AGENDA

Broadband Advisory Council Virtual Meeting
January 21, 2022
2:00 p.m. to 4:00 p.m.

In-Person Option:
Virginia State Capitol Building
1000 Bank Street, Richmond, VA 23218
Senate Room 3

Important information about attending the meeting in-person can be found at this link.

Virtual Option:
To access the meeting using video
https://meet.google.com/oqw-uuov-cim

To access the meeting using audio
dial: (US) +1 617-675-4444 PIN: 767 606 011 2758#

I.	Opening	
	a. Call to Order	Chairman
	b. Roll Call	DHCD Staff
II.	Consent Agenda	Chairman
	a. Approval of Minutes: May 14, 2021 meeting	
III.	Office of Broadband Update	Tamarah Holmes, Ph.D, Director, Office of Broadband
	a. Virginia Telecommunication Initiative	
	a. Grants Management Process	
	b. Line Extension Customer Assistance Program	
IV.	Statewide Broadband Availability Map Updates	Brandon Herndon, Director Center for Geospatial Information Technology at Virginia Tech
V.	Public Comment	Chairman
VI.	New Business	Council Members
VII.	Adjournment	Chairman

BROADBAND ADVISORY COUNCIL
UNAPPROVED MINUTES
May 17, 2021
10:00 AM
Digital Meeting via Google Meets

Members Present	Members Absent
The Honorable Brian Ball (Proxy by Evan Feinman)	Delegate James A. Leftwich, Jr.
Senator Jennifer Boysko, Chair	
James Carr	
Mike Culp	
Senator Ghazala Hashmi	
Kristie Helmick Proctor	
Delegate Chris Hurst	
Mike Keyser	
Delegate Paul E. Krizek	
Ray LaMura	
Senator Lynwood W. Lewis, Jr.	
Steve Sandy	
Richard Schollman	
The Honorable Bettina K. Ring	
Delegate Roslyn C. Tyler, Vice Chair	
Senator Lynwood W. Lewis	

Call to Order	Senator Jennifer Boysko, Chair of the Broadband Advisory Council, called the meeting to order at 10:02 a.m.
COVID-19 Virtual Meeting Statement	Mr. Chandler Vaughan, Policy Analyst for the Office of Broadband at the Virginia Department of Housing and Community Development (DHCD), announced that due to the Governor's Declared State of Emergency due to COVID-19, it is impracticable and unsafe for the Broadband Advisory Council to assemble in a single location, so the council meeting will be held electronically, by video conference and telephone options, pursuant to 2020 Amendments to the 2020 Appropriation Act. The purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the Commission on Local Government and the discharge of its lawful purposes, duties, and responsibilities. The public is welcome to use the link and phone number options made available by staff to attend the meeting electronically. The Commission on Local Government will make available a recording or transcript of the meeting on its website in accordance with the timeframes established in Sections 2.2-3707 and 2.2-3701.1 of the Code of Virginia.

