



# **Arizona Broadband Development Grant Program**

## **Reporting Requirements Guidelines**

Arizona Commerce Authority

January 2024

## Table of Contents

1. Background .....	3
2. Statutory Requirements and Guiding Documents .....	4
2.1 All Programs.....	4
2.2 Capital Projects Fund Programs.....	4
3. Reporting Requirements.....	5
4. Quarterly Project and Expenditure Report .....	7
5. Annual Performance Report .....	7
6. Close Out Report.....	8
7. Appendix A: Quarterly P&E Report.....	8
7.1 Quarterly P&E Report Questions.....	9
8. Appendix B: Annual Performance Report .....	12
8.1 General Information.....	12
8.2 Annual Performance Report .....	13
9. Appendix C: Final Closeout Report.....	17
9.1 General Information.....	17
9.2 Final Close Out Report.....	18
10. Appendix D: Definitions and Acronyms.....	23

# 1. Background

The U.S. Treasury's Capital Projects Fund (CPF) Program was established under Section 9901 of the American Rescue Plan Act of 2021 to allow State and Tribal governments to carry out critical capital projects directly enabling work, education, and health monitoring. The program includes providing funding to states, territories, and tribal governments to support the deployment of broadband infrastructure and related programs. The CPF program was established to promote the development of high-speed broadband infrastructure to ensure high-quality, reliable, and affordable internet connectivity to all residents of the US, particularly those in underserved and rural areas.

The CPF program provides funding for a range of broadband infrastructure projects, including fiber-optic networks, hybrid fiber-coaxial networks, fixed wireless broadband, mobile broadband, and satellite broadband. Additionally, CPF program funding can be used to support a wide range of broadband-related initiatives, including digital literacy and adoption programs, workforce development programs, and public safety initiatives.

The U.S. Treasury approved Arizona's plan to invest \$100 million of CPF funding in broadband infrastructure projects that will provide high-quality internet to locations that lack access to adequate service. Arizona will implement two broadband infrastructure programs that aim to provide reliable internet access to areas of the state lacking adequate service. The Arizona Broadband Development Rural Infrastructure Grant Program (ABDG-Rural) is a competitive grant program designed to expand high-speed broadband in the state's thirteen rural counties. The Arizona Broadband Development Urban Infrastructure Grant Program (ABDG-Urban) is a competitive grant program designed to improve and expand broadband infrastructure in the state's two urban counties. The ABDG Program will extend high-speed internet connectivity to unserved and underserved areas and sources funded from the CPF program under the American Rescue Plan Act (ARPA) of 2021. Funds were allocated as follows:

1. **ABDG-Rural:** Consists of an award for reimbursement of costs associated with activities directly related to the construction, installation, or improvement of broadband infrastructure. An individual ABDG-Rural award cannot exceed \$10,000,000. It is anticipated that few applications will request the maximum award amount.
2. **ABDG-Urban:** Consists of an award for reimbursement of costs associated with activities directly related to the construction, installation, or improvement of broadband infrastructure. An individual ABDG-Urban award cannot exceed \$5,000,000. It is anticipated that few applications will request the maximum award amount.

In accordance with the regulations set forth by Title 2 Code of Federal Regulations (CFR) Part 200 (2 CFR 200), the terms and conditions of federal awards generally flow down to subcontracts and subawards. This means that those receiving federal funding must comply with requirements regardless of whether they are a recipient or subrecipient of a federal award. This includes guidance and requirements set forth by both the federal agency that houses the grant (the U.S. Department of Treasury) and the main recipient distributing the funds (ACA State Broadband

Office). The state will follow the guidance set forth by the Treasury and the language contained within the Grant Agreements.

## 2. Statutory Requirements and Guiding Documents

Monitoring and compliance reviews are designed to address applicable federal and state regulations, program requirements, as well as Grant Agreements, including but not limited to:

### 2.1 All Programs

1. **Code of Federal Regulations** - [Title 2 Code of Federal Regulations \(CFR\) Part 200](#). 2 CFR 200 is a set of rules and regulations for federal grants that created uniform administrative requirements, cost principles, and audit requirements for Federal awards.
2. **Arizona Broadband Development Grant Agreement**
3. **Arizona Commerce Authority** - [Arizona BEAD Five-Year Action Plan](#). Arizona's vision is to provide dependable and affordable high-speed internet services to every community and access to the necessary digital skills, so every resident can fully participate in a digital world.
4. **Arizona Commerce Authority** - [Initial Proposal for the Broadband Equity, Access and Deployment \(BEAD\) Volumes I & II](#). Volume I outlines existing broadband funding within Arizona, the list of the locations designated as unserved and underserved in the FCC National Broadband Map, Arizona's Community Anchor Institutions (CAIs) as defined by the National Telecommunications and Information Administration (NTIA) and the proposed plan for the BEAD challenge process. Volume II outlines the long-term objectives for deploying broadband, closing the digital divide, addressing access, affordability, equity, and adoption issues, and enhancing economic growth and job creation including information developed in the Five-Year Action Plan.
5. **Arizona Commerce Authority** - [ACA Broadband Development Program website information and guidance](#).
6. **Arizona Commerce Authority** – [ACA Uniform Terms and Conditions](#).

