Virginia Make Ready Initiative (VMRI)

How To Apply

Office of Broadband

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Partners for Better Communities

Office of Broadband

Tamarah Holmes, Ph. D, Director
Chandler Vaughan, Associate Director
Caroline Luxhoj, Program Manager
Carl Caudill, Broadband Project Manager

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Partners for Better Communities

Virginia Make Ready Initiative (VMRI) Program Overview

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Partners for Better Communities

Program Description

- The 2024 General Assembly allocated up to $30 million in funding to supplement current VATI projects funded from the State and Local Fiscal Recovery Fund or the Capital Projects Fund of the American Rescue Plan Act for "make ready" costs.
- VMRI will provide reimbursement for make ready costs including:
  - Utility pole replacements
  - Mid-span pole installations
  - Undergrounding costs
  - Underground projects previously planned as aerial networks will also be considered

Eligibility

- Submitted by a unit of local government that has an existing FY2022 VATI project.
- Eligible VATI projects include:
  - Projects funded by:
    - State and Local Fiscal Recovery Fund
    - Capital Projects Fund of the American Rescue Plan Act (ARPA) of 2021
  - Projects that have been determined by DHCD to be at risk of completion by December 31, 2026
  - Projects using local State and Local Fiscal Recovery Funds as match to a VATI project will be considered

Application Process & Procedures

Application Review Start Date (Application Deadline)	Funding Available
September 12, 2024	$7.5 million
October 10, 2024	$7.5 million
November 14, 2024	$7.5 million
December 5, 2024	$7.5 million
January 9, 2025	Remaining funding, if not already allocated.

- Any unobligated funds will carry over to the next review date.
- Unawarded applications may be resubmitted.
- Unallocated and unexpended funds will revert to the General Fund on June 30, 2025

Application Requirements

1. The number, cost, and location of pole replacements or mid-span pole installations.
   - Direct and Indirect Passings Form (available in CAMS)
   - Pole Replacement and Mid-Span Pole Installation Form (available in CAMS)
   - Shapefiles of points, direct project passings, and broadband infrastructure route to-be-funded

Virginia Make Ready Initiative
Pole Replacement and Mid-Span Pole Installation Form

Proposed Number of Poles Replaced*	Route Miles Benefiting from Proposed Pole Replacements	Proposed Number of Mid-Span Pole Installations*	Route Miles Benefiting from Proposed Mid-Span Pole Installations	Proposed Number of Miles of Underground Infrastructure	Total Proposed Route Miles (Sum of Columns 2, 4, and 5)

** If an estimate is used, use the space below to justify such estimates*

Justification of Estimates:

Application Requirements

2. Documentation to establish that the pole replacements or mid-span pole installations have been or will be completed within 120 calendar days of the receipt of funds.

- Project timelines that display completion within 120 calendar days of receipt of funds or;
- Documentation of prior completion on or after January 1, 2024
- Documentation on how the project timeline for make-ready work aligns with the most up-to-date timeline for VATI project
- For undergrounding applications, longer completion timelines will be considered by request.

Application Requirements

3. Documentation sufficient to establish the costs for which funds are requested
    - Derivation of Costs Form (available in CAMS)
    - Funding Sources Table (available in CAMS)
    - For aerial build projects, documentation from the utility owner detailing costs

Application Requirements

4. Documentation that demonstrates estimated project costs for utility pole replacements and mid-span pole installations were included in the approved fiscal year 2022 Virginia Telecommunication Initiative project budget.