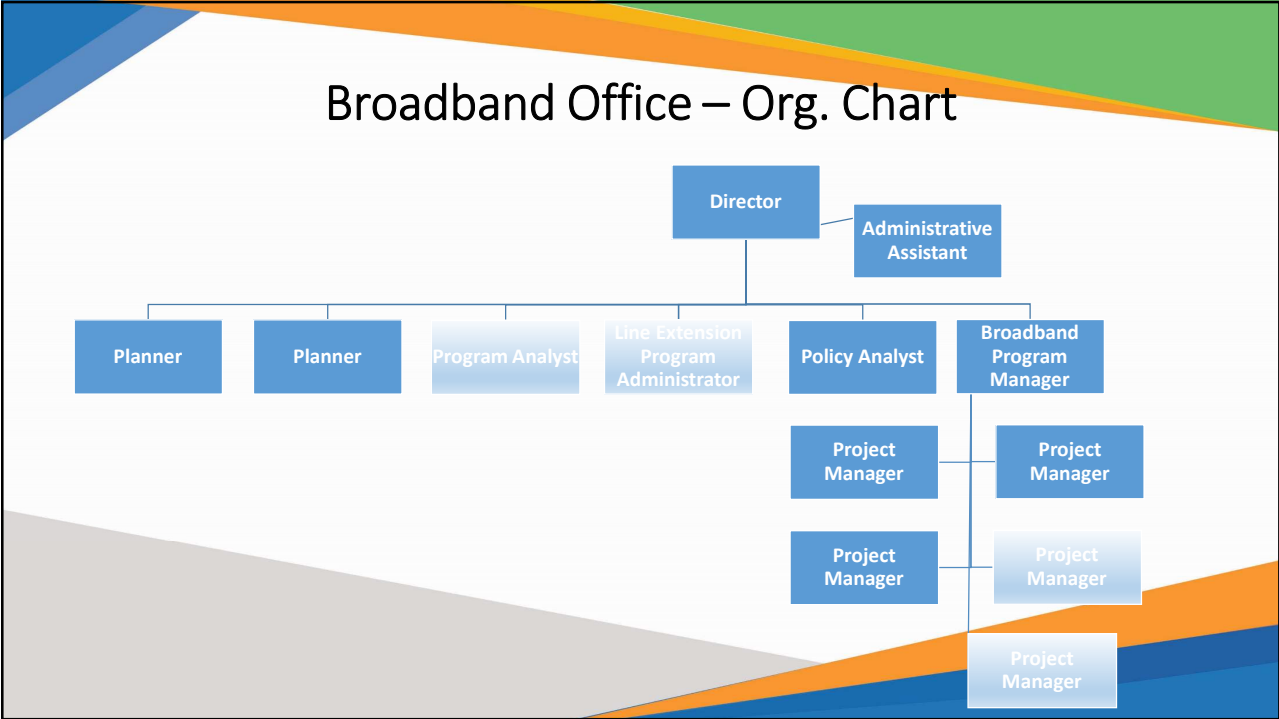|	
Roll Call	Mr. Vaughan called the roll and stated that a quorum was present.
Approval of Minutes: December 4, 2020 meeting	A motion was made by Mr. Sandy and properly seconded by Mr. LaMura to approve the minutes of the December 4, 2020 meeting of the Broadband Advisory Council. The motion passed (Yea: Hurst, Krizek, Tyler, Hashmi, Boysko, Lewis, Proctor, Keyser, LaMura, Sandy, Culp, Schollman, Ring, Feinman; Nay: None)
Commonwealth Connect Update	Mr. Evan Feinman, Chief Broadband Advisor to the Governor, gave an overview of the achievements, goals, and challenges facing the Commonwealth's goal of providing universal broadband access statewide.
Virginia Telecommunication Initiative (VATI) Update	Dr. Tamarah Holmes, Director of the Office of Broadband, provided an overview of the last round of the Virginia Telecommunication Initiative, which awarded $49.2 million to connect 24,615 Virginia homes and businesses connected. Dr. Holmes presentation served as a report to the Broadband Advisory Council on the progress made by the private sector on the awarded projects.
FY 2022 VATI Proposed Guidelines	Dr. Holmes, Mr. Vaughan, and Mr. Ammar Al Omari presented the summary of changes to the FY 2022 VATI proposed guidelines. The presentation served as the consultation with the Broadband Advisory Council to designate the unserved areas to receive funds as directed by budget legislation concerning the Virginia Telecommunication Initiative within Section L. 4. of Item 114 of Chapter 552, 2021 Acts of Assembly, 2021 Special Session I, commonly known as the Budget Bill.
Overview of Satellite Internet Broadband	Mr. Steven Hill, President of the Satellite Broadcast and Communications Association provided an in-depth overview of satellite internet broadband and explained the current capabilities and future of the technology.
Public Comment	No public comment was provided at the meeting.
Adjournment	Upon a motion made by Delegate Tyler and seconded by Delegate Hurst, the meeting was adjourned.

Tamarah Holmes Ph.D, Director, Office of Broadband
Tammy Breski, Virginia Telecommunication Initiative Program Manager

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Office of Broadband Responsibilities

- Assist communities with Broadband Planning efforts
- Provide technical assistance to stakeholders on accessing Tribal and Federal broadband programs
- Oversight of the State Broadband Map
- Staff the Broadband Advisory Council
- Administer Virginia Telecommunication Initiative (VATI)
  - Technical Assistance, Grants Management
- Administer the Line Extension Customer Assistance Program
- Develop and Manage the Broadband Project Dashboard
- Staff the Commonwealth Connect Coalition

Broadband Office – Org. Chart

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                                    Director
                                              Administrative
                                              Assistant

