



How to Use the ConnectMT Platform

Montana Department of Administration

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1 How to Use the ConnectMT Reporting Platform: Overview

Congratulations on your ConnectMT grant award! The Montana Department of Administration (DOA, the Department) is utilizing Submittable, the online portal used to submit the subrecipient's application, for the required reporting and compliance efforts for the ConnectMT program. **This document contains instructions on how to access the Submittable platform to submit required reports and request reimbursements.**

The Department will notify the subrecipient when reports are due through the original authorized submitter.

Progress Reports are required to be submitted monthly, quarterly, and annually (as per Section 12.1.B. of the Capital Project Fund (CPF) plan and Section 12.1.C of the American Rescue Plan Act (ARPA) Broadband Deployment Grant Program Contract). Reimbursement Requests may be submitted along with monthly and quarterly progress reports but not more frequently than every 30 days. Reports are due within seven days after the end of each month. If requests for additional documentation are required to support the report data or the reimbursement request, this information must be submitted within ten calendar days of the request from the DOA.

General steps to access and submit the subrecipient's forms are outlined below, and the following sections provide detailed instructions for submitting each type of form.

1.1 Step One: Accessing the Reimbursement Requests and Progress Reports

To access the forms for Reimbursement Requests (RR) and Progress Reports, the original submitter must follow the link provided through notification emails from Submittable. These emails are sent to the submission author through the Submittable system. Only the submission author is able to submit the required forms.

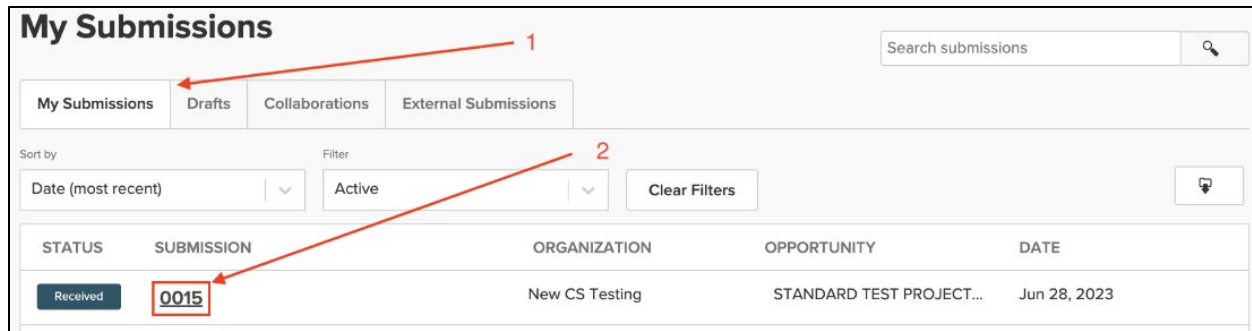
To access the forms, click/select "VIEW FORM VIEW SUBMISSION" at the bottom of the email sent to the submission author and sign in to Submittable via the account used to submit the subrecipient's initial application materials.

The subrecipient can also log in to the platform at any time by visiting the portal home page and selecting "Have an account? Sign in." Enter the credentials the subrecipient provided at sign-up and click "Sign in." If the subrecipient forgets the password, visit the portal home page, click the sign-in button, enter the email address associated with the account, and select "Forgot?" to the right of the password entry field. The subrecipient will receive an email to create a new password.

1.2 Step Two: Getting Acquainted with the Platform

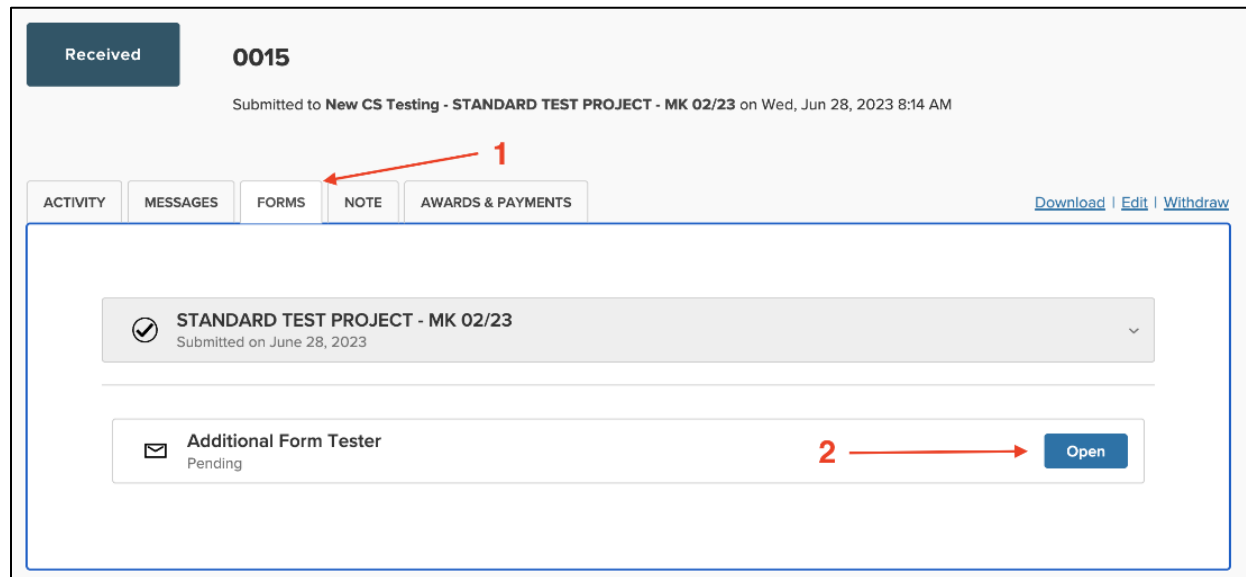
Once logged in, the subrecipient will be able to access the initial application submission in the "My Submissions" tab (See Figure 1 below). The reporting and compliance forms will be attached to the initial submission. To access and fill in the form, select the submission from the list.

