



Technical Assistance for ConnectMT ARPA Awards:

REIMBURSEMENTS,
REPORTING, AND
UPDATED TREASURY
GUIDANCE

AGENDA

- **Meet the Speakers**
- **The Reimbursement Process**
- **Reporting Overview**
- **Submittable Walkthrough**
- **Overview of Treasury Guidance Update**
- **Questions and Answers**



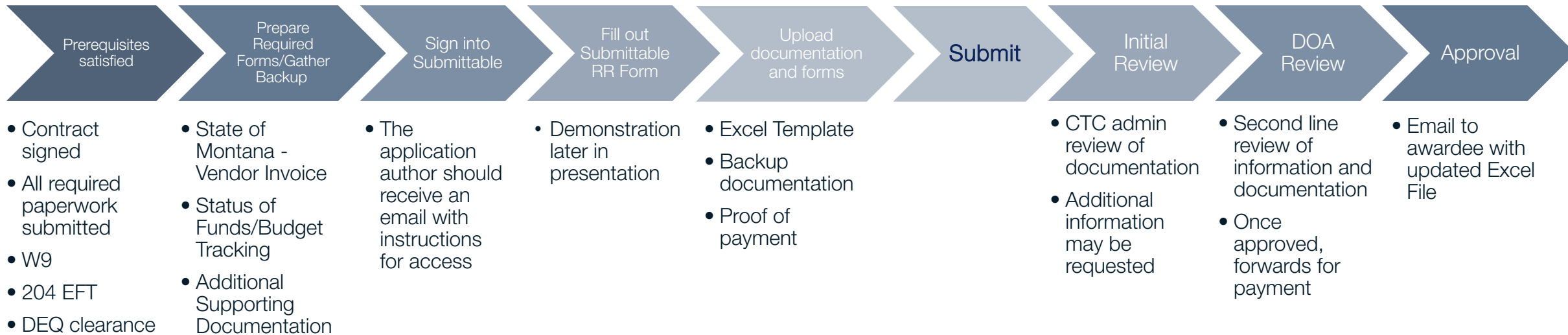
MEET OUR SPEAKERS

- **MARIA JACKSON** | Grants Contract Coordinator, ConnectMT, DOA
- **HEATHER MILLS** | **CTC Technology & Energy**
- **RACHEL STOGNER** | **CTC Technology & Energy**
- **MONA RUPANI** | **Ernst & Young LLP**

The ConnectMT Broadband Program is administered by the Montana Department of Administration.

More information is available at connectmt.mt.gov.





GENERAL POINTERS AND PRE-REQUISITES

- File all required documents with DOA prior to RR submission
- Ensure you file over Submittable
No email submissions!
- Filing timing: Once every 30 days

Reimbursement Requests (RR's) may be submitted with monthly and quarterly Progress Reports

RR's may not be submitted more than every 30 days

Requests for additional documentation to support RR's must be submitted within 10 calendar days of request from DOA



STATUS OF FUNDS: FORM WALKTHROUGH

Project Budget

- Verification/restatement of budget

Budget Tracking

- Current status of budget
- History of payments

Supporting information

- Details on invoices



The screenshot displays the Montana.gov official state website. At the top, there is a navigation bar with links for 'SERVICES', 'AGENCIES', and 'LOGIN', along with a search bar labeled 'SEARCH MONTANA.GOV'. Below the navigation bar, the main heading reads 'Resources' followed by 'Procurement Process & Labor Standards'. A sub-section titled 'Forms & Guides' is highlighted with a right-pointing arrow. Underneath, a list of links is provided:

- [ARPA Program Status of Funds](#)
- [Connect MT Broadband Grant Agreement - Final Statement of Work \(Exhibit B\)](#)
- [Grant Compliance, Procurement Procedures & Eligible Project Expenses Slides](#)
- [MEPA Environmental Checklist](#)
- [CFR Guidance Link](#)



FILING RRs IN SUBMITTABLE

1. Log in to Submittable

2. Choose Report from list

During the project period, reimbursement requests are available when submitting either a monthly or quarterly report.

