

Application to DHCD Submitted through CAMS

Botetourt County

Botetourt/Comcast Fiber to the Home 2024

Application ID: 107411282023140609
Application Status: Pending
Program Name: Virginia Telecommunication Initiative 2024
Organization Name: Botetourt County
Organization Address: 57 South Center Drive
Daleville, VA 24083
Profile Manager Name: Tony Zerrilla
Profile Manager Phone: (540) 928-2102
Profile Manager Email: tzerrilla@botetourtva.gov

Project Name: Botetourt/Comcast Fiber to the Home 2024
Project Contact Name: Ken McFadyen
Project Contact Phone: (540) 580-1232
Project Contact Email: kmcfadyen@botetourtva.gov
Project Location: 57 S CENTER DR
DALEVILLE, VA 24083-3001
Project Service Area: Botetourt County

Total Requested Amount: \$3,612,404.00

Required Annual Audit Status: Accepted

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Budget Information:

Cost/Activity Category	DHCD Request	Other Funding	Total
Telecommunications	\$3,612,404.00	\$2,121,571.00	\$5,733,975.00
Construction	\$3,612,404.00	\$2,121,571.00	\$5,733,975.00
Total:	\$3,612,404.00	\$2,121,571.00	\$5,733,975.00

Budget Narrative:

Botetourt County and Comcast respectfully request a Virginia Telecommunications Initiative (VATI) grant in the amount of \$3,612,404 to deliver Fiber to the Home to 473 addresses in the southern end of Botetourt County. The project seeks to construct 59 miles of conduit and estimates serving 8 addresses per mile. Comcast is providing a cash match to the project in the amount of \$2,121,571, which equals a 37% provider match. The VATI request per address is \$7,637 and the total project cost per address is \$12,122. The total project cost per mile of conduit constructed is \$97,186.

Questions and Responses:

1. Project Description and Need

Describe why and how the project area(s) was selected. Describe the proposed geographic area including specific boundaries of the project area (e.g. street names, local and regional boundaries, etc.). Attach a copy of the map of your project area(s). Label map: Attachment 1 – Project Area Map.

Answer:

Botetourt County (“County”) and Comcast Cable Communications, LLC (“Comcast”) (see note) appreciate the opportunity to respond to the Commonwealth of Virginia’s Department of Housing and Community Development’s (“DHCD”) Virginia Telecommunication Initiative (“VATI”) with respect to deploying broadband infrastructure to eligible service areas in the County (“Project Area”). As detailed further below, Comcast and the County propose to deploy qualifying broadband service to 473 households in the Project Area (the “Project”).

The Project’s geographic area includes developed areas and neighborhoods in southern Botetourt County and approximately 59 miles of infrastructure throughout the Comcast service area and other adjacent areas, which do not already have access to broadband service, as noted on the attached Project Area Map (Attachment 1) and further detailed below.

The Project Area was selected based on a review of the Federal Communication Commission’s (“FCC”) Broadband Data Collection (“BDC”) and other publicly available information, and Comcast’s internal data. After consultation between the County and Comcast, the Project meets eligibility criteria established by the Virginia General Assembly and DHCD for a VATI award. Because VATI eligibility criteria is more restrictive than some federal programs, Comcast advises the Project also meets eligibility criteria for the Coronavirus State and Local Fiscal Recovery Fund (“SLFRF”) and the Capital Projects Fund (“CPF”) established under the American Rescue Plan Act of 2021 (“ARPA”).

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Comcast proposes to extend its network so that homes and businesses in the Project Area are serviceable with broadband speeds that reliably meet or exceed 100 Mbps download and at least 20 Mbps upload speeds **[Redacted]**.

The Project Area targets a significant portion of remaining locations that are currently unserved throughout the County. Comcast currently offers service to approximately **[Redacted]** premises in the County. The Project will greatly improve broadband coverage in the County.

This VATI proposal follows three previous successful VATI projects in Botetourt County serving a total of approximately 3,070 addresses and culminates the County's work to deliver broadband connectivity to every residence and business, begun in 2017 with the broadband demand study.

Note: Comcast Cable Communications, LLC is a wholly owned indirect subsidiary of Comcast Corporation. Comcast Corporation is a publicly traded company that through its cable division subsidiaries, including, but not limited to Comcast Cable Communications, LLC, provides cable television, voice and internet services. For the purposes of this response, the term "Comcast" throughout this response may refer to Comcast Corporation, Comcast Cable Communications, LLC, or the Comcast Corporation cable division operating Comcast subsidiaries or affiliates holding cable television franchises in the relevant jurisdictions. In the event of a grant award, for the avoidance of any doubt, the contracting entity for Comcast will be Comcast Cable Communications, LLC and all grant obligations binding upon Comcast Cable Communications, LLC must be agreed to in a separate writing between the parties.

2. List existing providers in the proposed project area and the speeds offered. Describe your outreach efforts to identify existing providers and how this information was compiled with source(s).

Answer:

Botetourt County is aware of five (5) ISPs in the county, including: Comcast, Lumos, the Craig-Botetourt Electric Cooperative (CBEC), Shentel, and most recently Cox. Botetourt County has a working relationship with four of these five providers. To the best of Comcast's knowledge and based on publicly available data and Comcast's internal database systems and tools, there are no existing providers of qualifying broadband in the Project Area to render any part of the Project Area ineligible for a VATI award. Other providers do operate and deliver service to areas adjacent to the Project.

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3. Describe if any areas near the project have received funding from federal grant programs, including but not limited to Connect America Funds II (CAF II), ACAM, ReConnect, Community Connect, and Rural Digital Opportunity Funds (RDOF). If there have been federal funds awarded near the project area(s), provide a map showing these areas, verifying the proposed project area does not conflict with these areas. Label Map: Attachment 2 – Documentation on Federal Funding Area.

Answer:

To the best of Comcast's knowledge, no areas within or immediately adjacent to the Project Area have received funding from federal grant programs such as CAF II, ACAM, RDOF, ReConnect, and Community Connect, as noted on Attachment 2 – Documentation on Federal Funding Area.

4. Overlap: To be eligible for VATI, applicants must demonstrate that the proposed project area(s) is unserved. An unserved area is defined as an area with speeds below 100/20 Mbps and with less than 25% service overlap within the project area for wireless projects and 20% for wireline projects. Describe any anticipated service overlap with current providers within the project area. Provide a detailed explanation as to how you determined the percentage overlap. Label Attachment: Attachment 3 – Documentation Unserved Area VATI Criteria.

Answer:

Comcast and the County anticipate minimal to no overlap of other ISP served addresses within the Project Area. The Project Area is unserved based on data available through the FCC BDC website and from Comcast's internal analysis.

5. Total Passings: Provide the number of total serviceable units in the project area. Applicants are encouraged to prioritize areas lacking 25 Megabits per second download and 3 Megabits per second upload speeds, as they will receive priority in application scoring. For projects with more than one service area, each service area must have delineated passing information. Label Attachment: Attachment 4 – Passings Form.
 - a. Of the total number of VATI passings, provide the number of residential, business, non-residential, and community anchors in the proposed project area.
 - b. If applicable, of the total number of RDOF passings, provide the number of residential, business, non-residential, and community anchors in the proposed project area.
 - c. If applicable, provide the number of passings that will require special construction costs, defined as a one-time fee above normal service connection fees required to provide broadband access to a premise. Describe the methodology used for these projections.
 - d. If applicable, provide the number of passings included in the application that will receive broadband access because special construction costs have been budgeted in the VATI application. Describe the methodology used for determining which passings with special construction costs were budgeted in the application.
 - e. Provide the number of passings in the project area that have 25/3 Mbps or less. Describe the methodology used for these projections. (up to 15 points)

Answer:

1. *Of the total number of VATI passings, provide the number of residential, business, non-residential, and community anchors in the proposed project area.*

Comcast proposes to extend service to 473 locations that currently do not have access to broadband at speeds of at least 100Mbps/20Mbps. As noted in Attachment 4 – Passings Form, the Project Area includes 459 residential locations, 7 business locations, 1 community anchor and 6 non-residential passings.

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While reviewing and verifying the data for the Project Area, Comcast identified 19 locations that are not serviceable by Comcast but were reported as serviceable in Comcast's September 15, 2023 BDC filing to the FCC. Therefore, Comcast has included them in the Project Area and will make the appropriate corrections in its next BDC filing to appropriately reflect the location status of these addresses.

Comcast recognizes the misalignment can occur when analyzing large data sets, such as the FCC's BDC efforts, and welcomes the opportunity to discuss these locations with DHCD.

- If applicable, of the total number of RDOF passings, provide the number of residential, business, non-residential, and community anchors in the proposed project area.*

Not Applicable.

- If applicable, provide the number of passings that will require special construction costs, defined as a one-time fee above normal service connection fees required to provide broadband access to a premise. Describe the methodology used for these projections.*

The Project is designed to achieve functionally universal broadband coverage in the County by extending infrastructure from Comcast's existing network in the County so that each of the 473 premises **[Redacted]**. This includes the cost of construction for all laterals during the Project construction period, meaning there will be no additional charges to connect to the customer's premises during Project construction.

For premises that (1) either require private property construction or are greater than 300 feet from the road center or (2) where the property owner does not grant Comcast access during Project construction, there may be an additional construction charge should the property owner seek to be connected after Project construction is complete. In these limited situations, Comcast may require a contribution in aid of the construction from the customer if actual costs of connection exceed Comcast's standard installation costs. Actual costs of construction are determined based on a number of factors, including, but not limited to, distance from the network, necessary underground trenching, distance from certain electronics on the network, and easement and franchise requirements. Comcast would provide any such

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premise with a contribution estimate, if any, prior to construction.

- If applicable, provide the number of passings included in the application that will receive broadband access because special construction costs have been budgeted in the VATI application. Describe the methodology used for determining which passings with special construction costs were budgeted in the application.*

As described above, Comcast's approach to this project is to complete all construction work necessary so that each location will not be subject to special construction costs, and therefore no such costs are included in this proposal.

- Provide the number of passings in the project area that have 25/3 Mbps or less. Describe the methodology used for these projections. (Up to 15 points)*

Comcast analyzed the areas in the County that do not have access to Internet speeds of at least 25/3 Mbps using the FCC's BDC, its own internal database and publicly available data. Based on that review, it is estimated 425 of the passings in the Project Area have access to Internet speeds of 25/3 Mbps or less.

- Describe if any blocks awarded in Rural Digital Opportunity Fund (RDOF) are included in the VATI application area. If RDOF areas are included in the VATI application, provide a map of these areas and include information on number of passings in RDOF awarded areas within the VATI application area, and Census Block Group ID number for each block group in the project area. Label Attachment: Attachment 5 – RDOF Awarded Areas Form in VATI Area

Answer:

There are no known RDOF award areas in this project area.

- For wireless projects only:** Please explain the ownership of the proposed wireless infrastructure. Please describe if the private co-applicant will own or lease the radio mast, tower, or other vertical structure onto which the wireless infrastructure will be installed.

Answer:

Not applicable.

- Network Design:** Provide a description of the network system design used to deliver broadband service from the network's primary internet point(s) of presence to end users, including the network components that already exist and the ones that would be added by the proposed project. Provide a detailed explanation of how this information was determined with sources. Provide information on how capacity for scalability, or expansion, of how the network can adapt to future needs. If using a technology with shared bandwidth, describe how the equipment will handle capacity during peak intervals. For wireless projects, provide a propagation map for the proposed project area with a clearly defined legend for scale of map. Label Map: Attachment 6 – Propagation Map Wireless Project.

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Answer:

Comcast's network, the Xfinity 10G Network, includes both hybrid fiber coax ("HFC") and fiber-to-the-home ("FTTH") technologies to deliver data to customers at speeds that meet or exceed the requested speed requirements. Comcast has multiple ways to deliver fast, reliable Internet services. Regardless of the infrastructure selected in the deployment of the network, whether Ethernet passive optical network ("EPON," a FTTH technology) or HFC, Comcast delivers a consistent, fast, reliable, and secure Internet experience to its customers.

Technology decisions are driven by a number of variables, including type and proximity of the existing network and characteristics of the proposed area. Comcast proposes to construct a fiber to the premises ("FTTP") network to the vast majority of the Project Area. This network will be capable of gigabit symmetrical speeds upon completion of construction. Specific product offerings will be based on then-current consumer demand and market conditions. Based upon preliminary design work, Comcast is building in a contingency that a limited number of locations in the Project Area would be best served by HFC, taking into account both efficiency and speed of deployment. This portion of the network will be capable of providing 1 Gbps/100 Mbps speeds as a result of enhancements Comcast is making to its network currently.

The next generation, DOCSIS 4.0, (see note) will allow Comcast to offer multi-gig symmetrical services starting this year. DOCSIS 4.0 is a technology platform that Comcast is using to digitize and virtualize much of the physical device technology and to move many of those activities into the cloud, allowing Comcast to innovate at the speed of software and to deliver multigigabit upload and download speeds to tens millions of Americans over the connections they already have in their homes.

Comcast began launching the latest phase of its 10G work in 2021. This work involves updating equipment throughout its network, accelerating the digitization and virtualization efforts, and making a mid-split architectural transition that will allow Comcast to increase performance in the near term, while also readying its network for the full 10G upgrade. With the transition to mid-split architecture, which is scheduled to be complete by the end of 2025, Comcast will be able to deliver speeds in excess of 1 Gbps downstream speeds and 100 Mbps upstream speeds. Thus, by the time any new networks are built, Comcast will be delivering on its promise to continue to offer its customers the best broadband experience and will be on the path to delivering service speeds well above 100/100 Mbps.

