Arizona Broadband Development Grant Program

Payment Reimbursement Guide

Arizona Commerce Authority

January 2024

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1. Arizona Commerce Authority Introduction and Purpose

The Arizona Commerce Authority (ACA) was created to support economic development and prosperity by promoting the interests of businesses in Arizona and beyond. ACA actively collaborates with state and local government stakeholders, as well as the private sector, to streamline regulatory barriers and maximize funding for broadband development in Arizona. In 2022, the Arizona Broadband Office (State Broadband Office) was established under HB 2678. The State Broadband Office, led by the State Broadband Director within ACA, coordinates local, state, and federal broadband programs, executes federal broadband grant applications, and works with partners and telecommunication providers to develop internet connectivity and enhance resiliency plans.

The Payment Reimbursement Guide for the Arizona Broadband Development Grant (ABDG) program is prepared by the State Broadband Office to provide a step-by-step guide for submitting subrecipient payment reimbursement requests. All ABDG subrecipients must follow this guide to request funds for reimbursement of allowable costs for approved projects. The State Broadband Office may modify this guide at any time and will notify subrecipients of any revisions. ABDG subrecipients are responsible for complying with all applicable federal and state law requirements as well as other requirements included in the Grant Agreement and this guide.

2. Arizona Broadband Development Grant Program Background

The American Rescue Plan Act (ARPA), a federal law enacted on March 11, 2021, aims to provide economic relief to individuals, businesses, and state and local governments affected by the COVID-19 pandemic. The U.S. Department of Treasury (Treasury) administers the program, which supplies funds to eligible states to finance crucial capital projects that enable work, education, and health monitoring, including remote options. The Coronavirus Capital Projects Fund (CPF) is a component of ARPA that provides financial assistance to state and local governments to help stimulate economic growth and generate jobs. The program allocated $10 billion to states, territories, freely associated states, and tribal governments with the following goals:

a) Directly support recovery from the COVID-19 public health emergency by strengthening and improving the infrastructure necessary for participation in work, education, and health monitoring that will last beyond the pandemic.

b) Enable investments in capital assets designed to address inequities in access to critical services.

c) Contribute to the Administration's goal of providing every American with the modern infrastructure necessary to access critical services, including a high-quality and affordable broadband internet connection.

One of the critical priorities of the CPF program under ARPA is making funding accessible for reliable and affordable broadband infrastructure and other digital connectivity technology projects.

The Treasury awarded funds to the State of Arizona for broadband infrastructure deployment and related activities.

Through an Interagency Agreement between the Governor's Office and Arizona Commerce Authority, the State Broadband Office will oversee the management of these funds through the CPF/ABDG program with the goal of providing reliable internet access to areas in the state that do not have adequate service. The subrecipients will utilize this funding to extend reliable internet access throughout the state's underserved regions that currently lack adequate connectivity.

The State Broadband Office has created two programs under CPF/ABDG including:

- **Arizona Broadband Development Rural Infrastructure Grant program ("ABDG-Rural")**: ABDG-Rural is a competitive grant program that is designed to expand high-speed broadband in the State's thirteen rural counties including Apache, Cochise, Coconino, Gila, Graham, Greenlee, La Paz, Mohave, Navajo, Pinal, Santa Cruz, Yavapai, and Yuma. The program **allocated approximately $75 million** to rural counties to expand high-speed broadband infrastructure.

- **Arizona Broadband Development Urban Infrastructure Grant program ("ABDG-Urban")**: ABDG-Urban is a competitive grant program that is designed to improve and expand broadband infrastructure in the State's two urban counties, Maricopa and Pima. The grant program **allocated approximately $25 million** to Maricopa and Pima to expand high-speed broadband infrastructure.

The ABDG-Rural and ABDG-Urban programs, under the Arizona Broadband Development Grant program, are dedicated to enhancing internet service in Arizona by providing households and businesses with symmetrical speeds of 100/100 megabits per second (Mbps). The ABDG program will cover almost 3,000 miles of fiber network upon completion, considerably improving Arizona's broadband infrastructure. The projects funded by the ABDG program will benefit over 711,000 Arizonans, providing internet service to 113 communities and including 563 Community Anchor Institutions (CAIs).

3. Subrecipient Support Contact Information

In the event a subrecipient encounters an issue with the ABDG program's cost reimbursement process that requires support, they can contact the ABDG program support team for assistance. The ABDG program support team is experienced in handling a wide range of issues and will communicate clearly and effectively to help subrecipients resolve issues in a timely manner.

When experiencing any issues or questions related to the ABDG program, please contact the State Broadband Office ABDG program support team via the email address: broadbandgrants@azcommerce.com

4. Subrecipient Reimbursement Procedure

1. The ABDG program subrecipients should submit their reimbursement request to the State Broadband Office via the eCivis portal monthly following the guidance in this document.

The reimbursement request process includes completing the ABDG Reimbursement Request Form (MS Excel Template), entering the resulting reimbursement request into eCivis, and uploading all supporting documentation into eCivis. Reimbursement requests must be submitted by the 20th of the month following the close of the month. Additionally, subrecipients must submit a final reimbursement request no later than 60 calendar days after the expiration of the grant award for all final obligations and Allowable Costs incurred during the duration of the Grant Agreement.

