

# ARPA SLFRF 1.0 Project Closeout Information Session



*An Overview of Project Closeout Workflows for ARPA SLFRF 1.0*

South Carolina Office of Regulatory Staff | 8.21.2024

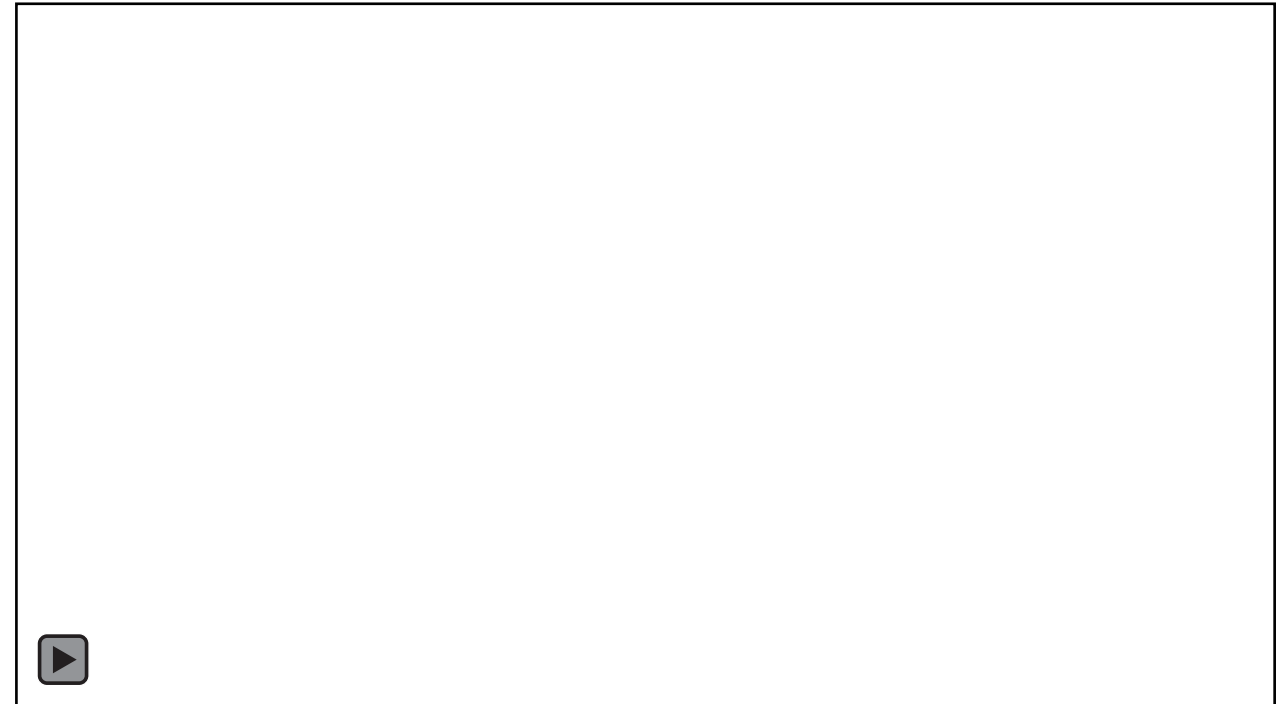
# Agenda

- ✓ Process Overview
- ✓ Pre-Closeout
- ✓ Closeout
  - ✓ Programmatic
  - ✓ Financials
- ✓ Annual Reporting Requirements
- ✓ Q&A



# Process Overview

1. Coordinate with SCBBO to Initiate Closeout
2. Final Fabric Reconciliation
3. Closeout Documentation Given to ISP
4. Closeout Documentation Submitted to SCBBO
5. SCBBO to Review and Address Outliers with ISP
6. SCBBO Payment Issued to ISP



Coordinate with  
SCBBO to  
Initiate Closeout

1

Final Fabric  
Reconciliation

2

Closeout  
Documentation  
Given to ISP

3

Closeout  
Documentation  
Submitted to  
SCBBO

4

SCBBO to  
Review and  
Address Outliers  
with ISP

5

SCBBO Payment  
Issued to ISP

6

# Pre-Closeout

## Programmatic Elements:

- ✓ Construction Quarterly Reports – Throughout the Duration of the Project – Exhibit J
- ✓ Geo-tagged construction photos - Throughout Duration of the Project – Exhibit J
- ✓ Geo-tagged speed test photos - Throughout Duration of the Project – Exhibit J
- ✓ Address all Adoption/Use Activities listed in Grant Agreement
- ✓ Confirm network is complete and functional

