Menu ˅ ❓ (https://www.submittable.com/help/organization?_hstc=151653862.ba99b9cad83568fa4146fe4843425cd6.1627520760777.1647463018865.164918531)

Back (/forms ‹ to /additio forms nal) ✅ Last Saved 2 months ago

Preview (/forms/additional/edit/1e94bb07-c46e-41d4-a947-b43882e3279f/preview)

Save

Form Fields

- Name
- Address
- Short Answer
- Long Answer
- Dropdown List
- Single Checkbox
- Multiple Response
- Single Response
- File Upload
- Table
- Number
- Date
- Email
- Website
- Phone

Additional Form Name *

ARPA - Broadband Reimbursement Request Form

☐ Add Submission Fee

General Project Information

What type of report is this? *

○ Progress Report | Progress Report |

○ Final Report | Final Report |

○ Reimbursement ONLY, progress report describing expenditures already submitted | Reimbursement Only |

Reimbursement request is available with progress and final reports.
Progress reports must be submitted at least quarterly, but may be submitted more often.

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 *

```
email@example.com
```

Project Contact Telephone Number *

🇺🇸 [   ]

Progress Report and/or Reimbursement Request Information

Reporting Period *

[   ]

Identify the beginning and ending of the reporting period. Example: January 1, 2022 - March 30, 2022.

Project Schedule

Do you need to update the project schedule? *

○ Yes | Project Schedule |

○ No | No Branch Assigned |

What type of project is this? *

○ Non-Construction (planning, administrative, education, monitoring, etc.) | Planning |

○ Construction (may include some planning activities) | Construction |

What type of project is this? *

○ Non-Construction (planning, administrative, education, monitoring, etc.) | Planning |

○ Construction (may include some planning activities) | Construction |

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.

Projected/Actual Project Completion Date *

📅 _____

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

Projected/Actual Engineering Completion Date *

📅 _____

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

Projected/Actual Bid Date *

📅 _____

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

Project/Actual Construction Start Date *

📅 _____

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

Projected/Actual Initiation of Operations Date *

📅 _____

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

Projected/Actual Project Completion Date *

📅 _____

The projected date will 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

Percent of Project Complete *

Select...   ⌄

Budget Information

Instructions: An updated budget must be included with each progress report and reimbursement request. Please use the budget form provided to you by the Grant Manager.

Please either

- attach the project budget showing current expenditures and project totals to the Budget Form Upload below,

OR

- include the project budget as an attachment to the Progress Report Upload below.

Budget Form Upload *

Choose File

Project Activity

For Progress Reports: Please either:

- Attach a progress report to the Progress Report Upload below that includes the activity summary, problems or concerns, next quarter's activities, and amendment requests

OR

- fill in the fields for all of the following: activity summary, problems or concerns, next quarter's activities, and amendment requests

For Final Reports: Please upload the final report and any deliverables below.

REIMBURSEMENT ONLY: All reimbursement requests must be supported with a quarterly progress report that describes the activities. For reimbursement request only, a progress report describing these activities must have been submitted previously. If these activities for which you are requesting reimbursement are **not** included in a previous progress report, please include a progress report here by selecting Progress Report instead of Reimbursement only above.

Progress Report Upload *

[Choose File]

The progress report should follow the template described in your grant agreement and provided to you by the Grant Manager.

Activity Summary *

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 *

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

Next Quarter's Activities *

Outline anticipated activities that will take place in the next quarter or reporting period.

Amendment Request

Please identify any requests for Contract Amendments (if needed) here: Contact DOA for approval and to complete a contract amendment _before_ making purchases or agreements on goods or services other

than those specifically identified in the grant agreement. Expenses incurred that are not allowed under the grant agreement will not be paid unless the grantee obtains prior approval and an amendment is completed. Check the termination date of the contract and request more time if it will be needed. A justification must be included with your request.

Final Report Upload *

Choose File

Final report should follow the template described in your DNRC grant agreement (Section 8. Reports and Attachment B).

Final Report Certificates Upload *

Choose File

Please download the certificate of compliance and statement of completion (found here: _ (http://dnrc.mt.gov/divisions/cardd/docs/resource-development/final-report-certificates.pdf)_____). Please have the appropriate person sign the form and attach it here.

Additional Attachments

Choose File

Please attach here
- deliverables as specified in the contract
- pictures
- articles
- media
- maps
- or any other document related to this project that you would like to include in the report.

Reimbursement Request

Instructions: Please attach documents to the Reimbursement Request Upload below.

Documents Required for Reimbursement:

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 requests must:

- Include a State of Montana vendor invoice signed by an authorized agent.
- Be billed by the tasks identified in the project scope of work and budget.
- Be supported by backup documentation of contractor invoices, receipts, cancelled checks, or other documentation of costs.

Document Links:

Vendor Invoice: _(http://dnrc.mt.gov/divisions/cardd/docs/rdg-docs/vendor-invoice-fillable-simple.pdf)_____

Instructions for Vendor Invoice: _____

Reimbursement Request Upload

> [Choose File]

Please attach a (State of Montana vendor invoice (http://dnrc.mt.gov/divisions/cardd/docs/rdg-docs/vendor-invoice-fillable-simple.pdf/view)) signed by the authorized contact and invoices from contractors or others related to expenses for this period.

Is this a final reimbursement request? *

○ Yes	Close Grant
○ No	No Branch Assigned
○ N/A - No reimbursement requested this period	No Branch Assigned

Are you ready to close out the project? *

○ Yes	No Branch Assigned
○ No	Not Close

Explain why the project is not ready to close. *

[   ]