Comcast has been deploying similar technologies for years as part of this evolution – in the industry it is known as Distributed Access Architecture (DAA) and "virtualized" Cable Modem Termination Systems (vCMTS). By leveraging full duplex and extended spectrum capabilities, Comcast will be able to deliver those multi-gigabit speeds over its existing hybrid fiber coaxial network. In preparation for faster network speeds, earlier this year, Comcast launched its latest Wi-Fi 6E Gateway, one of the first in the world to support multi-gigabit symmetrical Wi-Fi.

Because Comcast is evolving its entire network architecture, equipment, and customer devices, it is uniquely positioned to deliver these advancements in speed, reliability, and performance to everyone it serves, not just a select few. And because much of this work is powered by software, these changes can be made with far less disruption to customers

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than other technologies. For more information on Comcast's multi-gig network deployment, see <https://corporate.comcast.com/press/releases/comcast-expand-evolve-wifi-largest-multi-gigabit-network>.

For information on Comcast's Network Performance, please see Comcast's Network Performance Report at https://update.comcast.com/wp-content/uploads/sites/33/dlm_uploads/2022/02/0222_2021NetworkReport_V19.pdf

NOTE: Currently, Comcast employs Data Over Cable Service Interface Specification (DOCSIS) 3.1 technology in its broadband network infrastructure. DOCSIS is an international telecommunications standard that permits the addition of high bandwidth data transfer to an existing cable TV system. DOCSIS is a proven, flexible protocol which offers the technological foundation upon which Comcast can meet any current or future anticipated need.

9. Speeds: Describe the internet service offerings, including download and upload speeds, to be provided after completion of the proposed project. Detail whether that speed is based on dedicated or shared bandwidth, and detail the technology that will be used. This description can be illustrated by a map or schematic diagram, as appropriate. List the private co-applicant's tiered price structure for all speed offerings in the proposed project area, including the lowest tiered speed offering at or above 100/20 Mbps. (up to 10 points)

Answer:

Comcast will offer customers multiple choices of residential and commercial broadband services, depending on the customers' specific needs. Upon completion of the project, Comcast will be able to provide broadband speeds of at least 1 Gbps download and 100 Mbps upload. The fiber network will be capable of gigabit symmetrical speeds. Specific product offerings will be based on then-current consumer demand and market conditions.

Included for reference and informational purposes only, the tables below (Xfinity Residential Service Tiers and Comcast Business Tiers) reflect service tiers, speeds, and pricing generally available for Comcast's current hybrid fiber coaxial ("HFC") network offered in Virginia, including more densely populated areas. Comcast is currently pricing the services for the Project's EPON network and expects pricing to be consistent across all future networks in the County.

Xfinity Residential Service Tiers (currently offered in the County)

Tier

Speeds Up To (Download / Upload)

Standalone Pricing

Connect

75 Mbps / 10 Mbps

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\$65.00 monthly

Connect More

200 Mbps / 10 Mbps

\$87.00 monthly

Fast

400 Mbps / 10 Mbps

\$102.00 monthly

Superfast

800 Mbps / 20 Mbps

\$107.00 monthly

Gigabit

1 Gbps / 20 Mbps

\$112.00 monthly

Gigabit Extra

1.2 Gbps / 35 Mbps

\$117.00 monthly

Gigabit x2

2 Gbps / 100Mbps

\$130.00 monthly

**Gigabit x2 is only available in network enhanced areas with xFi Complete*

As noted above, Comcast is currently pricing the services for the all-fiber EPON network being proposed in response to this RFP. Comcast recently began launching all fiber service in neighboring states and expects the pricing to be consistent across future EPON networks in Virginia. The chart below is provided to be illustrative of the speed tiers and pricing of Comcast's gigabit symmetrical service.

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Xfinity Residential Service Tiers (EPON Markets)

Tier

Speeds Up To (Download / Upload)

Standalone Pricing

Connect

75 Mbps / 75 Mbps

\$65.00 monthly

Connect More

200 Mbps / 200 Mbps

\$87.00 monthly

Fast

400 Mbps / 400 Mbps

\$102.00 monthly

Superfast

800 Mbps / 800 Mbps

\$107.00 monthly

Gigabit

1 Gbps / 1 Gbps

\$112.00 monthly

Note: Prices above do not include equipment or applicable taxes, fees, and surcharges. Rates stated are the monthly rates for standalone Internet service as of the date of this submission. Pricing and services are subject to change. Discounted pricing may be available to customers who accept promotional offers or term agreements for Internet service or buy one or more additional services.

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Comcast is committed to ensuring its network is reliable and customers are receiving service speeds to which they subscribed. Comcast network engineers and technicians work diligently to proactively monitor network performance and have systems in place that measure speed and latency to end users.

Comcast's Xfinity Internet Measurement Platform is a cutting-edge system with an independently validated methodology (see note) that automatically measures the quality of end user connections. This includes both speed and latency measurements. The system runs over 700,000 tests per day across all regions and times of day – and it can provide reporting on performance in specific areas. Tests are run from millions of Comcast cable modem gateways to servers in regional datacenters – where network interconnection to Content Delivery Networks and other networks often occurs - providing an accurate picture of ISP access network performance. Moreover, tests run continuously throughout the day, capturing both peak & off-peak performance and measure downstream speed, upstream speed, idle latency, and working latency. The tests do NOT evaluate the performance of the local Wi-Fi network because that is not indicative of network performance – tests are appropriately focused on the service provided to the end user's home. In some limited cases, a comparable independent measurement system may be used instead of this system or as a validation check on the system.

NOTE- See “Design Audit Report of Comcast's Network Performance Measurement System” from NetForecast, April 2020, at <https://www.netforecast.com/wp-content/uploads/Comcast-Design-Audit-Report-NFR5133F.pdf>.

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10. Explain how the proposed project achieves universal broadband coverage for the locality or fits into a larger plan to achieve universal broadband coverage for the locality. If applicable, explain the remaining areas of need in the locality and a brief description of the plan to achieve universal broadband coverage. (up to 50 points)

Answer:

The proposed Project is designed to achieve near ubiquitous coverage in the County. It would expand Comcast's existing service area to include locations which do not currently have access to service based on County data, the FCC's BDC map, and Comcast's internal data analysis.

In 2017, Botetourt County estimated that approximately 30% of homes lacked broadband connectivity. There are approximately 15,000 residential structures in the county, which suggested in 2017 that 4,500 of these structures lacked broadband connectivity. In further reviewing the availability of fiber infrastructure, we have learned that the estimate is approximately twice what was determined in 2017. In working with our partners with the Department of Housing and Community Development, Commonwealth of Virginia Office of Broadband, and internet service providers, we have canvassed the county to determine where service is unavailable. Also through frequent press releases, reports to the Board of Supervisors, and the formation and meeting of the Botetourt County Broadband Commission, we have raised awareness of the county's emphasis on delivering broadband connectivity to our residents and businesses. Our county website has included a portal for residents to provide their physical address and information, including broadband lack of availability that we have in turn used to locate dead spots.

In 2018, Botetourt County convened a broadband summit with national broadband experts to raise awareness and to address needs and opportunities. These and many other efforts have resulted in three previously funded VATI projects serving 3,070 addresses. This proposal seeks to serve an additional 473 addresses. Botetourt County leadership has also testified to the State Corporation Commission to provide support to Dominion Energy's broadband expansion project in the Arcadia area of the county. Going forward, the Botetourt County Department of Community Development is drafting comprehensive plan and ordinance amendments that would require developers to require broadband infrastructure in subdivisions and in residential and commercial developments. Botetourt County is committed to ensuring that broadband infrastructure investments made today are enhanced in the future by maintaining universal coverage throughout the county.

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11. Project Readiness

Describe the current state of project development, including but not limited to: planning, preliminary engineering, identifying easements/permits, status of MOU or MOA, and final design. Prepare a detailed project timeline or construction schedule, identifying specific tasks, staff, contractor(s) responsible, collection of data, etc., and estimated start and completion dates. Applicants are encouraged to extensively discuss, where applicable, easements relating to railroad crossings, federally-owned lands and parks, partnerships with the Virginia Department of Transportation, and mobile home parks. Applicants must include Memorandums of Understanding (MOUs) or Memorandums of Agreement (MOAs) between applicants (drafts are allowable). Label Attachments: Attachment 7 – Timeline/Project Management Plan; Attachment 8 – MOU/MOA between Applicant/Co-Applicant; (up to 10 points)

Answer:

Comcast has completed the planning and preliminary engineering phase for the proposed Project. Final engineering, design and construction will commence upon the award of the grant. The initial tasks include project engineering and right of way preparation. This Project includes a combination of underground and aerial construction. Given that Comcast already has facilities near the Project Area, which it can leverage in this Project, Comcast will be able to implement the Project quickly, upon receiving the final permits.

Throughout the duration of the Project a dedicated Comcast team member will be in contact providing status and answering any questions the community may have, and the County will communicate progress and issue press releases and other forms of community outreach including social media.

Comcast anticipates completing the project within 18 months after contract execution between the County and DHCD. As contemplated by the 2024 VATI guidelines, Comcast may request an extension if it encounters permitting, pole attachment, or other circumstances beyond its control which may delay the project timeline. Comcast will activate service as areas are completed so many residents and businesses will be able to access service earlier than the end of the project.

Comcast will leverage existing pole attachment agreements with all the pole owning utilities in the Project Area. Having deployed thousands of miles of plant in Virginia, Comcast has extensive experience working with pole owners and their processes to obtain the required permits to attach to poles. Other permitting and supply chain delays not reasonably anticipated by Comcast may also pose a risk to timely completion, however, Comcast's extensive network of engineers, technicians, vendors, and partners provides an edge in ensuring a timely delivery of projects. The scale of Comcast's business also allows it to lock in competitive pricing on materials and equipment and effectively manage large projects.

See Attachment 7 for Timeline and Project Management Plan and Attachment 8 for the MOU/MOA between Applicant/Co-Applicant (Draft).

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12. Has the applicant or co-applicant received any VATI grants? If so, provide a list of these grants, with a detailed summary of the status of each.

Answer:

Between 2017 and 2021, DHCD awarded Comcast five (5) VATI grants. Comcast has successfully met or exceeded the requirements of each of those awards, having constructed the projects on time and within the proposed budget. Comcast has deployed broadband, with speeds up to 1.2 Gbps and with services options designed for low-income households, to over 3,500 locations throughout the project footprints. Comcast was awarded a sixth VATI grant in 2022 in Stafford County and is near completion of that project as well.

Botetourt County has successfully closed out two VATI projects between 2018 and 2023, with the Craig-Botetourt Electric Cooperative and Lumos, totaling 1,169 addresses. Currently, Botetourt County is administering a third VATI project with Lumos to serve an additional 1,901 addresses.

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13. Matching funds: Complete the funding sources table indicating the cash match and in-kind resources from the applicant, co-applicant, and any other partners investing in the proposed project (VATI funding cannot exceed 80 percent of total project cost). In-kind resources include, but are not limited to: grant management, acquisition of rights of way or easements, waiving permit fees, force account labor, etc. Please note that a minimum 20% match is required to be eligible for VATI, the private sector provider must provide 10% of the required match. If the private co-applicant cash match is below 10% of total project cost, applicants must provide financial details demonstrating appropriate private investment. If applicants and co-applicants are seeking to include prior expended funds as matching funds, Attachment 11 must be completed. Label Attachments: Attachment 9 - Funding Sources Table; Attachment 10 – Documentation of Match Funding; Attachment 11 - Prior Expended Match Form

Answer:

The proposed Project represents a partnership between Comcast and the County. Comcast, the co-applicant, upon award of the VATI grant, will be responsible for any matching funds and will provide the labor and materials to complete the provision of services to the Project Area delineated in Attachment 16 – Point and Polygon Shapefiles.

Comcast will provide approximately 37% of the projected construction costs of \$5,733,975, totaling \$2,121,571. The County will assist by providing in-kind contributions including application analysis and preparation, coordination with DHCD, assistance with right of way permitting, and participating in further concert with Comcast as the Project is approved and construction begins. The value of these services will depend on the level of activity occurring as the Project commences.

A breakdown of costs is attached below. Please see Attachment 9 – Funding Sources Table and Attachment 12 - Derivation of Cost for additional details.

Locations: 473

Mileage: 59

Homes per Mile: 8

Total Cost: \$5,733,975

Comcast Match: \$2,121,571

VATI Gap Funding: \$2,612,404

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14. Leverage: Describe any leverage being provided by the applicant, co-applicant, and partner(s) in support of the proposed project. (up to 10 points)

Answer:

Comcast would leverage its existing infrastructure in the County to extend its network to the Project Area. Comcast has invested \$781 million in technology and infrastructure investments in the Commonwealth over the past three years, including upgrades to its broadband network. Comcast has also invested significant resources in its Network Operations Center ("NOC") to ensure continued proactive monitoring of network health. These investments, along with Comcast's locally based engineering and technical operations teams, allow Comcast to maintain a world-class network that can be extended to support additional customers.

When Comcast constructs service to a new area, it designs the project to make every location drop serviceable so that all locations in the project are considered standard installations. Comcast absorbs the costs of installing a drop when installing a customer, which averages \$500 per location. In addition, Comcast will waive its standard installation fee of \$100.00 for all residents and businesses who subscribe to service as a result of this project, a value of up to \$47,300.

Comcast and County staff also provide non-match in-kind support to the proposed Project by assisting with application analysis and preparation, Program compliance requirements, and coordination with DHCD. Botetourt County's grant administrator's hourly rate is \$87.50. A record of project hours can be kept by the County and in-kind match documented per direction from DHCD.

Once the Project is complete, Comcast can leverage teams in other regions to support the County in time of emergency and can open its WiFi network to support emergency response. Comcast's financial stability and geo-distributed cybersecurity operations center will provide peace of mind and reliable service to the County.

