



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: February 2, 2023  
Subject: Grant Request – JFO #3136

Enclosed please find one (1) item, which is being held for the Joint Fiscal Committee meeting scheduled for Wednesday, February 9, 2023.

**JFO #3136:** \$5,000,000.00 to the Agency of Administration, Public Service Department, VT Community Broadband Board (VCBB) from the National Telecommunications and Information Administration, Broadband Equity, Access and Deployment Program to deliver broadband to unserved and underserved areas in Vermont. This is a 5-year grant and will fill in the technical gaps existing in the VCBB's program of broadband deployment.

*[Received 1/23/2023]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions. A representative from the Agency of Administration will be available to answer questions at the JFC meeting on Wednesday, February 9, 2023.



**State of Vermont**  
 Department of Finance & Management  
 109 State Street, Pavilion Building  
 Montpelier, VT 05620-0401

[phone] 802-828-2376  
 [fax] 802-828-2428

Agency of Administration

**STATE OF VERMONT  
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

<b>Grant Summary:</b>		This grant represents the main infrastructure component of the federal BEAD broadband internet expansion program.			
<b>Date:</b>		12/14/2022			
<b>Department:</b>		Public Service Department- Vermont Community Broadband Board			
<b>Legal Title of Grant:</b>		Broadband Equity, Access, and Deployment Program			
<b>Federal Catalog #:</b>		50-20-B138 CFDA 11.035			
<b>Grant/Donor Name and Address:</b>		National Telecommunications and Information Administration 1401 Constitution Ave., NW Washington, DC 20230			
<b>Grant Period:</b>		<b>From:</b>	<b>To:</b>		
		12/1/2022	11/30/2027		
<b>Grant/Donation</b>		Grant			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$2,486,667	\$1,256,667	\$1,256,667	\$5,000,000	Five-year grant period.
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		0	Some salaries and benefits of existing positions will be funded through this grant, and additional personal services will come from contractors.		
<b>Additional Comments:</b>					
<b>Department of Finance &amp; Management</b>				Adam Greshin	(Initial)
<b>Secretary of Administration</b>				Douglas Farnham	(Initial)
<b>Sent To Joint Fiscal Office</b>					<b>Date</b>





**STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)**

<b>BASIC GRANT INFORMATION</b>			
<b>1. Agency:</b>	Agency of Administration		
<b>2. Department:</b>	Public Service Department		
<b>3. Program:</b>	Vermont Community Broadband Board (VCBB)		
<b>4. Legal Title of Grant:</b>	Broadband Equity, Access, and Deployment Program		
<b>5. Federal Catalog #:</b>	50-20-B138 CFDA 11.035		
<b>6. Grant/Donor Name and Address:</b>			
National Telecommunications and Information Administration 1401 Constitution Ave., NW Washington, DC 20230			
<b>7. Grant Period:</b>	<b>From:</b>	12/1/2022	<b>To:</b> 11/30/2027
<b>8. Purpose of Grant:</b>			
<p>The Broadband Equity, Access, and Deployment Program (BEAD) provides federal funding for grants to Eligible Entities for broadband planning, deployment, mapping, equity, and adoption activities.</p> <p>This program will lay critical groundwork for widespread access, affordability, equity, and adoption of broadband, create good-paying jobs; grow economic opportunities, including for local workers, provide increased access to healthcare services, enrich educational experiences of students, close long-standing equity gaps, and improve the overall quality of life across America. The Program's principal focus will be on deploying broadband service to unserved locations (those without any broadband service at all or with broadband service offering speeds below 25 megabits per second (Mbps) downstream/3 Mbps upstream) and underserved locations (those without broadband service offering speeds of 100 Mbps downstream/20 Mbps upstream).</p> <p>The VCBB has demonstrated they will be able to ensure service to all unserved and underserved locations within Vermont. They may also use additional funding to pursue eligible access-, adoption-, and equity-related uses, as well as any other uses approved by the Assistant Secretary that support the Program's goals.</p> <p>A Special Projects Manager will direct day-to-day project activities to manage the Research and Data Collection as well as ensuring completion of final project deliverables. They will serve as the GIS leader for the VCBB and ensure the GIS maps capture and present the data and information collected, as well as research data sources needed to ensure the VCBB can make high quality decisions in the grant decisions and agreements. The Special Project Manager will coordinate with the contractors hired for this undertaking.</p> <p>CTC Technology and Energy consultants wrote the Vermont 10-year Telecommunications Plan. This plan meets requirements set forth by Act 79 (2019). The VCBB will utilize CTC to update the plan, post-COVID. CTC will develop and implement a plan for stakeholder engagement and community outreach to determine and obtain information as to verify the accuracy of Vermont Broadband Status by address, what the barriers are for Vermonters to access and effectively utilize information and services available on the Internet. CTC will also provide the performance evaluation tools for determining the quality of service.</p> <p>A financial consulting firm will develop and implement a detailed budget and reporting format to be used as part of the BEAD planning process. Completion of this activity will result in a detailed budget that complies with the State of Vermont and the NTIA reporting requirements. The development of the budget will include key reporting milestones as well as determine the Key Performance Indicators needed as well as identify who is responsible and who should be consulted with and informed related to each element of the budget. All final products will be owned by the State of Vermont, not the consulting firm. The Financial Advisory consulting firm has not been selected at this point in time.</p>			

## STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)

A Data Collection Consulting firm will develop and implement a plan for stakeholder engagement and community outreach to determine and obtain information to obtain a comprehensive library of community assets, resulting in a GIS asset map that provides the necessary details about community assets that will help to achieve the goals of the BEAD program. All final products will be owned by the State of Vermont, not the consulting firm. The Data Collection Consulting firm has not been selected at the time of this application.

In 2021, the state of Vermont sponsored a highly successful training program for staff and volunteer board members throughout the state to provide training on broadband and governance. The VCBB will offer two additional trainings over the five-year grant training period. There are over 400 volunteers across the state that are eligible for the training.

In addition, this grant will allow the VCBB to fund four of its positions all or in part, and potentially bring on additional contracted services, in order to achieve its goal of ensuring the provision of fiber-optic internet access for every on-grid premises in Vermont. These include a Fiber Optic Engineer responsible and accountable for the final design content and document generation to support the placement of the physical fiber infrastructure supporting Outside and Inside Plant communication facilities, a Rural Broadband Technical Assistance Specialist to provide consultation, technical assistance and management to Vermont's Communication Union Districts expanding broadband service to unserved and underserved locations, a Public Outreach Manager responsible for developing and coordinating a variety of public outreach, education, and communications initiatives and materials, and a Regulatory Compliance Manager responsible for the maintenance of an effective system of internal controls at the VCBB and for the recipients of VCBB grants.

Lastly, a \$1,000,000 grant will be issued to the Vermont Communications Districts Association (VCUDA) in order to issue subgrants for capacity building to its ten member Districts. These subgrants will allow Districts to obtain additional technical, legal, and financial support as they push to connect every address in their respective member towns to fiber-optic internet.