## Financial Elements:

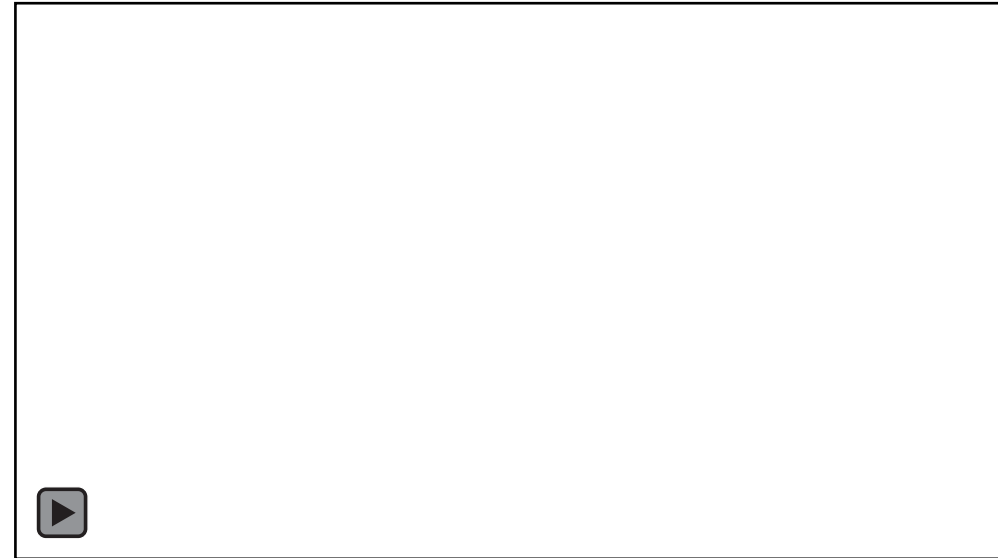
- ✓ Expense Summary Quarterly Reports - Throughout Duration of the Project – Exhibit H
- ✓ Associated Financial Backup



*"Fail to Plan...Plan to Fail"*  
- Benjamin Franklin -

# Closeout Initiation Phase

- Notify SCBBO of intent to wrap up and close out of a project
- SCBBO to conduct final review of geotagged photos of construction and speed tests – Provide Grantee with feedback whether additional information is required
  - Construction photos should show an even distribution throughout the project area
  - Speed tests are used to verify network is capable of reaching 100/100 Mbps
- SCBBO and ORS Finance to review and confirm all Expense and Construction Reports are complete based on quarterly reporting cycle, and, if needed, a Final Expense Report



# FCC Fabric Reconciliation

- SCBBO to provide Final Fabric Reconciliation CSV file(s) to Grantee through Citrix/ShareFile – Files include June and December locations that are **new BSLs only**
  - Grantee will be emailed instructions on how to complete this process
  - **Grantee will review the file(s), add a field, and attribute the locations “Yes”/”No” to indicate acceptance/rejection of the location as being built to/can receive service within 10 business days (with no aid in construction)**
    - If “no”, Grantee must add a second field explaining why
  - If SCBBO determines additional geotagged construction photos/speed tests are needed, Grantee will be informed in their Fabric Reconciliation email
  - Post Construction Reporting List and closeout documents will be provided to Grantee only after Final Fabric Reconciliation is completed

# Documentation Distributed to ISP

- After fabric reconciliation is complete, SCBBO will upload a series of documents to Citrix/ShareFile for Grantee to fill out

ARPA 1.0 Project Closeout > ABC-01 > Closeout Documents Sent to ISP



ARPA 1.0 ABC-01 Post Construction List of Addresses.csv



ARPA 1.0 ABC-01 ISP Project Closeout Form.docx



Exhibit D - Application for Disbursement.docx



Exhibit D - Attachment 1 - Affidavit of Completion and Eligible Expenses.docx



Exhibit D - Attachment 2 - Project Close Out Attestation .docx



Exhibit D - Attachment 4 - Build America, Buy America Certification.docx

# Project Closeout Form

- The Project Closeout Form is composed of a checklist, an Application Narratives section, and a Questions section
- The checklist provides an overview of all programmatic and financial elements to be submitted for closeout
- The Application Narrative section requires Grantee to reflect on the narratives they provided in their grant application
  - The original item and response from the grant agreement (Exhibits A and E) will be listed, followed by a new question for Grantee to answer
  - Grantee enters response after red text reading “ISP Response”

**Item 1** - Describe how your proposal meets the needs of the community to be served as described in the "Guidelines."

PROJECT NARRATIVE FROM GRANT AGREEMENT WILL BE HERE, DO NOT REMOVE

**How has the ISP met the needs of the community? Please Explain**

**ISP Response:** \_\_\_\_\_  
INSERT PROJECT CLOSEOUT RESPONSE HERE



# Project Closeout Form

- For Items 2 and 3, Grantee response must be detailed and specific. Responses saying “Activities listed in application were completed” or repeating the application narrative will be rejected and Grantee will be asked to revise and resubmit.

