



# ARPA SLFRF 1.0 Quarterly Reporting Requirements

Informational Webinar

South Carolina Office of Regulatory Staff | March 15, 2023

### Why Are We Here?

**ARPA SLFRF 1.0 Grants** 

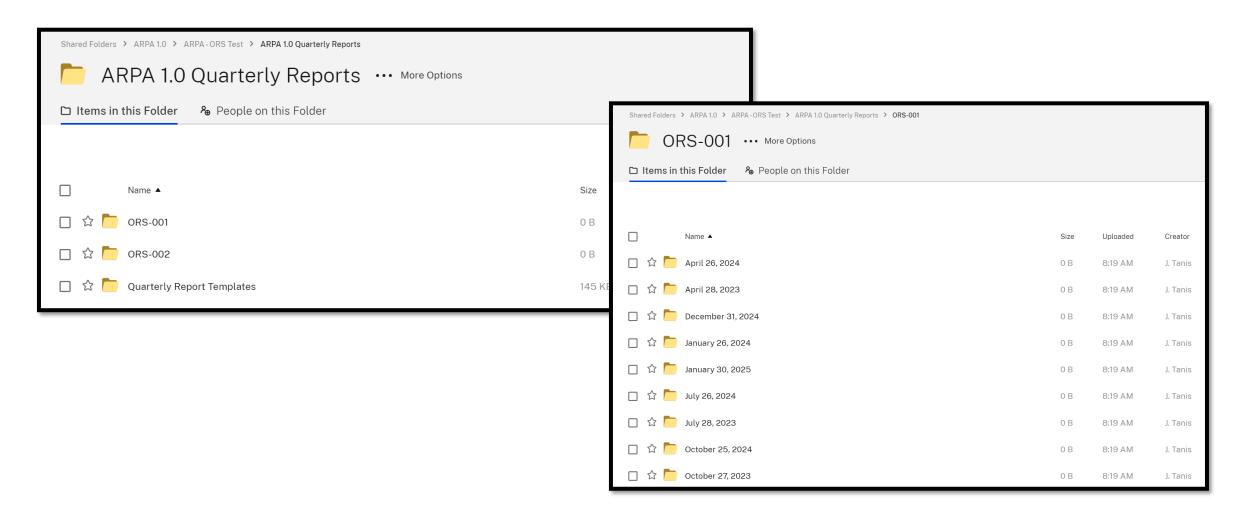
The first quarterly reports are due to ORS APRIL 28, 2023

**ORS** is required to submit Quarterly Reports to US Treasury

### **Objectives**

- Understand Citrix File Upload Protocol
- Walk through Quarterly Expense Report
- Walk through Quarterly Progress Report
- Describe Steps for a Successful Project Closeout
- Discuss Non-Compliance
- Additional Information Due by April 28
  - Updated Exhibit G
  - Updated Exhibit N (for grant awards over \$10M)
  - Bonding and/or Attestation

# Citrix Quarterly Report Upload Protocol



### **Quarterly Expense Report**

- Must Complete Expense Report for each Quarter for each funded project, per the ARPA SLFRF timeline (do not consolidate expense reports across multiple projects into one file)
- Must use template provided by ORS (Exhibit H), available for download from Citrix
- To submit:
  - 1. Must upload Microsoft Excel formatted Expense Report
  - 2. Must provide a single PDF expense report package of backup -

Package should be compiled in this manner:

- Expense Summary Tab signed
- 2. Payroll & Fringe Summary tab signed
- 3. Other Expenses Tab signed:
  - a. Invoice Copy for line 1 (with Line 1 written on invoice)
  - b. Check/ACH Copy for line 1
  - c. Invoice Copy for line 2 (with Line 2 written on invoice)
  - d. Check/ACH Copy for line 2, etc etc
- Materials & Supplies Tab signed:
  - a. Invoice Copy for line 1 (with Line 1 written on invoice, and item highlighted (if multiple items on invoice)
  - b. Check/ACH Copy for line 1
- c. Invoice Copy for line 2 (with Line 1 written on invoice, and item highlighted (if multiple items on invoice)
- d. Check/ACH Copy for line 2, etc etc
- Must show only those expenses from the current reporting period, (incremental only)
- Incomplete reports will be rejected