### 2.2 Capital Projects Fund Programs

The [U.S. Treasury Capital Projects Fund website](#) contains several helpful documents, including the following:

1. **Federal CPF Award Information:**
  - a) [CPF Assistance Listing \(formerly known as CFDA number\): 21.029](#)
  - b) Federal Award Date: February 8, 2022
  - c) Federal Award Identification Number (FAIN): CPFFN0147
2. **U.S. Department of the Treasury** – [Capital Projects Fund Guidance](#). This guidance provides a summary of project eligibility and terms and conditions, as well as information about the process for applying for a grant under the CPF program.

3. **U.S. Department of the Treasury** – [Capital Projects Fund Frequently Asked Questions \(FAQ\)](#). This document contains answers to frequently asked questions regarding the Capital Projects Fund (CPF). Treasury will be updating this document periodically in response to questions received from stakeholders. Recipients and stakeholders should consult Treasury's CPF Guidance for additional information.
4. **U.S. Department of the Treasury** – [Capital Projects Fund Compliance and Reporting Guidance](#). This guidance provides additional detail and clarification about reporting and compliance responsibilities under the CPF program and should be read in concert with the Award Terms and Conditions, the Grant Agreement, the authorizing CPF statute, and other regulatory and statutory requirements, including regulatory requirements under the Uniform Guidance (2 CFR Part 200). Please see the Assistance Listing in SAM.gov under assistance listing number (formerly known as CFDA number), 21.029 for more information.
5. **U.S. Department of the Treasury** – [Capital Projects Fund Project and Expenditure Report User Guide](#). This document provides information on using Treasury's portal to submit the required CPF Project and Expenditure reports.
6. **U.S. Department of the Treasury** – [Supplementary Broadband Guidance](#). In response to questions from recipients and internet service providers, Treasury is issuing the following guidance regarding the application of the Uniform Guidance to broadband infrastructure projects.
7. **U.S. Department of the Treasury** – [Capital Projects Fund Grant Plan Best Practices](#). This document provides a brief overview of the CPF Grant and Program Plan submission process and identifies several best practices for recipients.
8. **U.S. Chief Financial Officers Council's Program Integrity** – The [Antifraud Playbook](#) provides an overview of practical and actionable guidance to reduce fraud risk.
9. **U.S. Government Accountability Office** – Standards for Internal Control in the Federal Government ("[Green Book](#)").

### 3. Reporting Requirements

In accordance with the Grant Agreement established by the State Broadband Office and the guidance set forth by the Treasury, accurate, standardized quarterly and annual monitoring reports are required. Such reports and their delivery cadence are described in this document.

There are two types of reporting requirements for the CPF / ABDG Program.

1. **Project and Expenditure Report (P&E)**: A quarterly report to provide information on projects funded, obligations, expenditures, project status, outputs, performance indicators, and other information.
2. **Performance Report**: An annual report to provide information on CPF-funded projects and to describe the outputs and outcomes of the projects.

Reporting will be due from subrecipients according to the schedule below, which may be modified by the State Broadband Office. The subrecipient will be responsible for providing financial

reporting information to the State Broadband Office, including the required project narrative and data required for reporting to Treasury. All reporting must be submitted through the eCivis portal.

**Table 1: Subrecipient Quarterly Progress Report Timelines**

Report Type	Period Covered	Due Date
P&E Q1	January 1, 2023 – March 31, 2023	April 20, 2023
P&E Q2	April 1, 2023 – June 30, 2023	July 20, 2023
P&E Q3	July 1, 2023 – September 30, 2023	October 20, 2023
P&E Q4	October 1, 2023 – December 31, 2023	January 20, 2024
P&E Q1	January 1, 2024 – March 31, 2024	April 20, 2024
P&E Q2	April 1, 2024 – June 30, 2024	July 20, 2024
P&E Q3	July 1, 2024 – September 30, 2024	October 20, 2024
P&E Q4	October 1, 2024 – December 31, 2024	January 20, 2025
P&E Q1	January 1, 2025 – March 31, 2025	April 20, 2025
P&E Q2	April 1, 2025 – June 30, 2025	July 20, 2025
P&E Q3	July 1, 2025 – September 30, 2025	October 20, 2025
P&E Q4	October 1, 2025 – December 31, 2025	January 20, 2026
P&E Q1	January 1, 2026 – March 31, 2026	April 20, 2026
P&E Q2	April 1, 2026 – June 30, 2026	July 20, 2026
P&E Q3	July 1, 2026 – September 30, 2026	October 20, 2026
P&E Q4	October 1, 2026 – December 31, 2026	January 20, 2027