To put the BEAD grant into perspective, it will serve as a technical complement to the funding the VCBB has received, primarily from the ARPA program, which it is currently deploying across Vermont for the construction of fiber internet networks. Acquiring the services of specialists and consultants will ensure the acceleration and optimization of Vermont's broadband revolution, and will ultimately be critical to the Administration's goal of reaching universal broadband service within a five-year window.

**9. Impact on existing program if grant is not Accepted:**

This program will allow the VCBB to obtain critical technical support in order to facilitate its existing broadband deployment programs. These services are necessary enough to the statewide project that failing to provide them through federal funds will result in CUDs entering into debt in order to acquire them for themselves- costs that will ultimately be reflected in the bills issued to consumers.

**10. BUDGET INFORMATION**

	SFY 1	SFY 2	SFY 3	Comments
	FY 23	FY 24	FY 25	
<b>Expenditures:</b>				
Personal Services	\$792,111	\$782,111	\$782,111	Five-year period
Operating Expenses	\$694,556	\$464,556	\$464,556	Five-year period
Grants	\$1,000,000	\$	\$	Five-year period
<b>Total</b>	<b>\$2,486,667</b>	<b>\$1,256,667</b>	<b>\$1,256,667</b>	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$5,000,000	\$	\$	
(Direct Costs)	\$5,000,000	\$	\$	
(Statewide Indirect)	\$	\$	\$	

## STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)

(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source )	\$	\$	\$	
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	

<b>Appropriation No:</b>		<b>Amount:</b>	\$
			\$
			\$
			\$
			\$
			\$
			\$
		<b>Total</b>	<b>\$</b>

**PERSONAL SERVICE INFORMATION**

**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: \_\_\_\_\_ Agreed by: \_\_\_\_\_ (initial)

12. Limited Service Position Information:	# Positions	Title
<b>Total Positions</b>		

**12a. Equipment and space for these positions:**  Is presently available.  Can be obtained with available funds.

**13. AUTHORIZATION AGENCY/DEPARTMENT**

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <i>Jane Tierney</i>	Date: 2/22/2022
	Title: Commissioner, Public Service Department	
	Signature:	Date:
	Title:	

**14. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <i>Douglas Farnham</i>	Date: 2/29/2022
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**15. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Accepted	(Governor's signature) <i>[Signature]</i>	Date: 1/20/23
<input type="checkbox"/> Rejected		

**16. DOCUMENTATION REQUIRED**

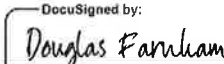
**Required GRANT Documentation**

## STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)

<input type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)
<input type="checkbox"/> Grant Budget	

**End Form AA-1**

(\*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).

FORM CD-450 (REV. 10/18)	U.S. DEPARTMENT OF COMMERCE	X GRANT	COOPERATIVE AGREEMENT
<b>FINANCIAL ASSISTANCE AWARD</b>		<b>FEDERAL AWARD ID NUMBER</b>	
		50-20-B138	
<b>RECIPIENT NAME</b> Administration Vermont Agency of		<b>PERIOD OF PERFORMANCE</b> 12/01/2022 - 11/30/2027	
<b>STREET ADDRESS</b> 109 State St FL 5		<b>FEDERAL SHARE OF COST</b> \$5,000,000.00	
<b>CITY, STATE ZIP</b> Montpelier, VT 05609-0003		<b>RECIPIENT SHARE OF COST</b> \$0.00	
<b>AUTHORITY</b> Section 60102 of Public Law 117-58		<b>TOTAL ESTIMATED COST</b> \$5,000,000.00	
<b>CFDA NO. AND NAME</b> 11.035 Broadband Equity, Access, and Deployment Program			
<b>PROJECT TITLE:</b> Vermont BEAD Planning			
<p><b>This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modifications by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.</b></p> <p>X DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS</p> <p>R &amp; D AWARD</p> <p>FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE</p> <p>X SPECIFIC AWARD CONDITIONS</p> <p>X LINE ITEM BUDGET</p> <p>X 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101</p> <p>48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES</p> <p>X MULTI-YEAR AWARD. PLEASE SEE THE MULTI-YEAR SPECIFIC AWARD CONDITION.</p> <p>X OTHER(S): Refer to Specific Award Condition #18 (Period of Performance and Funding Limitations) for the Multi-Year Specific Award Condition.</p> <p>GENERAL TERMS AND CONDITIONS for the NTIA BROADBAND EQUITY, ACCESS &amp; DEPLOYMENT PROGRAM (BEAD) INITIAL PLANNING FUNDS, July 2022 (see attached).</p>			
SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER		DATE	
Darren Olson		Digitally signed by DARREN OLSON Date: 2022.11.29 15:31:30 -07'00'	
<b>DARREN OLSON</b>			
PRINTED NAME, PRINTED TITLE, AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL		DATE	
Douglas Farnham Deputy Secretary		12/8/2022	
 4194881C0A36415			



Award Number: 50-20-B138, Amendment Number 0

Federal Program Officer: Nicole Ugarte Swanson

Requisition Number: BEA138

Employer Identification Number: 036000264

UEI Number: THL3SNMMT3S9

Recipient ID: 5035662

Requestor ID: 5035662

**Award ACCS Information**

Bureau	FCFY	Project-Task	Organization	Object Class	Obligation Amount
61	2023	4700001-000	06-00-0000-00-00-00-00	41-19-00-00	\$5,000,000.00

**Award Contact Information**

Contact Type	Contact Name	Email	Phone
Administrative	Mr. Robert Fish	robert.fish@vermont.gov	8025222617

**NIST Grants Officer:**

Darren Olson  
325 Broadway, MS 670  
Boulder, CO 80305

**NIST Grants Specialist:**

Henry Cornejo  
100 Bureau Drive, MS 1650  
Gaithersburg, MD 20899-1650

NIST Financial Assistance Award Number: 50-20-B138  
Amendment: NEW  
Recipient: Vermont Agency of Administration

**NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY  
BROADBAND EQUITY, ACCESS, AND DEPLOYMENT PROGRAM  
FINANCIAL ASSISTANCE  
SPECIFIC AWARD CONDITIONS**

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**1. Introduction:**

The National Institute of Standards and Technology (NIST), servicing for the National Telecommunications and Information Administration (NTIA), hereby enters into this Grant number 50-20-B138 with Vermont Agency of Administration to support the work described in the proposal entitled "Vermont BEAD Planning" dated 08/15/2022 and any revisions received during the application review, which are hereby incorporated into this award by reference. Where the terms of this award and the proposal differ, the terms of this award shall prevail.

