



Technical Assistance
for ConnectMT
ARPA Broadband Grants

Reimbursement Requests

AGENDA

- **Meet the Speakers**
- **The Reimbursement Process Overview**
- **Pointers and Prerequisites**
- **Submittable Walkthrough**
- **Change Orders**
- **Next Steps—AmpliFund**
- **Q & A**



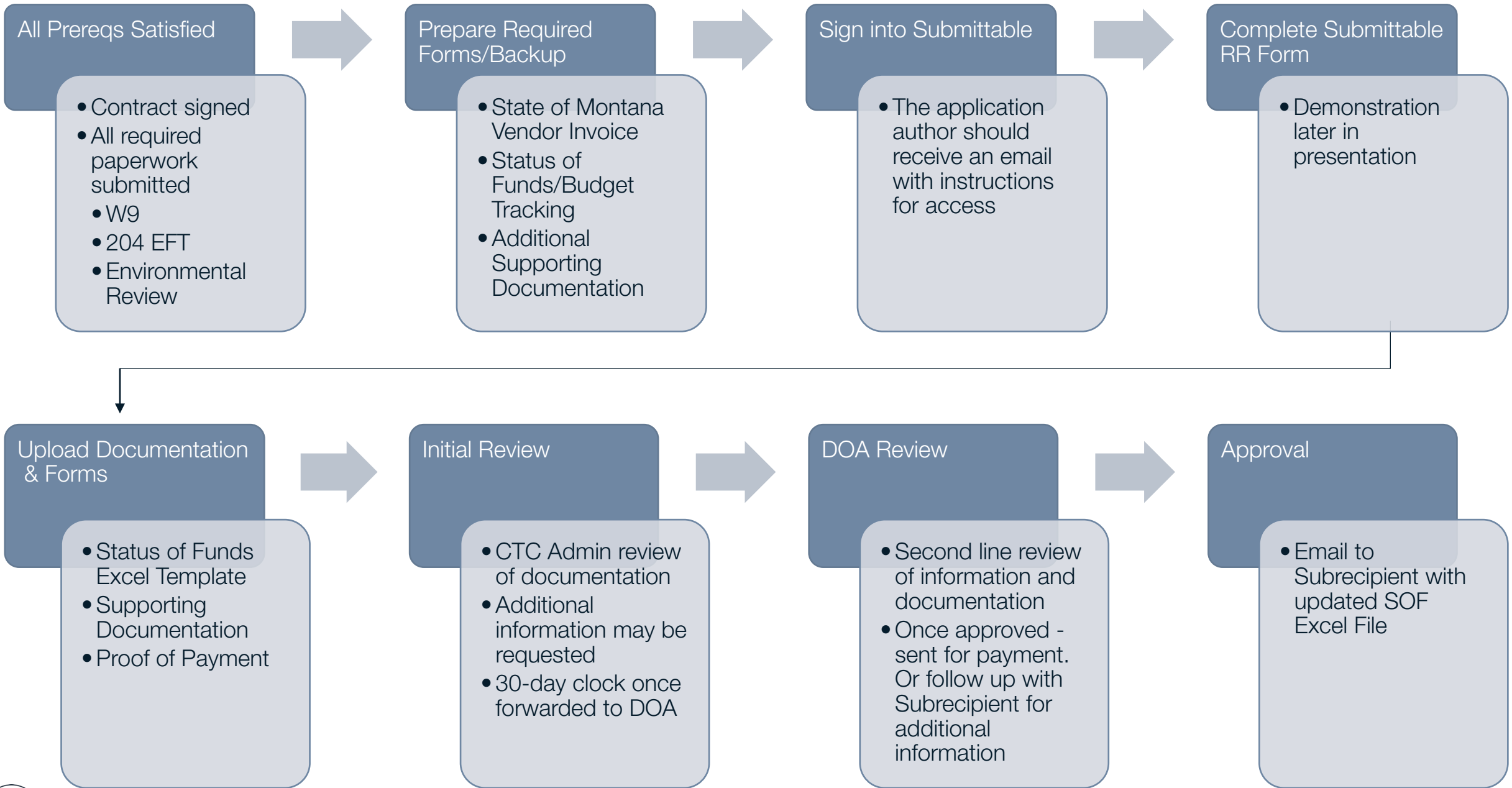
MEET OUR TEAM

- **MARIA JACKSON | Program Supervisor/Grants Contracts Coordinator**
- **MORIAH KELLER | Program Coordinator**
- **DARLENE PATZER | Program Grant Accountant**
- **HEATHER MILLS | VP of Grants and Funding, CTC Technology & Energy**
- **LYDIA WEINBERGER | Civic Technology Analyst, CTC Technology & Energy**
- **COLM KENNEDY | Broadband Analyst, CTC Technology & Energy**

