



**BROADBAND
OFFICE**



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


Shared Folders > ARPA 1.0 > ARPA - ORS Test > ARPA 1.0 Quarterly Reports


 ARPA 1.0 Quarterly Reports ... More Options










[Items in this Folder](#)  People on this Folder

<input type="checkbox"/>	Name ▲	Size
<input type="checkbox"/> ☆ 	ORS-001	0 B
<input type="checkbox"/> ☆ 	ORS-002	0 B
<input type="checkbox"/> ☆ 	Quarterly Report Templates	145 KB

Shared Folders > ARPA 1.0 > ARPA - ORS Test > ARPA 1.0 Quarterly Reports > ORS-001

 ORS-001 ... More Options

[Items in this Folder](#)  People on this Folder

<input type="checkbox"/>	Name ▲	Size	Uploaded	Creator
<input type="checkbox"/> ☆ 	April 26, 2024	0 B	8:19 AM	J. Tanis
<input type="checkbox"/> ☆ 	April 28, 2023	0 B	8:19 AM	J. Tanis
<input type="checkbox"/> ☆ 	December 31, 2024	0 B	8:19 AM	J. Tanis
<input type="checkbox"/> ☆ 	January 26, 2024	0 B	8:19 AM	J. Tanis
<input type="checkbox"/> ☆ 	January 30, 2025	0 B	8:19 AM	J. Tanis
<input type="checkbox"/> ☆ 	July 26, 2024	0 B	8:19 AM	J. Tanis
<input type="checkbox"/> ☆ 	July 28, 2023	0 B	8:19 AM	J. Tanis
<input type="checkbox"/> ☆ 	October 25, 2024	0 B	8:19 AM	J. Tanis
<input type="checkbox"/> ☆ 	October 27, 2023	0 B	8:19 AM	J. Tanis

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:

 1. 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
 4. 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 used 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	<p>This tab includes pertinent data ISPs must provide about the project on a quarterly basis</p> <p>Fields highlighted in Yellow are pick lists, choose from selection(s) provided in each list</p> <p>Passed homes/structures are locations that have access and may not have signed up for service</p> <p>All fields must be filled out</p>
Davis-Bacon	<p>For projects that trigger Davis-Bacon requirements, Grantee must provide quarterly information to ORS.</p> <p>ISP must either certify Davis-Bacon or provide the Employment Details information.</p>
Compliance Reporting	<p>This tab is intended to capture all permits sought in support of the project</p> <p>Contact information must reflect those individuals who served as the contact for a given permit</p> <p>Contacts serving as Locators and Contractors for all 811 permitting must also be included in Exhibit G</p> <p>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</p>
Geotagged Photos	<p>The status of Project Photos and Speed Test Photos are Required Fields</p> <p>If yes, geotagged photos were included as part of the Quarterly Report, ISP must provide a count of photos in the fields provided</p> <p>Speed test results must be filled out for all homes connected as part of the project</p>
Certification	ISPs must fill out all fields on this tab for each quarterly report

Quarterly Progress Report Explained

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.

	A	B
1	Quarterly Financial and Construction Progress Report	
2	South Carolina ARPA 1.0 Broadband Grant Program	
3		
4	Reporting Period	
5	Select reporting period:	1st Quarter 2023 - Due 4/28/23
6		
7	Submission Information	
8	Company/Applicant Name:	
9	Project Title:	
10	Project Number:	
11	Project Location:	
12	Completed By (Name):	
13	Title:	
14	Email:	
15	Phone:	
16		
17	Project Information - Project to Date	
18	Estimate Percent Completion of Design:	
19	Estimate Percent Completion of Construction:	
20	Overall Estimate Percent Completion of Project:	
21	Status of Completion:	Select One
22	Actual Construction Start Date *can not be later than date listed in the grant agreement	
23	Actual Initiation of Operations Start Date	
24	ISP Project Schedule Status	
25	Actual Techonolgy deployed	Select One

Quarterly Progress Report Explained

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’.