**2. Recipient Contact Information:**

**Technical/Administrative:**

Robert Fish  
Deputy Director  
Vermont Agency of Administration  
109 State Street  
Montpelier, Vermont 05609-0201  
Telephone: 802-522-2617  
Email: [robert.fish@vermont.gov](mailto:robert.fish@vermont.gov)

**3. NTIA Contact Information:**

**Federal Program Officer:**

Nicole Ugarte Swanson  
National Telecommunications and Information Administration  
1401 Constitution Avenue, NW  
Washington, DC 20230  
Email: [nugarte@ntia.gov](mailto:nugarte@ntia.gov)

**4. NIST Award Contact Information:**

**Grants Officer:**

Darren Olson  
National Institute of Standards and Technology  
325 Broadway, MS 670  
Boulder, CO 80305  
Email: [darren.olson@nist.gov](mailto:darren.olson@nist.gov)

NIST Financial Assistance Award Number: 50-20-B138  
Amendment: NEW  
Recipient: Vermont Agency of Administration

**Grants Specialist:**

Henry Cornejo  
National Institute of Standards and Technology  
100 Bureau Drive, Mail Stop 1650  
Gaithersburg, MD 20899-1650  
Fax: 301-975-6368  
Email: [henry.cornejo@nist.gov](mailto:henry.cornejo@nist.gov)

**5. Award Payments:**

This award is hereby funded through advanced payments using the Department of Treasury’s Automated Standard Application for Payments (ASAP) system. Payments will be issued in accordance with 2 CFR § 200.305 and the Department of Commerce Financial Assistance Standard Terms and Conditions, B.02, dated November 12, 2020.

Payments for allowable costs may be drawn down as needed by the Recipient enrolled in ASAP. Funds may be requested through ASAP by the authorized *Payment Requestor* who is the individual designated by the Recipient to access Federal funds.

This award has the following control or withdrawal limits set in ASAP:

- None
- Agency Review required for all withdrawals (see explanation below)
- Agency Review required for all withdrawal requests over \$\_\_\_\_\_ (see explanation below)
- Maximum Draw Amount controls (see explanation below)
  - \$\_\_\_\_\_ each month
  - \$\_\_\_\_\_ each quarter
  - \$\_\_\_\_\_ Max drawdown amount

**6. Return Payments for Funds Withdrawn through ASAP:**

Funds that have been withdrawn through ASAP may be returned to ASAP via the Automated Clearing House (ACH) or via FEDWIRE. The ACH or FEDWIRE transaction may only be completed by the Recipient’s financial institution. Full or partial amounts of payments received by a Payment Requestor/Recipient Organization may be returned to ASAP. All funds returned to the ASAP system will be credited to the ASAP Suspense Account. The Suspense Account allows the Regional Financial Center to monitor returned items and ensure that funds are properly credited to the correct ASAP account. Returned funds that cannot be identified and classified to an ASAP account will be dishonored and returned to the originating depository financial institution (ODFI). The Payment Requestor/Recipient Organization should notify the NIST Grants Office and provide a reason whenever return payments are made.

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Amendment: NEW  
Recipient: Vermont Agency of Administration

It is essential that the Payment Requestor/Recipient Organization provide its financial institution with ASAP account information (ALC, Recipient ID and Account ID) to which the return is to be credited. Additional detailed information is accessible at: <https://www.fiscal.treasury.gov/asap/>.

**7. Notice of Funding Opportunity - Broadband Equity, Access, and Deployment Program:**

The Department of Commerce, National Telecommunications and Information Administration (NTIA) Notice of Funding Opportunity (NOFO) No. NTIA-BEAD-2022 dated May 13, 2022, is incorporated by reference into this award.

It is accessible at: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=340304> (under the Related Documents tab). If the application period is closed, select “Closed” or “Archived” Opportunity Status to view the NOFO.

**8. Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements:**

The Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements as published in the *Federal Register* on December 30, 2014 (79 FR 78390), are incorporated by reference into this award.

They are accessible at: <http://www.gpo.gov/fdsys/pkg/FR-2014-12-30/pdf/2014-30297.pdf>.

**9. Department of Commerce Financial Assistance Standard Terms and Conditions:**

As indicated on the Form CD-450 for this award, the Department of Commerce Financial Assistance Standard Terms and Conditions (ST&C) issued November 12, 2020 are incorporated by reference into this award. The Department’s ST&C, as well as a link to 2 CFR Part 200, are accessible at: [https://www.commerce.gov/sites/default/files/2020-11/DOC Standard Terms and Conditions - 12 November 2020 PDF 0.pdf](https://www.commerce.gov/sites/default/files/2020-11/DOC%20Standard%20Terms%20and%20Conditions%20-%2012%20November%202020%20PDF%200.pdf).

**10. Uniform Administrative Requirements, Cost Principles and Audit Requirements:**

As indicated on the Form CD-450 for this award, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200 are incorporated by reference into this award. Through 2 C.F.R. § 1327.101, the Department of Commerce adopted the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, which apply to awards in this program. Refer to <https://www.ecfr.gov/on/2022-01-19/title-2/subtitle-A/chapter-II/part-200> and <https://www.ecfr.gov/on/2022-01-19/title-2/subtitle-B/chapter-XIII/part-1327>. Awards issued pursuant to this program may be subject to specific award conditions as authorized by 2 C.F.R. § 200.208.

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Amendment: NEW

Recipient: Vermont Agency of Administration

**11. Department of Commerce Financial Assistance Standard Terms and Conditions  
Section B.06 Indirect or Facilities and Administrative Costs:**

The Recipient will be reimbursed for indirect or F&A costs in accordance with 2 C.F.R. § 200.414 and Section B.06. of the Department of Commerce Financial Assistance Standard Terms and Conditions, dated November 12, 2020.

If an indirect cost rate has not been established, and the Department of Commerce is identified as the cognizant agency for indirect costs in accordance with 2 C.F.R. § 200.1, “Cognizant agency for indirect costs,” within 90 calendar days of the award start date, the Recipient must electronically submit to [gmdaudit@nist.gov](mailto:gmdaudit@nist.gov) the documentation (indirect cost rate proposal, cost allocation plan, etc.) necessary to allow the Department of Commerce (through NIST or through another Commerce agency) to perform an indirect cost rate proposal review. Organizations that have previously established indirect cost rates with the Department of Commerce, including with one of its agencies, must submit a new indirect cost rate proposal for indirect costs within six months after the end of the organization’s fiscal year.

If your submission includes Personally Identifiable Information (PII) or Business Identifiable Information (BII), please send an email to [gmdaudit@nist.gov](mailto:gmdaudit@nist.gov) to request a secure link.

The requirements for determining the relevant cognizant agency and for developing and submitting indirect (F&A) cost rate proposals and cost allocation plans are contained in 2 C.F.R. § 200.414 and in Appendices III-VII to 2 C.F.R. Part 200. For additional guidance on preparing indirect cost proposals, please review the Department of Labor’s Guide for Indirect Cost Determination at: <https://www.dol.gov/oasam/boc/dcd/np-comm-guide.htm>. Section I.B and I.C lists the various types of indirect cost rates and the circumstances under which such rates would apply. The guide also addresses common indirect cost problems and contains useful FAQs.

**12. Infrastructure Investment and Jobs Act:**

The Recipient must comply with the terms of the Infrastructure Investment and Jobs Act (Infrastructure Act), Public Law 117-58 (Nov. 15, 2021), Division F, Title I – Broadband Grants for States, District of Columbia, Puerto Rico, and Territories, including the terms of section 60102 of that title, which establishes the BEAD Program. The text of the Infrastructure Act is available at: <https://www.congress.gov/bill/117th-congress/house-bill/3684/text>.