**Item 2** - Describe any plans or programs you have developed to improve adoption in the community described in this proposal.

PROJECT NARRATIVE FROM GRANT AGREEMENT WILL BE HERE, DO NOT REMOVE

**Has the ISP completed their plans to improve adoption in the community (as stated in Funding Agreement Exhibit A)? Please Explain and provide any additional evidence (as applicable) to support the narrative provided. (Evidence can be inputted into this document or uploaded as a separate attachment to your Citrix folder)**

**ISP Response:** \_\_\_\_\_  
INSERT PROJECT CLOSEOUT RESPONSE HERE

**Item 3** - As part of the Project, explain how the Applicant will make efforts to increase digital literacy, for example, support through online training?

PROJECT NARRATIVE FROM GRANT AGREEMENT WILL BE HERE, DO NOT REMOVE

**As part of this project, how has the ISP made efforts to increase digital literacy? Please Explain and provide any additional evidence (as applicable) to support the narrative provided. (Evidence can be inputted into this document or uploaded as a separate attachment to your Citrix folder)**

**ISP Response:** \_\_\_\_\_  
INSERT PROJECT CLOSEOUT RESPONSE HERE

# Project Closeout Form

- The Questions section contains a series of items used to gather more information on the project’s completion
- This section aids the SCBBO in reconciling artifacts across the project’s lifetime
- Grantee will respond after the red text reading “ISP Response:”
- The Count of Total structures listed in the Grant Agreement will already be filled out, this is the only part of the Questions section Grantee should not add a response to

Please complete the table below:

Count of Total structures listed in the Grant Agreement	Count of Total Structures listed in the Post Construction List of Addresses	Count of Total Structures listed in Exhibit D – Application for Disbursement	Count of Cumulative Structures Passed as reported in final Exhibit J – Quarterly Construction and Financial Progress Report
123	<b>ISP Response:</b>	<b>ISP Response:</b>	<b>ISP Response:</b>

Do the values match across the project documentation listed above? (Yes or No)

**ISP Response:**

If no, provide an explanation as to why the values differ:

**ISP Response:**

# Project Closeout Form

- If there is a significant difference in miles of fiber, then Grantee **must** complete the following section in the Project Closeout Form explaining why

<b>Miles of Fiber as listed in Exhibit D – Application for Disbursement</b>	<b>Miles of Fiber as calculated from as built GIS data</b>	<b>Cumulative Miles of Fiber as reported in final Exhibit J – Quarterly Construction and Financial Progress Report</b>	<b>Cumulative Miles of Fiber as reported and calculated from all submitted Exhibit H – Expense Summary Reports.</b>
20.37	20.35	20.37	28.59

Are the values above within a reasonable threshold across all project documentation? (Yes or No)

If no, provide an explanation as to why the values differ:

# Project Closeout Form

- All data submitted to the ORS must include Federal Geographic Data Committee (“FGDC”) compliant metadata describing the source, characteristics, and methods used for data creation, manipulation/editing, and associated attribution.
  - This metadata should be described in the Project Closeout Form in the question listed below

Please describe the methods used for developing as built GIS data.

## **ISP Response:**

- Respond “No comments” for the question below if you have no comments, do not leave any question of the form blank

Comments, please include any additional comments and/or narrative relevant for the project.

## **ISP Response:**

1

2

3. Documentation Distributed

4

5

6

# Closeout – Programmatic Elements to Submit to SCBBO

- ✓ Completed Project Closeout Form
- ✓ As built fiber lines (GIS Data format)
- ✓ As built network junctions (GIS Data format)
- ✓ Completed Construction Quarterly Report – Final Exhibit J
- ✓ Complete set of Geotagged construction photos – Final Exhibit J (if needed)
- ✓ Complete set of Geotagged speed test photos – Final Exhibit J (if needed)
- ✓ Post Construction Reporting List of Addresses that have access and/or took service, with the speed offered, speed tests, and latency
  - ✓ Speed Test Results for ARPA Reporting



# As Built

- The purpose of the GIS submission is to depict areas where construction has occurred
  - As-built data delivered at the completion of the project should be within +/- 3' horizontal accuracy
    - See Exhibit K of the grant agreement for more information
  - The data is used by the SCBBO to create an As Built Project Map, Grantee does not have to create their own map
- **The GIS submission has two required components**
  - **As built fiber lines**
  - **As built network junctions**
- The components should be saved in a compressed (zipped) folder titled "GIS As Builts (Project Name)", then uploaded to the project's "ISP Closeout Documents and Data Upload" folder in Citrix/ShareFile

