



## ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

### NOTICE OF REQUEST FOR PROPOSALS

#### ST. TAMMANY PARISH

St. Tammany Parish Government is seeking responses for the following project:

#### **RFP# 24-12-3 – Rural Internet Connectivity**

This RFP is available online at: LaPAC – Louisiana Procurement and Contract

Network: <https://www.cfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=185>

It is the Proposer's responsibility to check the LaPAC website frequently for any possible addenda that may be issued. The Parish is not responsible for a proposer's failure to download any addenda documents required to complete an RFP.

**A Non-Mandatory Pre-Proposal meeting shall be held at 1:00PM. CST, on Tuesday, August 20, 2024. 21454 Koop Dr. Mandeville, LA 70471. Building B, 3<sup>rd</sup> Floor Staff Conference Room. We strongly encourage that you attend the pre-proposal meeting. Zoom option will also be made available.**

Responses will be received by the Department of Procurement, **until 2:00pm CST Wednesday, September 4, 2024.** RFP responses will be opened publicly at the physical location as stated in Section 1.4 of the RFP documents and only respondents who have submitted an RFP response shall be identified aloud. Prices shall not be read. Each response will be evaluated by designated Parish personnel after the submission deadline and public opening has passed.

Each Proposal must be sealed. The outside of the envelope, box or package should be marked with the Proposer's Name and Address, the Proposal Name, the RFP #, and the Proposal Opening Date. The successful Respondent must supply St. Tammany Parish Government with all required documentation as specified in the RFP documents. Said Respondent must also be in Good Standing and licensed to do business in the State of Louisiana.

Proposals will be received at the St. Tammany Parish Government Department of Procurement Office, 21454 Koop Dr., Suite 2F, Mandeville LA., 70471 from each Respondent or his agent, or by certified mail with return receipt requested.

Procurement Department

**REQUEST FOR PROPOSAL**  
**ST. TAMMANY PARISH GOVERNMENT**  
**RURAL INTERNET CONNECTIVITY**



**RFP Number: 24-12-3**

**Proposal Opening Date: September 4, 2024**

**Proposal Opening Time: 2:00PM**

**August 5, 2024**

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Attachment “A-1 – Project Maps 3A & 5A

Attachment “A-2 – Address Locations 3A & 5A

Attachment “B” – Sample Contract

Attachment “C” – Acknowledgment and Waiver

Attachment “D” – Insurance Requirements

Attachment “E” – Affidavits

Attachment “F” – Sample Scoring Matrix

Attachment “F1 – Vendor Scoring Matrix

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Attachment “I” – ARPA Federal Clause

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Attachment “K” - Project and Expenditure Report User Guide



**REQUEST FOR PROPOSAL  
FOR  
Rural Internet Connectivity**

**PART I: OVERVIEW**

**1.1 Background/Purpose**

St. Tammany Parish Government (STPG) is soliciting proposals for Internet Service Provider to provide broadband services to all homes located in the Fiberhood 3-A and 5-A defined by attachment (A-2 - Address Locations 3A & 5A). These areas have been identified as highest priority and underserved areas in St. Tammany Parish. The connected homes will be identified in attachment (A-1- Project Maps 3A & 5A) Fiberhood Maps: 3A Fiberhood map, 5A Fiberhood Map. The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified Proposers who are interested in providing broadband internet connectivity to the citizens residing in Fiberhood 3-A and 5-A.

Submittal of a proposal does not create any right or expectation to a contract with the Parish.

**1.2 Definitions**

- A. Shall – The term “shall” denotes mandatory requirements.
- B. Must - The term “must” denotes mandatory requirements.
- C. May - The term “may” denotes an advisory or permissible action.
- D. Should – The term “should” denotes a desirable action.
- E. Contractor – A Proposer who contracts with the Parish.
- F. Parish - St. Tammany Parish Government.
- G. Discussions- For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.
- H. RFP – Request for Proposal.
- I. Proposer – Person or entity responding to this RFP.
- J. Agreement – A contract between the Contractor and the Parish.
- K. Evaluation Committee – Committee established for the purposes of evaluating proposals submitted in response to this RFP.

### 1.3 Schedule of Events

	<u>Date</u>	<u>Time (CT)</u>
1. RFP Available	8/7/2024	8:00AM
2. Pre-Proposal Conference	8/20/2024	1:00PM
3. Deadline to receive written inquiries	8/23/2024	2:00PM
4. Deadline to answer written inquiries	8/29/2024	2:00PM
5. Proposal Opening Date (deadline for submitting proposals)	9/4/2024	2:00PM
6. Oral discussions with proposers, if applicable		<i>To be scheduled</i>
7. Notice of Intent to Award to be mailed		<i>To be scheduled (approx. 3-4 weeks after #6.)</i>
8. Contract Initiation		TBD

**NOTE: The Parish reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the RFP.**

### 1.4 Proposal Submittal

This RFP is available online at: LaPAC – Louisiana Procurement and Contract

Network:<https://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=185>

**NOTE:** LaPAC is the State’s online electronic solicitation notification system on the Office of State Procurement website. LaPAC provides an immediate e-mail notification to subscribing vendors of a STPGOV solicitation and any addenda posted. To receive the e-mail notification, vendors must register in the LaGov portal. Registration is intuitive at the following link:  
[https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg)

It is the Proposer’s responsibility to check the LaPAC website frequently for any possible addenda that may be issued. The Parish is not responsible for a proposer’s failure to download any addenda documents required to complete an RFP.

All proposals shall be received by the Procurement Department **no later than the date and time shown in the Schedule of Events.**

**Important - - Clearly mark outside of the sealed envelope, box or package with the following information and format:**

- X **Name and Address of Proposer**
- X **Proposal Name: Rural Internet Connectivity**
- X **RFP #: 24-12-3**
- X **Proposal Opening Date: 9-4-2024**

Proposals may only be sent via certified mail, hand-delivery or courier service to our physical location at:

St. Tammany Parish Government Procurement Department  
21454 Koop Drive, Suite 2F  
Mandeville, Louisiana 70471

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The Parish is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.

If the Proposer **has not** done business with the Parish, the Proposer should submit a **W-9** with their response.

### **1.5 Proposal Response Format**

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. **Cover Letter:** The cover letter should exhibit the Proposer's understanding and approach to the project. It should contain a summary of Proposer's ability to perform the services described in the RFP and confirm that Proposer is willing to perform those services and enter into a contract with the Parish.

**ATTENTION:** Please indicate in the Cover Letter which of the following applies to the signer of this proposal. Evidence of signature authority shall be provided upon the Parish's request.

1. The signer of the proposal is either a corporate officer who is listed on the most current annual report on file with the secretary of state **or** a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the secretary of state. **A copy of the annual report or partnership record must be submitted to the Parish before contract award.**
2. The signer of the proposal is a representative of the Proposer authorized to submit this proposal as evidenced by documents such as, corporate resolution, certification as to corporate principal, etc. **If this applies, a**

**copy of the resolution, certification or other supportive documents must be submitted to the Parish before contract award.**

The cover letter should also:

1. Identify the submitting Proposer and provide its federal tax identification number;
2. Identify the name, title, address, telephone number, fax number, and email address of each person authorized by the Proposer to contractually obligate the Proposer; and
3. Identify the name, address, telephone number, fax number, and email address of the contact person for technical and contractual clarifications throughout the evaluation period.

- B. **Table of Contents:** Organized in the order cited in the format contained herein.
- C. **Proposer Qualifications and Experience:** History and background of Proposer, related services provided to government entities, existing customer satisfaction, volume of merchants, etc. Proposer should specifically provide a description of all relevant consulting assignments similar to the Project requested herein which have been completed by the Proposer within the last three (3) years (“Recent Projects”).

The description of any such Recent Projects should include the following:

1. Name of the client;
2. Year of the assignment and length of time to complete the project;
3. Nature of the services rendered; and
4. Professionals assigned to the project who are also proposed to serve on this assignment.

- D. **Proposed Solution/Technical Response:** Illustrating and describing proposed technical solution and compliance with the RFP requirements.
- E. **Innovative Concepts:** Presentation of innovative concepts, if any, for consideration.
- F. **Project Schedule:** Detailed schedule of implementation plan. This schedule is to include implementation actions, timelines, responsible parties, etc.
- G. **Financial Proposal: Proposer’s fees and other costs, if any, shall be submitted on Attachment “A”.** Prices proposed shall be firm for the duration of the contract. This financial proposal shall include any and all costs the Proposer wishes to have considered in the contractual arrangement with the Parish.
- H. **References:** Proposer should provide names, addresses, telephone numbers and contact persons for five (5) other public jurisdictions for which comparable services have recently been rendered, including a description of the services provided.

- I. **Customer Service:** Each Proposer should submit a provision for customer service, including personnel assigned, toll-free number, and account inquiry, etc.
- J. **Resumes:** Each Proposer should submit resumes for account manager, designated customer service representative(s) and any other key personnel to be assigned to this Project, including those of subcontractors, if any.
- K. **Additional Information:** Each Proposer should submit any other information deemed pertinent by the Proposer including terms and conditions which the Proposer wishes the Parish to consider.
- L. **Acknowledgment and Waiver:** Proposer shall execute and have notarized an Acknowledgment and Waiver (Attachment "C" hereto).
- M. **Multiple Copies of Response:** Each Proposer shall submit one (1) signed original response. Four (4) additional copies of the proposal should be provided and **one (1) electronic copy via USB or CD.**

## **PART II: SCOPE OF WORK/SERVICES**

### **2.1 Scope of Work/Services**

- A. The Internet Service Provider (ISP) shall be required to provide advertised minimum download and minimum upload speeds of at least 100:20 Mbps. The broadband speed will be determined based on the Ookla speed test. The ISP shall provide all materials and labor cost associated with transmission media. At least annually, the ISP shall provide to the STPG evidence consistent with Federal Communications Commission attestation that the grant recipient is making available the proposed advertised speed, or a faster speed.
- B. STPG prefers the method of underground installation. Proposals will be graded accordingly based upon the method used for installation (above ground/underground). Proposers should include a percentage between above ground and underground distribution media in the proposal. The proposals submitted with a larger percentage of underground transmission media will be scored higher than a proposal submitted with a lower percentage.
- C. STPG will assist the internet provider with the costs associated with installation of the last mile infrastructure.
- D. Consumer pricing offers must be comparable to urban area rates. The ISP shall offer broadband installation and service at prices consistent with offers to consumers in other areas of the state. Any other ISP shall ensure that the broadband service is priced to consumers at no more than the cost rate identified in this proposal, for the duration of the five-year service agreement. In calculating cost, the recipient may adjust annually,

consistent with the annual percentage increase in the Consumer Price Index in the preceding year.

- E. Services must be provided in two (2) years from the Notice to Proceed (NTP) being issued.
- Area of incorrdance with (Attachment A-1 – Project Maps 3A & 5A, and Attachment A-2 – Address Locations 3A & 5A) commit to serve all listed addresses
  - 100 mbps download 20 Mbps uplosd sysmetrical based on ookla speed test data
  - Bill of Materials / Labor costs
  - Provide grant funds for last mile infrastructure
  - Pricing and installation offers must be comparable to urban area rates (RDOF rate compliance)
  - Access to Parish government owned properties negotiable

*More details and definitions on the required reporting can be found in the Project and Expenditure Report User Guide (attached Jul-2023-PE-Report-User-Guide(1)) starting on page 84.*

This project is federally grant funded and therefore requires the Proposer to have a Unique Entity Identification number (UEI). The Proposer should submit with their response their UEI number. If the Proposer does not have a UEI already, then they must register at the below link before an award can be made.

<https://sam.gov/content/entity-registration>

## **2.2 Period of Agreement**

Services must be provided in two (2) years from the Notice to Proceed (NTP) being issued.

The term of any contract resulting from this solicitation shall begin on the date of the Parish President's signature or approval in writing by the Parish President or designee. The contract shall terminate pursuant to the terms and conditions of section 5.31 herein, the terms and conditions of the contract, operation of law, as agreed between the parties, or upon satisfactory completion of all services and obligations described in the contract.

## **2.3 Price Schedule**

Prices proposed by the Proposers shall be firm for the term of the contract.

## **2.4 Deliverables**

The deliverables listed in this section are the minimum desired from the successful Proposer. Every Proposer should describe what deliverables will be provided per their proposal and how the proposed deliverables will be provided.

## 2.5 Location

Identified in Attachment A-1- Project Maps 3A & 5A

The location(s) the work/delivery/service is to be performed, completed and managed is/are identified in Attachment A-1 – Project Maps 3A & 5A, and Attachment A-2 – Address Locations 3A & 5A.

## **PART III: EVALUATION**

The Proposer must clearly designate that they meet each category of the scoring criteria stated below. The Proposer must briefly describe how their company satisfies the requirement and where in their response supports that requirement. Failure to comply with this requirement may negatively affect the overall score. Please refer to Attachment F-2.

The evaluation committee shall assign points to its evaluation of each Proposal as follows:

<b>Evaluation Criteria</b>	<b>Possible Points</b>
Compliance with the RFP	10
Understanding of the Project	10
Approach to the Project	15
Ability to perform within the stated timeframe	15
Percent of infrastructure installed underground	20
Total monetary support requested from government	20
Proposal quality and references	5
Certified Veterans Initiative Small Entrepreneurship or Certified Hudson Initiative Small Entrepreneurship	5
<b>Total</b>	<b>100</b>

The proposal will be evaluated in light of the material and the substantiating evidence presented to the Parish, not on the basis of what may be inferred.

The scores will be combined to determine the overall score. The Proposer with the highest overall score will be recommended for award.

## **PART IV: PERFORMANCE STANDARDS**

### **4.1 Performance Requirements**

*Omitted as not applicable to this RFP.*

### **4.2 Performance Measurement/Evaluation**

*Omitted as not applicable to this RFP.*

## **PART V: GENERAL PROVISIONS**

### **5.1 Legibility/Clarity**

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer's response is to demonstrate an understanding of the requirements. Proposals shall be prepared providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

### **5.2 Confidential Information, Trade Secrets, and Proprietary Information**

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the proposal. The cost proposal will not be considered confidential under any circumstance. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (LSA-R.S. 44.1, *et. seq.*) will be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the Proposer at the time of submission of its Technical Proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.

The Proposer must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of his proposal sought to be restricted in accordance with the conditions of the legend:

*"The data contained in pages \_\_\_\_ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the Parish of St. Tammany shall*



*have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the Parish of St. Tammany's right to use or disclose data obtained from any source, including the Proposer, without restrictions."*

Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL".

Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing proposer or other person seeks review or copies of another proposer's confidential data, the Parish will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify the Parish and hold the Parish harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order the Parish to disclose the information. If the owner of the asserted data refuses to indemnify and hold the state harmless, the Parish may disclose the information.

The Parish reserves the right to make any proposal, including proprietary information contained therein, available to Parish personnel, the Parish Council, or other Parish and state agencies or organizations for the sole purpose of assisting the Parish in its evaluation of the proposal. The Parish shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

If your proposal contains confidential information, you should also submit a redacted copy along with your proposal. If you do not submit the redacted copy, you will be required to submit this copy within 48 hours of notification from the Procurement Department. When submitting your redacted copy, you should clearly mark the cover as such - "REDACTED COPY" - to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information have been removed.

### **5.3 Proposal Clarifications Prior to Submittal**

#### **5.3.1 Pre-proposal Conference**

**A Non-Mandatory Pre-Proposal meeting shall be held at 1:00PM. CST, on Tuesday, August 20, 2024. 21454 Koop Dr. Mandeville, LA 70471. Building B, 3<sup>rd</sup> Floor Staff Conference Room. We strongly encourage that you attend the pre-proposal meeting.**

**Zoom instructions are below:**

Zoom STPGov is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/87679909712?pwd=kNUJy41rILynUGyjIR0ZCKUYGULtAm.1>

Meeting ID: 876 7990 9712

Passcode: 6r4yJ1



of business on the Inquiry Deadline date set forth in Section 1.3 Schedule of Events of this RFP. Only those inquiries received by the established deadline shall be considered by the Parish. Inquiries received after the established deadline shall not be entertained.

Inquiries concerning this solicitation may be delivered by e-mail or hand-delivery to:

St. Tammany Parish Government Procurement Department  
Attn: Director of Procurement  
21454 Koop Drive, Suite 2F  
Mandeville, Louisiana 70471

E-Mail: [procurement@stpgov.org](mailto:procurement@stpgov.org)

An addendum will be issued and posted on LaPAC (Louisiana Procurement and Contract Network) <https://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=185> to address all inquiries received and any other changes or clarifications to the solicitation. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended by any addendum. No negotiations, decisions, or actions shall be executed by any Proposer as a result of any oral discussions with any Parish employee or Parish consultant. It is the Proposer's responsibility to check the LaPAC website frequently for any possible addenda that may be issued. The Parish is not responsible for a Proposer's failure to download any addenda documents required to complete an RFP.

### **5.3.3 Blackout Period**

The Blackout Period is a specified period of time during a competitive sealed procurement process in which any Proposer, Bidder, or its Agent or Representative is prohibited from communicating with any Parish employee or Contractor of the Parish involved in any step in the procurement process about the affected procurement. The Blackout Period applies not only to Parish employees, but also to any Contractor of the Parish. "Involvement" in the procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. All solicitations for competitive sealed procurements will identify a designated contact person, as per Section 5.3.2 of this RFP. All communications to and from potential Proposers, Bidders, vendors and/or its representatives during the Blackout Period must be in accordance with this solicitation's defined method of communication with the designated contact person. The Blackout Period will begin upon posting of the solicitation. The Blackout Period will end when the Contract is awarded.

In those instances in which a prospective Proposer is also an incumbent Contractor, the Parish and the incumbent Contractor may contact each other with respect to the existing contract only. Under no circumstances may the Parish and the incumbent Contractor and/or its representative(s) discuss the blacked-out procurement.

Any Bidder, Proposer, or Parish Contractor who violates the Blackout Period may be liable to the Parish in damages and/or subject to any other remedy allowed by law. Further, failure to comply with these requirements may result in the Proposal's disqualification.

Any costs associated with cancellation or termination will be the responsibility of the Proposer or Bidder.

Notwithstanding the foregoing, the Blackout Period shall not apply to:

1. Duly noticed site visits and/or conferences for Bidders or Proposers;
2. Oral presentations during the evaluation process; or
3. Communications regarding a particular solicitation between any person and staff of the procuring agency provided the communication is limited strictly to matters of procedure. Procedural matters include deadlines for decisions or submission of proposals and the proper means of communicating regarding the procurement, but shall not include any substantive matter related to the particular procurement or requirements of the RFP.