### **Quarterly Expense Report Explained**

Given the grant is a percent of expenses up to a maximum, ORS tracks cumulative expenses for each project. To facilitate this, ORS developed the template to assist the ISPs with compiling the required documentation. The various categories are very similar to the budget submitted with your application.

### **Goals with the Expense template:**

- ✓ to maintain consistency with expense submittals between all ISPs
- ✓ to ensure ORS is provided with the needed information
- √ to ensure regular reporting intervals
- ✓ allows ORS to review expenses throughout the project to ensure all expenses are eligible

PLEASE DO NOT MAKE ANY CHANGES TO THE TEMPLATE

### **Quarterly Expense Report Explained**

### There are multiple tabs in the workbook:

- Instruction Tab: This tab provides detailed instructions on how to complete the individual tabs
- Expense Summary Tab: This tab rolls up the total expenses from the detail tabs
- Payroll & Fringe Summary Tab: Use this tab to report internal payroll expense (and related ER paid fringe) directly related to construction of the project
- Other Expenses Tab: Use this tab to report expenses other than payroll and materials/supplies
- Materials & Supplies Tab: Report all materials & supplies, by item, on this tab

On all tabs: Blue cells are required data, Grey cells are formulas

# **Quarterly Expense Report Walkthrough**

### **Quarterly Progress Report**

- Must Complete Progress Report for each Quarter for each funded project, per the ARPA SLFRF timeline (do not consolidate reports across multiple projects into one file)
- Must use template provided by ORS (Exhibit J), available for download from Citrix
- Must upload Microsoft Excel formatted Progress Report
- Must upload geotagged photos of construction and speed tests (to verify network is capable of reaching speeds of at least 100 Mbps symmetric service and confirm work was performed in the areas identified in the grant agreement), as separate 'raw' image file(s)
- Incomplete reports will be rejected

# **Quarterly Progress Report**

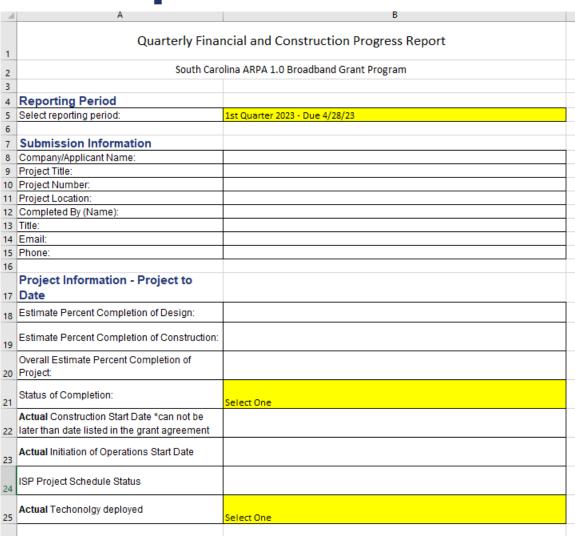
### **Multiple Tabs including Instructions Tab:**