Name	Date modified	Type	Size
ABC_01_Line_Work.cpg	7/26/2024 8...	CPG File	1 KB
ABC_01_Line_Work.dbf	7/26/2024 8...	DBF File	45 KB
ABC_01_Line_Work.prj	7/26/2024 8...	PRJ File	1 KB
ABC_01_Line_Work.sbn	7/26/2024 8...	SBN File	8 KB
ABC_01_Line_Work.sbx	7/26/2024 8...	SBX File	1 KB
ABC_01_Line_Work.shp	7/26/2024 8...	SHP File	136 KB
ABC_01_Line_Work.shp	7/26/2024 8...	Microsoft Edge HTM...	2 KB
ABC_01_Line_Work.shx	7/26/2024 8...	SHX File	6 KB
ABC_01_Network_Junctions.cpg	7/26/2024 8...	CPG File	1 KB
ABC_01_Network_Junctions.dbf	7/26/2024 8...	DBF File	45 KB
ABC_01_Network_Junctions.prj	7/26/2024 8...	PRJ File	1 KB
ABC_01_Network_Junctions.sbn	7/26/2024 8...	SBN File	8 KB
ABC_01_Network_Junctions.sbx	7/26/2024 8...	SBX File	1 KB
ABC_01_Network_Junctions.shp	7/26/2024 8...	SHP File	21 KB
ABC_01_Network_Junctions.shp	7/26/2024 8...	Microsoft Edge HTM...	24 KB
ABC_01_Network_Junctions.shx	7/26/2024 8...	SHX File	6 KB

**The SCBBO will send As-built Map through Citrix eSignature platform – Grantee must initial and date – Once initialed, signifies to ISP all programmatic requirements will be complete, finance closeout will commence**

# About Speed Tests

- **Two types of Speed Test submissions**
  - State Requirement - Geotagged Speed Tests (photo) – to verify network is capable of reaching 100/100 Mbps
    - Submitted throughout project duration
  - Federal Requirement through US Treasury - Post Construction Reporting List of Addresses (CSV file) – SCBBO will provide the file, Grantee must fill in speed test results in accordance to posted guidance
    - Submitted during closeout



[https://ors.sc.gov/sites/scors/files/Documents/Broadband/ARPA%20-%20SLFRF/SCBBO%20ARPA%20ISP%20Speedtest%20Reporting%20Guidance%20\(FINAL%202024-02-01\).pdf](https://ors.sc.gov/sites/scors/files/Documents/Broadband/ARPA%20-%20SLFRF/SCBBO%20ARPA%20ISP%20Speedtest%20Reporting%20Guidance%20(FINAL%202024-02-01).pdf)

# Speed Test Protocol for Post Construction Reporting List

## Methodology

<b>Testing Topics</b>	Download Speed (Mbps) Upload Speed (Mbps) Latency (ms)
<b>Number of Locations to Be Tested</b>	20% of total subscribers at project closeout which are capable of meeting 100/100 symmetric speeds; minimum 50 locations unless otherwise instructed by SCBBO. Must be geographically dispersed throughout project area and may be selected by ISP.
<b>Testing Period</b>	9:00am to 11:59pm EST
<b>Testing Frequency</b>	Minimum of 5 tests per location on different dates and times. Populate the post construction list with the average of these 5 tests.
<b>Required Results</b>	At least 80% of all speed test results must be at a minimum of 80% of the subscription connection speeds (uplink/downlink); 95% of latency measurements must be at or below 100 milliseconds round-trip time.
<b>Reporting</b>	Use the Post Construction List Template provided by the SCBBO. See table on page 3.
<b>Testing Methods</b>	Range of methods including Consumer Premises Equipment (CPE) and consumer-generated Ookla Speedtest results via a GPS-equipped device (preferred by SCBBO).

Post-Construction Results (following above Methodology for subset of project area)

<b>Project Name*</b>	As defined in the Grant Agreement
<b>Location Name/ID*</b>	As defined in Grant Agreement
<b>Fabric ID*</b>	LocationID from the BSL Fabric
<b>Latitude*</b>	Latitude from the BSL Fabric
<b>Longitude*</b>	Longitude from the BSL Fabric
<b>FCC Provider ID*</b>	The FCC-supplied Provider ID number issued to the implementing ISP
<b>Technology Type at Location</b>	Fiber (FTTH), Hybrid Fiber Coax (HFC), Fixed Wireless, or, Other
<b>If Technology Type "Other"</b>	Other Broadband Technology
<b>Location Type*</b>	Residential or Business
<b>If Residential, Housing Units at Location*</b>	For Residential BSL's from BSL Fabric Only
<b>Speed Pre-Investment*</b>	Speed of each BSL from SCBBO Eligibility Map
<b>Maximum Download Speed Offered at Location Post-Investment</b>	Maximum advertised download speed offered (Mbps) <i>Example: 100</i>
<b>Maximum Download Speed Delivered at Location Post-Investment</b>	Average Download Speed Delivered (Mbps) <i>Example: 125.3</i>
<b>Maximum Upload Speed Offered at Location Post-Investment</b>	Maximum advertised upload speed offered (Mbps) <i>Example: 100</i>
<b>Maximum Upload Speed Delivered at Location Post-Investment</b>	Average Upload Speed Delivered (Mbps) <i>Example: 120.7</i>
<b>Latency Delivered at Location Post-Investment</b>	Average Delivered Latency (ms) <i>Example: 22</i>

\* Will be pre-populated by the SCBBO.