**Table 2: Annual Subrecipient Report Timelines**

Report	Report Type	Period Covered	Due Date
P1	Performance	All Performance until June 30, 2023	July 20, 2023
P2	Performance	July 1, 2023 - June 30, 2024	July 20, 2024
P3	Performance	July 1, 2024 - June 30, 2025	July 20, 2025
P4	Performance	July 1, 2025 - June 30, 2026	July 20, 2026
P5	Performance/Closeout	July 1, 2026 - December 31, 2026	January 20, 2027

## 4. Quarterly Project and Expenditure Report

The Quarterly P&E Report is a Microsoft Excel template (See Appendix A) that provides an overview of a project's status and expenses incurred during the quarter. The purpose of this report is to closely monitor the project's progress, identify any issues, and measure performance to stay on track towards meeting the ABDG Program's goals and objectives.

Subrecipients are the organizations who have received funding from the ABDG Program to execute a specific project. As such, they are responsible for providing detailed and accurate quarterly reports related to the progress of the project.

Subrecipients that receive funds from the ABDG Program must submit their Quarterly P&E Reports to the State Broadband Office no later than 20 calendar days after the last day of each calendar quarter. Subrecipients must report their expenses and project progress four times each year, regardless of the actual start and end dates of their specific projects. The due dates for these reports are included in the tables above. Timely and comprehensive reporting will ensure that the State Broadband Office can accurately report on progress, recognize milestones, and identify any issues that need resolution as soon as possible.

## 5. Annual Performance Report

The Annual Performance Report (see Appendix B) requirement states that any subrecipient receiving grant funding through the CPF / ABDG Program must submit a comprehensive report to the State Broadband Office by July 20th of each year during the project period. This report must include data on program goals and project outcomes achieved during the reporting period and for three (3) years after project completion.

Any discrepancies or issues with a subrecipient's report will be flagged on submittal and findings will be communicated to the grantee for resolution. Once the issues have been resolved, the State Broadband Office will review the report.

### Annual Performance Report

- **Executive Summary** - Provide a high-level overview of the actual uses of funding and any key outcomes, challenges, or opportunities.
- **Usage of Funds** - Provide a short narrative describing the intended and actual use of funds.
- **Promoting of Equitable Outcomes and Addressing Critical Needs** - Use qualitative and quantitative data to describe how equitable outcomes have been achieved or promoted during the reporting period.
- **Workforce (labor) Practices** - Describe any of the following practices used on projects: project labor agreements, community benefits agreements, prevailing wage requirements, and local hiring.
- **Community Engagement** - Describe any community engagement activities performed.
- **Civil Rights Compliance** - Provide a narrative describing compliance status with civil rights requirements.



## 6. Close Out Report

No later than 60 calendar days following the completion of the project or termination of the Grant Agreement or expenditure of all award funds, whichever occurs later, a subrecipient shall file a Close Out Report (see Appendix C). The requirements included within the Close Out Report are different for this report compared to the Annual Performance Reports. Subrecipients will be expected to return any funds not obligated or expended for eligible uses within the eligible cost timeframe. Subrecipients shall include all required information described in the Close Out Report.

## 7. Appendix A: Quarterly P&E Report

The ABDG subrecipients are required to submit a Quarterly P&E Report to ACA no later than 20 calendar days after the last day of each calendar quarter, which will provide a project status update and their broadband service commitments as outlined in their Grant Agreement. The Quarterly P&E Report will be submitted as a Microsoft Excel template and uploaded into eCivis. Section 7.1 provides a list of the questions within the Microsoft Excel template. The Quarterly P&E Report template will be subject to change by the State Broadband Office.

