

**PA Broadband Development Authority**  
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**Pennsylvania Broadband Development Authority**

**April 18, 2024**

**10:00 AM**

Pennsylvania Public Utility Commission, Hearing Room 1

400 North Street, Harrisburg

Dial-In: +1 267-332-8737

Phone Conference ID: 805224183#

- I. Call to Order
- II. Approval of the January 23, 2024, Meeting Minutes
- III. Election of Secretary and Assistant Secretary
- IV. Financial Update: January-March 2024 Expenditures
- V. MOU Extension and FY 2024-2025 Estimate of Expenditures
- VI. Request for Proposal – BEAD and CPF Consulting Services
- VII. Capital Projects Fund – Broadband Infrastructure Program Subgrantee Approval
- VIII. Capital Projects Fund – Multi-Purpose Community Facilities Program Update
- IX. Capital Projects Fund – Digital Connectivity Technology Program Guidelines Approval
- X. Broadband Equity, Access, and Deployment (BEAD) Program Update
  - a. Challenge Process
  - b. Defined Project Areas
  - c. Program Guidelines
- XI. Subcommittee Updates
  - a. Data & Mapping
  - b. Technical
  - c. Outreach & Education
  - d. Workforce & Supply Chain
- XII. Public Comment
- XIII. Adjournment

*\*This meeting will be recorded, and your participation is your consent to being recorded.*

## Pennsylvania Broadband Development Authority

Board Meeting Minutes

January 23, 2024

Microsoft Teams Meeting

### Board members and voting designees in attendance:

- Secretary Uri Monson, Office of the Budget, Chairman
- Mark Critz on behalf of Secretary Russell Redding, Department of Agriculture
- Secretary Rick Siger, Department of Community and Economic Development
- Cathy Hall on behalf of Secretary Mumin, Department of Education
- Matt Franchak on behalf of Senator Kane
- Rich Pronesti on behalf of Representative Rob Matzie
- Representative Carl Walker Metzgar
- Senator Kristin Phillips-Hill, Secretary
- Joel Cheskis on behalf of Steve DeFrank, PUC Chairman
- Dr. Kyle Kopko, Center for Rural PA

### Designees in attendance:

- Chloe Mandara, Legislative Director, Office of Senator Phillips-Hill
- Phil Kirchner, Executive Director, PA House Consumer Protection
- Dr. Laura Dimino, Center for Rural Pennsylvania

### Department of Community and Economic Development (DCED) staff in attendance:

- Brandon Carson, PBDA Executive Director
- Brandon Peters, PBDA Deputy Executive Director
- Kalie Snyder, PBDA Outreach & Engagement Manager
- Pam Frontino, PBDA Grants Manager
- Jesse Suders, PBDA Infrastructure Program
- Julia Brinjac, PBDA Digital Equity Program Manager
- Kyle Snyder, PBDA Broadband Planning Specialist
- Stephanie Perry, PBDA Digital Equity and Workforce Specialist
- Greg Alliger, PBDA Broadband Project Manager
- Britt Muniz, PBDA Counsel
- Mary Markle, PBDA Executive Assistant
- Theresa Wills, Office of Legislative Affairs

### Guests in attendance:

- Lydia Hack, JSGC
- Brian Kimmett
- Davin Lamm, Lamm Realty
- Elizabeth Lose, Centre County
- Todd Eachus, BCAP
- Steven Barber, MBI
- Jack Purcell
- Rachel Papuga, Alleghenies, Broadband
- Kevin Cassidy, Ichor Strategies
- Andrew French, RACF PA
- Barb Burba-Filoreto, DGS, Wireless Mgmt.
- Elizabeth Crow, MBI
- Nicole Ugarte, NTIA
- Jennifer Cloonan, FTR
- Alex Rahn, Wanner Associates
- Lindsey Ringquist, Adams County
- Steve Samara, Pa Telephone Association
- Casey Fellingner, Milliron Goodman
- Michael Schultz, Global Tungsten
- Jennifer Blatz, Persad Center
- Kristen Ritchey, Comcast
- Ashley Pollard, City of Philadelphia
- Kevin Kloehn, Vantage Point
- Sheri Collins, CNR LLC
- David Bonsick, Cozen O'Connor Strategies
- Catherine Conner, Milliron Goodman

- Rachael Haverstick, Kinber
- Roy Hoover, ITDRC PA
- Michael McDonnell, Liro
- Jacob Murfin
- Brian Regli, Office of Critical Investments
- Matt Fine, One Strategies
- Nick Jacobson, PA, 85<sup>th</sup>
- Charlotte Keith, Spotlight PA
- Jeanne Shearer, Windstream
- Kate Rivera, Kate Rivera Solutions
- Joe Gerdes, PA Township Supervisors
- Kris Mamula
- Commissioner Qually, Adams County
- Brian Kimmett
- Jeremy Jurick, Armstrong
- Emme Reiser, Pa. Realtors
- John McGrath, Rolka Loube
- Sheridan Barrett PAOCA
- Jennifer Algoe Keaton, BCAP
- Brian Barno, BCAP
- Michael McDonnell, Liro
- Brett Bigica, Saxton Stump
- Kevin Cassidy, Ichor
- Sherri Clayton Williams, Adams County
- Jon Kabel, Keystone REN
- Rob Wrighter, Hancock Telephone
- Thomas Musgrove, Allpoints Broadband
- Brent Jagueneau-Siegel, Ichor Strategies
- Charles Duncan, Comcast
- Yuriy Porytko, Beacon of Hope
- Carl Yastremski, FTR
- Michael Simmonds, IBEW 126
- Philip Jones, FRB
- Al Williams
- John Mizerak, Brightspeed
- Jim Mercante
- Brett Biggica, Saxton Stump
- Rod, Mischke, Brightspeed
- Pedro
- Turk
- Savannah

**I. Call to Order**

Chairman Monson called the meeting to order at 10:01 AM and asked Mary Markle to conduct housekeeping. Ms. Markle conducted a roll call of the Board members and confirmed quorum.