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

More information is available at connectmt.mt.gov





General Pointers and Prerequisites

DOCUMENTATION AND TIMING

- **File all required documentation with the Department prior to submitting a Reimbursement Request**
 - **Requests for Construction Costs may only be submitted once DEQ clearance is received, and the Environmental Review Form is completed in Submittable with the required documentation uploaded**
- **Requests must be completed in Submittable**
 - **Please contact us at connectmt@mt.gov for support**
- **Requests are accepted once every 30 days**
 - **The Department recommends submitting a Request at least once every 60 days.**

*If the Department requests additional documentation to support a Reimbursement Request, it must be submitted within 10 calendar days.



REPORT TIPS

- **Verify the math in the Status of Funds**
- **Include consistent and concise labels for all invoices (i.e., vendor invoice number and date)**
- **If an expense could be interpreted as an Indirect or Admin Cost, include an explanation for eligibility**
- **Demonstrate remittance and Proof of Payment correlation**
- **As-Built documentation will be requested once reimbursement for construction begins**



USE OF INVENTORY AND EXEMPT MATERIALS

- **Pulling Items from Inventory**
 - **Material Pick List or work order identifying date, quantity and cost pulled from inventory**
 - **Memo outlining basis of unit price, including sources and systems of information**
 - **Inventory Sub-Ledger identifying quantity and costs for each purchase and usage from March 15, 2021, to month ending RFR.**
 - **Invoice of material purchase immediately prior to inventory usage claimed**
- **Exempt Materials**
 - **Must be tracked as used for benefit of the project**
 - **Cannot include non-capital expenses, such as overhead or operating expenses**



STATUS OF FUNDS (SOF) Overview

Project Budget

- Verification/Restatement of Budget

Budget Tracking

- Use the Recent Approved SOF (from the previous Request)
- Current Status of Budget
- History of Payments

Supporting information

- Details on Invoices
- Work/Purchase Orders



The screenshot displays the Montana.gov official state website. The top navigation bar includes 'SERVICES', 'AGENCIES', 'LOGIN', and a search box labeled 'SEARCH MONTANA.GOV'. The main content area is titled 'Resources' and features a sub-section 'Procurement Process & Labor Standards'. Below this, there is a 'Forms & Guides' section with a right-pointing arrow. A list of links is provided, including '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', and 'CFR Guidance Link'. A small upward-pointing arrow icon is visible in the bottom right corner of the screenshot.



STATUS OF FUNDS (SOF) Form Review

Project Budget

Verification/Restatement of Budget

- The amounts budgeted cannot be modified without prior written approval from the Department
 - If actual costs exceed budget, the project must be completed with no additional ARPA Grant Funds
- Cannot include ineligible expenses
- May update budget categories to match contract

Subrecipient & Project #:			
Project Title & Contract Number:			
Match Amount:			
PROJECT DEVELOPMENT	ARPA	MATCH	TOTAL
<i>Data Gathering</i>			\$0.00
<i>Feasibility Studies</i>			\$0.00
<i>Engineering Design</i>			\$0.00
<i>Environmental/ Historical/ Cultural Reviews</i>			\$0.00
<i>Permitting</i>			\$0.00
<i>Railroad Permitting</i>			\$0.00
<i>Underground Permitting</i>			\$0.00
<i>Pole License</i>			\$0.00
<i>Other</i>			\$0.00
			\$0.00
Project Development Total	\$0.00	\$0.00	\$0.00
MATERIALS			
<i>Strand</i>			\$0.00
<i>Fiber</i>			\$0.00
<i>Cable</i>			\$0.00
<i>Antenna</i>			\$0.00
<i>Electronics</i>			\$0.00
<i>DSP/ FDH</i>			\$0.00
<i>Contingency</i>			\$0.00
			\$0.00
Materials Total	\$0.00	\$0.00	\$0.00
CONSTRUCTION			
<i>Land Acquisition</i>			\$0.00
<i>Inhouse Labor</i>			\$0.00
<i>Contractor Labor</i>			\$0.00
<i>Construction Inspection</i>			\$0.00
<i>Construction</i>			\$0.00
<i>Contingency</i>			\$0.00
			\$0.00
Construction Total	\$0.00	\$0.00	\$0.00
Project Budget Total	\$0.00	\$0.00	\$0.00