As noted throughout this response, Comcast continually invests in its network to ensure it can offer innovative products that meet the needs of residents and businesses in the County. Comcast is also a member of CableLabs, a premier innovation lab for future-forward research and development that facilitates cutting-edge solutions that incorporate university research, vendors, telecommunications companies and other industries. The partnership with CableLabs and others in the telecommunications industry supports the development of many technological advancements that keep Comcast on the cutting-edge and prepared for the digital future.

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15. Communications Plan: Describe efforts to keep the public informed of project progress and the broadband adoption plan.
- Explain how you plan on communicating the project status to stakeholders, including but not limited to County leadership, project areas residents, etc. (Up to 10 points)
 - Explain how you plan to promote customer take rate, including marketing activities, outreach plan, and other actions to reach the identified serviceable units within the project area. Provide the anticipated take rate and describe the basis for the estimate. (up to 10 points)
 - Describe any digital literacy efforts to ensure residents and businesses in the proposed project area sufficiently utilize broadband. Please list any partnering organizations for digital literacy, such as the local library or cooperative extension office.

Answer:

Please see Attachment 18.

16. Project Management: Identify key individuals who will be responsible for the management of the project and provide a brief description of their role and responsibilities for the project. Present this information in table format. Provide a brief description of the applicant and co applicant's history and experience with managing grants and constructing broadband communication facilities.

Answer:

Please see Attachment 19.

17. **Project Budget and Cost Appropriateness**

Budget: Applicants must provide a detailed budget that outlines how the grant funds will be utilized, including an itemization of equipment, construction costs, and a justification of proposed expenses. If designating more than one service area in a single application, each service area must have delineated budget information. For wireless projects, please include delineated budget information by each tower. Expenses should be substantiated by clear cost estimates. Include copies of vendor quotes or documented cost estimates supporting the proposed budget. Label Attachments: Attachment 12 – Derivation of Costs; Attachment 13 - Documentation of Supporting Cost Estimates. (up to 10 points)

Answer:

Comcast estimates that this Project will cost \$5,733,975. Comcast's construction estimates are determined through a detailed project analysis that includes a desktop survey, an analysis of permitting costs, a network impact study to determine necessary hub site preparation and possible infrastructure requirements, and a financial evaluation for overall build costs and likely return-on-investment. When contract labor is utilized, costs are accrued according to the fee schedule in the contract. The design and construction process is standard within the telecommunications industry.

It is appropriate to use public funds for this proposed Project because private, at-risk capital is not likely to be invested by service providers in this area due to low population density.

Comcast is seeking support in the amount of \$3,612,404 from the VATI program to expand broadband service to unserved homes and businesses in the Project Area. Comcast, upon award of the grant, will be responsible for \$2,121,571 or 37% matching funds and will provide the labor and materials to complete the provision of services to the Project Area described in this response.

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Project Costs Breakdown

Project Phase

Cost

New Equipment/Materials

[Redacted]

New Construction

[Redacted]

Permits/Make-Ready

[Redacted]

Engineering/Design

[Redacted]

Surveys

[Redacted]

Total

\$ 5,733,975

Comcast's expenses fall into five (5) categories: New Equipment/Materials, New Construction, Permits/Make-Ready, Engineering/Design and Surveys.

New Equipment/Materials includes mainly "outside plant equipment" such as nodes and optical equipment, power supplies, fiber cable, coaxial cable, conduit, vaults, pedestals and strand. This category also includes "inside plant equipment" such as ethernet switches.

New Construction expenses cover the cost of installing the plant including make-ready construction. For underground construction, this involves directional boring; installing pedestals, vaults, and

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conduits; pulling in cable; demolition and build-back and debris removal. Aerial construction includes placing strand, lashing cables, placing anchors, and placing poles. This category also includes fiber and coaxial splicing and testing the new network.

The Permits/Make-Ready category includes the cost of submitting make-ready applications to pole owners and fees for any other permits required by the project.

Engineering/Design covers design of the network, including the completion of permit-ready detailed drawings based on walk-out surveys.

Survey expenses include the cost of performing a walkout survey, completing pole profiles, make ready assessment, and geotechnical surveys for underground work.

18. The cost benefit index is comprised of state cost per unit passed. Individual cost benefit scores are calculated and averaged together to create a point scale for a composite score. Provide the following:
- a. Total VATI funding request
 - b. Number of serviceable units
(up to 125 points)

Answer:

1. *Total VATI funding request* – \$3,612,404
2. *Number of serviceable units* – 473

Upon completion of the Project, Comcast would handle all network upgrades, maintenance and repair to ensure fast, reliable, and scalable broadband service to residents and businesses and not seek additional public funding for the Project area. In addition, Comcast would reinforce DHCD's economic development work by encouraging broadband adoption through outreach activities as described in section 20(f) below.

- 19.

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Commonwealth Priorities (Up to 50 points)

Additional points will be awarded to proposed projects that reflect Commonwealth priorities. If applicable, describe the following:

- a. Businesses, community anchors, or other passings in the proposed project area that will have a significant impact on the locality or region because of access to broadband.
- b. Unique partnerships involved in the proposed project. Examples include electric utilities, universities, and federal/state agencies.
- c. Digital equity efforts to ensure low to moderate income households in the proposed project area will have affordable access to speeds at or above 100/20 mbps, include information regarding the internet service provider's participation in the Affordable Connectivity Program
- d. The co-applicant's efforts to mitigate supply chain constraints, including labor shortages and order-to-delivery delays on telecommunications materials required to construct broadband networks.
- e. The applicant's and co-applicant's efforts to promote broadband adoption, including, but not limited to: telehealth, smart farming, e-entrepreneurship, and distance learning.

Answer:

1. *Businesses, community anchors, or other passings in the proposed project area that will have a significant impact on the locality or region because of access to broadband.*

Comcast and the County's proposed Project will provide a broadband network capable of delivering speeds that reliably meet or exceed 100 Mbps download and at least 20 Mbps upload speeds and be scalable to a minimum of 100 Mbps symmetrical for download and upload speeds based on future technology advances to 459 residential customers, 7 businesses, 1 community anchor institution and 6 non-residential locations in the County.

The Project will greatly improve the County's economic vitality by supporting business growth and job creation by providing access to broadband service in unserved areas of the County. The Project provides the infrastructure needed to improve residents' quality of life by enabling residents to bridge the local skills gap, expand their career pathways, access and engage in telehealth opportunities, pursue education, and more. Upon completion of this project, residents and businesses would have access to some of the fastest and most reliable broadband speeds available nationwide.

2. *Unique partnerships involved in the proposed project. Examples include electric utilities, universities, and federal/state agencies*

As noted throughout this response, Comcast has significant experience in partnering with local government in broadband deployment projects. As a leading broadband provider in the

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Commonwealth and the country, Comcast understands what is necessary to deploy broadband infrastructure in locations with varied geography and population densities. Comcast has successfully engaged in public-private partnerships and understands the importance of them in expanding the network to serve otherwise uneconomical areas in many localities, including the County.

- Digital equity efforts to ensure low to moderate income households in the proposed project area will have affordable access to speeds at or above 100/20 Mbps, include information regarding the internet service provider's participation in the Affordable Connectivity Program.*

As of August 14, 2023, ACP has helped to connect more than 20 million households to broadband access. At a May 2022 White House event, Comcast was recognized for stepping up with innovative offerings like Internet Essentials Plus to help eligible households take full advantage of the ACP credit. (<https://www.meritalk.com/articles/white-house-lines-up-broadband-providers-websites-for-acp/>).

Under ACP, qualifying households may receive a credit of up to \$30/month (\$75/month in Tribal lands) toward any Xfinity Internet service tier, including Internet Essentials and Internet Essentials Plus, and/or Xfinity Mobile service. If customers have both Xfinity Internet and Xfinity Mobile, the ACP credit will first be applied toward Internet and any remaining credit will be automatically applied to their Xfinity Mobile data usage and/or services fees.

Internet Essentials and Internet Essentials Plus are each fully covered by the ACP credit. In addition, an Internet Essentials customer (paying \$9.95/month) who is enrolled in ACP can have the remaining ACP credit applied to their Xfinity Mobile service. For example, an Internet Essentials participant (paying \$9.95/month) who adds one line of Unlimited on Xfinity Mobile (\$45/month) will only pay \$24.95/month after applying the remainder of the ACP credit. For more information, see <https://corporate.comcast.com/press/releases/comcast-affordable-connectivity-program-internet-essentials-service-xfinity-mobile>.

- The co-applicant's efforts to mitigate supply chain constraints, including labor shortages and order-to-delivery delays on telecommunications materials required to construct broadband networks.*

The scale of Comcast's business allows Comcast to work with suppliers in obtaining equipment and materials, to lock in competitive pricing on materials and equipment, and effectively manage large projects. In a time characterized by logistical constraints and supply chain delays, Comcast's

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extensive network of engineers, technicians, vendors, and partners provides an edge in ensuring a timely delivery of projects.

5. *The co-applicant's efforts to mitigate costs and delays that may be associated with make-ready and other permitting requirements anticipated for network deployment.*

Comcast has pole attachment agreements with the pole owners in the Project Area and is well versed in applying for permits under those agreements. Having deployed thousands of miles of plant in Virginia, Comcast, has extensive experience working with pole owners and their processes in order to obtain the required permits to attach to poles. Other permitting delays not reasonably anticipated by Comcast may also pose a risk to timely completion, however, the experience of Comcast's employees and partners will help mitigate any issues that arise. Also, Comcast has authorization to work in the public right of ways under its franchise agreement with the County and will work with the County to obtain the necessary permits. The proposed Project involves a combination of underground and aerial construction.

6. *The applicant's and co-applicant's efforts to promote broadband adoption, including, but not limited to telehealth, smart farming, e-entrepreneurship, and distance learning.*

See Attachment 20 for this response.

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20. Additional Information

Please attach any letters of support from stakeholders. If the applicant is not a locality(s) in which the project will occur, please provide a letter of support from that locality.

Attachment 14 – Letters of Support.

Provide the two most recent Form 477 submitted to the FCC, or equivalent, as well as point, polygon, and, for wireless providers, RSSI shapefiles for the project area **in .zip file form**. With attachments 17 through 20, attach any other information that the applicant desires to include. Applicants are limited to four additional attachments.

Label Additional Attachments as:

- a. Attachment 15 – Two most recent Form 477 submitted to the FCC or equivalent
- b. Attachment 16 - Point and Polygon shapefiles, in.zip file form, showing proposed passings and project area
- c. Attachment 17 - For wireless applicants: shapefiles, in .zip file form, indicating RSSI projections in the application area
- d. Attachment 18 – XXXXXXXX
- e. Attachment 19 – XXXXXXXX
- f. Attachment 20 – XXXXXXXX

Answer:

Thank you for the opportunity to submit this VATI funding proposal, in partnership with Comcast.

Attachments:

Map(s) of project area, including proposed infrastructure

Attachment1ProjectAreaMapBotetourt12192023112849.pdf

Documentation of Federal Funding (CAF/ACAM/USDA/RDOF, etc...) in and/or near proposed project area.

Attachment2DocumentationofFederalFundingAreaBotetourt12192023112858.pdf

Documentation that proposed project area is unserved based on VATI criteria

Attachment3DocumentationUnservedAreaVATICriteriaBotetourt1219202341251.pdf

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Propagation Map if Wireless Project

Attachment6PropagationMapWirelessProjectonly12192023113352.pdf

Timeline/Project Management Plan

Attachment7TimelineProjectManagementPlan1219202334611.pdf

MOU/MOA between applicant/co-applicant (can be in draft form)

231215ComcastBotetourt2024DraftLocalMOU12192023113205.docx

Documentation of Supporting Cost Estimates

Attachment13BotetourtCountyDocumentationofSupportingCostEstimatesRedacted11219202344019.pdf

Letters of Support

Attachment14ComcastSupportLetters1219202343254.pdf

Two most recent Form 477 submitted to the FCC or equivalent

Attachment15TwomostrecentForm477submittedtotheFCCorequivalent12192023112959.pdf

Point and Polygon shapefiles, in.zip file form, showing proposed passings and project area

Attachment16PointandPolygonShapefilesBotetourtCounty12192023113010.zip

Optional

Attachment18231219BotetourtComcastNarrativeQuestion151219202324307.pdf

Optional

Attachment19231219BotetourtComcastNarrativeQuestion161219202324315.pdf

Optional

Attachment20231219BotetourtComcastNarrativeQuestion19F1219202324327.pdf

Documentation of Match Funding

Attachment10DocumentationforMatchFundingBotetourt12192023113612.pdf

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Derivation of Cost/Project Budget (Use template provided)

Attachment12DerivationofCostsBotetourt1219202324759.pdf

Funding Sources Table (Use template provided)

Attachment9FundingSourcesBotetourt12192023113534.pdf

Prior Expended Match Form (use template provided)

Attachment11PriorExpendedMatchForm12192023114859.pdf

Passings Form (Use template provided)

Attachment4PassingsFormBotetourt12192023113648.pdf

Documentation of RDOF awarded area in VATI project Area (Use template provided)

Attachment5RDOFAwardedAreasincludedinVATIApplication12192023113628.pdf

Question 19- Commonwealth Priorities

f. The applicant's and co-applicant's efforts to promote broadband adoption, including, but not limited to telehealth, smart farming, e-entrepreneurship, and distance learning.

If selected, Comcast will drive broadband adoption for all consumers through a variety of means including mailing information to residents, local media, and outreach to the community. Comcast will also drive adoption of its affordable subscriber options, Internet Essentials and Internet Essentials Plus, to all eligible residents. Interested residents will be able to sign up for service by calling Comcast's toll-free telephone number, using Comcast's website, or in person at the nearest Xfinity store. Comcast employs a sales and marketing team of professionals to support these efforts and call center team members are skilled in addressing questions regarding Comcast's products and services.