**II. Approval of November 30, 2023, Meeting Minutes**

Chairman Monson asked for questions and comments on the minutes as presented to the Board. Seeing none, he asked for a motion to approve the minutes. Motion was made by Dr. Kyle Kopko and seconded by Secretary Siger. Motion passed unanimously.

**III. Board Member Annual Disclosures**

Chairman Monson asked PBDA's Counsel, Britt Muniz, to provide a reminder on the annual disclosure. Ms. Muniz advised that the deadline for submitting annual disclosures to the State Ethics Commission is May 1<sup>st</sup>. She asked Board Members and designees to email a copy of their disclosure to Mary Markle. She added that she is available for questions.

**IV. Financial Update: July-December 2023 Expenditures**

Brandon Carson displayed and reviewed the expenditures noting the higher cost items, such as the mapping work with Penn State Extension, contract work with consultant, Michael Baker International, as well as program and staff support. Mr. Carson reminded members that the Memorandum of Understanding (MOU) outlines DCEd's responsibility to provide an overview of total expenses on at least a quarterly basis. As of 12.30.23 expenditures were on track with the projections in the MOU.

Mr. Carson went on to highlight and clarify other expenses.

Chairman Monson asked for comments. Mark Critz asked for clarification on reimbursement to the DCED. Secretary Siger added that the DCED provides services and is reimbursed by PBDA with federal funds.

**V. Update on Capital Projects Fund – Broadband Infrastructure Program**

Brandon Peters displayed the proposed project area map and noted that there are currently 206 CPF applications (25 withdrew voluntarily); 147 projects are fiber to the premise, 41 are coaxial/HRC, and 18 are fixed wireless.

He added that the infrastructure team is currently conducting application review, the challenge adjudication process, as well as scoring. Mr. Peters added that curing and development of a list of recommended projects will continue for the next several weeks and months with presentation of awards in March-April. Projects will then kick off and run through 2026.

He also shared that the PBDA will be co-hosting a prevailing wage webinar with Labor and Industry on February 7<sup>th</sup>.

Chairman Monson asked for questions or comments from the Board.

**VI. BEAD Initial Proposal – Update on Status of Volume I and II**

Chairman Monson invited Grants Manager, Pam Frontino, to provide an update. Ms. Frontino informed members that Volume I was referred to the Commerce’s Office of Chief Counsel for approval, which is the final step before official approval.

Volume II is under review by NTIA. She informed that the feedback has been very positive and that reviewers have expressed that they are impressed with PBDA’s proposal on several fronts, specifically noting workforce development strategies. Upon official approval the PBDA will have 365 days to make project selections and submit the Final Proposal for BEAD to NTIA.

Chairman Monson entertained questions and comments from the Board.

Joel Cheskis asked about the possibility of the elimination of the Affordable Connectivity Program (ACP), and how PBDA has factored that into their plans.

Ms. Frontino responded that under the low-cost plan section of Volume II it is noted that in the absence of an ACP or ACP replacement plan, providers will have to provide an unsubsidized low-cost option, following federal poverty guidelines.

Mr. Carson added that the possible elimination of ACP is concerning and PBDA is keeping a close eye on it.

**VII. Approval of State Digital Equity Plan**

Chairman Monson asked Julia Brinjac for an update on the DE Plan. Ms. Brinjac stated the plan draft was open for public comment from November 27<sup>th</sup> to January 8<sup>th</sup>. 167 comments were received from community anchor institutions, constituents, stakeholders, providers, residents, etc. The plan was updated in response to many of those comments and is currently available on the PBDA website.

Ms. Brinjac added that approval by the Board will kick off a 30-day period for NTIA to review. Once accepted by NTIA (anticipated acceptance date 2.28.24) the PBDA will implement the plan utilizing resources available through the Digital Equity Capacity Grant Program.

Chairman Monson asked for a motion to approve the Digital Equity Plan. Motion was made by Matt Franchak and seconded by Mark Critz. Chairman Monson then asked for comment from the Board. Senator Phillips-Hill expressed her appreciation to the PBDA staff for incorporating the suggestion to include victims of sexual assault, domestic violence, and human trafficking into one of the targeted populations.

Chairman Monson asked Ms. Markle to conduct a roll call vote.

Chairman Monson - Yes  
Mark Critz for Secretary Redding - Yes  
Cathy Hall for Secretary Mumin - Yes  
Matt Franchack for Senator Kane - Yes  
Rich Pronesti for Representative Matzie - Yes  
Representative Metzgar - Yes  
Senator Phillips-Hill - Yes  
Joel Cheskis for Chairman DeFrank - Yes  
Dr. Kyle Kopko - Yes  
Secretary Siger - Yes

Motion passed unanimously.

**VIII. Update on New PBDA Branding and Website**

Kalie Snyder stated that the PBDA collaborated with DCED's Marketing Team to develop a new website. She noted that the new website will include a navigation menu, the addition of a feedback form, as well as more specific navigation to Board and Sub-Committee meetings, webinars and other "open to the public" events. A new logo was also created. Ms. Snyder went on to walk through portions of the proposed site. She noted that the ACP will be highlighted.

Dr. Kopko commended the staff on the improved site.