STATUS OF FUNDS (SOF) Form Review

Budget Tracking

- Use the most recent approved SOF from the previous Reimbursement Request
- Current Status of Budget
- History of Payments
- Account for both ARPA Grant Funds and Match

Date Filed:		All Requests must include Match Allocations							
PROJECT DEVELOPMENT & MATERIALS	ARPA				MATCH				
	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	
Data Gathering	\$0.00			\$0.00	\$0.00			\$0.00	
Feasibility Studies	\$0.00			\$0.00	\$0.00			\$0.00	
Engineering Design	\$0.00			\$0.00	\$0.00			\$0.00	
Environmental Review	\$0.00			\$0.00	\$0.00			\$0.00	
Permitting	\$0.00			\$0.00	\$0.00			\$0.00	
Railroad Permitting	\$0.00			\$0.00	\$0.00			\$0.00	
Underground Permitting	\$0.00			\$0.00	\$0.00			\$0.00	
Pole License	\$0.00			\$0.00	\$0.00			\$0.00	
Other	\$0.00			\$0.00	\$0.00			\$0.00	
	\$0.00			\$0.00	\$0.00			\$0.00	
Strand	\$0.00			\$0.00	\$0.00			\$0.00	
Fiber	\$0.00			\$0.00	\$0.00			\$0.00	
Coax	\$0.00			\$0.00	\$0.00			\$0.00	
Antenna	\$0.00			\$0.00	\$0.00			\$0.00	
Electronics	\$0.00			\$0.00	\$0.00			\$0.00	
OSP (FDH Cabinets/Taps/Splitters/Antennas/ETC)	\$0.00			\$0.00	\$0.00			\$0.00	
Contingency	\$0.00			\$0.00	\$0.00			\$0.00	
Total Project Development & Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
CONSTRUCTION									
Land Acquisition	\$0.00			\$0.00	\$0.00			\$0.00	
Inhouse Labor	\$0.00			\$0.00	\$0.00			\$0.00	
Contractor Labor	\$0.00			\$0.00	\$0.00			\$0.00	
Construction Inspection	\$0.00			\$0.00	\$0.00			\$0.00	
Construction	\$0.00			\$0.00	\$0.00			\$0.00	
Contingency	\$0.00			\$0.00	\$0.00			\$0.00	
Total Activity Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Project Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



STATUS OF FUNDS (SOF) Form Review

Supporting Documentation

- Details on Invoices
- Must correlate to Invoices and Proof of Payment
- Build on the recent approved SOF

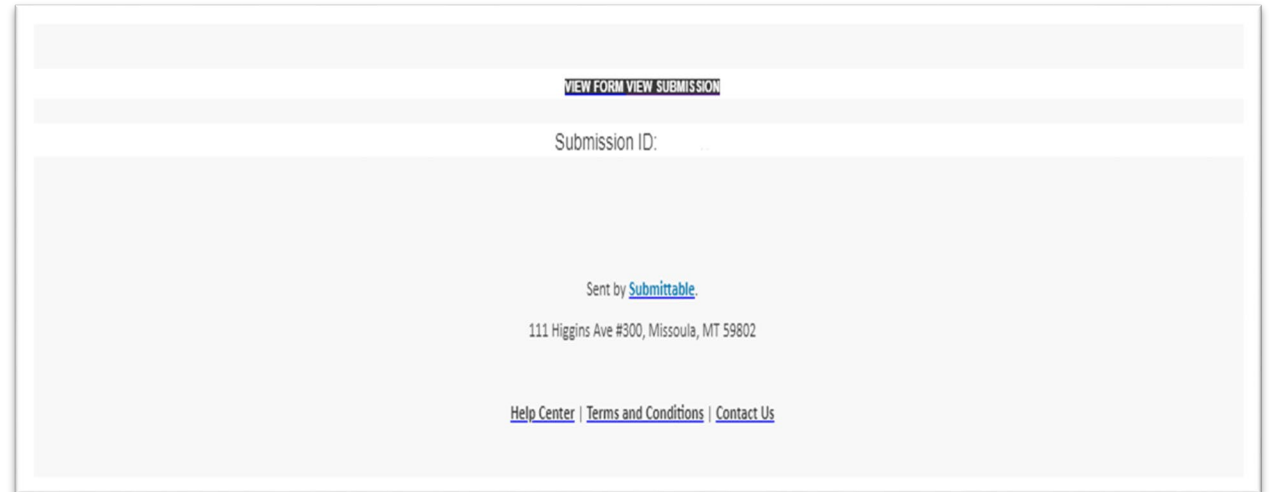
Budget Category	Description of Services/Materials	Purchase Order #	Invoice #	Invoice Date	Category Total	Check #	Date Paid	ARPA #	MATCH #	Total Paid by Awardee	Retainage (5% of Grant Award)	Total Request for Reimbursement		
<i>Choose Category</i>	<i>OK to reference attachments</i>	<i>If applicable</i>	13514	05/16/23	\$500,000.00	10220	05/18/23	\$400,000.00	80.00%	\$100,000.00	20.00%	\$500,000.00	\$20,000.00	\$380,000.00
								\$0.00	100.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
								\$0.00	100.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
								\$0.00	100.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
								\$0.00	100.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
								\$0.00	100.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
								\$0.00	100.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
								\$0.00	100.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
								\$0.00	100.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
								\$0.00	100.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
								\$0.00	100.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
								\$0.00	100.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00