#### **5.4 Errors and Omissions in Proposal**

The Parish will not be liable for any error in the proposal. Proposer will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: the Parish reserves the right to make corrections or clarifications due to patent errors identified in proposals by the Parish or the Proposer. The Parish, at its option, has the right to request clarification or additional information from the Proposer.

#### **5.5 Performance Bond**

*Omitted as not applicable to this RFP*

#### **5.6 Changes, Addenda, Withdrawals**

The Parish reserves the right to change the Schedule of Events or issue Addenda to the RFP at any time. The Parish also reserves the right to cancel or reissue the RFP.

If the Proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the Proposer, cross-referenced clearly to the relevant proposal section, prior to the proposal opening, and should be submitted in a sealed envelope. Such shall meet all requirements for the proposal.

#### **5.7 Withdrawal of Proposal**

A Proposer may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by the authorized representative of the Proposer must be submitted to the Procurement Department.

#### **5.8 Material in the RFP**

Proposals shall be based only on the material contained in this RFP. The RFP includes official responses to questions, addenda, and other material, which may be provided by the Parish pursuant to the RFP.

## **5.9 Waiver of Administrative Informalities**

The Parish reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

## **5.10 Proposal Rejection**

Issuance of this RFP in no way constitutes a commitment by the Parish to award a contract. The Parish reserves the right to accept or reject any or all proposals submitted or to cancel this RFP if it is in the best interest of the Parish to do so.

## **5.11 Ownership of Proposal**

All materials (paper content only) submitted in response to this request become the property of the Parish. Selection or rejection of a response does not affect this right. All proposals submitted will be retained by the Parish and not returned to Proposers. Any copyrighted materials in the response are not transferred to the Parish.

## **5.12 Cost of Offer Preparation**

The Parish is not liable for any costs incurred by prospective Proposers or Contractors prior to issuance of or entering into a Contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to the RFP are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the Parish.

## **5.13 Non-negotiable Contract Terms**

Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds.

## **5.14 Taxes**

Any taxes, other than state and local sales and use taxes from which the Parish is exempt, shall be assumed to be included within the Proposer's cost.

### **5.15 Proposal Validity**

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal response. However, the Parish reserves the right to reject a proposal if the Proposer's acceptance period is unacceptable and the Proposer is unwilling to extend the validity of its proposal.

### **5.16 Prime Contractor Responsibilities**

The selected Proposer shall be required to assume responsibility for all items and services offered in his proposal whether or not he produces or provides them. The Parish shall consider the selected Proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

### **5.17 Use of Subcontractors**

Each Contractor shall serve as the single prime contractor for all work performed pursuant to its contract. That prime contractor shall be responsible for all deliverables referenced in this RFP. This general requirement notwithstanding, Proposers may enter into subcontractor arrangements. Proposers may submit a proposal in response to this RFP, which identifies subcontract(s) with others, provided that the prime contractor acknowledges total responsibility for the entire contract.

If it becomes necessary for the prime contractor to use subcontractors, the Parish urges the prime contractor to use Louisiana vendors, including small and emerging businesses, a small entrepreneurship or a veteran or service-connected disabled veteran-owned small entrepreneurship, if practical. In all events, any subcontractor used by the prime should be identified to the Parish.

Information required of the prime contractor under the terms of this RFP, is also required for each subcontractor and the subcontractors must agree to be bound by the terms of the contract. The prime contractor shall assume total responsibility for compliance.

### **5.18 Written or Oral Discussions/Presentations**

Written or oral discussions may be conducted with Proposers who submit proposals determined to be reasonably susceptible of being selected for award; however, the Parish reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received. Any such written or oral discussion shall be initiated by the Parish.

Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract.

Written or oral discussions/presentations for clarification may be conducted to enhance the Parish's understanding of any or all of the proposals submitted. Any such written or oral discussions/presentations shall be initiated by the Parish. Proposals may be accepted without such discussions.

### **5.19 Acceptance of Proposal Content**

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposer to accept these obligations shall result in the rejection of the proposal

### **5.20 Evaluation and Selection**

All responses received as a result of this RFP are subject to evaluation by the Evaluation Committee for the purpose of selecting the Proposer with whom the Parish shall contract.

To evaluate all proposals, a committee whose members have expertise in various areas has been selected. This committee will determine which proposals are reasonably susceptible of being selected for award. If required, written or oral discussions may be conducted with any or all of the Proposers to make this determination. Any such written or oral discussions shall be initiated by the Evaluation Committee.

Results of the evaluations will be provided by the Evaluation Committee to the Procurement Director. Written recommendation for award shall be made for the Proposer whose proposal, conforming to the RFP, will be the most advantageous to the Parish, price and other factors considered.

The committee may reject any or all proposals if none is considered in the best interest of the Parish.

### **5.21 Contract Negotiations**

If for any reason the Proposer whose proposal is most responsive to the Parish's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected and the Parish may negotiate with the next most responsive Proposer. Negotiation may include revision of non-mandatory terms, conditions, and requirements. The Procurement Department must approve the final contract form and issue a purchase order, if applicable, to complete the process.

### **5.22 Contract Award and Execution**

The Parish reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received.

The RFP, including any addenda, and the proposal of the selected Contractor will become part of any contract initiated by the Parish.

Proposers are discouraged from submitting their own standard terms and conditions with their proposals. Proposers should address the specific language in the sample contract in Attachment "B" of this RFP and submit any exceptions or deviations the Proposer wishes to negotiate. The proposed terms will be negotiated before a final contract is entered. Mandatory terms and conditions are not negotiable.

If the contract negotiation period exceeds thirty (30) days or if the selected Proposer fails to sign the contract within **ten (10) calendar** days of delivery of it, the Parish may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

Award shall be made to the Proposer with the highest points, whose proposal, conforming to the RFP, will be the most advantageous to the Parish, price and other factors considered.

The Parish intends to award to a single Proposer.

In accordance with Louisiana Law, all corporations (See LA R.S. 12:26.1) and Limited Liability Companies (See LA R.S. 12:1308.2) must be registered and in good standing with the Louisiana Secretary of State in order to hold a contract.

### **5.23 Acknowledgment and Waiver of Protest Rights**

Proposer shall execute an Acknowledgment and Waiver (the "Waiver") (Attachment "C") and shall produce same to the Parish along with its proposal. Such Waiver shall state that Proposer has read this RFP and the Waiver, and understands that the Parish's obligations under this RFP are not dictated by Louisiana Public Bid Law or the Louisiana Procurement Code. As such, Proposer understands that it is provided no opportunity for protest and waives all such rights.

### **5.24 Notice of Intent to Award**

Upon review and approval of the evaluation committee's and agency's recommendation for award, the Procurement Department will issue a "Notice of Intent to Award" letter to the apparent successful Proposer. A contract shall be completed and signed by all parties concerned on or before the date indicated in the "Schedule of Events." If this date is not met, through no fault of the Parish, the Parish may elect to cancel the "Notice of Intent to Award" letter and make the award to the next most advantageous Proposer.

The Procurement Department will also notify all unsuccessful Proposers as to the outcome of the evaluation process. The evaluation factors, points, evaluation committee member names, and the completed evaluation summary and recommendation report will be made available to all interested parties after the "Notice of Intent to Award" letter has been issued.

### **5.25 Insurance Requirements**

The Contractor shall comply with all insurance requirements of the Parish as contained in Attachment "D". All policies of insurance shall meet the requirements of the Parish prior to the commencing of any work. The Parish has the right, but not the duty, to approve all insurance policies prior to the commencing of any work. Contractor shall furnish the Parish with certificates of insurance effecting coverage(s) required by the RFP (see Attachment "D"). The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Parish before work commences. The Parish reserves the right to require complete certified copies of all required policies, at any time.



## **5.26 Subcontractor Insurance**

The Contractor shall include all subcontractors as insured's under its policies or shall insure that all subcontractors satisfy the same insurance requirements stated herein for the contractor.

## **5.27 Indemnification and Limitation of Liability**

### **5.27.1 Duty to Defend**

Upon notice of any claim, demand, suit, or cause of action against the Parish, alleged to arise out of or be related to this Contract, Contractor shall investigate, handle, respond to, provide defense for, and defend at its sole expense, even if the claim, demand, suit, or cause of action is groundless, false, or fraudulent. The Parish may, but is not required to, consult with or assist the Contractor, but this assistance shall not affect the Contractor's obligations, duties, and responsibilities under this section. Contractor shall obtain the Parish's written consent before entering into any settlement or dismissal.

### **5.27.2 Contractor Liability**

Contractor shall be liable without limitation to the Parish for any and all injury, death, damage, loss, destruction, damages, costs, fines, penalties, judgments, forfeitures, assessments, expenses (including attorney fees), obligations, and other liabilities of every name and description, which may occur or in any way arise out of any act or omission of Contractor, its owners, agents, employees, partners or subcontractors.

### **5.27.3 Force Majeure**

It is understood and agreed that neither party can foresee the exigencies beyond the control of each party which arise by reason of an Act of God or force majeure; therefore, neither party shall be liable for any delay or failure in performance beyond its control resulting from an Act of God or force majeure. The Parish shall determine whether a delay or failure results from an Act of God or force majeure based on its review of all facts and circumstances. The parties shall use reasonable efforts, including but not limited to, use of continuation of operations plans (COOP), business continuity plans, and disaster recovery plans, to eliminate or minimize the effect of such events upon the performance of their respective duties under this Contract.

### **5.27.4 Indemnification**

Contractor shall fully indemnify and hold harmless the Parish, without limitation, for any and all injury, death, damage, loss, destruction, damages, costs, fines, penalties, judgments, forfeitures, assessments, expenses (including attorney fees), obligations, and other liabilities of every name and description, which may occur or in any way arise out of any act or omission of Contractor, its owners, agents, employees, partners or subcontractors. The Contractor shall not indemnify for the portion of any loss or damage arising from the Parish's act or failure to act.

### **5.27.5 Intellectual Property Indemnification**

Contractor shall fully indemnify and hold harmless the Parish, without limitation, from and against damages, costs, fines, penalties, judgments, forfeitures, assessments, expenses (including attorney fees), obligations, and other liabilities in any action for infringement of any intellectual property right, including but not limited to, trademark, trade-secret, copyright, and patent rights.

When a dispute or claim arises relative to a real or anticipated infringement, the Contractor, at its sole expense, shall submit information and documentation, including formal patent attorney opinions, as required by the Parish.

If the use of the product, material, service, or any component thereof is enjoined for any reason or if the Contractor believes that it may be enjoined, Contractor, while ensuring appropriate migration and implementation, data integrity, and minimal delays of performance, shall at its sole expense and in the following order of precedence: (i) obtain for the Parish the right to continue using such product, material, service, or component thereof; (ii) modify the product, material, service, or component thereof so that it becomes a non-infringing product, material, or service of at least equal quality and performance; (iii) replace the product, material, service, or component thereof so that it becomes a non-infringing product, material, or service of at least equal quality and performance; or, (iv) provide the Parish monetary compensation for all payments made under the Contract related to the infringing product, material, service, or component, plus for all costs incurred to procure and implement a non-infringing product, material, or service of at least equal quality and performance. Until this obligation has been satisfied, the Contractor remains in default.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon the Parish's unauthorized: i) modification or alteration of the product, material or service; ii) use of the product, material or service in combination with other products not furnished by Contractor; or, iii) use of the product, material or service in other than the specified operating conditions and environment.

### **5.28 Fidelity Bond Requirements**

*Omitted as not applicable to this RFP*

### **5.29 Payment**

*Note: This section shall be included in all RFPs but may be altered or revised appropriate to the proposal. The following is an example of possible wording to describe payment..i.e. who to bill, how to bill, information required on invoice, etc.*

#### **5.29.1 Payment for Services**

The Parish shall pay Contractor in accordance with the Pricing Schedule set forth in Attachment "A". The Contractor may invoice the Parish monthly at the billing address designated by the Parish. Payments will be made by the Parish within approximately thirty (30) days after receipt of a properly executed invoice, and approval by the Parish. Invoices shall include the purchase order number. Invoices submitted without this information will not be approved for payment until the required information is provided/reflected on the invoice.

## **5.30 Termination**

### **5.30.1 Termination of the Contract for Cause**

The Parish may terminate the contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the contract, or failure to fulfill its performance obligations pursuant to the contract, provided that the Parish shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the Parish may, at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the Parish to comply with the terms and conditions of the contract, provided that the Contractor shall give the Parish written notice specifying the Parish's failure and a reasonable opportunity for the Parish to cure the defect.

### **5.30.2 Termination of the Contract for Convenience**

The Parish may terminate the contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

### **5.30.3 Termination for Non-Appropriation of Funds**

The continuance of the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Parish Council. If the Parish Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced for any lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

### **5.30.4 Default of Contractor**

Failure to complete or deliver within the time specified or to provide the services as specified in the bid or response will constitute a default and may cause cancellation of the contract. Where the Parish has determined the contractor to be in default. The Parish reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with the cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid or response from the defaulting contractor will be considered.

### **5.31 Assignment**

The Contractor shall not assign any interest in the contract by assignment, transfer, or novation, without prior written consent of the Parish. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Parish.

### **5.32 No Guarantee of Quantities**

The quantities referenced in the RFP are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by the Parish to increase or decrease the amount, at the unit price stated in the proposal.

The Parish does not obligate itself to contract for or accept more than its actual requirements during the period of the contract, as determined by actual needs and availability of appropriated funds.

### **5.33 Audit of Records**

The Parish Auditor, state auditors, federal auditors or others so designated by the Parish, shall have the option to audit all accounts directly pertaining to the resulting contract for a period of five (5) years after Project acceptance or as required by applicable State and Federal law. Records shall be made available during normal working hours for this purpose.

### **5.34 Civil Rights Compliance**

The Contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under the contract and any contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of the contract.

### **5.35 Record Retention**

The Contractor shall maintain all records in relation to the contract for a period of at least five (5) years after final payment.

### **5.36 Record Ownership**

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the Parish and shall, upon request, be returned by Contractor to the Parish, at Contractor's expense, at termination or expiration of the contract.

### **5.37 Content of Contract/ Order of Precedence**

In the event of an inconsistency between the contract, the RFP and/or the Contractor's Proposal, the inconsistency shall be resolved by giving precedence first to the final contract, then to the RFP and subsequent addenda (if any) and finally, the Contractor's Proposal.

### **5.38 Contract Changes**

No additional changes, enhancements, or modifications to any contract resulting from this RFP shall be made without the prior approval of the Parish.

Changes to the contract include any change in: compensation; beginning/ ending date of the contract; scope of work; and/or Contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

### **5.39 Substitution of Personnel**

The Parish intends to include in any contract resulting from this RFP the following condition:

Substitution of Personnel: If, during the term of the contract, the Contractor or subcontractor cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to the Parish for approval prior to any personnel substitution. It shall be acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor's proposal.

### **5.40 Governing Law**

All activities associated with this RFP process shall be interpreted under Louisiana Law. All proposals and contracts submitted are subject to provisions of the laws of the State of Louisiana and specifications listed in this RFP. Jurisdiction and venue for any suit filed in connection with this RFP process and contract shall be exclusive to the 22<sup>nd</sup> Judicial District Court for the Parish of St. Tammany, State of Louisiana.

### **5.41 Anti-Kickback Clause**

The Contractor hereby agrees to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each Contractor or subgrantee shall be prohibited from inducing, by any

means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

#### **5.42 Clean Air Act**

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of Violating Facilities.

#### **5.43 Energy Policy and Conservation Act**

The Contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

#### **5.44 Clean Water Act**

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders, or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities.

#### **5.45 Anti-Lobbying and Debarment Act**

The Contractor will be expected to comply with Federal statutes required in the Anti-Lobbying Act and the Debarment Act.

#### **5.46 Veteran Initiative and Hudson Initiative Programs**

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurship (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the State. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at:

<https://smallbiz.louisianaeconomicdevelopment.com>

If a Proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), Proposer shall include in their proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

In RFP/RFQ's requiring the compliance of a good faith subcontracting plan, the Parish may require Proposers to submit information on their business relationships and arrangements with certified LaVet or Hudson Initiative subcontractors at the time of proposal review. Agreements between a Proposer and a certified LaVet or Hudson Initiative subcontractor in which the certified LaVet or Hudson Initiative subcontractor promises not to provide subcontracting quotations to other Proposers shall be prohibited.

In performing its evaluation of proposals, the Parish reserves the right to require a non-certified Proposer to provide documentation and information supporting a good faith subcontracting plan. Such proof may include contracts between proposer and certified Veteran Initiative and/or Hudson Initiative subcontractor(s).

If a contract is awarded to a Proposer who proposed a good faith subcontracting plan, the Louisiana Department of Economic Development (LED), or the St. Tammany Parish Department of Procurement may audit Contractor to determine whether Contractor has complied in good faith with its subcontracting plan. The Contractor must be able to provide supporting documentation (i.e., phone logs, fax transmittals, letter, e-mails) to demonstrate its good faith subcontracting plan was followed. If it is determined at any time by LED, or the Parish Procurement Director that the Contractor did not in fact perform in good faith its subcontracting plan, the contract award or the existing contract may be terminated.

The statutes (La. R.S. 39:2171 et. seq.) concerning the Veteran Initiative may be viewed at:  
<http://www.legis.la.gov/Legis/Law.aspx?d=671504>

The statutes (La. R.S. 39:2001 et. seq.) concerning the Hudson Initiative may be viewed at:  
<http://www.legis.la.gov/Legis/Law.aspx?d=96265>

The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at:  
<http://www.doa.la.gov/pages/osp/se/secv.aspx>

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurships may be obtained from the Louisiana Economic Development Certification System at:  
<https://smallbiz.louisianaeconomicdevelopment.com>

Additionally, a list of Hudson and Veteran Initiative small entrepreneurships, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal:  
[https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg)

This may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network:  
<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/vendor/VndPubMain.cfm>

When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE, VSE, or DVSE.

Ten percent (10%) of the total evaluation points in this RFP are reserved for Proposers who are certified small entrepreneurship or who will engage the participation of one or more certified small entrepreneurs as subcontractors. Reserved points shall be added to the applicable Proposers' evaluation score as follows:

**Proposer Status and Allotment of Reserved Points**

- I. If the Proposer is a certified Veterans Initiative small entrepreneurship, the Proposer shall receive points equal to ten percent (10%) of the total evaluation points in this RFP.
- II. If the Proposer is a certified Hudson Initiative small entrepreneurship, the Proposer shall receive points equal to ten percent (10%) of the total evaluation points in this RFP.
- III. If the Proposer demonstrates its intent to use certified small entrepreneurship(s) in the performance of contract work resulting from this solicitation, the Proposer shall receive points equal to the net percentage extent of contract work which is projected to be performed by or through certified small entrepreneurship subcontractors, multiplied by the appropriate number of evaluation points.
- IV. The total number of points awarded pursuant to this Section shall not exceed ten percent (10%) of the total number of evaluation points in this RFP.