- Attach approved 2022 VATI contract budget, including supplemental information, as necessary to clearly identify the originally budgeted make-ready estimated costs and the basis of such estimation.
- Documentation that substantiates make-ready costs exceed those originally budgeted

Application Requirements

5. Narrative statement stating how funds will accelerate the project.
    - Estimates with and without funding received under VMRI

Application Requirements

6. For undergrounding applications:
    - Documentation that aerial construction make ready expenses would exceed $30,000 per mile
        - Applicants wishing to proceed with undergrounding prior to receipt of an award may seek pre-approval from the Office of Broadband to commence undergrounding prior to application submission, and subsequently apply for already incurred undergrounding costs. MUST ACKNOWLEDGE THE RISK OF NOT BEING AWARDED.
    - If applicable, documentation that demonstrates the potential increase in route mileage by utilizing public rights-of-way.
    - Documentation that the undergrounding timeline aligns with currently approved milestone timeline. If not, must provide updated milestone timeline.

Supplemental Application Conditions

- No more than $30,000 per mile in reimbursements can be applied for. Any application requesting more will be disregarded entirely.
- No more than 10% of the original VATI award may be requested or awarded
- No less than 25% in matching funds (local or private) will be contributed to the application. In-kind resources will be considered in meeting the match requirement.
- A profit, fee, or other incremental charge above actual cost is not an allowable expense under VMRI.

Selection Process

Applications will be competitively scored, prioritizing eligible applications based on the following criteria:

- VATI project passings
  - Directly along network route
  - Indirectly based on locations reached
    - Estimates for indirect passing benefit will be accepted with justification for methodology

Selection Process

Cont.

- Matching funds
- Acceleration of VATI project completion
    - Narrative of project acceleration utilizing VMRI
- Cost effectiveness
- Project need

Application Review Process

- The Office of Broadband will review applications received under VMRI.
- Applicants will have 10 calendar days to respond to requests for additional information
- the Office of Broadband will recommend awards to the Governor's Office
- The Office of Broadband is available to offer technical assistance to applicants not awarded
- Unsuccessful applications may be resubmitted at a later application review date

Freedom of Information Act

For private business entities submitting proprietary information to the VMRI program may request protection from Freedom of Information Act (FOIA) requests pursuant to § 2.2-3705.6(3). Such entities shall submit the request for DHCD to apply the FOIA exemption in § 2.2-3705.6(3) in writing to vati@dhcd.virginia.gov.