**IX. Broadband Ready Communities Program**

Chairman Monson called on Infrastructure Program Manager, Jesse Suders, to provide an update. Mr. Suders stated that the program's objective is to increase opportunity, remove barriers, and to promote municipalities as broadband ready communities. He noted that it is a voluntary program and participation does not affect eligibility within BEAD. Designation as a broadband ready community establishes that a local government has done the work to simplify broadband implementation and that they are ready to collaborate. To receive this designation the municipality establishes a broadband champion, enters into a local government resolution, and completes the Broadband Ready Community worksheet. There are also two optional components: an indication of potential for matching funds and creating an asset inventory. Once a community is designated as broadband ready, they can be promoted on PBDA data dashboards and maps as well as in presentations and the PBDA newsletter.

Mr. Suders indicated that preregistration for the program will open in late January. The application will be posted in March, and PBDA will offer an educational webinar. Applications will be reviewed on a rolling basis and the program is slated to close in August.

**X. Public Comment**

Chairman Monson asked Kalie Snyder to conduct the public comment portion of the meeting. Ms. Snyder asked for public comment and reminded all the format to provide comments. .

Todd Eachus, BCAP commended the PBDA staff, Jesse Suders in particular, for their work on Broadband Ready Communities Program.

Jim Mercante from the Chester County Digital Alliance noted that the average broadband bill, with the ACP factored is still not affordable to many households within the covered populations. He urged the Commonwealth to address that.

**XI. Adjournment**

Chairman Monson called for a motion to adjourn the meeting. Motion was made by Secretary Siger and seconded by Matt Franchak seconded . The meeting was adjourned at 10:35 am.

Respectfully submitted,

Senator Kristin Phillips-Hill  
Secretary

**Pennsylvania Broadband Development Authority (PBDA) Financial Update**

January 1, 2024 - March 31, 2024 Expenditures

<b>PBDA Program Dashboard</b>					
<b>PBDA Program</b>	<b>Budget Amount</b>	<b>Pending Commitments</b>	<b>Actual Expenditures</b>	<b>Open Commitment Balance</b>	<b>Potential Available Balance</b>
American Rescue Plan Act (ARPA) Capital Projects Fund (CPF)	\$6,969,841.02		\$116,005.06	\$1,721.42	\$5,882,785.60
Infrastructure Investment and Jobs Act (IIJA) Broadband Equity Access and Deployment Program (BEAD)	\$5,000,000.00		\$821,975.55	\$42,047.00	\$2,618,568.33
Infrastructure Investment and Jobs Act (IIJA) Digital Equity (DE)	\$1,604,131.73		\$157,692.53	\$0.00	\$80,716.16
<b>ARPA CPF Actual Expenditures</b>					
ARPA CPF Broadband Infrastructure Program Payroll			\$80,635.88		
ARPA CPF Broadband Infrastructure Program Operations/Travel			\$4,065.99		
ARPA CPF Broadband Infrastructure Program Compliance/Audit			\$0.00		
ARPA CPF Digital Connectivity Technology Program Payroll			\$11,493.70		
ARPA CPF Digital Connectivity Technology Program Operations/Travel			\$1,077.00		
ARPA CPF Digital Connectivity Technology Program Compliance/Audit			\$0.00		
ARPA Multi-Purpose Community Facilities Program Payroll			\$17,623.69		
ARPA Multi-Purpose Community Facilities Program Operations/Travel			\$1,108.80		
ARPA Multi-Purpose Community Facilities Program Compliance/Audit			\$0.00		
			<b>TOTAL:</b>	<b>\$116,005.06</b>	
<b>IIJA BEAD Actual Expenditures</b>					
IIJA BEAD Payroll/Shared Service			\$172,309.52		
IIJA BEAD Operations/Travel			\$504,416.03		
IIJA BEAD Arch & Eng Fees			\$145,250.00		
			<b>TOTAL:</b>	<b>\$821,975.55</b>	
<b>IIJA DE Actual Expenditures</b>					
IIJA DE Payroll			\$136,273.39		
IIJA DE Operations/Travel			\$21,419.14		
			<b>TOTAL:</b>	<b>\$157,692.53</b>	
<b>MOU Related Expenditures</b>					
American Rescue Plan Act (ARPA) Capital Projects Fund (CPF)			\$109,753.27		
Infrastructure Investment and Jobs Act (IIJA) BEAD			\$163,438.88		
Infrastructure Investment and Jobs Act (IIJA) DE			\$136,273.39		
			<b>TOTAL:</b>	<b>\$409,465.54</b>	





COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

April 4, 2024

Brandon Carson  
Executive Director  
Pennsylvania Broadband Development Authority  
Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor  
Harrisburg, Pennsylvania 17120-0225

Dear Mr. Carson:

The Memorandum of Understanding (“MOU”) dated April 19, 2022, between the Department of Community and Economic Development (“Department”) and the Pennsylvania Broadband Development Authority (“Authority”), is set to expire on June 30, 2024.

As authorized by Section 3(G) of the MOU, the Department proposes to extend the MOU until June 30, 2025. The Department estimates its expenditures to be reimbursed by the Authority for the period of July 1, 2024 through June 30, 2025 will not exceed \$3,015,000.

If the Authority consents to an extension of the MOU, please sign and date this letter as indicated below and return the original to me. Please do not hesitate to contact me with any questions or concerns.

Sincerely,

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Frederick C. Siger  
Secretary  
Department of Community and Economic Development

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Brandon Carson  
Executive Director  
Pennsylvania Broadband Development Authority

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Date

# Capital Projects Fund: Broadband Infrastructure Program

## Overview

The CPF-BIP is a \$205 million broadband infrastructure program established to facilitate the deployment of high-speed broadband service infrastructure in unserved and underserved areas of the commonwealth. This program accepted applications through August 9, 2023.