*Screenshot of Quarterly P&E Report*

Question	Question Text	Response
Project Name	Enter your project name in the field that is provided. (Max length - 100 characters)	
Identification Number	Enter the identification number created by the recipient in the field provided. (Max length - 20 characters)	
Subrecipient UEI	The UEI of this subrecipient (alpha-numeric, max Characters 12)	
Subrecipient TIN	The EIN number of this subrecipient. (Number, max Characters 9)	
Project Description	Enter the description of your project in the field provided (Max length - 3000 characters)	
Capital Asset Ownership Type	Select one of the following options from a picklist: 1. Private 2. State Government 3. Municipal or Township Government 4. County Government 5. Tribal Government 6. Co-operative 7. Other	
Total CPF Funding for Project	Enter the total amount of CPF funding budgeted for the project (Max length - 16 characters and two decimals. Do not use "\$" and do not use "," when entering amounts)	
Total From all Funding Sources	Enter the total amount budgeted for the project from all funding sources, including but not limited to non-CPF federal funding sources, and private funding sources. Be sure to include CPF funding as well. (Max length - 16 characters and two decimals. Do not use "\$" and do not use "," when entering amounts)	
Narrative Description	If Other is selected for the previous field, please provide a narrative description. (Max characters - 3000)	
Current Period Obligation	If Other selected for Capital Asset Ownership Type recipients will see this question. Provide the amount of the current period obligation (Max length - 15 characters) (Do not use \$) (Do not use "," when entering amounts)	
Current Period Expenditure	Provide the amount of the current period expenditure (Max length - 15 characters) (Do not use \$)(Do not use "," when entering amounts)	
Cumulative Obligation	Provide the amount of the cumulative obligation (Max length - 15 characters) (Do not use \$)(Do not use "," when entering amounts)	
Cumulative Expenditure	Provide the amount of the cumulative expenditure (Max length - 15 characters) (Do not use \$) (Cumulative expenditures cannot be higher than current obligations or cumulative obligations.) (Do not use "," when entering amounts)	
Cost Overview	Provide a brief description of the major activities on which funds were expended during the reporting period, including costs related to community engagement and any other Ancillary Costs. (Max length - 3000 characters) Select an option from the following picklist:	
Project Status	1. Not Started 2. Less than 50 percent complete 3. More than 50 percent complete 4. Completed	
Projected Con. Start Date	MUST use two characters for the month, two characters for the day, and four characters for the year, exemplified here: XXXX/XXXX/XXXX If Project Status has a value of 1, 2, or 3, recipients will be prompted to respond to this question.	



## 7.1 Quarterly P&E Report Questions

Quarterly P&E Report	
Subaward and Subrecipient Information	
<b>Subaward Information</b>	<p>Complete reporting template with the following information:</p> <ul style="list-style-type: none"> <li>• Project Identification Number</li> <li>• Subaward Number (Provided by State Broadband Office)</li> <li>• Subaward Date</li> <li>• Total Award Amount</li> <li>• Period of Performance Start and End dates</li> </ul>
<b>Subrecipient Information</b>	<p>Complete reporting template with the following information:</p> <ul style="list-style-type: none"> <li>• Subrecipient name</li> <li>• Tax ID number and Unique Entity Identifier (UEI)</li> <li>• Point of contact name, phone number, email address, zip code, address, city, and state</li> </ul>
<b>General Project Information</b>	<p>Complete reporting template with the following information:</p> <ul style="list-style-type: none"> <li>• Project Name</li> <li>• Identification Number (Provided by State Broadband Office)</li> <li>• Project Description</li> <li>• Capital Asset Ownership Type (Private, State Government, Municipal or Township Government, County Government, Tribal Government, Co-operative, Other)</li> <li>• Total CPF Funding for the Project</li> <li>• Total From all Funding Sources for the Project</li> <li>• Major Activities Description</li> <li>• Narrative Description (Only required if Capital Asset Ownership is "Other")</li> </ul>
<b>Obligation, Expenditure and Status</b>	<p>Complete reporting template with the following information:</p> <ul style="list-style-type: none"> <li>• Current Period Obligation and Expenditure</li> <li>• Cumulative Obligation and Expenditure</li> </ul>

**Quarterly P&E Report**

**Subaward and Subrecipient Information**

	<ul style="list-style-type: none"> <li>• Cost Overview</li> <li>• Project Status (Select from Not Started, &lt;50% Complete, &gt;50% Complete, Completed)</li> <li>• Projected Construction Start Date, Completion Date, and Initiation of Operations (Entry dependent on project status, for example projects &lt;50% do not require a projected start date)</li> <li>• Actual Construction Start Date, Completion Date, and Operations Date</li> <li>• Operations Explanation</li> </ul>
<p><b>Additional Sources of Funding</b></p>	<p>Complete reporting template with the following information:</p> <ul style="list-style-type: none"> <li>• Other Federal Funding</li> <li>• Matching Funds</li> </ul> <p><b>Information below is only required if the response to Matching Funds is “Yes”</b></p> <ul style="list-style-type: none"> <li>• Program Information</li> <li>• Amount of Matching Funds</li> <li>• Target Project Info</li> </ul> <p><b>Information below is only required if the response to Cumulative Obligations is \$5.0 million or more</b></p> <ul style="list-style-type: none"> <li>• Davis Bacon Certification</li> <li>• Number of Direct Employees</li> <li>• Number of Contractor Employees</li> <li>• Number of 3rd Party Employees</li> <li>• Any Wages Less Than Prevailing</li> <li>• Wages and benefits of workers on the project by classification</li> <li>• Project Labor Certification</li> <li>• Assurance of Adequate Labor</li> <li>• Minimizing Risks</li> <li>• Description of safe and healthy workplace</li> </ul>