This workbook is to be us	sed for all quarterly reporting and must be paired with Exhibit H; Expense Summary Workbook						
There are 4 tabs that need	to be completed for each quarterly report, details are provided in the sections that follow						
Summary	This tab includes pertinent data ISPs must provide about the project on a quarterly basis						
	Fields highlighted in Yellow are pick lists, choose from selection(s) provided in each list						
	Passed homes/structures are locations that have access and may not have signed up for service						
	All fields must be filled out						
Davis-Bacon	For projects that trigger Davis-Bacon requirements, Grantee must provide quarterly information to ORS.						
	ISP must either certify Davis-Bacon or provide the Employment Details information.						
Compliance Reporting	This tab is intended to capture all permits sought in support of the project						
	Contact information must reflect those individuals who served as the contact for a given permit						
	Contacts serving as Locators and Contractors for all 811 permitting must also be included in Exhibit G						
	If new contacts are chosen to support 811 permitting, ISP must resubmit a revised Exhibit G along with their Quarterly Report and Expense Summary Report						
Geotagged Photos	The status of Project Photos and Speed Test Photos are Required Fields						
	If yes, geotagged photos were included as part of the Quarterly Report, ISP must provide a count of photos in the fields provided						
	Speed test results must be filled out for all homes connected as part of the project						
Certification	ISPs must fill out all fields on this tab for each quarterly report						

Numerous elements from quarterly report are uploaded to US Treasury.

Submission Information Section and Rows 22, 23, 25 will remain static, once filled in.

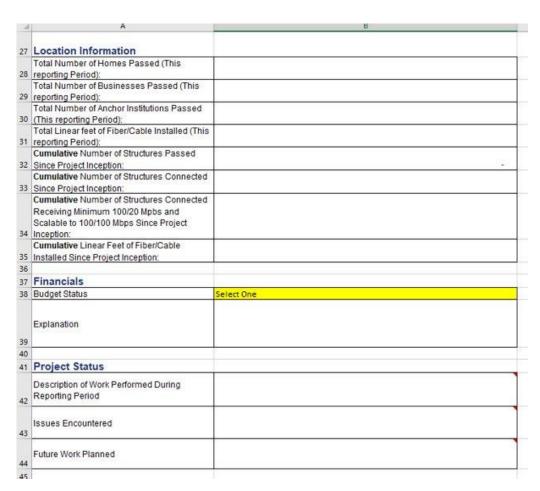
Remaining cells must be updated accordingly during each reporting period.



Report requires BOTH stats for reporting period AND cumulative.

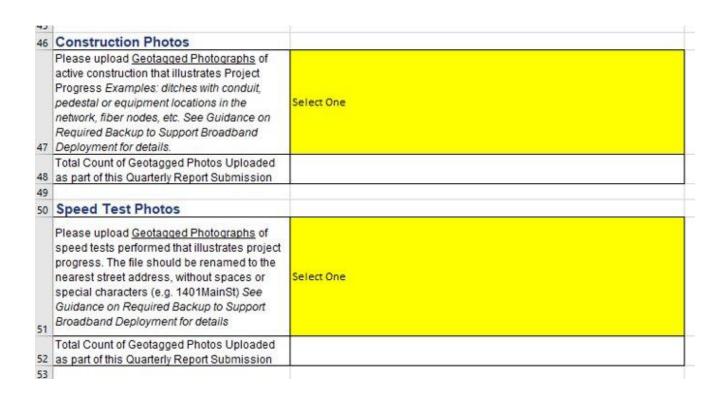
Financials – Requesting brief narrative only, details provided through Quarterly Expense Report.

Project Status – Narrative required, if no issues encountered that may impact project, indicate 'no issues encountered'.

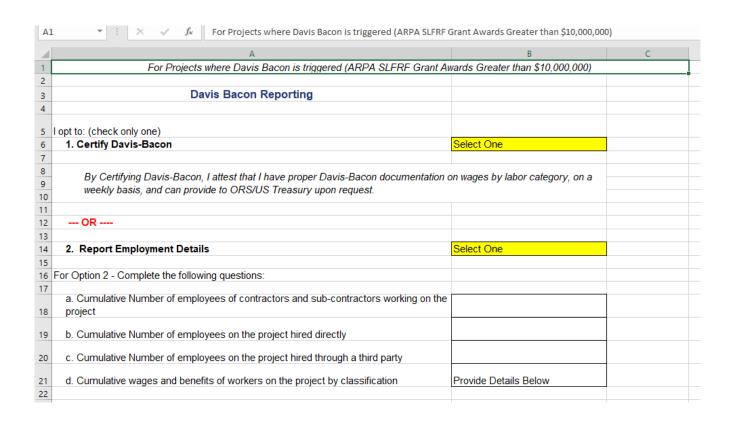


Indicate Yes or No whether quarterly report includes geotagged photos
Upload separately to Citrix.