## Program Details

- Eligible Entities:
  - Businesses, municipalities, economic development organizations, and non-profits
- Stakeholder and Community Engagement:
  - Exhibit partnerships in planning and implementation with ISPs, local governments, and local stakeholders
- Project Eligibility:
  - Large-scale regional infrastructure
  - Line extension and development
- Eligible Project Costs:
  - Pre-project development costs
  - Cost of repair, rehabilitation, construction, improvement, and acquisition of real property, equipment, and facilities
  - Cost for long-term leases
  - Ancillary costs
  - Administrative
- Matching Funds:
  - Required minimum 25% share of total project cost

## Program Timeline – Anticipated

- Proposed project list review by Board: April 18, 2024
- Awardee Contracting: April – June 2024
- Project Execution: July 2024 – December 2026

## Proposed Awards

- 53 projects
- \$204,168,889 in proposed awards
- 12 unique applicants
- 42 counties impacted
- Over \$200,000,000 in private investment committed

**206 Applications Considered**  
(proposed project locations pictured below)



# Capital Projects Fund

## Digital Connectivity Technology Program Guidelines

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## **Section I – Statement of Purpose**

### **A. Introduction**

The **Digital Connectivity Technology Program** (Technology Program) is funded pursuant to the Coronavirus Capital Projects Fund, established by Section 604 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021. The American Rescue Plan appropriated \$10 billion to the U.S. Treasury to provide states with resources “to carry out critical capital projects directly enabling work, education, and health monitoring, including remote options, in response to the public health emergency with respect to COVID-19.”

The Pennsylvania Broadband Development Authority (PBDA) administers the Technology Program in accordance with [U.S. Treasury guidelines](#) and Act 96 of 2021 (64 Pa.C.S. § 61 *et seq.*). Pennsylvania received a total of \$278,793,641 through the Capital Projects Fund (CPF), of which \$20,000,000 is dedicated for this program.

### **B. Purpose**

These guidelines outline eligibility requirements, as well as the procedures to apply for and receive awards under the Technology Program, a competitive grant program that will increase access to technology devices where affordability<sup>1</sup> has been identified as a barrier to broadband adoption and use.

Addressing the digital divide is key to ensuring equitable economic and social participation for all Pennsylvanians. Lack of access to technology has been a long-known barrier to education and employment opportunities, but the pandemic demonstrated that having a working internet device is a household necessity. Devices such as laptops allow users to fully participate in work, school, and health monitoring activities.

Many individuals and groups of people across the Commonwealth lack the resources for device access, including low-income residents, seniors, and other covered populations<sup>2</sup>. The Technology Program will support institutions equipped to distribute devices to members of the public through short or long-term device loan programs or to be made available for use in public facilities.

## **Section II – Eligibility**

### **A. Eligible Applicants**

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<sup>1</sup> Affordability will be based on household income level within the Census block location of the applicant.

<sup>2</sup> Covered populations, according to the Digital Equity Act of 2021, include low-income households, aging populations, incarcerated individuals, veterans, individuals with disabilities. Individuals with a language barrier, racial and ethnic minorities, and rural inhabitants.

In accordance with the Coronavirus Capital Projects Fund Guidance from U.S. Treasury, grants will be available to public-facing institutions such as libraries, community schools, municipalities, workforce training organizations, not-for-profit organizations, and other community anchor institutions located in areas where affordability has been identified by PBDA as a barrier to broadband adoption and use.

Successful applicants will have the technical, managerial, and financial expertise to design and implement the grant program within the Commonwealth of Pennsylvania.

## **B. Eligible Projects**

Eligible projects under this program will include the acquisition of digital connectivity technology that facilitates broadband internet access and promotes digital literacy and skills training. These devices will be available to be loaned to individuals for use in their home, or for use in public spaces. No fee or cost is permitted to be passed on from the grantee to the end user in association with devices. Ownership of the device must be maintained by the grantee.

Devices available through the program will include laptops. The grant award will also include a four-year factory warranty, an accidental damage warranty, and shipping and handling.

## **Section III – Program Requirements**

### **A. Affordability Determination**

Per U.S. Treasury requirements, awards must be granted to organizations located in areas of the Commonwealth where affordability has been identified as a barrier to broadband adoption and use. Affordability as a qualifying factor will be based on the income level of the Census block area where the applicant is located.

### **B. Access to Digital Skills Training**

Successful applicants will provide access to a digital skills and literacy training program(s) to the individuals served by the devices made available through the grant. Applicants with existing trainings will include a clear and detailed outline of the goals, components, and timeline of the training(s). Applicants without existing training or applicants who want to enhance their training offerings will be provided recommended resources by PBDA. Specific training program details will be determined by the applicant and included in the project application.

### **C. Matching Funds**

Matching funds are not required for this program; however, applicants are encouraged to show proof of matching funds that will be utilized for value-added programmatic purposes to enhance the project outcome of this grant.

### **D. Project Sustainability**

Applications must incorporate a viable strategy that extends beyond initial investment to maintain devices. Thus, applications must include a sustainability model or long-term plan beyond the period of performance (December 31, 2026). The applicant assumes full responsibility for the replacement of the devices in the event that such devices are not covered by warranty, or in cases of loss, where the warranty or loss coverage is found to be inadequate. This should address the following:

- Ways in which the property owner(s) will cover all necessary costs, including device repair and updates, where relevant.
- Acknowledgement that the applicant will retain ownership of the devices for a minimum of five years after completion of the program.
- A detailed plan for how devices will be cared for, maintained, and disposed of after they no longer function.
- A detailed list of intended activities, outputs, outcomes, progress indicators, means of verification, and risks and assumptions associated with the project.

