.
- Construction - Commit funds to enable eligible providers to construct networks and connect addresses as part of their Universal Service Plans.

- **Performance and Accountability** – Increase accountability and oversight to ensure ongoing financial success of all grant recipients, including support and review of individual CUD business plans.

Also included in the presentation was an overview of the operating and financial statements, grant award summaries, CUD progress narratives, summary of efforts to secure additional funding, and a summary on the state's progress toward meeting the goal of 100/100mbps broadband service.

Stan Macel concluded the presentation with a brief summary of the Special Legislative Report on State Assets which includes an analysis of 30 V.S.A. § 8086(c)(3), particularly with regard to the removal of the requirement that ownership of grant-funded network assets be transferred to the State if a grantee materially fails to comply with the terms and conditions of a grant. The VCBB conclusion is that based on the staff analysis that publicly funded network assets are not at risk of privatization due to financial insolvency or default.

Holly Groschner provided feedback on the portion of the presentation that outlines carrier service areas and potentially lends credibility to their maps that may or may not be accurate. Christine agreed with this feedback and plans to take that portion out of the report.

At the conclusion of the presentation Patty Richards gave Holly Groschner the floor to discuss her concerns with affordability. Holly noted that the VCBB is not monitoring the rates for their affordability; however, the VCBB is promoting affordability through grant funding which does not address the problem completely. Holly's concern is that the messaging by the VCBB is indicating that the affordability problem has been addressed when it hasn't been fully through subsidies. Christine and Holly will continue this discussion with Christine providing further support for the VCBB affordability position.

VIII. Pre-Construction Grant Amendments

Patty Richards left the meeting briefly during this portion of the meeting at 3:11pm, delegating meeting facilitation to Dan Nelson in her absence.

The board was asked to review two proposals for increasing Pre-Construction awards to Maple Broadband and Northwest Fiberworx. After a brief review, the following actions were taken:

- **Maple:**

Holly Groschner made a motion to approve Maple Broadband's Pre-Construction Amendment for an additional \$1,227,883 in funding. Dan Nelson seconded. The motion was unanimously approved. Patty Richards was not present for this vote.

- **NWFX:**

Holly Groschner made a motion to approve NWFX's Pre-Construction Amendment for an additional \$616,790.69 in funding. Laura Sibia seconded. The motion was unanimously approved. Patty Richards was not present for this vote.

IX. VCUDA Update

Patty Richards returned at the beginning of this section at 3:19pm and resumed meeting facilitation from Dan Nelson.

Rob Vietzke provided an update for VCUDA:

- CVFiber had a launch event on December 21st in Calais and is well underway with construction.
- DVFiber started construction at the end of 2022 and was able to connect their first customers by year end.
- Maple Broadband now has its first terminal up and is in a position to turn on service to their first customers.
- NEK Broadband is now up to 500 passings.
- Accurate FCC mapping is very important to the CUDs for address and fiber discrepancies. The timeline is a concern for successful challenges.
- Tuesday January 31st will be legislative day for the CUDs.
- The Make-Ready Working Group is planning to meet with one of the power companies that has had some delays and questions. This is an issue that could delay construction and needs immediate attention.
- Each CUD has been asked to put forward members to assist with discussing the shared financial expert position to better define that role and the needs that should be served by that position. As complexity increases with funding sources this will be even more important.
 - Holly noted that during the previous board meeting the board approved staff to apply for the \$2.5M in Northern Borders funding.
 - Rob V. noted that as part of that proposal there was a dollar amount identified for this position or contract, and it needs to be better defined to ensure the funds are used in a precise and appropriate way.
- The \$100M in NTIA funding does not yet have a date for release but it is important that the State has a process to get this money moved into the Broadband fund as soon as it is available to do so.
 - Holly Groschner inquired as to whether there are certain concerns in regard to this funding?
 - Rob V. noted he is most concerned with the mechanical process of getting these funds released in a timely manner.
 - Alissa Matthews clarified that the full \$100M will not be released to the State of Vermont all at once. Only 20% of the total allocation will be initially released once the VCBB submits its original proposal.

X. Staff Updates

- General Updates
 - Weekly reports have been provided to the Board and there is nothing additional to note.
- Press Coverage
 - Herryn Herzog presented a summary of media coverage since the last board meeting that can be found in the board packet.
- Dashboard Review
 - Alissa Matthews shared the updated VCBB dashboards and reviewed the additional data layers. Public dashboards, maps and data layers are continually being posted on the VCBB Hubsite <https://explore-vcbb.hub.arcgis.com/>

XI. Public Comment

Public comments were provided by:

- Charles Baker (Executive Director of the Chittenden County Regional Planning Commission): He noted that RPC staff will be supporting the newly formed Chittenden CUD. Their first Board meeting was held last week to organize. He wanted to give the Board a chance to ask any questions.
 - Patty Richards: Who is the contact for the new CUD?
 - Charles noted that he is currently the contact and that the Board should treat the RPC staff as staff for the CUD as of now.

XII. Parking Lot

Christine Hallquist reviewed the current items in the parking lot noting that the Federal Delegation attended January 9th meeting so that item can be closed. She also noted that she will add the affordability conversation to be discussed at next Board Meeting.

XIII. Confirm Date and Proposed Agenda for Next Regular Meeting & Motion to Adjourn

Patty Richards confirmed the next Board Meeting will be February 13, 2023, from 12pm-4pm. Patty made a motion to adjourn. Dan Nelson seconded, the motion was unanimously approved, and the meeting was adjourned at 3:49pm.

Chittenden County Communications Union District

110 West Canal Street, Suite 202
Winooski, Vermont 05404
802-861-0124

UEI in SAM.gov: HFEFUQDWKAN4

January 30, 2023

Dear Vermont Community Broadband Board,

Thank you for the opportunity to submit our proposal for \$300,000 in preconstruction funds for the new Chittenden County Communications Union District.

Acting pursuant to authority granted by 30 V.S.A. chapter 82, the legal voters in the municipalities of Essex, Essex Junction, Shelburne, South Burlington, and Williston voted to approve the formation of the Chittenden County Communications Union District (CCCUD) on November 8, 2022.

The Chittenden County Communications Union District held its organizational meeting on January 5, 2023. At that meeting, the municipality of Jericho's application to join the CCCUD was approved.

As per the CCCUD's Purchasing Policy, I was approved as a Purchasing Agent as the Clerk of the Governing Board. I am authorized to submit this grant application on behalf of the Governing Board and I have not participated in any action contrary to the non-collusion requirements of this grant opportunity.

You can find more information about CCCUD, including agendas and minutes of board meetings, at our temporary website: www.ccrpcvt.org/our-work/broadband If you have any questions or concerns regarding our organization, please call me at (802) 861-0124 or e-mail me at ajanda@ccrpcvt.org.

The elements in this proposal that we believe should be confidential are the elements describing the CCCUD's business plan and overall strategy and are marked with red headers and footers. Public knowledge of this information could put the CCCUD at a disadvantage when negotiating contracts.

Sincerely,

Ann Janda

Ann Janda
CCCUD Clerk

Part 2: Narrative

Section 1: Background and Capacity

About the Communications Union District

The Chittenden County Communications Union District was formed to ensure accessible, affordable, and ubiquitous broadband throughout the Chittenden County region. Future-proof broadband infrastructure to every on-grid premises in the region will improve opportunities across education, healthcare, workforce, economic development, and the quality of life of residents.

In Chittenden County, approximately 3% of house sites (E911 addresses) do not have high-speed internet. Although the region does have several wireline broadband internet service providers (ISPs) offering fiber and building more each year, there are meaningful gaps in service in the more remote parts of many municipalities.

Beginning in 2021, utilizing Pandemic Relief Funds, the Chittenden County Regional Planning Commission (CCRPC) worked with the Vermont Community Broadband Board and local officials to understand communications union districts in Vermont. CCRPC convened interested municipalities and researched the best next steps to addressing the gaps. It was decided that the best next step would be a vote to form a CUD.

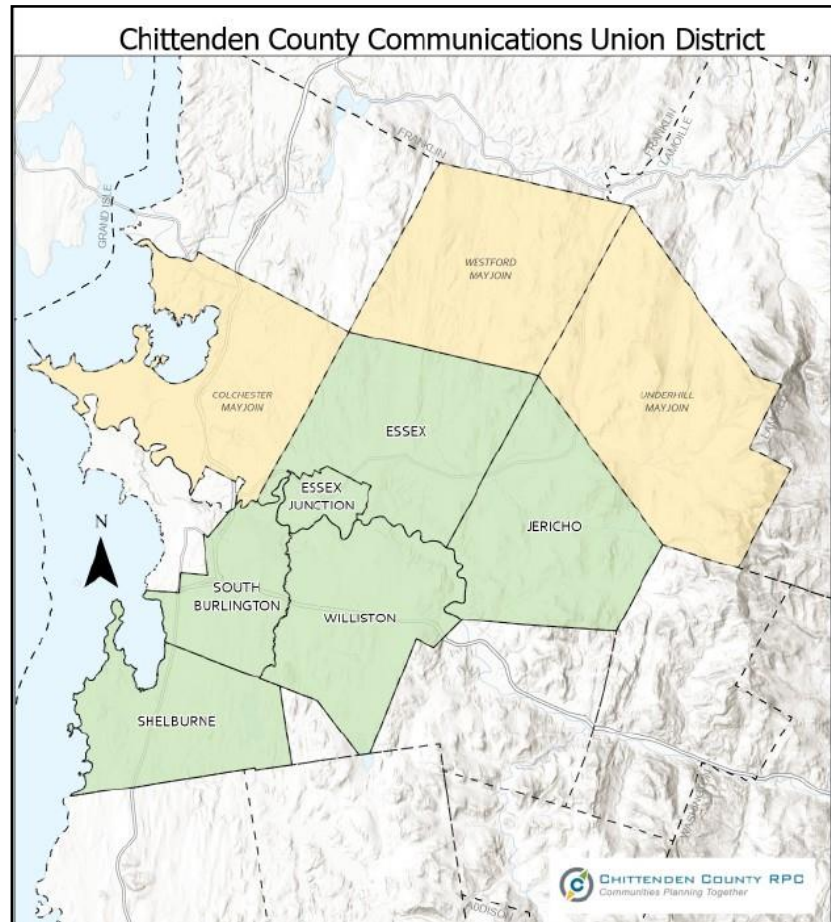
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The Chittenden County Communications Union District held its organizational meeting on January 5, 2023. At that meeting the municipality of Jericho's application to join the CCCUD was approved. In addition, Rural Innovation Solutions Inc. presented their finalized Feasibility Analysis and Business Plan to the CCCUD Board at this meeting.