Attachment A

**Proposal Pricing Sheet**

**RFP 24-12-3**

**Rural Internet Connectivity**

Contractor agrees to abide by all St. Tammany Parish Government (Parish) General Conditions (furnished upon request), and acknowledges receipt of and has reviewed a copy of the Parish's Insurance Requirements (as attached) and agrees to maintain such insurance coverage(s) throughout the duration of the project, as well as for any subsequent warranty periods. If awarded the project, Contractor agrees that no work is to commence under any circumstance until the Contractor is provided a notice to proceed by the Parish.

Contractor must acknowledge all addenda. Enter the number the Parish has assigned to each of the addenda that the Contractor is acknowledging. The Contractor acknowledges receipt of the following:

**ADDENDA:** \_\_\_\_\_

Contractor: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Total quote amount (Dollars): \$** \_\_\_\_\_

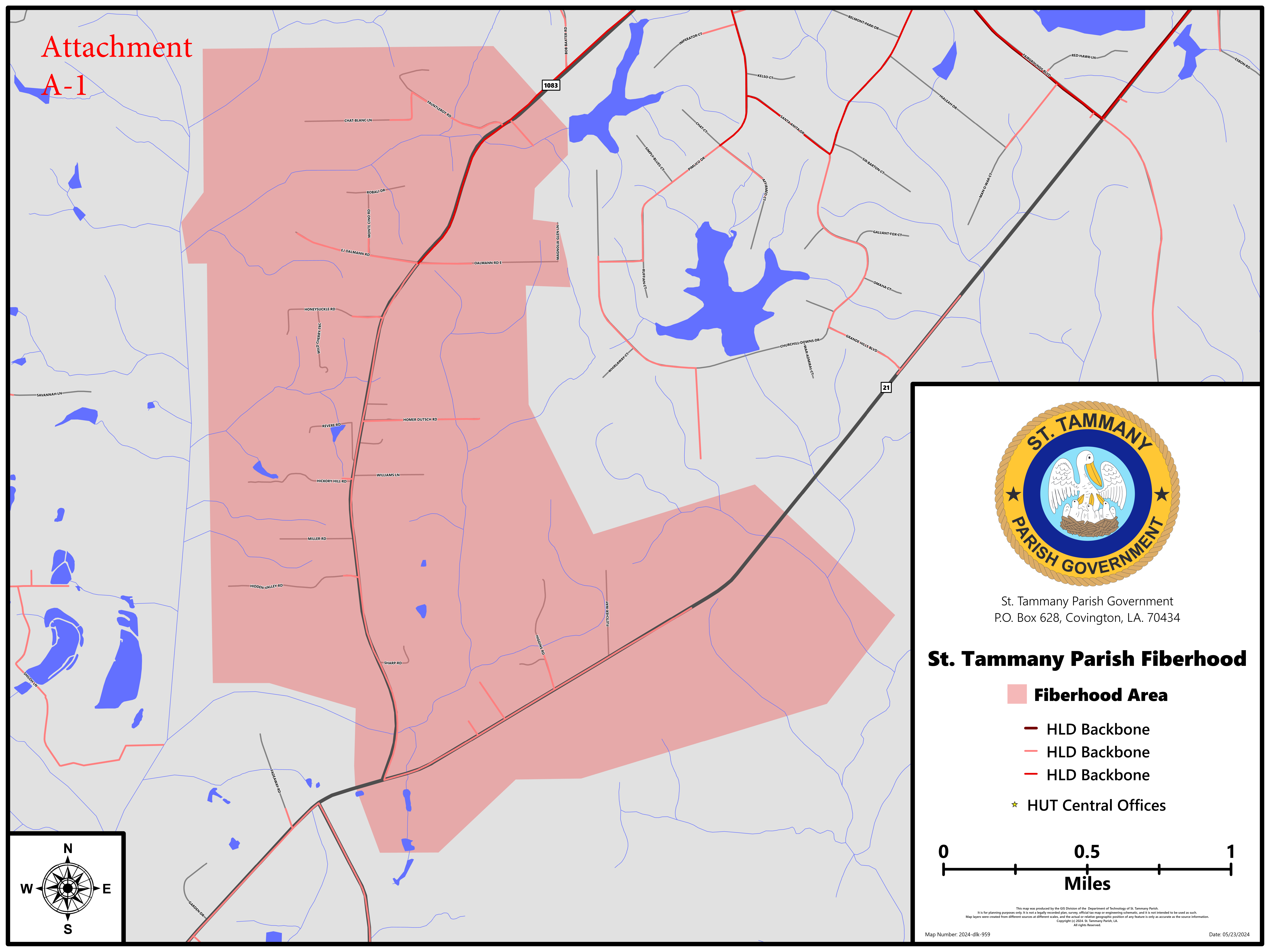
**Total quote amount (Written):\$** \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Printed Name: \_\_\_\_\_






Contractor Email: \_\_\_\_\_

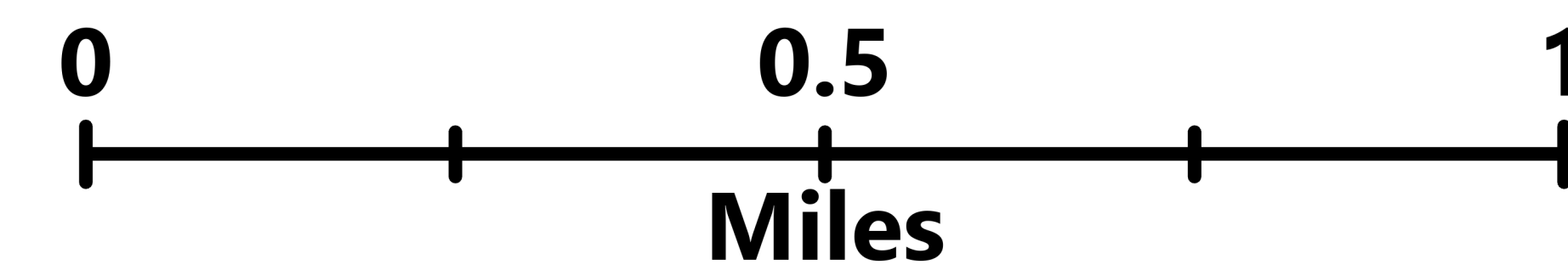
# Attachment A-1



St. Tammany Parish Government  
P.O. Box 628, Covington, LA. 70434

## St. Tammany Parish Fiberhood

-  **Fiberhood Area**
-  **HLD Backbone**
-  **HLD Backbone**
-  **HLD Backbone**
-  **HUT Central Offices**



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Attachment A-2

ADDRESS	SUBDIVISION	CITY	ZIPCODE	LATITUDE	LONGITUDE
77477 HWY 1083		BUSH	70431	30.56086069	-90.00626992
78249 HWY 1083		BUSH	70431	30.5691446	-90.00919761
78592 HWY 1083		BUSH	70431	30.57929564	-90.00465931
79000 WILD CHERRY TRC		BUSH	70431	30.57971937	-90.00938542
23372 HONEYSUCKLE RD		BUSH	70431	30.58266118	-90.01125493
23327 HONEYSUCKLE RD		BUSH	70431	30.58105516	-90.01162063
23414 HONEYSUCKLE RD		BUSH	70431	30.58225506	-90.01016791
24180 ROBALI DR		BUSH	70431	30.58715814	-90.00440826
79465 HWY 1083		BUSH	70431	30.59054024	-90.0029327
23461 CHAT BLANC LN		BUSH	70431	30.59438195	-90.01074104
24220 CHAT BLANC LN		BUSH	70431	30.59350861	-90.00475353
23467 CHAT BLANC LN		BUSH	70431	30.59544996	-90.01042219
78417 HWY 1083		BUSH	70431	30.57383526	-90.00886673
23442 MILLER RD		BUSH	70431	30.56978859	-90.01339345
24180 ROBALI DR		BUSH	70431	30.58796598	-90.00410334
24191 OALMANN RD E		BUSH	70431	30.58541147	-90.00066796
24215 OALMANN RD E		BUSH	70431	30.58551942	-90.00005288
24131 OALMANN RD E		BUSH	70431	30.58553135	-90.00166946
24221 OALMANN RD E		BUSH	70431	30.58578145	-89.99952732
77769 HWY 21		BUSH	70431	30.56202567	-90.00250483
77777 HWY 21		BUSH	70431	30.56223957	-90.00221026
77858 HWY 21		BUSH	70431	30.56009381	-89.99880789
78010 HWY 21		BUSH	70431	30.56198308	-89.99780363
78024 HWY 21		BUSH	70431	30.56238242	-89.99735487
78116 HWY 21		BUSH	70431	30.56349043	-89.995167
78199 HWY 1083		BUSH	70431	30.56811656	-90.00815474
78225 HWY 1083		BUSH	70431	30.56869254	-90.00796157
78171 HWY 1083		BUSH	70431	30.56714713	-90.00909408
79319 HWY 1083		BUSH	70431	30.58617417	-90.00332606
23328 HONEYSUCKLE RD		BUSH	70431	30.583132	-90.0130966
79144 HWY 1083		BUSH	70431	30.58189133	-90.00537807
23520 HONEYSUCKLE RD		BUSH	70431	30.58245985	-90.0066563
79200 HWY 1083		BUSH	70431	30.5832081	-90.00526824
79232 HWY 1083		BUSH	70431	30.58351767	-90.00450916
23483 MILLER RD		BUSH	70431	30.57184308	-90.00961049
78449 HWY 1083		BUSH	70431	30.57487916	-90.00919906
23464 REVERE RD		BUSH	70431	30.57692584	-90.01047535
23532 HONEYSUCKLE RD		BUSH	70431	30.58228509	-90.00654049
79323 HWY 1083		BUSH	70431	30.58633332	-90.00363229
24011 EJ OALMANN RD		BUSH	70431	30.58724836	-90.01071633
23503 CHAT BLANC LN		BUSH	70431	30.59292123	-90.00743323
78453 HWY 1083		BUSH	70431	30.57473785	-90.0094002
23446 HONEYSUCKLE RD		BUSH	70431	30.58072835	-90.00931424
78029 HWY 21		BUSH	70431	30.563014	-89.99938547
23316 HONEYSUCKLE RD		BUSH	70431	30.58396966	-90.01373654
23323 HONEYSUCKLE RD		BUSH	70431	30.58164214	-90.01130541
23432 HONEYSUCKLE RD		BUSH	70431	30.5815688	-90.00943268
23300 HONEYSUCKLE RD		BUSH	70431	30.58006457	-90.01123573
23359 HONEYSUCKLE RD		BUSH	70431	30.58264281	-90.01227821
23471 CHAT BLANC LN		BUSH	70431	30.59305266	-90.01099605
78310 HWY 1083		BUSH	70431	30.57061859	-90.00673928
24250 EJ OALMANN RD		BUSH	70431	30.58486565	-90.00730287
24174 EJ OALMANN RD		BUSH	70431	30.58559693	-90.00820055
78584 HWY 1083		BUSH	70431	30.57822287	-90.00517743

ADDRESS	SUBDIVISION	CITY	ZIPCODE	LATITUDE	LONGITUDE
78510 HWY 1083		BUSH	70431	30.57683996	-90.00599297
78558 HWY 1083		BUSH	70431	30.57763799	-90.00558524
24015 WILLIAMS LN		BUSH	70431	30.57482411	-90.0068527
24079 WILLIAMS LN		BUSH	70431	30.57508128	-90.0051252
24111 WILLIAMS LN		BUSH	70431	30.57500688	-90.00365731
78561 HWY 1083		BUSH	70431	30.57794377	-90.0080208
23379 REVERE RD		BUSH	70431	30.57797784	-90.0125817
23380 REVERE RD		BUSH	70431	30.57688552	-90.01218799
78495 HWY 21		BUSH	70431	30.56926718	-89.98922483
78597 HWY 21		BUSH	70431	30.56984234	-89.98681037
78313 HWY 1083		BUSH	70431	30.57069832	-90.00865451
78290 HWY 1083		BUSH	70431	30.5700261	-90.00464936
78359 HWY 1083		BUSH	70431	30.57218977	-90.0084557
78308 HWY 1083		BUSH	70431	30.57068001	-90.00721451
23252 HIDDEN VALLEY RD		BUSH	70431	30.5677625	-90.01351247
78261 HWY 1083		BUSH	70431	30.56899805	-90.00981909
23400 HIDDEN VALLEY RD		BUSH	70431	30.56840191	-90.01173143
23282 HIDDEN VALLEY RD		BUSH	70431	30.56780752	-90.01005128
24319 FAUNTLEROY RD		BUSH	70431	30.59292175	-89.99903203
24298 FAUNTLEROY RD		BUSH	70431	30.59315575	-89.99998901
78646 HWY 21		BUSH	70431	30.56475142	-89.98003916
78326 HWY 1083		BUSH	70431	30.57155916	-90.00312619
77606 HWY 21		BUSH	70431	30.55603695	-90.00651319
78006 HWY 1083		BUSH	70431	30.56339726	-90.00483645
78002 HWY 1083		BUSH	70431	30.5629781	-90.00484718
78251 HIGGINS RD		BUSH	70431	30.56907242	-89.99758485
78235 HIGGINS RD		BUSH	70431	30.56982275	-89.99743406
78089 HWY 21		BUSH	70431	30.56511509	-89.99554956
78312 HWY 1083		BUSH	70431	30.57087523	-90.00640289
78070 HWY 21		BUSH	70431	30.56267119	-89.99652354
78279 HWY 21		BUSH	70431	30.56728845	-89.99167244
24353 OALMANN RD E		BUSH	70431	30.5857688	-89.99615836
24227 OALMANN RD E		BUSH	70431	30.58625894	-89.99788217
24233 OALMANN RD E		BUSH	70431	30.5869646	-89.9975623
24221 OALMANN RD E		BUSH	70431	30.58615477	-89.99948257
23517 MILLER RD		BUSH	70431	30.57167669	-90.00872451
77770 HWY 21		BUSH	70431	30.56008087	-90.00205876
77790 HWY 21		BUSH	70431	30.55983787	-90.00123491
77882 HWY 21		BUSH	70431	30.56128518	-89.99836679
77866 HWY 21		BUSH	70431	30.56130939	-89.99887395
77830 HWY 21		BUSH	70431	30.56066237	-89.99980419
78230 HIGGINS RD		BUSH	70431	30.56695188	-89.99653631
79601 HWY 1083		BUSH	70431	30.5939969	-89.998339
78252 HIGGINS RD		BUSH	70431	30.56979985	-89.99598141
79468 HWY 1083		BUSH	70431	30.58997914	-90.00038601
24250 FAUNTLEROY RD		BUSH	70431	30.59231044	-90.00018798
78237 HIGGINS RD		BUSH	70431	30.56796992	-89.99807964
23499 CHAT BLANC LN	DOGWOOD ESTATES	BUSH	70431	30.59151661	-90.00851016
79326 MONTE CINO RD	DOGWOOD ESTATES	BUSH	70431	30.58715729	-90.00603708
24010 EJ OALMANN RD	DOGWOOD ESTATES	BUSH	70431	30.58612268	-90.01141402
24153 ROBALI DR	DOGWOOD ESTATES	BUSH	70431	30.58921413	-90.00664519
79358 MONTE CINO RD	DOGWOOD ESTATES	BUSH	70431	30.58825186	-90.00608202
24185 ROBALI DR	DOGWOOD ESTATES	BUSH	70431	30.58958378	-90.00409102
23456 CHAT BLANC LN	DOGWOOD ESTATES	BUSH	70431	30.59195492	-90.01091909

ADDRESS	SUBDIVISION	CITY	ZIPCODE	LATITUDE	LONGITUDE
24000 CHAT BLANC LN	DOGWOOD ESTATES	BUSH	70431	30.59209961	-90.00534186
24005 ROBALI DR	DOGWOOD ESTATES	BUSH	70431	30.58902705	-90.00860199
79327 MONTE CINO RD	DOGWOOD ESTATES	BUSH	70431	30.58740207	-90.0082254
79275 MONTE CINO RD	DOGWOOD ESTATES	BUSH	70431	30.58625367	-90.00730726
24031 EJ OALMANN RD	DOGWOOD ESTATES	BUSH	70431	30.58613609	-90.00566408
23476 CHAT BLANC LN	DOGWOOD ESTATES	BUSH	70431	30.59299	-90.00853363
23542 CHAT BLANC LN	DOGWOOD ESTATES	BUSH	70431	30.59213811	-90.00618769
24177 FAUNTLEROY RD	GREAT SOUTHERN ACRES	BUSH	70431	30.59346657	-90.00263423
23525 CHAT BLANC LN	GREAT SOUTHERN ACRES	BUSH	70431	30.59285872	-90.00627451