Figure 1: The Reimbursement Request and Progress Report Is in the "My Submissions" Tab



Then, click the "Forms" tab, select the blue "Open" button to see the form, and follow the instructions (see Figure 2 below).

Figure 2: Select the "Forms" Tab and "Open" Button



1.3 Step Three: Completing the Reimbursement Request or Progress Report

Four reporting options are available: monthly, quarterly, annual, and final. During the project period, reimbursement requests may be submitted no more than once every 30 days.

For all types of reporting, basic project information is required, including project title, grant agreement number (formatted MT-ARPA-BDP-0XX), and project contact information. See Figure 3 below.

When the form is completed, click "submit."

Figure 3: General Information Required

General Project Information

Please enter today's date *

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 *



Once the basic information is completed, follow all instructions carefully to complete the RRs or Progress Reports, as applicable.

Fill out all required form fields which are indicated by a red asterisk (*) at the end of the field title. Relevant directions and information will be provided to the right of each form field. The platform will automatically save a draft as the subrecipient works.

Some fields will require a file to be attached to the submission. Click the “Choose file” button in the form field and select the file the subrecipient would like to upload.

If at any point the subrecipient would like to save and return to the form later, scroll to the bottom of the form and select “Save draft.” The subrecipient can access saved drafts by signing in to its account and selecting the “Saved drafts” tab at the top right of the “My submissions” dashboard.

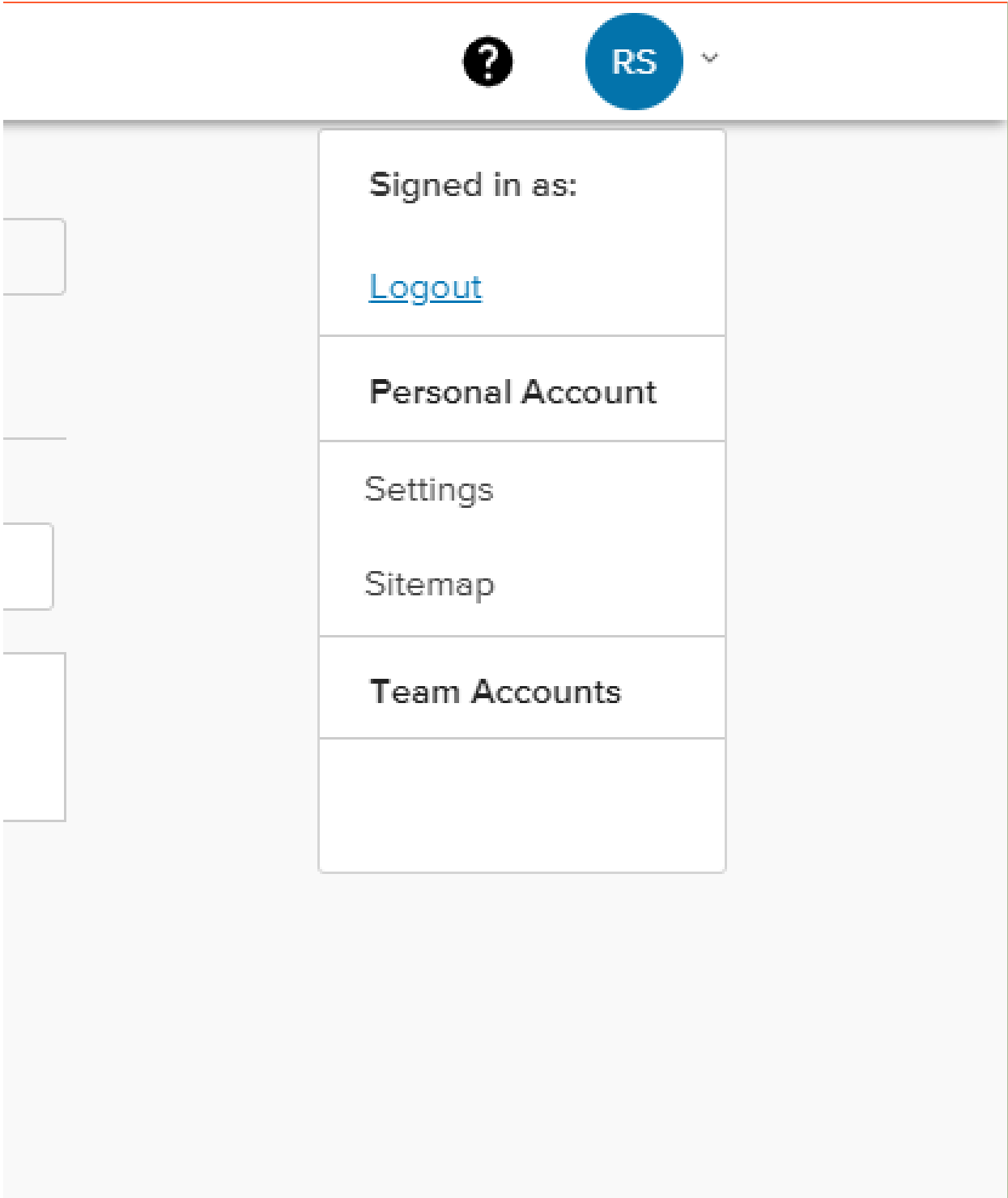
To log out, click on the icon with the user’s initials in the top right and select “Logout” from the drop-down menu.

1.4 Step Four: After Submitting the First Report

View and track the status of the submission at any time by logging in to the subrecipient’s account. Once logged in, the subrecipient will be taken to a home page with a list of submissions. The dashboard will automatically show all the subrecipient’s forms, filtered by date of submission, with the status of each one shown to the left (i.e., received, in progress, or accepted). The subrecipient can filter the list to view only active (including those assigned but not yet completed), accepted, declined, or withdrawn submissions, or any saved drafts, by selecting the appropriate tab at the top of the list. Click into an individual submission to view any activity on the submissions or review any submitted information.

To update account information, log in to the subrecipient’s account and click on the icon with the user’s initials in the top right. Select “Settings” from the drop-down menu.