Add total number of geotagged photos submitted during quarterly reporting period to rows 48 and 52.



Only applies to grant awards greater than \$10 million.

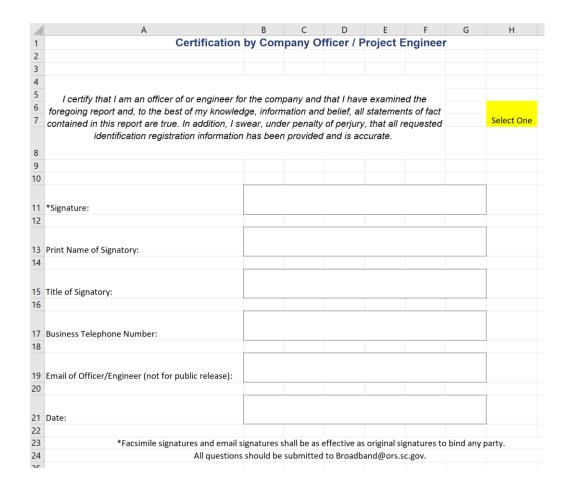


NOT Cumulative, should only reflect permits obtained during reporting period.

	А	В	С	D	E	F	G	Н
1	Compliance Reporting	Provided by Permitting Entity	Conta	Contact Information of Contractor and/or Locator Identified in Exhibit G				
2	Permit Type	Permit ID	Point of Contact Name	Point of Contact Email	Point of Contact Phone Numbe	Date of Original Submission	Cost	Comment
3	Other	▼						
4								
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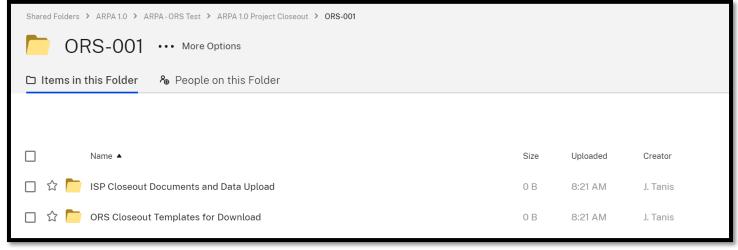
Wet signature not required.

Must Upload Spreadsheet, Backup Data, Documentation to Citrix Platform – Emailing attachments will not be accepted.



### Citrix Project Closeout Upload Protocol





### **Project Closeout**

### ARPA 1.0 ISP Project Closeout Checklist

Prior to payment, under the ARPA 1.0 SLFRF Priority Area Grant Program, the ISP must submit the following items fully completed for each project. Each item will be evaluated comprehensively for completion and verification against all requirements outlined in the grant agreement by the South Carolina Broadband Office (SCBBO).

ISPs must return this completed closeout checklist along with all data elements, financial documents, and reports by uploading data and signed documentation to the ORS Citrix platform in the following folder:

No files will be accepted through email. Submission of all the following items does not guarantee issue of payment for the project. Email broadband@ors.sc.gov with questions.

ISP Name:
Project Name:
Project Number:

### **Programmatic Elements:**

- ✓ As built fiber lines (GIS Data format)
- ✓ As built structures (GIS Data format)
- ✓ As built network junctions (GIS Data format)
- ✓ Completed 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 tests photos Throughout Duration of the Project Exhibit J
- Post construction reporting list of addresses that have access and/or took service with speed offered, speed tests, and latency in the file format provided by SCBBO located (XXXXX).
- √ \*Annual Report Due June 30<sup>th</sup>, 2025
- √ \*Annual Report Due June 30<sup>th</sup> 2026
- √ \*Annual Report Due June 30<sup>th</sup> 2027

### Notes:

\* Annual reports are not a requirement for project closeout.