2. Upon receipt of a properly submitted, complete, and accurate reimbursement request, the State Broadband Office will review and process the reimbursement request and disburse to the subrecipient all amounts owed within 30 calendar days. In some instances, additional time may be needed to review and process reimbursement requests. To support reimbursement of Allowable Costs, the subrecipient must submit supporting invoices and all other required documentation as described herein. The State Broadband Office reserves the right to request additional documentation to verify the expenses included in the reimbursement request. An authorized officer of the subrecipient entity must certify that the project has remained compliant with all obligations under the Grant Agreement, including compliance with project terms, Allowable Cost guidance, reporting requirements, and compliance with the Treasury Guidance and Uniform Guidance before the State Broadband Office can disburse payment.

3. The State Broadband Office will not disburse any grant funds to the subrecipient for costs that are Unallowable Project Costs or for any claimed Allowable Project Costs that are not adequately supported by the subrecipient's records.

4. If the State Broadband Office determines that the subrecipient has failed to satisfactorily fulfill its obligations under the Grant Agreement, including but not limited to its obligations with respect to the project, Allowable Project Costs, reimbursement, reporting, and compliance with the Treasury Guidance and Uniform Guidance, or if the subrecipient breaches the terms of the Grant Agreement, the State Broadband Office has the right to withhold disbursements of grant funds to the subrecipient in accordance with 2 CFR 200. The State Broadband Office may also use the remedies available under law or under the Grant Agreement.

5. The State Broadband Office will use the Automated Clearing House (ACH) by means of Electronic Funds Transfer (EFT) for all disbursements to subrecipients.

6. The ABDG Program cost reimbursements are only provided for Allowable Project Costs in accordance with the Grant Agreement. Subrecipients are required to submit a reimbursement request with sufficient documentation and evidence to verify project expenses to ensure that project costs are adequately accounted for, and the project is completed within its budget and timeline. Payments are limited to reimbursement for actual, reasonable, and necessary costs in accordance with the Grant Agreement and all applicable state and federal requirements.

7. Under the ABDG program, subrecipients are required to utilize the eCivis portal, an enterprise grants management solution implemented by the State of Arizona and its administering agencies for all payment reimbursement requests and for submission of

essential documents and reports. The State Broadband Office will review subrecipient payment reimbursement requests and may request additional information. In addition, the subrecipients must allow authorized personnel from the State Broadband Office and/or its contractor(s) to access project sites to evaluate project status and perform other project monitoring and reporting procedures. The State Broadband Office may also require additional documentation, evidence, testing and assessments to verify the details and information provided by the subrecipients.

4.1 Reimbursement Request Process

The State Broadband Office will reimburse Allowable Project Costs incurred by subrecipients through the eCivis portal. Subrecipients must submit the information required in the ABDG Reimbursement Request Form and supporting documents/evidence as support to justify reimbursement of Allowable Project Costs for the project as described below. After proper documentation is submitted, the State Broadband Office will be notified by eCivis and will commence review and processing of the submitted documents. The following sections describe this process.

4.1.1. ABDG Reimbursement Request Package

Subrecipients must submit the ABDG Reimbursement Request Package through eCivis. The reimbursement request package must include the following:
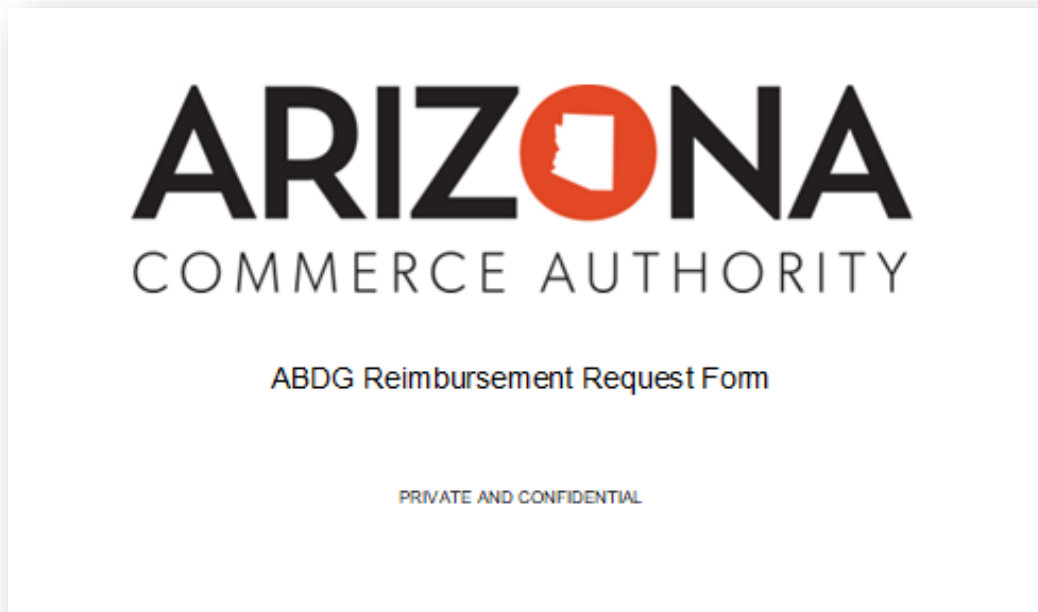
a) ABDG Reimbursement Request Form (MS Excel Template)

b) Supporting documentation (including but not limited to):

    i. Vendor invoice: The reimbursement request must include vendor invoices that provide:

- Itemized detail of expenses, discounts, rebates, and taxes

- Vendor name and address

- Subrecipient name and address

- Date

- For each Allowable Project Cost provide the following (including but not limited to):
  - o Description of tasks matching the Grant Agreement budget
  - o Notes about split or partial invoices
  - o Other documents / evidence as necessary

    ii. Work log of all project activities involved in the reimbursement request with references to relevant invoices

    iii. Proof of payment of invoice

    iv. Other documentation as requested by the State Broadband Office

4.1.1.1. ABDG Reimbursement Request Form (Microsoft Excel)

Subrecipients must submit an ABDG Reimbursement Request Form and supporting documents/evidence as support to justify reimbursement of Allowable Project Costs for the project. Subrecipients must submit the ABDG Reimbursement Request Form using the Microsoft Excel template through the eCivis system to claim reimbursement of Allowable Project Costs. By submitting a request, the subrecipient must certify that the expenses included are Allowable Project Costs and are consistent with the Grant Agreement and program guidance, related to the approved project, and are properly supported. It is the subrecipient's responsibility to provide accurate and up-to-date information, and any errors or omissions in the information submitted could result in delays, additional costs, or the rejection of the request.

The subrecipient is to populate the Microsoft Excel template following the instructions provided herein as well as the ABDG Reimbursement Request Form. The Microsoft Excel template is comprised of the following sections:

a) **ABDG Reimbursement Request Form (Excel) – Cover Page Tab**

b) **ABDG Reimbursement Request Form (Excel) – Instructions Tab**

Below is a select example of the instructions included within the ABDG Reimbursement Request Form. Subrecipients should refer to the comprehensive instructions included in the ABDG Reimbursement Request Form when completing a reimbursement request.

General Guidance

	Only fill in information in cells with this color
	Cells in this color are locked and not to be edited
TRUE	Do not submit until you have a TRUE next to "Worksheet Ready to Submit" on 4) Submission Check
FALSE	FALSE indicates that there is an error in the sheet that needs to be corrected prior to submission

1) Subrecipient Information

Please fill in all information as it appears on your ABDG Program Agreement.
Please have an authorized representative complete the Attestation.
All boxes must be filled in and the Attestation must be completed prior to submission.

2) Invoice Input

The purpose of this section is for a Subrecipient to provide detailed information for every invoice included in this reimbursement request.
Each submitted invoice should correspond to exactly one row in the Invoice Input sheet starting on row 7. There should not be multiple rows for the same invoice.
For any invoice entered, all expenses (allowable or nonallowable) from that invoice must be entered in the proper categories so the totals can be verified.
For any invoice entered, full payment proof must also be provided. **Reimbursement should not be requested for unpaid invoices.**
In an instance where multiple payments were made for a single invoice please list all the payment numbers in the row corresponding to the invoice.
In an instance where one payment was made for multiple invoices, please list the payment number in the row corresponding to each involved invoice and only list the amount paid attributable to each involved invoice.
Please refer to the table below for an explanation of what should be entered in the Invoice Input sheet.

	Column Title	Instructions
	Invoice Number	Enter the invoice number associated with this reimbursement line. Every unique invoice must have its own row on the Invoice Input sheet. DO NOT list multiple invoices in the same row.
	Invoice Date	Enter the date as listed on the supporting invoice.
	Vendor Name	Enter the vendor name as listed on the supporting invoice.
	Invoice Total	Enter the amount paid-in-full for the invoice (removing discounts, rebates, etc) EXACTLY as it is listed in the supporting invoice. Note: Must eventually tie back to invoice and payment support.
	Remaining Unallocated Invoice	This field calculates the total invoice costs that still need to be allocated to the various cost categories. Once this field is green that indicates you have fully allocated the invoice.
	Supporting Payment Number	Enter the payment number associated with the invoice in this line. Note: Every invoice must have an associated payment support document or will not be eligible for reimbursement.
	Supporting Payment Date	Enter the date as listed on the supporting payment.
	Supporting Payment Total	Enter the total payment as shown in the supporting document, or in the case of one payment for multiple invoices, the amount of the payment attributable to the invoice listed in the given row.
Administrative and Legal Expenses	Invoice Total for Administrative and Legal Expenses	Enter the total portion of the invoice's costs that belong to this category. Please refer to the ABDG program guidance to understand how costs should be allocated between categories.
	Administrative and Legal Expenses Cost Share	Enter the amount of the eligible costs in this category that the subrecipient will be paying for (i.e. will NOT be reimbursed for).
	Cost Description	Please provide a narrative (brief is acceptable) that explains what the costs in this category relate to, and what lines in the invoice they relate to.
	Project Use and Justification	Please provide a narrative (brief is acceptable) that explains how the costs in this category are reasonable, necessary, and directly related to the project's objectives, as described in the ABDG Agreement.

c) ABDG Reimbursement Request Form (Excel) – Subrecipient Information Tab

As indicated in the instructions to the ABDG Reimbursement Request Form, subrecipients will be required to input the yellow-shaded cells for each submission. Failure to complete the yellow-shaded cells may result in a request being returned to the subrecipient.