**Quarterly P&E Report**

**Subaward and Subrecipient Information**

	<ul style="list-style-type: none"> <li>• Project Labor Agreement</li> <li>• Prioritize Local Hires</li> <li>• Community Benefit Agreement</li> <li>• Description of Community Benefit Agreement</li> </ul>
<p><b>Broadband Infrastructure Projects</b></p>	<p>Complete reporting template with the following information:</p> <ul style="list-style-type: none"> <li>• Technology Type (Planned and Actual)</li> <li>• Total Miles of Fiber Deployed (Planned and Actual)</li> <li>• Total Number of Locations Served (Planned and Actual) <ul style="list-style-type: none"> <li>• Less than 25/3 Mbps (Planned)</li> <li>• 25/3 Mbps and 100/20 Mbps (Planned)</li> <li>• Minimum 100/100 Mbps (Planned and Actual)</li> <li>• 100/20 Mbps to 100/100 Mbps (Planned and Actual)</li> </ul> </li> <li>• Explanation of any discrepancies</li> <li>• Total Number of Locations Served by Type: <ul style="list-style-type: none"> <li>• Residential (Planned and Actual)</li> <li>• Total Housing Units (Planned and Actual)</li> <li>• Business (Planned and Actual)</li> <li>• Community Anchor Institution (Planned and Actual)</li> </ul> </li> <li>• Affordable Connectivity Program (ACP)</li> </ul>
<p><b>Location Data</b></p>	<p>For projects marked as “Complete” provide the following information:</p> <ul style="list-style-type: none"> <li>• Project Name</li> <li>• Project identification number</li> <li>• Fabric ID (if available) from the FCC Broadband Serviceable Location Fabric for the location</li> <li>• Latitude/Longitude</li> <li>• Technology Type</li> <li>• Location Type</li> </ul>

<b>Quarterly P&amp;E Report</b>	
<b>Subaward and Subrecipient Information</b>	
	<ul style="list-style-type: none"> <li>• Housing Units at Location (only required for Residential Location Type)</li> <li>• Download/Upload Speed Pre-Investment</li> <li>• Maximum Download Speed Offered at Location Post-Investment</li> <li>• Maximum Download Speed Delivered at Location Post-Investment</li> <li>• Maximum Upload Speed Offered at Location Post-Investment</li> <li>• Maximum Upload Speed Delivered at Location Post-Investment</li> <li>• Latency Delivered at Location Post-Investment</li> <li>• FCC Issued Provider ID #</li> </ul>
<b>Speed and Pricing</b>	<ul style="list-style-type: none"> <li>• Provide each speed tier at which service is offered on the CPF-funded network</li> <li>• Provide the non-promotional base price for service at the speed tier, not including associated fees or taxes</li> <li>• Provide a list and the amount of any fees associated with service at this speed tier</li> </ul>

## 8. Appendix B: Annual Performance Report

ABDG subrecipients must submit an Annual Performance Report to State Broadband Office no later than July 20th of each year of the project, which will provide information related to program goals and project outcomes.

### 8.1 General Information

<b>General Information</b>	
Project Title	
<b>Applicant Information</b>	
Organization Legal Name	
Mailing Address	

<b>General Information</b>	
Website	
<b>Primary Contact</b>	
Name	
Title	
Phone Number(s)	
Email Address(s)	
<b>Secondary Contact</b>	
Name	
Title	
Phone Number(s)	
Email Address(s)	
<b>Other Details</b>	
Tax ID number (TIN)	
Unique Entity Identifier	
Date of Award	
Total Award Amount (\$M)	

## 8.2 Annual Performance Report

<b>Project Description</b>
A brief description to provide understanding of the objective(s) and major activities that will occur throughout the Project.
<b>Executive Summary</b>

High-level overview of the project along with uses of funds and progress made during the period covered towards objectives stated in the corresponding approved Program plan.

The Executive Summary should also include an overview of key outcomes and any noteworthy challenges or opportunities identified during the period covered.