If conditions allow, a public meeting or event can be held in conjunction with the County in or near the proposed Project Area to inform the residents about the upcoming work and answer questions. Comcast will partner with local leaders, community organizations, and non-profit groups to further maximize the broadband adoption rate in the Project Area.

The new infrastructure, combined with broadband adoption efforts, would improve quality of life in the County by enabling residents to bridge the local skills gap, expand their career pathways, access and engage in telehealth opportunities, pursue education, and more. Today, many employment opportunities are disseminated via online sources. Access to broadband will enable residents to easily search for and apply to open job listings, communicate with potential employers, and work from home. Broadband access will also enable residents to take greater control over their health care, enabling remote access to important health-related resources and technology, as well as direct communication with health care providers.

Furthermore, broadband access enables residents to pursue education programs from their own homes. Online courses can be taken by homeschooled children, college students, entrepreneurs, freelancers, officegoers, and retirees. Certain higher education institutions provide online programs allowing students to obtain a degree remotely, as an alternative to the traditional on-campus higher education experience. Without high-speed Internet and increased broadband capacity, residents lack the connectivity they need to pursue a modern education and compete in today's world.

Comcast promotes the development of digital skills in communities by investing in hyper-local organizations and special projects that build digital literacy skills for today's

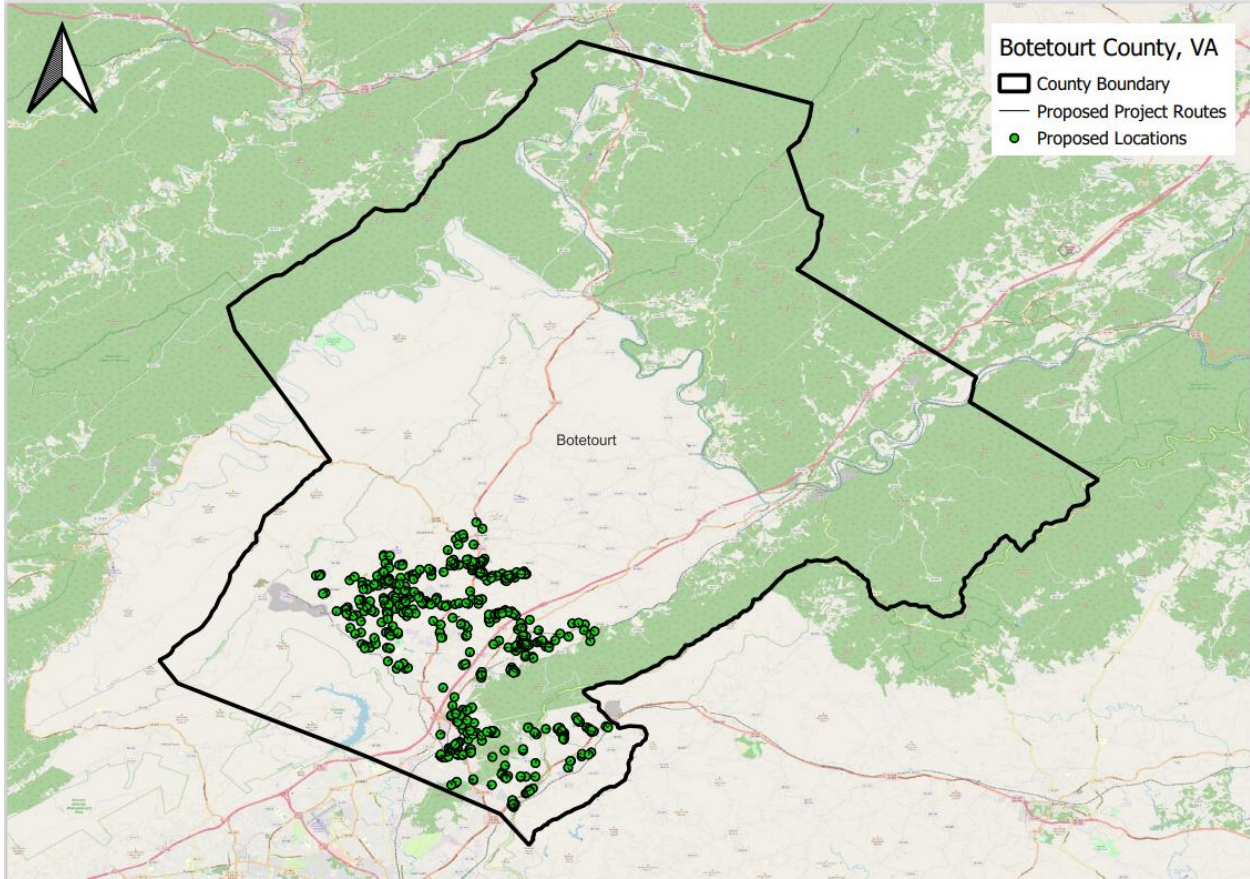
workforce economy. This work includes increasing basic digital and tech skills; advancing skills in online banking, telehealth, online safety, career development and STEAM; accelerating broadband adoption; expanding workforce training/certifications for adults; strengthening and forging partnerships to meet local business and community needs, and supporting Digital Navigator programs.

These skills will support smart farming as farmers and ranchers today depend on broadband as much as they do highways to get raw and processed products distributed around the world. Broadband connectivity allows farmers and ranchers to collect and analyze data to improve efficiency, follow commodity markets, communicate with vendors and customers, and access new markets.

Botetourt County estimates that there are approximately 1,500 residents in the county who are remote workers. During 2023, the County leadership has initiated a program to identify and support remote workers in the county. Much of this initiative involves community outreach and promotion of broadband that allows county residents to engage in remote work. Moreover, the county estimates that approximately 2,300 residents are considered by the IRS to be non-employers, or self-employed in some capacity. Here too, the county is promoting e-entrepreneurship as it relates to these non-employers because of the reasonable certainty that many of these residents are working from home and leveraging broadband connectivity to conduct their businesses.

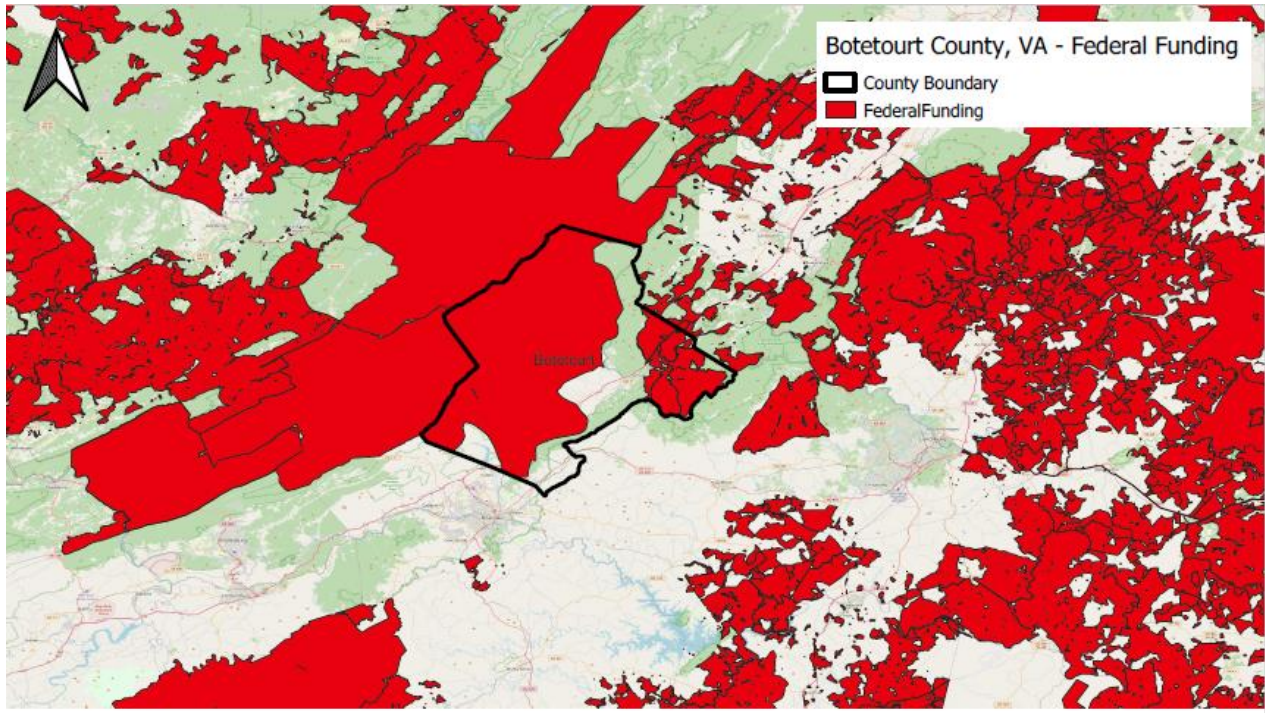
Attachment 1 – Project Area Map

Botetourt County



Attachment 2 – Documentation of Federal Funding Area

Botetourt County



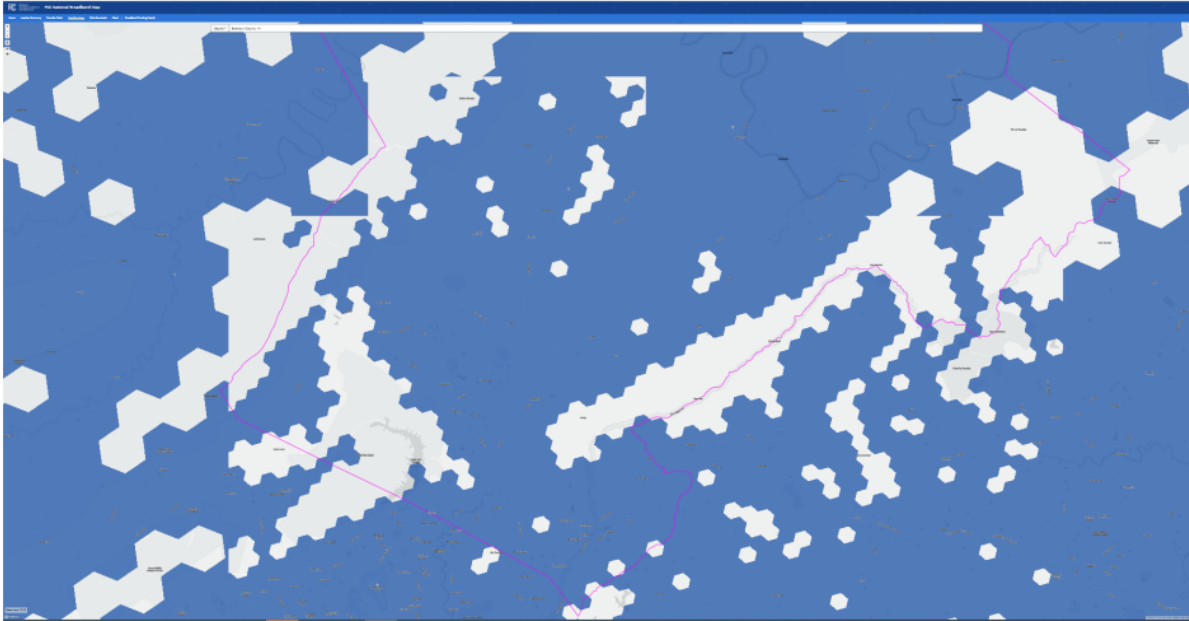
Federal funding in Botetourt County on the map above represents the following: On September 23, 2023, Gridiron Fiber Corp (holding company for Lumos Telephone, Inc and Lumos Telephone of Botetourt, Inc) indicated that it will elect Enhanced Alternative Connect America Model (Enhanced A-CAM) support.

Enhanced A-CAM requires deployment by 2028 while Comcast estimates completion of the project within 18 months of contract execution.

Source: <https://fundingmap.fcc.gov/home>; accessed December 13, 2023

Attachment 3 – Documentation Unserved Area VATI Criteria

Botetourt County



Source: <https://broadbandmap.fcc.gov/area-summary> ; Accessed on December 16, 2023

Attachment 4 – Passings Form

Botetourt County

Type of Passing	Total Number of Passings in the Project Area	Passings in the Project Area, without Special Construction Costs Required	Passings with Special Construction Costs budgeted in the Application ¹	Number of Passings in Project Area with Speeds at 25/3 or below
Residential	459	0	459	411
Business	7	0	7	7
Community Anchor	1	0	1	1
Non-Residential	6	0	6	6
TOTAL	473	0	473	425

¹ Please refer to Section 6.c. and 6.d. in the “Project Description and Need” section of Comcast’s application for further explanation.

Attachment 5 – RDOF Awarded Areas included in VATI Application

Attachment 5 is not applicable to this grant application as there are no RDOF awarded areas included in the VATI Application.

Attachment 6 – Propagation Map (Wireless Projects only)

Attachment 6 is not applicable to this grant application.

PROJECT MANAGEMENT PLAN

PROJECT NAME : [Project Name]

PROJECT GRANTEE: Botetourt County, VA

VATI # _____

1. PROJECT DESCRIPTION

The [Project Name], also referred to locally as Botetourt/Comcast Fiber to the Home 2024, herein referred to as the "Project," is a project funded through a grant from the Virginia Department of Housing and Community Development's (DHCD) Virginia Telecommunication Initiative (VATI) Program. The purpose of this project is to extend fiber broadband service to _____ unserved addressed locations in the southern end of the county.