The Subrecipient Information Tab within the ABDG Reimbursement Request Form requires subrecipients to abide by and acknowledge the following statement:

I hereby attest that all information submitted as part of this reimbursement of Allowable Project Costs is accurate and complies with the ABDG Agreement and program requirements. I have reviewed the information and can verify that all expenses claimed are legitimate and have been incurred as part of the approved project activities. Furthermore, all costs are reasonable, necessary, and directly related to the project's objectives, as described in the ABDG Agreement.

Additionally, supporting documentation and evidence of payment for each expense claimed have been provided for review.

Subrecipients shall complete this acknowledgement by selecting the corresponding drop-down box. Submissions will be returned that do not include this attestation.

Subrecipient Information		
Subrecipient Name		*Name*
Subrecipient UEI Number		*UEI Number*
Match Requirement		*%*
Amount of Federal Funds Obligated		*$*
Reimbursement Request Start Date		*MM/DD/YYYY*
Reimbursement Request End Date		*MM/DD/YYYY*
I hereby attest that all information submitted as part of this reimbursement of Allowable Project Costs is accurate and complies with the ABDG Agreement and program requirements. I have reviewed the information and can verify that all expenses claimed are legitimate and have been incurred as part of the approved project activities. Furthermore, all costs are reasonable, necessary, and directly related to the project's objectives, as described in the ABDG Agreement. Additionally, supporting documentation and evidence of payment for each expense claimed have been provided for review.		
Subrecipient Attestation		*I Attest*
Date of Attestation		*MM/DD/YYYY*
Name of Authorized Representative		*Name*

d) ABDG Reimbursement Request Form (Excel) – Invoice Input Tab

i. Invoice and Supporting Payment Information

Below is an example of the Invoice and Supporting Payment Information sections. These sections of the template will provide the subrecipient an area to populate their invoice and payment related information for all categories in eCivis. Additional rows have been provided to account for multiple invoices for a given reimbursement request. Invoice and payment related information should be completed for each applicable row included in the template and supporting invoice and payment related detail shall correspond to the information included in the ABDG Reimbursement Request Form.

Invoice Information					Supporting Payment Information		
Invoice Number	Invoice Date	Vendor Name	Invoice Total	Remaining Unallocated Invoice	Supporting Payment Number	Supporting Payment Date	Supporting Payment Total
			$ -	$ -			$ -
			$ -	$ -			$ -
			$ -	$ -			$ -
			$ -	$ -			$ -
			$ -	$ -			$ -

ii. **Allowable Project Cost Categories**

Sections within the template have been provided for each Allowable Project Cost Category (only one example has been provided below). For additional guidance on Allowable Project Costs and Unallowable Project Costs, please refer to Section 4.1.3 Allowable Project Costs Matrix.

Subrecipients shall input the total amount of expenses corresponding to each invoice for each project cost category, as well as the amount of cost share for each expense. Each cost shall also include a description of the cost as well as a justification of the use of the cost on the project. Below is an example of the Allowable Project Cost Category – Administrative and Legal Expenses.

ABDG Program Allowable Project Costs - eCivis Category			
Administrative and Legal Expenses			
Invoice Total for Administrative and Legal Expenses	Administrative and Legal Expenses Cost Share	Cost Description	Project Use and Justification
$ -	$ -		
$ -	$ -		
$ -	$ -		
$ -	$ -		
$ -	$ -		

iii. **Unallowable Project Cost Categories**

The subrecipient is required to populate Unallowable Project Costs which are broken down into two categories - Unallowable Project Costs and Non-ABDG Project Costs. Unallowable Project Costs are any costs incurred by the subrecipient on an ABDG project that are ineligible for reimbursement. Non-ABDG Project Costs are costs that are included in an invoice that are not associated with the ABDG project.

| ABDG Program Unallowable Costs | | | Totals | Submission Check | | |
Unallowable ABDG Project Costs	Non-ABDG Project Costs	Total Unallowable Costs	Total Invoice Expenses	Invoice Check	Payment Check	Reference Number
$ -	$ -	$ -	$ -	TRUE	TRUE	-
$ -	$ -	$ -	$ -	TRUE	TRUE	-
$ -	$ -	$ -	$ -	TRUE	TRUE	-
$ -	$ -	$ -	$ -	TRUE	TRUE	-
$ -	$ -	$ -	$ -	TRUE	TRUE	-
$ -	$ -	$ -	$ -	TRUE	TRUE	-
$ -	$ -	$ -	$ -	TRUE	TRUE	-
$ -	$ -	$ -	$ -	TRUE	TRUE	-

e) ABDG Reimbursement Request Form (Excel) – Reimbursement Calculator Tab

ABDG Program Reimbursement Calculator

eCivis Category	Spend	Match	Spend + Match	Total Reimbursement
Administrative and Legal Expenses	$ -	$ -	$ -	$ -
Land, Structures, Rights-of-Way, Appraisals, Etc.	$ -	$ -	$ -	
Relocation Expenses and Payments	$ -	$ -	$ -	
Architectural and Engineering Fees	$ -	$ -	$ -	
Other Architectural and Engineering Fees	$ -	$ -	$ -	
Project Inspection Fees	$ -	$ -	$ -	
Site Work	$ -	$ -	$ -	
Demolition and Removal	$ -	$ -	$ -	
Construction	$ -	$ -	$ -	
Equipment	$ -	$ -	$ -	
Miscellaneous	$ -	$ -	$ -	
Other	$ -	$ -	$ -	