Key Outcomes	Challenges

**Project Status**

Please provide the details of activities implemented over the reporting period, including summaries of key milestones achieved, outputs produced, and outcomes achieved.

Please provide any narratives about individuals/households that are benefitting from ABDG funds, including information about methods used for collecting and measuring success.

Please provide the information regarding ACP participation and service affordability.

Please provide the information regarding project network reliability (i.e., outages).

Please provide the details of any notable challenges and the status of each challenge.

Please provide the overview and outcomes of costs incurred to support bringing the project into full use (e.g., focused advertising to increase broadband subscriptions in high-need communities, community engagement to support successful operations, etc.).

Please provide the details of activities planned for the next reporting period.

**Uses of Funds**

Please provide a short narrative describing the intended and actual use of funds and the performance of the Project. The narrative should also explain the data, including performance indicators, submitted via the Quarterly Project and Expenditure Reports during the period covered and must address the following topics:

- Activities implemented over the period covered, including summaries of key milestones achieved, outputs produced, and outcomes achieved;
- Activities planned for the next period covered;
- Narratives about individuals/households benefiting from CPF funds, including information about methods used for collecting and measuring success;
- Notable challenges and the status of each challenge;
- Overview and outcomes of ancillary costs incurred to support bringing the capital asset(s) into full use (e.g., focused advertising to increase broadband subscriptions in high-need communities, digital literacy training to support device loan programs, community engagement to support successful operations, etc.).

Please provide the overview and details of results generated by the ancillary costs incurred in facilitating the full utilization of the capital asset(s) (for instance, targeted advertising to increase broadband subscriptions in high-need areas, digital literacy training for supporting loan programs for devices, community participation for the successful operation of the project, etc.).

**Promoting Equitable Outcomes and Addressing Critical Needs**

Please provide the description of any historically underserved, marginalized, or adversely affected groups, including those living in rural areas and/or high-poverty areas, that the project is designed to serve.

Please provide the details of the extent to which members of these communities, including households, businesses, and other organizations, had equal and practical access to information about the services provided by the project.

Please provide what progress has the Project made toward addressing critical need(s) identified in targeted communities, such as closing gaps, reaching universal levels of service, or disaggregating progress by race, ethnicity, and other equity dimensions that are relevant to the policy objective? What methods (e.g., surveys, interviews) are being used (if applicable) to quantify and qualify Project outcomes?

**Communities Served**

Total number of households served by the capital asset upon project completion	
Number of households with broadband access	
Number of households receiving devices through loan out programs	



<p>Number of households with access to work, education, and health monitoring activities and services offered</p>	
<p>Others (if any)</p>	
<p><b>Labor</b></p>	
<p>Please outline the workforce practices that are employed by the project, including the strong labor standards that are being used to facilitate the effective and efficient provision of high-quality infrastructure along with promoting economic recovery by providing job opportunities for workers.</p>	
<p>Please report if any of the following practices are being employed for the Project: project labor agreements, community benefits agreements, prevailing wage requirements, and/or local hiring.</p>	
<p><b>Speed and Average Price</b></p>	
<p>Please provide the speed and average price of the most subscribed tier of the broadband service in the project area.</p>	
<p><b>Community Engagement</b></p>	
<p>Please provide summary of all the community engagement efforts and activities carried out in the communities served by the project. This should include details about the types of organizations involved (such as training providers, community colleges, libraries, churches, and community-based groups) and, where possible, the names of these organizations and the communities engaged to help the project's implementation and operations.</p>	
<p>Please provide description of any outreach, advertising, and translation activities and services that are deployed to reach communities the project is designed to serve.</p>	
<p>Please provide description of languages utilized in community outreach efforts and materials used specifically for individuals with limited English proficiency. Additionally, include other measures taken to obtain feedback from underserved communities.</p>	
<p>If applicable, please provide information about the efforts that are made to enhance the capacity of community organizations in serving individuals who face significant difficulties in accessing services, including people of color, individuals with low income, populations who face language barriers, and other traditionally unserved or underserved groups.</p>	

Please provide overview of any feedback received from communities, organizations, and subscribers regarding the project and the plans to address feedback received during project construction/implementation.

Please describe the strategy/plans to sustain, improve, and/or grow subrecipient community engagement efforts in the next year.

**Real Property Status**

If applicable, please provide an update on the current status of any real estate used for the project in which the federal government has a stake.

**Civil Rights Compliance**

Please confirm compliance that any subrecipient entities receiving Federal financial assistance through the State Broadband Office do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI), 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 C.F.R. part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 C.F.R. part 28; Age Discrimination Act of 1975, 42 U.S.C. 6101 et seq., and the Department's implementing regulations at 31 C.F.R. part 23.