ARPA ConnectMT Reimbursement Request & Progress Report

General Project Information

What type of report is this? *

- Final Report
- Monthly Report
- Quarterly Report
- Annual Report



REIMBURSEMENT PROCESS OVERVIEW

Basic information about your project is required:

- Date
- Grant Recipient
- Project Title
- Grant Agreement Number (formatted MT-ARPA-BDP-0XX)
- Project Contact
 - Name
 - Email
 - Phone Number

Recipient *

Ensure this matches the Grant Agreement.
For [ARPA projects](#), this is the subrecipient.

Project Title *

Ensure this matches the Grant Agreement.

Grant Agreement Number *

Ensure this matches the Grant Agreement.


Project Contact Name *

First Name

Last Name

Project Contact Email *

Project Contact Telephone Number *





REIMBURSEMENT DOCUMENTATION

The Reimbursement Request requires the following uploads:

- State of Montana - Vendor Invoice (signed by Authorized Agent)
- Status of Funds/Budget Tracking (include billing breakdown by tasks identified in the project scope of work and budget)
- Additional Supporting Documentation (contractor/material invoices, receipts, pictures, articles, media, or maps)

Reimbursement Request

Budget Information

Instructions: You are required to adhere to the budget and schedule outlined in the Final Statement of Work and Budget in Exhibit B of your Grant Agreement. Any revision to this budget or timeline requires an amendment request and written approval from the Department (a Change Order).

Please provide an update on your project expenditures by uploading the [Status of Funds](#) form given to you by the Grants Manager and available on the [ConnectMT website](#). If you need another copy of this form, contact the Grants Manager.

Grant funds may only be used for eligible expenses such as capital costs of project infrastructure, not including general operations, marketing, etc. (MT SB 297 §4(1)). Any cost overruns will be the responsibility of the Subrecipient.

Please upload your [W9 form](#) and [204 EFT form](#) through the State of [Montana's File Transfer Service](#). When prompted for an email address, please send the documents to ConnectMT@mt.gov.

Click [here](#) for instructions on how to use the File Transfer Service and Okta login. If you have any issues with the File Transfer upload, please call (406)-444-2000.

Reimbursement Request (required documentation)

- State of Montana - Vendor Invoice (signed by Authorized Agent)
- Status of Funds/Budget Tracking (include billing breakdown by tasks identified in the project scope of work and budget)
- Additional Supporting Documentation (contractor/material invoices, receipts, pictures, articles, media or maps)
- Check to Certify Labor Standards Compliance

Instructions: Please attach documents to the Reimbursement Request Upload below. The Recipient must submit a project progress report with each reimbursement request at a minimum on a quarterly basis. DOA will not honor claims for reimbursement if DOA has not approved the progress report or if there is a delinquent report.



REIMBURSEMENT REQUIREMENTS

Awardees are required to:

- Select a checkbox that certifies labor standards compliance.
- Adhere to the budget and schedule outlined in the Final Statement of Work and Budget in Exhibit B of the Grant Agreement.
 - Any revision to this budget or timeline requires an amendment request and written approval from DOA (a Change Order).
- Upload W9 form and 204 EFT forms through the State of Montana's File Transfer Service.

Reimbursement Request (required documentation)

- State of Montana - Vendor Invoice (signed by Authorized Agent)
- Status of Funds/Budget Tracking (include billing breakdown by tasks identified in the project scope of work and budget)
- Additional Supporting Documentation (contractor/material invoices, receipts, pictures, articles, media or maps)
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Instructions: Please attach documents to the Reimbursement Request Upload below. The Recipient must submit a project progress report with each reimbursement request at a minimum on a quarterly basis. DOA will not honor claims for reimbursement if DOA has not approved the progress report or if there is a delinquent report.

Budget Form Upload

[Choose File](#)

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .epub, .key, .mobi, .mus, .musx, .ppt, .ppbx, .sib, .xls, .xlsx, .zip

Supporting Documentation Upload

[Choose File](#)

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .epub, .key, .mobi, .mus, .musx, .ppt, .ppbx, .sib, .xls, .xlsx, .zip



MONITORING AND REPORTING

Reporting Requirements

You will be required to submit ongoing reports as specified below. All reports except for the Annual Map will be submitted through Submittable