Category	Amount	Check	
Total Qualifying Project Costs	$ -	TRUE	Totals Check
Total Ineligible Project Costs	$ -	TRUE	Match Check
Total Project Costs	$ -		
Amount of ABDG Grant Funds Requested	$ -		
Total Match Contributions for Qualifying Costs	$ -		
Match Percentage of Total Qualifying Costs	0.00%	TRUE	Sheet Check

f) ABDG Reimbursement Request Form (Excel) – Reimbursement Calculator Tab

ABDG Program Submission Check

Sheet	Status	Help
1) Subrecipient Information	TRUE	Ensure all required cells are filled.
2) Expense Input	TRUE	Ensure all required cells are filled. Ensure all invoices are fully entered and the expense totals tie back to your supporting invoice and payment.
3) Reimbursement Calculator	TRUE	Ensure the submitted match exceeds or is equal to your required match per the ABDG program agreement. Ensure your remaining grant funds exceed or are equal to $0.
Worksheet Ready to Submit	TRUE	Refer to above table to identify which sheet is causing an error. When you have all TRUE, please submit your form and ensure all required supporting documentation is submitted.

For further instructions on submitting the ABDG Reimbursement Request Form, please see the Instructions tab within the ABDG Reimbursement Request Form.

4.1.2. Submitting a Reimbursement Request (eCivis)

The eCivis portal is an enterprise grants management solution for the State of Arizona and its administering agencies. For funds disbursed under the ABDG program, all payment reimbursement requests submitted by subrecipients will be submitted through the eCivis portal.

To initiate the reimbursement payment process after completion of the ABDG Reimbursement Request Package, the subrecipient must log into the eCivis portal to enter their reimbursement request amounts by budget category into the eCivis system and include necessary documents for reimbursement (including the Payment Reimbursement Request Package). Depending on the expense(s) being reimbursed, this may include copies of invoices, general ledger reports, and other supporting documents. The amounts entered in eCivis shall correspond to the Allowable Project Cost amounts that are included in the ABDG Reimbursement Request Form.

Once the subrecipient has entered their reimbursement request amounts by budget category into the eCivis system and included necessary documents for reimbursement, the State Broadband Office will be notified by eCivis and will commence review and processing of the submitted documents.

4.1.2.1. eCivis Reimbursement Request Process

The following steps aim to provide guidance to subrecipients on navigating the eCivis platform. Please note that the following is guidance only, and that subrecipients view of eCivis for a specific broadband project may differ (cost categories, etc.) from what is shown in the guidance below.

For the purposes of the Arizona CPF / ABDG program, each subrecipient will have one account with eCivis Grants Network. For subrecipients that have been awarded more than one project, all CPF / ABDG projects can be accessed using the same login credentials.
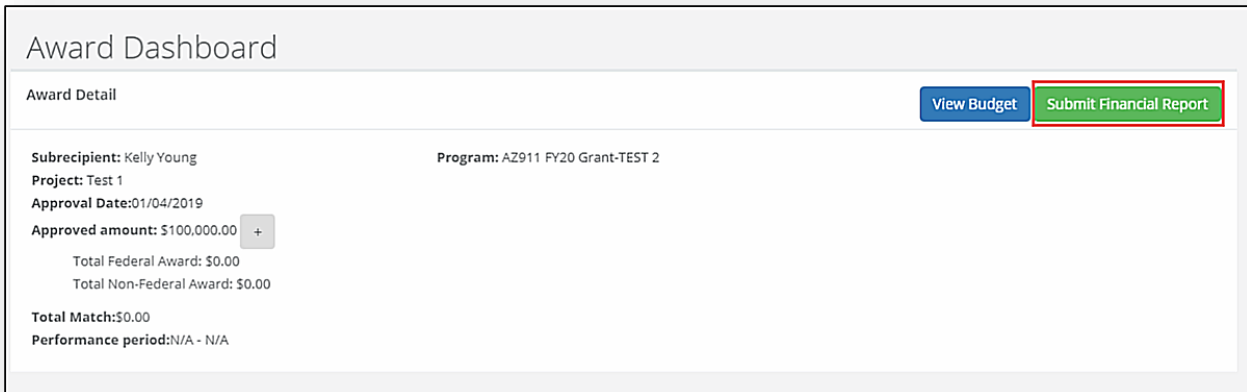
a) Submitting Financial Reports

A Financial Report is submitted by the subrecipient along with supporting documentation and evidence for Allowable and Unallowable Project Costs.