## Attachment A-2

ADDRESS	SUBDIVISION	CITY	ZIPCODE	LATITUDE	LONGITUDE
30473 AZALEA LN		LACOMBE	70445	30.39460355	-89.89486343
66356 HWY 434		LACOMBE	70445	30.39584929	-89.89488692
66357 MARKHAM DR		LACOMBE	70445	30.39715481	-89.8944486
66353 MARKHAM DR		LACOMBE	70445	30.39700369	-89.89445495
66345 KIMBALL ST		LACOMBE	70445	30.39680586	-89.89347782
66359 KIMBALL ST		LACOMBE	70445	30.39749042	-89.89353433
66362 KIMBALL ST		LACOMBE	70445	30.39764765	-89.89276798
66366 KIMBALL ST		LACOMBE	70445	30.39809809	-89.89281128
30230 PHILIP SMITH RD		LACOMBE	70445	30.39767446	-89.89754719
30160 PHILIP SMITH RD		LACOMBE	70445	30.397643	-89.89929172
30142 PHILIP SMITH RD UNIT		LACOMBE	70445	30.39794367	-89.89979814
30065 PHILIP SMITH RD		LACOMBE	70445	30.39131549	-89.90434505
30396 HORSESHOE ISLAND RD		LACOMBE	70445	30.39181859	-89.89251746
30565 HORSESHOE ISLAND RD		LACOMBE	70445	30.39496542	-89.88994298
30360 SALLY WELCH RD		LACOMBE	70445	30.40237937	-89.89131035
68135 HWY 434		LACOMBE	70445	30.4199549	-89.88819199
30479 DENDINGER RD		LACOMBE	70445	30.41959265	-89.89017986
30384 DENDINGER RD		LACOMBE	70445	30.41882036	-89.89286036
31391 HWY 36		LACOMBE	70445	30.42757358	-89.87522663
31395 HWY 36		LACOMBE	70445	30.42574619	-89.8762313
31411 HWY 36		LACOMBE	70445	30.42542171	-89.87507547
31485 HWY 36		LACOMBE	70445	30.42498473	-89.87331517
31483 HWY 36		LACOMBE	70445	30.42550226	-89.87324111
31505 HWY 36		LACOMBE	70445	30.42496189	-89.87255123
65327 DIXIE RANCH RD		LACOMBE	70445	30.38119327	-89.88111398
31629 PUTT MORAN LOOP		LACOMBE	70445	30.40597993	-89.87485457
65525 L MILLER RD		LACOMBE	70445	30.38698514	-89.8836911
65479 DIXIE RANCH RD		LACOMBE	70445	30.38521232	-89.88048075
65461 L MILLER RD		LACOMBE	70445	30.38574864	-89.88369951
30537 HORSESHOE ISLAND RD		LACOMBE	70445	30.39562627	-89.88980989
30569 HORSESHOE ISLAND RD		LACOMBE	70445	30.39556406	-89.888789
31701 PUTT MORAN LOOP		LACOMBE	70445	30.40713407	-89.87309018
31225 HORSESHOE ISLAND RD		LACOMBE	70445	30.39736104	-89.88182298
31270 HORSESHOE ISLAND RD		LACOMBE	70445	30.39709515	-89.8809262
65390 L MILLER RD		LACOMBE	70445	30.38345138	-89.88264302
29500 PHILIP SMITH RD		LACOMBE	70445	30.39004229	-89.90635674
30000 PHILIP SMITH RD		LACOMBE	70445	30.38962829	-89.90372168
30231 PHILIP SMITH RD		LACOMBE	70445	30.3989972	-89.89800685
30124 PHILIP SMITH RD		LACOMBE	70445	30.39768471	-89.90079907
30385 SALLY WELCH RD		LACOMBE	70445	30.40268997	-89.89398856
30409 SALLY WELCH RD		LACOMBE	70445	30.40323762	-89.89394903
31070 HORSESHOE ISLAND RD		LACOMBE	70445	30.39475251	-89.886582
31277 HORSESHOE ISLAND RD		LACOMBE	70445	30.39777834	-89.88113434
30135 TITUS SMITH RD		LACOMBE	70445	30.39600852	-89.90056923
30175 OLD KELLER RD		LACOMBE	70445	30.3915922	-89.90068224
68127 HWY 434		LACOMBE	70445	30.41971641	-89.88855406
69636 JOHN BENNETT RD		LACOMBE	70445	30.44578988	-89.89201309
67000 ELIZABETH MAE LN		LACOMBE	70445	30.40212921	-89.87597697
67090 ELIZABETH MAE LN		LACOMBE	70445	30.40395507	-89.87592936
66514 HWY 434		LACOMBE	70445	30.40018746	-89.89497181
70240 CEDAR ISLAND RD		LACOMBE	70445	30.45216017	-89.89020246
30212 PHILIP SMITH RD		LACOMBE	70445	30.39779297	-89.89861963
30142 PHILIP SMITH RD UNIT		LACOMBE	70445	30.3977572	-89.90010235

ADDRESS	SUBDIVISION	CITY	ZIPCODE	LATITUDE	LONGITUDE
70420 BELIEW LN		LACOMBE	70445	30.45743668	-89.89143773
70404 BELIEW LN		LACOMBE	70445	30.45788871	-89.89217434
30078 PHILIP SMITH RD		LACOMBE	70445	30.39419552	-89.90258533
30073 PHILIP SMITH RD		LACOMBE	70445	30.3930971	-89.90429176
30456 SALLY WELCH RD		LACOMBE	70445	30.4038885	-89.89141019
67329 HWY 434		LACOMBE	70445	30.41087537	-89.8950456
66508 HWY 434		LACOMBE	70445	30.39928778	-89.8938911
30225 PHILIP SMITH RD		LACOMBE	70445	30.39888002	-89.89849732
70424 BELIEW LN		LACOMBE	70445	30.45762325	-89.89096919
70456 BELIEW LN		LACOMBE	70445	30.45868105	-89.88997487
31212 HORSESHOE ISLAND RD		LACOMBE	70445	30.39526864	-89.88094019
30504 HORSESHOE ISLAND RD		LACOMBE	70445	30.39252518	-89.89107172
30510 HORSESHOE ISLAND RD		LACOMBE	70445	30.39266197	-89.89013173
30500 HORSESHOE ISLAND RD		LACOMBE	70445	30.39195236	-89.89070183
30553 HORSESHOE ISLAND RD		LACOMBE	70445	30.3948363	-89.88952852
30491 DENDINGER RD		LACOMBE	70445	30.41962367	-89.88913603
65566 L MILLER RD		LACOMBE	70445	30.3870767	-89.88281091
65400 L MILLER RD		LACOMBE	70445	30.38423703	-89.88299979
65526 L MILLER RD		LACOMBE	70445	30.38491857	-89.88278747
65530 L MILLER RD		LACOMBE	70445	30.3855464	-89.88257456
65560 L MILLER RD		LACOMBE	70445	30.38613844	-89.88275424
65425 L MILLER RD		LACOMBE	70445	30.38501233	-89.88350057
66368 MARKHAM DR		LACOMBE	70445	30.39769109	-89.89390207
30243 PHILIP SMITH RD		LACOMBE	70445	30.39873889	-89.89712447
65483 DIXIE RANCH RD		LACOMBE	70445	30.3868067	-89.88102194
65473 DIXIE RANCH RD		LACOMBE	70445	30.38471997	-89.88045472
65467 DIXIE RANCH RD		LACOMBE	70445	30.38426732	-89.88044813
65349 DIXIE RANCH RD		LACOMBE	70445	30.38250757	-89.88070293
65321 DIXIE RANCH RD		LACOMBE	70445	30.3803309	-89.88059641
65325 DIXIE RANCH RD		LACOMBE	70445	30.3807635	-89.88110374
30085 PHILIP SMITH RD		LACOMBE	70445	30.39509115	-89.9042672
30150 OLD KELLER RD		LACOMBE	70445	30.39183342	-89.90258964
30270 OLD KELLER RD		LACOMBE	70445	30.39263368	-89.89766324
30091 PHILIP SMITH RD		LACOMBE	70445	30.39602531	-89.90379392
30386 SALLY WELCH RD		LACOMBE	70445	30.40263854	-89.89310123
31818 PUTT MORAN LOOP		LACOMBE	70445	30.40339022	-89.87157313
31760 PUTT MORAN LOOP		LACOMBE	70445	30.40487994	-89.87140305
31713 PUTT MORAN LOOP		LACOMBE	70445	30.4059097	-89.87210142
31723 PUTT MORAN LOOP		LACOMBE	70445	30.40699516	-89.87213679
31518 PUTT MORAN LOOP		LACOMBE	70445	30.40429303	-89.87886261
31524 PUTT MORAN LOOP		LACOMBE	70445	30.40230844	-89.87870403
31574 PUTT MORAN LOOP		LACOMBE	70445	30.40406655	-89.87644943
31594 PUTT MORAN LOOP		LACOMBE	70445	30.4051257	-89.87585538
31570 PUTT MORAN LOOP		LACOMBE	70445	30.40499658	-89.87649004
65481 DIXIE RANCH RD		LACOMBE	70445	30.38581695	-89.88154568
31663 PUTT MORAN LOOP		LACOMBE	70445	30.40592587	-89.87363266
66308 MARKHAM DR	BAYOU HEIGHTS	LACOMBE	70445	30.39575972	-89.89393314
30543 AZALEA LN	BAYOU HEIGHTS	LACOMBE	70445	30.39547091	-89.89286599
30564 AZALEA LN	BAYOU HEIGHTS	LACOMBE	70445	30.39505001	-89.89215312
66363 KIMBALL ST	BAYOU HEIGHTS	LACOMBE	70445	30.39778866	-89.89341647
66359 MARKHAM DR	BAYOU HEIGHTS	LACOMBE	70445	30.39735692	-89.89443287
66394 HWY 434	BAYOU HEIGHTS	LACOMBE	70445	30.39704603	-89.89495416
30481 AZALEA LN	BAYOU HEIGHTS	LACOMBE	70445	30.39473612	-89.89466362



ADDRESS	SUBDIVISION	CITY	ZIPCODE	LATITUDE	LONGITUDE
30542 AZALEA LN	BAYOU HEIGHTS	LACOMBE	70445	30.39480363	-89.8928202
30614 AZALEA LN	BAYOU HEIGHTS	LACOMBE	70445	30.39630255	-89.89116067
66315 KIMBALL ST	BAYOU HEIGHTS	LACOMBE	70445	30.39608388	-89.89349143
66314 KIMBALL ST	BAYOU HEIGHTS	LACOMBE	70445	30.39596222	-89.89292332
30696 AZALEA LN	BAYOU HEIGHTS	LACOMBE	70445	30.39854023	-89.88918748
30582 AZALEA LN	BAYOU HEIGHTS	LACOMBE	70445	30.39575393	-89.89167888
30172 TITUS SMITH RD	BAYOU HEIGHTS	LACOMBE	70445	30.39433681	-89.8997951
30295 OLD KELLER RD	BAYOU HEIGHTS	LACOMBE	70445	30.39343702	-89.89800628
66388 HWY 434	BAYOU HEIGHTS	LACOMBE	70445	30.39670921	-89.89502932
66436 HWY 434	BAYOU HEIGHTS	LACOMBE	70445	30.3978281	-89.89493526
66324 KIMBALL ST	BAYOU HEIGHTS	LACOMBE	70445	30.39629161	-89.89286239
30570 AZALEA LN	BAYOU HEIGHTS	LACOMBE	70445	30.39539384	-89.89190719
30696 AZALEA LN UNIT A	BAYOU HEIGHTS	LACOMBE	70445	30.39884565	-89.88989601
30454 SALLY WELCH RD	BAYOU HEIGHTS	LACOMBE	70445	30.40428441	-89.89268363
30480 SALLY WELCH RD	BAYOU HEIGHTS	LACOMBE	70445	30.40450132	-89.88981104
30450 SALLY WELCH RD	BAYOU HEIGHTS	LACOMBE	70445	30.40364874	-89.89261574
66555 HWY 434	BAYOU HEIGHTS	LACOMBE	70445	30.40140833	-89.89634726
66402 HWY 434	BAYOU HEIGHTS	LACOMBE	70445	30.39749603	-89.89501193
30500 AZALEA LN	BAYOU HEIGHTS	LACOMBE	70445	30.39450791	-89.89384341
30510 AZALEA LN	BAYOU HEIGHTS	LACOMBE	70445	30.39473447	-89.89365328
30476 AZALEA LN	BAYOU HEIGHTS	LACOMBE	70445	30.39406148	-89.89450098
66350 KIMBALL ST	BAYOU HEIGHTS	LACOMBE	70445	30.39706795	-89.89281281
30177 TITUS SMITH RD	BAYOU HEIGHTS	LACOMBE	70445	30.39498063	-89.89968012
30153 TITUS SMITH RD	BAYOU HEIGHTS	LACOMBE	70445	30.39545748	-89.90006974
66360 MARKHAM DR	BAYOU HEIGHTS	LACOMBE	70445	30.39733846	-89.89381999
66314 MARKHAM DR	BAYOU HEIGHTS	LACOMBE	70445	30.39623012	-89.89396241
66320 KIMBALL ST	BAYOU HEIGHTS	LACOMBE	70445	30.39616384	-89.89289396
66330 KIMBALL ST	BAYOU HEIGHTS	LACOMBE	70445	30.39643221	-89.89288513
66336 KIMBALL ST	BAYOU HEIGHTS	LACOMBE	70445	30.39658251	-89.89287717
66346 KIMBALL ST	BAYOU HEIGHTS	LACOMBE	70445	30.39686728	-89.89289948
66296 KIMBALL ST	BAYOU HEIGHTS	LACOMBE	70445	30.39730885	-89.89279555
66297 MARKHAM DR	BAYOU HEIGHTS	LACOMBE	70445	30.3954658	-89.89456929
66281 MARKHAM DR	BAYOU HEIGHTS	LACOMBE	70445	30.39500137	-89.89452167
30247 OLD KELLER RD	BAYOU HEIGHTS	LACOMBE	70445	30.39286681	-89.8991012
30346 OLD KELLER RD	BAYOU HEIGHTS	LACOMBE	70445	30.39326054	-89.89623436
30349 OLD KELLER RD	BAYOU HEIGHTS	LACOMBE	70445	30.39435811	-89.89672072
66331 KIMBALL ST	BAYOU HEIGHTS	LACOMBE	70445	30.396547	-89.89359844
66352 MARKHAM DR	BAYOU HEIGHTS	LACOMBE	70445	30.39700638	-89.89400597
66317 MARKHAM DR	BAYOU HEIGHTS	LACOMBE	70445	30.39588467	-89.89432264
29489 ANTLER ST	DEER HAVEN	LACOMBE	70445	30.41151666	-89.90669379
67425 SALT LICK LN	DEER HAVEN	LACOMBE	70445	30.41212274	-89.91340033
67430 SALT LICK LN	DEER HAVEN	LACOMBE	70445	30.41168927	-89.91249276
67384 SALT LICK LN	DEER HAVEN	LACOMBE	70445	30.41121976	-89.91217461
67323 SALT LICK LN	DEER HAVEN	LACOMBE	70445	30.40944697	-89.91208597
67337 SALT LICK LN	DEER HAVEN	LACOMBE	70445	30.40986602	-89.91223348
67318 SALT LICK LN	DEER HAVEN	LACOMBE	70445	30.40966934	-89.91096744
29254 STICKER BAY RD	DEER HAVEN	LACOMBE	70445	30.41350242	-89.90658272
29256 STICKER BAY RD	DEER HAVEN	LACOMBE	70445	30.41354506	-89.90713752
29481 WHITE TAIL ST	DEER HAVEN	LACOMBE	70445	30.41283637	-89.90701793
29521 WHITE TAIL ST	DEER HAVEN	LACOMBE	70445	30.41264317	-89.90584032
29534 WHITE TAIL ST	DEER HAVEN	LACOMBE	70445	30.4120743	-89.90555597
29484 WHITE TAIL ST	DEER HAVEN	LACOMBE	70445	30.41207571	-89.90656957
29363 WHITE TAIL ST	DEER HAVEN	LACOMBE	70445	30.41279981	-89.9104576

ADDRESS	SUBDIVISION	CITY	ZIPCODE	LATITUDE	LONGITUDE
29367 WHITE TAIL ST	DEER HAVEN	LACOMBE	70445	30.41259746	-89.91028645
29301 WHITE TAIL ST	DEER HAVEN	LACOMBE	70445	30.41264517	-89.91287742
29310 WHITE TAIL ST	DEER HAVEN	LACOMBE	70445	30.41204876	-89.91251127
29379 WHITE TAIL ST	DEER HAVEN	LACOMBE	70445	30.41263331	-89.90980228
29383 WHITE TAIL ST	DEER HAVEN	LACOMBE	70445	30.41257994	-89.90932387
29403 DEER HAVEN DR	DEER HAVEN	LACOMBE	70445	30.41142229	-89.90846714
29402 DEER HAVEN DR	DEER HAVEN	LACOMBE	70445	30.41128315	-89.9098753
29467 DEER HAVEN DR	DEER HAVEN	LACOMBE	70445	30.41038046	-89.90647454
29494 ANTLER ST	DEER HAVEN	LACOMBE	70445	30.41085226	-89.90654699
29506 STICKER BAY RD	DEER HAVEN	LACOMBE	70445	30.41020288	-89.90558656
29287 STICKER BAY RD	DEER HAVEN	LACOMBE	70445	30.41497329	-89.90739714
29286 STICKER BAY RD	DEER HAVEN	LACOMBE	70445	30.41569034	-89.90846596
29523 ANTLER ST	DEER HAVEN	LACOMBE	70445	30.41156528	-89.906112
29527 ANTLER ST	DEER HAVEN	LACOMBE	70445	30.41162276	-89.90573666
67363 SALT LICK LN	DEER HAVEN	LACOMBE	70445	30.41015855	-89.91295428
67382 SALT LICK LN	DEER HAVEN	LACOMBE	70445	30.41049367	-89.91171021
29364 WHITE TAIL ST	DEER HAVEN	LACOMBE	70445	30.41199213	-89.91081893
31124 MARSHALL VAUGHN RD	DENDINGER ESTATES	LACOMBE	70445	30.41621363	-89.88486172
67436 VERNON VAUGHN RD	DENDINGER ESTATES	LACOMBE	70445	30.41381623	-89.88629571
31263 MARSHALL VAUGHN RD	DENDINGER ESTATES	LACOMBE	70445	30.41522029	-89.88152707
30144 HWY 36	PINEHURST	LACOMBE	70445	30.43012689	-89.90068865
30144 OTIS DR	PINEHURST FARM	LACOMBE	70445	30.42959283	-89.90055802
68480 OTIS DR	PINEHURST FARM	LACOMBE	70445	30.42865286	-89.90063775
68464 OTIS DR	PINEHURST FARM	LACOMBE	70445	30.42828353	-89.90020012
68488 OTIS DR	PINEHURST FARM	LACOMBE	70445	30.42866609	-89.89950831
68442 OTIS DR	PINEHURST FARM	LACOMBE	70445	30.42759596	-89.90035387
69041 POITEVENT BLVD	TOWN OF ST TAMMANY	LACOMBE	70445	30.43264039	-89.89129734
69208 POITEVENT BLVD	TOWN OF ST TAMMANY	LACOMBE	70445	30.43413272	-89.89082703
30496 9TH ST	TOWN OF ST TAMMANY	LACOMBE	70445	30.4366156	-89.89008751
30463 9TH ST	TOWN OF ST TAMMANY	LACOMBE	70445	30.43733976	-89.89092496
69238 JOHN BENNETT RD	TOWN OF ST TAMMANY	LACOMBE	70445	30.43494882	-89.89172354
69334 JOHN BENNETT RD	TOWN OF ST TAMMANY	LACOMBE	70445	30.43777494	-89.89096425
69032 JOHN BENNETT RD	TOWN OF ST TAMMANY	LACOMBE	70445	30.429726	-89.89327103
69220 POITEVENT BLVD	TOWN OF ST TAMMANY	LACOMBE	70445	30.43471674	-89.89077874
69287 POITEVENT BLVD	TOWN OF ST TAMMANY	LACOMBE	70445	30.43667102	-89.89072143
69211 POITEVENT BLVD	TOWN OF ST TAMMANY	LACOMBE	70445	30.43458947	-89.89138799
30477 9TH ST	TOWN OF ST TAMMANY	LACOMBE	70445	30.43744947	-89.89052139

# Attachment B

## CONTRACT FOR PROFESSIONAL SERVICES

Contract No.: «txtMunisContractNum»

Be it known, that on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_, the Parish of St. Tammany, through the Office of the Parish President (hereinafter sometimes referred to as the "Parish") and «txtREQCompanyName», an entity qualified to do and doing business in this State and Parish (hereinafter referred to as "Provider") do hereby enter into this Contract for Professional Services under the following terms and conditions.