The Botetourt County Board of Supervisors shall be the grantee for the VATI funds and the Economic Development Authority of Botetourt County shall enter into an agreement with COMCAST and the Botetourt County Board of Supervisors to administer the grant funds.

Project activities include the design and engineering of the broadband network, coordination of pole attachments with utility providers, and the construction of _____ (____) miles of fiber conduit and aerial lines to deliver Fiber-to-the-Home and the construction cost per mile is \$ _____, which is a competitive cost to construct a new fiber network based on similar projects with similar topography and physical attributes.

2. PROJECT MANAGEMENT TEAM

The Management Team shall consist of members including the County Administrator or designee; the Grant Manager; the Financial Manager; the Project Architect/Engineer; Internet Service Provider (ISP) and other stakeholders as appropriate.

The Management Team will meet monthly to ensure the effective and timely implementation of all project components. The team will review project activities and propose adjustments to the project management plan, as needed, to make certain the project is professionally designed, within budget, and on track to achieve the proposed benefit. Any significant revisions to the project activities or budget will be shared with the Board of Supervisors, Economic Development Authority and DHCD as appropriate and/or necessary.

3. PROJECT ROLES AND RESPONSIBILITIES

The following lists the individual members of the Project Management Team and outlines their roles and responsibilities for the pre-contract and implementation phases of the project.

Ray Roundtree Regional Senior Vice President Mr. Roundtree is responsible for the organization's operational, strategic, and financial performance across Maryland, Virginia, Washington DC, and parts of Delaware, North Carolina and West Virginia.

Dee Ademeyo Vice President of Finance Ms. Ademeyo leads all financial and accounting functions while helping to drive a great customer and employee experience. Prior to this position, Ms. Ademeyo was the Vice President of Accounting Operations for Comcast Business and previously served as the Controller for Spectrum Arena and the Regional Finance Manager for Global Spectrum.

Misty Allen Vice President of Government and Community Affairs Ms. Allen leads the government, regulatory and community affairs teams in the Beltway Region. Prior to joining Comcast, Ms. Allen led state and local government affairs strategies at Baltimore Gas and Electric (BGE) as the Director of Government and Legislative Affairs.

Dan Carr Vice President of Comcast Business Mr. Carr has regional responsibility for all sales, sales support, revenue, operating profit and loss and customer satisfaction for Comcast Business products and services. Before joining the Beltway Region, Mr. Carr had national responsibility for sales operations and support for Comcast Business, supporting the development of a high-performing field sales organization and the critical functions necessary to ensure productivity across all sales channels.

Robert Jones Vice President of Technical Operations Mr. Jones leads the day-to-day operations for the Installation & Service team and works with Headquarters and Northeast Division Technical Operations leaders to implement strategies focused on delivering the best customer and employee experiences.

Alex Hodjatzadeh Vice President of Engineering Operations Mr. Hodjatzadeh manages all network maintenance and construction teams who expand and maintain the Beltway Region's vast networks and also implement new technology-based products and services. Mr. Hodjatzadeh joined Comcast in 2019 as the Senior Director of Finance for Technical Operations and Capital, and most recently served as Senior Director of Construction.

Kristen Ritchey Proposal Point of Contact Ms. Ritchey leads rural broadband expansion efforts for Comcast and will be responsible for making sure the project meets state requirements and coordinate reporting and compliance activities.

Kevin Broadhurst VP, Government Affairs Government Affairs Representative Mr. Broadhurst will be the primary contact for the County and the Commonwealth and make sure any questions or concerns are addressed.

Tony Voros Director, Construction Construction Supervision Mr. Voros will oversee all construction activities related to the project and ensure they are completed according to VATI program guidelines.

Edward Rowan Senior Director, Business Development Project Identification Mr. Rowan leads Comcast's network expansion efforts and was responsible for identifying the unserved and underserved locations included in the Project. He will provide support for construction and compliance.

Chief Administrative Official for Botetourt County- Gary Larrowe, County Administrator-responsible for general oversight of the project in coordination with the Project Management Team.

Grant / Project Manager- Ken McFadyen, Director of Economic Development- reviews and presents grant disbursement requests to the Economic Development Authority and ensures that all grant reporting will be submitted to DHCD; coordinates activities among the Project Management Team and DHCD.

Financial Manager- Tony Zerrilla, Botetourt County Director of Finance- reviews and recommends grant disbursement requests; ensures transfers of funds from the Board of Supervisors to the Economic Development Authority to cover approved expenditures.

Marketing and Public Relations- Tiffany Bradbury coordinates public information and marketing strategies directed toward the project's future customers. They provide public information regarding project timelines and ongoing progress updates. They field customer inquiries and promote the work of the project, the County, Comcast, and the Commonwealth's VATI program.

Attorney- for Botetourt County and the Economic Development Authority - Mike Lockaby-responsible for drafting and finalizing grant agreements on behalf of the Board of Supervisors and Economic Development Authority.

DHCD Telecommunication and Broadband Project Manager – [Name and Title] for the Virginia Department of Housing & Community Development, will provide technical assistance and general oversight to ensure the project's compliance with VATI guidelines and DHCD policy and will conduct regular compliance reviews throughout the DHCD contract period. The Telecommunication and Broadband Project Manager may attend Project Management Team meetings as her/his schedule allows.

Commented [KM1]: Please add others as needed.

4. PROCESS FOR FINANCIAL MANAGEMENT

The Financial Manager will be responsible for submitting remittance requests and budget revisions, as applicable, to DHCD. The following describes the process for review, approval, and payment of invoices related to all project expenditures, including leverage funds:

The County will provide the funds to the Authority for the purpose of making the VATI grant payments as set forth in the grant agreement with DHCD and in the agreement among the County, Economic Development Authority, and COMCAST. COMCAST will use the Grant proceeds as reimbursement of expenses related to construction of the Project. The total amount of the VATI Grant shall be \$ _____, broken down as follows:

Pass-through VATI Grant from DHCD: \$ _____

Grants shall be made not more frequently than monthly upon COMCAST's submission to the Authority and the County of detailed invoices verifying expenditure of funds and delivery of

goods, services, or construction work in furtherance of the Project. Such documentation shall be forwarded to the Department of Housing & Community Development for approval and for disbursement of VATI grant proceeds connected to the invoice and documentation. For each invoice, the Authority will issue a grant payment of 90% of the face amount of each invoice, until it has reached the maximum cash match of \$ _____, less 10% (\$ _____). If COMCAST meets its Targets on or before the Performance Date, the Authority will disburse a final payment of \$ _____. The total of the EDA Economic Development Grant shall not be less than \$ _____ [Amount of VATI Award].

With the monthly pay requests, County members of the Project Management Team may physically inspect the work that has been performed in the field to confirm construction targets have been met.

5. NOTIFICATIONS

The Grant/Project Manager will notify the Project Management Team of all meetings. The Chief Administrative Official for Botetourt County will also notify the Board of Supervisors of any significant revisions to the project activities or budget. The Grant/ Project Manager will also notify the Economic Development Authority of any significant revisions to the project activities or budget.

6. PROCESS FOR DESIGN AND CONSTRUCTION

The following outlines the process for the project's design and construction contract administration which will include surveying, preparing and reviewing bid documents and plans, bidding, change order approval, and local government inspection and oversight.

The project area has passed initial engineering reviews and financial commitments within Comcast and Botetourt County. Final design is pending funding award. In the Excel attachments, the timeline and project management plan is included that lays out all the major task, staffing, start and completion dates.

In addition, see Botetourt-Comcast Milestone Timeline

7. PROJECT OUTCOMES (Closeout, Six Month Post-Closeout and Twelve Month Post-Closeout)

The Project proposes to achieve the following passings(s) and estimated % subscribers (including type):

_____ unserved residences;
_____ (_____) miles of fiber conduit and aerial lines to deliver Fiber-to-the-Home;
60% subscriber "take rate" or _____ residences.

The County and ISP will utilize the following process to document how the project will achieve its proposed benefit and it will maintain appropriate documentation on file for five years after project closeout.

Service Offering: Comcast will offer customers multiple choices of residential and commercial broadband services, depending on the customers' specific needs. Upon completion of the project, Comcast will be able to provide broadband speeds of at least 1 Gbps download and 100 Mbps upload. The fiber network will be capable of gigabit symmetrical speeds. Specific product offerings will be based on then-current consumer demand and market conditions.

Included for reference and informational purposes only, the tables below (Xfinity Residential Service Tiers and Comcast Business Tiers) reflect service tiers, speeds, and pricing generally available for Comcast's current hybrid fiber coaxial ("HFC") network offered in Virginia, including more densely populated areas. Comcast is currently pricing the services for the Project's EPON network and expects pricing to be consistent across all future networks in the County.

Xfinity Residential Service Tiers (currently offered in the County)

Tier	Speeds Up To (Download/ Upload)	Standalone Pricing
		\$65.00
Connect	75 Mbps / 10 Mbps	monthly
	200 Mbps / 10	\$87.00
Connect More	Mbps	monthly
	400 Mbps / 10	\$102.00
Fast	Mbps	monthly
	800 Mbps / 20	\$107.00
Superfast	Mbps	monthly
		\$112.00
Gigabit	1 Gbps / 20 Mbps	monthly
		\$117.00
Gigabit Extra	1.2 Gbps / 35 Mbps	monthly
		\$130.00
Gigabit x2	2 Gbps / 100Mbps	monthly

**Gigabit x2 is only available in network enhanced areas with xFi Complete*

As noted above, Comcast is currently pricing the services for the all-fiber EPON network being proposed in response to this RFP. Comcast recently began launching all fiber service in neighboring states and expects the pricing to be consistent across future EPON networks in Virginia. The chart below is provided to be illustrative of the speed tiers and pricing of Comcast's gigabit symmetrical service.

Xfinity Residential Service Tiers (EPON Markets)

Tier	Speeds Up To (Download/ Upload)	Standalone Pricing
Connect	75 Mbps / 75 Mbps	\$65.00 monthly
Connect More	200 Mbps / 200 Mbps	\$87.00 monthly
Fast	400 Mbps / 400 Mbps	\$102.00 monthly
Superfast	800 Mbps / 800 Mbps	\$107.00 monthly
Gigabit	1 Gbps / 1 Gbps	\$112.00 monthly

Note: Prices above do not include equipment or applicable taxes, fees, and surcharges. Rates stated are the monthly rates for standalone Internet service as of the date of this submission. Pricing and services are subject to change. Discounted pricing may be available to customers who accept promotional offers or term agreements for Internet service or buy one or more additional services.

Comcast is committed to ensuring its network is reliable and customers are receiving service speeds to which they subscribed. Comcast network engineers and technicians work diligently to proactively monitor network performance and have systems in place that measure speed and latency to end users.

Comcast's Xfinity Internet Measurement Platform is a cutting-edge system with an independently validated methodology (see note) that automatically measures the quality of end user connections. This includes both speed and latency measurements. The system runs over 700,000 tests per day across all regions and times of day - and it can provide reporting on performance in specific areas. Tests are run from millions of Comcast cable modem gateways to servers in regional datacenters - where network interconnection to Content Delivery Networks and other networks often occurs - providing an accurate picture of ISP access network performance. Moreover, tests run continuously throughout the day, capturing both peak & off-peak performance and measure downstream speed, upstream speed, idle latency, and working latency. The tests do NOT evaluate the performance of the local Wi-Fi network because that is not indicative of network performance - tests are appropriately focused on the service provided to the end user's home. In some limited cases, a comparable independent measurement system may be used instead of this system or as a validation check on the system.

NOTE- See "Design Audit Report of Comcast's Network Performance Measurement System" from NetForecast, April 2020, at <https://www.netforecast.com/wp-content/uploads/Comcast-Design-Audit-Report-NFR5133F.pdf>.

8. CERTIFYING OFFICER(S):

The following Certifying Officer(s) will be responsible for approving and signing any official grant-related documents or any document related to project implementation.

John Kilby, Chairman, Botetourt County Economic Development Authority
[NAME], COMCAST
Gary Larrowe, County Administrator, Botetourt County

9. Project Timeline (see Attachment 7 from the VATI Grant Proposal)

Project Management Team Signatures

Chief Administrative Official
Grant Administrator
Name and Title
Organization

Date

Grant Administrator
Name and Title
Organization

Date

Grant Manager
Name
Organization

Date

Project Manager
Name and Title
Organization

Date

Financial Manager
Name and Title
Organization

Date

Project Architect/Engineer/ISP
Name and Title
Organization

Date

DRAFT

Attachment 7 – Timeline Project Management Plan

Comcast has decades of experience building broadband networks and has a track record of success with completing projects on or ahead of schedule. Comcast’s employees and contractors have constructed and maintained thousands of miles of network infrastructure in Pennsylvania. Comcast has experience with estimating costs, designing, building, and operating systems in rural areas, including recent expansion to unserved areas.

Comcast has completed the planning and preliminary engineering phase for the proposed project. Final engineering, design and construction will commence upon execution of a final grant agreement if Comcast is awarded the grant. The initial tasks of design and construction include project engineering and right of way preparation. Given that Comcast already has facilities near the Project Area which it can leverage in this project, based on Comcast’s initial assessment, Comcast will be able to complete the project on a rolling basis within months of executing the grant agreement.

The chart below is for illustrative purposes only based on our current understanding of similar proposed projects, contains assumptions based on current market dynamics and is subject to change.