1. Select "My Awards" from the navigation bar
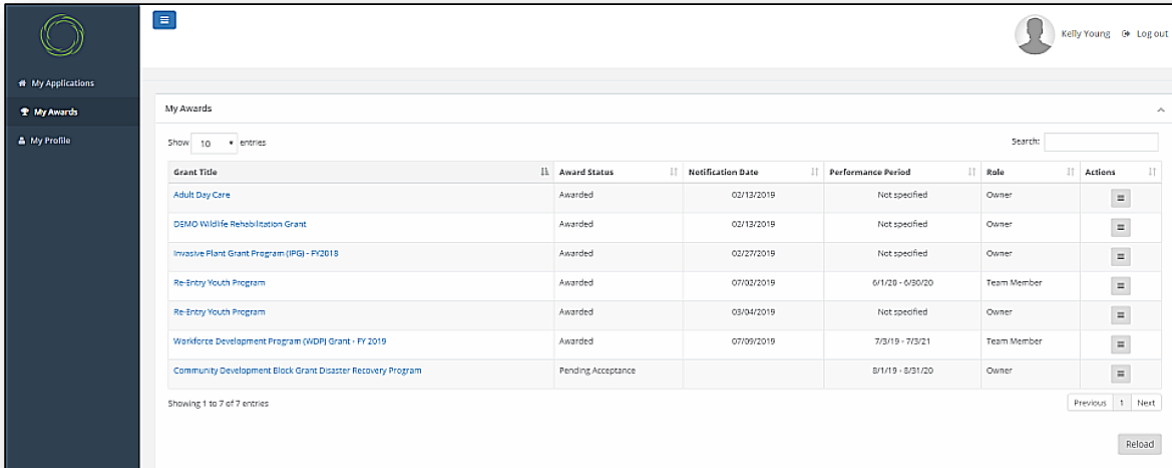
2. Click on "Submit Financial Report"

3. The Award Detail provides a summary of the award information. The Award Financial Overview is not editable but will automatically update depending on the amounts that are submitted in the Financial Report Details. This area provides a summary of the total award spent and the total award amount remaining.

4. In the Financial Report Details, click inside the Reporting Period text box and provide the dates of the reporting period then click "Apply".

    a. A schedule will be prepopulated allowing the subrecipient to be informed of the required reporting periods. The subrecipient is to follow the schedule provided through eCivis.

5. Enter the amounts in the appropriate category under the Spend and Match columns. Spend is the amount of grant funds spent. Match is the amount of match funds spent. Applicants can only report in categories they are awarded. NOTE: If a category is grayed out, and a subrecipient would like to request reimbursement in that category, a budget modification is required.

6. The "Spend + Match" and "Award Remaining" columns will automatically calculate the costs when the spend and match amounts are updated. Additionally, the report totals will automatically calculate to provide a breakdown of the amounts and percentages of funds used in the reporting period.

7. Once complete, check the box for Reimbursement Requests. The field will auto populate with the amount from the spend column. Subrecipients are required to submit supporting documentation and evidence for each Reimbursement Request submitted.

Category	Spend	Match	Spend + Match	Award Remaining
1. Personnel	$ 0.00	$ 0.00	$ 0.00	$ 0.00
2. Fringe Benefits	$ 0.00	$ 0.00	$ 0.00	$ 0.00
3. Travel	$ 0.00	$ 0.00	$ 0.00	$ 0.00
4. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00
5. Supplies	$ 0.00	$ 0.00	$ 0.00	$ 0.00
6. Contractual	$ 50,000.00	$ 0.00	$ 50,000.00	$ 225,000.00
7. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00
8. Other	$ 5,000.00	$ 0.00	$ 5,000.00	$ 5,000.00

Program Income	Received	Expended
	$ 0.00	$ 0.00

Report Total	Spend	Match	Spend + Match
	$ 55,000.00	$ 0.00	$ 55,000.00
	100.00 %	0.00 %	

☑ Reimbursement Request*

$ 55,000.00

☐ This is my final report

8. When this is the final report and the final request for reimbursement, check the "This is my final report" box. The grant closeout process will automatically begin once this box is checked and submitted. Include any spending details and a brief description about the reporting period's expense in the Financial Report Narrative.

Financial Report Narrative *

Please develop your narrative below including key metrics, spending details, and other pertinent details.

`</>` H1 H2 H3 **B** *I* U ≡ ≣ ⯈ ⯇ ⊘

9. The subrecipient can also upload any documents, including PDFs and scanned images, to the Financial Report. Click on "Upload File" to attach a document.

10. When finished, click "Submit Report".

11. Click on OK to submit the report to the State Broadband Office.

12. The Subrecipient will be taken back to the Award Detail page, where the Financial Report will now be recorded under the Financial Activities.

13. The Financial Report status will change, depending on the approver's actions:

- **Rejected:** The Financial Report has been reviewed and is rejected

- **Pending Approval:** The Financial Report is under review and has not been approved

- **Pending Resubmission:** The Financial Report was returned to the subrecipient and is waiting for the subrecipient to resubmit the required information

- **Approved/Awaiting Payment:** The Financial Report has been approved by the State Broadband Office and a payment is being processed

- **Approved/Paid:** The reimbursement is complete

14. If this report fulfills an assigned Financial Report task in Pending Tasks table, click on the Actions icon next to that task and click "Mark Task Complete".

b) Submitting Activity Reports

1. From "My Awards," select the Grant Title of the award.

2. At the top right, click "Submit Activity Report"

3. Complete the following form and attach any pertinent files.

Activity Report

Reporting Period: *

Please develop your narrative below including key metrics, and other pertinent details.