Figure 4: Changing Account Information



2 Monthly Reports

Monthly progress reports are due no later than the seventh of every month. If a quarterly report is also due (April, July, October, and January), a monthly report does not need to be filed. The information is necessary to satisfy reporting requirements by the State to the U.S. Treasury for the use of funding from the Coronavirus State and Local Fiscal Recovery Funds program (established by Sections 601 and 603 of the American Rescue Plan Act [Public Law 117-2]) or the Coronavirus Capital Projects Fund (established by Section 604 of Public Law 117-2).

Once the “General Project Information” section is complete (see Figure 3 above), the subrecipient will be asked to begin the “Monthly Report Forms.”

2.1 Step One: Monthly Report ID

As shown in Figure 5 below, start by entering the subrecipient’s Monthly Report ID. The Monthly Report ID is the month and year of the report submission plus the application submission identification number. For example, if the subrecipient is posting the Monthly Report for January (01) 2024 and the application submission identification number is 00001, the Monthly Report ID will be 01202400001 (month-year-grant number). The subrecipient will then confirm the information in the Monthly Report ID by selecting the month and year for which the subrecipient is reporting.

The subrecipient will then be prompted to provide the match percentage for the project. The match percentage must be the same as the match percentage submitted in the original application.

Figure 5: Monthly Report ID

The screenshot displays a web form titled "Monthly Report Forms". It contains the following elements:

- Monthly Report ID:** A text input field. Below it is a note: "The Monthly Report ID will be the month and year of your report submission plus your application submission identification number. If you are posting the Monthly Report for January 2024 and your application submission identification number is 00001, your Monthly Report ID will be 01202400001."
- Month Selection:** A dropdown menu with the text "Please select the month that you are reporting for *". The dropdown shows "Select..." and a downward arrow. Below it is a note: "Please note that MONTHLY reports are due 7 days following the end of the reporting period."
- Year Selection:** A dropdown menu with the text "Please select the year that you are reporting for *". The dropdown shows "Select..." and a downward arrow. Below it is a note: "Please note that MONTHLY reports are due 7 days following the end of the reporting period."
- Match Percentage:** A text input field with the label "Match Percentage *".

2.2 Step Two: Project Schedule Milestones

The Project Schedule Milestones are standardized measures of the project's progress (see Figure 6 below). The subrecipient will confirm the project timeline by entering the percent complete for each project milestone listed.

If the subrecipient has not started an item listed in the Project Schedule, enter "0". If the subrecipient has completed an item, enter "100". If there has been no substantial change between the current and previous reports, enter the same percentage reported in the previous report.

Milestones must be consistent with the milestones outlined in the final Statement of Work Project Schedule, Exhibit B-4. If the project's Exhibit B-4 does not include the milestones listed in the Project Schedule Milestones required for monthly reporting, please track the Project Schedule Milestones in addition to the metrics included in the project's Exhibit B-4. The Project Schedule Milestones must accurately reflect the project's progress; the ConnectMT team will follow up if they have questions about progress.

Figure 6: Project Schedule Milestones

Project Schedule Milestones

Please use this section to document project milestone progress. Confirm your project timeline by entering the percent complete for each project milestone listed below.

Milestones must be consistent with the milestones outlined in your final Statement of Work Project Schedule, Exhibit B-4

Overall Project *

%

Environmental Assessment *

%

Network Design *

%

Construction Permits and Other Approvals *

%

Equipment and Material Procurement *

%

Site Preparation and Construction *

%

Network Testing and Acceptance *

%

2.3 Step Three: Costs

The following section asks about three different cost metrics: actual costs incurred to date, actual costs incurred in the reporting period, and the estimated Request for Reimbursement for the next period, if applicable. See Figure 7 below

Actual incurred costs to date include any expenses incurred by the project up to the end of the reporting period. Actual incurred costs in the period include all costs incurred in the reporting period from the last report (e.g., from one monthly report to the next). **If the subrecipient anticipates submitting a Request for Reimbursement during the next reporting period**, enter the estimated amount.

Figure 7: Costs

Actual Costs to Date *

\$ USD

Actual Costs in Period *

\$ USD

If you anticipate submitting a Request for Reimbursement within the next month, estimate request amount *

\$ USD

2.4 Step Four: Comments

This section allows the subrecipient to provide comments, updates, or clarification statements (see Figure 8 below). These may include details about project delays, labor disputes, and other material information impacting the project status.

Figure 8: Comments

Provide Comments on Project, including project delays, labor disputes and other material information impacting the project status



2.5 Step Five: Change Order Requests

If the subrecipient’s project requires a change to the Project Schedule, Project Budget, or Project Contact, the reporting system is designed to allow the subrecipient to do so in the monthly report filing by submitting a Change Order Request (COR). The ConnectMT team will review the request and send approval. There is no timeline associated with approvals for CORs. Awardees should follow up via email if they have not received a response to the COR within two weeks of submission.

Please note that for all CORs, submission of a COR is not a guarantee of Department approval.

2.5.1 Project Schedule

If the subrecipient’s approved project schedule, as outlined in Exhibit B-4 of its award agreement, requires a change, the subrecipient must request the Department’s approval in writing through outreach to the ConnectMT@mt.gov email and provide a high-level summary of proposed changes. (See Figure 9.) These include changes to any or all of the following:

- Projected/actual project start date
- Completion date
- Engineering completion date
- Build date
- Construction start date

- Initiation of operations date (optional)

Note that the projected dates must match the dates specified in the updated schedule.

The subrecipient will be required to indicate which phase of the project is currently active:

- Planning
- Final design
- Bid
- Construction (start)
- Construction (substantially complete)
- Final report (complete)
- Other (please explain)

Figure 9: Project Schedule Change

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

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

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.

Phases of Project Complete

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

2.5.2 Project Budget

For changes to the approved project budget, the subrecipient is required to request the Department’s approval in writing (see Figure 10 below). To request a change, upload the Project Budget (Exhibit B-3) with the requested changes and detail the reasons for these changes in the provided text box. Note that transferring funds between budget categories is a revision that requires a contract amendment request and written approval from the Department.