1

2

3

4. Documentation to Submit

5

6

ORS.SC.GOV



# Closeout – Financial Elements

- ✓ Final Exhibit H, if needed
  - ✓ Invoice on Company Letterhead
  - ✓ Completed Exhibit D – Application for Disbursement
  - ✓ Completed Exhibit D, Attachment 1 – Affidavit of Completion and Eligible Expenses
  - ✓ Completed Exhibit D, Attachment 2 – SLFRF Project Closeout and Attestation
  - ✓ Completed Exhibit D, Attachment 3 (if applicable) – Davis Bacon Certification
  - ✓ Completed Exhibit D, Attachment 4 – Build America, Buy America Certification
- ✓ *All documents that require a signature must be signed by President, CEO or CFO*

# But first.....

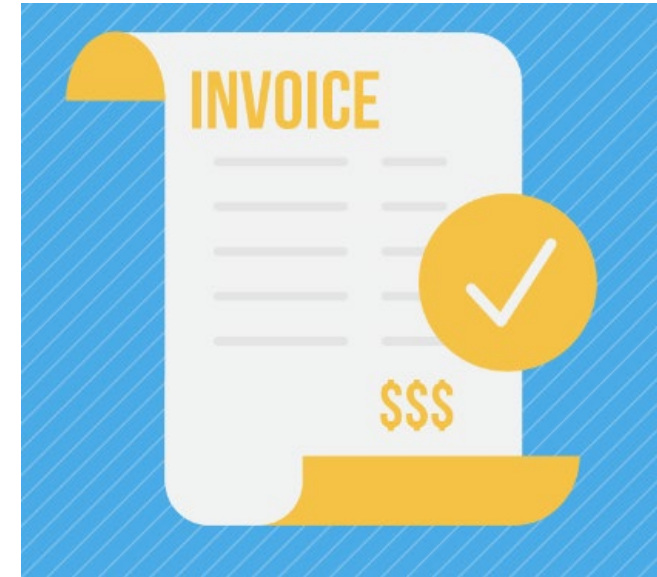
- Prior to submitting any invoice or other required documents:
  - Are all outstanding expense issues/questions resolved?
  - Contact ORS Finance for the Expense Amount and what the invoice amount should be



*If ORS determines that Grantee failed to perform or complete the project, or if it is later determined that Grantee did not comply with all requirements of the Grant agreement, all statutes, laws, regulations, etc., ORS retains the right to pursue any legal remedy, including the recoupment or claw back of Grant monies.*

# Invoice

- On Company Letterhead
- Made out to Office of Regulatory Staff
- Identify Project
- Identify on invoice 'Due Upon Receipt'
- Add statement certifying the charges are true and accurate and in accordance with the grant agreement
- Must be signed by either President, CEO or CFO



# Exhibit D – Application for Disbursement

Complete in its entirety

A – Total Cost provided by ORS

B – Funds Awarded per Grant Agreement

C – Reimbursement Amount (if a project is under budget, ORS will give you this amount – no pennies, please!)

**EXHIBIT D  
APPLICATION FOR DISBURSEMENT**

Grantee Name: \_\_\_\_\_  
 State Vendor Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

	A	B						C
Project ID	Total Project Cost	Funds Awarded	Date of Project Completion	Total Linear Miles of Fiber or Cable Installed	Number of Locations to be Served as Listed in Application	Total Number of Locations with Service Available	Percent of Locations with Service Available	Amount of Disbursement Requested <i>(not to exceed the lesser of ___% of Total Project Cost or the amount of Funds awarded)</i>