## 9. Appendix C: Final Closeout Report

The ABDG subrecipients are required to submit a final Closeout Report to confirm that they have completed the project and fulfilled their broadband service commitments as outlined in their application and Grant Agreement. Prior to releasing ABDG grant funds, the Closeout Report will be review by the State Broadband Office.

### 9.1 General Information

General Information	
Project/Program Title	
Applicant Information	
Organization Legal Name	
Mailing Address	

<b>General Information</b>	
Website	
<b>Primary Contact</b>	
Name	
Title	
Phone Number(s)	
Email Address(s)	
<b>Secondary Contact</b>	
Name	
Title	
Phone Number(s)	
Email Address(s)	
<b>Other Details</b>	
Tax ID number (TIN)	
Unique Entity Identifier	
Date of Award	
Total Award Amount (\$M)	

## 9.2 Final Close Out Report

<b>Project Accomplishments</b>
Description of accomplishments that are in line with the objectives set forth in the application and Grant Agreement.
<b>Project Challenges</b>

**Project Accomplishments**

Description of any problems, delays, challenges, or unfavorable circumstances that arose, causing project delays, missed deadlines, or hindering progress towards the intended project objectives.

**Project Completion**

Please confirm that a KML/KMZ map has been submitted indicating that all construction has been completed as proposed in the application.

Yes

No

If no, please provide an explanation for not submitting the map along with reasons for the delay.

Please acknowledge and accept that, if a specific portion of the project area proposed was not completed, State Broadband Office has the right to demand a part of the grant award to be rescinded or refunded.

Yes

No

**Technical Documentation**

Please confirm that a set of technical documents that have been certified by a licensed Professional Engineer, detailing that the project has been completed as specified in the subaward agreement.

These documents must confirm that the established infrastructure, service area, and equipment are precisely the same as described in the application and subaward agreement, with the capacity to provide the minimum advertised internet speeds to every potential consumer in the project area.

Yes

No

**Project Accomplishments**

If no, please provide reasons, if there are any variations between the network design outlined in the application and the subaward agreement.

Please confirm that performance attributes of any installed infrastructure and equipment that deviates from the outlines in the application and subaward agreement are done.

Yes

No

If no, please provide reasons, if performance attributes of any installed infrastructure and equipment that deviates from the outlines in the application and subaward agreement are not done.

**Service Information**

Please include a GIS shapefile using polygons (no lines or points), which includes all address locations in the project service area.

<b>Service tiers offered to each type of consumer</b>	<b>Residential</b>	<b>Business</b>	<b>Community Anchor Institutions</b>
Download speeds offered			
Upload speeds offered			
Data caps if any			
Non-promotional pricing offered			
Other service details			

**Map Update Information**

After receiving the GIS shapefile of the project service area, State Broadband Office to provide a list of addresses within the project area to the subrecipient.

**Project Accomplishments**

Subrecipient to provide the following for each address within xx business days of receipt of addresses.

Please confirm whether the address is business, residential or both	<input type="checkbox"/> Residential	<input type="checkbox"/> Business	<input type="checkbox"/> Both
Maximum download speed in Mbps			
Maximum upload speed in Mbps			
Technology of transmission (as defined by the FCC)			
A list of addresses (with corresponding latitude and longitude) within the subrecipient's project area that were not included in the addresses provided by State Broadband Office.			

**Performance Testing**

To conduct performance testing and submit test results to State Broadband Office according to the following process.

Please confirm that speed and latency tests for each location selected by State Broadband Office has been performed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Please provide an explanation, if speed and latency tests for each location selected by State Broadband Office has not been performed.

--

Please confirm that State Broadband Office is notified verbally or in writing about the completion of testing on the same day testing when it is completed, and results are submitted.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

If no, please provide an explanation, if State Broadband Office is not notified about test completion and results are not submitted.

<b>Project Accomplishments</b>		
Please confirm test results to the following Performance Testing Specifications.		
At least 80% of the speed test results must be at a minimum of 80% of the speed tiers committed in the subaward agreement for upload and download.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please provide reasons if the above required speed test results are not met.		
At least 95% of latency measurements must be at or below 100 milliseconds round-trip time.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please provide reasons if the above required latency measurements are not met.		
Please confirm, if none of the locations are selected by State Broadband Office subscribes to a top-tier speed offering, has testing at a location that does subscribe to a top-tier speed offering is included.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please provide reasons if the above required latency measurements are not met.		
Please confirm that if no locations within the project area are subscribed to the top-tier service offering, the State Broadband Office can select a location that will allow for temporary testing at the top-tier speed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No



Project Accomplishments		
If no, please provide an explanation.		
Completed Final Reimbursement Request		
Please confirm that there are no disparities between the approved grant amount in the subaward agreement and the final reimbursement request.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please provide an explanation for the disparities and the impacts or changes to the project budget as a result of these differences.		
Please confirm that you have submitted your final reimbursement request and provided all required supporting documentation for all eligible expenses.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please provide why the final reimbursement request has not been submitted.		