Figure 10: Project Budget

The Project Budget is outlined in Exhibit B-3. If changes are required to the Project Budget, Applicant will request the Department’s approval in writing. Please fill out the following information and contact the Department of Administration.

Please upload the Project Budget with the requested changes

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

2.5.3 Project Contact

If the project contact needs to be changed, the subrecipient is required to provide the original contact’s information along with the new contact’s information (see Figure 11.) This includes:

- First and last name
- Email
- Title
- Phone number

Figure 11: Project Contact

Original Submitter Name *
First Name
<input type="text"/>
Last Name
<input type="text"/>
Original Submitter Email *
<input type="text" value="email@example.com"/>
New Project Contact Name *
First Name
<input type="text"/>
Last Name
<input type="text"/>
New Project Contact Email *
<input type="text" value="email@example.com"/>
Title of Original Submission
<input type="text"/>
New Project Contact Email *
<input type="text" value="email@example.com"/>
New Project Contact Phone Number
 <input type="text"/>

3 Quarterly Reports

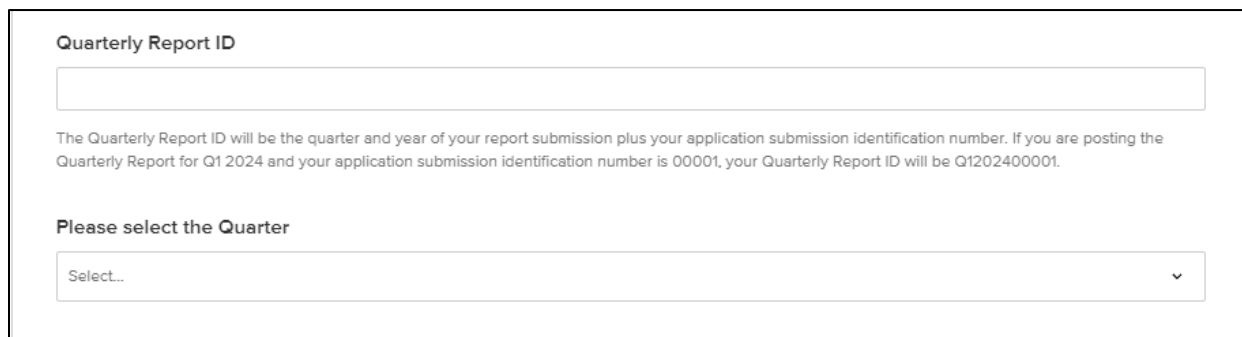
Quarterly progress reports are due in March, June, September, and December not later than the 7th of the month following the end of the quarter (April, July, October, and January). The information required in the quarterly report is necessary to satisfy the State’s reporting requirements to the U.S. Treasury for the use of funding from the Coronavirus State and Local Fiscal Recovery Funds program (established by Sections 601 and 603 of the American Rescue Plan Act [Public Law 117-2]) or the Coronavirus Capital Projects Fund (established by Section 604 of Public Law 117-2).

Once the “General Project Information” section is complete (see Figure 3 above), the subrecipient will be asked to begin the “Quarterly Report Forms.”

3.1 Step One: Quarterly Report ID

As shown in Figure 12 below, subrecipients will start by entering the Quarterly Report ID. The Quarterly Report ID is entered as the quarter and year of the report submission plus the application submission identification number. For example, if the subrecipient is posting the Quarterly Report for Q1 2024 and the application submission identification number is 00001, the Quarterly Report ID will be Q1202400001 (Quarter-Year-Grant Agreement Number). The subrecipient will then confirm the information in the Quarterly Report ID by selecting the quarter for which it is reporting.

Figure 12: Quarterly Report ID



The screenshot shows a web form titled "Quarterly Report ID". It features a large text input field at the top. Below the field is a paragraph of explanatory text: "The Quarterly Report ID will be the quarter and year of your report submission plus your application submission identification number. If you are posting the Quarterly Report for Q1 2024 and your application submission identification number is 00001, your Quarterly Report ID will be Q1202400001." Below this text is a label "Please select the Quarter" followed by a dropdown menu with "Select.." as the current selection and a downward arrow icon.

3.2 Step Two: Construction Status

The subrecipient will then be asked to indicate if construction has been started for the project (see Figure 13 below).

If construction has not been started, select “No” and move to the next question.

If construction has been started, the subrecipient will be prompted to enter the actual start date of construction and actual completion date (if applicable).

The subrecipient will then be asked the status of the project’s completion:

- Not started (if the subrecipient has not started construction)
- Completed less than 50 percent
- Completed 50 percent or more
- Completed
- Cancelled (if construction has been cancelled)

The next step requires the subrecipient to provide a high-level “Work Completion Percentage” of project construction. Enter a whole number in the box provided (e.g., 50 for 50 percent).

Figure 13: Construction Status

Has construction been started? *

Yes

No

Status of Completion *

Not started

Completed less than 50%

Completed 50% or more

Completed

Cancelled

Work Completion Percentage

%

3.3 Step Two: Project Schedule Milestones

The Project Schedule Milestones are standardized measures of the project’s progress. The subrecipient must confirm the project timeline by entering the percent complete for each project milestone listed as a whole number (e.g., 50 for 50 percent). See Figure 14 below.

- If the subrecipient has not started an item listed in the Project Schedule, enter 0 percent
- If the subrecipient has completed an item, enter 100 percent
- If there has been no substantial change between the current and previous reports, enter the same percentage from the previous report

Milestones must be consistent with the milestones outlined in the subrecipient’s final Statement of Work Project Schedule, Exhibit B-4. If the subrecipient’s Exhibit B-4 does not include the milestones listed in the Project Schedule Milestones required for monthly reporting, please track the Project Schedule Milestones in addition to the metrics included in the subrecipient’s Exhibit B-4.