DO NOT SUBMIT FOIA-PROTECTED MATERIALS IN CAMS

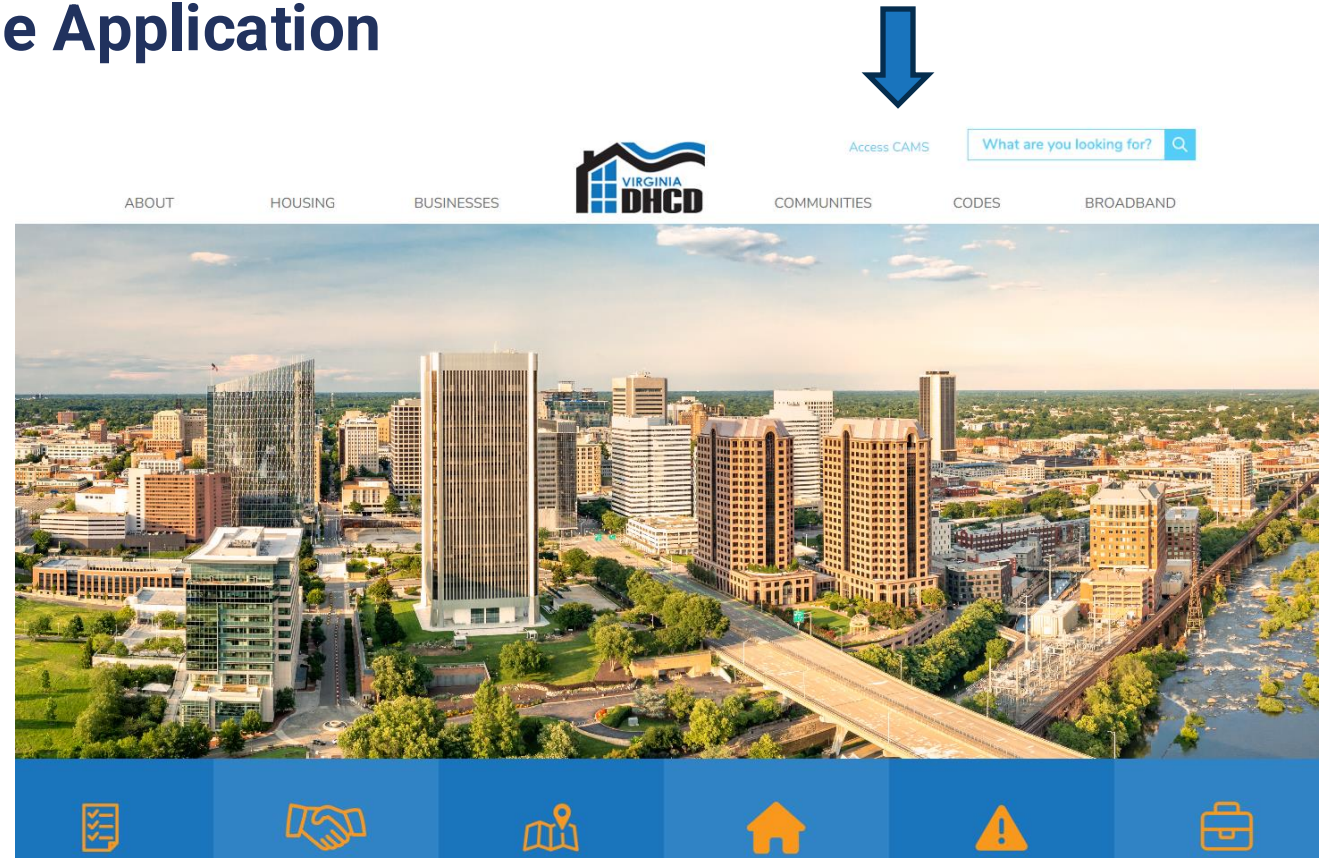
How to Apply

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Partners for Better Communities

Accessing the Application

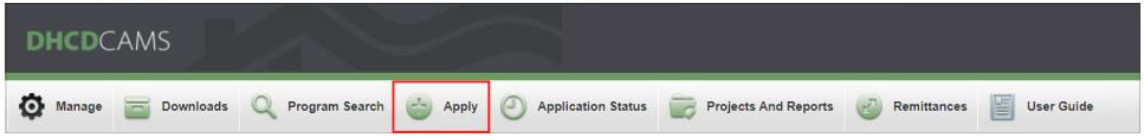
Centralized Application Management System (CAMS)

- Refer to the CAMS user guide
- Create application early
- Unit of local government must submit all documents
- Google Chrome is the recommended browser
- Save often by clicking “Save this Tab”
- Ensure Organizational Profile is up to date.