#### **E. Stakeholder and Community Engagement**

Applications must list and describe key partnerships involved in project planning, implementation, and monitoring. Examples include local government bodies, community leaders, community-based organizations and anchor institutions, and residents. Letters of support are encouraged.

#### **F. Proof of Notification**

The applicant must provide proof that the county and host municipality has been notified about the intended project. This should be in the form of letters of support from county or municipal leaders.

#### **G. Other Requirements**

##### **1. Conflict of Interest Provision**

An officer, director or employee of an applicant who is a party to, or who has a private interest in a project shall disclose the nature and extent of the interest to the governing body of the applicant and may not vote on action of the applicant concerning the project, nor participate in the deliberations of the applicant concerning the project.

##### **2. Nondiscrimination**

No assistance shall be awarded to an applicant under this program unless the applicant certifies that the applicant shall not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws. All contracts for work to be paid with grant funds must contain the Commonwealth's official nondiscrimination clause.

##### **3. Project Records**

The applicant must maintain full and accurate records with respect to the project and must ensure adequate control over related parties in the project. PBDA requires access to such records, and the applicant must agree to allow PBDA to inspect all work, invoices, materials, and other relevant records at reasonable times and places. Upon request of PBDA, the applicant must furnish all data, reports, contracts, documents, and other information relevant to the funded project.

**4. Guideline Provisions**

These guideline provisions may be modified or waived by PBDA unless otherwise required by law.

**5. Reporting**

Grantees will be required to submit quarterly and annual progress reports through to the completion of the Technology Program. Reporting requirements and technical assistance will be provided once contracts are executed.

**6. Federal Law Compliance**

Applicants are responsible for complying with all applicable federal laws throughout the grant process. Grant funds through this grant program must be expended in ways that comply with applicable federal laws, including the 2019 National Defense Authorization Act (NDAA). Among other requirements, this includes certain provisions of the NDAA and contains prohibitions on the use of grant funds to procure or obtain certain telecommunications and video surveillance services or equipment provided or produced by designated entities, including certain entities owned or controlled by the People's Republic of China.

Additionally, projects funded through this grant program must comply with all applicable environmental laws. Generally, the National Environmental Policy Act does not apply to projects funded by Technology Program projects. Generally, projects that do not involve construction activities will not be subject to federal environmental review requirements. For assistance in meeting compliance standards, applicants are encouraged to refer to relevant sections of Treasury's "CPF Environmental Questionnaire", available at <https://home.treasury.gov/system/files/136/CPF-Environmental-Questionnaire.pdf>.

**7. Governance and Project Management**

Applications must describe how the Technology Program project will be managed, and by what entity, as well as the governance structure overseeing the management of the project. Responsible parties should also be included on the project timeline and list of deliverables included in the "Application Questions" section of these guidelines. Per US Treasury Guidance, devices must be managed as a capital asset.

**8. Final Report**

Successful applicants will be required to provide a final report three months after project completion. This final report will outline the activities that took place during the project, including total project costs and a description of the use of grant awards.



The report will also include a summary of how the project implemented a sustainability plan addressed and enhanced equity in the community.

i. **Clawback**

Should the grantee fail to utilize the devices, or any portion thereof, as stipulated in the grant contract, the grantee will be held financially responsible to PBDA for the monetary equivalent to that of the devices.

ii. **Restriction on Eligibility for Future Funding**

In addition to all legal remedies outlined within the grant agreement and in Pennsylvania law, should a clawback procedure be initiated by PBDA, the grantee shall be prohibited from submitting applications for future awards under any broadband-related grant program administered by PBDA.

## **Section IV – Grants**

1. Grantees will not receive grant awards directly. Awarded devices will be delivered directly to grantees.
2. Applicants may request a **minimum of 20 devices** or a **maximum of 200 devices** per award.

## **Section V – Application Procedures**

### **A. Application Procedures**

To apply for funding, the applicant must submit the electronic online Department of Community and Economic Development Single Application for Assistance located at [www.esa.dced.state.pa.us](http://www.esa.dced.state.pa.us). Required supplemental information outlined in Appendix I of these guidelines must be attached electronically to the application as directed on the Addenda tab within the Single Application for Assistance website.

For technical inquiries regarding the submission of the online application, contact the Customer Service Center by calling (800) 379-7448 or (717) 787-3405, or email [Radcedcs@pa.gov](mailto:Radcedcs@pa.gov), Monday through Friday from 8:30am to 5:00pm.

### **B. Program Timeline**

All projects funded through this Technology Program must reach substantial completion before December 31, 2026. Substantial completion is defined as the date for which the project can fulfill the primary operations that it was designed to perform, delivering services to end-users. At substantial completion, services implemented as a result of the project must be operational.

## **Section VI – Application Evaluation**

Grant applications will be evaluated based on the following criteria:



1. A clear description of how devices will enable work, education, and health monitoring activities.
2. A clear description of how the critical need identified and addressed by the proposed project was exacerbated or highlighted by the COVID-19 pandemic.
3. How the proposed project addresses the critical needs of the communities to be served.
4. Clearly delineated measurement of activities, outputs, and outcomes for the proposed project.
5. The extent to which the devices will be publicly accessible to the community.
6. Whether the proposed project will serve populations with the greatest digital need, particularly those communities that are predominantly low-income, historically limited, and/or underrepresented.
7. The quality, feasibility, and degree of detail that is included in the project and sustainability plans.
8. A clear outreach plan to ensure community needs are met through the proposed project.