# Exhibit D, Attachment 2 – Project Closeout/Attestation

Complete in its entirety

EXHIBIT D ATTACHMENT 2  SLFRF PROJECT CLOSEOUT AND ATTESTATION	
To finalize this award, you are required to provide ORS with a narrative of the outcomes and accomplishments related to the funds spent for the specific purpose as stated in the contract. By completing and signing this report you certify that you followed all American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Fund (SLFRF) rules and regulations as outlined by US Treasury.	
<b>1. Organization/Project Information</b>	
Organization Name:	[Add Entity Name Here]
Project Number:	
Project Name:	
<b>2. Outcomes and Accomplishments:</b>	
[Add Outcomes and Accomplishments Here]	
Compliance with all provisions set forth in the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) final rule ("Final Rule") is a foundational requirement of all ORS ARPA SLFRF Contractors. The submittal of this Attachment is intended to certify that all aspects of the Final Rule, guidance documentation on the Final Rule, and reporting requirements associated with federal funding required provisions have been followed and any future requirements, if any, will be followed.	
The Organization's failure to comply with the provisions of the Final Rule or guidance documentation published by US Treasury shall be regarded as a material breach of the Agreement. As <a href="#">agreed</a> upon per Section VI. Miscellaneous, B. Records & Accounts of the Agreement, Organization will retain all required documents and our records for all work and expenditures on this project until December 31, 2031. Organization also acknowledges that ORS may request any additional information or documentation it deems necessary to demonstrate compliance in the form of an audit or otherwise necessary to its ability to effectively administer Coronavirus State and Local Fiscal Recovery Funds (SLFRF) on behalf of the State of South Carolina.	
Printed Name & Title (President, CEO or CFO)	Date
Signature	

# Exhibit D, Attachment 4 – BABA Certification

- Complete in its entirety
- List all funding sources
- Amounts of all funding sources should equal the total expense number provided by ORS
- Check the appropriate box 

**EXHIBIT D  
ATTACHMENT 4  
BUILD AMERICA, BUY AMERICA CERTIFICATION**

All American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) recipients may be subject to the Build America, Buy America preference requirements set forth in section 70914 of the Build America, Buy America Act when SLFRF award funds are used on an infrastructure project in conjunction with funds from other federal programs that require compliance with the Buy America Preference requirements.

Organization Name:		
Project Number:		
Project Name:		
Period of Performance (Start Date to End Date, DD/MM/YYYY):		

Funding Source 1:	ENTER NAME	ENTER DOLLAR AMOUNT
Funding Source 2:	ENTER NAME	ENTER DOLLAR AMOUNT
Funding Source 3:	ENTER NAME	ENTER DOLLAR AMOUNT
Funding Source 4:	ENTER NAME	ENTER DOLLAR AMOUNT
TOTAL		\$

*Check One:*

I certify to the best of my knowledge and belief, that the above referenced project did not use other federal funding for which Build America, Buy America preference is required.

I certify to the best of my knowledge and belief, that the above referenced project did use other federal funding for which Build America, Buy America preference is required. I also certify that all requirements of the Build America, Buy America Act were followed and met.

I understand that a false statement on this certification shall be regarded as a material breach of the Agreement. I also acknowledge that ORS may request any additional information or documentation it deems necessary to demonstrate compliance in the form of an audit or otherwise pursuant to its ability to effectively administer Coronavirus State and Local Fiscal Recovery Funds (SLFRF) on behalf of the State of South Carolina.

Printed Name & Title (President, CEO or CFO) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_






# Financial Closeout Key Points

- Submit all documents in one pdf
- ORS will provide the final total project cost and, if under budget, the invoice amount (no pennies!)
- Be sure to have documents that require a signature by either the President, CEO or CFO signed
- By submitting the documents, you are confirming that all requirements/restrictions of the grant agreement and ARPA have been followed
- Submitting Exhibit H each quarter and responding/resolving any issues/questions we may have, helps to speed up the finance side of the closeout process



# Example Citrix/ShareFile Submission

ARPA 1.0 Project Closeout > ABC-01 > ISP Closeout Documents and Data Upload

-  Adoption and Use Activities
-  Free Public WiFi Photos
-  ARPA 1.0 ISP Project Closeout Form ABC-01.docx
-  Exhibit H - FINAL Expense Reporting ABC-01.xlsx
-  Exhibit J - FINAL Quarterly Construction and Financial Progress Report ABC-01.xlsx
-  GIS As-Builts ABC-01.zip
-  SLFRF 1.0 ABC-01 Invoice and Attached Exhibits.pdf
-  SLFRF 1.0 Post Construction List of Addresses ABC-01.xlsx

# Submission Formats

- GIS Data
  - Shapefiles in zipped folder
- Project Closeout Form
  - Word
- Exhibit D series, Application for Disbursement, Final Invoice
  - PDF
- Post-Construction List of Addresses, Final Fabric Reconciliation
  - CSV file
- Exhibit H, and Exhibit J
  - Excel (and signed PDF for Exhibit H)