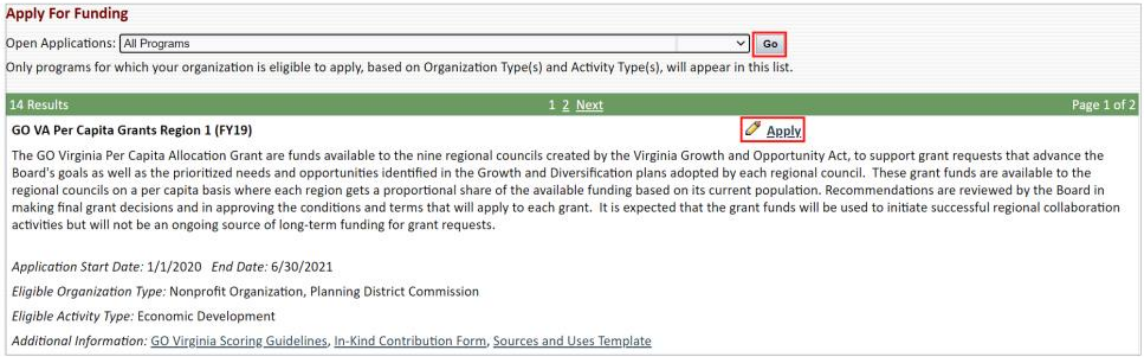


Applying

1. Login to CAMS.
2. Click **Apply** in the navigation bar at the top of the page.

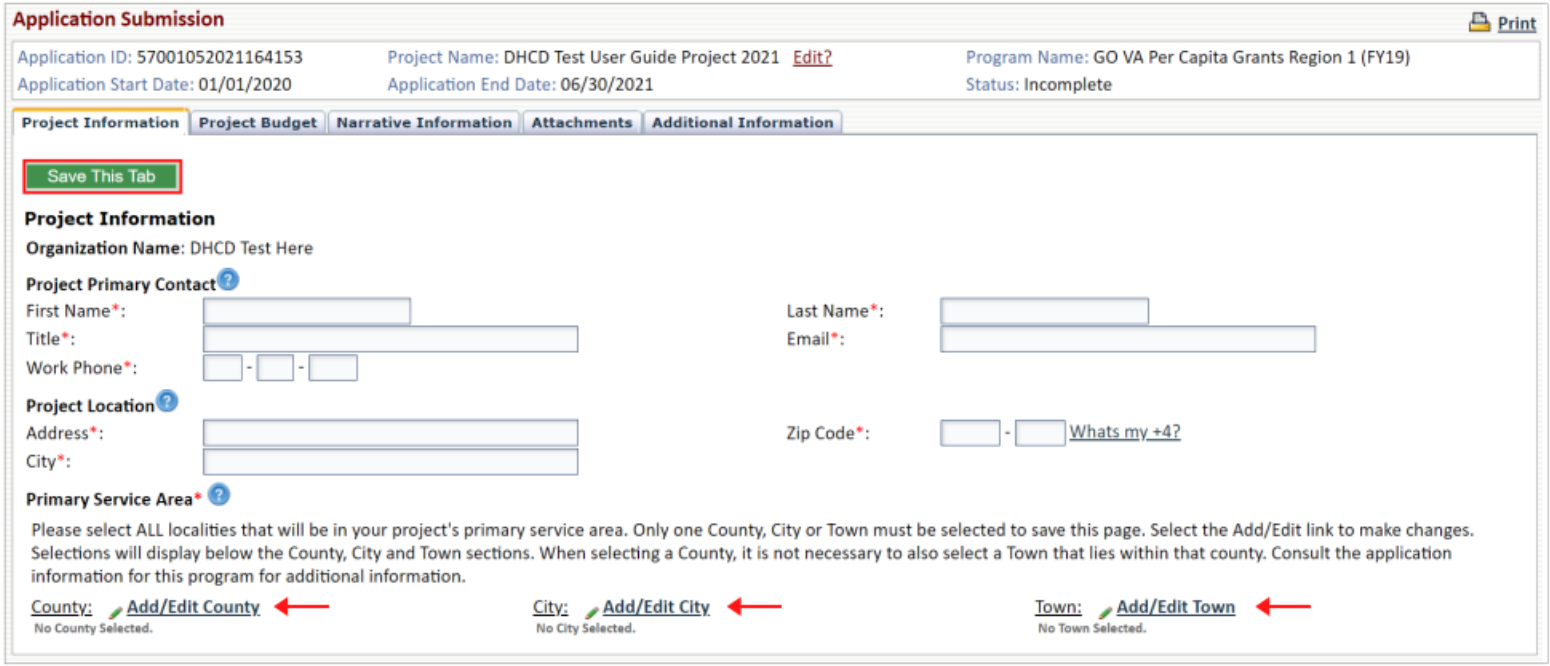


3. Select a program from the dropdown list, or search "All Programs" to view all open applications for which your organization is eligible.
4. Click **Go**.
5. Click **Apply** to initiate an application for that program .