Estimated Project Management Schedule

Phase	Days	Month																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Field Engineering - Phased	90	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Design Engineering - Phased	90		█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Permitting - Phases	330		█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Materials Procurement - Phased	150		█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Make-Ready	390																		
Construction - Phased	420																		
Community Awareness	360																		
Customer Installation - Phased	300																		
Progress Reports	540																		
Project Closeout - Phased	210																		

Upon award notification and completion of a fully executed grant agreement, and contingent on obtaining a mutually acceptable franchise agreement, where required, Comcast and its contractors will complete the following project tasks:

Field Engineering – Phased

- **Outside Plant / Walk-Out:**
 - Comcast will complete a walk out and survey of the preliminary design route for the Project Areas. This visual review of the planned project route will help determine potential challenges for construction, pole profiling for permitting, and field measurements which will be utilized in the engineering design phase. Comcast typically follows utility routes such as power or telephone, whether they are aerial or underground.
 - With the completion of the project walk out, Comcast will determine if the proposed route (or segments of) will be constructed as underground if the aerial utility routes are deemed unfavorable or contain significant challenges that would result in excessive costs to construct.
 - Comcast will collect all utility pole information including existing attachment measurements and route information and prepare permit applications to pole owners, appropriate Right of Way (ROW) authorities.

Design Engineering – Phased

- **Network:**
 - Comcast will complete a detailed engineering package that includes the entire defined project build route and a list of all required materials to complete the project build.
 - The engineering package will consist of geospatial drawings of the physical route (aerial versus underground), list all physical structures and other possible obstructions, provide required materials and their physical placement, and note construction requirements to complete the project.
- **Equipment and Materials:**
 - Comcast will complete a full design to identify necessary equipment and materials to support delivery of all planned services from Comcast headend.

Permitting - Phased

- **Network:**
 - Comcast will obtain permits for all new utility pole attachments with appropriate pole owners.

- For any new permitted utility pole that is located on private property, Comcast will follow applicable state and federal regulations regarding utility easements.
- Comcast shall prepare and submit all other permits such as municipal, county, state, and railroad permits as required.
- Comcast will leverage existing pole attachment agreements with all the pole owning utilities in the project area. Having deployed over thousands of miles of plant in Pennsylvania, Comcast, has extensive experience working with pole owners and their processes to obtain the required permits to attach to poles. That being said pole permits, other permitting, and supply chain delays not reasonably anticipated by Comcast may pose a risk to timely completion, however, Comcast's extensive network of engineers, technicians, vendors, and partners provides an edge in ensuring a timely delivery of projects. For transparency, Comcast's project schedule incorporates the program's allowed extension periods should the standard permitting process extend beyond Comcast's reasonable expectations.

Materials Procurement – Phased

- Comcast will source and warehouse all required equipment and materials identified in the design engineering stage.

Make Ready – Phased

- Network:
 - Comcast will request pole engineering to evaluate if there are safety concerns and capacity for new pole attachment(s).
 - Comcast will obtain make-ready requirements and costs from pole owners to prepare the pole to accommodate the new pole attachment(s).
 - Comcast will pay applicable make-ready invoicing to prepare for the new pole attachment(s).
 - Once all make-ready construction has been completed, Comcast will obtain an attachment permit from the pole owner to commence construction.

Construction – Phased

- Network:
 - Once all applicable permits for Comcast have been issued, Comcast will complete all construction requirements as provided in the engineering package.

- Equipment:
 - Comcast will complete equipment installations within the Comcast headend if needed to support delivery of Comcast services.

Community Awareness – Phased

- Operations:
 - Comcast will initiate an outreach and communications plan to create service availability awareness for residences and businesses prior to construction release and will continue post-construction release.
 - Comcast will utilize a sales and marketing team to support construction efforts and a call center team that can address questions regarding Comcast's products and services. If conditions allow, a public meeting or event can be held in or near the Project Area to inform the residents about the upcoming work and answer questions.

Customer Installation – Phased

- Operations:
 - When construction is completed Comcast will release addresses from construction to sales and service systems
 - As residents order service from Comcast, Comcast will complete the installation, test, and turn-up of all customer premise equipment (CPE) at the residence or business to support the services.

Project Closeout – Phased

- Comcast will complete a full review of the completed construction against the engineering package to verify that all requirements have been completed.
- Comcast will complete a full review of all equipment and hardware to verify that all materials have been received and placed into service.
- Comcast will complete a final review of all vendor invoices against their completed work and materials to verify billing accuracy.
- Comcast will complete all closeouts to complete the project.

Throughout the duration of the project a dedicated Comcast team will be in contact providing status and answering any questions.

ECONOMIC DEVELOPMENT GRANT AGREEMENT

THIS AGREEMENT (“Agreement”) is entered as of this ___ day of ___ 2024, by and between BOTETOURT COUNTY, VIRGINIA, a political subdivision of the Commonwealth of Virginia (the “County”), the ECONOMIC DEVELOPMENT AUTHORITY OF BOTETOURT COUNTY, VIRGINIA, a political subdivision of the Commonwealth of Virginia (the “Authority”), and the COMCAST, a telecommunication provider (“COMCAST”), each a “Party” and collectively the “Parties.” For their Agreement, the Parties state:

Recitals:

WHEREAS, the County is a political subdivision of the Commonwealth of Virginia, authorized to provide funds to the Authority under Sections 15.2-953 and 15.2-1205 of the Code of Virginia, 1950, as amended, for the purposes of the Authority; and

WHEREAS, the Authority is a political subdivision of the Commonwealth of Virginia, authorized to make grants for the purposes of promoting industry, developing trade, and inducing manufacturing, industrial, governmental, nonprofit and commercial enterprises and institutions to locate, remain, or expand facilities in the Commonwealth, under Section 15.2-4905 of the Code of Virginia, 1950, as amended; and

WHEREAS, COMCAST is a telecommunications provider, authorized by the Utility Consumer Services Cooperative Act, Sections 56-231.15 et seq., of the Code of Virginia, 1950, as amended, to provide telecommunications services; and

WHEREAS, COMCAST anticipates making an investment of not less than \$ _____ in in-kind services to the project; and

WHEREAS, the County, in collaboration with COMCAST, submitted an application for grant funding to the Virginia Department of Housing and Community Development (DHCD) Virginia Telecommunications Initiative (VATI), to fund a telecommunications extension project to certain unserved and underserved areas of Botetourt County, Virginia, for the purposes of economic development and expansion of the County’s tax base; and

WHEREAS, DHCD has awarded to Botetourt County a VATI Grant in the amount of \$ _____, to be used for the Project; and

WHEREAS, the County wishes to make certain funds available to the Authority, and the Authority wishes to make a grant to COMCAST, for the purposes of incentivizing COMCAST to expand its facilities in Botetourt County, increase jobs and employment, and otherwise expand the tax base of the County, including acting as a conduit for \$ _____ in VATI Grant funds; and

WHEREAS, the stimulation of additional tax revenue and economic activity to be generated by the Project, new jobs, and retention of existing jobs, constitutes a valid public purpose for the expenditure of public funds and is the animating purpose for this Grant.

Witnesseth

NOW THEREFORE, in consideration of the foregoing premises, the mutual benefits, promises, and undertakings of the parties to this Agreement as set forth below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties covenant and agree as follows:

I. Definitions & Incorporations by Reference.

For the purposes of this Agreement, the following terms shall have the following definitions, unless the context or manifest purpose of this Agreement indicate otherwise:

Capital Investment means a capital expenditure by COMCAST as set forth in the Grant Agreement. The total expected Capital Investment is not less than \$ _____.

Performance Date means [DATE as determined during pre-contract meeting with DHCD].

Project means that project contemplated by the Grant Agreement and substantially as set forth in the Grant Application.

Targets means the COMCAST's obligation pursuant to this Agreement to make Capital Investments at the Facility of at least \$ _____ as of the Performance Date. The Company shall also, as of the Performance Date, provided documentation of (1) the number of takes and the take rate; and (2) the speeds achieved by the Project.

This Agreement incorporates by reference the following documents, which may be referred to as follows:

Grant Application means the *Application to DHCD Submitted through CAMS*, Application ID [###], dated December 19, 2023, and all exhibits thereto.

Grant Agreement between the Virginia Department of Housing and Community Development and the County, dated _____, for the Project.

II. Targets.

COMCAST will construct and operate the Project in the County and make a Capital Investment of not less than \$ _____ as of the Performance Date. In its application for the VATI Grant, the County represented, based upon COMCAST's representation to it, that this would result in _____ passings of unserved addresses, with an **estimated take rate of 60%**, or _____ addresses. COMCAST must diligently use its best efforts for community outreach and marketing the services. The County and the Authority will use their best efforts, consistent with all provisions of law, to assist COMCAST in meeting these goals. The Parties understand, however, that the number of customers who choose to subscribe is beyond the Parties' control and is expressly not an item of consideration for this Grant.

III. Grant.

The County will provide the funds to the Authority for the purpose of making the Grant as set forth herein. COMCAST will use the Grant proceeds as reimbursement of expenses related to construction of the Project, which expenses may include permit fees charged by the County

and paid by the Company for the Project. The total amount of the Grant, including both state funds and local match, shall be \$5,687,330, broken down as follows:

Pass-through VATI Grant from DHCD: \$ _____

Grants shall be made not more frequently than monthly upon COMCAST's submission to the Authority and the County of detailed invoices verifying expenditure of funds and delivery of goods, services, or construction work in furtherance of the Project. Such documentation shall be forwarded to the Department of Housing & Community Development for approval and for disbursement of VATI grant proceeds connected to the invoice and documentation. For each invoice, the Authority will issue a grant payment of 90% of the face amount of each invoice, until it has reached the maximum cash match of \$ _____, less 10% (\$ _____). If COMCAST meets its Targets on or before the Performance Date, the Authority will disburse a final payment of \$ _____. The total of the EDA Economic Development Grant shall not be less than \$ _____ [Amount of VATI Award].

In the event the above grants are not made due to an event of non-appropriation or otherwise, the Company's obligations for performance under this Agreement shall be void and of no force and effect.

IV. Reporting.

COMCAST shall provide, at its own expense, detailed verification reasonably satisfactory to the County and the Authority of its progress on the Targets in aid of the County's reporting requirements to DHCD. Such progress reports will be provided monthly upon request. For the purposes of verifying the accuracy of reports, and for no other purpose, the Company hereby waives its protections under Section 58.1-3 of the Code of Virginia, 1950, as amended, and authorizes the Commissioner of the Revenue for Botetourt County, Virginia, to provide verification to the County and the Authority from his records; provided, however, that such disclosure shall not waive the protections of § 58.1-3 as to any other person, nor authorize the County or the Authority to disclose such information to any other person other than DHCD. Further, COMCAST grants the County and the Authority the right to inspect any site at which work on the Project is or has been carried on during the term of this Agreement in order to verify work for which an invoice has been submitted.

DHCD, in furtherance of the VATI Grant, will conduct an Intermediate and Final Compliance Review. The COMCAST must make all records available upon DHCD's request. COMCAST shall retain financial records, supporting documents, statistical records, and all other records pertinent to the VATI Grant for a period of no less than five years from the date of submission of the final expenditure report. When applicable, all contractors and the County shall comply with the Virginia Public Procurement Act (§ 2.2-4300 et seq. of the Code of Virginia, 1950, as amended). DHCD also anticipates receiving the following reports from the County and COMCAST:

- a. Monthly progress reports, to be submitted not later than the 15th day of each month. The reports must document VATI Grant and non-Grant funds obligated and expended to date and the actions taken on key deliverables, including but not limited to construction status, numbers of passings of serviceable units, and number of subscribers.

- b. Final project progress report, to be submitted not later than _____, detailing total VATI Grant and non-Grant funds expended and the actions taken on key deliverables.
- c. Post-closeout report on subscribers at six (6) months and one (1) year from the Performance date.

COMCAST will assist the County with providing the detailed verification information required by DHCD and uploading this information into CAMS.

COMCAST and County staff should meet on a regular basis, not less frequently than monthly, in order to discuss progress on the Project and ensure positive communications. The meeting may be carried out by telephone or canceled if no significant matters are necessary for discussion in a particular month.

V. Notices.

Any notices required or permitted to be given under this Agreement shall be given in writing, and shall be deemed to be received upon receipt or refusal after mailing of same in the United States by First-Class U.S. Mail, certified, postage prepaid, or by customary commercial overnight courier (refusal shall mean return of certified mail or overnight courier package not accepted by addressee):

If to COMCAST, to:

COMCAST
ADDRESS
Attn: _____

With a copy to:

COMCAST
ADDRESS
Attn: Name, Title

If to the Authority, to:

ECONOMIC DEVELOPMENT
AUTHORITY OF BOTETOURT COUNTY,
VIRGINIA
One West Main Street, #1
Fincastle, Virginia 24090
Attn: John Kilby, Chair

With a copy to:

AUTHORITY COUNSEL
Spilman, Thomas & Battle, PLLC
310 First Street, Suite 1100 (ZIP 24011)
P.O. Box 90
Roanoke, Virginia, 24002-0090
Attn: Michael W. S. Lockaby, Esq.

If to the County, to:

BOTETOURT COUNTY, VIRGINIA
One West Main Street, #1
Fincastle, Virginia 24090
Attn: Gary P. Larrowe, County Administrator

With a copy to:

COUNTY ATTORNEY
Guynn, Waddell, Carroll & Lockaby, P.C.
415 South College Ave.
Salem, Virginia 24153
Attn: Michael W.S. Lockaby, Esq.

The addresses set forth in this section only may be amended by sending written notice to all other parties of a change of address, without need of signed amendment to this Agreement.

VI. Miscellaneous.

Indemnity. The Company agrees to indemnify and hold harmless the Authority, the County, and their officers, directors, and employees free and harmless for and from any and all claims, causes of action, damages or any liability of any type, including reasonable attorney's fees, on account of any claims by or any injury or damage to any persons or property growing out of or directly or indirectly resulting or arising in any way out of any actions, omissions or activities of the Company or its agents, employees or representatives arising out of or connected in any way to any of the matters involved in this Agreement or its performance.