Type of Reporting	Description
Monthly Project Status Reports	Brief Project status report within seven calendar days following the end of the reporting period (E.g., January 7 th , February 7 th , March 7 th).
Quarterly Reports	At Quarter end (excluding Q2), the Subrecipient will provide additional Project attributes as identified by Treasury within seven calendar days after quarter end (January 7 th , April 7 th , July 7 th , and October 7 th).
Annual Report	For the 2 nd Quarter, the Subrecipient will submit an annual report within seven calendar days after quarter end.
Other Performance and Financial Reporting (as requested)	The Subrecipient shall provide necessary information/reports within ten calendar days
Annual Map Reporting	The Subrecipient shall provide necessary information within thirty calendar days after the end of the Calendar Year to the Department's Mapping vendor
Close Out Reporting	The Subrecipient shall provide necessary information within fifteen days after the completion of Project or termination of the award, whichever occurs first- but no later than September 30, 2026



QUARTERLY REPORT OVERVIEW

Overall Project Status Updates

- Construction Start Date (Actual/Projected)
- Construction Completion Date (Actual/Projected)
- Status of Completion and Work Completion %
- Total Project Costs Incurred During the Period and Overall
- Brief Description of the Costs Incurred During The Period

ARPA ConnectMT Reimbursement Request & Progress Report

General Project Information

What type of report is this? *

- Final Report
- Monthly Report
- Quarterly Report
- Annual Report



PROJECT CHANGES

Describe any changes that might significantly impact the project:

- Construction Delays
- Labor Disputes
- Supply Chain Problems

Does your project require changes in any of the following Statement of Work areas: *

- Project Schedule
- Project Budget
- Project Contact
- None of these options apply to my project



CERTIFICATION OF WAGES AND LABOR STANDARDS

U.S. Treasury encourages broadband projects to use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions, not only to promote effective and efficient delivery of high-quality projects, but also to support the economic recovery through strong employment opportunities for workers.

As stated in Exhibit D of Grant Agreement, Grant awards above \$5 million will report:

1. Davis-Bacon Act Certification OR alternative wage data
2. Project Labor Agreement OR Project Workforce Continuity Plan
3. Prioritization of Local Hires
4. Community Benefit Agreement



PART 1: DAVIS-BACON CERTIFICATION

Do you certify that for the relevant Project, all laborers and mechanics employed by contractors and subcontractors in the performance of such project are paid wages at rates not less than those prevailing, as determined by the U.S. Secretary of Labor in accordance with Subchapter IV of Chapter 31 of Title 40, United States Code (commonly known as the “Davis-Bacon Act”), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State in which the work is to be performed, or by the appropriate State entity pursuant to a corollary State prevailing-wage in construction law (commonly known as “baby Davis-Bacon Acts”), and understand you are expected to retain the required documentation, including certified payrolls, and make it available for periodic monitoring? *

Yes

No



PART 1: ALTERNATIVE WAGE DATA

Subrecipients that do not certify compliance with Davis-Bacon Requirements will need to report the following:

- Number of direct employees
- Number of contractor employees
- Number of 3rd part employees
- Wages and benefits of workers on the project by classification
- Whether or not those wages are less than the prevailing wages

The Montana Department of Labor & Industry publishes prevailing wage rates on their website (<https://erd.dli.mt.gov>). An example is included below:

CONSTRUCTION LABORERS GROUP 3

	Wage	Benefit
District 1	\$24.55	\$11.82
District 2	\$24.55	\$11.82
District 3	\$24.55	\$11.82
District 4	\$24.55	\$11.82

This group includes but is not limited to:

Concrete Vibrator; Dumpman (Grademán); Equipment Handler; Geotextile and Liners; High-Pressure Nozzleman; Jackhammer (Pavement Breaker) Non-Riding Rollers; Pipelayer; Posthole Digger (Power); Power Driven Wheelbarrow; Rigger; Sandblaster; Sod Cutter-Power and Tamper.