**13. General Terms and Conditions for the BEAD Initial Planning Funds**

The General Terms and Conditions for the BEAD Initial Planning Funds are incorporated by reference into this award.

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Amendment: NEW  
Recipient: Vermont Agency of Administration

**14. BEAD Program Sequencing:**

As described in the NOFO, the BEAD Program has several application steps and phases to the award, the timing of which are as follows:

- (a) Letter of Intent
- (b) Request for Initial Planning Funds
- (c) Five-Year Action Plan—Due **08/28/2023**.
- (d) Program Fund Allocation and Notice of Available Amounts—To be made on or after the date on which the Federal Communications Commission publishes the Broadband DATA Maps, once NTIA determines the BEAD Program allocations
- (e) Initial Proposal—Due no later than 180 days from the date of issuance of the Notice of Available Amounts
- (f) 20 Percent Funding Release—Upon approval of the Initial Proposal by the Assistant Secretary, NTIA will make available to the Eligible Entity not less than 20 percent of the total grant funds allocated to the Eligible Entity
- (g) Final Proposal—Due no later than 365 days from the date the Assistant Secretary approves the Initial Proposal.

The Recipient of this initial funded award action has completed the steps associated with the submission of a Letter of Intent and the Request for Initial Planning Funds. Funding associated with this action may only be used for the specific planning and pre-deployment activities outlined in that request, consistent with the planning activities contemplated by the NOFO and described in special award condition no. 15.

Future award actions associated with the release of additional funding to implement other phases of the project will include additional specific award conditions concerning the use of funds and other requirements associated with those phases, such as, but not limited to, environmental and national historical preservation requirements, and provisions implementing the Buy American, Build America Act.

**15. Allowable Uses of Initial Planning Funds for the BEAD Program:**

The purpose of the Initial Planning Funds is to support the Eligible Entity's broadband planning efforts, including creating the required five year action plan and capacity development programmatic efforts to support its execution of the BEAD program, as outlined in Section IV.B.2 of the NOFO. The NOFO allows for the use of the initial planning funds only for the following activities:

- (a) Research and data collection, including initial identification of unserved locations and underserved locations consistent with the rules, regulations, and processes the Commission has established for making these determinations in the Broadband DATA Maps;
- (b) The development of a preliminary budget for pre-planning activities;

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Amendment: NEW

Recipient: Vermont Agency of Administration

- (c) Publications, outreach, and communications support related to broadband planning, deployment, mapping, equity and adoption;
- (d) Providing technical assistance to potential subgrantees, including through workshops and events;
- (e) Training for employees of the broadband program or office of the Eligible Entity or employees of political subdivisions of the Eligible Entity, and related staffing capacity or consulting or contracted support to effectuate the goals of the BEAD Program;
- (f) Establishing, operating, or increasing capacity of a broadband office that oversees broadband programs and broadband deployment in an Eligible Entity;
- (g) Asset mapping across the Eligible Entity to catalogue broadband adoption, affordability, equity, access and deployment activities occurring within the Eligible Entity;
- (h) Conducting surveys of unserved, underserved, and underrepresented communities to better understand barriers to adoption;
- (i) Costs associated with meeting the local coordination requirements in Section IV.C.1.c of the BEAD NOFO, including capacity building at the local and regional levels or contracted support;
- (j) Reasonable post-NOFO, pre-Initial Planning Funds expenses in an amount not to exceed \$100,000 relating to the preparation of program submissions to NTIA (such as the Letter of Intent) or adding additional capacity to State or Territorial broadband offices in preparation for the BEAD Program may be reimbursed if they were incurred after the publication date of the NOFO and prior to the date of issuance of this grant award from NTIA (such pre-award expenses must be approved by NTIA and the Grants Officer in writing to be considered allowable); and
- (k) Other uses approved in advance in writing by the Assistant Secretary (including in response to an Eligible Entity's request) that support the goals of the Program.

Entities that wish to request other uses of funds must submit such requests via email to [UGAM@nist.gov](mailto:UGAM@nist.gov) for consideration by the Assistant Secretary. Work may not begin, nor costs incurred for requested activities until written approval is provided by the NIST Grants Officer.

Under no circumstances may planning funds awarded via this action be used for any construction or ground disturbing activities, or the build out of any infrastructure.

## 16. Ineligible Costs

Regardless of the award phase under the BEAD Program, profits, fees, or other incremental charge above actual cost incurred by the Recipient or subgrantee(s) are not allowable costs under this Program.

Additionally, the Recipient or subgrantee(s), including contractors or subcontractors of subgrantees, may not use funds received under the BEAD Program to:

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- (a) Purchase Covered Communications Equipment or Services, as defined in Section 9 of the Secure and Trusted Communications Networks Act of 2019 (47 U.S.C. § 1608); or
- (b) Directly or indirectly support or oppose collective bargaining.

**17. Five Year Action Plan Requirements:**

A five year action plan is required to be submitted to NTIA within 270 days of the award start date authorizing planning funding and is due by **08/28/2023**. This plan must (a) be informed by collaboration with local, regional, and Tribal (as applicable) entities, as well as unions and worker organizations, (b) detail the Eligible Entity's investment priorities and associated costs, and (c) align the State or Territory's planned spending with its economic development, community benefit, workforce, telehealth, digital equity, and other related efforts.

Minimum requirements for the action plan are identified in the NOFO. Additionally, NTIA will make a template available to Recipients on the [NTIA Grants Portal](#). Recipients are not required to use this template as long as the proposed plan addresses the minimum requirements of the Infrastructure Act and NOFO.

**18. Period of Performance and Funding Limitations:**

Due to the nature of the BEAD program and its associated phases, the approved scope of work and the associated budget of each phase will evolve over the life of the award. As a result, the period of performance and funding limitations will also increase over each phase of this program. To accommodate this overall program structure, this specific award condition will be revised in future funding actions to take into account the needs of each phase and its impacts to the period of performance and funding.

The scope of work and budget incorporated into this award action cover only the planning phase of the BEAD program with an initial period of performance from **12/01/2022** to **11/30/2027** (referred to as the "project period"), for a total of **\$5,000,000** in Federal funds.

Receipt of any funding beyond what is specified at this time up to the level projected under this award is contingent upon the availability of funds, satisfactory performance, and continued relevance to program objectives, and will be at the sole discretion of NTIA and NIST. The Grants Officer may require additional clarification to support the budget. If that results in changes to the budget or budget narrative, the Recipient must submit, in writing, a revised budget and/or budget narrative to the Grants Officer for approval.

The Recipient may not obligate, incur any expenditure, nor engage in any activity that



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involves a commitment of Federal funds under this Agreement in excess of the Federal amount presently available. Should such an excess obligation, expenditure, or commitment occur, no legal liability will exist or result on the part of the Federal Government for payment of funds.

No legal liability exists or will result on the part of the Federal Government for payment of any portion of the remaining funds, which have not been made available under this award. If additional funds are not made available, any allowable expenses incurred related to termination or closeout activities must be funded from the amount already made available under this award.