## 10. Appendix D: Definitions and Acronyms

Term	Definition	Acronym (if applicable)
<b>Applicant</b>	An applicant for funding under the Arizona Broadband Development Grant and / or the Capital Projects Fund Programs.	N/A
<b>Arizona Broadband Development Grant Program</b>	A competitive grant program designed to expand last mile broadband access to underserved and unserved homes and businesses in rural and urban areas of Arizona. The Program is part of the Arizona Commerce Authority’s grant plan and was approved by U.S. Treasury.	ABDG / ABDG Program

Term	Definition	Acronym (if applicable)
<b>Arizona Broadband Development Rural Infrastructure Grant Program</b>	A competitive grant program designed to expand high-speed broadband in the state’s thirteen rural counties. The Program is part of the Arizona Broadband Development Grant Program. The Program will extend high-speed internet connectivity to unserved and underserved areas and sources funded from the Capital Projects Fund (CPF) Program under the American Rescue Plan Act (ARPA) of 2021.	ABDG-Rural
<b>Arizona Broadband Development Urban Infrastructure Grant Program</b>	A competitive grant program designed to improve and expand broadband infrastructure in the state’s two urban counties. The Program is part of the Arizona Broadband Development Grant Program. The Program will extend high-speed internet connectivity to unserved and underserved areas and sources funded from the CPF Program under the American Rescue Plan Act (ARPA) of 2021.	ABDG-Urban
<b>Arizona Commerce Authority</b>	A department within the State of Arizona that has been charged with the economic development and employs a streamlined mission to grow and strengthen Arizona’s economy.	ACA
<b>State Broadband Office</b>	An office that sits within ACA that has been charged with the development and deployment of Arizona’s broadband programs.	SBO
<b>Broadband Internet Service</b>	A service that offers a connection to the Internet with a capacity for transmission at a consistent speed of at least 100 megabits per second (Mbps) downstream and 20 Mbps upstream.	N/A
<b>Broadband Equity, Access and Deployment (BEAD) Program</b>	The Broadband Equity, Access and Deployment Program administered by the National Telecommunications and Information Administration (NTIA) for deployment of broadband infrastructure projects in the state.	BEAD
<b>Capital Projects Fund</b>	Established under Section 9901 of the American Rescue Plan Act of 2021 to allow State and Tribal governments to “carry out critical capital projects directly enabling work, education, and health monitoring.” For more	CPF

Term	Definition	Acronym (if applicable)
	information refer to the U.S. Treasury Guidance for Coronavirus Capital Projects Fund for States, Territories, & Freely Associated States funded through the U.S. Treasury.	
<b>Internet Service Provider (ISP)</b>	An entity that provides subscribers with access to the Internet service.	ISP
<b>Project and Expenditure Report</b>	A quarterly report to provide information on projects funded, obligations, expenditures, project status, outputs, performance indicators, and other information relative to CPF spending.	P&E
<b>Performance Report</b>	An annual report to provide information on CPF-funded Programs and to describe the outputs and outcomes of Programs.	
<b>Recipient</b>	“An entity, usually but not limited to non-Federal entities that receives a Federal award directly from a Federal awarding agency. The term recipient does not include subrecipients or individuals that are beneficiaries of the award.” (2 CFR Part 200.1)	N/A
<b>State and Local Fiscal Recovery Fund</b>	Part of the American Rescue Plan Act which delivered \$350 billion to State, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. Funded through the U.S. Treasury.	SLFRF
<b>Subaward / Subgrant</b>	“An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.” (2 CFR Part 200.1)	N/A
<b>Subrecipient</b>	“An entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A	N/A

Term	Definition	Acronym (if applicable)
	subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.” (2 CFR Part 200.1)	
<b>Underserved</b>	A population area of Arizona that do not have access to a wireline or licensed fixed wireless connection capable of achieving 100 Mbps download and 20 Mbps upload speed (100/20 Mbps).	N/A
<b>Unserved</b>	A geographic area of Arizona in which in which available speeds are less than 25 Mbps download speed and 3 Mbps upload speed.	N/A

**ARIZONA**  
COMMERCE AUTHORITY