PART 1: ALTERNATIVE WAGE DATA

Please upload a file that details 1) the wages and benefits of workers on the project by classification; and 2) whether those wages are at rates less than those prevailing. *

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Please provide the following in the text box below: 1) the wages and benefits of workers on the project by classification; and 2) whether those wages are at rates less than those prevailing. Data should be entered in the following format: 'Employee Classification; Wages; Benefits; Prevailing (Y/N)'

47-2061: Construction Laborers Group 3; \$26.00; \$12.00; Y



PART 2: PROJECT LABOR AGREEMENT

Project Labor Agreement

Do you certify that this project includes a project labor agreement, meaning a collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f))? *

Yes

No

Project Continuity Plan

If you are not able to provide a project labor certification, please provide a project continuity plan narrative that addresses the following:

- 1) Describe how you will ensure the project has ready access to a sufficient supply of appropriately skilled and unskilled labor to ensure high-quality construction throughout the life of the project, including a description of any required professional certifications, and/or in-house training, registered apprenticeships or labor-management partnership training programs, and partnerships like unions, community colleges, or community-based groups.
- 2) Describe how you will minimize risks of labor disputes and disruptions that would jeopardize the timeliness and cost-effectiveness of the project.
- 3) Describe how you will provide a safe and healthy workplace that avoids delays and costs associated with workplace illnesses, injuries, and fatalities, including descriptions of safety training, certification, and/or licensure requirements for all relevant workers (e.g., OSHA 10, OSHA 30).



Part 3 AND 4: LOCAL HIRES AND COMMUNITY BENEFIT

Does your project prioritize local hires?

Yes

No

Does the project have a Community Benefit Agreement? If yes, provide a description of the agreement. *