### 1. SCOPE OF SERVICES

Provider hereby agrees to furnish the following services:

«txtScopeSummary»

### 2. DOCUMENTS

- A. The Provider shall furnish sufficient sets of plans, specifications and Contract documents.
- B. All data collected by the Provider and all documents, notes, drawings, tracings, and files shall remain the property of the Parish except as otherwise provided herein. The Provider shall furnish to the Parish copies of any project documents requested by the Parish.
- C. The Parish shall furnish without charge all standard plans and specifications and any other information which the Parish now has in its files which may be of use to the Provider. Provider has the duty to and must confirm and verify all information contained therein.

- D.** The Provider shall use the most current version of the standard forms of documents adopted and specified by the Parish in the performance of the Contract, all as of the date of the signing of this Contract. Notwithstanding anything to the contrary in any other provision of this Contract, none of the Contract documents provided by the Parish are or will become the property of the Provider but shall remain the property of the Parish to the extent the Parish has a property interest therein.
- E.** Notwithstanding any Section hereinafter, there will be retention of all related records as follows:
- 1) All records, reports, documents and other material delivered or transmitted to Provider by Parish shall remain the property of Parish, and shall be returned by Provider to Parish, at Provider's expense, at termination or expiration of this Contract. All records, reports, documents, exhibits or other material related to this Contract and/or obtained or prepared by Provider in connection with the performance of the services contracted for herein shall become the property of Parish, and shall, upon request, be returned by Provider to Parish, at Provider's expense, at termination or expiration of this Contract.
  - 2) The Parish and Provider acknowledge and agree that the Parish has the right to review all records, reports, worksheets or any other material of either party related to this Contract. Provider further agrees that Provider will furnish to the Parish, upon request, copies of any and all records, reports, worksheets, bills, statements or any other material of Provider or Parish related to this Contract.
  - 3) Provider shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred and shall make such materials available at its offices at any reasonable time for inspection and copying by the Parish.

- 4) Provider shall retain all of its records and supporting documentation applicable to this Contract with the Parish for a period of three (3) years after termination of the Contract, except as follows:
  - a. Records that are subject to audit findings shall be retained for three (3) years after such findings have been resolved.
  - b. All such records and supporting documentation shall be made readily available, upon request, for inspection, copying or audit by representatives of the Parish. In the event the Provider goes out of existence, it shall turn over to the Parish all of its records relating to this Contract to be retained by the Parish for the required period of time.
- F. In the event there is re-use of any documents created by Provider, Provider invokes the protections afforded it as per La. Revised Statute R.S. 38:2317.
- G. All of Provider's pre-existing or proprietary computer programs, software, information, standard details or material developed by Provider outside of this agreement shall remain the exclusive property of the Provider.

### **3. PAYMENT OF ALL FEES AND ALL EXPENSES**

This Section shall apply to all payments that may be due Provider by Parish. The Payment Schedule is set forth in Section I, above.

#### **A. IF ON AN HOURLY BASIS:**

- 1) Provider agrees to submit, at the end of each calendar month, a written and detailed itemization of all work performed listing time by date the work performed by hours with specific reference to the nature of the work performed (e.g., drafting of plans, review of files, etc.). All invoices submitted covering

services rendered on an hourly basis shall include time sheets showing actual hours worked by each individual delineated incrementally to the tenth of the hour, their name, classifications, and a detailed description of the work performed.

- 2) Unless otherwise authorized in writing, Provider will not be paid for research, or for photocopies at more than \$0.15 (fifteen cents) per copy for copies less than 11" x 17" and copies larger than 11" x 17" shall be charged on a reasonable basis.
- 3) There shall be no fees charged by nor paid to Provider for consultation with the Parish, secretarial time, attendance at public meetings, and/or travel time for consultation with the Parish, unless specifically provided for in the Scope of Work to be performed, without the express written pre-approval of the Parish.
- 4) Invoices for services shall be submitted by Provider to the Director of the Department within the Parish issuing the work for review and approval.
  - (a) All invoices must indicate the Parish Purchase Order Number and Work Order Number.
  - (b) All billings by Provider for services rendered shall be submitted in writing.
  - (c) Provider shall be reimbursed for reasonable out-of-pocket expenses. Any out-of-pocket expense in excess of \$250.00 shall be pre-approved by the Parish. Failure by Provider to obtain pre-approval from the Parish of expenditures in excess of \$250.00 shall constitute grounds for denial of payment for that expense.
  - (d) Out of state or parish travel time is billable as services only and specifically at the direction and convenience of the Parish, if it is

performed during normal working hours, and if it does not cause service charges for the day to exceed eight hours. Such travel time must be pre-approved, in writing, by the Parish.

- (e) Provider hereby agrees that it shall be solely responsible for the payment of all applicable local, state and, federal taxes on the funds it receives under this Contract.
- 5) The Parish agrees to make payment to Provider for services upon receipt and approval of each invoice. The Parish will pay Provider the amount due and payable within thirty (30) days of receipt, unless a conflict results in a delay of payment. Upon receipt of each invoice, the Parish shall have the right and opportunity to review, confirm or otherwise determine the accuracy of each invoice and performance of service. In the event that the Parish disputes or otherwise may question the accuracy of each invoice or quality of all work performed in connection with an invoice, the Parish may withhold full or partial payment of any invoice until a successful and satisfactory resolution can be reached between the Parties. Parish agrees to not unreasonably withhold payments of any invoice.
- 6) Other than the fee schedule herein, there will be absolutely no additional fees due Provider to cover its overhead costs, general expenses, capital expenses, expenses for principal/branch/ field offices, employees' salaries, direct and indirect costs, additional costs or profit of any nature whatsoever in excess of the previously agreed hourly rate.

**B. IF ON A LUMP SUM BASIS:**

Where there is payment based upon a lump sum fee for all required for this project, the Parish shall pay the Provider a lump sum fee at the conclusion of the project and

acceptance by the Parish, unless other terms are negotiated and agreed upon by both Parties in the Scope.

**C. IF ON OTHER BASIS**

If there is any other payment method, other than hourly or lump sum, the terms shall be specified in Section 1 (Scope of Services) above.

**4. NON-ASSIGNABILITY**

Provider shall not assign nor transfer any interest in this Contract (whether by assignment or novation) without prior written consent of the Parish. Failure to obtain the prior written consent of the Parish may be grounds for termination of this Contract. Claims for money due or to become due to the Provider from the Parish under this Contract may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Parish.

**5. BUDGET LIMITATION**

- A.** The Parish shall determine the budget for this project, and the Parish shall advise the Provider of the budget limitation in writing. The Provider shall use its best judgment and expertise to design this project within the proposed budget. Any subsequent budget revisions shall be confirmed in writing.
- B.** It is the responsibility of the Provider to advise the Parish in advance if Contract funds or Contract terms may be insufficient to complete Contract objectives. Provider understands and specifically warrants that it assumes the sole responsibility to advise the Parish in advance if Contract funds or Contract terms may be insufficient to complete Contract objectives. In providing opinions of probable construction cost, the Parish understands that the Provider has no control over costs and price of labor, equipment or materials or over the general Provider's method of pricing, and that the



opinion of probable costs provided herein are made on the basis of the Provider's qualifications and experience.

- C. The continuation of this Contract is contingent upon the appropriation of funds by the Parish to fulfill the requirements of the Contract. If the Parish fails to appropriate sufficient monies to provide for the continuation of this or any other related Contract, or if such appropriation is reduced by the veto of Parish President by any means provided in the appropriations Ordinance to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the Contract, the Contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

## **6. NOTICE TO PROCEED**

The Parish, or a Department Director, shall issue the Provider a Notice to Proceed in writing. This notice shall include the Work Order Number, Purchase Order Number, and instructions to undertake the services stated herein. The Provider shall commence the services within ten (10) days after receipt of such notification, unless a shorter time period has been provided in the scope of services, or in emergency situations. The work necessary for the completion of each task shall be completed promptly following the Provider's receipt of the Notice to Proceed. If the Parish desires to divide the Project into various parts, a Notice to Proceed shall be issued for each part, and the Parish and the Provider shall mutually agree upon the period of time within which services for each part of the Project shall be performed. The Provider will be given time extensions for delays beyond its control, or for those delays caused by tardy approvals of work in progress by various official agencies, but no additional compensation shall be allowed or due Provider for such delays caused by the Provider.

## **7. INSURANCE**

The Provider shall secure and maintain at its expense such insurance as may be required by the attached “Insurance Requirements”. It is specifically understood that this agreement shall not be effective until such time as all insurance requirements are met by the Provider and approved by the Parish.

## **8. OTHER TERMS AND CONDITIONS**

- A.** The Provider shall, at all times during the term of this Contract, maintain valid Louisiana licenses and commissions as are customarily required of such a Provider, including but not limited to those that may be required by this State and/or Parish. The Provider agrees to renew and or keep current all licenses and commissions herein. The Provider agrees to maintain a copy of all such licenses or commissions on file at all time and make same available for review as may be reasonably requested by the Parish of St. Tammany.
- B.** The professional and technical adequacy and accuracy of designs, drawings, specifications, documents, and other work products furnished under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession in St. Tammany Parish. In the event the Parish must have work performed on a construction Contract via a Change Order resulting from an error or omission by the Provider, the Provider shall provide, at no cost to the Parish, all professional services attributable to that Change Order. This is in addition to Parish’s right to recover from Provider any damages for its errors and omissions.
- C.** Provider shall fully indemnify and hold harmless the Parish, without limitation, for any and all injury, death, damage, loss, destruction, damages, costs, fines, penalties, judgments, forfeitures, assessments, expenses (including attorney fees), obligations, and other liabilities of every name and description, which may occur or in any way arise out of any act or omission of Provider, its owners, agents, employees, partners or

sub-providers. The Provider shall not indemnify for the portion of any loss or damage arising from the Parish's act or failure to act.

- D.** Provider shall be liable without limitation to the Parish for any and all injury, death, damage, loss, destruction, damages, costs, fines, penalties, judgments, forfeitures, assessments, expenses (including attorney fees), obligations, and other liabilities of every name and description, which may occur or in any way arise out of any act or omission of Provider, its owners, agents, employees, partners or sub-providers.
- E.** Upon notice of any claim, demand, suit, or cause of action against the Parish, alleged to arise out of or be related to this Contract, Provider shall investigate, handle, respond to, provide defense for, and defend at its sole expense, even if the claim, demand, suit, or cause of action is groundless, false, or fraudulent. The Parish may, but is not required to, consult with or assist the Provider, but this assistance shall not affect the Provider's obligations, duties, and responsibilities under this section. Provider shall obtain the Parish's written consent before entering into any settlement or dismissal.
- F.** It is understood and agreed that neither party can foresee the exigencies beyond the control of each party which arise by reason of an Act of God or force majeure; therefore, neither party shall be liable for any delay or failure in performance beyond its control resulting from an Act of God or force majeure. The Parish shall determine whether a delay or failure results from an Act of God or force majeure based on its review of all facts and circumstances. The parties shall use reasonable efforts, including but not limited to, use of continuation of operations plans (COOP), business continuity plans, and disaster recovery plans, to eliminate or minimize the effect of such events upon the performance of their respective duties under this Contract.
- G.** Provider shall fully indemnify and hold harmless the Parish, without limitation, from and against damages, costs, fines, penalties, judgments, forfeitures, assessments, expenses (including attorney fees), obligations, and other liabilities in any action for infringement of any intellectual property right, including but not limited to, trademark, trade-secret, copyright, and patent rights.

When a dispute or claim arises relative to a real or anticipated infringement, the Provider, at its sole expense, shall submit information and documentation, including formal patent attorney opinions, as required by the Parish.

If the use of the product, material, service, or any component thereof is enjoined for any reason or if the Provider believes that it may be enjoined, Provider, while ensuring appropriate migration and implementation, data integrity, and minimal delays of performance, shall at its sole expense and in the following order of precedence: (i) obtain for the Parish the right to continue using such product, material, service, or component thereof; (ii) modify the product, material, service, or component thereof so that it becomes a non-infringing product, material, or service of at least equal quality and performance; (iii) replace the product, material, service, or component thereof so that it becomes a non-infringing product, material, or service of at least equal quality and performance; or, (iv) provide the Parish monetary compensation for all payments made under the Contract related to the infringing product, material, service, or component, plus for all costs incurred to procure and implement a non-infringing product, material, or service of at least equal quality and performance. Until this obligation has been satisfied, the Provider remains in default.

The Provider shall not be obligated to indemnify that portion of a claim or dispute based upon the Parish's unauthorized: i) modification or alteration of the product, material or service; ii) use of the product, material or service in combination with other products not furnished by Provider; or, iii) use of the product, material or service in other than the specified operating conditions and environment.

- H.** This Contract shall be binding upon the successors and assigns for the Parties hereto.
- I.** This Contract represents the entire Contract between Parish and Provider.
- J.** This Contract is made under the Laws of the State of Louisiana, and for all purposes shall be interpreted in its entirety in accordance with the laws of said State. The

Provider hereby agrees and consents to the jurisdiction of the courts of the State of Louisiana over its person. The Parties hereto agree that the sole and exclusive venue for all lawsuits, claims, disputes, and other matters in question between the Parties to this Contract or any breach thereof shall be in the 22<sup>nd</sup> Judicial District Court for the Parish of St. Tammany, State of Louisiana. It is also understood and agreed that the laws and ordinances of St. Tammany shall apply.

- K.** In the event that the Provider modifies the Parish's Contract documents without the expressed prior written consent of the Parish, the Provider shall indemnify and hold harmless the Parish from any claims, lawsuits, or damages that arise out of or are attributable to the modification. This indemnification and hold harmless obligation shall include not only the damages suffered by the Parish but also all reasonable expenses including, but not limited to, any and all litigation or other dispute resolution costs and any and all professional fees incurred by the Parish as a result of the Provider's deviation from the Parish's Contract documents, or fees incurred by the Parish in establishing the right to indemnity pursuant to the provisions in this Contract.
- L.** Provider agrees to a covenant against contingent fees. Provider warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Provider, to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Provider, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the Parish shall have the right to annul this Contract without liability.
- M.** This Contract may be amended only by mutual written consent of the respective Parties.

- N.** Third Party Beneficiary: it is specifically agreed by and between the Parties to this Contract that no person or party is intended, deemed, considered, or construed to be a third party beneficiary of this Contract.
- O.** Neither party will be liable for failure to fulfill its obligations when due to causes beyond its reasonable control.
- P.** Any failure or delay by either party in exercising any right or remedy will not constitute a waiver of such right or remedy.
- Q.** Severability: if any provision or item in this Contract is held invalid or unenforceable for any reason, then such invalidity or unenforceability shall not affect other provisions or items of this Contract. In such event, the remaining portions shall be given full force and effect without the invalid provision or item, and to this end the provisions or items of this Contract are hereby declared severable.
- R.** It is specifically understood that the terms "agreement" and "Contract" may be used interchangeably. It is specifically understood that the terms "Parish", "Director" and "Parish" and "the Parish of St. Tammany" may be used interchangeably.
- S.** Conflict of Interest: it is understood and agreed between the Parties hereto that Provider is not retained exclusively by the Parish but that the Parish may be retain other Providers during the term of this Contract. In the event of reasonably known conflicts of interest or potential conflicts of interest between the Parish and other Parties who have engaged Provider, the Provider agrees to make full disclosure of the same, and that they will take no action on behalf of any other client directly adverse to the Parish, nor will Provider take any action on behalf of the Parish directly adverse to any other client.
- T.** Provider warrants that Provider is qualified to perform the intended purposes of this agreement. In the event that Provider becomes not fit nor qualified for any reason

whatsoever, then Provider agrees to withdraw from work herein at no cost to the Parish. In the event that the Parish determines that Provider is not suited for Parish purposes or otherwise fails to represent Parish policies to the satisfaction of the Parish, then Provider agrees to withdraw from this agreement.

U. Provider specifically agrees and understands that Provider shall not maintain or otherwise claim that it possesses any security interest in any aspect of the work that forms the basis of this agreement.

V. Provider agrees to ensure that its personnel are, at all times, educated and trained, and further, that Provider and its personnel will perform all work and services as would a reasonably-related Provider in St. Tammany Parish.

W. Provider agrees to perform all services in a workmanlike and professional manner. Provider recognizes and understands that time is of the essence. Provider agrees to perform and provide services in accordance with this agreement and all incorporated attachments.

## **9. TERMINATION, CANCELLATION, AND SUSPENSION**

### **A. Termination**

The term of this Contract shall be binding upon the Parties hereto until the work has been completed by the Provider and accepted by the Parish, and all payments required to be made to the Provider have been made. But, this Contract may be terminated upon thirty (30) days written notice under any or all of the following conditions:

- 1) By mutual agreement and consent of the Parties hereto;

- 2) By the Parish as a consequence of the failure of the Provider to comply with the terms, progress, or quality of the work in a satisfactory manner, proper allowances being made for circumstances beyond the control of the Provider;
- 3) By either party upon failure of the other party to fulfill its obligations as set forth in this Contract;
- 4) By the Parish with less than thirty (30) days' notice due to budgetary reductions and changes in funding priorities by the Parish;
- 5) In the event of the abandonment of the project by the Parish.

Upon termination, the Provider shall be paid for actual work performed prior to the Notice of Termination, either based upon the established hourly rate for services actually performed, or on a pro-rata share of the basic fee based upon the phase or percentage of work actually completed, depending on the type of compensation previously established under this Contract.

Upon Termination, the Provider shall deliver to the Parish all original documents, notes, drawings, tracings, computer files, and other files pertaining to this Contract or the Work performed, except for the Provider's personal and administrative files.

#### **B. Cancellation**

The continuation of this Contract is contingent upon the appropriation of funds to fulfill the requirements of the Contract by the Parish. If the Parish fails to appropriate sufficient monies to provide for the continuation of this or any other Contract, or if such appropriation is reduced by the veto of Parish President by any means provided in the appropriations Ordinance to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the Contract, the Contract shall terminate on the date of the beginning of the first fiscal year for which funds are not



appropriated. It is understood and agreed that paragraph (9)(C) below may preempt this paragraph, all at the exclusive and unilateral option of the Parish.