The Project Schedule Milestones must accurately reflect the project’s progress.

Figure 14: Project Schedule Milestones

Project Schedule Milestones

Please use this section to document project milestone progress. Confirm your project timeline by entering the percent complete for each project milestone listed below.

Milestones must be consistent with the milestones outlined in your final Statement of Work Project Schedule, Exhibit B-4

Overall Project *

%

Environmental Assessment *

%

Network Design *

%

Construction Permits and Other Approvals *

%

Equipment and Material Procurement *

%

Site Preparation and Construction *

%

Network Testing and Acceptance *

%

3.4 Step Three: Costs

The following section requests information about four different cost metrics:

- Match percentage
- Actual costs to date
- Actual costs in period
- The estimated request for reimbursement for the next period, if applicable

The subrecipient will first be prompted to provide the match percentage for the project. (See Figure 15 below.) The match percentage must be the same as the match percentage submitted with the subrecipient’s original application.

Actual costs to date include any expenses incurred by the project up to the date of the end of the quarter. Actual costs in the period include all costs incurred in the reporting period or since the last report. If the

subrecipient anticipates that a Reimbursement Request will be submitted during the next reporting period, enter the expected amount.

Figure 15: Costs

The screenshot shows a form with the following fields:

- Work Completion Percentage**: A text input box followed by a percentage sign (%).
- Match Percentage ***: A text input box followed by a percentage sign (%).
- Actual Costs to Date ***: A text input box.
- Actual Costs in Period ***: A text input box.

3.5 Step Four: Labor Certifications

3.5.1 Davis-Bacon Certification

The subrecipient will be prompted to specify if the grant award amount is above or below \$5 million.

If the subrecipient's grant amount is below \$5 million, move to the next section.

If the subrecipient's grant amount is greater than \$5 million, it is required to respond to the Davis-Bacon Certification questions (see Figure 16 below).

The State of Montana's prevailing wage law requires employees in building construction occupations working on public works projects be paid an established rate of pay, including fringe benefits, travel allowance, zone pay, and per diem applicable to the district in which the work is being performed as provided in the attached wage determinations.

The subrecipient is required to certify that all relevant workers are currently being and will continue to be paid at or above the Montana Prevailing Wage, as determined by the Commissioner of the Department of Labor and Industry in accordance with Sections 18-2-401 and 18-2-402 of the MCA (Montana Code Annotated), which determines these prevailing wage rates. Please find the Montana Prevailing Wage Rates at: <https://erd.dli.mt.gov/labor-standards/state-prevailing-wage-rates/>.

Figure 16: 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

3.5.2 Project Labor Agreement

The following section prompts the subrecipient to 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)).

If the project meets these criteria, please move to the next section.

If the project does not meet these criteria, the subrecipient will need to provide a Project Continuity Plan.

The Project Continuity Plan must address the following:

1. *Plan to Ensure Access to Adequate Labor:* Describe how the subrecipient 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 such as those with unions, community colleges, or community-based groups. The subrecipient is provided with a text box for a narrative response and a file upload.
2. *Plan to Minimize Risks of Labor Disputes and Disruptions:* Describe how the subrecipient will minimize risks of labor disputes and disruptions that would jeopardize the timeliness and cost-effectiveness of the project. The subrecipient is provided with a text box for a narrative response and a file upload.
3. *Plan to Maintain a Safe and Healthy Workplace:* Describe how the subrecipient 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 [Occupational Safety and Health Act] 10, OSHA 30). The subrecipient is provided with a text box for a narrative response and a file upload.
4. *Adequate Wages to Secure Appropriately Skilled Workforce:* The subrecipient is additionally required to demonstrate that the wages the subrecipient offers are adequate to secure an appropriately skilled workforce. The subrecipient is provided with a text box for a narrative response and a file upload.

The subrecipient will then be asked to certify that the project does not have a completed project labor agreement.

The following checkbox prompts the subrecipient to certify if the project prioritizes local hires.

The next checkbox requires the subrecipient to provide a Community Benefit Agreement, if applicable. If the subrecipient does not have a Community Benefit Agreement, the subrecipient is required to provide comments on the project, including project delays, labor disputes, and other material information impacting the project status.

If the subrecipient has a Community Benefit Agreement, the subrecipient is prompted to provide both a copy and a description along with comments on the project, including project delays, labor disputes, and other material information impacting the project status.

3.6 Step Five: Change Order Request

If the subrecipient's project requires a change to the Project Schedule, Project Budget, or Project Contact, the reporting system is designed to allow the subrecipient to do so in the quarterly report filing by submitting a Change Order Request (COR). The ConnectMT team will review the request and send approval. There is no timeline associated with approvals for CORs. Awardees should follow up via email if they have not received a response to the COR within two weeks of submission.

Please note that for all CORs, submission of a COR is not a guarantee of Department approval.

3.6.1 Project Schedule

If the subrecipient's approved project schedule, as outlined in Exhibit B-4 of the award agreement, requires a change, the subrecipient must request the Department's approval in writing through outreach to the ConnectMT@mt.gov email and provide a high-level summary of proposed changes. See Figure 17. These include changes to any or all of the following:

- Projected/actual project start date
- Completion date
- Engineering completion date
- Build date
- Construction start date
- Initiation of operations date (optional)

Note that the projected dates must match the dates specified in the updated schedule.

The subrecipient will be required to indicate which phase of the project is currently active:

- Planning
- Final design
- Bid
- Construction (start)
- Construction (substantially complete)
- Final report (complete)
- Other (please explain)

Figure 17: Project Schedule Change

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

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

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.

Phases of Project Complete

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

3.6.2 Project Budget

For changes to the approved project budget, the subrecipient is required to request the Department’s approval in writing. (See Figure 18 below.) To request a change, upload the Project Budget (Exhibit B-3) with the requested changes and detail the reasons for these changes in the provided text box. Note that transferring funds between budget categories is a revision that requires a contract amendment request and written approval from the Department.