Planner    Planner   Program Analyst  Line Extension   Policy Analyst   Broadband
                                      Program                           Program
                                      Administrator                     Manager

                                      Project              Project
                                      Manager              Manager

                                      Project              Project
                                      Manager              Manager

                                                           Project
                                                           Manager
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Virginia Telecommunication Initiative

Fiscal Year (FY) 2017 – FY2021
145 Applications
$166.4 million requested

$74 million awarded
$86.3 million leveraged
78,035 connections
47 projects awarded across 56 localities

FY2022 VATI
57 Applications from 84 localities
$943.3 million requested

$722 million awarded
$1 billion leveraged
70 localities achieving universal coverage
278,550 connections

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Funding Sources Breakdown

Funding Source	Funding Available, by Source	Project Demand
State Fiscal Recovery Funds	$ 479,000,000.00	$ 455,050,000.00
Capital Projects Fund	$ 219,812,354.00	$ 208,821,736.30
General Funds	$ 47,817,753.16	$ 47,817,753.16
Total	$ 746,630,107.16	$ 711,689,489.46

*Funds for administration and contingencies accounted

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The Remaining Unserved

- Estimated **+/- 50,000** remaining unserved locations

  - 22,300 unawarded locations in FY22 VATI round

  - An estimated additional 25,000 unserved
    - Not all FY22 VATI applications were universal
    - Some counties did not apply

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Line Extension Customer Assistance Program

- To support the extension of existing broadband networks to low to moderate income residents