Refer to the CAMS user guide – page 25

Applying



Refer to the CAMS user guide – page 26

Shapefile Requirements

- Shapefiles should be in .shp format
  - Must be functional and usable in ESRI's ArcGIS Pro
  - Submitted to CAMS in a zipped folder
- Polygon Shapefiles – polygons showing general project area, with names and passings counts for each project area attached to the polygons
- Point Shapefiles – points representing each project passing in a single layer, with address attribute data attached

Best Practices

- Ensure you are set up properly in CAMS
- Start application early
- Answer the question entirely
- Create application in Word doc and paste into CAMS.
- Reach out for technical assistance
- Have someone not familiar with the application review it
- The Primary Applicant MUST click ‘Submit’

Application Questions

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Partners for Better Communities

Application Questions

- Describe the now realized make ready costs in the FY2022 project area during project implementation, including how these costs and estimates are above the original project budget.
- Describe the status of project progress to date of the Virginia Telecommunication Initiative FY2022 Project for which funding is being sought through the Virginia Make Ready Initiative. Include specific reference to make-ready challenges experienced.
- Describe how the proposed project, if awarded, will accelerate delivery of the Virginia Telecommunication Initiative FY2022 Project. Include specific completion estimates with and without funding received through the Virginia Make Ready Initiative.
- Describe estimates and anticipated make ready costs in the VATI FY2022 project area when the original application was submitted in 2021, including how those costs and estimates were estimated and built into the original project budget.

Attachments

Enter Required Attachments Description:

*Attachments titled (Optional) - in parenthesis, not case sensitive - will appear on the CAMS Portal with a separate text box for applicants to add a title for their upload.

Title 1:	Direct and Indirect Passings Form	Temp.:	VMRI Direct and Indirect Passings Form
Title 2:	Pole Replacement, Mid Span Pole Installation Form, incl. Undergrounding Milea	Temp.:	VMRI Pole Replacement Mid Span Pole Replacement Form
Title 3:	Point Shapefiles of Direct Project Passings	Temp.:	
Title 4:	Shapefile of Infrastructure Route Proposed to-be-funded through VMRI	Temp.:	
Title 5:	(If applicable) Project Timeline, displaying completion within 120 days of award .	Temp.:	
Title 6:	(If applicable) Documentation of Prior Completion	Temp.:	
Title 7:	Up to Date VATI Milestone Timeline	Temp.:	
Title 8:	Derivation of Costs Form	Temp.:	VMRIDerivation of Costs Worksheet
Title 9:	Funding Sources Table	Temp.:	VMRI Funding Sources Table
Title 10:	(If applicable) For aerial applicants, documentation from the pole owner detailing	Temp.:	
Title 11:	Approved VATI Project Budget, including supplemental information as required i	Temp.:	
Title 12:	Documentation that substantiates the make ready costs exceed those originally	Temp.:	
Title 13:	(If applicable) For undergrounding applicants, documentation that demonstrates	Temp.:	
Title 14:	(If applicable) For undergrounding applicants, documentation that demonstrates	Temp.:	
Title 15:	(If appliable) For undergrounding applicants, documentation that demonstrates t	Temp.:	
Title 16:	(Optional)	Temp.:	
Title 17:	(Optional)	Temp.:	
Title 18:	(Optional)	Temp.:	
Title 19:	(Optional)	Temp.:	
Title 20:	(Optional)	Temp.:	

Next Steps

Key Dates

Application Review Start Date (Application Deadline)	Funding Available
September 12, 2024	$7.5 million
October 10, 2024	$7.5 million
November 14, 2024	$7.5 million
December 5, 2024	$7.5 million
January 9, 2025	Remaining funding, if not already allocated.

Office of Broadband

https://www.dhcd.virginia.gov/vati

Contact us for technical assistance!

vati@dhcd.virginia.gov

Questions & Answers

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Partners for Better Communities

Contact Us

600 East Main Street, Suite 300

Richmond, VA 23219

804-371-7000

www.dhcd.virginia.gov

Email: vati@dhcd.virginia.gov