As described in the NOFO, on or after the date that the Broadband Data Maps are made public and NTIA determines the BEAD Program allocations, the Assistant Secretary will notify each Recipient of the estimated amount of funding that NTIA will make available to the Recipient and invite submission of an Initial Proposal and Final Proposal.

The notice of availability or non-availability of additional funding for subsequent funding or budget periods will be made in writing by the Grants Officer after the submission of the Initial and Final Proposals and their subsequent review and approval by NTIA and NIST. Only the Grants Officer is authorized to obligate funds. No other verbal or written notice should be relied upon by the Recipient. In the absence of a written notice of additional funding by the Grants Officer on Form CD-451, "Amendment to Financial Assistance Award," no assumption should be made by the Recipient that the funds will be forthcoming.

**19. Deviation to the Department of Commerce Financial Assistance Standard Terms and Conditions, Section A.01 "Reporting Requirements":**

**Initial Report**

Not later than **03/01/2023**, the Recipient shall submit an Initial Report that:

- (a) describes the planned and actual use of funds;
- (b) describes the planned and actual subgrant process;
- (c) identifies the establishment of appropriate mechanisms by the Eligible Entity to ensure that all subgrantees of the Eligible Entity comply with the eligible uses prescribed under the BEAD Program; and
- (d) includes any other information required by the Assistant Secretary.

Additionally, the Recipient shall submit an SF-425, Federal Financial Report, in conjunction with the Initial Report described above, that meets the requirements described in 2 C.F.R § 200.328 and the Department of Commerce Financial Assistance Standard Terms and Conditions (dated November 12, 2020).

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### **Semi-Annual Reports**

First report due no later than July 30, 2023, for the period ending June 30, 2023. Thereafter, reports are due semi-annually, for the period between January 1 and June 30, which shall be due on July 30, and for the period between July 1 and December 31, which shall be due on January 30, or any portion thereof. The Recipient shall submit a report that includes:

- (a) a description of how the Recipient expended the grant funds;
- (b) a description of each service provided with the grant funds and the status of projects or other eligible activities supported by such funds;
- (c) a description of the locations at which broadband service was made or will be made available using the grant funds, the locations at which broadband service was utilized, and the comparative demographics of those served;
- (d) a certification that the Recipient complied with the requirements of Section 60102 of the Infrastructure Act and with any additional reporting requirements prescribed by the Assistant Secretary; and
- (e) any additional information as prescribed in 2 C.F.R § 200.329.

Additionally, the Recipient shall submit an SF-425, Federal Financial Report, in conjunction with the semi-annual report described above that meets the requirements described in 2 C.F.R § 200.328 and the Department of Commerce Financial Assistance Standard Terms and Conditions (dated November 12, 2020).

### **Final Reports**

The Recipient shall submit a final SF-425, Federal Financial Report and final Performance Progress Report within 120 days after the expiration of the period of performance that meets the requirements described in 2 C.F.R § 200.328 and the Department of Commerce Financial Assistance Standard Terms and Conditions (dated November 12, 2020).

Additionally, no later than one year after the Recipient has expended all grant funds under the BEAD Program (to include all phases of the award, not just the initial planning phase) the Recipient shall submit a report that:

- (a) describes how the Eligible Entity expended the funds;
- (b) describes each service provided with the grant funds;
- (c) describes the locations at which broadband service was made available using the grant funds, the locations at which broadband service was utilized, and the comparative demographics of those served;
- (d) includes each report that the Eligible Entity received from a subgrantee under Section 60102(j) of the Infrastructure Act; and
- (e) certifies that the Eligible Entity complied with the requirements of Section 60102 of the Infrastructure Act and with any additional reporting requirements prescribed by the Assistant Secretary.

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**Reporting forms for the 90 Day report, Semi-Annual reports, Final reports and SF-425 Federal Financial reports will be available in the NTIA Grants Portal. All reports for the BEAD program must be submitted via email to GReports@nist.gov with a copy to the NTIA Federal Program Officer listed in the award document.**

The Recipient organization name, award number, and reporting period must be included in the email subject line. The Recipient contact information should be included in the body of the message. To the greatest extent possible, SF-425 and Performance Progress Reports should be submitted together in the same email.

Reports must not be sent directly to NIST personnel (e.g., Grants Specialist, Grants Officer). Any SF-425 or Performance Progress Reports sent directly to NIST personnel will be returned to the sender with instructions on how to submit through the GReports@nist.gov mailbox.

No other correspondence may be sent through this mailbox; timely responses to any other inquiries received in this mailbox are not guaranteed. The mailbox will not be used for any other purpose except for purposes identified above.

**20. Unfunded Grant Actions Mailbox (UGAM):**

Requests for unfunded award actions, which include, but are not limited to, requests for no-cost extension, change in key personnel, change in scope of work, budget revisions, award transfer, and novation, must be submitted to: UGAM@nist.gov, within the prescribed timeframes identified in the terms and conditions of the award.

Unfunded award action requests and related correspondence, including justification to support the request, sent to the mailbox must contain the following information in the email subject line: (1) Recipient name; (2) NIST award number; (3) Principal Investigator/Project Director; and (4) Action being requested (e.g. no cost extension, change in key personnel, etc.).

Unfunded award action requests must not be sent directly to NIST personnel (e.g. Grants Specialist, Grants Officer, Administrative Assistant, GMD Division Chief, Federal Program Officer, etc.).

Any requests sent directly to NIST personnel will be returned to the sender with instructions on how to submit through the UGAM@nist.gov mailbox.

No other correspondence may be sent through this mailbox; timely responses to any other inquiries received in this mailbox are not guaranteed. The mailbox will not be used for any other purpose except for purposes identified above.

Requests that are processed will be authorized via a Form CD-451 Amendment to the Financial Assistance Award or a Non-Funded Administrative Change Letter.

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**21. Federal and Non-Federal Cost Sharing:**

The BEAD Program requires non-federal cost sharing/local match, however the cost share requirements do not apply to the initial planning phase of funding associated with this award action. This specific award condition will be updated and revised to incorporate cost share requirements in future funding actions, as applicable.

**22. Change in Funded Project Participant**

Any change to the Administering Entity designated in the Letter of Intent and approved under this award requires prior written approval by the Grants Officer.

**23. Supplanting of Funds**

Grant funds awarded to a Recipient under the BEAD program shall be used to supplement, and not supplant, the amounts of federal or non-Federal funds that the Recipient would otherwise make available for the purposes for which the grant funds may be used.

**24. Administrative Expenses**

The Recipient may not use more than two percent of the grant amounts received under the BEAD Program for expenses relating (directly or indirectly) to the administration of the grant, in accordance with Section 60102(d)(2)(B) of the Infrastructure Act. This requirement does not apply to the planning phase of funding awarded with this action and this specific award condition will be updated and revised in future funding actions to incorporate these requirements, as applicable.