- Established with American Rescue Plan – State Fiscal Recovery Funds

- $16 million in funding (FY2022-$8 million and FY2023-$8 million)
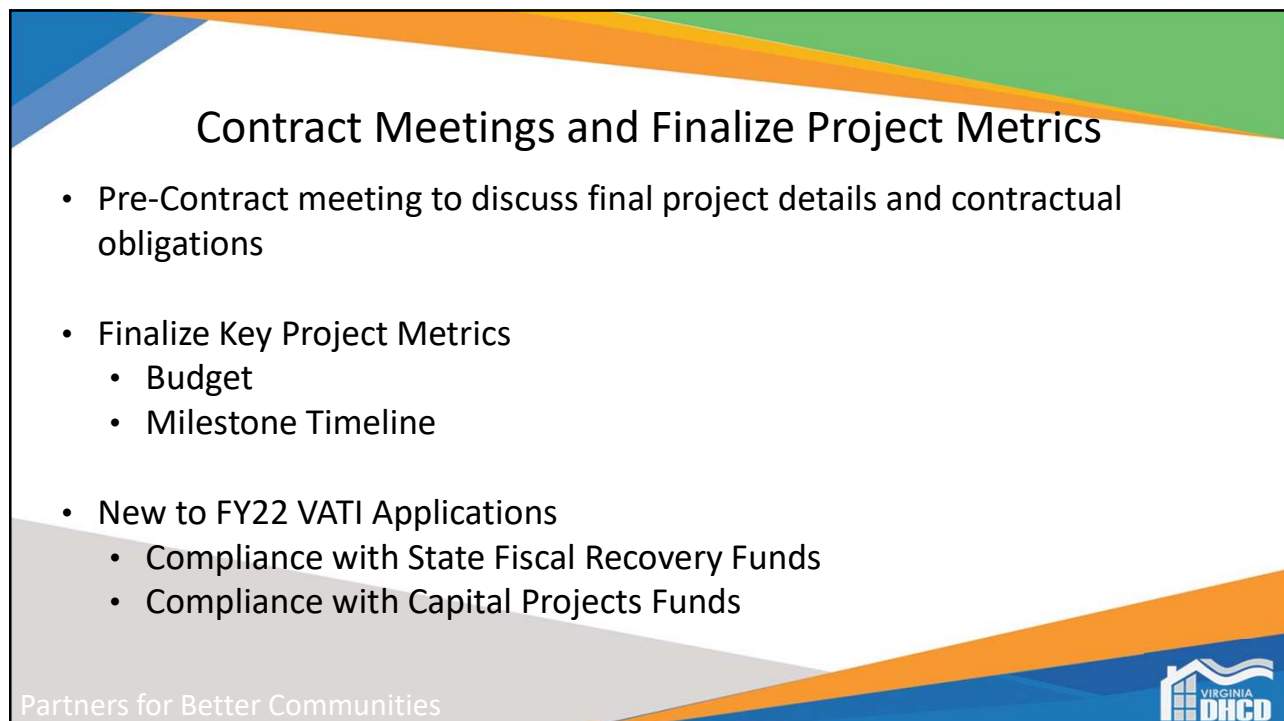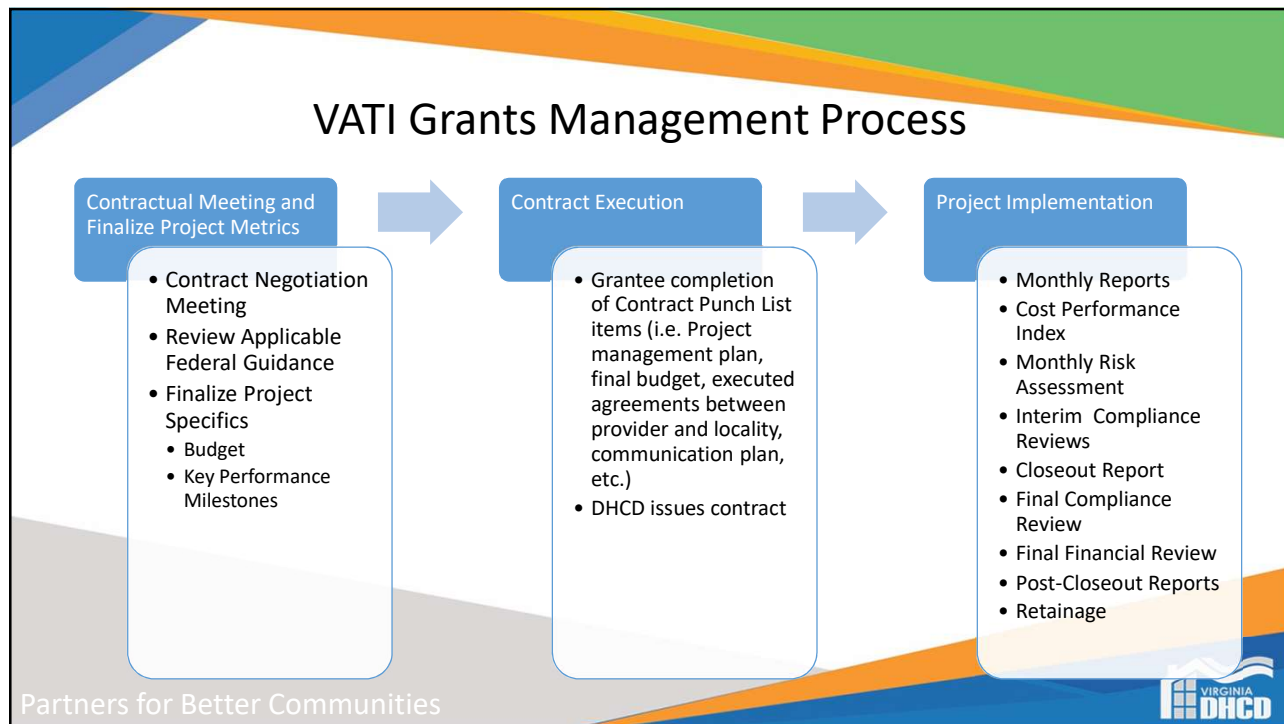
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Line Extension Customer Assistance Program
Program Design

- Participating providers identified through state procurement process (RFI)

- Streamlined process of approval

- Funds flow directly from DHCD to participating provider
  - Local government input to identify locations of need

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VATI Grants Management Process

Contractual Meeting and Finalize Project Metrics

- Contract Negotiation Meeting
- Review Applicable Federal Guidance
- Finalize Project Specifics
  - Budget
  - Key Performance Milestones

Contract Execution

- Grantee completion of Contract Punch List items (i.e. Project management plan, final budget, executed agreements between provider and locality, communication plan, etc.)
- DHCD issues contract

Project Implementation

- Monthly Reports
- Cost Performance Index
- Monthly Risk Assessment
- Interim Compliance Reviews
- Closeout Report
- Final Compliance Review
- Final Financial Review
- Post-Closeout Reports
- Retainage

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Contract Meetings and Finalize Project Metrics

- Pre-Contract meeting to discuss final project details and contractual obligations