**C. Suspension**

Should the Parish desire to suspend the work, but not definitely terminate the Contract, the Parish shall supply the Provider with thirty (30) days' notice. The Parish will also supply Provider thirty (30) days' notice that the work is to be reinstated and resumed in full force. Provider shall receive no additional compensation during the suspension period. The Parties may revisit the terms of this Contract during the suspension period. The suspension shall not exceed six (6) months, unless mutually agreed upon between the Parties.

**D. Default of Provider**

Failure to complete or deliver within the time specified or to provide the services as specified in the bid or response will constitute a default and may cause cancellation of the contract. Where the Parish has determined the Provider to be in default. The Parish reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the Provider with the cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid or response from the defaulting Provider will be considered.

**E. In the event of a default and/or breach of this agreement and this matter is forwarded to legal counsel, then the prevailing party may be entitled to collect a reasonable attorney fees and all costs associated therewith whether or not litigation is initiated. Attorney fees shall be based upon the current, reasonable prevailing rate for counsel in the private sector. The Parties agree to be responsible for such attorney fees, together for all with legal interest from date of agreement breach, plus all costs of collection.**

**F. Termination or cancellation of this agreement will not affect any rights or duties arising under any term or condition herein.**

As to the filing of voluntary or involuntary bankruptcy by Provider, Provider agrees that if any execution or legal process is levied upon its interest in this Contract, or if any liens or privileges are filed against its interest, or if a petition in bankruptcy is filed against it, or if it is adjudicated bankrupt in involuntary proceedings, or if it should breach this Contract in any material respect, the Parish shall have the right, at its unilateral option, to immediately cancel and terminate this Contract. In the event that Provider is placed in any chapter of bankruptcy, voluntarily or involuntarily, or otherwise triggers any provision of the preceding sentence herein, it is understood and agreed that all materials, goods and/or services provided shall be and remain the property of the Parish. All rights of Provider as to goods, wares, products, services, materials and the like supplied to Parish shall be deemed forfeited.

## **10. AUDITORS**

Notwithstanding other Sections herein, Provider shall maintain all records for a period of three years after the date of final payment under this Contract. It is hereby agreed that the Parish Department of Finance or its designated auditor shall have the sole, unilateral and exclusive option of auditing all accounts of Provider which relate to this Contract. Such audit may be commenced at any reasonable time. Provider agrees not to delay, retard, interrupt or unduly interfere with commencement and completion of such an audit. If in the exclusive and unilateral opinion of the Parish that Provider delays, retards, interferes with or otherwise interrupts such an audit, the Parish may seek such relief as per law. In such an event, Provider agrees to be liable for all reasonable attorney fees, costs of auditors, court costs, and any other reasonably related expenses with such litigation.

## **11. TERM OF CONTRACT**

- A.** The effective date of this agreement shall begin on the date of the Parish President's signature or acceptance of the Provider's insurance carrier, whichever occurs last. Notwithstanding the foregoing, in no event, shall this Contract be valid until it has been approved in writing by the Parish President or his designee.

**B.** This Professional Services Contract shall terminate as follows:

- 1) As per the terms and conditions of Paragraph 9 hereinabove, or;
- 2) As per operation of law, or;
- 3) As agreement between the Parties, or;
- 4) Upon the satisfactory completion of all services and obligations described herein, or;
- 5) As per the Parish Charter, under Section 5-06(B).

## **12. DISCRIMINATION CLAUSE**

Provider agrees to comply with the Americans with Disabilities Act of 1990 and any current amendments thereto. All individuals shall have equal access to employment opportunities available to a similarly suited individual. Provider agrees not to discriminate in its employment practices, and will render services under this Contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Provider, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Contract. Provider agrees to abide by the requirements of all local, state, and/or federal law, including but not limited to the following: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and the requirements of the Americans with Disabilities Act of 1990. Provider warrants and guarantees that it is an Equal Employment Opportunity employer. In all hiring or employment made possible by or resulting from this Contract, there shall not be any discrimination against any person because of race, color, religion, sex, national origin, disability, age or veterans status; and where applicable, affirmative action will be taken to ensure that Provider's employees are treated equally during employment without regard to their race, color, religion, sex, national origin, disability, age, political affiliation, disabilities or veteran status. This requirement shall apply to but not be limited to the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. All solicitations or advertisements for employees shall state that all applicants will receive

consideration for employment without regard to race, color, religion, sex, national origin, disability, age or veteran status.

### **13. INDEPENDENT PROVIDER**

- A.** While in the performance of services or carrying out obligations herein, the Provider shall be acting in the capacity of an independent Provider (as defined in LA R.S. 23:1021(7)), and not as an employee of the Parish. Nothing herein shall create a partnership between the Provider and the Parish. The Parish shall not be obliged to any person, firm or corporation for any obligations of the Provider arising from the performance of its services under this agreement. The Provider shall not be authorized to represent the Parish with respect to services being performed, dealings with other agencies, and administration of specifically related contracts, unless done so in writing by the Parish.
- B.** Provider hereby agrees to be responsible for payment of taxes from the funds thus received under this Contract. Provider agrees to be responsible for and to pay all applicable federal income taxes, federal social security tax (or self-employment tax in lieu thereof) and any other applicable federal or state unemployment taxes. Provider agrees to indemnify and hold the Parish harmless for any and all federal and/or state income tax liability, including taxes, interest and penalties, resulting from the Parish's treatment of Provider as independent Provider. Provider further agrees to reimburse Parish for any and all costs it incurs, including, but not limited to, accounting fees and legal fees, in defending itself against any such liability.
- C.** Provider acknowledges Exclusions of Workmen's Compensation and/or Unemployment Coverage.

## 14. NOTICES

All notices shall be by certified mail, return receipt requested, and sent to the following individuals at the following addresses. Changes of person and addresses are to be exchanged in a like manner:

**Parish of St. Tammany:** Office of the Parish President  
P.O. Box 628  
Covington, La. 70434  
(985) 898-2700

**Provider:** «txtREQCompanyName»  
«txtREQAddress»  
«txtREQCity»,«txtREQState»,«txtREQZip»

## 15. RECORDATION OF CONTRACT

Provider authorizes Parish to deduct from any payment due herein costs and service fees for recordation of this Contract in full or an excerpt hereof, or any revisions or modifications thereof as required by law.

## 16. AUTHORITY TO ENTER CONTRACT

The undersigned representative of Provider warrants and personally guarantees that he/she has the requisite and necessary authority to enter and sign this Contract on behalf of the corporate entity, partnership, etc. The undersigned Parties warrant and represent that they each have the respective authority and permission to enter this Contract. In the event that Provider is a member of a corporation, partnership, LLC, LLP, or any other juridical entity, the Parish requires, as an additional provision, that Provider supplies a certified copy of a corporate resolution authorizing

the undersigned to enter and sign this Contract. Another option to fulfill this additional provision he/she can supply Louisiana Secretary of State Business filings confirming that he/she is a managing member of a corporation, partnership, L.L.C., L.L.P., or any other juridical entity which authorizes the undersigned to enter and sign this Contract.

This Contract is executed in **One (1)** original. IN TESTIMONY WHEREOF, they have executed this agreement, the date(s) written below.

**WITNESSES:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**PROVIDER:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**WITNESSES:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**ST. TAMMANY PARISH GOVERNMENT:**

\_\_\_\_\_

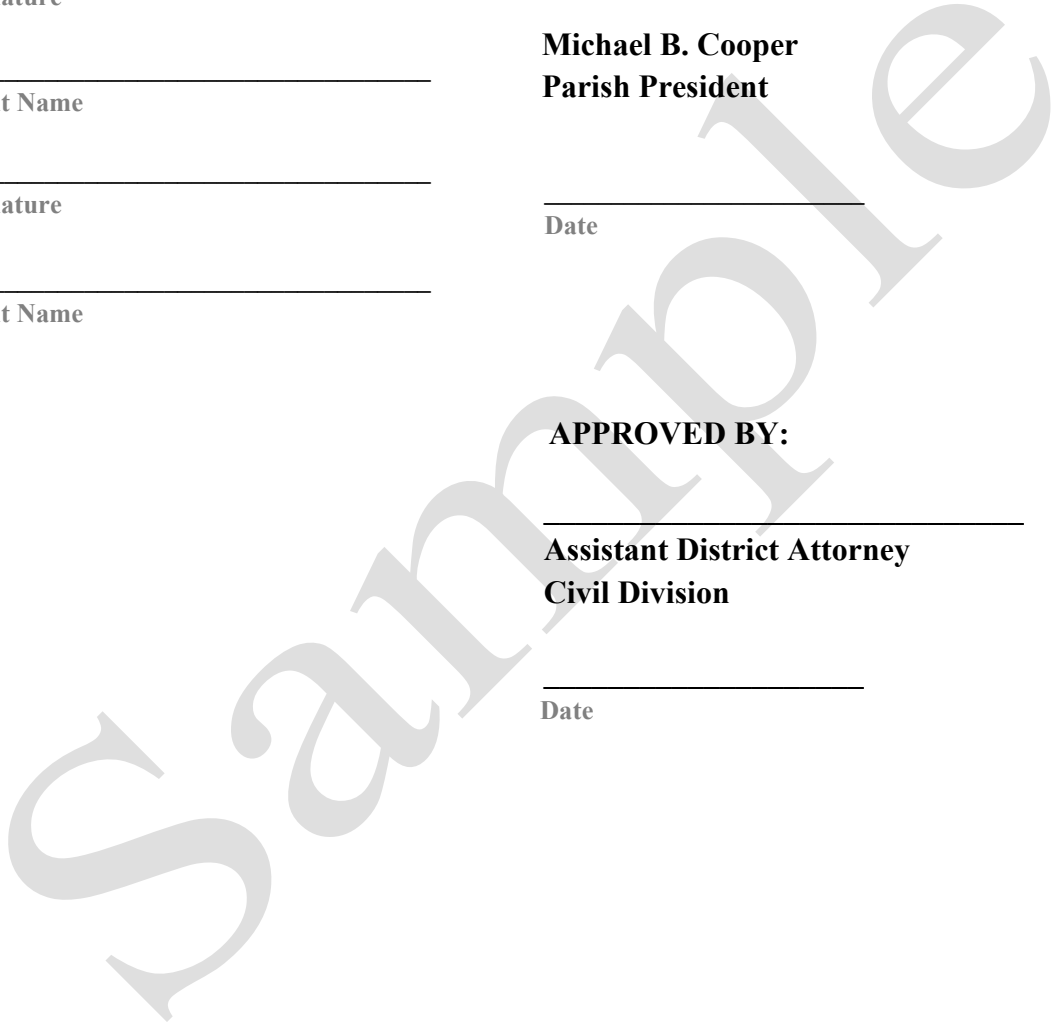
**Michael B. Cooper**  
**Parish President**

\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
**Assistant District Attorney**  
**Civil Division**

\_\_\_\_\_  
Date



Attachment C

ACKNOWLEDGMENT AND WAIVER

\_\_\_\_\_ (“Proposer”) hereby acknowledges that it has received Request for Proposal No. \_\_\_\_\_ (“RFP”), issued by the St. Tammany Parish Government, and has been advised that same is not subject to the Louisiana Public Bid Law or the Louisiana Procurement Code. As such, Proposer understands and acknowledges that it has not been granted and otherwise possesses no right to protest, contest, debate or otherwise call in question the processes, procedures, methodology or results of the RFP or the selection of a Contractor in connection therewith.

To the extent that the Proposer may otherwise have any such rights, Proposer herein waives all such rights to protest, contest, debate or otherwise call in question the processes, procedures, methodology or results of the RFP or the selection of a Contractor in connection therewith and agrees it will not file claims of any type or manner, in a court of law or otherwise, in any way related to same.

SIGNED, this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

WITNESSES:

\_\_\_\_\_  
Proposer

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

SWORN TO and subscribed before me, Notary, on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_





## INSURANCE REQUIREMENTS\*

Professional Services Project: Rural Internet Connectivity

Project/Quote/Bid#: 24-12-3

### **\*\*\*IMPORTANT – PLEASE READ\*\*\***

**Prior to submitting your quote or bid, it is recommended that you review these insurance requirements with your insurance broker/agent.**

*These requirements modify portions of the insurance language found in the General Conditions and/or Supplementary General Conditions; however, there is no intention to remove all sections pertaining to insurance requirements and limits set forth in the General Conditions and/or Supplementary General Conditions, only to amend and specify those items particular for this Project.*

- A. The Provider shall secure and maintain at its expense such insurance that will protect it and St. Tammany Parish Government (the "Parish") from claims for bodily injury, death or property damage as well as from claims under the Workers' Compensation Acts that may arise from the performance of services under this agreement. All certificates of insurance shall be furnished to the Parish and provide thirty (30) days prior notice of cancellation to the Parish, in writing, on all of the required coverage.
- B. All policies shall provide for and certificates of insurance shall indicate the following:
1. Waiver of Subrogation: The Provider's insurers will have no right of recovery or subrogation against the Parish of St. Tammany, it being the intention of the parties that all insurance policy(ies) so affected shall protect both parties and be the primary coverage for any and all losses covered by the below described insurance.
  2. Additional Insured: St. Tammany Parish Government shall be named as Additional Insured with respect to general liability, automobile liability and excess liability coverages, as well as marine liability and pollution/environmental liability, when those coverages are required or necessary.
  3. Payment of Premiums: The insurance companies issuing the policy or policies will have no recourse against St. Tammany Parish Government for payment of any premiums or for assessments under any form of policy.
  4. Project Reference: The project(s) and location(s) shall be referenced in the Comment or Description of Operations section of the Certificate of Insurance (Project ##-####, or Bid # if applicable, Type of Work, Location).
- C. Coverage must be issued by insurance companies authorized to do business in the State of Louisiana. Companies must have an A.M. Best rating of no less than A-, Category VII. St. Tammany Parish Risk Management Department may waive this requirement only for Workers Compensation coverage at their discretion.

Provider shall secure and present proof of insurance on forms acceptable to St. Tammany Parish Government, Office of Risk Management no later than the time of submission of the Contract to the Parish. However, should any work performed under this Contract by or on behalf of Provider include exposures that are not covered by those insurance coverages, Provider is not relieved of its obligation to maintain appropriate levels and types of insurance necessary to protect itself, its agents and employees, its subcontractors, St. Tammany Parish Government (Owner), and all other interested third parties, from any and all claims for damage or injury in connection with the services performed or provided throughout the duration of this Project, as well as for any subsequent periods required under this Contract.

The insurance coverages checked (✓) below are those required for this Contract.

1. **Commercial General Liability\*** insurance – **Occurrence Form** - with a Combined Single Limit for bodily injury and property damage of at least \$1,000,000 per Occurrence / \$2,000,000 General Aggregate and \$2,000,000 Products-Completed Operations. Contracts over \$1,000,000 may require higher limits. The insurance shall provide for and the certificate(s) of insurance shall indicate the following coverages:
- a) Premises - operations;
  - b) Broad form contractual liability;
  - c) Products and completed operations;
  - d) Personal/Advertising Injury.
2. **Business Automobile Liability\*** insurance with a Combined Single Limit of \$1,000,000 per Occurrence for bodily injury and property damage, and shall include coverage for the following:
- a) Any auto;
  - or**
  - b) Owned autos; **and**
  - c) Hired autos; **and**
  - d) Non-owned autos.
- (If no owned vehicles, hired and non-owned may be acceptable, subject to the review and approval of St. Tammany Parish, Office of Risk Management.)
3. **Workers' Compensation/Employers Liability insurance\*** - Workers' Compensation coverage as required by State law. Employers' liability limits shall be a minimum of \$1,000,000 each accident, \$1,000,000 each disease, \$1,000,000 disease policy aggregate. When water activities are expected to be performed in connection with this project, coverage under the USL&H Act, Jones Act and/or Maritime Employers Liability (MEL) must be included. **Coverage for owners, officers and/or partners in any way engaged in the Project shall be included in the policy.** The names of any excluded individual must be shown in the Description of Operations/Comments section of the Certificate.
4. **Pollution Liability and Environmental Liability\*** insurance in the minimum amount of \$1,000,000 per occurrence / \$2,000,000 aggregate including full contractual liability and third party claims for bodily injury and/or property damage, for all such hazardous waste, pollutants and/or environmental exposures that may be affected by this project stemming from pollution/environmental incidents as a result of Contractor's operations.

If coverage is provided on a claims-made basis, the following conditions apply:

- 1) the retroactive date must be prior to or coinciding with the effective date of the Contract, or prior to the commencement of any services provided by the Contractor on behalf of the Parish, whichever is earlier; AND
- 2) continuous coverage must be provided to the Parish with the same retro date for 24 months following acceptance or termination of the Project by the Parish either by
  - a) continued renewal certificates **OR**
  - b) a 24 month Extended Reporting Period

\*The Certificate must indicate whether the policy is written on an occurrence or claims-made basis and, if claims-made, the applicable retro date must be stated.



5. **Professional Liability/Errors and Omissions\*** insurance in the sum of at least \$1,000,000 per claim / \$2,000,000 aggregate is required when work performed by Contractor or on behalf of Contractor includes professional or technical services including, but not limited to, construction administration and/or management, engineering services such as design, surveying, and/or inspection, technical services such as testing and laboratory analysis, and/or environmental assessments. An occurrence basis policy is preferred.

If coverage is provided on a claims-made basis, the following conditions apply:

- 1) the retroactive date must be prior to or coinciding with the effective date of the Contract, or prior to the commencement of any services provided by the Contractor on behalf of the Parish, whichever is earlier; AND
- 2) continuous coverage must be provided to the Parish with the same retro date for 24 months following acceptance or termination of the Project by the Parish either by
  - a) continued renewal certificates **OR**
  - b) a 24 month Extended Reporting Period

\*The Certificate must indicate whether the policy is written on an occurrence or claims-made basis and, if claims-made, the applicable retro date must be stated.



6. **Marine Liability/Protection and Indemnity\*** insurance is required for any and all vessel and/or marine operations in the minimum limits of \$1,000,000 per occurrence / \$2,000,000 per project general aggregate. The coverage shall include, but is not limited to, the basic coverages found in the Commercial General Liability insurance and coverage for third party liability

\***Excess/Umbrella Liability** insurance may be provided to meet the limit requirements for any Liability coverage. For example: if the General Liability requirement is \$3,000,000 per occurrence, but the policy is only \$1,000,000 per occurrence, then the excess policy should be at least \$2,000,000 per occurrence thereby providing a combined per occurrence limit of \$3,000,000.)