**25. Restriction on Human Subjects Research Work and Costs Incurred**

BEAD grant recipients must comply with Department of Commerce (DOC) regulations relating to the protection of human subjects for all research conducted or supported pursuant to an NTIA grant award. The DOC regulations related to the protection of human subjects are found in 15 C.F.R. Part 27.

The Human Subjects Research Guidance (posted August 29, 2022) (HSR) for the Broadband Equity Access and Deployment (BEAD) Program is incorporated by reference into this specific award condition and identifies three HSR classification categories: Category 1 – Not Conducting Human Subjects Research, Category 2 – Exemption Request, and Category 3 – Human Subject Research Non-Exempt.

To satisfy the BEAD HSR requirements, recipients must submit, no later than 45 calendar days after the award start date, (via email to [UGAM@nist.gov](mailto:UGAM@nist.gov) with a copy to their BEAD FPO), a letter or memorandum addressed to the Grants Officer that provides the following information:

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- a. Which HSR classification category is applicable; and
- b. Examples of planned BEAD project activities that justify inclusion in that category.

If a project requires a human subjects research exemption request (Category 2) or IRB approval for non-exempt human subjects research (Category 3), research activities involving human subjects are not authorized to start under this award until the appropriate documentation, as set forth by the DOC Standard Terms & Conditions (dated November 12, 2020) Section G.05.i.3, is approved in writing by the Grants Officer.

If a recipient conducts human subjects research before receiving NTIA approval of an exemption or before receiving IRB approval for non-exempt research, recipients will be considered in material non-compliance with award terms and conditions, and any costs incurred to conduct the research may be disallowed.

Notwithstanding the above prohibition on starting human subjects research, work may be initiated, or costs incurred and/or charged to the project for protocol or instrument development related to human subjects research.

Sample HSR memos are available in the Human Subjects Research Guidance (posted August 29, 2022), *Guidance for Human Subjects Research Protection*. (<https://broadbandusa.ntia.doc.gov/sites/default/files/2022-08/BEAD-Planning-Grant-HSR-Guidance-Final-9-29-2022.pdf>)

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**End of Specific Award Conditions**

**GENERAL TERMS AND CONDITIONS**  
**for the**  
**NTIA BROADBAND EQUITY, ACCESS & DEPLOYMENT PROGRAM (BEAD)**  
**INITIAL PLANNING FUNDS**

**July 2022**

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**1. Project Management Conference**

After the award start date, the NIST Grants Officer (on behalf of NTIA) may contact the Recipient to arrange a project management conference. The purpose of the project management conference is to explain to the Recipient its responsibilities for administration of the award, including its responsibilities with respect to the Terms and Conditions of the award and applicable Federal requirements.

**2. Property Trust Relationship and Public Notice Filings for Grant-Acquired Property**

In accordance with 2 CFR § 200.316 (Property trust relationship), real property, equipment, and intangible property, that are acquired or improved with a Federal award must be held in trust by the non-Federal entity (*i.e.*, Recipient or Subrecipient) as trustee for the beneficiaries of the project or program under which the property was acquired or improved. This trust relationship exists throughout the duration of the property's estimated useful life, as determined by the Grants Officer in consultation with the Program Office, during which time the Federal Government retains an undivided, equitable reversionary interest in the property (Federal Interest). The non-Federal entity must comply with all use and disposition requirements and restrictions as set forth in 2 C.F.R. §§ 200.310 (Insurance coverage) through 200.316 (Property trust relationship), as applicable, and in the terms and conditions of the Federal award.

The Grants Officer may require a non-Federal entity (*i.e.*, a Recipient or Subrecipient) to execute and to record (as applicable) a statement of interest, financing statement (Form UCC-1), lien, mortgage or other public notice of record to indicate that real or personal property acquired or improved in whole or in part pursuant to a Broadband Equity, Access, and Deployment Program (BEAD) award is subject to the Federal Interest, and that certain use and disposition requirements apply to the property. The statement of interest, financing statement (Form UCC-1), lien, mortgage or other public notice must be acceptable in form and substance to NTIA and to the NIST Grants Officer and must be placed on record in accordance with applicable State and local law, with continuances re-filed as appropriate. In such cases, the NIST Grants Officer may further require the non-Federal entity to provide NTIA and the NIST Grants Officer with a written statement from a licensed attorney in the jurisdiction where the property is located, certifying that the Federal Interest has been protected, as required under the award and in accordance with applicable State and local law. The attorney's statement, along with a copy of the instrument reflecting the recordation of the Federal Interest, must be promptly returned to the NIST Grants Officer. The non-Federal entity may use model documentation made available by NTIA.

Without releasing or excusing the non-Federal entity from these obligations, the non-Federal entity, by execution of the financial assistance award or by expending Federal financial assistance funds (in the case of a subrecipient), authorizes NTIA and/or the NIST Grants Officer to file such notices and continuations as it determines to be necessary or convenient to disclose and protect the Federal Interest in the property. The NIST Grants Officer may



elect not to release any or a portion of the Federal award funds until the non-Federal entity has complied with this provision and any other applicable award terms or conditions, unless other arrangements satisfactory to the NIST Grants Officer are made.

**3. Recipient and Contractor Compliance with Applicable Requirements**

The Recipient shall comply, and must require each subrecipient or contractor, including lower tier subrecipients or subcontractors, to comply with all applicable Federal, state, and local laws and regulations. The Recipient is responsible for ensuring that all contracts, including those necessary for design and construction of the Project facilities, are implemented in compliance with the Terms and Conditions of this Award.

**4. Environmental and Historic Preservation Compliance**

NTIA has evaluated the allowable grant-funded activities enumerated in Section IV.B.2 of the NOFO and in Specific Award Condition (SAC) No. 15 for compliance with the National Environmental Policy Act of 1969 (NEPA) and the National Historic Preservation Act of 1966 (NHPA). The activities as described would have no potential to effect historic properties, and qualify for the following DOC Categorical Exclusions:

A8: Planning activities and classroom-based training and classroom-based exercises using existing conference rooms and training facilities.

A11: Personnel, fiscal, management, and administrative activities, such as recruiting, processing, paying, recordkeeping, resource management, budgeting, personnel actions, and travel.

At this time, no further NEPA or NHPA review is required for the expenditure of Initial Planning Funds. This determination does not apply to activities other than those allowable expenses specified in Section IV.B.2 of the NOFO and in SAC No. 15, nor does it apply to any infrastructure project implementation activities. Once planning and design activities are complete, individual projects will need to be evaluated for compliance with NEPA, NHPA, and other applicable laws, regulations, and Executive Orders prior to project initiation.

**5. Domestic Preference for Procurements (Buy American)**

Pursuant to 2 CFR § 200.322, the Recipient should, to the greatest extent practicable under the BEAD award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products). The requirements of 2 CFR § 200.322 must be included in all subawards, including all contracts and purchase orders for work or products pursuant to this program.