- Finalize Key Project Metrics
  - Budget
  - Milestone Timeline

- New to FY22 VATI Applications
  - Compliance with State Fiscal Recovery Funds
  - Compliance with Capital Projects Funds

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Project Implementation: Compliance Toolbox

Reports Submitted by Awardees
- Monthly Reports
- Remittance Requests
- Closeout Report
- Post-Closeout Reports (6 and 12 months)

DHCD Internal Practices
- Cost Performance Index
- Monthly Risk Assessment
- Interim Compliance Reviews
- Retainage of 10% of grant funds
- Final Compliance Review
- Final Financial Review

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Reports Submitted by Awardees

Monthly Reports
- Project Status
- Benefits
- Milestones Achieved
- Costs

Remittance Requests
- Request for state dollars
- Remittance requests measured against project progress

Closeout Report
- Construction is completed
- Summary of completed activities
- Cost documentation
- Narrative of project success
- Speed tests

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DHCD Internal Practices

Cost Performance Index (CPI)
- Measure of project progress against remittance requests

To ensure compliance through all project stages, DHCD retains 10% of the grant award. DHCD releases the retained funds to the grantee following the satisfactory completion of construction, receipt of the final progress report and required supporting documentation.

Monthly Risk Assessment
- Internal monthly meeting to cross-examine project progress and issues
- Best practices shared across projects, communicated to awardees

Compliance Reviews
- On-site review of project progress, project management and financial practices.
- Corrective actions identified and issued (if needed)
- Recipient has 30 days to resolve identified issues

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Current Portfolio of VATI Projects

- 47 VATI Contracts (Not including FY22 Round)
- 25 open contracts
- 18 construction completed and close out process underway
- 4 closed
- 19 open contracts granted timeline extension
  - Ranging from 6 months to 1 year
  - COVID related delays (i.e. materials, staffing issues, etc.)

- 35 pending contracts for FY2022. Staff currently completing contract negotiation meetings.
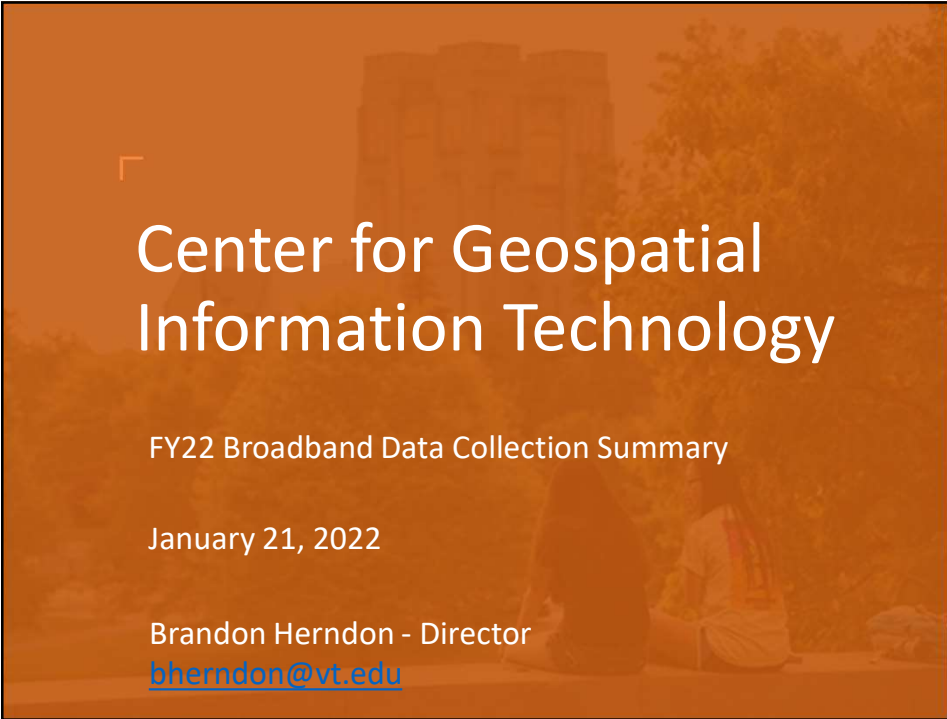
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Question and Answer Session

Center for Geospatial Information Technology

FY22 Broadband Data Collection Summary

January 21, 2022

Brandon Herndon - Director
bherndon@vt.edu

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CGIT at a Glance

- 6 Faculty Members

- 19 Wage Employees

- 7 Computer Science GRA's

Specializing in full-stack development of geospatial decision-making applications