- D. All policies of insurance shall meet the requirements of the Parish prior to the commencing of any work. The Parish has the right, but not the duty, to approve all insurance coverages prior to commencement of work. If any of the required policies are or become unsatisfactory to the Parish as to form or substance; or if a company issuing any policy is or becomes unsatisfactory to the Parish, the Provider shall promptly obtain a new policy, timely submit same to the Parish for approval, and submit a certificate thereof as provided above. The Parish agrees not to unreasonably withhold approval of any insurance carrier selected by Provider. In the event that Parish cannot agree or otherwise authorize a carrier, Provider shall have the option of selecting and submitting a new insurance carrier within 30 days of said notice by the Parish. In the event that the second submission is insufficient or is not approved, then the Parish shall have the unilateral opportunity to thereafter select a responsive and responsible insurance carrier all at the cost of Provider and thereafter deduct from Provider's fee the cost of such insurance.
- E. Provider shall maintain a current copy of all annual insurance policies and agrees to provide a certificate of insurance to the Parish on an annual basis or as may be reasonably requested for the term of the contract or any required Extended Reporting Period. Provider further shall ensure that all insurance policies are maintained in full force and effect throughout the duration of the Project and shall provide the Parish with annual renewal certificates of insurance evidencing continued coverage, without any prompting by the Parish.
- F. Provider shall maintain a current copy of all annual insurance policies and agrees to provide same to the Parish on an annual basis or as may be reasonably requested. Provider further shall ensure that all insurance policies are maintained in full force and effect throughout the duration of the Project and shall provide the Parish with annual renewal certificates of insurance evidencing continued coverage, without any prompting by the Parish.

- G. It shall be the responsibility of Provider to require that these insurance requirements are met by all contractors and sub-contractors performing work for and on behalf of Provider. Provider shall further ensure the Parish is named as an additional insured on all insurance policies provided by said contractor and/or sub-contractor throughout the duration of the project.
- H. Certificates of Insurance shall be issued as follows:

**St. Tammany Parish Government  
Attn: Risk Management  
P O Box 628  
Covington, LA 70434**

To avoid contract processing delays, be certain the project name/number is included on all correspondence including Certificates of Insurance.

**\*NOTICE: St. Tammany Parish Government reserves the rights to remove, replace, make additions to and/or modify any and all of the insurance requirements at any time.**

**Any inquiry regarding these insurance requirements should be addressed to:**

**St. Tammany Parish Government  
Office of Risk Management  
P O Box 628  
Covington, LA 70434  
Telephone: 985-898-5226  
Email: riskman@stpgov.org**

**AFFIDAVIT PURSUANT TO LA R.S. 38:2224 AND ETHICS PROVISIONS  
FOR PROFESSIONAL & ESSENTIAL SERVICE CONTRACTS**

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

**BEFORE ME**, the undersigned authority, in and for the above stated State and Parish (or County), personally came and appeared:

\_\_\_\_\_

Print Name

who, after first being duly sworn, did depose and state:

1. That affiant is appearing on behalf of \_\_\_\_\_, who is seeking a Professional or Essential Service Contract with St. Tammany Parish Government.
2. That affiant employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for affiant; and

3. That no part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for affiant.
  
4. If affiant is a sole proprietor, that neither affiant, nor his/her immediate family is a public servant of St. Tammany Parish Government or the Contract is not under the supervision or jurisdiction of the public servant's agency.
  
5. If affiant is executing this affidavit on behalf of a juridical entity such as a partnership, corporation, or LLC, etc., that no public servant of St. Tammany Parish Government, or his/her immediate family, either individually or collectively, has more than a 25% ownership interest in the entity seeking the Contract with St. Tammany Parish Government if the Contract will be under the supervision or jurisdiction of the public servant's agency.

\_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Entity name:** \_\_\_\_\_

**THUS SWORN TO AND SUBSCRIBED BEFORE ME,**  
**THIS \_\_\_\_\_, DAY OF \_\_\_\_\_, 202\_\_.**

\_\_\_\_\_

**Notary Public**

**Print Name:** \_\_\_\_\_

**Notary I.D./Bar No.:** \_\_\_\_\_

**My commission expires:** \_\_\_\_\_

**AFFIDAVIT PURSUANT TO LA R.S. 38:2212.10 CONFIRMING  
REGISTRATION AND PARTICIPATION IN A STATUS VERIFICATION  
SYSTEM**

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

**BEFORE ME**, the undersigned authority, in and for the above stated State and Parish (or County), personally came and appeared:

\_\_\_\_\_  
Print Name

who, after first being duly sworn, did depose and state:

1. That affiant is appearing on behalf of \_\_\_\_\_, a private employer seeking a bid or a contract with St. Tammany Parish Government for the physical performance of services within the State of Louisiana.
2. That affiant is registered and participates in a status verification system to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens; and
3. That affiant shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
4. That affiant shall require all subcontractors to submit to the affiant a sworn affidavit verifying compliance with this law.

\_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Entity:** \_\_\_\_\_

**THUS SWORN TO AND SUBSCRIBED BEFORE ME,**

**THIS** \_\_\_\_\_, **DAY OF** \_\_\_\_\_, **202**\_\_.

\_\_\_\_\_

**Notary Public**

**Attachment "F"**  
**Sample Scoring Matrix**  
**Rural Internet Connectivity**  
**RFP # 24-12-3**

Vendor/Business Name \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

CRITERIA	POSSIBLE POINTS	ASSIGNED POINTS	COMMENTS
Compliance with the RFP	10pts		
Understanding of the Project	10pts		
Approach to the Project	15pts		
Ability to perform within the stated timeframe	15pts		
Percent of infrastructure installed underground	20pts		
Total monetary support requested from government	20pts		
Proposal quality and references	10pts		

**Vendor Total**                      **100pts**

Signature of Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_



**Attachment F-1**  
**Vendor Scoring Matrix**  
RFP # 24-12-2  
Rural Internet Connectivity

Vendor/Business Name

The Respondent must clearly designate that they meet each category of the scoring criteria stated below. The Respondent must briefly describe how their company satisfies the requirement and where in their response supports that requirement. Failure to comply with this requirement may negatively affect the overall score.

<b>CRITERIA</b>	<b>Briefly describe how your proposal meets the requirement and where in your proposal supports your justification</b>
Compliance with the RFP	
Understanding of the Project	
Approach to the Project	
Ability to perform within the stated timeframe	
Percent of infrastructure installed underground	

Total monetary support requested from government	
Proposal quality and references	

# CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_ INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_\_, A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT \_\_\_\_\_, BE AND IS HEREBY APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH THE PARISH OF ST. TAMMANY OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE AND CORRECT COPY OF AN EXCERPT OF THE MINUTES OF THE ABOVE DATED MEETING OF THE BOARD OF DIRECTORS OF SAID CORPORATION, AND THE SAME HAS NOT BEEN REVOKED OR RESCINDED.

SECRETARY-TREASURER

\_\_\_\_\_

DATE

\_\_\_\_\_

## Section H

### Certificate of Insurance Instructions

The below information is intended to guide Contractors on what information is needed to be listed on the Certificate of Insurance. All Insurance limit requirements can be found in Attachment D.

- **Certificate Holder** – STPG must be listed as the certificate holder, and it must include our address of: P.O. Box 628, Covington, LA 70434
  - Reason: the certificate holder is where cancellations of coverage, or updated certificates are mailed. If a vendor terminates a policy, we will be notified.
- **Additional Insured** – We must be named as an additional insured so that if there is a lawsuit against the vendor for a project, their coverage will cover STPG as well if we are named in the lawsuit.
  - We must be named in the Description of Operations box – reason: there could be other additional insureds, and we want to have no doubt that we are one of the additional insureds.
  - We must be named as additional insured on the following coverages: General liability, Auto Liability, Umbrella/Excess Liability, Environmental/Pollution Liability.
  - Professional Liability policies do not allow for an additional insured by most carriers.
- **Project Name & Contract #** - We need this listed in the Description of Operations, again so that if there is a lawsuit, we have proof that coverage was active for that project.
- **Waiver of Subrogation** – This can either be listed in the Description of Operations or checked off in the appropriate columns.

From the Insurance Requirement form:

*Waiver of Subrogation: The Provider's insurers will have no right of recovery or subrogation against the Parish of St. Tammany, it being the intention of the parties that all insurance policy(ies) so affected shall protect both parties and be the primary coverage for any and all losses covered by the below described insurance.*

- **Owners Protective Liability (OPL) or (OCP)** – Certificate of Insurance for OCP names St. Tammany Parish Government as the Insured and the Certificate Holder.
- Sample of Certificate of Insurance (COI) can be found on page 2.
- Please refer to this section in the package labeled “Insurance Requirements” for limits required for this project

Any questions regarding insurance requirements please contact the Risk Department at 985-898-5226 or email [riskman@stpgov.org](mailto:riskman@stpgov.org)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Project Name:  
Contract #:

(Name St. Tammany Parish Government as an additional insured).

**CERTIFICATE HOLDER****CANCELLATION**St. Tammany Parish Government  
P.O. Box 628  
Covington, LA 70434

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

## Attachment I

# AMERICAN RESCUE PLAN ACT FEDERAL CONTRACT CLAUSES

Since the parties anticipate that federal funding will be applied to this Agreement, the following federal contract clauses must be complied with, where applicable, in addition to the clauses already mentioned.

### 1. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the

Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon

contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

**2. DAVIS-BACON ACT**, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$10,000,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

### **3. COMPLIANCE WITH THE CONTRACT WORK HOURS AND SAFETY STANDARDS ACT.**

(1) *Overtime requirements.* No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) *Withholding for unpaid wages and liquidated damages.* The Parish shall upon its own action or upon written request of an authorized representative of the Department of Labor or U.S. Treasury withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act,



which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) *Subcontracts*. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

#### **4. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**

If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

#### **5. CLEAN AIR ACT**

(1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.*

(2) The Contractor agrees to report each violation to the Parish and understands and agrees that the Parish will, in turn, report each violation as required to assure notification to the federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.

(3) The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by ARPA.

#### **6. FEDERAL WATER POLLUTION CONTROL ACT**

(1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 7401 *et seq.*

(2) The Contractor agrees to report each violation to the Parish and understands and agrees that the Parish will, in turn, report each violation as required to assure notification to the Federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.

(3) The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by ARPA.

## **7. SUSPENSION AND DEBARMENT**

(1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by the Parish. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Parish, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

## **8. BYRD ANTI-LOBBYING ACT**

The Contractor will be expected to comply with Federal statutes required in the Anti-Lobbying Act.

Contractors who apply or bid for an award of more than \$100,000 shall file the required certification. Each tier certifies to the tier above that it will not and has not used federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the federal awarding agency.

## **9. PROCUREMENT OF RECOVERED MATERIALS**

In the performance of this Contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—

- i. Competitively within a timeframe providing for compliance with the Contract performance schedule;
- ii. Meeting Contract performance requirements; or
- iii. At a reasonable price.

Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

## **10. PROHIBITION ON CONTRACTING FOR COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES.**

(a) *Definitions.* As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in Public Law 115-232, section 889, Prohibitions on Expending ARPA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause—

(b) *Prohibitions.*

(1) Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug.13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.

(2) Unless an exception in paragraph (c) of this clause applies, the contractor and its subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from a federal Agency to:

(i) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;

(ii) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;

(iii) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system as described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). (a) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). (b) Telecommunications or video surveillance services provided by such entities or using such equipment. (c) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country; or

(iv) Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

(3) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment

and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(4) See Public Law 115-232, section 889 for additional information.

(5) See also § 200.471.

*(c) Exceptions.*

(1) This clause does not prohibit contractors from providing—

(i) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) By necessary implication and regulation, the prohibitions also do not apply to:

(i) Covered telecommunications equipment or services that:

i. Are *not used* as a substantial or essential component of any system; *and*

ii. Are *not used* as critical technology of any system.

(ii) Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.

*(d) Reporting requirement.*

(1) In the event the contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the contractor is notified of such by a subcontractor at any tier or by any other source, the contractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:

(i) Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

*(e) Subcontracts.* The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments.

## **11. DOMESTIC PREFERENCES FOR PROCUREMENTS.**

As appropriate, and to the extent consistent with law, the contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products.

For purposes of this clause:

*Produced in the United States* means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

*Manufactured products* mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

## **12. COMPLIANCE WITH FEDERAL EXECUTIVE ORDERS**

This is an acknowledgement that American Rescue Plan Act will be used to fund the Contract only. The Contractor will comply with all applicable federal law, regulations, executive orders, policies, procedures, and directives.

## **13. NO OBLIGATION BY THE FEDERAL GOVERNMENT**

The Federal Government is not a party to this Contract and is not subject to any obligations or liabilities to the non-Federal entity, Contractor, or any other party pertaining to any matter resulting from the Contract.

## **14. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS**

The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract.

## **15. CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS.**

(a) Any party to this contract must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. These steps are also required for the hiring of any subcontractors under this contract.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

## **16. COPYRIGHT AND DATA RIGHTS**

The Contractor grants to the Parish, a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license in data first produced in the performance of this contract to reproduce, publish, or otherwise use, including prepare derivative works, distribute copies to the public, and perform publicly and display publicly such data. For data required by the contract but not first produced in the performance of this contract, the Contractor will identify such data and grant to the Parish or acquires on its behalf a license of the same scope as for data first produced in the performance of this contract. Data, as used herein, shall include any work subject to copyright under 17 U.S.C. § 102, for example, any written reports or literary works, software and/or source code, music, choreography, pictures or images, graphics, sculptures, videos, motion pictures or other audiovisual works, sound and/or video recordings, and architectural works. Upon or before the completion of this contract, the Contractor will deliver to the Parish data first produced in the performance of this contract and data required by the contract but not first produced in the performance of this contract in formats acceptable by the Parish.

## **17. UNIQUE ENTITY ID REQUIREMENT**

Any contractor awarded a project with ARPA funds must obtain a Unique Entity ID generated in the System for Award Management. Information on obtaining the UEI can be found at [SAM.gov](https://www.sam.gov).

Per the Final Rule for the ARPA funds:

“Recipients must require the service provider for a completed broadband infrastructure investment project that provides service to households to:

- Participate in the Federal Communications Commission’s (FCC) Affordable Connectivity Program (ACP); or
- Otherwise provide access to a broad-based affordability program to low-income consumers in the proposed service area of the broadband infrastructure that provides benefits to households commensurate with those provided under the ACP.

Recipients must require providers to participate in or provide access to these programs through the life of the ACP. This requirement will no longer apply once the SLFRF-funded broadband infrastructure is no longer in use.”

- 1) We must also require that the contractor has and maintains an active Unique Entity ID through SAM.gov. We are required to submit this to the US Treasury department. Please have the contractor include their UEI with the proposal response.
- 2) Reporting - We are required to provide quarterly reports to the Treasury with updated information based on the current status of the project. The contractor must submit this information to IT on a regular basis (either monthly or quarterly as long as it is submitted in enough time for review) which should be reviewed for accuracy, then sent to Finance to be included in the report. I have attached the “Broadband Infrastructure Location Data Template” that needs to be completed based on the planned project and then updated once the project is complete. All columns must be completed based on the requested criteria or I will not be able to submit it to the Treasury.

We will also need to report the information below updated on a quarterly basis.

<b>Funded Locations Served</b>	<b>Planned</b>	<b>Actual</b>
Total Number of funded locations served		
total number of funded locations served receiving 25/3 Mbps or below (Pre-SLFRF Investment)		
total number of funded locations served receiving between 25/3 Mbps and 100/20 Mbps (Pre-SLFRF Investment)		
Total number receiving minimum 100/100 Mbps (Post-SLFRF investment)		
Total number receiving minimum 100/20 Mbps and scalable to 100/100 Mbps (Post-SLFRF investment)		

<b>Total Number of funded locations served by type</b>	<b>Planned</b>	<b>Actual</b>
Residential		
Total housing units		
business		
community anchor institution		

# Project and Expenditure Report User Guide

State and Local Fiscal Recovery Funds



*April 1, 2023*

*Version: 6*





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#### PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 6 hours per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.



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## Change Summary for Q2 2023 P&E Reporting

There are three notable changes to the system for the Q2 2023 reporting cycle. These are:

**1. Fabric ID# and FCC Provider ID#**

All broadband location files will now be required to include standardized FCC Identifiers. This includes the Fabric ID # (Broadband Serviceable Fabric Locations) and FCC Issued Provider ID #s.

**2. Location Template Requirement**

All broadband projects will now be required to provide location data files, not just completed projects. The existing options to answer “No” to the question of “Do you have a broadband location file to upload?” and providing an explanation will continue to be available for recipients who need it.

**3. Location Template Bulk Upload**

All broadband location data files will now be uploaded using the bulk upload process within the P&E report. Recipients will use the broadband location data template as in previous quarters but will be expected to load it through the new process. Instructions will be provided within the report screen itself. This template can be found on the [Recipient Compliance and Reporting Responsibilities](#) page and is available for [download](#).

Additional information can be found in the guidance starting on page 38.



## Section I. Reporting Basics

### a) Overview

This document provides information on using Treasury's Portal to submit the required Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Project and Expenditure (P&E) reports for the July 2023 submission deadline, covering the quarter ending June 30, 2023. It is a supplement to the Compliance and Reporting Guidance ([Reporting Guidance](#)), which contains relevant information and guidance on the reporting requirements.

Additionally, you should visit Treasury's [SLFRF home page](#) for the latest guidance and updates on programmatic and reporting topics, as well as information on Treasury's [final rule](#), which took effect on April 1, 2022. Recipients and stakeholders are also encouraged to consult the [Overview of the Final Rule](#), which provides a summary of final rule provisions for informational purposes, along with the [Final Rule FAQs](#), and to visit the Final Rule section below for more details.

Each SLFRF recipient is required to submit periodic reports with current performance and/or financial information including background information about the SLFRF projects that are the subjects of the reports; and financial information with details about obligations, expenditures, direct payments, and subawards.

If you have any questions about the SLFRF program's reporting requirements, please contact us by email to [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov).

### b) What is Covered in this User Guide?

This User Guide contains detailed guidance and instructions for SLFRF recipients in using Treasury's Portal for submitting the Project and Expenditure reports. All recipients must submit the required reports via Treasury's Portal. This guide is not comprehensive and is meant to be used in conjunction with the documents mentioned above.

This User Guide provides detailed instructions to help recipients enter and submit the following:

- Project data
- Subrecipient/Beneficiary/Contractor data
- Subaward/Direct Payment data
- Expenditure data
- Project and Expenditure Bulk Upload Templates

### c) Designating Staff for Key Roles in Managing SLFRF Reports User Designations

SLFRF recipients are required to designate at least one individual to each of the following three roles in managing reports for their SLFRF award. Recipients must make the required designations prior to accessing Treasury's Portal. The required roles are as follows:

- **Account Administrator** for the SLFRF award has the administrative role of maintaining the names and contact information of the designated individuals for SLFRF reporting. The Account Administrator is also responsible for working within your organization to determine its designees for the roles of Point of Contact for Reporting and Authorized Representative for Reporting and providing their names and contact information via Treasury's Portal.