**6. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms**

Pursuant to 2 CFR § 200.321, the Recipient and its subrecipients must take all necessary affirmative steps (as described in 2 CFR § 200.321) to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

**7. Prevention of Waste, Fraud, and Abuse**

Consistent with statutory requirements in Section 905(e)(3) of the Consolidated Appropriations Act, 2021, and the principles in 2 CFR part 200, at any time(s) during the grant period of performance, NTIA may direct a Recipient's key personnel to take a Government-provided training on preventing waste, fraud and abuse. Key personnel include those responsible for managing the Recipient's finances and overseeing any contractors, sub-contractors or sub-recipients (for financial matters and/or general oversight related to the grant). NTIA will provide instructions on when and how to take such training(s), and costs incurred by a Recipient relative to the training (*e.g.*, staff time) are eligible for reimbursement pursuant to the NTIA award.

Further, Recipients must monitor award activities for common fraud schemes, including but not limited to:

- false claims for materials and labor;
- bribes related to the acquisition of materials and labor;
- product substitution;
- mismarking or mislabeling on products and materials; and
- time and materials overcharging.

Should a Recipient detect any fraud schemes or any other suspicious activity, the grant Recipient must contact its assigned NTIA Federal Program Officer and the Department of Commerce, Office of Inspector General Hotline, as indicated at <https://www.oig.doc.gov/Pages/Contact-Us.aspx>, as soon as possible. Additionally, in accordance with 2 CFR § 200.113, an applicant or Recipient must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award are required to report certain civil, criminal, or administrative proceedings to SAM.gov. Failure to make required disclosures can result in any of the remedies described in 2 CFR § 200.339. (*See also* 2 CFR Part 180, 31 U.S.C. § 3321, and 41 U.S.C. § 2313.)

**8. Protection of Whistleblowers**

The Department of Commerce Financial Assistance Standard Terms and Conditions are incorporated into every NTIA grant award. Section F.05 of these Terms and Conditions

states that each award is subject to the whistleblower protections afforded by 41 U.S.C. § 4712 (Enhancement of contractor protection from reprisal for disclosure of certain information).

Generally, this law provides that an employee or contractor (including subcontractors and personal services contractors) of a non-Federal entity may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body information that the employee reasonably believes is evidence of gross mismanagement of a Federal award, subaward, or a contract under a Federal award or subaward, a gross waste of Federal funds, an abuse of authority relating to a Federal award or subaward or contract under a Federal award or subaward, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal award, subaward, or contract under a Federal award or subaward.

Non-Federal entities and contractors under Federal awards and subawards must inform their employees in writing of the rights and remedies provided under 41 U.S.C. § 4712, in the predominant native language of the workforce.

A person that believes they have been the subject of retaliation for protected whistleblowing can contact the Department of Commerce, Office of Inspector General Hotline, as indicated at <https://www.oig.doc.gov/Pages/Hotline.aspx>, or the U.S. Office of Special Counsel, toll free at 1-800-872-9855.

### BUDGET INFORMATION - Construction Programs

*NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.*

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ 2,336,417.72	\$	\$ 2,336,417.72
2. Land, structures, rights-of-way, appraisals, etc.	\$	\$	\$ 0
3. Relocation expenses and payments	\$	\$	\$ 0
4. Architectural and engineering fees	\$ 0	\$	\$ 0
5. Other architectural and engineering fees	\$ 250,000	\$	\$ 250,000
6. Project inspection fees	\$	\$	\$ 0
7. Site work	\$	\$	\$ 0
8. Demolition and removal	\$	\$	\$ 0
9. Construction	\$	\$	\$ 0
10. Equipment	\$	\$	\$ 0
11. Miscellaneous	\$ 2,413,582.28	\$	\$ 2,413,582.28
12. SUBTOTAL (sum of lines 1-11)	\$ 5,000,000	\$ 0	\$ 5,000,000
13. Contingencies	\$	\$	\$ 0
14. SUBTOTAL	\$ 5,000,000	\$ 0	\$ 5,000,000
15. Project (program) income	\$	\$	\$ 0
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ 5,000,000	\$ 0	\$ 5,000,000
<b>FEDERAL FUNDING</b>			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c Multiply X <u>100</u> %		\$ 5,000,000

**Staff Calculations**

	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Allowable Percentage	Allowable Total	Pay Grade	Average salary/fringe per year
<b>1. Administrative and Legal Expenses</b>		<b>3% Increase</b>	<b>3% Increase</b>	<b>3% Increase</b>	<b>3% Increase</b>					
Special Projects Manager – Salary	\$68,993.60	\$71,063.41	XXX	XXX	XXX	\$140,057.01	25%	\$ 35,014.25	27, st 2	\$ 70,028.50
Special Projects Manager – Fringe	\$39,843.80	\$41,039.12	XXX	XXX	XXX	\$80,882.92	25%	\$ 20,220.73		\$ 40,441.46
Deputy Director – Salary	\$95,680.00	\$98,550.40	\$101,506.91	\$104,552.12	\$107,688.68	\$507,978.11	25%	\$ 126,994.53	31, st 4	\$ 101,595.62
Deputy Director – Fringe	\$55,255.20	\$56,912.86	\$58,620.24	\$60,378.85	\$62,190.21	\$293,357.36	25%	\$ 73,339.34		\$ 58,671.47
Fiber Optic Engineer – Salary	\$95,284.80	\$98,143.34	\$101,087.64	\$104,120.27	\$107,243.88	\$505,879.94	100%	\$ 505,879.94	32, st 2	\$ 101,175.99
Fiber Optic Engineer – Fringe	\$55,026.97	\$56,677.78	\$58,378.11	\$60,129.46	\$61,933.34	\$292,145.67	100%	\$ 292,145.67		\$ 58,429.13
Rural Broadband Technical Specialist - Salary	\$68,993.60	\$71,063.41	\$73,195.31	\$75,391.17	\$77,652.90	\$366,296.39	100%	\$ 366,296.39	27, st 2	\$ 73,259.28
Rural Broadband Technical Specialist - Fringe	\$39,843.80	\$41,039.12	\$42,270.29	\$43,538.40	\$44,844.55	\$211,536.17	100%	\$ 211,536.17		\$ 42,307.23
Regulatory Compliance – Salary	\$79,664.00	\$82,053.92	\$84,515.54	\$87,051.00	\$89,662.53	\$422,947.00	50%	\$ 211,473.50	30, st 1	\$ 84,589.40
Regulatory Compliance – Fringe	\$46,005.96	\$47,386.14	\$48,807.72	\$50,271.95	\$51,780.11	\$244,251.89	50%	\$ 122,125.94		\$ 48,850.38
Public Outreach Manager - Salary	\$79,664.00	\$82,053.92	\$84,515.54	\$87,051.00	\$89,662.53	\$422,947.00	50%	\$ 211,473.50	30, st 1	\$ 84,589.40
Public Outreach Manager - Fringe	\$46,005.96	\$47,386.14	\$48,807.72	\$50,271.95	\$51,780.11	\$244,251.89	50%	\$ 122,125.94		\$ 48,850.38
General Counsel – Salary	\$95,827.11	XXX	XXX	XXX	XXX	\$95,827.11	25%	\$ 23,956.78	actual	\$ 95,827.11
General Counsel – Fringe	\$55,340.16	XXX	XXX	XXX	XXX	\$55,340.16	25%	\$ 13,835.04		\$ 55,340.16
<b>Total Administrative and Legal Expenses</b>	<b>\$921,428.97</b>	<b>\$793,369.55</b>	<b>\$701,705.04</b>	<b>\$722,756.19</b>	<b>\$744,438.87</b>	<b>\$3,883,698.62</b>		<b>\$ 2,336,417.72</b>		