History and Map of the District

The CCCUD is currently made up of six municipalities: Essex, Essex Junction, Jericho, Shelburne, South Burlington, and Williston. The municipalities of Westford, Colchester, and Underhill have shown interest in joining. Those towns are shown in yellow in the map on the right.

Upon organization, the CCCUD received a Feasibility Analysis & Business Plan prepared by Rural Innovation Strategies Inc. The CCCUD's next steps are data validation and establishing a competitive RFP process to kickstart partner negotiations. These efforts will require preconstruction funding to oversee the CUD, hire consultant assistance, and pay for administrative costs.

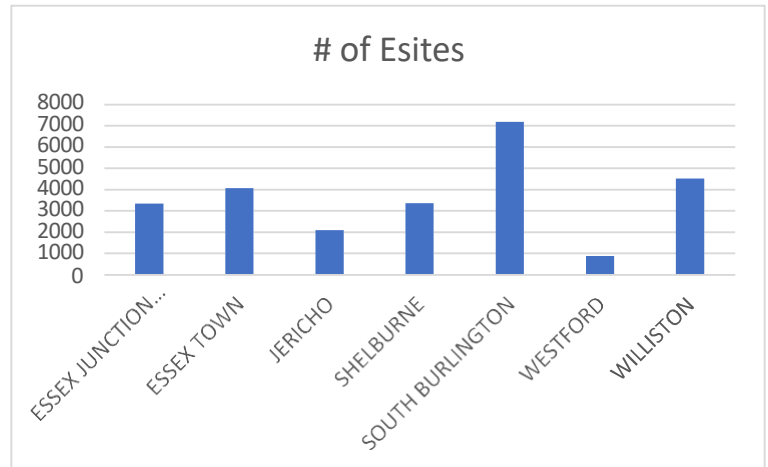


Member Municipalities

- Essex Junction
- Essex
- Jericho
- Shelburne
- South Burlington
- Williston

Total E911 Locations by Municipality:

Municipality	# of Esites
ESSEX JUNCTION CITY	3349
ESSEX TOWN	4065
JERICO	2095
SHELBURNE	3365
SOUTH BURLINGTON	7176
WESTFORD	881



Total number of E911 locations with less than 25/3 service by municipality

Designation	Download Speed	Upload Speed
Served	At least 25 Mbps	At least 3 Mbps
Underserved	Between 25 and 4 Mbps	Between 4 and 1 Mbps
Unserved	Fewer than 4 Mbps	Fewer than 1 Mbps

Broadband Service in Current CUD Municipalities				
Municipality	Served Addresses	Underserved Addresses	Unserved Addresses	Total Underserved and Underserved
Essex Town	3,968	57	43	100
Essex Junction	3,331	4	17	21
Jericho	1,902	62	109	171
Shelburne	3,285	51	32	83
South Burlington	7,169	6	19	25
Williston	4,331	46	77	123
Total	23,986	226	297	523

Broadband Service in Possible Future CUD Municipalities				
Municipality	Served Addresses	Underserved Addresses	Unserved Addresses	Unserved or Underserved Total
Colchester	6,471	29	77	106
Saint George	11	1	2	3
Underhill	1,219	47	30	77
Westford	782	73	29	102
Winooski	1,744	0	0	0
Total	10,227	150	138	208

Total number of E911 locations with 4/1 or less service by municipality

Municipality	Less 4/1 or Less
Essex Town	43
Essex Junction	17
Jericho	109
Shelburne	32
South Burlington	19
Williston	77
Total	297

Electric distribution utilities providing service to each member municipality.

Municipality	Electric Provider	Percent of Municipal Land Area
Essex	Green Mountain Power	71%
Essex	Vermont Electric Co-op	29%
Essex Junction	Green Mountain Power	100%
Jericho	Green Mountain Power	44%
Jericho	Vermont Electric Co-op	56%
Shelburne	Green Mountain Power	92%
Shelburne	Vermont Electric Co-op	8%
South Burlington	Green Mountain Power	100%
Williston	Green Mountain Power	59%
Williston	Vermont Electric Co-op	41%

Internet Service Providers (ISPs) currently delivering broadband service to each member municipality

Provider	ESSEX JUNCTION CITY	ESSEX TOWN	JERICO	SHELBURNE	S. BURLINGTON	WILLISTON
Consolidated Communications	25/2			10/1	listed on site	listed on site
Fidium - Consolidated Fiber - coming soon	X	X	X			X
Burlington Telecom	some areas		some areas	some areas		some areas
Comcast	X	X	X	X	X	X
Waitsfield Champlain Valley Telecom			X	X		X

Current Capacity

Employees

There are currently no employees. The organization would like to hire an executive director/project manager if funding is available.

Board Members

CCCUD BOARD MEMBERS

- Essex Junction | Representative: Regina Mahony (Vice-Chair) | Alternate: TBD
- Essex | Representative: Marguerite Ladd | Alternate: Andy Watts
- Jericho | Representative: John Abbott | Alternate: TBD
- Shelburne | Representative: Lee Krohn | Alternate: TBD
- South Burlington | Representative: Jessie Baker | Alternate: Colin McNeil
- Williston | Representative: Erik Wells (Chair) | Alternate: TBD

NON-BOARD MEMBERS

- Charlie Baker, CCRPC (Treasurer)
- Ann Janda, CCRPC (Clerk)

Current contractors

The organization has not yet hired any contractors.

Financial control, grant management, and compliance systems

CCCUD has adopted a purchasing policy with internal controls for expenditures. If CCCUD is awarded preconstruction funds from VCBB, it will report on incurred expenses and/or losses, in a form and at a frequency prescribed by the State of Vermont and will cooperate with the State of Vermont in creating and retaining appropriate documentation to demonstrate that the proposed uses meet the requirements of that apply to State Fiscal Recovery Funds.

Other Sources of Funding

The CCCUD has not applied for or received any grant funding to date.

Confirmation of the Communications Union District Commitment to Universal Service

The CCCUD's Feasibility Analysis and Business Plan affirms that the CCCUD was formed to ensure accessible, affordable, and ubiquitous broadband throughout the Chittenden County region. We are dedicated to providing 100/100 service to all on-grid, unserved and underserved E911 addresses in

CCCUD's member towns. Partnerships with one or more ISPs could happen district-wide or on a town-by-town basis. We do not believe that this strategy would create locations that are inefficient to serve by any carrier.

Operating Agreements and Other Partnerships

The CCCUD's next step would involve establishing a competitive Request for Proposal (RFP) process to kickstart partnership negotiations and establish terms that meet our goals of future-proof, universal access. In addition, the partnership negotiation process would include revisiting cost estimates and establishing a process for validating data on un- and underserved premises and the exact locations of existing infrastructure. We envision hiring a consultant to assist with this RFP process.

Section 2: Previous Planning and Preconstruction Activities

Previous planning activities.

Feasibility study

Rural Innovation Strategies Inc. produced the Chittenden CUD Feasibility Analysis & Business Plan, which is attached to this application.

Business plan

[Redacted]

Previous preconstruction activities

The Governing Board was organized, bylaws approved, conflict of interest policy approved, certified with the Secretary of State, acquired EIN from Internal Revenue Service, purchasing policy approved, and CCRPC funded the purchase of insurance for CCCUD.

Section 3: Strategy and Proposed Activities

Overall Strategy

[Redacted]

Capacity Support

Expected capacity needs over the next 18 months:

1) Hire an executive director/project manager

Our intent is to have the executive director/project manager on board by July 1, 2023. This may be a 30 hour/week role.

2) Hire a consultant to develop an RFP process

An experienced, qualified consultant will be necessary to develop the RFP process and RFP language to ensure that the above strategy and business plan can be achieved.

3) Contract to perform data validation to confirm infrastructure needed.

In order to accurately budget for construction costs, it will be necessary to field verify all infrastructure needs by a 3rd party (not the contracted ISP).

4) Contract for legal support to finalize contract(s)

It is expected that contract negotiations will require the assistance of an attorney. CCCUD will work with an experienced Vermont telecommunications firms that will be determined through an RFP process.

5) Administrative costs

To date CCRPC has provided staffing to support the organization of the governing board, governing documents, and administrative duties, including the drafting of this grant application. CCRPC requires compensation to continue serving CCCUD's needs such as administrative support, finance office support, website, office space, document storage, etc. This line item would also cover such things as insurance, VCUDA dues, etc.

Timeline of work leading up to first customer served. Our goal is to construct by end of 2023/beginning of 2024. This depends on the contracting process.

Section 4: Other Act 71 Considerations

Collaboration and Coordination

1) Other CUDs

The CCCUD has already attended a VCUDA meeting and will discuss joining VCUDA at future board meetings. CCCUD has reached out to other CUDs for support starting up.

2) Utilities serving the district.

CCCUD's path forward may not require make-ready work; however if it does, CCCUD plans to secure make-ready tariff rider discounts from Green Mountain Power (GMP) to subsidize up to \$2,000 of the cost of makeready work for every unserved premise passed (i.e., premises lacking service at or above 4/1 Mbps). According to the data as of January 2023, there are 435 unserved addresses in the likely CUD towns eligible for this tariff rider.

In addition, CCCUD will work closely with all utilities in their footprint; namely, GMP and Vermont Electric Cooperative, Inc (VEC). This coordination will include the establishment of a single point of contact at the CUD, the careful formatting of make-ready and pole attachment requests in accordance with utility frameworks, cooperation during ride-outs, and collaboration around timing of make-ready requests to ensure requests and timelines are reasonable and efficient.

Lastly, for all underground work, the CUD and construction vendors will follow all best practices for dig safe procedures, including coordination with other buried utility owners across electric, water/sewer, and telecommunications as needed.

3) Incumbent telephone, cable providers, or another internet service provider

Before forming, the Chittenden County Regional Planning Commission reached out to cable and internet service providers. The CCCUD plans to reach out again via an RFP Process.

4) Other entities.