	A	B
27	Location Information	
28	Total Number of Homes Passed (This reporting Period):	
29	Total Number of Businesses Passed (This reporting Period):	
30	Total Number of Anchor Institutions Passed (This reporting Period):	
31	Total Linear feet of Fiber/Cable Installed (This reporting Period):	
32	Cumulative Number of Structures Passed Since Project Inception:	
33	Cumulative Number of Structures Connected Since Project Inception:	
34	Cumulative Number of Structures Connected Receiving Minimum 100/20 Mbps and Scalable to 100/100 Mbps Since Project Inception:	
35	Cumulative Linear Feet of Fiber/Cable Installed Since Project Inception:	
36		
37	Financials	
38	Budget Status	Select One
39	Explanation	
40		
41	Project Status	
42	Description of Work Performed During Reporting Period	
43	Issues Encountered	
44	Future Work Planned	
45		

Quarterly Progress Report Explained

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.

46	Construction Photos	
47	Please upload <u>Geotagged Photographs</u> of active construction that illustrates Project Progress <i>Examples: ditches with conduit, pedestal or equipment locations in the network, fiber nodes, etc. See Guidance on Required Backup to Support Broadband Deployment for details.</i>	Select One
48	Total Count of Geotagged Photos Uploaded as part of this Quarterly Report Submission	
49		
50	Speed Test Photos	
51	Please upload <u>Geotagged Photographs</u> of speed tests performed that illustrates project progress. The file should be renamed to the nearest street address, without spaces or special characters (e.g. 1401MainSt) See <i>Guidance on Required Backup to Support Broadband Deployment for details</i>	Select One
52	Total Count of Geotagged Photos Uploaded as part of this Quarterly Report Submission	
53		

Quarterly Progress Report Explained

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

A1	A	B	C
1	For Projects where Davis Bacon is triggered (ARPA SLFRF Grant Awards Greater than \$10,000,000)		
2			
3	Davis Bacon Reporting		
4			
5	I opt to: (check only one)		
6	1. Certify Davis-Bacon	Select One	
7			
8	<i>By Certifying Davis-Bacon, I attest that I have proper Davis-Bacon documentation on wages by labor category, on a weekly basis, and can provide to ORS/US Treasury upon request.</i>		
9			
10			
11			
12	--- OR ---		
13			
14	2. Report Employment Details	Select One	
15			
16	For Option 2 - Complete the following questions:		
17			
18	a. Cumulative Number of employees of contractors and sub-contractors working on the project		
19	b. Cumulative Number of employees on the project hired directly		
20	c. Cumulative Number of employees on the project hired through a third party		
21	d. Cumulative wages and benefits of workers on the project by classification	Provide Details Below	
22			

Quarterly Progress Report Explained

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

	A	B	C	D	E	F	G	H
1	Compliance Reporting	Provided by Permitting Entity	Contact Information of Contractor and/or Locator Identified in Exhibit G				Based on fees assessed by Permitting Entity, if applicable	
2	Permit Type	Permit ID	Point of Contact Name	Point of Contact Email	Point of Contact Phone Number	Date of Original Submission	Cost	Comment
3	Other							
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								

Quarterly Progress Report Explained

Wet signature not required.

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

	A	B	C	D	E	F	G	H		
1	Certification by Company Officer / Project Engineer									
2										
3										
4										
5	<i>I certify that I am an officer or engineer for the company and that I have examined the foregoing report and, to the best of my knowledge, information and belief, all statements of fact contained in this report are true. In addition, I swear, under penalty of perjury, that all requested identification registration information has been provided and is accurate.</i>									
6								Select One		
7										
8										
9										
10										
11	*Signature:									
12										
13	Print Name of Signatory:									
14										
15	Title of Signatory:									
16										
17	Business Telephone Number:									
18										
19	Email of Officer/Engineer (not for public release):									
20										
21	Date:									
22										
23	<small>*Facsimile signatures and email signatures shall be as effective as original signatures to bind any party.</small>									
24	<small>All questions should be submitted to Broadband@ors.sc.gov.</small>									