Report Narrative: *

| </> | H1 | H2 | H3 | **B** | *I* | U̲ | ☰ | ☰ | ☰ | ☰ | % |

4. Update any Goal/Activity Metrics.

Activity Report Metrics

Please enter metrics to describe progress on your goals.

Businesses Trained and Implemented :	0.00	(5.00)
Total Served Target:	0.00	(1000.00)

5. Attach any Activity Report Files by clicking the green Upload File button.

Activity Report Files

Please upload any files necessary for your activity report.

Upload File ☁

Show [10 ▾] entries

File Name	⇅	File Size	⇅	Actions
		No files are available for download		

6. Click "Submit Report.

7. If this report fulfills an assigned Activity Report task in Pending Tasks table, click on the Actions icon next to that task and click "Mark Task Complete".

4.1.2.2. eCivis Reimbursement Requirements

Through the eCivis system, subrecipients must submit monthly reimbursement requests that comply with the following guidelines:

- The ABDG Reimbursement Request Form submitted for reimbursement of Allowable Project Costs must be legible and clearly reflect the goods/services that were provided in accordance with the Grant Agreement for the period covered in the reimbursement request

- No balances for prior purchases will be paid unless supported by required documentation

- Payments must be made from invoices, not statements
    - A statement will not be paid unless it can be clearly shown that the subrecipient intended it to be used as an invoice that meets all invoice requirements.

- Past due amounts on invoices will not be paid without the original invoice

- All rejected invoices, returned merchandise, and disputed amounts must be handled in a manner that ensures the appropriate credit or refund is received by the subrecipients and they are reflected in subsequent reimbursement requests submitted to the State Broadband Office

- Reimbursement requests must contain the subrecipient's name, address, federal employer identification number or other applicable subrecipient identification number, the Grant Agreement number, the invoice number(s), and the invoice period. The State Broadband

Office may require any additional information from subrecipient that deems necessary to process an invoice in their sole and absolute discretion

- Payment does not become due until the State Broadband Office accepts and approves the reimbursement request(s) of Allowable Project Costs and any required report(s)

- Documentation of the expenses must be submitted by subrecipients, including proof of payment, when filing financial reporting and reimbursement requests

- As project expenditures are incurred and reported, indication of which project costs will be allocated towards match, and which will be reimbursed using grant funds must be provided

- The minimum required match must be fulfilled and maintained throughout the life of the grant

- Expenses should be submitted for reimbursement for the month in which they were paid, and no unpaid invoices will be eligible for reimbursement

4.1.3. Allowable Project Costs for Reimbursement

Determination of allowable costs incurred by State, local or Tribal Governments is in accordance with the provisions of 2 C.F.R. Part 200, Subpart E and individual ABDG program Grant Agreements. Please review these documents, as well as the ABDG Payment Reimbursement Guide for additional information.

4.1.3.1. Allowable Project Costs

The following example costs (including, but not limited to) are considered allowable for the purposes of the ABDG program. Costs included those related to the construction and/or deployment of infrastructure incurred on or after the performance period start date, including, but not limited to:

- Warehousing and staging

- Equipment and software

- The lease or purchase of fiber optic cable and/or facilities

- Construction

- Subcontracting costs

- Materials

4.1.3.2. Unallowable Project Costs

The following example costs (including, but not limited to) are considered Unallowable Project Costs for the purposes of the ABDG program:

- Costs arising from or relating to ongoing operation or maintenance

- Administrative costs relating to the subrecipient preparation of the Grant Application

- Any costs incurred prior to the period of performance in the Grant Agreement, unless specifically identified and approved by the State Broadband Office

- Contingency

- Network or company acquisitions

- Sales and marketing

- Permit fees (*however the equivalent costs of waived permit fees may be considered part of the matching contribution*)

- Any costs from unpaid invoices

4.1.3.3. Project Costs Matrix

The eCivis portal provides cost categories in accordance with the federal 424C – Construction for reimbursement for Allowable Project Costs. Subrecipients must provide all Allowable Project Costs for reimbursement within the cost categories in eCivis.

The following cost matrix provides an example of Allowable Project Costs for reimbursement within each eCivis cost category. The example below is not an exhaustive list of Allowable Project Costs for reimbursement, however, aims to provide example guidance of where relevant costs likely to be incurred should be categorized in eCivis.