The Chittenden County Regional Planning Commission is supporting the CCCUD in its beginning stages and has been connecting with VCUDA, other Vermont CUDs, and local ISPs.

b) Resiliency and Redundancy

This will be addressed in the RFP with providers. As a result of the density and the existence of multiple providers providing cable and fiber access, a public/private partnership has been deemed the only path forward. This partnership would be with one or multiple existing providers.

c) Overbuilding

We are not looking to overbuild at this time and any overbuild resulting from our efforts will be incidental to the goal of serving un and underserved addresses in accordance with the VCBB mapping and data policy. If there is a way to overbuild without the use of public money, we may consider it at a future time. We are looking to extend fiber lines to ensure that all addresses are served.

d) Sustainability

The CCCUD plans to apply for any federal funding that may become available to it such as the Broadband Equity, Access, and Deployment (BEAD) Program to fund the gap in construction grants. The CCCUD plans build out its fiber extensions in a phased approach as this funding becomes available.

We believe that existing funds, private investment, and BEAD funding will lead to a sustainable path forward. The RFP process will help us determine if this is true.

In the event that CCCUD needs to pursue non-taxable bonds, the CCCUD would set up their partnership so that their private partner is being compensated by the CUD for discrete services, which constrains the ISP from making inordinate profits, rather than being compensated by another mechanism that is unconstrained.

If the CCCUD requires short-term financing until further grant funding is available, it would work with VCBB and a possible lender to find favorable terms. We don't believe this option will be necessary.

e) Affordability

CCCUD would require partners to participate in the federal ACP program. The question would be included in the RFP process. By applying for grant funding for the construction phase, we are working to ensure that the cost is kept as reasonable as possible for customers.

Part 3: Activities and Budget

[Redacted]

Part 4: Detailed Project Timeline with Tasks/Milestones

Project	Task/Milestone	Start Date	Completion Date
<u>Hire ED</u>	Job Description, Ad	March, 2023	May 1, 2023
	Interviews	June 2023	June 2023
	Governing Board hires ED	July 1, 2023	July 1 2023
<u>RFP Process</u>	Procurement process to hire RFP consultant	March, 1, 2023	March 15, 2023
	Hire RFP Consultant	April 1, 2023	April 1, 2023
	Release RFP	June 1, 2023	June 1, 2023
	Review RFPs	July 1, 2023	August 15, 2023
<u>Data Validation</u>	Procurement process to hire data Validation Consultant	April 1, 2023	May 1, 2023
	Hire Consultant to validate data	July 1, 2023	August 1, 2023
<u>Finalize contract(s)</u>	Negotiate contracts	August 1, 2023	October 1, 2023
	Execute contracts	November 1, 2023	December 1, 2023

Part 5: Additional Attachments

Feasibility Analysis & Business Plan

[Attachment redacted]

NBRC One-Pager and Timeline/Budget Charts

VCBB requests \$2.5 million from the NBRC State Capacity Program for the following general purposes:

- 1) Increase the capabilities of the VCBB to aid the CUDs, perform on-the-ground inspections of as-built infrastructure, reduce administrative expenses charged to other grant programs, and promote community broadband efforts.
- 2) Create a Seed Grant Program to fund shared services that a) Promote Cost Efficiencies; b) Secure Services Difficult for Individual CUDs to Procure (eg. The Broadband CFO); c) Increase the abilities of the CUDs to perform oversight and monitoring activities of contractors and consultants; d) Reduce expenses associated with improving financial monitoring and grant reporting; d) General coordination and administrative support; and e) Other shared services including those related to affordability as proposed by VCUDA.

Part I: Support for the VCBB

- Communications and Public Outreach Manager (Limited-Service Position)
- Fiber Optic and Network Construction Support Services
 - Make-Ready Support
 - “As Built” On-the-Ground Support/Inspections
 - Fiber-Optic Services/Grant Review Support.
- GIS Support and Data Visualization.

Part II: Granted Support to VCUDA

This request asks for the VCBB to allow VCUDA or VCBB staff to approach the NBRC for two years of \$435,950 per year in seed funding for two distinct tasks. After two years, we expect CUDs will be able to fund them or decide to eliminate them.

- Senior level experienced financial and grant management professional(s) that could provide CFO-level advice to the CUDs, act as their treasurer, and act as their advocate and resource on financial, audit, and compliance matters.
- Increase VCUDA’s capacity to engage in shared interests by increasing access to the current senior level part-time program coordinator role and adding an additional junior program coordinator.

Part III: Remaining Funds (\$820,726.34)

The BEAD program and broadband deployment in general face many unknowns in the next few years. The remaining funds will be deployed based on a needs assessment. The resources will be based within the VCBB or within VCUDA based on an evaluation of what offers the most oversight, accountability, flexibility, and efficiencies.

Task	Winter/Spring 2023	Summer/Fall 2023	Winter/Spring 2024	Summer/Fall 2024
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Grant agreements with subrecipient				
RFPs for contracted support				
Hiring or Contracting Broadband CFO				
Hiring Communications and Outreach VCBB Position				
Make Ready Support Contract				
Grant Review Process Improvement Support				
Fiber Optic Support for Detailed Designs Support				
GIS and data visualization upgrades				
As Built Inspections				
VCBB Needs Assessment				
VCUDA Needs Assessment				
CUD shared support grant program				
Additional VCBB Support as Determined by Board and Outside Review (being conducted in conjunction with the Auditor)				

Budget Item	Annual	Total
Communications and Outreach Manager Limited-Service Position	\$ 130,936.83	\$ 261,873.66
Make-Ready Support	\$ 24,000.00	\$ 48,000.00
Fiber Optic Services/Grant Review Support	\$ 120,000.00	\$ 240,000.00
“As Built” On the Ground Support/Inspections	\$ 60,000.00	\$ 120,000.00
GIS/Data Visualization	\$ 100,000.00	\$ 200,000.00
Experienced Shared CFO/Financial Firm	\$ 218,750.00	\$ 437,500.00
Expand Part Time Program Coordinator (Contract)	\$ 75,000.00	\$ 150,000.00
Junior Program Manager (including benefits)	\$ 78,000.00	\$ 156,000.00
Overhead on prior 2 roles	\$ 32,950.00	\$ 65,900.00
Additional VCUD Capacity Grant (TBD after needs assessment)		\$ 410,363.17
Additional VCBB Capacity (TBD after needs assessment)		\$ 410,363.17
TOTAL		\$2,500,000.00

**Securing the Public Interest through Shared Expertise and Services (SPISES) Program
A Proposal to the Northern Borders Regional Commission
Vermont Community Broadband Board (VCBB)**

Context

As Vermont accelerates the build-out phase of its community-owned broadband infrastructure, there is a growing need for increased capacity and oversight capabilities across all CUDs and at the VCBB. In normal times, many of these services would be acquired over time and paid for from the revenue generated by the network. These are not normal times. This simple fact speaks to the need and urgency of the SPISES program. The VCBB is expecting these groups, many under two years old, to construct and coordinate the operation of fiber networks spanning thousands of miles. These groups are also expected to manage and report on tens of millions of dollars in grant funding from multiple programs. Each CUD is selecting partners to fulfill their specific network and business operations work, but other shared needs are developing across districts for broader coordination, policy, systems, communications, and accounting needs. We propose providing additional seed funding to cover some of these costs during the network construction phase before revenues develop to offset the expenses.

Most States are viewing their broadband office's primary role as distributing grant funds. Vermont chose a different path in distributing funds. The VCBB is tasked with not only distributing funds, but also supporting and nurturing the development of ten new entities into sustainable operations. The proposal below increases efficiencies, encourages accountability, and builds strong sustainable Communications Union Districts.

Proposal

The Vermont Community Broadband Board (VCBB) requests \$2.5 million from the NBRC State Capacity Program for the following general purposes: *(Note: This is an amendment for the 20202 \$1.25M and a request for additional funds)*

- 1) Increase the capabilities of the VCBB to aid the CUDs, perform on the ground inspections of as-built infrastructure, reduce administrative expenses charged to other grant programs, and promote community broadband efforts.
- 2) Create a Seed Grant Program to fund shared services that a) Promote Cost Efficiencies; b) Secure Services Difficult for Individual CUDs to Procure (eg. The Broadband CFO); c) Increase the abilities of the CUDs to perform oversight and monitoring activities of contractors and consultants; d) Expenses associated with improving with financial monitoring and grant reporting; d) General coordination and administrative support; and e) Other shared services including those related to affordability as proposed by VCUDA.

Part I: Support for the VCBB

- **Communications and Public Outreach Manager (Limited-Service Position)** A program manager focused on regular communications with stakeholder groups including member CUDs, public officials and the media would establish a strategic engagement campaign to succinctly share and promote the CUD value proposition, story, and progress in Vermont. This position will be key to engaging with communities on issues related to equity and digital literacy. The VCBB currently has a temporary position filling this role. The purpose of including this in the initial proposal is to start the process of seeking approval for the position from the Joint Fiscal Office and Human Resources. This position will be within the VCBB. Total estimate for salary, benefits and state overhead (\$130,936.83/yr = \$261,873.66 total). *Note: The position and salary are based on the following existing position: <https://humanresources.vermont.gov/classification-position-management/classification/job-specifications/detail/073660>*

	<i>State Contribution: Benefit to Employee annually</i>
Base Pay	\$68,993.60
Social Security & MediCare	\$5,278.01
Health Insurance	\$24,541.40
Dental Insurance	\$1,381.90
Life Insurance	\$290.21
EAP (Employee Assistance Plan)	\$30.42
Retirement - Defined Benefit	\$18,421.29
Additional Overhead	\$12,000.00
TOTAL/YR	\$130,936.83

Note: Vermont's federally approved indirect rate is 36%. We are only charging a small portion of this rate and only for this position.

- **Fiber Optic and Network Construction Support Services**

Labor shortages are impacting the VCBB's ability to hire an in-state fiber optic engineer. As a result, much of these functions will need to be contracted out. The following expertise is essential to the success of our program. These contracts will keep costs down, while also ensuring the network built by the Communications Union Districts is resilient, redundant and affordable.