Figure 18: Project Budget

The Project Budget is outlined in Exhibit B-3. If changes are required to the Project Budget, Applicant will request the Department’s approval in writing. Please fill out the following information and contact the Department of Administration.

Please upload the Project Budget with the requested changes

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

3.6.3 Project Contact

If the project contact needs to be changed, the subrecipient is required to provide the original contact’s information along with the new contact’s information (see Figure 19). This includes:

- First and last name
- Email
- Title
- Phone number

Figure 19: Project Contact

Please fill out the following information and contact the Department of Administration.

Original Submitter Name *

First Name

Last Name

Original Submitter Email *

New Project Contact Name *


First Name

Last Name

New Project Contact Email *

Title of Original Submission

New Project Contact Phone Number



4 Reimbursement Requests

The Reimbursement Requests forms, like the Reporting forms, are available in the "Forms" tab under "My Submissions." A Reimbursement Request may be submitted no more frequently than every 30 days. Subrecipients are required to adhere to the approved 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 the Department (a Change Order Request; please see Section 2.5).

The Reimbursement Request (RR) 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)

The subrecipient will also be prompted to select a checkbox that confirms that it certifies labor standards compliance.

The Status of Funds form is available on the [ConnectMT website](#).

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

The RR prompts the subrecipient to upload a [W9 form](#) and a [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 the subrecipient has any issues with the File Transfer upload, please call (406) 444-2000.

5 Annual Reports

Annual reports are due seven days after the end of the second quarter of the fiscal year (July). The information required in the annual report is necessary to satisfy reporting requirements to the U.S. Treasury for the use of funding from the Coronavirus State and Local Fiscal Recovery Funds program (established by Sections 601 and 603 of the American Rescue Plan Act [Public Law 117-2]) or the Coronavirus Capital Projects Fund (established by Section 604 of Public Law 117-2).

Once the “General Project Information” (see Figure 3 above) section is complete, the subrecipient will be asked to begin the “Annual Report Forms.”

5.1 Step One: Labor Certifications

5.1.1 Davis-Bacon Certification

The subrecipient will be prompted to specify if the grant award amount is above or below \$5 million.

If the subrecipient’s grant amount is less than \$5 million, move to the next section.

If the subrecipient’s grant amount is greater than \$5 million, the subrecipient is required to respond to the Davis-Bacon Certification questions (see Figure 20 below).

The State of Montana’s prevailing wage law requires employees in building construction occupations working on public works projects be paid an established rate of pay, including fringe benefits, travel allowance, zone pay, and per diem applicable to the district in which the work is being performed as provided in the attached wage determinations.

The subrecipient is required to certify that all relevant workers are currently being and will continue to be paid at or above the Montana Prevailing Wage, as determined by the Commissioner of the Department of Labor and Industry in accordance with Sections 18-2-401 and 18-2-402 of the MCA, which determines these prevailing wage rates. Please find the Montana Prevailing Wage Rates at: <https://erd.dli.mt.gov/labor-standards/state-prevailing-wage-rates/>.

Figure 20: 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

5.1.2 Project Labor Agreement

The following section prompts the subrecipient to 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)).

If the subrecipient's project meets these criteria, please move to the next section.

If the subrecipient's project does not meet these criteria, the subrecipient will need to provide a Project Continuity Plan.

The Project Continuity Plan must address the following:

1. *Plan to Ensure Access to Adequate Labor:* Describe how the subrecipient 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 such as those with unions, community colleges, or community-based groups. The subrecipient is provided with a text box for a narrative response and a file upload.
2. *Plan to Minimize Risks of Labor Disputes and Disruptions:* Describe how the subrecipient will minimize risks of labor disputes and disruptions that would jeopardize the timeliness and cost-effectiveness of the project. The subrecipient is provided with a text box for a narrative response and a file upload.
3. *Plan to Maintain a Safe and Healthy Workplace:* Describe how the subrecipient 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). The subrecipient is provided with a text box for a narrative response and a file upload.
4. *Adequate Wages to Secure Appropriately Skilled Workforce:* The subrecipient is additionally required to demonstrate that the wages it offers are adequate to secure an appropriately skilled workforce. The subrecipient is provided with a text box for a narrative response and a file upload.

The subrecipient will then be asked to certify that the project does not have a completed project labor agreement.

The following checkbox prompts the subrecipient to certify if the project prioritizes local hires.

The next checkbox requires the subrecipient to provide a Community Benefit Agreement, if applicable.

If the subrecipient does not have a Community Benefit Agreement, the subrecipient is required to provide comments on the project, including project delays, labor disputes and other material information impacting the project status.

If the subrecipient has a Community Benefit Agreement, it is prompted to provide both a copy and a description along with comments on the project, including project delays, labor disputes, and other material information impacting the project status.

5.2 Step Two: Project Progress

The subrecipient will be asked to provide a summary overview of project progress over the last year along with the activities planned for the next period (see Figure 21 below). Note that the activities should align with the milestones in the subrecipient's timeline.

The subrecipient will also be required to provide a narrative explaining, with qualitative and quantitative data, the individuals and households that will benefit from the project.

Qualitative data may include, but is not limited to, letters of support, customer testimonials, and customer experiences.

Quantitative data may include, but is not limited to, speed tests and number of passings.

If the subrecipient has experienced any notable challenges, including project delays, labor disputes, and other material information impacting the project status, please include them in the next section along with the status of the challenge.

Figure 21: Project Progress Questions

Overall Progress Update Narrative *

Limit: 1000 words

Please provide a summary overview of project progress over the last year. Please keep your response limited to 1000 words.

Activities planned for the next period covered *

Limit: 1000 words

Please provide a list and summary of the activities planned for the next period. Align activities with the milestones submitted in your timeline. Please keep your response limited to 1000 words.

Please provide a narrative explaining, with qualitative and quantitative data, the individuals and households that will benefit from your project *

Limit: 1000 words

Please keep your response limited to 1000 words.