Supplemental Evaluation Information:

1. In making its determination of appropriate grant funding for individual projects proposed, PBDA and the review committee appointed by PBDA may request the following information from all applicants, at its sole discretion, subsequent to the receipt of an application:
  - Additional narrative.
  - Interviews with representatives of the applicant, including community partners named as part of an application.
2. During the review and interview process, applicants should also be prepared to discuss alternate scenarios in which a proposed project can only be partially funded due to limited available resources. In such circumstances, applicants shall be permitted the right to resubmit their narrative and/or cost applications as part of the Committee's review process.
3. PBDA reserves the right to evaluate and provide revisions to proposed projects to ensure that more equitable services are provided to the community.
4. PBDA reserves the right to prioritize applications received for this grant program for allocations of future funding, with the concurrence of the applicant, should the application

be judged as technically viable and in accordance with the requirements of the program but cannot be funded due to limited resources.

### **Section VII – Procedure for Accessing Awards**

Upon approval of an application by PBDA, a grant agreement and commitment letter will be electronically issued to the applicant detailing the terms and conditions of the grant. The grantee must provide the names, titles, and e-mail addresses for two authorized individuals to receive and electronically sign the grant agreement. The grant agreement must be electronically signed and returned to PBDA within 30 days of the date of the commitment letter or the offer may be withdrawn by PBDA.

Devices and warranty information will be distributed directly to grant awardees by PBDA. No financial exchange will occur between PBDA and the grantee.

### **Section VIII – Program Inquiries**

Program inquiries should be directed to:

Pennsylvania Broadband Authority  
PA Department of Community & Economic Development  
Commonwealth Keystone Building  
500 North Street, 4<sup>th</sup> Floor  
Harrisburg, PA 17120-0225

Telephone: 1.866.466.3972  
E-mail: [PBDA\\_CapitalProjectsFund@pa.gov](mailto:PBDA_CapitalProjectsFund@pa.gov)

## **Appendix I – Supplemental Information for the Single Application for Assistance**

In addition to completing the online DCED Single Application for Assistance, applicants will be asked to provide the following items when applying:

### **Exhibit 1: Project Description & Justification**

1. **PROJECT OVERVIEW:** Provide a statement of justification for the proposed project that includes an explanation for why the selected communities and programs have been identified to be served by a Technology Program grant, and why there is a critical need for the award.

#### Applications must identify the following information:

- a. Name, address, and mission statement for the organization or institution applying for the grant.
- b. A description of how the proposed project will enable work, education, and health monitoring.
- c. A description of a critical need that will be addressed through the proposed project, and how that need was highlighted or exacerbated by the COVID-19 pandemic.
- d. A description of the community that will be served through the proposed project. Explain why the communities identified to be served by the proposed project have a critical need as it relates to digital literacy and/or internet access. When determining the individuals and communities with a critical need that will be served by a proposed project, applicants may consider federal and/or state-collected data; interviews with community members and business owners; and reports from community organizations.
- e. Indicate the covered population(s) served through the proposed project.
- f. A full description of the planned activities and training programs that will result from the grant award. This should include a description of the project's device loan or use policies.

### **Exhibit 2: Project Readiness**

1. **PLANNING PARTICIPANTS:** Include a list of participants involved in the development of this proposed project. Inclusivity is encouraged. Examples include local government bodies, community leaders, and residents. Letters of support are encouraged.

2. **OUTREACH PLAN:** Describe marketing and outreach activities that will be implemented to raise public awareness about the project and device availability.
3. **TIMELINE:** Include a detailed project timeline in narrative or bulleted list format, including estimated start and end date of digital skills training, as well as a Gantt chart that lists any associated project activities by month. The narrative/list and Gantt chart should identify specific tasks, responsible party, and estimated start and completion dates of each task.
4. **DEVICE AND PROJECT MANAGEMENT:** Identify key individuals responsible for managing and maintaining the devices. Provide a brief description of individuals' roles and responsibilities. Provide detail about how digital skills programs will be made available to the community.
5. **PROOF OF NOTIFICATION:** The applicant must provide proof that the county and/or host municipality, or municipalities, have been notified about the intended project.
6. **PROJECT SUSTAINABILITY:** Applications must incorporate a viable strategy that extends beyond initial investment to maintain, repair, and upgrade devices when necessary. Thus, applications must include a sustainability model or long-term plan for up to five years beyond the period of performance (December 31, 2026). This should address the continued operation of devices in the absence of future federal funding. Applicants should refer to Section III. D (pages 3-4) of these guidelines for more information on project sustainability expectations, and should include the following information:
  - a) Sustainability model
  - b) Intended sustainability outcomes (including what will be achieved, who will benefit, and by when)
  - c) Outputs (specific results that the project will generate)
  - d) Activities (tasks needed to be completed for the output to be achieved)
  - e) Indicators (how achievements will be measured)
  - f) Means of verification (how indicator information will be collected)
  - g) Risks and assumptions (external conditions needed to reach results)
7. **APPLICANT QUALIFICATIONS:** Provide detailed information regarding the experience of the applicant in its ability to manage the project.