Integration. This Agreement, including the exhibits hereto, constitutes the full and complete agreement of the Parties respecting its subject matter, and any prior or contemporaneous agreements or understandings, written or oral, are hereby merged into and superseded by the provisions of this Agreement. This Agreement may only be amended or supplemented by a subsequent writing of equal dignity except where expressly set forth herein. This Agreement may not be assigned by a Party without the prior written consent of the other Parties.

No covenants of officials. No covenant, agreement or obligation contained in this Agreement shall be deemed to be a covenant, agreement or obligation of any present or future director, officer, employee or agent of the Authority or the County in his or her individual capacity, and neither County officials nor the directors of the Authority nor any officer, employee or agent thereof executing this Agreement or any related instrument shall be liable personally on this Agreement or such instrument or be subject to any personal liability or accountability by reason of the execution and delivery thereof. No director, officer, employee or agent of the Authority or the County shall incur any personal liability with respect to any other action taken by him or her pursuant to this Agreement or the Industrial Development and Revenue Bond Act or any of the transactions contemplated hereby or thereby, provided he acts in good faith.

Not a pledge of full faith and credit. Any obligation of the County to pay, set aside, or otherwise appropriate funds for performance of this Agreement shall be construed to be subject to appropriation, and shall not be construed to be in derogation of Article VII § 10 of the Virginia Constitution. THE OBLIGATIONS OF THE AUTHORITY UNDER THIS AGREEMENT, AND THE OBLIGATIONS OF THE COUNTY RELATING TO PASSING THROUGH VATI GRANT FUNDS, ARE NOT GENERAL OBLIGATIONS OF THE AUTHORITY OR COUNTY BUT ARE LIMITED OBLIGATIONS PAYABLE SOLELY FROM THE REVENUES AND RECEIPTS DERIVED BY THE AUTHORITY FROM THE COUNTY PURSUANT TO THIS AGREEMENT OR FROM THE COMMONWEALTH UNDER THE VATI GRANT. THE OBLIGATIONS OF THE AUTHORITY AND THE COUNTY HEREUNDER SHALL NOT BE DEEMED TO CONSTITUTE A DEBT OR A PLEDGE OF THE FAITH AND CREDIT OF THE COMMONWEALTH OF VIRGINIA OR ANY POLITICAL SUBDIVISION THEREOF, INCLUDING THE AUTHORITY AND THE COUNTY.

Rule of construction for dates. If any action is required to be performed, or if any notice, consent or other communication is given, on a day that is a Saturday or Sunday or a legal holiday in the Commonwealth of Virginia, such performance shall be deemed to be required, and such notice, consent or other communication shall be deemed to be given, on the first business day

following such Saturday, Sunday or legal holiday. Unless otherwise specified herein, all references in this Agreement to a “day” or “days” shall refer to calendar days and not business days.

Choice of law. This Agreement shall be construed according to the laws of the Commonwealth of Virginia without regard to its principles of conflicts of laws. The Parties consent to exclusive venue and jurisdiction in the Circuit Court or General District Court, as appropriate, of Botetourt County, Virginia.

Attorneys’ fees. The Parties agree that, except as specifically provided in this Agreement, if any Party pursues legal action to enforce the terms of this Agreement, the American Rule shall apply and each Party shall bear its own attorneys’ fees and expert costs and no fee shifting shall occur.

Drafter & Severability. This Agreement has been jointly drafted by the Parties, and is to be construed as jointly drafted and not be construed against any of the Parties as the drafter. This Agreement is severable, and if any provision is found to be invalid by any court of competent jurisdiction, the remainder shall survive. The section and paragraph headings in this Agreement are for convenience of reference only and do not modify or restrict any provisions hereof and shall not be used to construe any provisions of this Agreement except to clarify the intent of a section.

Covenant of Authority. All Parties warrant that the signatories below have full authority, and have undertaken such legal actions as may be necessary to ensure such authority, to bind the entities of which they are representatives to the full extent permitted by law. Company agrees that, during the term of this Agreement, it shall not allow its corporate existence to lapse or its certificate of authority in the Commonwealth of Virginia to be revoked or cancelled at any time. This Agreement may be executed by facsimile, electronic or original signature of the parties and in counterparts which, assuming no modification or alteration, shall constitute an original and when taken together, shall constitute one and the same instrument. All Parties further warrant that they have full legal authority to carry out the actions contemplated by this Agreement, and that they are aware of no litigation pending or threatened that would draw such authority into question,

Time of the Essence. Time is of the essence of all obligations set forth herein for which a time is stated.

Waiver. The failure of any Party to this Agreement to insist upon strict compliance with any term herein shall not be construed to be a waiver of that requirement.

Assignment of Agreement. Any obligation under this Agreement may only be assigned to a third party with the prior written consent of all Parties.

Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be construed to be an original and production of all of which shall not be necessary to prove the contents of this Agreement.

IN WITNESS WHEREOF, see the following signatures, of even date herewith:

BOTETOURT COUNTY, VIRGINIA:

Gary P. Larrowe
County Administrator

Approved as to legal form:

Michael W.S. Lockaby
County Attorney

**ECONOMIC DEVELOPMENT AUTHORITY OF BOTETOURT COUNTY,
VIRGINIA**

John Kilby
Chair of the Board of Directors

COMCAST,

[Name and Title]

Attachment 9 – Funding Sources Table

Botetourt

Please fill in the chart below with a description of the project funding source (local, federal, state, private, other), the amount from that source, the percentage of total project funding that source represents, and a description of the current status of the funds (pending, secured, etc.).

SOURCE	AMOUNT	%	STATUS
REQUESTED VATI	\$ 3,612,404	63%	Pending
PRIVATE-COMCAST	\$ 2,121,571	37%	CONFIRMED
TOTAL	\$ 5,733,975	100 %	



December 18, 2023

Tamarah Holmes
Director, Office of Broadband
Virginia Department of Housing and Community Development
600 East Main Street, Suite 300
Richmond, VA 23219

Dear Ms. Holmes:

The purpose of this letter is to provide documentation regarding the in-kind contributions for the project proposed to the Virginia Telecommunication Initiative ("VATI") program.

The proposed project represents a partnership between Comcast and Botetourt County. As indicated in the application, Comcast will provide approximately 37% of the projected construction costs of \$5,733,975 totaling \$2,121,571. The County will provide in-kind contributions including application analysis and preparation, coordination with the Department of Housing and Community Development, and assistance with right of way permitting.

Should you have any questions regarding the information above, please do not hesitate to contact me or Kevin Broadhurst at 302-661-4420 or kevin_broadhurst@cable.comcast.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "R Roundtree", with a large, sweeping flourish extending to the right.

Raymon Roundtree
Regional Senior Vice President
Beltway Region

Attachment 11 – Prior Expended Match Form

Attachment 11 is not applicable to this grant application.

Attachment 12 – Derivation of Costs (Project Budget)

Botetourt County

Project Phase	Total	VATI	Non-VATI	Source of Estimate	Date
New Equipment/ Materials	[Redacted]	[Redacted]	[Redacted]	Comcast	12/14/23
New Construction	[Redacted]	[Redacted]	[Redacted]	Comcast	12/14/23
Permits	[Redacted]	[Redacted]	[Redacted]	Comcast	12/14/23
Engineering	[Redacted]	[Redacted]	[Redacted]	Comcast	12/14/23
Surveys	[Redacted]	[Redacted]	[Redacted]	Comcast	12/14/23
Total	\$5,733,975.00	\$3,612,404.25	\$2,121,570.75		

COUNTY ADMINISTRATION
botetourtva.gov

57 S. Center Drive, Suite 200
Daleville, VA 24083

P: (540) 928-2006
F: (540) 473-8225



December 15, 2023

Dr. Tamarah Holmes, Ph.D
Director, Office of Broadband, Department of Housing and Community Development
600 East Main Street, Ste 300
Richmond, Virginia 23219

Dear Dr. Holmes:

As the Director of Botetourt County Libraries, I enthusiastically support Botetourt County's latest Virginia Telecommunications Initiative (VATI) proposal. This project is in partnership with Comcast to serve about 473 addresses in Botetourt County.

When people have no internet access at home, they have little opportunity to practice the non-negotiable skills required for nearly all jobs and routine life tasks. Our library assists patrons every day in accomplishing basic tasks that require internet access. In addition, a lack of internet access exacerbates the isolation of our senior citizens and even teens who may lack transportation or be unable to socialize in person due to health concerns. Our library attempts to fill the gap, but our limited hours and access are insufficient to meet community needs in a digitally driven world.

We have seen exceptional success in expanding broadband in Botetourt County, with positive results for areas that have recently gained this access. Universal broadband is no longer a luxury, but a necessity for employment, healthcare, safety, connection, and more. This grant could make all the difference in a community that risks falling farther behind the rest of the world every day that they do not have access to this crucial service.

We look forward to working with the Department of Housing & Community Development to deliver universal broadband coverage in partnership with you and the VATI program. Please let us know of any questions or needs. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads 'Julie Phillips'.

Julie Phillips.
Botetourt County Libraries
jphillips@botetourtva.gov

ANNA L. WEDDLE, Chair
Amsterdam District

MATTHEW J. EAST
Blue Ridge District

TIM DAVIDICK
Valley District



DANA McCALEB, Vice-Chair
Fincastle District

JENNY P. WILSON
Buchanan District

Dr. JONATHAN D. RUSS
Superintendent

[December 15, 2023]

Dr. Tamarah Holmes, Ph.D
Director, Office of Broadband
Department of Housing and Community Development
600 East Main Street, Ste 300
Richmond, Virginia 23219

Dear Dr. Holmes:

As superintendent for Botetourt County Public Schools, I am writing to express my highest support for Botetourt County's latest Virginia Telecommunications Initiative (VATI) proposal. This project is in partnership with Comcast to serve approximately 473 addresses in Botetourt County.

Broadband access is a critical necessity for fostering educational equity and community development, especially in the rural areas of our county. The VATI funding proposal presents a valuable opportunity to bridge the digital divide and enhance connectivity in our region. Improved broadband infrastructure not only facilitates online learning for students but also enables efficient communication. It allows us to amplify our online presence, share important information with parents and the community, and engage in virtual collaboration. I believe that investing in broadband access through VATI is a vital step toward creating a more connected and inclusive learning environment.

Broadband access is important now more than ever for our citizens. Considering that Botetourt County is a rural community, access to broadband for education, employment, and public health and safety is critically important.

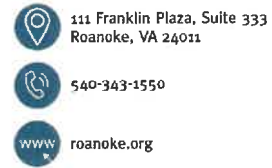
Botetourt County has been fortunate in the recent years to expand broadband. The continued attempt for universal broadband is a great opportunity to ensure all areas of the community have access to what has become a standard component of infrastructure in other parts of the country.

Botetourt has had great success in moving the needle on broadband in recent years and hopefully with the help of this grant, can afford for universal opportunities from the most rural to our suburban areas. We look forward to working with the Department of Housing & Community Development to deliver universal broadband coverage in partnership with you and the VATI program.

Please let us know of any questions or needs. Thank you for your time and consideration.

Sincerely

A handwritten signature in cursive script that reads "Jonathan D. Russ".



December 18, 2023

Dr. Tamarah Holmes, Ph.D
Director, Office of Broadband
Department of Housing and Community Development
600 East Main Street, Ste 300
Richmond, Virginia 23219

Dear Dr. Holmes:

As Executive Director for Roanoke Regional Partnership, I am writing to express my highest support for Botetourt County's latest Virginia Telecommunications Initiative (VATI) proposal. This project is in partnership with Comcast to serve approximately 473 addresses in the southern end of Botetourt County.

Broadband access is crucial to talent attraction efforts. Brian Corde of Atlas Insight, who is the consultant who lead the Wells Fargo project, shared recently how this region is poised for growth with its incredible outdoor recreational opportunities and with affordable housing. Broadband availability is a critical piece of the overall solution towards growing the economy. Broadband availability is key towards talent attraction and economic development efforts.

Broadband access is more important now more than ever for our citizens. Considering that the Arcadia area of Botetourt County is a rural community, access to broadband for education, employment, and public health and safety is critically important.

Botetourt County has been fortunate in the recent years to expand broadband. The continued attempt for universal broadband is a great opportunity to ensure all areas of the community have access to what has become a standard component of infrastructure in other parts of the country. Botetourt has had great success in moving the needle on broadband in recent years and hopefully with the help of this grant, can afford for universal opportunities from the most rural to our suburban areas.

We look forward to working with the Department of Housing & Community Development to deliver universal broadband coverage in partnership with you and the VATI program.

Please let us know of any questions or needs. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "John M. Hull".

John M. Hull
Executive Director





December 18, 2023

Dr. Tamarah Holmes, PhD
Director, Office of Broadband
Department of Housing and Community Development
600 East Main Street, Ste 300
Richmond, Virginia 23219

Dear Dr. Holmes:

As President for Roanoke-Blacksburg Innovation Network, dba Verge, I am writing to express my highest support for Botetourt County's latest Virginia Telecommunications Initiative (VATI) proposal. This project is in partnership with Comcast to serve approximately 473 addresses in Botetourt County.

Verge endorses Botetourt County's latest VATI proposal, recognizing its potential to strengthen and bridge a digital divide. Broadband access is crucial for the prosperity of Botetourt County as a catalyst for economic growth, educational advancement, and improved quality of life. Bringing broadband will empower the community to thrive in the ever-evolving digital age.

Broadband access is more important now more than ever for our citizens. Considering that Botetourt County is a rural community, access to broadband for education, employment, and public health and safety is critically important.