Notable challenges and the status of each challenge, including project delays, labor disputes and other material information impacting the project status *

Limit: 1000 words

Please provide a narrative that details all notable challenges, the status of each challenge, and any other information about any events or delays that may be impacting the project status. Detail any strategies and efforts to resolve these challenges. Please keep your response limited to 1000 words.

5.3 Step Three: Final Disposition

Select if the subrecipient’s project is responding to or reached a final disposition (see Figure 22 below).

If “No,” move on to the next section.

If the subrecipient’s project is responding to or reached a final disposition, provide the date the subrecipient received notice of proceeding along with a description of the proceeding. A disposition may include 1) a criminal proceeding, which may (or did) result in a judgement or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea (including a plea of nolo contendere); 2) a civil proceeding alleging (or resolving) a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more; or 3) an administrative proceeding, including a non-judicial process, that is adjudicatory in nature in order to make a determination of fault or liability.

Figure 22: Disposition Questions

Has the Project received notice of, is currently responding to, or reached a final disposition for any one of the following: 1) criminal proceeding, which may (or did) result in a judgement or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea (including a plea of nolo contendere) 2) civil proceeding alleging (or resolving) a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution or damages of \$5,000 or more 3) an administrative proceeding, including a non-judicial process, that is adjudicatory in nature in order to make a determination of fault or liability

Yes

No

Date subrecipient received notice of proceeding *

Please provide a description of proceeding, including reference of case name, parties involved, attorney involved *

Limit: 200 words

5.4 Step Four: Outreach

This section requires that the subrecipient outline all outreach activities completed during the prior year, including Affordable Connectivity Program (ACP) outreach. The subrecipient is also required to provide outreach plans for the upcoming year. See Figure 23 below.

Figure 23: Outreach Activities

Please describe any community outreach activities completed during the prior year *

Limit: 2000 words

Describe the activities you have undertaken from the marketing plan proposed in Section 6.11 of your Grant Agreement, potentially including, but not limited to, communicating the award of your project, the timing and availability of service, and your plans to optimize subscription rates once service is available.

Please describe any community outreach activities planned for the upcoming project year *

Limit: 2000 words

Languages Used In Community Outreach Efforts

Please describe any efforts taken to encourage ACP signups in the Project Area *

Limit: 2000 words

5.5 Step Five: Audit

If the subrecipient’s project expended more than \$750,000.00 in the prior calendar year, the subrecipient must complete either 1) a financial related audit for the project in accordance with Generally Accepted Government Auditing Standards or 2) a project-specific audit in accordance with the requirements of 2 Code of Federal Regulation (CFR) §200.507. The subrecipient must provide the anticipated completion date of one of these audits. See Figure 24 below.

Figure 24: Audit Requirements

Did the Project expend more than \$750,000 in the prior calendar year? *

Yes

No

Enter the anticipated completion of one of the following 1) A financial related audit for the Project in accordance with Generally Accepted Government Auditing Standards OR 2) A Project specific audit in accordance with the requirements of 2 CFR §200.507 *

Please certify that you have cooperated with Montana's broadband mapping reporting

Status of Completion *

5.6 Step Six: Timeline

The timeline updates will be a summarized version of the monthly and quarterly timeline updates. The subrecipient must enter the status of project completion for:

- The general project
- Construction (started or completed)
- Operations (initiated or not)

The subrecipient will then be requested to provide the dates of each, as applicable. If construction is completed, please contact the Department and begin the closeout report. See Figure 25 below.

Figure 25: Timeline Requirements

Status of Completion *

Not started

Completed less than 50%

Completed 50% or more

Completed

Cancelled

Has construction started? *

Yes

No

Has construction been completed? *

Yes

No

If construction is completed, please refer to the closeout report and inform the Department of Administration.

Have operations been initiated? *

Yes

No

Construction Start Date (Actual) *

Construction Completion Date (Actual) *

Construction Completion Date (Projected) *

If construction has not begun, this date may be projected. This date must match the approved project schedule. If a change is required, please submit a Project Change Form.

Operations Initiation Date

If construction has not begun, this date may be projected. This date must match the approved project schedule. If a change is required, please submit a Project Change Form.

5.7 Step Seven: Actual Costs

The subrecipient is required to provide data regarding the match percentage of the project along with the actual costs to date (total costs for the entire project’s duration) as well as the actual costs in period (over the last year.) See Figure 26 below.

Figure 26: Match and Costs

Match Percentage * <input type="text"/> %
Actual Costs to Date * \$ <input type="text"/> USD
Actual Costs in Period * \$ <input type="text"/> USD

5.8 Step Eight: Certifications

The following sections require the subrecipient to certify that it complies with Title VI of the Civil Rights Act of 1964 as described in Exhibit C of the Grant Agreement and the whistleblower provisions outlined by 41 U.S.C. §4712. If the subrecipient is not in compliance with either, please contact the Department. See Figure 27 below.

Figure 27: Certifications

Does the Subrecipient certify compliance with Title VI of the Civil Rights Act of 1964 as described in Exhibit C of the Grant Agreement? *
<input type="radio"/> Yes
<input type="radio"/> No
Does the Subrecipient certify compliance with the whistleblower provisions outlined by 41 U.S .C. § 4712? *
<input type="radio"/> Yes
<input type="radio"/> No
<small>Specifically, Subrecipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.</small>

5.9 Step Nine: Change Order Request

If the subrecipient’s project requires a change to the Project Schedule, Project Budget, or Project Contact, the reporting system is designed to allow the subrecipient to do so in the monthly report filing by submitting a Change Order Request (COR). The ConnectMT team will review the request and send approval. There is no timeline associated with approvals for CORs. Awardees should follow up via email if they have not received a response to the COR within two weeks of submission.

Please note that for all CORs, submission of a COR is not a guarantee of Department approval.

5.9.1 Project Schedule

If the subrecipient's approved project schedule, as outlined in Exhibit B-4 of the award agreement, requires a change, the subrecipient must request the Department's approval in writing through outreach to the ConnectMT@mt.gov email and provide a high-level summary of proposed changes (see Figure 28). These include changes to any or all of the following:

- Projected/actual project start date
- Completion date
- Engineering completion date
- Build date
- Construction start date
- Initiation of operations date (optional)

Note that the projected dates must match the dates specified in the updated schedule.