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Broadband Mapping History at CGIT

- 2010: National Telecommunications and Information Agency funded first iteration of Virginia's broadband map as part of the American Recovery and Reinvestment Act

- 2016: CGIT assisted the Governor's "RU Online VA?" broadband demand campaign resulting in almost 13K speed tests and survey responses with a final report delivered to the Secretary of Technology

- 2017: CGIT released third and current version of the map including the ability to view vertical assets, Census population, deadzones, and funding initiatives

- 2017-2020: No additional development was completed (maintenance funding only)

- FY21 - Current: CGIT was funded by DHCD to perform Virginia's first broadband data collection and overhaul the existing mapping tool

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2021 Data Collection Timeline

- Apr 19, 2021: Budget Bill creates requirement for enhanced broadband data collection

- Jul 1, 2021: CGIT contracted by Virginia's DHCD to develop broadband submission portal, data collection, and overhaul of state broadband availability map

- Oct 1-15, 2021: Public comment period on draft submission guidelines

- Nov 15 - Dec 22, 2021: Broadband Data Submission Portal open for submissions

- Jan 3 - Jan 7, 2022: Submission Portal reopened for submission corrections

- Jan 14, 2022: "2021 Virginia Broadband Data Preview" map produced from data collection

- Apr 1, 2022: Target release date of new Virginia Broadband Mapping Tool
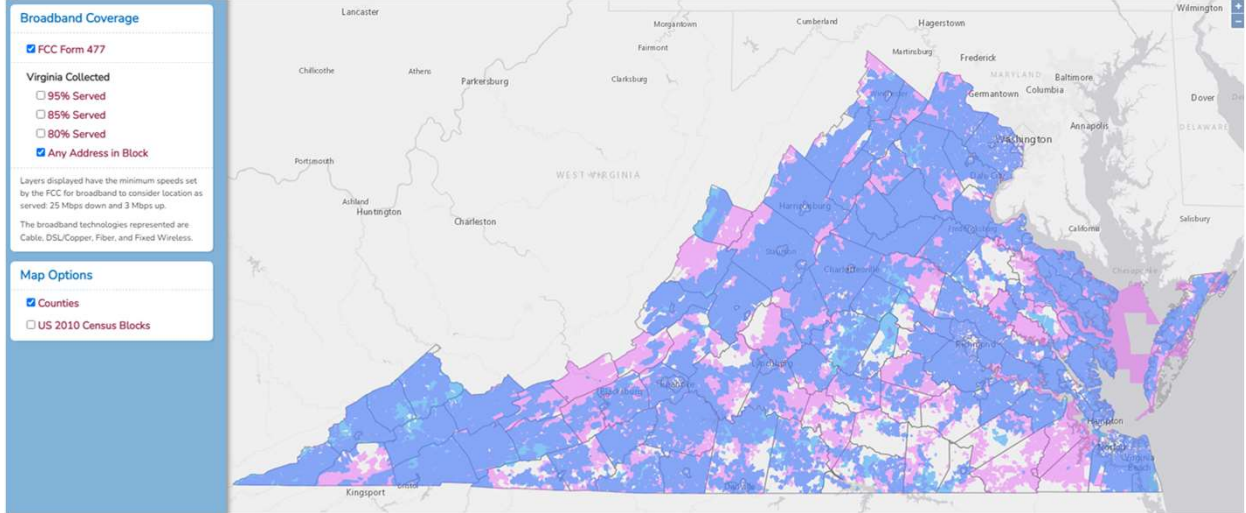
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Data Collection Results and Challenges

- Results
  - 42 out of 114 providers submitted data via the Portal (37%)
  - Providers submitted a combined 3,168,828 addresses, out of a total 3,775,230 address points within the Commonwealth 83.9%
  - 25/3 service reported for 3,096,617 addresses (82%); this may be inflated with polygon, instead of address point, submittals
  - ~400 addresses not located within a VA census block (0.01%)

- Challenges
  - Submission portal opened on Nov 15th; first submission was Dec 7th
  - Many first submissions were just repeated 477 data (incorrect submission)
  - No "teeth" behind mandate to submit data (from CGIT perspective)

- Map review

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Backup Slide: 477 vs. New Collection (any address)

Backup Slide: 477 vs. New Collection (any address + 95%)