- **Make-Ready Support** - Make-Ready is the process of preparing poles for the deployment of fiber optic cable. The contract would likely be awarded to a retired power or telephone field engineer or operations leader who would be available to coordinate best practices in make-ready across the CUDs, including collecting and disseminating statistics on make-ready costs, timelines, and costs across the CUDs. The contractor would participate in ride outs and assist the CUDs in evaluating the condition of the poles and negotiating the appropriate charges based on the age and condition of the poles. This has the potential to save the CUDs and the public thousands of dollars. This will more than pay for itself. Some CUDs have seen bills as high as \$40k for routes that should cost closer to \$10K. This can result when an electric utility field engineer bills for the full process of a replacement pole when the pole is fully depreciated. The CUDs need to have an expert to help push back on some of these costs. There will be a significant return on this investment. The total cost estimate for all make-ready in the state related to CUDs for a 7400 mile network is close to \$60 million. This like the other items in our list are promote efficiencies and promote accountability. Initial discussions with such a possible candidate estimated this would take an average over 20/hrs per month at \$100/hrs as a contractor. (\$24k/yr = \$48k total)
- **"As Built" On the Ground Support/Inspections** – As the network is being constructed, the VCBB believes that spot checks of network construction and final review of the network as built is important for performing due diligence on contracts, ensuring compliance with outside plant design standards, and ensuring the product provides telecommunication service for the next few decades. This contract will also assist in adjudicating challenges to grant applications by existing providers. Performing spot checks, along with having the resource available for the CUDs during construction can head off a lot of re-work as opposed to waiting until the end for final inspection. We expect this cost to increase over the two-year period as more construction takes place. We estimate up to 50 hrs per month by year two. We will calculate the cost of contract based on a \$125/hr rate and estimating an average of 40 hrs per month for the length of the grant. (\$120k total)

Note: The two contact positions above will be filled using an RFP process. The cost estimate is based on what we are hearing from other states. Given the amount of fiber optic construction underway and ongoing labor shortages, these estimates may be low. We are hoping the in-state price will be less

expensive if we can find someone. The prices we are paying nationally for outside (and out of state) consultants (see Fiber Optic Services/Grant Review Support) are as follows:

Labor Category	2022 Hourly Rate
Chief Technology Officer/ Director of Business Consulting	\$275
Principal Engineer/Analyst	\$250
Senior Engineer/Analyst	\$225
Staff Engineer/Analyst	\$205
Aide	\$130

- **Fiber Optic Services/Grant Review Support.** This contract would continue efforts to align our grant program with best practices for network design. The contract will review initial applications to the program with a focus on reviewing the business plans to ensure sustainability and the initial network designs to ensure they provide universal service. The contract will also be working with applicants partnering with Communications Union Districts to fix and improve applications and evaluate an challenges submitted to the application before the staff makes a recommendation to the Board. After a grant is awarded, the contract will review each low-level detailed network design and sign off that it meets required outside plant designs. Finally, this contractor will assist efforts in implementing a statewide design to ensure reliability and redundancy and to bring down the cost of data thus reducing the cost for Vermonters. This would save money and time as opposed to doing a complete design and waiting for the outside engineering firm to provide final approval. Based on the costs incurred for 2022, we expect the monthly cost to be between about \$5000 and \$10000/mo. For this reason, we are budgeting the following: (\$120k per year each =- \$240k total)
- **GIS Support and Data Visualization.** This contract will support all VCBB efforts related to mapping and data visualization. The mapping is essential for ensuring the proper deployment of fiber optic networks, evaluating challenges to applications, and ensuring the networks together form a statewide network. The GIS team will also support the integration of data related to equity into our model. The data visualization is necessary for sharing progress with key stakeholders in local and state government, partner agencies, and the public. Based on the current costs. Based on the costs incurred in 2022 and increase as construction begins, we are budgeting the following: (\$100k per year each =- \$200k total)

Note: The Fiber Optic/Grant Review Support and the GIS and Data Visualization cost estimates are based on the contracted expenses for the last year and taking into account the increase in the number of applications, challenges, and parallel reporting requirements expected in the next two years.

Part II: Granted Support to the Vermont Communications Union Districts Association (VCUDA)

Note: Costs as for guidance. The final cost will be the result of an RFP process or HR policies

The Vermont Communications Union Districts Association (VCUDA) is association of all Communications Union Districts. VCUDA provides guidance, shared services, and policy analysis in support of the goals of the Vermont Community Broadband Board.

With the NBRC grant, the VCBB shall provide seed funding to support functions that we will grow the capacity of VCUDA to serve its members and the public interest. The following items are a subset of a larger request to be developed in collaboration with the VCBB and deployed via formal grant agreements with VCUDA.

Shared these characteristics of these specific requests:

- a) enjoy strong support from the majority of CUDs;

- b) represent urgent and immediate needs;
- c) are functions that are clearly most appropriate to be provided by VCUDA.

This request asks for the VCBB to allow VCUDA or VCBB staff to approach the NBRC for two years of \$435,950 per year in seed funding for two distinct tasks:

- On board senior level experienced financial and grant management professional(s) that could provide CFO-level advice to the CUDs, act as their treasurer, and act as their advocate and resource on financial, audit and compliance matters.
- Increase VCUDA's capacity to engage in shared interests by increasing access to the current senior level part time program coordinator role and adding an additional junior program coordinator.

After the initial two years, we expect that revenues would be sufficient from the CUDs that the VCUDA board would be able to fund the ongoing support of these functions or to curtail them as need dictates.

Statement of Need for Financial and Grant Expertise:

The complex nature of state, federal and debt funding for broadband in Vermont, as well the desire to be highly transparent and commercially viable necessitates access to highly experienced personnel to support financial activities in areas of grants, telecommunications, compliance and reporting requirements. The public expectations and grant compliance requirements dictate that it is not adequate to have a "learn as you go" approach with local accounting firms supporting Vermont's broadband programs. Instead, we believe we need to onboard **a highly experienced shared resource that has prior experience in complex telecommunication environments, ideally with experience integrating federal grant, telecommunications planning, compliance and reporting.** This resource could take the form of a part time senior executive or a contract with a firm that has experience in these areas.

Each of the CUDs has independently hired or contracted for accounting support and auditing and is in the process of developing or refining a chart of accounts, policies and procedures for recording and tracking capital assets, grant reporting compliance, and preparation of accounting and financial projections to support future grants and financing. At present, each CUD is engaging in similar efforts in parallel and are potentially arriving at different approaches to the same, or similar, problems. This is a duplicative development effort and at the small scale each CUD operates this approach also potentially under-serves some of the more complicated accounting activities that individual leaders may not uncover now, but that may be important in the future. Many of the CUDs indicated that if they had a shared resource, it would be less expensive and they would likely be able to get a higher level of expertise through a sharing agreement.

Through a senior-level shared financial advisor function, our intent would be to put the effort in, now, to fully examine and build best practices for accounting, charts of accounts, reporting, and policies. This initial effort would decrease short term costs and increase long-term efficiency of the CUDs by de-duplicating separate development. If CUDs adopt similar accounting and reporting principles, this approach will also enable potential financiers to more easily evaluate CUDs, and will enable improved insight into tracking and reporting across CUDs. **The plan would be to hire or contract with an experienced CFO (or financial services firm if the expertise cannot be found in a single individual) to lead this effort and develop best practices.** Creating this level of coordination amongst our CUDs will result in more standardized financials and reporting which should in turn lower the administrative overhead for the VCBB and other auditing entities to review multiple CUDs.

Since ownership and decision-making lies within each CUD, this resource would work with each CUD to adopt, as appropriate, the developed best practices. We do not believe this reduces the short-term accounting needs in each CUD, but we do believe it elevates our ability to be prepared for complicated federal grant requirements, build better

reporting, raise funds more effectively, and reduce accounting, audit, and compliance risks across the CUDs for the long term.

This function necessarily needs to be separate from the VCB and other entities that have oversight or audit responsibilities in overseeing the CUDs. The financial and grant experts that support the CUDs must be separate from the agency administering and overseeing the grants that these individuals will help manage.

Based on our initial investigations, finding an experienced CFO (10+ years) *who has worked* in a complex business environment will be necessary. There are a narrow set of resources in the US that have this skillset, and they are extremely high demand. An active professional with these capabilities typically bills at \$175 to \$225 per hour. While this is less expensive than some professions like legal and network architecture, it is a reasonable fee for the combined complex business and grant/telecom/compliance/reporting expertise we would like to acquire to support the existing accounting teams at each CUD. An approach leveraging a firm would likely blend less experienced staff with the senior advisors and we expect it would cost a similar amount. If we were to onboard a staff member, we could expect a salary of \$175,000 to \$200,000 per year plus 25% benefits or \$218,750/yr. In all cases, this resource may have some minimal incidental expenses

Statement of Need for Program and Policy Coordination Expertise:

VCUDA exists as an instrumentality of the Communications Union Districts and “serves to unite the interests of Vermont’s growing municipal internet networks, devising ways to share resources and voicing CUD consensus on critical policy issues.” A key to VCUDA’s ability to meet this agenda is a minimal amount of staffing that can serve to coordinate across the CUDs and develop policy positions and advocate on their behalf. VCUDA currently has access to a highly experienced senior level individual to fulfill these support services at about 15% of a full-time employee effort. The grant would allow VCUDA to increase that to closer to 50% while also adding a more junior resource to take on many of the day-to-day coordination activities while also gaining experience. Today, there is an enormous cross-CUD need that is either being partially filled through volunteer hours or not met.

The VCB has already seen the benefit to the CUDs of the current minimal shared investment using the limited dues that each CUD has been able to allocate to VCUDA. However, until CUDs develop operating revenue, VCUDA on its own is unable to expand the necessary staff to meet current demands. With support, we believe we can make a substantial impact on the success of VCUDA’s mission, its coordination with the VCB and other entities, and its ability to share best practices, develop shared opportunities and advance the public interest.

The current part-time program coordinator contractor is a senior level individual who has 30 years of experience and previously served as a Vice President for a national telecommunications operator. They are responsible for their own benefits, retirement, and health care. The cost is based on the current hourly contracted rate for the Program Coordinator, but for the increased hours.

The Junior Program Coordinator salary is based on similar positions within state government, such as the housing program coordinator, which earns \$54,953 annually. We would expect the Junior program coordinator to receive a salary of approximately \$50,000-\$60,000 per year, plus benefits for a total of about \$78,000. The VCUDA overhead allocation includes ancillary expenses (mileage, equipment, zoom subscription, etc.) for these individuals.

Seed funding from NBRC would allow these two activities to happen now, when the need is great, but before the CUDs are able to generate sufficient operating dollars from customer revenue to fund this directly.