Citrix Project Closeout Upload Protocol

Shared Folders > ARPA 1.0 > ARPA - ORS Test > ARPA 1.0 Project Closeout

📁 ARPA 1.0 Project Closeout ... More Options

📁 Items in this Folder 👤 People on this Folder

<input type="checkbox"/>	Name ▲	Size	Uploaded	Creator
<input type="checkbox"/>	☆ 📁 ORS-001	0 B	8:21 AM	J. Tanis

Email me when a file is: Downloaded from this folder Uplo

Shared Folders > ARPA 1.0 > ARPA - ORS Test > ARPA 1.0 Project Closeout > ORS-001

📁 ORS-001 ... More Options

📁 Items in this Folder 👤 People on this Folder

<input type="checkbox"/>	Name ▲	Size	Uploaded	Creator
<input type="checkbox"/>	☆ 📁 ISP Closeout Documents and Data Upload	0 B	8:21 AM	J. Tanis
<input type="checkbox"/>	☆ 📁 ORS Closeout Templates for Download	0 B	8:21 AM	J. Tanis

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: [REDACTED]

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: [REDACTED]

Project Name: [REDACTED]

Project Number: [REDACTED]

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 30th, 2025
- ✓ *Annual Report Due June 30th [2026](#)
- ✓ *Annual Report Due June 30th [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."

[REDACTED]

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.

[REDACTED]

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?

[REDACTED]

[REDACTED]

As part of this project, how has the ISP made efforts to increase digital literacy? Please Explain

ISP Response: _____

Item 4 - As part of the Project, identify any areas that the Applicant would be willing to provide public Wi-Fi in a central or community location to improve access for all South Carolinians and for what period of time.

[REDACTED]

Has the ISP completed their plans to provide free Wi-Fi (as stated in Funding Agreement Exhibit A)? Please Explain

ISP Response: _____

Project Closeout

CHECKLIST

Programmatic

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

1. 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
2. *Completed Exhibit D, Attachment 1 – Affidavit of Completion and Eligible Expenses
3. *Completed Exhibit D, Attachment 2 – SLFRF Project Closeout and Attestation
4. *Completed Exhibit D, Attachment 3 – Davis-Bacon Certification (ONLY FOR THOSE PROJECTS WITH A GRANT AWARD of \$10,000,000 or GREATER)
5. *Completed Exhibit D, Attachment 4 – Build America, Buy America Certification
6. *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 ISP's 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

	A	B
1	Field Name	Definition
2	*Name	Unique identifier for each record
3	*SLFRF_Project	ISP Name, Project Name, and Number
4	*Latitude_Longitude_at_Structure__Latitude__s	Latitude of the structure
5	*Latitude_Longitude_at_Structure__Longitude__s	Longitude of the structure
6	*Technology_Type_Used_to_Offer_SVC__c	Technology offered at the location
7	*Location_Type__c	Structure Type
8	*If_Technology_Type_Other_Explain__c	If the technology was not fiber, cable, or fixed wireless
9	*Speed_Tier_at_the_Location_Pre_SLFRF__c	Service available at the location pre APRA 1.0 SLFRF investment
0	*If_Residential_Number_of_Housing_Units__c	Number of housing units
1	Maximum_Download_Speed_Offered__c	Maximum Download speed offered at the structure
2	Maximum_Download_Speed_Delivered__c	Speed Test download speed at the structure if service was taken
3	Maximum_Upload_Speed_Offered__c	Maximum Upload speed offered at the structure
4	Maximum_Upload_Speed_Delivered__c	Speed Test upload speed at the structure if service was taken
5	Latency__c	Latency from the speed test at the structure if service was taken
6	*Fabric_ID_Number__c	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 Grantee’s business organization or assets;

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