SUBMITTABLE ACCESS

Accessing Your Reporting Form:

- Application Author and Collaborators will receive an email from the st-of-montana-message-support@submittable.com
- Click the link to "View Form"
- If you do not receive this link, please contact Colm Kennedy at ConnectMTInfoRequests@ctcnet.us
 - Please check your spam filter



FILING REQUESTS IN SUBMITTABLE

Log in to Submittable

1. Select the "My Submissions" Tab
2. Select the relevant Submission
3. Select "Forms"
4. Select "Open"

My Submissions Search submissions

My Submissions | Drafts | Collaborations | External Submissions

Sort by: Date (most recent) | Filter: Active | Clear Filters

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
Received	0015	New CS Testing	STANDARD TEST PROJECT...	Jun 28, 2023

Received **0015**

Submitted to New CS Testing - STANDARD TEST PROJECT - MK 02/23 on Wed, Jun 28, 2023 8:14 AM

ACTIVITY | MESSAGES | FORMS | NOTE | AWARDS & PAYMENTS Download | Edit | Withdraw

STANDARD TEST PROJECT - MK 02/23
Submitted on June 28, 2023

Additional Form Tester
Pending Open



REIMBURSEMENT PROCESS OVERVIEW

Basic information about your project is required:

- Dates
- Grant Recipient
- Project Title
- Grant Agreement Number
- Request Number

Please enter today's date *

Please select the year your Reimbursement Request is for *

Please select the months your Reimbursement Request begins at (from) *

If your Reimbursement Request's includes expenses from the months of January and February, please select January on this option.

Please select the months your Reimbursement Request ends at (to) *

If your Reimbursement Request's includes expenses from the months of January and February, please select February on this option.

Recipient *

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

Please select your Project Title

Ensure this matches the Grant Agreement.

Please select your Grant Agreement 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 SOW & 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

Subrecipients Must:

- Certify Labor Standards Compliance
- Adhere to Project Budget & Schedule as outlined in the Final Statement of Work - Exhibit B of the ARPA Grant Agreement
- Revision to Project Budget or Timeline requires a Change Order/Amendment Request and Written Approval from DOA
- Upload W9 and 204-EFT Forms through the State's [File Transfer Service](#).

Select which of the following you are seeking reimbursement for: *

- Project Development
- Materials
- Construction

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

Please enter the TOTAL amount you are requesting for reimbursement

\$ USD

Save Draft

Submit Form



CERTIFICATION OF WAGES AND LABOR STANDARDS

Subrecipients with Grant Awards above \$5 Million are required to report:

- Davis-Bacon Act Certification or Alternative Wage Data
 - Subrecipients that do not certify compliance with Davis-Bacon Requirements must report:
 - Number of direct employees
 - Number of contractor and subcontractor employees
 - Wages and benefits of workers on the project by classification
 - Whether or not those wages are less than the prevailing wages
- Project Labor Agreement or Project Workforce Continuity Plan
- Prioritization of Local Hires
- Community Benefit Agreement



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, .wpl, .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



PROJECT LABOR AGREEMENT

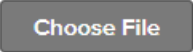
Project Labor Agreement

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

Upload your Project Labor Agreement



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



COMMUNITY BENEFIT AGREEMENT

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

Yes

No

Please provide a description of your Community Benefit Agreement

Please upload a copy of your Community Benefit Agreement

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



AUDIT REQUIREMENTS

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

- 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 must 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.