### Financial Elements:

- ✓ Completed Expense Summary Quarterly Reports Throughout Duration of the Project Exhibit H
- ✓ 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 Davis-Bacon Certification (ONLY FOR THOSE PROJECTS WITH A GRANT AWARD of \$10.000.000 or GREATER)
- √ \*Completed D, Attachment 4 Build America, Buy America Certification
- \*An invoice on company letterhead. Signed by either the President, CEO or CFO certifying the charges are true and accurate and in accordance with the grant agreement.

### Notes:

\* All Exhibit D documents that need a signature must be signed by either the President, CEO or CFO.

Invoices will not be reviewed until all programmatic elements have been submitted, reviewed, and accepted by the SCBBO.

### **Project Closeout**

### APPLICATION NARRATIVES

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



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

ISP Response:

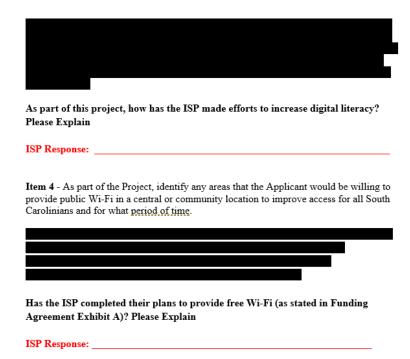
Item 2 - Describe any plans or programs you have developed to improve adoption in the community described in this proposal.



Has the ISP completed their plans to improve adoption in the community (as stated in Funding Agreement Exhibit A)? Please Explain

ISP Response:

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 Closeout**

### CHECKLIST

### Programmatic

Has the ISP completed and uploaded programmatic data and documentation, which includes:

- Has ISP provided all required as built GIS data for the project (Line Work, Network Junctions, and Structures)?
- 2. \_\_\_\_ Has the ISP completed and uploaded the post-construction list of addresses?
- 3. \_\_\_\_ Has the ISP uploaded (to the ORS Citrix File Share), geotagged photos of construction and speed tests and/or billing statements which verifies work has been completed in the funded area?

### Financial

Has the ISP completed and uploaded an invoice package (one PDF file with all required documents) which includes:

(Please check off each item, if #4 isn't applicable, enter N/A)

- 1. \_\_\_\_ 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 Davis-Bacon Certification (ONLY FOR THOSE PROJECTS WITH A GRANT AWARD of \$10,000,000 or GREATER)
- \_\_\_\*Completed Exhibit D, Attachment 4 Build America, Buy America Certification
- \*An invoice on company letterhead. Signed by either the President, CEO or CFO certifying the charges are true and accurate and in accordance with the grant agreement.
  - \* All Exhibit D documents that need a signature must be signed by either the President, CEO or CFO.

### QUESTIONS

Please describe the methods used for developing as built GIS data

### ISP Response:

Does the post construction address specific data plot correctly within the funded project area?

### ISP Response:

Does the count of structures provided in the post construction address list match the count of structures outlined in the grant agreement? Total count in the funding agreement is:

### ISP Response:

Do the geotagged photos of speed tests verify the network is capable of reaching the upload/download speeds outlined in the ISPs grant agreement?

### ISP Response:

Has the ISP completed their commitment to offer Broadband Internet Service a low-cost plan with minimum speeds of 100/20? If yes what is the price and speed offered. Where is the offering published, provide link if available?