Part III: Remaining Funds (\$820,726.34)

The BEAD program and broadband deployment in general face many unknowns in the next few years. The remaining funds will be deployed based on a needs assessment. The resources will be based within the VCB or within VCUDA

based on an evaluation of what offers the most oversight, accountability, flexibility, and efficiencies. A grant program will be used to the resources determined to be best situated at VCUDA.

Sustainability

After the initial two years, we expect that revenues would be sufficient from the CUDs that the VCUDA board would be able to fund the ongoing support of these functions or to curtail them as need dictates. The VCBB needs are likely to be ongoing and changing.

Timeline

Task	Winter/Spring 2023	Summer/Fall 2023	Winter/Spring 2024	Summer/Fall 2024
Grant agreements with subrecipient				
RFPs for contracted support				
Hiring or Contracting Broadband CFO				
Hiring Communications and Outreach VCBB Position				
Make Ready Support Contract				
Grant Review Process Improvement Support				
Fiber Optic Support for Detailed Designs Support				
GIS and data visualization upgrades				
As Built Inspections				
VCBB Needs Assessment				
VCUDA Needs Assessment				
CUD shared support grant program				
Additional VCBB Support as Determined by Board and Outside Review (being conducted in conjunction with the Auditor)				

Overall Proposed Budget

Budget Item	Annual	Total
Communications and Outreach Manager Limited-Service Position	\$ 130,936.83	\$ 261,873.66
Make-Ready Support	\$ 24,000.00	\$ 48,000.00

Fiber Optic Services/Grant Review Support	\$ 120,000.00	\$ 240,000.00
"As Built" On the Ground Support/Inspections	\$ 60,000.00	\$ 120,000.00
GIS/Data Visualization	\$ 100,000.00	\$ 200,000.00
Experienced Shared CFO/Financial Firm	\$ 218,750.00	\$ 437,500.00
Expand Part Time Program Coordinator (Contract)	\$ 75,000.00	\$ 150,000.00
Junior Program Manager (including benefits)	\$ 78,000.00	\$ 156,000.00
Overhead on prior 2 roles	\$ 32,950.00	\$ 65,900.00
Additional VCUD Capacity Grant (TBD after needs assessment)		\$ 410,363.17
Additional VCBP Capacity (TBD after needs assessment)		\$ 410,363.17
TOTAL		\$2,500,000.00

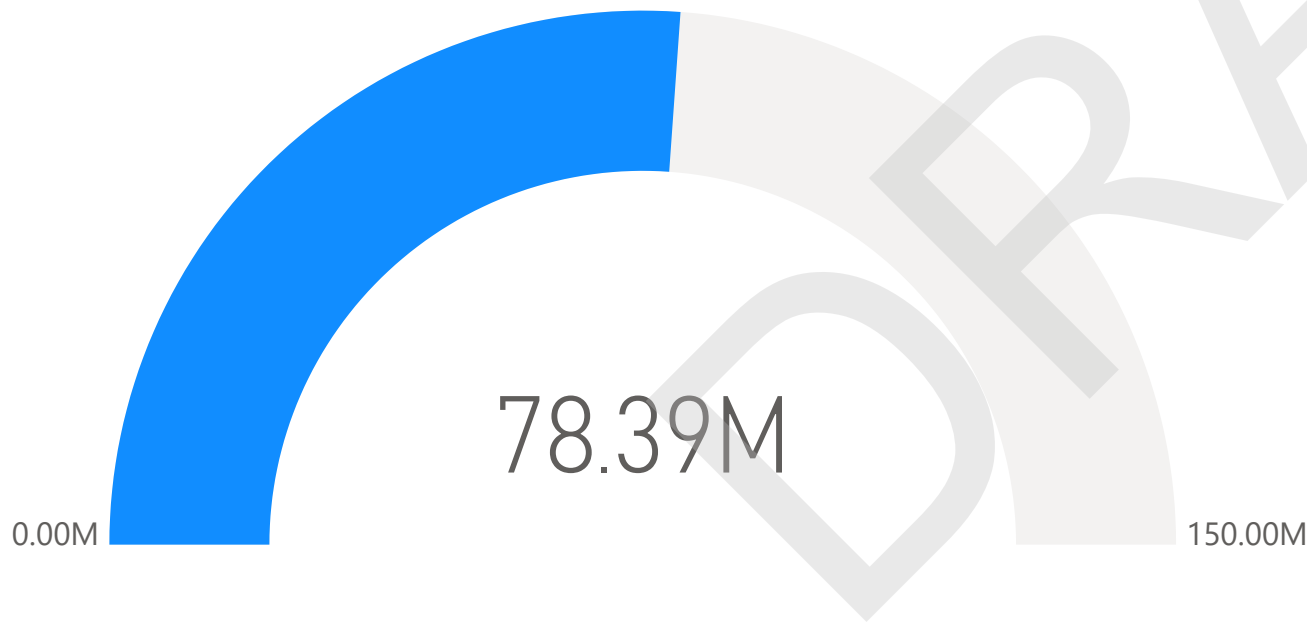
VCBB Budget Reports

Period Ending 1/31/23

Funding	Sum of Budget	Sum of Expenses	Sum of Obligated	Budget Remaining
Act 74 (ARPA)	150,000,000.00	36,670,580.19	41,716,019.11	71,613,400.70
ARPA Capital	95,000,000.00		17,452,729.00	77,547,271.00
Federal	6,768,154.00			6,768,154.00
H.315	1,800,000.00	1,684,884.08	108,315.00	6,800.92
need to fix		24,519.47		-24,519.47
One-time General Fund	1,500,000.00		400,000.00	1,100,000.00
USF	1,491,481.00	995,261.63		496,219.37
Total	256,559,635.00	39,375,245.37	59,677,063.11	157,507,326.52

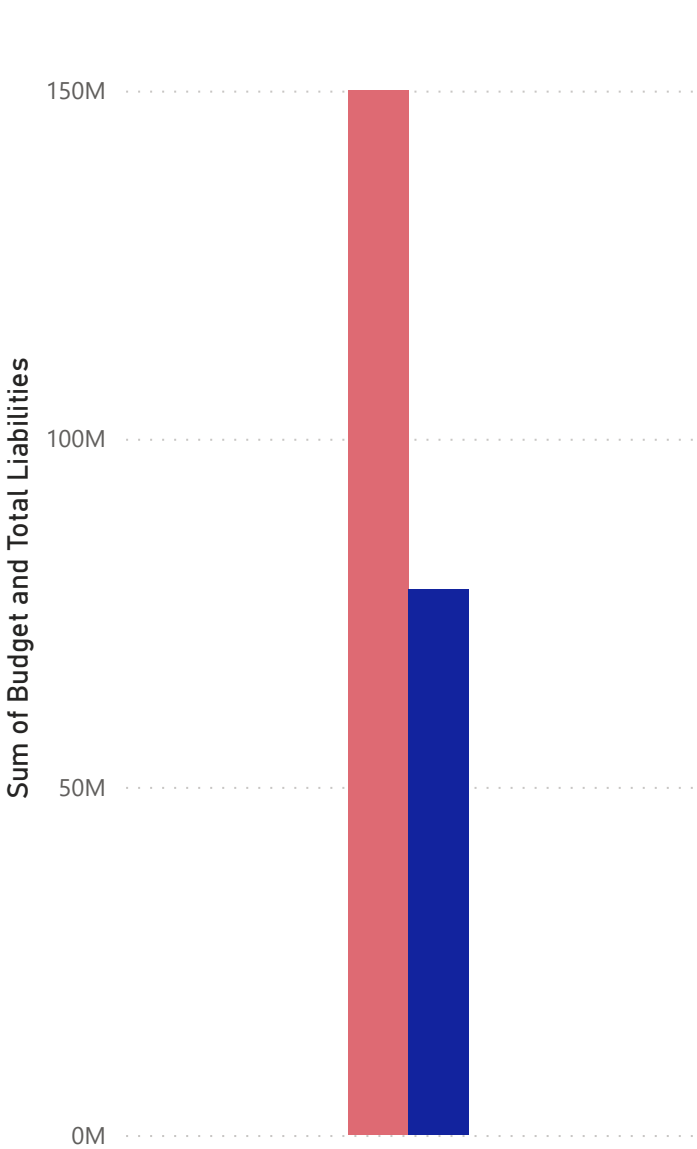
Funding	Sum of Budget	Sum of Expenses	Sum of Obligated	Budget Remaining
<div><div></div>Act 74 (ARPA)</div>	150,000,000.00	36,670,580.19	41,716,019.11	71,613,400.70
Board Costs		4,212.50		-4,212.50
Contractual		40,631.25		-40,631.25
Equipment & Software		0.00		0.00
Grants	150,000,000.00	36,310,955.28	41,716,019.11	71,973,025.61
Internal Service Fees		1,390.10		-1,390.10
Misc Costs		520.54		-520.54
Other Personnel Costs		166.97		-166.97
Personnel		309,617.40		-309,617.40
Supplies		45.80		-45.80
Travel & Training		3,040.35		-3,040.35
Total	150,000,000.00	36,670,580.19	41,716,019.11	71,613,400.70