Detailed Budget

	Unit Type	Unit Cost	No. of Units	Total Cost	Federal Funds Requested	Cash Match Amount	In Kind Contribution Value	Match Type (Cash/In-Kind/Both)	Match Percentage	Allowable Total	Notes/Comments
<b>1. Administrative and Legal Expenses</b>											
Special Projects Manager – Salary	Other	\$70,028.50	0.5	\$35,014.25	\$35,014.25					\$ 35,014.25	Special project manager will provide support & oversight to the contractors for 2 activities, at 1/4 time over 2 years
Special Projects Manager – Fringe	Other	\$40,641.44	0.5	\$20,320.72	\$20,320.72					\$ 20,320.72	
Deputy Director – Salary	Other	\$91,595.42	1.25	\$114,494.28	\$114,494.28					\$ 114,494.28	Deputy Director will provide oversight - calculated at 1/4 time over 5 years
Deputy Director – Fringe	Other	\$58,671.47	1.25	\$73,339.34	\$73,339.34					\$ 73,339.34	
Fiber Optic Engineer – Salary	Other	\$91,175.99	5	\$455,879.94	\$455,879.94					\$ 455,879.94	
Fiber Optic Engineer – Fringe	Other	\$58,429.13	5	\$292,145.67	\$292,145.67					\$ 292,145.67	
Rural Broadband Technical Specialist - Salary	Other	\$73,259.28	5	\$366,296.39	\$366,296.39					\$ 366,296.39	
Rural Broadband Technical Specialist - Fringe	Other	\$47,907.23	5	\$239,536.17	\$239,536.17					\$ 239,536.17	
Regulatory Compliance – Salary	Other	\$84,589.40	2.5	\$211,473.50	\$211,473.50					\$ 211,473.50	Regulatory Compliance Manager will be shared and funded through other grants - calculated at 1/2 time over 5 years
Regulatory Compliance – Fringe	Other	\$48,850.38	2.5	\$122,125.94	\$122,125.94					\$ 122,125.94	
Public Outreach Manager - Salary	Other	\$84,589.40	2.5	\$211,473.50	\$211,473.50					\$ 211,473.50	Public Outreach Manager will be shared with the Vermont Department of Public Service - calculated at 1/2 time over 5 years
Public Outreach Manager - Fringe	Other	\$48,850.38	2.5	\$122,125.94	\$122,125.94					\$ 122,125.94	
General Counsel – Salary	Other	\$95,827.11	0.25	\$23,956.78	\$23,956.78					\$ 23,956.78	General Counsel will provide legal support & oversight at 1/4 time over 1 year
General Counsel – Fringe	Other	\$55,340.16	0.25	\$13,835.04	\$13,835.04					\$ 13,835.04	
<b>Total Administrative and Legal Expenses</b>				<b>\$3,356,417.72</b>	<b>\$3,356,417.72</b>					<b>\$ 3,356,417.72</b>	
<b>2. Land, structures, rights-of-way, appraisals, etc.:</b>											
Land, structures, rights-of-way, appraisals, etc.:											
<b>3. Relocation expenses and payments:</b>											
Relocation expenses and payments:											
<b>4. Architectural and engineering fees:</b>											
Architectural and engineering fees:											
<b>5. Other architectural and engineering fees:</b>											
Contract - Data Collection Support	Other	\$125,000.00	1	\$125,000.00	\$125,000.00					\$ 125,000.00	Activity 5: Asset Mapping
Contract - Mapping Support	Other	\$125,000.00	1	\$125,000.00	\$125,000.00					\$ 125,000.00	Activity 5: Asset Mapping
Other architectural and engineering fees:				\$250,000.00	\$250,000.00					\$ 250,000.00	
<b>11. Miscellaneous:</b>											
Indirect Costs	Other	\$276,392.28	1	\$ 276,392.28	\$ 276,392.28					\$ 276,392.28	VFSD - Indirect Cost Rate Agreement is 11.09%
Contract - Rural Telecommunications	Other	\$200,000.00	1	\$ 200,000.00	\$ 200,000.00					\$ 200,000.00	Activity 1: Research & Data Collection
Contract - Data Analysis & Mapping	Other	\$150,000.00	1	\$ 150,000.00	\$ 150,000.00					\$ 150,000.00	Activity 1: Research & Data Collection
Stakeholder Meetings - Local Travel (Mileage)	Other	\$93.75	24	\$ 2,250.00	\$ 2,250.00					\$ 2,250.00	Activity 1: Research & Data Collection
Contract - Financial Advisory Consulting	Other	\$30,000.00	1	\$ 30,000.00	\$ 30,000.00					\$ 30,000.00	Activity 2: Development of Pre-Planning Budget
CUD Technical Workshops	Other	\$90,000.00	1	\$ 90,000.00	\$ 90,000.00					\$ 90,000.00	Activity 3: Training & Technical Workshops
VCB Staff Training & Stakeholder Engagement - Registration	Other	\$500.00	80	\$ 40,000.00	\$ 40,000.00					\$ 40,000.00	Activity 3: Training & Technical Workshops
VCB Staff Training & Stakeholder Engagement - Regional/National Travel	Other	\$1,661.00	80	\$ 132,880.00	\$ 132,880.00					\$ 132,880.00	Activity 3: Training & Technical Workshops
Monthly attendance at CUD Board Meetings - Local Travel (CON Fleet Vehicle)	Other	\$40.00	120	\$ 4,800.00	\$ 4,800.00					\$ 4,800.00	Activity 3: Training & Technical Workshops
Unknown Travel	Other	\$468.00	20	\$ 9,360.00	\$ 9,360.00					\$ 9,360.00	Activity 3: Training & Technical Workshops

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Community Outreach Local Travel (SOW Fleet Vehicle)	Other	\$40.00	360	\$	14,400.00	\$	14,400.00				\$	14,400.00	Activity 4: Operating and Increasing Capacity
Fiber Optic Fieldwork Local Travel - Mileage	Other	\$93.75	120	\$	11,250.00	\$	11,250.00				\$	11,250.00	Activity 4: Operating and Increasing Capacity
VCUDA Capacity Building Sub-grants	Other	\$100,000.00	10	\$	1,000,000.00	\$	1,000,000.00				\$	1,000,000.00	Activity 4: Operating and Increasing Capacity
Asset Mapping Local Travel - Mileage	Other	\$93.75	24	\$	2,250.00	\$	2,250.00				\$	2,250.00	Activity 5: Asset Mapping
				\$	-	\$	-				\$	-	
Miscellaneous					\$2,413,582.19		\$2,413,582.19				\$	2,413,582.19	
PROJECT TOTAL					\$5,000,000.00		\$5,000,000.00	10	\$0		\$	5,000,000.00	