# Misc Reminders

- Ensure numbers across artifacts match (ex: number of locations with service available in Post-Construction Reporting List should match number of locations with service available in Application for Disbursement)
- In the Project Closeout Form:
  - **No portions of this document should be left blank or deleted**
  - Enter responses after the red-text reading "ISP response"
  - Do not edit or replace the existing narratives from the grant agreement
- Evidence for activities in Adoption and Use Commitments must be submitted (including proof of free public WiFi where applicable)



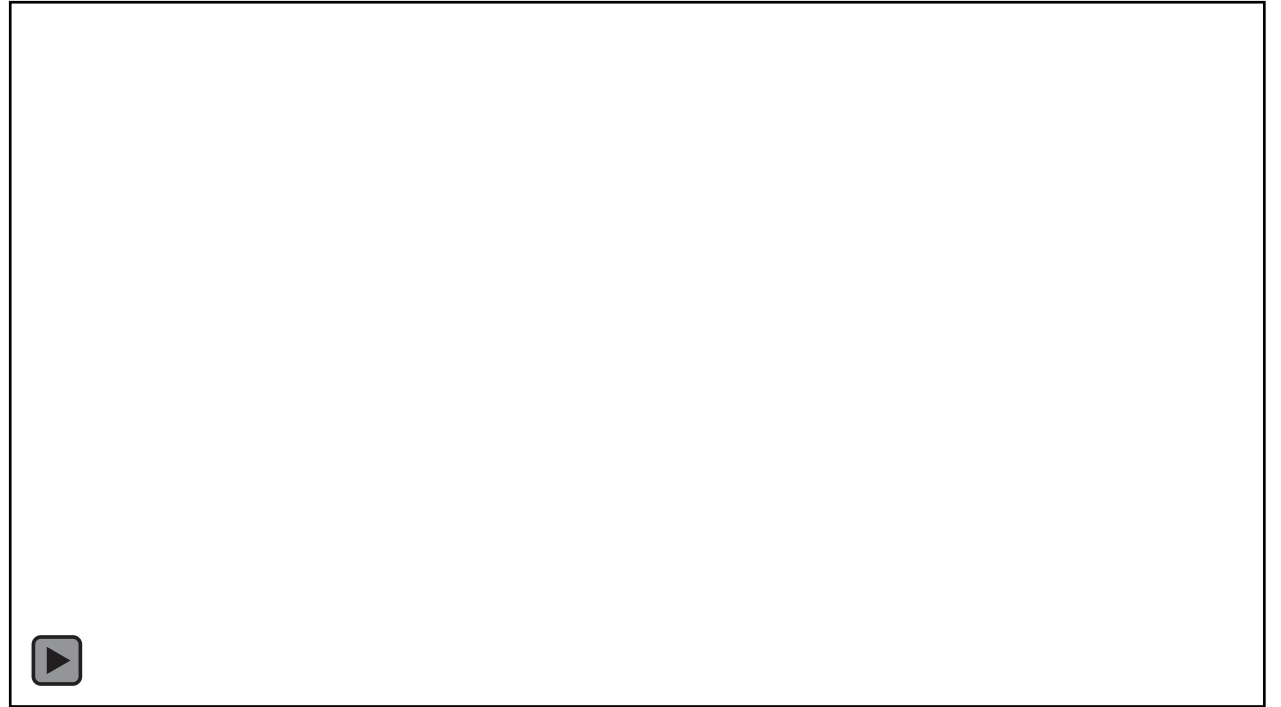
# Misc Reminders

- In Final Exhibit J:
  - Mark project status as completed and indicate what technology was used
  - Reporting period should be "Final Report – Project Closeout," not which quarter it is during submission
- **All permits obtained since project inception must be reported in Exhibit J**
  - Submit any past permits that weren't submitted previously with the final Exhibit J in the Compliance Reporting tab