**Send Letters of Support to:** [PBDA\\_CapitalProjectsFund@pa.gov](mailto:PBDA_CapitalProjectsFund@pa.gov)

## **Appendix II**

### **Glossary of Terms**

**COMMUNITY ANCHOR INSTITUTION** – An entity, including community schools, libraries, health clinics, health centers, hospitals or other medical providers, public safety entities, institutions of higher education, public housing organizations, or community support organizations, which facilitates greater use of broadband service by vulnerable populations, including low-income individuals, unemployed individuals, and aged individuals, that lack access to gigabit-level broadband service.<sup>i</sup>

**COMMUNITY SCHOOL**- Educational institutions that provide a comprehensive academic program to their students and adult education in the community at large; health monitoring to their students and the community; and workforce training or career counseling services that provide community members with the knowledge needed to engage in work, including digital literacy training programs.

**COVERED POPULATIONS** – As defined in the [State Digital Equity Planning Grant Program](#), covered populations include the following:

- Aging individuals (60 and above);
- Incarcerated individuals, other than individuals who are incarcerated in a Federal correctional facility;
- Veterans;
- Individuals with disabilities;
- Individuals with a language barrier, including individuals who are English learners; and have low levels of literacy;
- Individuals who are members of a racial or ethnic minority group;
- Individuals who primarily reside in a rural area;
- Household income for the most recently completed year is not more than 150 percent of an amount equal to the poverty level, as determined by using criteria of poverty established by the Bureau of the Census.

**DIGITAL DIVIDE** – The gap between those of a populace that have access to the internet and other communication technologies and those that have limited or no access.<sup>ii</sup>

**DIGITAL EQUITY** – Recognizes that digital access and skills are now required for full participation in many aspects of society and the economy. Digital Equity links digital inclusion to social justice and highlights that a lack of access and/or skills can further isolate individuals and communities from a broad range of opportunities.<sup>iii</sup>

The condition in which individuals and communities have the information technology capacity that is needed for full participation in the society and economy of the United States.<sup>iv</sup>

**DIGITAL LITERACY** – The skills associated with using technology to enable users to find, evaluate, organize, create, and communication information.<sup>v</sup>

**EDUCATION** – Activities to acquire knowledge and/or skills, undertaken as part of a person’s participation in school, an academic program, extracurricular program, social-emotional development program for students or youths, internship, or professional development program, or in another educational environment.<sup>vi</sup>

**HEALTH MONITORING** – Services to monitor an individual’s health, including with respect to either physical or behavioral health. Health monitoring activities are often conducted as part of telemedicine appointments with a healthcare provider, but these activities can be conducted in a variety of other ways, such as during in-person appointments with health care providers or as part of community health screening programs.<sup>vii</sup>

**PUBLIC FACING** – An entity is considered public-facing if its services are available year-round to the general public and for no cost or participation fee.

**WORK** – Activities to help community members engaged in employment, search for employment, and/or develop the requisite skills and knowledge to become employed (e.g., participate in career counseling programs, workforce training programs, as well as gain access to internet websites to search for an apply for jobs).<sup>viii</sup>

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<sup>i</sup> PA Act 96 of 2021.

<sup>ii</sup> NTIA. (2016). Broadband USA: Connecting America’s Communities.

<sup>iii</sup> NTIA. (2016). Broadband USA: Connecting America’s Communities.

<sup>iv</sup> Infrastructure Investment and Jobs Act of 2021. (USA).

<sup>v</sup> Infrastructure Investment and Jobs Act of 2021. (USA).

<sup>vi</sup> U.S. Department of the Treasury “Guidance for the Coronavirus Capital Projects Fund”, 2021.

<sup>vii</sup> U.S. Department of the Treasury “Guidance for the Coronavirus Capital Projects Fund”, 2021.

<sup>viii</sup> U.S. Department of the Treasury “Guidance for the Coronavirus Capital Projects Fund”, 2021.

## RECAP

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### Subcommittee Co-chairs & Membership:

*\*\*denotes chairs*

*\*denotes vice-chair:*

Lisa Schaefer**	County Commissioner's Association of PA
Bill Kiger*	Pennsylvania One Call
Jay Summerson	Microsoft
Gary Zingaretti	Zingaretti Enterprises
Julie Tritt Schell	Pennsylvania Department of Education
Steve Schwerbel	Wireless Internet Service Providers Association
Chris Cap	Pennsylvania State Association of Boroughs

### Meeting Schedule:

- Held 5 meetings between June 2023 – April 2024
  - Bi-monthly through the end of 2023. As of 2024, going to quarterly
- 2024 Meetings
  - April 10<sup>th</sup> June 12<sup>th</sup> September 11<sup>th</sup> December 11<sup>th</sup>

### Subcommittee Efforts:

- **Feedback on Capital Projects Funds**
  - Provided feedback on Capital Projects Funds maps
  - Discussed local government input on Capital Projects Funds BIP applications.
  - Provided feedback (5-Year Action Plan, Initial Proposal, and Digital Equity Plan)
- **Grant Program Updates**
  - Provided feedback on former website and provided suggestions for improvement
  - Offered feedback on the resource buckets
  - Newsletter sign-up suggestion implemented
- **Joint Technical / Data & Mapping Subcommittee Meeting**
  - Provided input on draft defined project areas for use in the BEAD program

## FUTURE OUTLOOK

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### Future Considerations:

- **Ongoing Broadband Map Enhancements**
  - Provide feedback and recommendations on additional mapping layers to incorporate
  - Provide feedback and recommendations on mapping application functionality for the PBDA

**RECAP**

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**Subcommittee Co-chairs & Membership:**

\*denotes chair:

Terry Fitzpatrick	Energy Association of Pennsylvania
Steve Samara	Pennsylvania Telephone Association
Bill Wiedenheft	Pennsylvania Intermediate Units
Shane Ellis	Pennsylvania Utility Contractors Association
Jim Gardler	Communications Workers of America
Todd Eachus*	Broadband Communications Association of Pennsylvania
Chris Schubert	Pennsylvania Wireless Association

Chris Schubert was selected for the committee following the departure of Barb Burba-Filoreto. With the departure of Frank Baier there is one vacancy on this committee.