### ISP Response:

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

### ISP Response:

### **Post Construction List of Addresses**

	А	R
1	Field Name	Definition
2	*Name	Unique identifer for each record
3	*SLFRF_Project	ISP Name, Project Name, and Number
4	*Lattitude_Longitude_at_StructureLatitudes	Latitude of the structure
5	*Lattitude_Longitude_at_StructureLongitudes	Longitude of the structure
6	*Technology_Type_Used_to_Offer_SVCc	Technology offered at the location
7	*Location_Typec	Structure Type
8	*If_Technology_Type_Other_Explainc	If the technology was not fiber, cable, or fixed wireless
9	*Speed_Tier_at_the_Location_Pre_SLFRFc	Service avaiable at the location pre APRA 1.0 SLFRF investment
0	*If_Residential_Number_of_Housing_Unitsc	Number of hosuing units
1	Maximum_Download_Speed_Offeredc	Maximum Download speed offered at the structure
2	Maximum_Download_Speed_Deliveredc	Speed Test download speed at the structure if service was taken
3	Maximum_Upload_Speed_Offeredc	Maximum Upload speed offered at the structure
4	Maximum_Upload_Speed_Deliveredc	Speed Test upload speed at the structure if service was taken
5	Latencyc	Latency from the speed test at the structre if service was taken
6	*Fabric_ID_Numberc	FCC Fabric ID
7	Comment	Comment if additional addresses were added to this list
8		
9	*Pre-Populated	
10		

### What Constitutes Non-Compliance?

### VII. EVENT OF DEFAULT; REMEDIES

- A. Default. Any of the following acts or omissions of Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 1) Breach by Grantee of any term, condition, covenant, agreement, or certification contained in this Agreement;
- 2) The use of Grant funds for any purpose other than as provided in this Agreement or to reimburse any expenses other than those related to the Project;
- 3) The failure to complete the Project by the Project Completion Date or as set forth in the Agreement, or otherwise unsatisfactory performance or completion of the Project, as determined by ORS in its sole discretion;
- 4) Grantee's bankruptcy, insolvency, or the dissolution or liquidation of meaningful progress is not occurring, ORS shall provide notice and if Grantee's business organization or assets;

  Grantee does not cure as set forth in subsection B, ORS may terminate

- 5) Failure to submit any report or submission of an incomplete report required hereunder;
- 6) Failure to submit expenses by due dates and in the format as determined and requested by ORS;
- 7) Failure to maintain, or permit access to, the records required hereunder;
- 8) Failure to perform any of the other covenants and conditions of this Agreement, including but not limited to, failure to complete the Project by the Project Completion Date;
- 9) A change in Grantee's staffing capacity that adversely affects Grantee's ability to complete the Project by the Project Completion Date, in the sole discretion of ORS.
- 10) Except as provided in Section X, where ORS determines that meaningful progress is not occurring, ORS shall provide notice and if Grantee does not cure as set forth in subsection B, ORS may terminate this agreement.

### Path of Escalation

### **ORS** shall:

- Give Grantee written notice of an Event of Default, and
- Grantee shall have thirty (30) calendar days from the date of such notice to cure the default.

Upon the occurrence of an Event of Default that continues beyond the thirty (30) day cure period, ORS shall:

Have the right to terminate this Agreement immediately by written notice to Grantee.

Notwithstanding the above or anything in this Agreement to the contrary, upon the occurrence of an Event of Default under this Agreement involving Grantee's bankruptcy, insolvency, or the dissolution or liquidation of Grantee's business organization or assets, ORS shall be entitled and have the right to immediately terminate this Agreement, without notice or a cure period.

Two successive Events of Default by Grantee may result in termination of this Agreement immediately by written notice to Grantee.

### What's Due on April 28, 2023?

### ALL Documentation and Data is to be UPLOADED TO ORS CITRIX Platform:

- 1) Quarterly Expense Report
  - 1) Backup for Expense Report
- 2) Quarterly Progress Report
  - 1) Backup for Quarterly Progress Report
- 3) Revised Exhibit G 811 Contractors
- 4) Revised Exhibit N Programmatic Data for Grant Awards over \$10 million
- 5) Bond or Attestation with telecommunications/electrical plant in production over \$100 million in SC