Total Liabilities and Sum of Budget



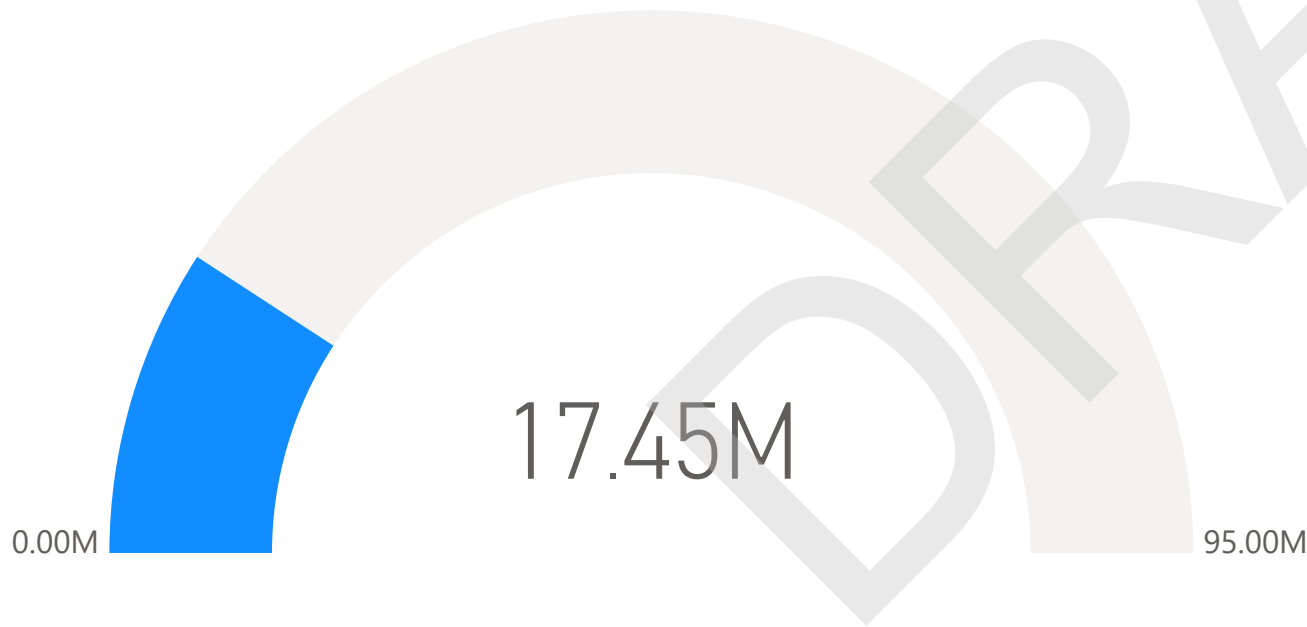
Sum of Budget and Total Liabilities

● Sum of Budget ● Total Liabilities

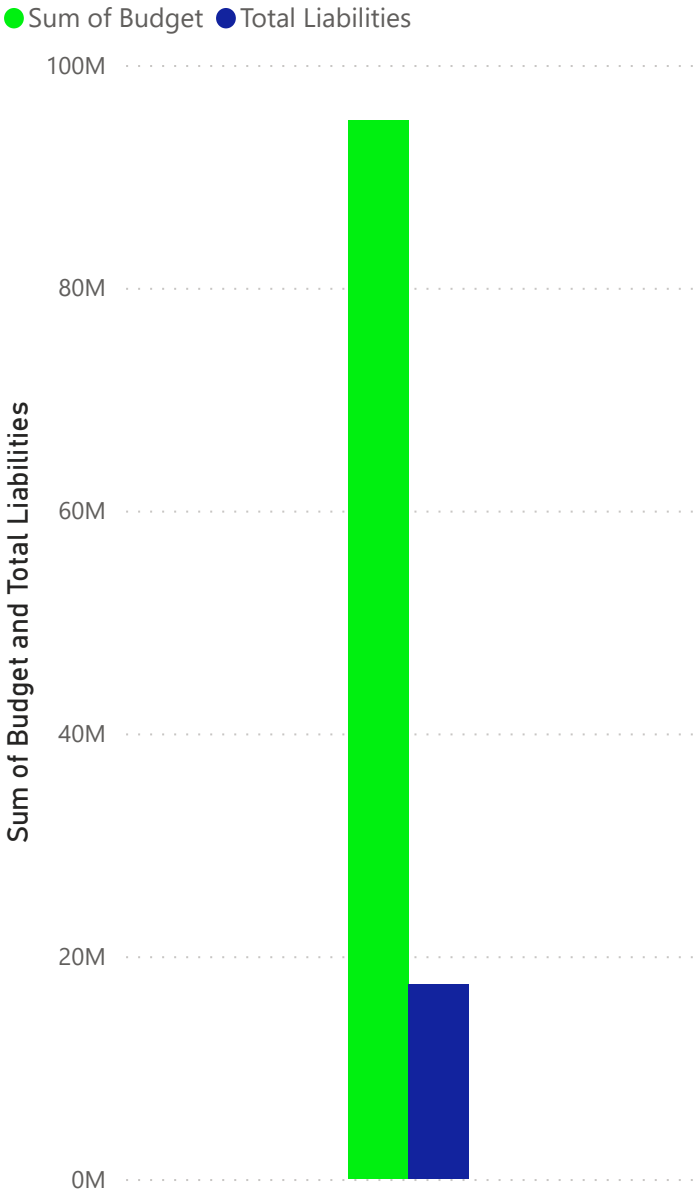


Funding	Sum of Budget	Sum of Expenses	Sum of Obligated	Budget Remaining
<input checked="" type="checkbox"/> ARPA Capital	95,000,000.00		17,452,729.00	77,547,271.00
Grants	90,500,000.00		17,452,729.00	73,047,271.00
Personnel	4,500,000.00			4,500,000.00
Total	95,000,000.00		17,452,729.00	77,547,271.00

Total Liabilities and Sum of Budget

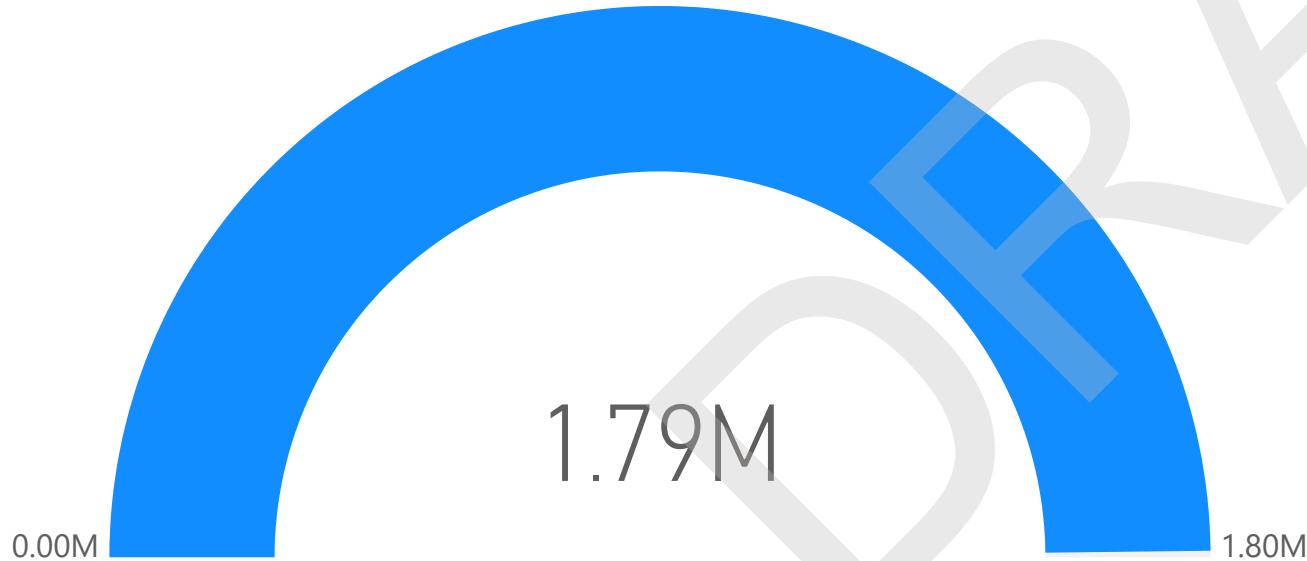


Sum of Budget and Total Liabilities

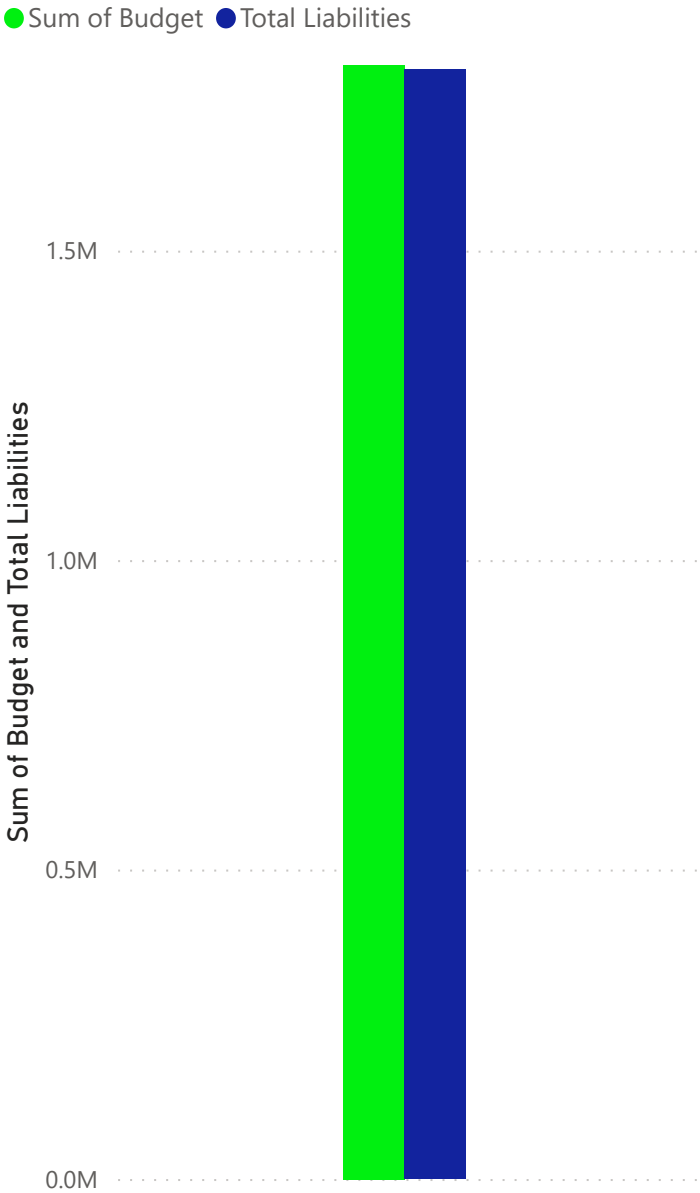


Funding	Sum of Budget	Sum of Expenses	Sum of Obligated	Budget Remaining
<input checked="" type="checkbox"/> H.315	1,800,000.00	1,684,884.08	108,315.00	6,800.92
Contractual	111,837.67	17,436.75		94,400.92
Equipment & Software		57,600.00		-57,600.00
Grants	1,688,162.33	1,609,847.33	108,315.00	-30,000.00
Total	1,800,000.00	1,684,884.08	108,315.00	6,800.92