**Meeting Schedule:**

- Five meetings were held between June 2023 – February 2024
  - Meetings were held monthly through 2023. 2024 meetings will be held quarterly.
- 2024 Meetings will be at 3pm on:
  - March 13, June 13, September 12, and December 12

In addition, a joint meeting of the Mapping and Data & Technical subcommittees to review the PBDA staff's initial evaluations was held on March 20, 2024

**Subcommittee Efforts:**

- **Permitting and Access Barriers**
  - Broadband Ready Communities
  - Identified local government permitting and administrative barriers
  - Assisted staff in creation of Broadband Ready Communities Initiative
  - Provided feedback (5-Year Action Plan, Initial Proposal, and Digital Equity Plan)
- **Access Impediments**
  - Railroad Crossings - Cost inconsistency and no defined timelines for approval
  - Pole Attachments - Make Ready timelines averaging more than 180 days for approval
  - Pole Replacements - No consistency or defined cost
  - Underground ROW Access – Street Cut Permits, Markout backlogs
- **Other**
  - Scoring criteria reviewed for CPF.
  - Project Area Definition discussion. Best Option is provider defined areas, but if necessary, Census Block is feasible if flexible.



## **FUTURE OUTLOOK**

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### **Future Considerations:**

- Work with PBDA to encourage adoption of Broadband Ready Communities
- Review of BEAD Volume II Rules and Scoring when Approved - Recommendations
- Review & Monitor Construction Project Progress – Obstacles, Impediments and Complaints.
- Review/discuss predefined project areas for BEAD to ensure understanding and gather input while recognizing the limitations in place from NTIA guidelines and the submitted Initial Proposal Volume II

## **RECAP**

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### **Subcommittee Co-chairs & Membership:**

*\*denotes co-chairs:*

Dan Alwine*	Greater Pittsburgh Chamber of Commerce
Sarah Hammond*	PA AFL-CIO
Lisa Davis	PSU Office of Rural Health
Carrie Nace	PA State Grange
Joseph Gerdes	PA State Association of Township Supervisors
Bailey Thumm	PA Farm Bureau
Amy Sturges	PA Municipal League
Molly de Aguilar	Independence Public Media Foundation

### **Meeting Schedule:**

- Held 5 meetings between June 2023 – February 2024
  - Monthly through the end of 2023. As of 2024, going to bi-monthly
- 2024 Meetings
  - April 24<sup>th</sup> June 27<sup>th</sup> August 28<sup>th</sup> October 24<sup>th</sup> December 18<sup>th</sup>

### **Subcommittee Efforts:**

- ***Community Outreach & Digital Equity Public Comment***
  - Assisted in promoting the community conversations and public comment sessions
  - Provided feedback (5-Year Action Plan, Initial Proposal, and Digital Equity Plan)
- ***Website Update & Marketing Materials***
  - Provided feedback on former website and provided suggestions for improvement
  - Newsletter sign-up suggestion implemented
  - Encouraged the development of one-pager overviews and an overall timeline of milestones, etc. This is being designed presently.

## **FUTURE OUTLOOK**

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### **Future Considerations:**

- ***Participation in local events***
  - Including but not limited to future PBDA Events (i.e. program webinars, conferences), and other community fairs and summits
- ***ACP Awareness***
  - Look at potentially hosting an awareness webinar for legislative members
  - Collaborate with United Way of PA to push messaging out
- ***Educational Opportunities***
  - Propose, plan, and execute future educational events

**RECAP**

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**Subcommittee Co-chairs & Membership:**

*\*Denotes co-chairs:*

Russ McDaid*	Pennsylvania eCommerce Association
Kris Anderson	International Brotherhood of Electric Workers
Mary Dougherty	PA Dept of Labor and Industry
Steve Brame	PA Rural Electric Association
Carl Marrara	PA Manufacturers' Association
Jhansi Waters	PA Department of Labor and Industry
John Pulver	PA Association of Career & Technical Administrators

**Meeting Schedule:**

- From June 2023 to March 2024
  - Conducted monthly meetings until the end of 2023
  - Sub-Committee and new chair agreed to meet bi-monthly in 2024
- New Meeting schedule for 2024 is every other month on the third Wednesday:
  - January 27<sup>th</sup> - Completed
  - March 20<sup>th</sup> - Completed
  - May 15<sup>th</sup> July 17<sup>th</sup> September 18<sup>th</sup> November 20<sup>th</sup>

**Subcommittee Efforts:**

- ***Assisted and provided feedback on the Workforce Readiness section of Volume 2***
  - Broadband Workforce Development Areas (Workforce Readiness Strategies)
  - Percentage of direct hire of the workforce (IP Volume II)
- ***Promoted the Prevailing Wage Series 2: Navigating the Process for Federal Broadband Projects***
- ***Provide essential feedback for edits to the 5-Year Action Plan, workforce strategies, and Digital Equity Plan***
- ***Provided feedback on Commonwealth Transformation Program***

**FUTURE OUTLOOK**

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**Future Considerations:**

- Participate in future BEAD workforce events and partnerships
- Assist in the guidelines of the Broadband Workforce Development Areas
- Recruit a sub-committee member for Post-Secondary and Career and Technical Education, and Supply Chain, and/or a PA Supplier
- Assist in the expansion of the BEAD **Workforce** Resources