Project Cost Matrix		
Cost Category	**Allowable Project Costs**	**Unallowable Project Costs**
Administrative and Legal Expenses	• Administrative costs related to administering and reporting on the grant • Attorney's fees • Court costs and other related expenses directly associated with the allowable activity	• Administrative costs relating to the subrecipient preparation of the Grant application • Costs incurred related, but not limited to, criminal and civil proceedings, claims, appeals, and other infringements
Land, Structures, Rights-of-Way, Appraisals, etc.	• Total cost of land, structures, rights-of-way, appraisals, etc. directly related to the project	• Non-project related costs
Relocation Expenses and Payments	• Costs related to relocation expenses and payments directly related to the project	• Non-project related costs
Architectural and Engineering Fees	• Architectural or engineering related fees associated with professional services required for research, planning, development, design, construction, alteration, or repair of real property • Studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management,	• Non-project related costs

Project Cost Matrix		
Cost Category	**Allowable Project Costs**	**Unallowable Project Costs**
	conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services	
Project Inspection Fees	• Project inspection fees and other required professional or inspection fees	• Permit Fees • Non-project related costs
Site Work	• Costs of site related work	• Non-project related costs
Demolition and Removal	• Costs of demolition and removal related work	• Non-project related costs
Construction	• Costs related to the development of buildings, structures, or facilities • Installation of equipment, site preparation, landscaping, environmental mitigation, and utilities • Development of freestanding structures and any other means to provide usable space that did not previously exist (excluding temporary facilities) • Structural changes to increase the floor area and/or change function and purpose of an existing building, structure, or facility	• Costs arising from or relating to ongoing operation or maintenance • Non-project related costs
Equipment	• Equipment and software • Vehicles and construction equipment • The lease or purchase of fiber optic cable and/or facilities	• Non-project related costs
Miscellaneous	• Travel related costs related to the project	• Non-project related costs

Project Cost Matrix		
Cost Category	Allowable Project Costs	Unallowable Project Costs
Other	• Costs that are incurred that are directly related to the federal award but not categorized above.	• Contingency • Network or company acquisitions • Sales and marketing • Costs incurred prior to the performance period start date • Costs unrelated to the federal award

5. State Broadband Office Reimbursement Approval Process

The State Broadband Office shall have no obligation to make any disbursements of the grant to the subrecipient in respect of any costs that are Unallowable Project Costs or for any claimed Allowable Project Costs that are not adequately supported by the subrecipient's records. To determine whether costs are allowable the following verification process will be completed by the State Broadband Office.

5.1 Reimbursement Verification Process

5.1.1. Cost Eligibility Check

All cost categories submitted for reimbursement must be in accordance with the costs defined under Allowable Project Costs as defined in the Grant Agreement and 2 C.F.R. Part 200, Subpart E.

The State Broadband Office will review and verify the eligibility of Allowable Project Costs once it receives notification from the eCivis portal. After review and verification, the State Broadband Office will determine if the costs are allowable or unallowable.

a) **Allowable Project Costs:** If the project costs are allowable, document verification will be initiated by the State Broadband Office.

b) **Unallowable Project Costs:** If the project costs are determined to be not allowable, the State Broadband Office will re-assess the costs and request additional information from the subrecipient, if necessary. After completion of the reassessment, the State Broadband Office will either approve or reject the project costs.

5.1.2. Document Verification

For costs deemed Allowable Project Costs in the "Cost Eligibility Check," the State Broadband Office will initiate document verification to confirm that the amount and types of expenses are accurate, the submitted documentation is legible, and the documentation supports the request.

The State Broadband Office will either approve or return the document verification based on the evaluation of the submitted documents.

a) **Approved:** Once the documents are verified and approved, the State Broadband Office will proceed to confirm the amount claimed by the eligible entity/subrecipient with respect to reimbursement.

b) **Returned for additional documentation:** If the State Broadband Office returns the submitted reimbursement package during the verification process, a notification will be sent to the subrecipient, who will be given the opportunity to correct and resubmit the evidence documents.

    i. If the subrecipient resubmits documents, the State Broadband Office will review and verify the documents as well as the claimed amount with respect to reimbursement.

    ii. If the re-submitted documents are returned by the State Broadband Office, then those expenses will not be eligible for reimbursement and only expenses approved in the request will be processed for reimbursement. If the entire reimbursement request is rejected, then no reimbursement will be processed, and the reimbursement request will end.

5.1.3. Disbursement Initiation

Upon verification and approval of the subrecipient documents and the amount of reimbursement of Allowable Project Costs, a notification to the subrecipient will be sent and a request for disbursement of reimbursement will be initiated.

5.1.4. Completeness Check and Notification

Subrecipients are required to submit their reimbursement requests with all required supporting documents that are complete and accurate. The State Broadband Office will conduct a final completeness check to verify that all documents and details provided are complete, accurate, and exhaustive. Once verification is finished, the State Broadband Office will approve or reject the payment request.

5.2 Reimbursement Request Resubmittal Process

If a reimbursement request is not complete or inaccurate, the subrecipient will have the opportunity to revise and resubmit the reimbursement request after addressing noted deficiencies. The subrecipient will receive a notification from eCivis indicating the reimbursement request has been returned to the subrecipient with a narrative that the reimbursement request has been fully or partially returned and the report will be opened for resubmittal. The State Broadband Office will be available to assist the subrecipient through the resubmittal process. It's important to note that payment reimbursement to subrecipients is **only approved if all the requirements are met.**

If a subrecipient needs to resubmit a reimbursement request and/or supporting document(s) due to deficiencies in supporting documentation, evidence, or claimed Unallowable Project Costs, they must follow the instructions outlined herein. Following these instructions ensure compliance and

a successful resubmission. It is essential to include all the necessary supplementary documents and evidence, and explain the changes made to address the previous deficiencies.

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