Botetourt County has been fortunate in recent years to expand broadband. The continued attempt for universal broadband is a great opportunity to ensure all areas of the community have access to what has become a standard component of infrastructure in other parts of the country. Botetourt has had great success in moving the needle on broadband in recent years and hopefully with the help of this grant, can afford universal opportunities from the most rural to our suburban areas.

We look forward to working with the Department of Housing & Community Development to deliver universal broadband coverage in partnership with you and the VATI program. Please let us know of any questions or needs. Thank you for your time and consideration.

Sincerely,

Erin Burcham
President
Verge



Attachment 15 – Two most recent Form 477 submitted to the FCC or equivalent

As required by the Federal Communications Commission (FCC), Comcast has submitted the Form 477 data for each year since the FCC began collecting the data and Comcast was obligated to file. Information regarding Comcast's two most recent Form 477 submissions to the FCC can be located at

<https://www.fcc.gov/general/broadband-deployment-data-fcc-form-477>.

15. Communications Plan: Describe efforts to keep the public informed of project progress and the broadband adoption plan.

a. Explain how you plan on communicating the project status to stakeholders, including but not limited to County leadership, project areas residents, etc. (Up to 10 points)

Comcast will keep the public informed of Project progress and drive broadband adoption through a variety of means including mailing information to residents, local media, and outreach to the community. Also, Comcast will drive adoption of the affordable subscriber options, Internet Essentials and Internet Essentials Plus, to all eligible residents. Interested residents will be able to sign up for service by calling Comcast's toll-free telephone number, using Comcast's website or in person at the nearest Xfinity store. Comcast employs a sales and marketing team of professionals to support these efforts and call center team members are skilled in addressing questions regarding Comcast's products and services. If conditions allow, a public meeting or event can be held in conjunction with the County in or near the Project Area to inform the residents about the upcoming work and answer questions.

Comcast will continue to meet regularly with the County to discuss Project status and will provide written progress update reports throughout the duration of the Project. Comcast is available at any time to address any questions or concerns that may arise during the Project.

Botetourt County's Office of Communications will coordinate with Comcast initiatives to further engagement with the community. This will be accomplished by social media marketing, utilizing traditional media outlets and also working with influencers within the community. County Communications staff regularly participate in monthly VATI project progress meetings.

b. Explain how you plan to promote customer take rate, including marketing activities, outreach plan, and other actions to reach the identified serviceable units within the project area. Provide the anticipated take rate and describe the basis for the estimate. (Up to 10 points)

Forecasting a take rate with a high degree of accuracy is most challenging as the actual number of customers who choose to subscribe is beyond the parties' control. Comcast's take rate estimate for the Project Area is based upon several unique factors. The County's support for the Project and involvement with the community is expected to add heightened awareness earlier than might otherwise occur. The public nature of the VATI program is also expected to add to the early awareness of residents of broadband availability and positively enhance the take rate.

In Comcast's experience, take rates are relatively higher in areas that have not had access to broadband service in the past. Comcast anticipates no different outcome with this Project. Nonetheless, as Comcast bears all operational risk once the Project construction is complete and the proposed Project Area represents less than 1% of Comcast's current Virginia locations served, there is no risk to the Commonwealth, or County, of lower-than-average take rates.

Comparisons between applicants may not provide a useful measure of broadband access as each applicant will have different service offerings, marketing campaigns, and other intangibles that could drive take rates. For example, Comcast take rates may vary from those of other providers because Comcast offers more services than broadband alone – including video, telephone, mobile telephone, and home security outlined in Attachment 21 – and offers bundled pricing promotions from time to time. These additional products and pricing options can change the value proposition of Comcast service for each household and business that is unique among providers.

c. Describe any digital literacy efforts to ensure residents and businesses in the proposed project area sufficiently utilize broadband. Please list any partnering organizations for digital literacy, such as the local library or cooperative extension office.

Comcast is committed to serving all residences and businesses within the Project Area on a non-discriminatory basis with a variety of service options for affordable home Internet for qualifying households. Under Comcast's Internet Essentials offering – the most comprehensive and successful low-income broadband adoption program in the nation – qualifying households can obtain broadband service at speeds of up to 50Mbps/10Mbps for \$9.95/month (plus applicable taxes, fees, and surcharges), or speeds of up to 100Mbps/20Mbps for \$29.95/month (plus applicable taxes, fees, and surcharges), as well as free digital skills training in person and online. Customers have the option to purchase a low-cost Internet-ready computer.

Comcast has continued a commitment it made in 2011 to keep its Internet Essentials price at \$9.95/month (plus applicable taxes, fees, and surcharges). In 2022, Comcast introduced a new tier of Internet Essentials called Internet Essentials Plus for \$29.95/month (plus applicable taxes, fees, and surcharges), that delivers speeds up to 100/20Mbps. Current Internet Essentials customers can upgrade to this plan, and new qualifying customers can subscribe directly to this tier.

Since launching in 2011, Comcast has made dozens of improvements to the Internet Essentials program, including expanding eligibility 12 times—bringing Internet Essentials to new audiences such as public housing residents, low-income veterans, seniors, and even community college students. Comcast has a history of increasing speeds and enhancing its Internet Essentials program and anticipates continuing to do so in the future.

Illustrating this impact, in a 2021 Comcast survey, 76% of participants in Comcast's Internet Essentials broadband adoption program said their service has helped someone in their household find a job, and 78% of households with lost wages due to COVID-19 believe Internet Essentials has helped reduce that loss. 79% said the service has helped them find health and/or medical information. Significantly, 90% reported a positive impact on their child's grades.

In 2020, Comcast established its award-winning “Lift Zones” initiative to complement the Internet Essentials program. Working with its network of thousands of non-profit partners and city leaders, Comcast launched more than 1,250 Lift Zones by the end of 2022. Lift Zones provide free, robust WiFi in community centers to support students who, for a variety of reasons (including homelessness or housing insecurity), are simply unable to participate in distance learning at home. Lift Zones also serve diverse adult populations, as they enable access to hundreds of hours of free digital skills training for remote work, telehealth services, and more.

Comcast has a long history of partnering with and supporting the communities it serves. Recently, Comcast has been focused on creating a world of unlimited possibilities through Project UP, championing Diversity, Equity & Inclusion, and protecting the environment. A few key accomplishments include:

- Reaching our most inclusive employee representation in the ten years since we have been tracking diversity data:
 - Our overall workforce is 36% women and 45% people of color as of the end of 2021.
 - 47% of our new hires last year were women and 57% were people of color.
- Reducing our Scope 1 and 2 greenhouse gas emissions by 19% from 2020 to 2021, marking progress toward our carbon neutral goal.

For more information, please see the 2023 Impact Report (<https://corporate.comcast.com/impact/report/2023>) and the 2022 Internet Essentials Progress Report (<https://corporate.comcast.com/stories/2022-internet-essentials-progress-report>)

Botetourt County Libraries also deliver digital literacy programs to the community, as evidenced by the letter of support from Julie Phillips included in this VATI proposal.

16. *Project Management: Identify key individuals who will be responsible for the management of the project and provide a brief description of their role and responsibilities for the project. Present this information in table format. Provide a brief description of the applicant and co-applicant's history and experience with managing grants and constructing broadband communication facilities. Project Budget and Cost Appropriateness (135 points)*

Comcast's operations in the Commonwealth are managed through Comcast's Beltway Region, with regional headquarters located at 1215 E Fort Ave., Ste #103, Baltimore, MD.

Comcast's team of project managers, engineers, and technicians have the necessary technical, front-line support and established back-office expertise to successfully complete this proposed Project and provide continued 24/7 network support. The following CVs provide examples of the experienced personnel Comcast has available to complete the Project.

Beltway Region Leadership

Key Individual	Title	Responsibilities
Ray Roundtree	Regional Senior Vice President	Mr. Roundtree is responsible for the organization's operational, strategic, and financial performance across Maryland, Virginia, Washington DC, and parts of Delaware, North Carolina and West Virginia.
Dee Ademeyo	Vice President of Finance	Ms. Ademeyo leads all financial and accounting functions while helping to drive a great customer and employee experience. Prior to this position, Ms. Ademeyo was the Vice President of Accounting Operations for Comcast Business and previously served as the Controller for Spectrum Arena and the Regional Finance Manager for Global Spectrum.
Misty Allen	Vice President of Government and Community Affairs	Ms. Allen leads the government, regulatory and community affairs teams in the Beltway Region. Prior to joining Comcast, Ms. Allen led state and local government affairs strategies at Baltimore Gas and Electric (BGE) as the Director of Government and Legislative Affairs.
Dan Carr	Vice President of Comcast Business	Mr. Carr has regional responsibility for all sales, sales support, revenue, operating profit and loss and customer satisfaction for Comcast Business products and services. Before joining the Beltway Region, Mr.

		Carr had national responsibility for sales operations and support for Comcast Business, supporting the development of a high-performing field sales organization and the critical functions necessary to ensure productivity across all sales channels.
Robert Jones	Vice President of Technical Operations	Mr. Jones leads the day-to-day operations for the Installation & Service team and works with Headquarters and Northeast Division Technical Operations leaders to implement strategies focused on delivering the best customer and employee experiences.
Alex Hodjatzadeh	Vice President of Engineering Operations	Mr. Hodjatzadeh manages all network maintenance and construction teams who expand and maintain the Beltway Region's vast networks and also implement new technology-based products and services. Mr. Hodjatzadeh joined Comcast in 2019 as the Senior Director of Finance for Technical Operations and Capital, and most recently served as Senior Director of Construction.

Project Management

Name	Title	Role	Responsibility
Kristen Ritchey		Proposal Point of Contact	Ms. Ritchey leads rural broadband expansion efforts for Comcast and will be responsible for making sure the project meets state requirements and coordinate reporting and compliance activities.
Kevin Broadhurst	VP, Government Affairs	Government Affairs Representative	Mr. Broadhurst will be the primary contact for the County and the Commonwealth and make sure any questions or concerns are addressed.
Tony Voros	Director, Construction	Construction Supervision	Mr. Voros will oversee all construction activities related to the project and ensure they are completed according to VATI program guidelines.
Edward Rowan	Senior Director,	Project Identification	Mr. Rowan leads Comcast's network expansion efforts and was responsible for identifying the unserved and

	Business Development	underserved locations included in the Project. He will provide support for construction and compliance.
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Comcast has significant experience constructing broadband communications facilities, including partnerships with public agencies to deploy broadband infrastructure in unserved areas. It is a leading communications provider in Virginia, offering video, high-speed Internet, home security, and phone services to residential customers under the Xfinity brand and also providing services to businesses through its Comcast Business suite of products. Comcast has invested in technology to build an advanced network that delivers among the fastest broadband speeds, and brings customers personalized video, communications, and home management offerings. Comcast has invested billions of dollars to create a network across the U.S. that makes broadband widely available, as part of its commitment to provide superior services to its customers.

As noted above, Comcast was awarded six (6) VATI grants in 2018, 2019, 2020 and 2022. Comcast has successfully met or exceeded the requirements of 5 awards, having constructed the projects on time and within the proposed budget and is currently completing the sixth project in Stafford County. Comcast has deployed broadband, with speeds up to 1.2 Gbps and with services options designed for low-income households, to over 3,500 locations throughout the project footprints. In 2018 Comcast also earned a Last Mile Broadband grant from the Virginia Tobacco Region Revitalization Commission to provide broadband access to nearly 7,000 homes and businesses. Construction was completed in 2020 and ahead of schedule. Comcast provided access to 1,000 more homes and addresses than originally estimated.

During this period, Comcast has partnered with other states and counties on broadband expansion projects funded in part by the American Rescue Plan Act (“ARPA”) and Capital Projects Fund (“CPF”). Comcast’s successful completion of these construction projects, including meeting all Treasury compliance requirements, has resulted in years-long partnerships with states including Maryland, Pennsylvania, Delaware, West Virginia and Massachusetts

Comcast was awarded several grants under the various broadband expansion programs administered by the Maryland Department of Housing and Community Development’s Office of Statewide Broadband, the Delaware Broadband Initiative, and the Massachusetts Technology Collaborative (“Mass Tech”). Comcast completed the projects on time, on budget, and in many cases was able to reach more homes than originally anticipated.

Comcast is currently expanding service to unserved and underserved areas through participation in the following programs: West Virginia Line Extension and Development (“LEAD”) and Major Broadband Funding Strategies (“MBPS”) Programs and the Commonwealth of Pennsylvania Unserved High-Speed Broadband (“UHSB”) Program. In addition, Comcast is working with Washington and Dauphin Counties in Pennsylvania, and multiple other local jurisdictions to extend service to thousands of unserved and underserved locations.

Botetourt County staff who will be engaged in the management of this VATI project with Comcast include:

Chief Administrative Official for Botetourt County- Gary Larrowe, County Administrator-responsible for general oversight of the project in coordination with the Project Management Team.

Grant/ Project Manager- Ken McFadyen, Director of Economic Development- reviews and presents grant disbursement requests to the Economic Development Authority and ensures that all grant reporting will be submitted to DHCD; coordinates activities among the Project Management Team and DHCD.

Financial Manager- Tony Zerrilla, Botetourt County Director of Finance- reviews and recommends grant disbursement requests; ensures transfers of funds from the Board of Supervisors to the Economic Development Authority to cover approved expenditures.

Marketing and Public Relations- Tiffany Bradbury coordinates public information and marketing strategies directed toward the project’s future customers. They provide public information regarding project timelines and ongoing progress updates. They field customer inquiries and promote the work of the project, the County, Lumos, and the Commonwealth’s VATI program.

Attorney- for Botetourt County and the Economic Development Authority - Mike Lockaby-responsible for drafting and finalizing grant agreements on behalf of the Board of Supervisors and Economic Development Authority.