Total Liabilities and Sum of Budget

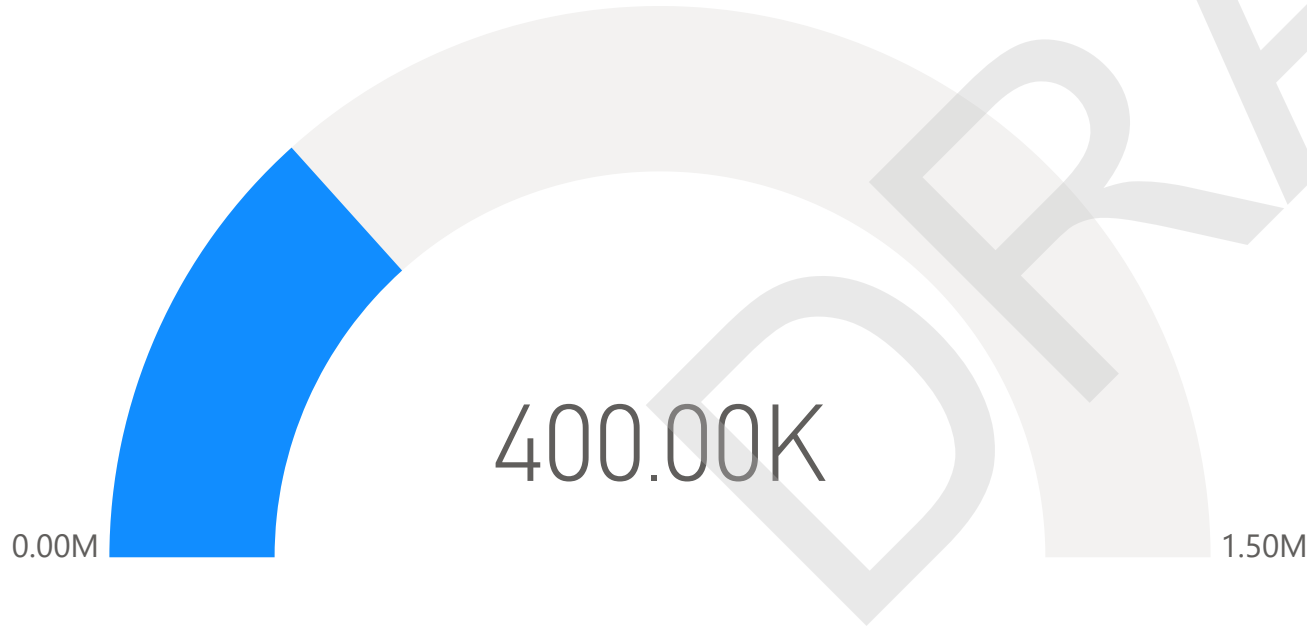


Sum of Budget and Total Liabilities



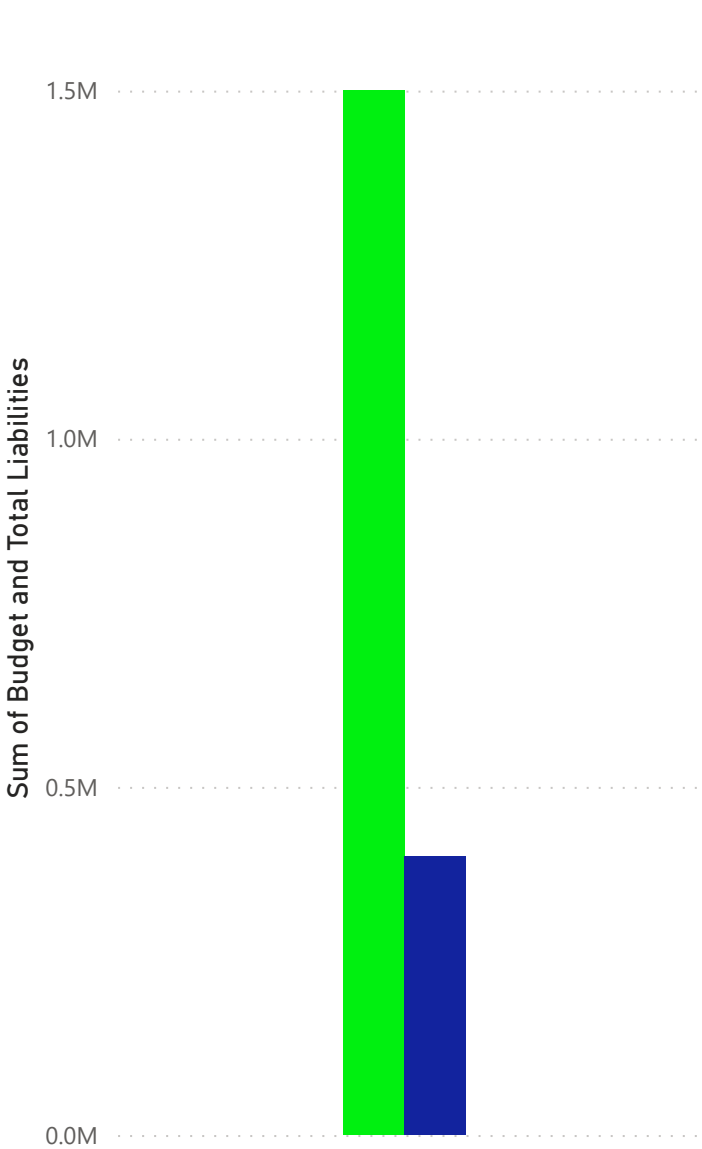
Funding	Sum of Budget	Sum of Expenses	Sum of Obligated	Budget Remaining
☐ One-time General Fund	1,500,000.00		400,000.00	1,100,000.00
Grants	1,500,000.00		400,000.00	1,100,000.00
Total	1,500,000.00		400,000.00	1,100,000.00