Yes

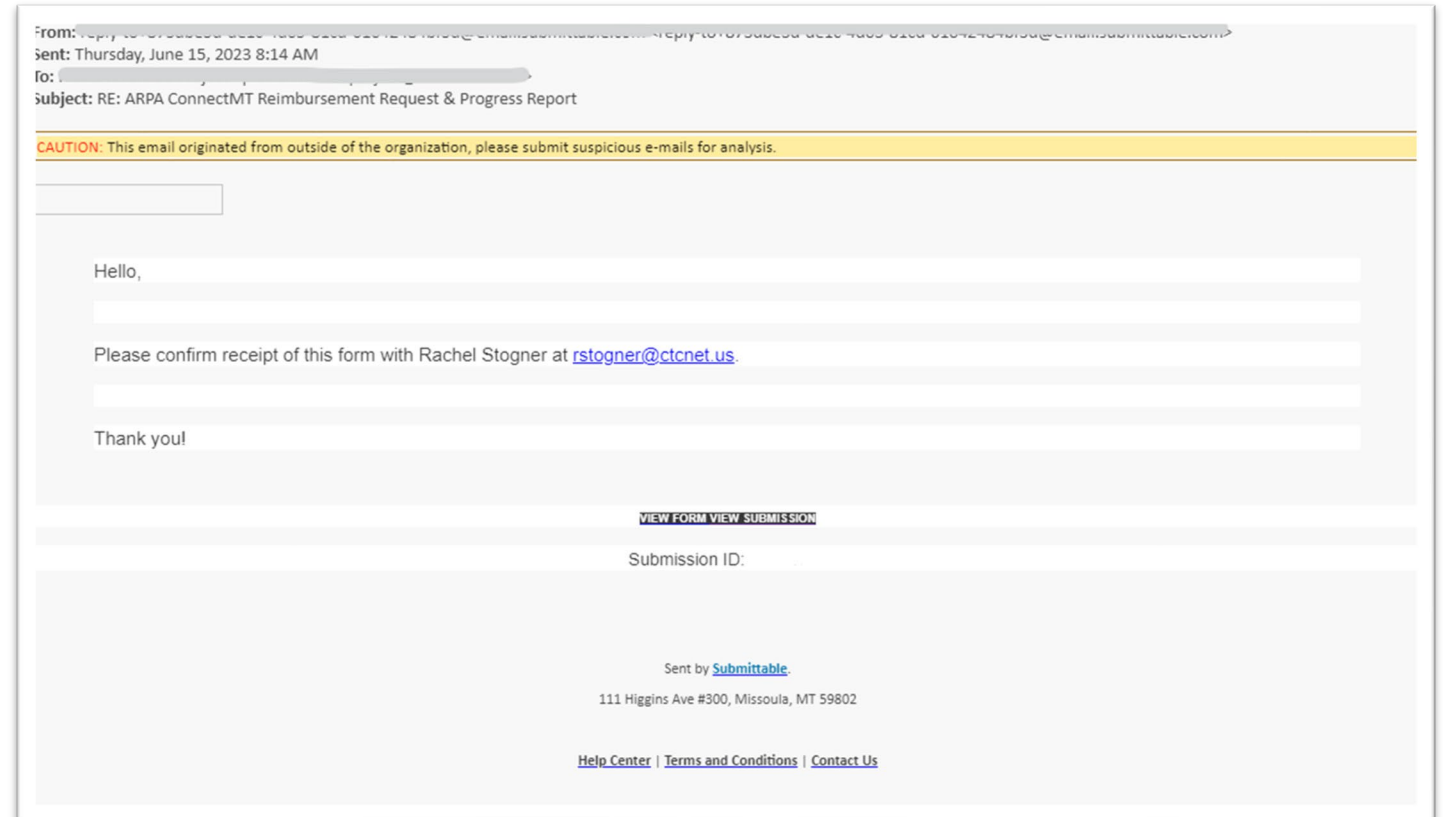
No



SUBMITTABLE WALKTHROUGH

Accessing the Reporting Form:

- The Application Author and any Collaborators will receive an email from the st-of-montana-message-support@submittable.com email with a link to "View Form"
- If you do not receive this link, please contact Rachel Stogner at rstogner@ctcnet.us for support
 - Please also check your spam filter



TREASURY SUPPLEMENTARY BROADBAND GUIDANCE

Background: On May 17, 2023, Treasury provided additional guidance for Broadband Grants funded by The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program and the Capital Project Fund (CPF). The supplementary guidance includes several important clarifications and updates to the requirements for both ISPs and the state of Montana.

Key changes impacting ConnectMT awardees:

- **Procurement flexibility:** “ISPs that receive fixed amount subawards are not required to comply with the cost principles and procurement practices of the Uniform Guidance.”
- **Extension of service obligations and subsidy participation:** Service must be maintained and ISPs must participate in federal broadband service subsidy programs until December 31, 2034.
- **Clarification on real property and equipment standards:** Treasury clarified administrative requirements applicable to property and equipment acquired with ConnectMT funds, including insurance, recording title, transfer and disposal requirements

Next Steps: The ConnectMT team will work with ISPs to make the necessary amendments to existing



APPENDIX – ADDITIONAL RESOURCES



- [ConnectMT ARPA](#)
- **Audit Requirements**
- **Additional Grant Agreement Terms & Conditions**
- **Record Retention**



AUDIT REQUIREMENTS

In each year that you expend \$750,000 or more, you will provide the Department:

- **A financial related audit for the Project in accordance with Generally Accepted Government Auditing Standards OR**
- **A Project specific audit in accordance with the requirements of [2 CFR §200.507](#)**
- **Subrecipient will provide the Department a copy of the Audit within 30 calendar days after receipt of the audit report or nine months after the end of the audit period.**
- **Additionally, Subrecipient must allow the Department and any authorized auditors access to the Subrecipient's records and financial statements as necessary for the Department to meet its requirements of [2 CFR Part 200](#).**



GRANT AGREEMENT TERMS & CONDITIONS

Service Obligation

You must manage and operate the Project in an efficient and economic manner, including maintain the Project in good repair at the level of broadband service provided in the Grant Agreement through December 31, 2034.

ACP Participation

You must participate in the Affordable Connectivity Program, or its successor through December 31, 2034.

Factors impacting selection

Some Projects were selected based on points awarded for commitments made in the Application. You must continue to comply with these commitments outlined in your Final Statement of Work.



RECORD RETENTION

- Financial records, supporting documents, statistical records, and all other Subrecipient records that are pertinent to a Federal award must be retained (2 C.F.R. 200.334)
- The Subrecipient will maintain appropriate and adequate records showing complete entries of all receipts, disbursements, and other transactions relating to the project for a period of eight years from the date of the Final required ARPA Report (April 30, 2027, for CSFRF and March 31, 2027, for CPF).





QUESTIONS?

PLEASE TYPE YOUR
QUESTIONS IN THE
CHAT BOX



Thank you!

NEED HELP?

For Reporting Questions, please contact Maria Jackson at connectmt@mt.gov

For Technical Support, please contact Rachel Stogner at
ConnectMTInfoRequests@ctcnet.us