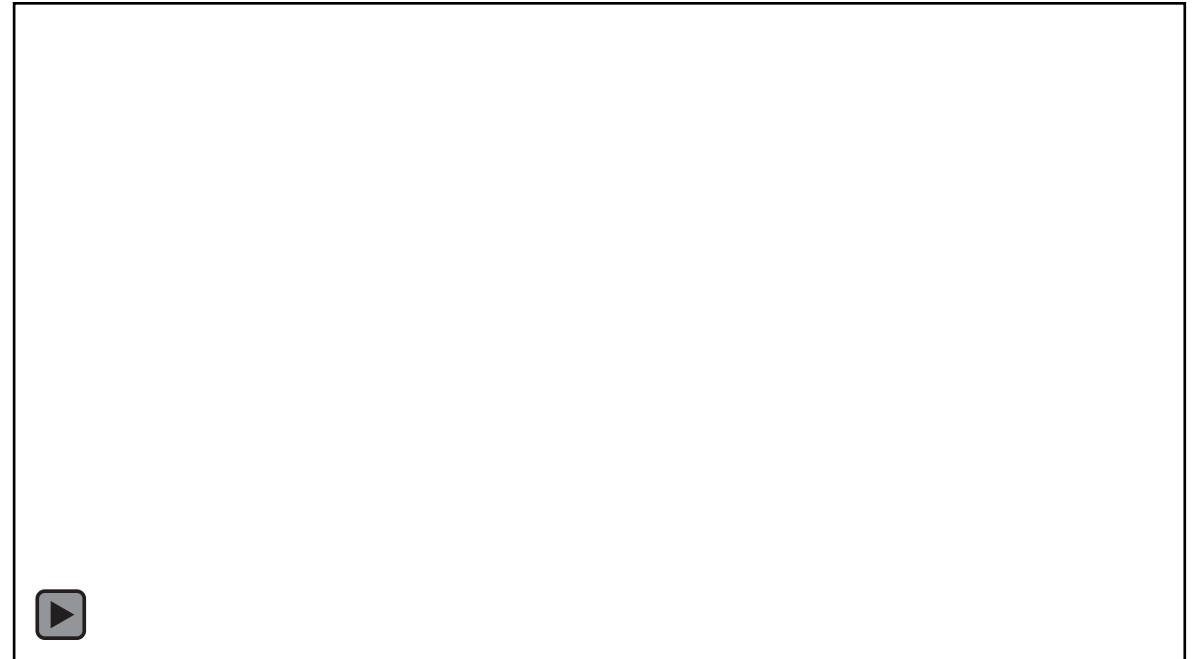
# Now for the part you've all be waiting for.....

- How do I get paid?



# SCBBO Payment Issuance to ISP

- The Broadband Office will notify Finance when their requirements have been satisfied
- Once notified, ORS works with Accounts Payable Dept to process the invoice for payment
- Payment will be received via the payment method associated with ISP's vendor information with the State
- Finance will notify you once the invoice has been entered and approved in the system. Please note, all invoices go through multiple layers of review: ORS AP, ORS Admin, CG's Office, State Treasurer's Office



# Annual Reporting

## Year 1 Submission -

- Grantee must download the “Post Construction List of Addresses Annual Report Template” from the SCBBO ARPA SLFRF 1.0 grant program webpage
- Columns A-P of the template will be completed using the project-specific Post Construction Reporting List of Addresses
  - Grantees may copy and paste values from the post construction list into the Annual Report Template as column headings A-P are identical
  - **Do not change any values within columns A-P to update data from project closeout**
- Complete column Q to indicate the locations that are subscribed to service **as of March 1<sup>st</sup>, to include February’s Billing Cycle, of the annual reporting year**
  - Column Q may differ from columns M, O, and P as grantee subscribers may fluctuate over time
- Grantee must upload their completed project-specific file (using the template provided) to their Citrix/Sharefile “Annual Report” folder for the ARPA SLFRF 1.0 grant program by June 30, 2025
  - A separate annual report submission is due for each individual grant award under a given grant program

L	M	N	O	P	Q
Maximum Download Speed Offered at Location Post-Investment	Maximum Download Speed Delivered at Location Post-Investment	Maximum Upload Speed Offered at Location Post-Investment	Maximum Upload Speed Delivered at Location Post-Investment	Latency Delivered at Location Post-Investment	Year 1 Service as of 3/1/2024
1000	0	1000	0	0	1
1000	0	1000	0	0	1
1000	0	1000	0	0	0
1000	0	1000	0	0	1
1000	0	1000	0	0	0
1000	296	1000	290	3.1	0
1000	0	1000	0	0	0
1000	0	1000	0	0	0
1000	296	1000	290	2.5	1

# Annual Reporting

## Annual Reporting Narrative Submission –

- **After** uploading a completed Post Construction List of Addresses Annual Report file to the appropriate Citrix/Sharefile Folder by the due date, Grantees must also summarize their findings by filling out a form linked here: <https://forms.office.com/g/8bBBHBZeNr>

## Years 2 and 3 (2<sup>nd</sup> and 3<sup>rd</sup>) Annual Reporting Submission -

- Grantee must utilize the previously submitted (i.e., Year 1 for Year 2) Annual Reporting template to complete fields R and S based on the last submission (i.e., 2<sup>nd</sup> annual report will capture subscribers between 1<sup>st</sup> report and 2<sup>nd</sup> report dates).
- Grantee must upload the file to Citrix/ShareFile with a new file name so as not overwrite the previously submitted report(s).
- Along with the completed Post Construction List of Addresses Annual Report file, Grantees must also summarize their finding by filling out the annual report form for the additional yearly submissions.

Grant Program	Year 1 Due by Date	Year 2 Due by Date	Year 3 Due by Date
ARPA SLFRF 1.0	June 30, 2025	June 30, 2026	June 30, 2027