CHANGE ORDER REQUESTS

Change Request; request to change information included in the grant agreement.

- Project Budget
- Project Schedule
- Project Contact

Anything that alters project scope, if approved, will initiate an amendment process

<https://connectmt.mt.gov/information/Final-SOW---Agreement-Exhibit-B.xlsx>

ARPA ConnectMT Change Order Request

Select the grant award number for this project *

Enter the project name *

Does your project require a change in any of the following areas? *

- Project Budget
- Project Schedule
- Project Contact

All requests submitted are subject to Department review and approval.




CHANGE REQUEST – BUDGET

Project Budget

- “Transferring funds between budget categories is a revision that requires an amendment request and written approval from the Department (‘Change Order’),” (Agreement, 6).

A Project Budget Change Order Request should be submitted if the Subrecipient needs to adjust amounts approved for a Budget category. As noted in your Grant Agreement, all cost overruns are the Subrecipients responsibility, and the Department will not obligate additional amounts.

Please upload the Project Budget with the requested changes *



Upload a file. No files have been attached yet.

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

Please select the reason for your budget change order request *

- Requesting transfer of funding between categories
- Other

Please detail the requested changes to the Project Budget and your reasons for these changes. *

Limit: 2000 characters



CHANGE REQUEST – SCHEDULE

Project Schedule

A Project Schedule Change Order Request should be submitted if the Subrecipient needs to adjust Project Milestones and time periods. As noted in your Grant Agreement, the Department will not approve an extension beyond September 30, 2026.

Upload project schedule *

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docs, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .qf, .png, .jpeg, .jpg, .svg, .xl, .xls, .xlsx

Please explain the reason for the project schedule change *

Phases of project complete *

- Planning - Complete
- Final Design - Complete
- Bid - Complete
- Construction - Start
- Construction - Substantially Complete
- Final Report - Complete

New projected/actual start date *

Start of project activities. Use projected date until actual date occurs. You will have to continue to enter the actual start date through the life of the reporting.

New projected/actual project completion date *

The projected date must match the date specified in the schedule. This is the date of the completion of all grant funded project activities.

New projected/actual engineering completion date *

The projected date must match the date specified in the schedule. This is the date of the completion of engineering design phase.

New projected/actual build date *

The projected date must match the date specified in the schedule. This is the date of the bid advertisement.

New project/actual construction start date *

The projected date must match the date specified in the schedule.

New projected/actual initiation of operations date *

The projected date must match the date specified in the schedule.



CHANGE REQUEST – CONTACT

Notice of Change of Contact

- “A party may change its contact information listed in this section by providing notice to the other party’s contact.” (Agreement, 11).

The Project Contact Change Order Request should be used to update the Department regarding changes in the Authorized Organization Official Name, Primary Contact Title and Financial Contact Person as identified in the Application, or subsequent notifications to the Department. Note, updating a Project Contact is for the Department’s information and will not change collaborators within Submittable.

Previous project contact name *

First Name

Last Name

Previous project contact title *

Previous project contact email *

New project contact name *

First Name

Last Name

New project contact title *

New project contact email *

New project contact phone number *



RECORDS RETENTION

- **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 required Final ARPA Completion/Close Out Report.**
- **Records must be retained until April 30, 2027, for CSFRF and March 31, 2027, for CPF.**
- **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).**



NEXT STEPS – AMPLIFUND



In 2024, the Department will be moving to a new Grants Management System - AmpliFund

- No change in required information (i.e., Status of Funds form)
- Centralized platform for the full grant lifecycle – application process, project start up to completion including compliance and reporting
- Prior to the migration, further guidance will be provided



ADDITIONAL RESOURCES



ConnectMT Broadband Program

- ISP/Subrecipient ARPA Resources
- Reimbursement Request Quick Tips
- How to Use the ConnectMT Submittable Platform
- Reimbursement Request Quick Reference Guide & Checklist
- All Webinar Presentations





Please Use the
Q & A Chat for
Questions



Thank you!

NEED HELP?

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

For Technical Support, please contact Colm Kennedy at ConnectMTInfoRequests@ctcnet.us