The subrecipient will be required to indicate which phase of the project is currently active:

- Planning
- Final design
- Bid
- Construction (start)
- Construction (substantially complete)
- Final report (complete)
- Other (please explain)

Figure 28: Project Schedule Change

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

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

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.

Phases of Project Complete

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

5.9.2 Project Budget

For changes to the approved project budget, the subrecipient is required to request the Department’s approval in writing (see Figure 29 below). To request a change, upload the Project Budget (Exhibit B-3) with the requested changes and detail the reasons for these changes in the provided text box. Note that transferring funds between budget categories is a revision that requires a contract amendment request and written approval from the Department.

Figure 29: Project Budget

The Project Budget is outlined in Exhibit B-3. If changes are required to the Project Budget, Applicant will request the Department’s approval in writing. Please fill out the following information and contact the Department of Administration.

Please upload the Project Budget with the requested changes

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

5.9.3 Project Contact

If the project contact needs to be changed, the subrecipient is required to provide the original contact’s information along with the new contact’s information (see Figure 30). This includes:

- First and last name
- Email
- Title
- Phone number

Figure 30: Project Contact

Original Submitter Name *
First Name
<input type="text"/>
Last Name
<input type="text"/>
Original Submitter Email *
<input type="text" value="email@example.com"/>
New Project Contact Name *
First Name
<input type="text"/>
Last Name
<input type="text"/>
New Project Contact Email *
<input type="text" value="email@example.com"/>
Title of Original Submission
<input type="text"/>
New Project Contact Email *
<input type="text" value="email@example.com"/>
New Project Contact Phone Number
 <input type="text"/>

6 Final Report

Once construction is complete and the subrecipient's project is ready to close, the subrecipient must submit a final closeout report.

6.1 Step One: Project Information

After the subrecipient enters the General Project Information (see Figure 3 above), it will be prompted to provide basic information about the project. If the subrecipient has a fiber project, it must provide the total miles of fiber deployed. If the subrecipient selects "Other," the subrecipient will be prompted to explain. Further information required in this section includes the number and type of locations served and the number of locations receiving at minimum 100/100 Mbps and 100/20 Mbps to 100/100 Mbps. See Figure 31 below.

Figure 31: Technology Type and Locations

Technology Type (Actual) *

Fiber

Coaxial Cable

Fixed Wireless

Other

If other, please explain

Total Number of Locations Served (Actual) *

Post-Investment Locations Receiving Minimum 100/100 Mbps (Actual) *

Post-Investment Locations Receiving 100/20 Mbps to 100/100 Mbps (Actual) *

Number of Locations By Type - Residential (Actual) *

Number of Locations By Type - Housing Units (Actual) *

Number of Locations By Type - Business (Actual) *

Number of Locations By Type - Community Anchor Institution (Actual) *

If the total number of locations is different than the total number of locations by time (actual), please explain

6.2 Step Two: Operations

If operations have been initiated, answer “Yes.”

If operations have not yet been initiated, please select “No” and provide an explanation. See Figure 32 below.

Figure 32: Operations

Have Operations Been Initiated? *

Yes

No

Explanation of Why Operations Have Not Been Initiated *

6.3 Step Three: Uploads

The following section requires a series of uploads:

- Completed Broadband Location Template
 - If the subrecipient does not have this template, please contact the Department.
- Pricing by speed tiers
 - Speed tiers listed should be available to customers served by this project.
- Speed test data to support maximum speeds available noted in the broadband location template
- Final network design
- Evidence to demonstrate free internet access to community centers
- Community adoption strategy to ensure infrastructure is sustainable
- Project Impact Report that summarizes the impact of the broadband infrastructure, jobs created during the construction of the infrastructure, and community outreach/engagement activities
 - These activities should reflect the impacts and outreach noted in the subrecipient’s annual report.

6.4 Step Four: Summary, Problems, and Concerns

Use this section to summarize the activities that occurred in the subrecipient’s project and its overall progress (see Figure 33 below). Each summary should correspond to the tasks outlined in the subrecipient’s Grant Agreement, even if there is no activity.

If the subrecipient has any issues or concerns about the project (e.g., problems with the schedule, subcontractors, or budget items), provide a narrative detailing them.

Figure 33: Activity Summary, Problems, and Concerns

Activity Summary *

Limit: 2000 words

Activity Summary: List project tasks outlined in the Grant Agreement. Summarize activities that occurred under each task, including tasks with no activity. Provide an overview of progress on the overall project. Indicate tasks completed.

Problems or Concerns *

Limit: 2000 words

Discuss any challenges or concerns (example: problems with the schedule, subcontractors or budget items).

6.5 Step Five: Certifications

The subrecipient must certify compliance with the conditions of the Grant Agreement. If the subrecipient is unable to certify compliance, please contact the Department.

Finally, the subrecipient is asked to certify if the subrecipient is ready for closeout. If the subrecipient is not ready to close out, please provide a detailed explanation why. See Figure 34 below.

Figure 34: Certifications and Closeout

Certify that you agree to all provisions listed in the Survivability section of the Subaward Agreement *

Certify that you have and continue to participate in ACP *

Certify that you will operate the infrastructure for at least 5 years *

Certify that you understand records must be retained for a period of 8 years after Montana submits its final ARPA report to Treasury (8 years from April 30, 2027, for CSFRF and March 31, 2027, for CPF). *

Are you ready to close out the project?

Yes

No

Explain why the project is not ready to close.

Limit: 2000 words

7 Need Help?

For further program guidance and resources, please visit the ConnectMT website or contact Maria Jackson, Grants Contracts Coordinator, at ConnectMT@mt.gov and (406) 444-3393.

The ConnectMT Team
Montana Department of Administration
<https://connectmt.mt.gov/>