Total Liabilities and Sum of Budget



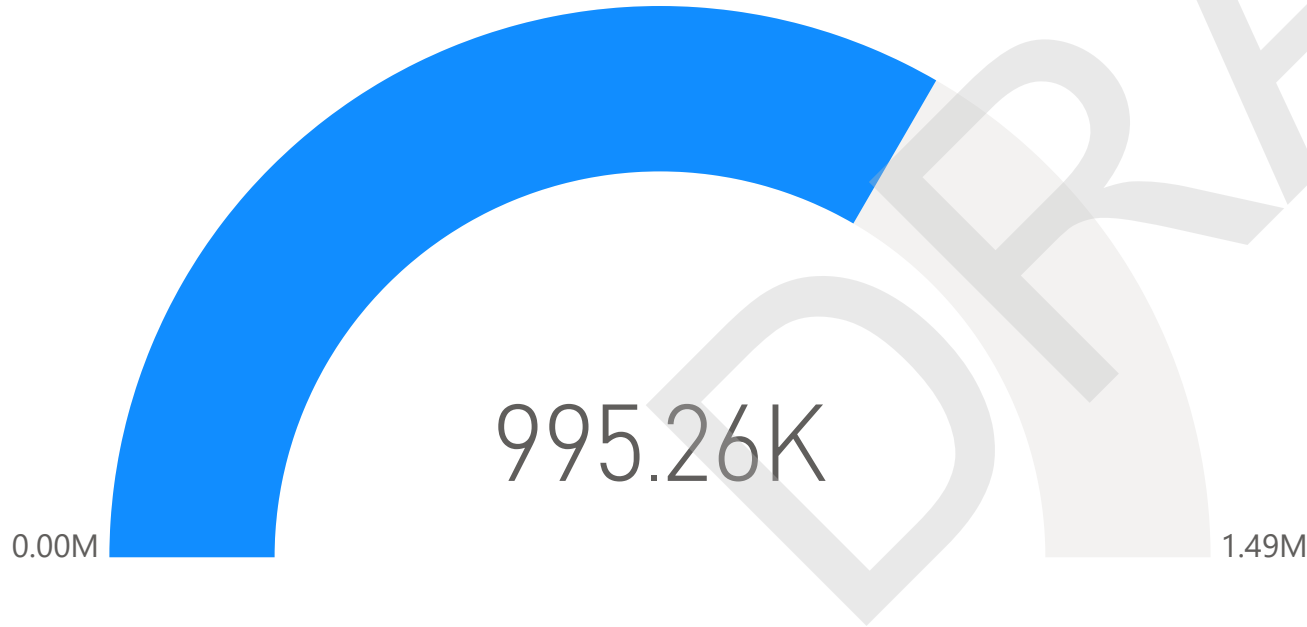
Sum of Budget and Total Liabilities

● Sum of Budget ● Total Liabilities

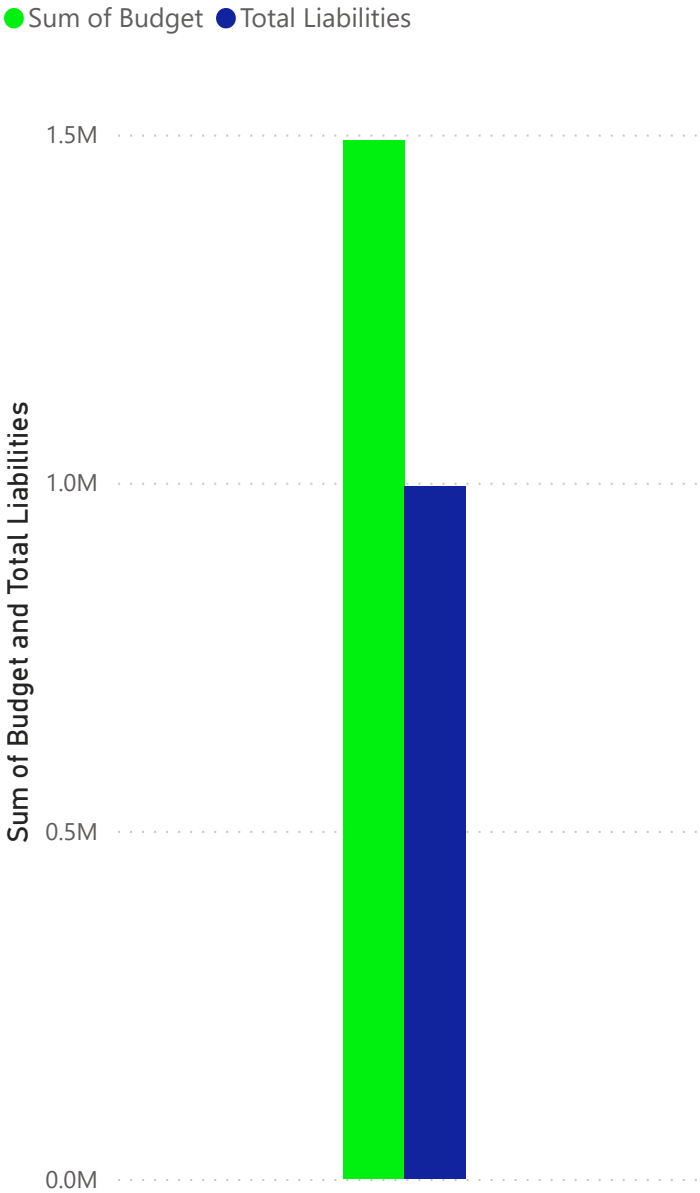


Funding	Sum of Budget	Sum of Expenses	Sum of Obligated	Budget Remaining
<input checked="" type="checkbox"/> USF	1,491,481.00	995,261.63		496,219.37
Board Costs	24,500.00	22,828.44		1,671.56
Contractual	525,000.00	204,513.14		320,486.86
Equipment & Software	3,800.00	16,696.65		-12,896.65
Grants	150,000.00			150,000.00
Internal Service Fees		102,665.87		-102,665.87
Misc Costs	7,200.00	6,267.53		932.47
Other Personnel Costs		1,414.30		-1,414.30
Personnel	754,981.00	613,772.34		141,208.66
Supplies	1,000.00	965.87		34.13
Travel & Training	25,000.00	26,137.49		-1,137.49
Total	1,491,481.00	995,261.63		496,219.37

Total Liabilities and Sum of Budget

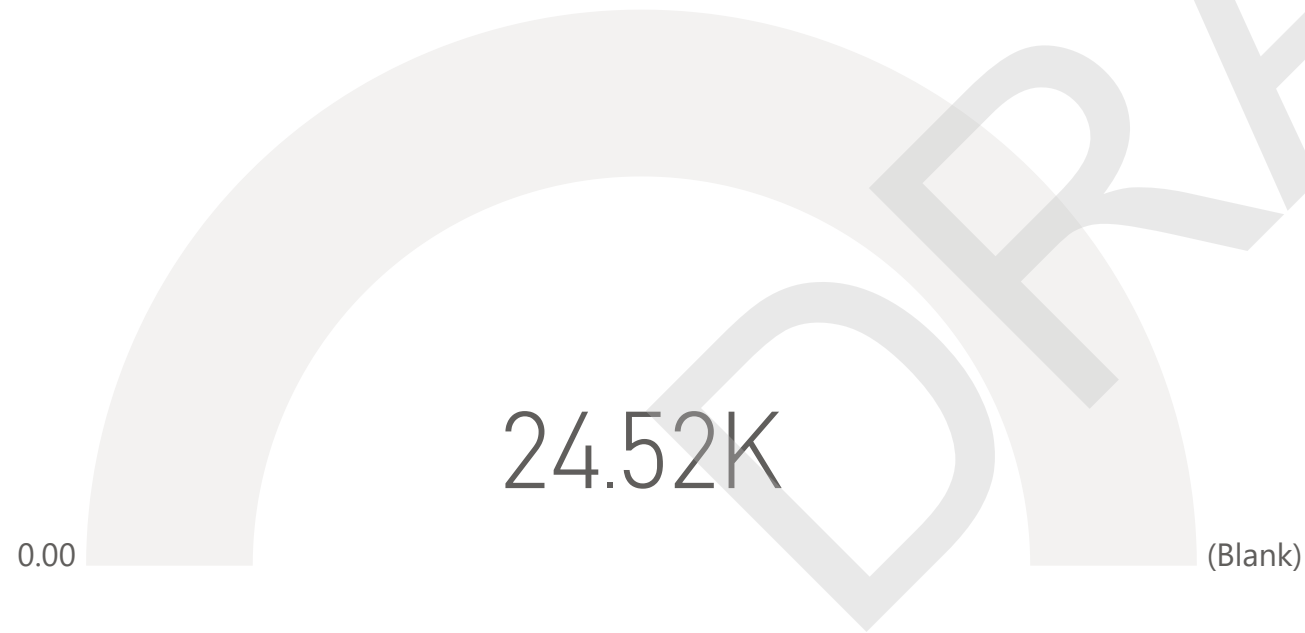


Sum of Budget and Total Liabilities

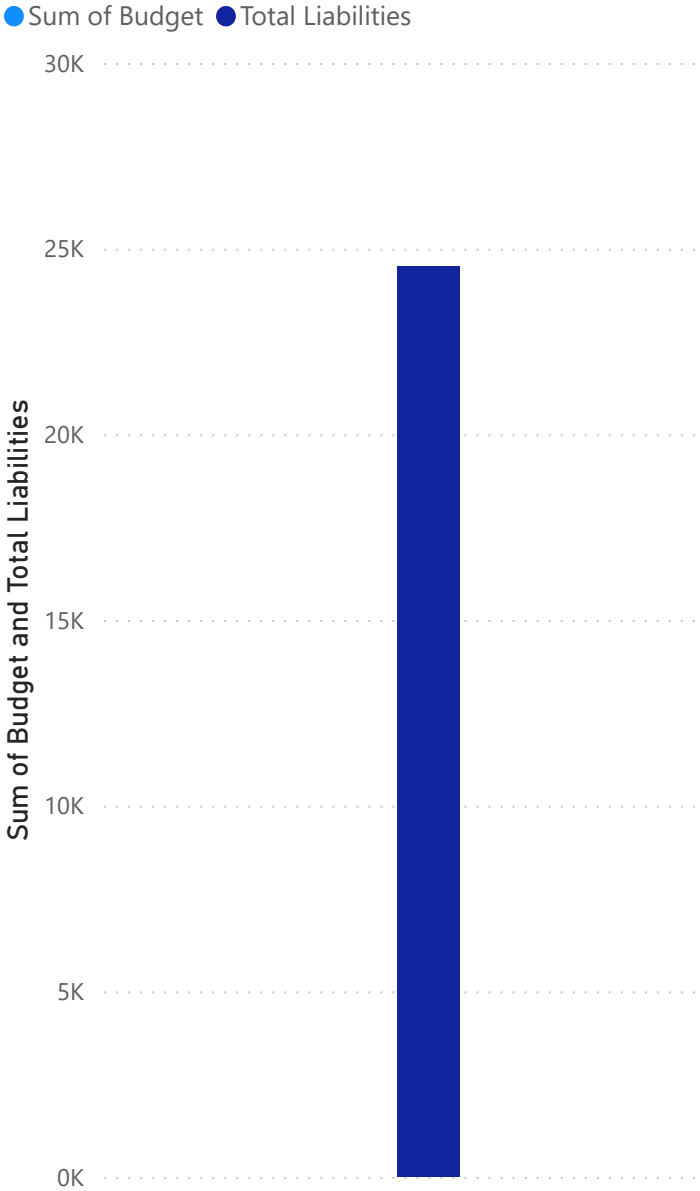


Funding	Sum of Budget	Sum of Expenses	Sum of Obligated	Budget Remaining
<input type="checkbox"/> need to fix		24,519.47		-24,519.47
Misc Costs		90.96		-90.96
Other Personnel Costs		184.42		-184.42
Personnel		24,244.09		-24,244.09
Total		24,519.47		-24,519.47

Total Liabilities and Sum of Budget



Sum of Budget and Total Liabilities



Vendor Name	Sum of Grantee Awarded	Sum of Expenses	Sum of Obligated	Grantee Budget Remaining
+ Addison County Communications Union	21,608,220	5,684,732.12	17,151,370.88	-1,227,883.00
+ Catamount Fiber	9,148,585	139,500.00	30,000.00	8,979,085.00
+ CV Fiber	21,738,940	1,023,666.75		20,715,273.25
+ CVFiber		14,324,850.25	6,390,423.00	-20,715,273.25
+ DVFiber	27,307,177	4,054,820.19	22,172,412.81	1,079,944.00
+ East Central Vermont Telecommunications	2,841,130	1,093,434.07	1,764,027.07	-16,331.14
+ Lamoille FiberNet Communications Union	1,627,990	1,314,855.00		313,135.00
+ NEK Community Broadband	29,166,054	9,370,588.84	2,745,387.16	17,050,078.00
+ Northwest Vermont Communications	1,348,428	751,729.06	626,699.19	-30,000.25
+ Otter Creek Communications Union	567,000	126,000.00	441,000.00	0.00
+ Rutland Regional Planning Commission	8,348,243	37,234.97		8,311,008.03
+ Vermont Communications Union Districts	15,000	7,500.00	7,500.00	0.00
Total	123,716,767	37,928,911.25	59,677,063.11	26,110,792.64

Funding	Sum of Grantee Awarded	Sum of Expenses	Sum of Obligated	Grantee Budget Remaining
+ Act 74 (ARPA)	122,116,767	36,310,955.28	41,716,019.11	44,089,792.61
+ ARPA Capital			17,452,729.00	-17,452,729.00
+ H.315	1,600,000	1,617,955.97	108,315.00	-126,270.97
+ One-time General Fund			400,000.00	-400,000.00
Total	123,716,767	37,928,911.25	59,677,063.11	26,110,792.64

#	Priority	Item	Date entered	Assigned to	Resolution and date
26	1	Establish policy to address issue of enforceability with any of the partners and the CUDs.	8/22/22	CH	Team will finalize plan and share with Board at a future meeting.
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
35					
36					
37					
38					
39					
40					
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	CH	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		Patty Richards to lead this 12/12/22.
25	2	Host workshop for the CUDs on Uniform Guidance	8/8/22	CH	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		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	CH	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 IJA program.
8	2	Policy on "Material Default" see §8086(c)(2)	11/1/21	board	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	CH	Completed
7	1	Make Ready Construction – policy: part of §8085 grants or not?	11/1/21	board	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	RF	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	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& board (LS)	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	CH/Legal	The RFP and construction schedules will be public.
13	2	USP & contiguous CUD construction- policy	11/22/21	Board LS/HG	Completed. Addressed in the Construction RFP.
14		Legislative Consideration – Purchase of consolidated services/goods	11/29/21		Not needed.