Finally, the Account Administrator is responsible for making any changes or updates to the user roles as needed over the award period. Treasury recommends that the Account Administrator identify an additional individual to serve as the Account Administrator to provide continuity in the event of staff changes, vacations, or other absences.

- **Point of Contact for Reporting** is the primary contact for receiving official Treasury notifications about reporting on the SLFRF award, including alerts about upcoming reporting, requirements, and deadlines. The Point of Contact for Reporting is responsible for completing the SLFRF reports. The recipient is able to designate more than one individual as a Point of Contact for Reporting.
- **Authorized Representative for Reporting** is responsible for certifying and submitting official reports on behalf of the SLFRF recipient. Treasury will accept reports or other official communications only when submitted by the Authorized Representative for Reporting. The Authorized Representative for Reporting is also responsible for communications with Treasury on such matters as extension requests and amendments of previously submitted reports. The official reports may include special reports, quarterly or annual reports, interim reports, and final reports.

#### For Accounts registered through Login.gov

Treasury Portal at  
<https://portal.treasury.gov/compliance/s/>

#### For Accounts registered through ID.me

Treasury Portal at  
<https://portal.treasury.gov/cares/s/slt/s/slt>

Some key items to note:

- Each designated individual must register with either Login.gov or ID.me for gaining access to Treasury's Portal.
- If you have not previously registered an account, you should register through [Login.gov](#). This [link](#) includes further instructions. The following links provide additional information:
  - <https://login.gov/create-an-account/>
  - <https://login.gov/help/get-started/create-your-account/>
- **Note:** if you are a Non-Entitlement Unit of Local Government (NEU), you should register using the Login.gov process linked above.
- Users who have previously registered through ID.me may continue to access Treasury's Portal through that method. This [link](#) includes further instructions.
- An individual may be designated for multiple roles. For example, the individual designated as the Point of Contact for Reporting may also be designated as the Authorized Representative for Reporting.
- The recipient may designate at least one individual for all three roles.
- Multiple individuals can be designated for each role.
- An organization may make changes and updates to the list of designation individuals whenever needed. These changes must be processed by the Account Administrator.



- The designated individuals' names and contact information will be pre-populated in the "Recipient Profile" portion of the recipient's SLFRF reports, and recipients will be able to update the information, if necessary.

Recipients should refer to [Appendix A](#) for guidance on designating individuals for the three roles. Treasury also posted a series of webinars with instructions, as noted below:

- [Account Creation and Login](#) - creation of account in Treasury's Portal through ID.me or Login.gov
- [User Roles](#) - assignment and updates of user roles in Treasury's Portal

Please contact [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov) for additional information on procedures for registering an account.





## Section II. Navigation and Logistics

### a) Login to Landing Page and Portal Navigation

After logging into Treasury’s Portal, the landing page (see Figure II – 1) will appear listing Treasury’s Office of Recovery Programs-administered program(s) for which your organization may be eligible.



Figure II - 1 Landing Page

From the landing page, select *Go to Your Reports* or *Compliance Reports* on the left side panel to be taken to a list of options for the programs you have access to under the Report Selection section.

At this time, you may select the SLFRF Project and Expenditure report.

Each listed report constitutes a link to that specific report’s online forms. Selecting a report from the landing page will open the first in a series of screens.

To begin completing a specific report, click on *Provide Information* for the given report. Refer to the [Reporting Guidance](#) for details about each type of required report for submittal.

The Navigation Bar (see Figure II - 2) on the left of Treasury’s Portal will allow you to freely move between screens.

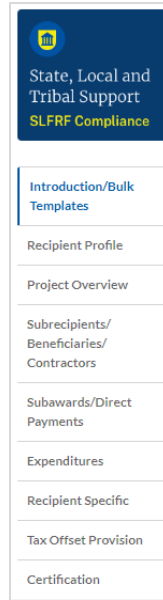


Figure II - 2 Navigation Bar

## b) Helpful Tips/Shortcuts for Submitting Data to Treasury’s Portal

Treasury’s Portal leads you through a series of online forms that, when completed, will fulfill your reporting obligations. While navigating through Treasury’s Portal and submitting required information, users will have the option of manually entering data directly into Treasury’s Portal or providing information via a bulk upload file that includes all relevant information in a Treasury approved process and format.

### 1) Bulk File Upload Files

Recipients can use the bulk upload function to provide required information in the modules listed here:

- Project Overview
- Subrecipients/Beneficiaries/Contractors
- Subawards/Direct Payments
- Expenditures
- Tax Offset Provision

When using the bulk upload, recipients must provide the required information in specified formats and use the Treasury approved templates for each respective bulk upload. Recipients can download the templates separately or as a single zip file from selections available at the bottom of the “Introduction/Bulk Templates” screen (see Figure II - 3). Modules accepting bulk upload files are clearly marked in Treasury’s Portal and identified in later sections of this user guide. The individual templates are available from relevant screens throughout the portal (see Figure II-4).



**Introduction and Bulk Upload Templates**

SLFRF recipients will complete the required sections of the Project and Expenditure Report using the left navigation bar to complete the relevant sections.

Use the following link to access the 'User Guide' for a reference.

[User Guide](#)

**Bulk Uploads**  
 SLFRF recipients may choose to provide the data required by the Project and Expenditure Report using the bulk upload process. The following five (5) components allow the bulk upload process:

- Project
- Subrecipient/Beneficiary/Contractor
- Subaward/Direct Payment
- Expenditure
- Tax Offset Provision

**Expenditure Category Requirements and Bulk File Upload**  
 Expenditure Categories must be used to categorize each project as noted in the Reporting Guidance. Certain Expenditure Categories will require programmatic data, in addition to project standard information. Recipients have the option of entering data manually or utilizing the bulk file upload capability. Please note each Expenditure Category is aligned to a unique bulk file upload template. You may also refer to Appendix C of the User Guide for Expenditure Category programmatic data requirements and template alignment.

Recipients may choose to provide data in bulk. To do so, the recipient must:

1. Download the 'Bulk Data Import' template for the component (project, subrecipient, subaward, expenditure, tax offset provision)
2. Complete the file, configuring the data in template format provided by Treasury, and the date in the template format provided by Treasury
3. Submit the completed 'Bulk Data Import' file using the data upload feature in the Treasury's portal.

Recipients should refer to the Project and Expenditure Report User Guide for additional details to upload information.

Below are the 'Bulk Data Import' templates. Recipients can download a zip file containing all of the 'Bulk Data' component templates.

**Bulk Upload Templates**  
 Select a tab to access the appropriate 'Bulk Data' templates.

All	Project	Subrecipient/Beneficiary/Contractor	Subaward/Direct Payment	Expenditure	Tax Offset Provision
-----	---------	-------------------------------------	-------------------------	-------------	----------------------

[Download All Templates-Projects, Subrecipients, Subawards, Expenditures](#)

Figure II - 3 Introduction and Bulk Upload

**General Project Information**

\*Project Expenditure Category Group

\*Project Expenditure Category

[Download the Project Baseline Template](#)   [Upload Project Baseline Template](#)

Figure II - 4 Sample Bulk Upload Icon

Please see [Appendix B](#) – Bulk File Upload Overview for complete guidance on using this important function.

All bulk file templates download in the .xls format, but these files must be converted to .csv format to properly upload. When you click the upload button you will be directed to an upload screen. You can either choose to add files or drag and drop files to initiate the bulk



upload (see Figure II - 5). Refer to [Appendix B](#) for additional instructions to submit bulk upload files.

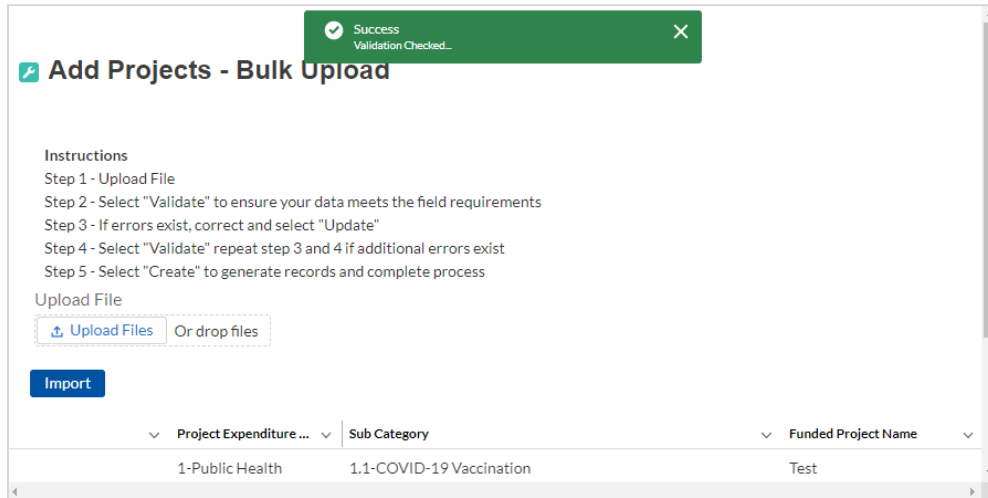


Figure II - 5 Successful Bulk Upload Template

Treasury’s Portal will reject the file if an incorrect template, data format, or file format other than .csv is used for upload. Treasury’s Portal will display an error message on screen if the bulk data upload file contains errors. If you receive an error message, you will need to correct the errors either in the bulk upload file or on screen and re-submit the corrected version.

There are four common Bulk File Upload errors as described below:

- **Blank Required Data:** When a required field is left blank within your bulk upload file, the specific bulk upload file row and cell number will be provided on the screen. In the example below, the user left “Name” blank and the error is located in Column X, Row 8 (see Figure II - 6).

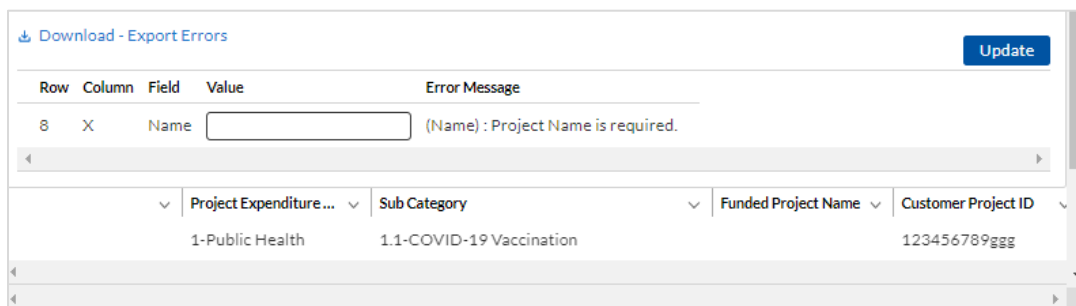


Figure II - 6 Blank Required Data Error

- **Invalid Data:** Invalid data includes any type of data (numeric or text) that does not meet the requirements set forth in the Help Text within each bulk upload template. In the example below, the user made an error pertaining to the “Completion Status” and the error is located in Column F, Row 8 (see Figure II - 7).



Row	Column	Field	Value	Error Message
8	F	Completion_Status__c	*****	(Completion_Status__c): Completion Status: bad value for restricted picklist field: *****

Figure II - 7 Invalid Data Error

- Duplicate Data:** Duplicate data includes any type of data (numeric or text) that is repeated in the same column when the Help Text within a bulk upload template requires a unique entry. For example, unique numbers should be provided for the project identification number. In the example below, the user made an error pertaining to the “Project Identification Number” and the error is in Column E, Row 8 (see Figure II - 8).

Row	Column	Field	Value	Error Message
8	E	Project_Identification_Number__c	123456789	(Project_Identification_Number__c): 123456789 is already in use

Figure II - 8 Duplicate Data Error

- Non-existent Reference:** This instance would include uploading data that references other records that do not yet exist or have not been previously uploaded into Treasury’s Portal. For example, uploading a subaward template that is filled out correctly, but references subrecipient identification (ID) records that have not been uploaded to the “Subrecipient/Beneficiaries/Contractors” module. This will result in an error and any pre-requisite data must be uploaded first in order for the reference to work. In this example the non-existent data is the Project ID Number field located in Column D, Row 8 (see Figure II - 9).



Download - Export Errors Update

Row	Column	Field	Value	Error Message
8	D	Project_Identification_Number__c	54454456dgrfgfd	(Project_Identification_Number__c) : Invalid Project Identification Number

Recipient UEI	Recipient EIN	Project Identification...	Award No
	555846255	54454456dgrfgfd	1

Figure II - 9 Non-Existent Reference Error

## 2) Manual Data Entry

Manual data entry requires you to provide inputs as instructed on the screen. Manual inputs are described in detail below for each section of this user guide.

**Note:** An asterisk ( \* ) indicates a required field. Entry into the field is required before you can save or proceed to the next screen.

Your inputs will be subject to validation by Treasury’s Portal to ensure that the data provided is consistent with expected format or description (e.g., entering “one hundred” instead of 100). If a given data entry fails a validation rule, Treasury’s Portal will display an error for you to address.

You will not be able to submit manually entered data that does not satisfy the data validation rules.

## 3) Narrative Boxes

When filling out detailed narratives, you are encouraged to type out responses in a word processing application (such as Microsoft Word) to minimize grammatical errors, track word count, and concisely answer all required narrative details. You can then copy and paste the final written narratives directly into the text boxes.

The text boxes (see Figure II - 10) can be expanded by clicking and dragging the icon in the bottom-right corner.

\*Project Description

Figure II - 10 Manual Validation Text Box



#### 4) Corrections and Resubmissions

In the event a file is uploaded, or information is entered into Treasury's Portal, the information will be accepted by Treasury's Portal as a record.

After a recipient's submission has been certified and submitted in the system by the Authorized Representative for Reporting, it can be corrected in Treasury's Portal by selecting the *Unsubmit* button. Recipients may unsubmit, then resubmit, their Project and Expenditure Report any time before the reporting deadline (see Figure II - 11).

The screenshot shows a 'Submitted' status at the top. Below it is a 'Report Information' section with the following details:

- Report Name: SLT-0035 - Interim Report - 2021
- Report Type: Project and Expenditure Report
- Report Period: Quarter 1 2022 (January-March)
- Reporting Period Start Date: 1/1/2022
- Reporting Period End Date: 3/31/2022
- Submission Deadline: 12/5/2023 12:00 PM
- Allocated Amount: \$1,250,000.00

At the bottom of the form, there is a button labeled 'Unsubmit' which is highlighted with a red rectangular box.

Figure II - 11 Unsubmit



### Section III. Reporting Requirements

#### a) Reporting Requirements by Recipient

For the SLFRF program, reporting requirements vary by recipient type, as shown in the table below. Detailed instructions for completion and submission of each report are covered in Part 2 of the [Reporting Guidance](#).

Tier	Recipient	Interim Report	Project and Expenditure Report	Recovery Plan Performance Report
1	States, U.S. territories, and metropolitan cities and counties with a population that exceeds 250,000 residents	By August 31, 2021, or 60 days after receiving funding if funding was received by October 15, with expenditures by category.  <i>Note: NEUs were not required to submit an Interim Report</i>	By January 31, 2022, and then the last day of the month after the end of each quarter thereafter	By August 31, 2021, or 60 days after receiving funding, and annually thereafter by July 31
2	Metropolitan cities and counties with a population below 250,000 residents that are allocated more than \$10 million in SLFRF funding, and NEUs that are allocated more than \$10 million in SLFRF funding			
3	Tribal Governments that are allocated more than \$30 million in SLFRF funding		By April 30, 2022, and then annually thereafter	
4	Tribal Governments that are allocated less than \$30 million in SLFRF funding			
5	Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding, and NEUs that are allocated less than \$10 million in SLFRF funding			

Note: Based on the period of performance, reports will be collected through April 30, 2027.

The total SLFRF allocations across all sources for a given jurisdiction are used to identify that jurisdiction's Reporting Tier, beginning in April 2022. Treasury may reach out to jurisdictions to update Reporting Tiers.





## **b) Project and Expenditure Report Requirements**

### **1) Quarterly Reporting**

The following recipients are required to submit quarterly Project and Expenditure Reports:

- States and U.S. territories
- Metropolitan cities and counties with a population that exceeds 250,000 residents
- Metropolitan cities and counties with a population below 250,000 residents that are allocated more than \$10 million in SLFRF funding
- NEUs that are allocated more than \$10 million in SLFRF funding
- Tribal Governments that are allocated more than \$30 million in SLFRF funding

For recipients who completed their first quarterly reporting in the April 2022 cycle, their first Project and Expenditure Report covered the period from March 3, 2021 to March 31, 2022 and was required to be submitted to Treasury by April 30, 2022.

The subsequent quarterly reports will cover one calendar quarter and must be submitted to Treasury by the last day of the month following the end of the period covered. Quarterly reports are not due concurrently with applicable annual reports.

### **2) Annual Reporting**

The following recipients are required to submit annual Project and Expenditure Reports:

- Tribal Governments that are allocated less than \$30 million in SLFRF funding
- Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding
- NEUs that are allocated less than \$10 million in SLFRF funding.

For these recipients, the initial Project and Expenditure Report covered the period from March 3, 2021 to March 31, 2022 and was required to be submitted to Treasury by April 30, 2022. The subsequent annual reports will cover one calendar year and must be submitted to Treasury by April 30 each year.

## **c) Key Concepts for Reporting**

The following concept structure applies to all report types:

### **1) Expenditure Categories**

- For each project, recipients will be asked to select the appropriate Expenditure Category based on the scope of the project (as described in Appendix 1 of the [Reporting Guidance](#)). Projects should be scoped to align to a single Expenditure Category.



- The Expenditure Categories are important not only for tracking projects and expenditures, but also because for certain Expenditure Categories you will need to provide additional programmatic data. You will see them referred to regularly throughout the Reporting Guidance and in this User Guide with “EC” followed by a number.
- The 83 Expenditure Categories provide a flexible method to categorize projects. Each Expenditure Category could include many different programs and activities.
- [Appendix C](#) includes the full list of the 83 Expenditure Categories,<sup>1</sup> which refers to the detailed level. For instance, EC 1 is the Project EC Group “Public Health,” and EC 1.1 is the Project EC “COVID-19 Vaccination.”
- Each recipient is required to report **obligations** and **expenditures** by project according to the corresponding Expenditure Category (EC). As noted in the [Reporting Guidance](#), there are a wide range of eligible uses of the SLFRF funds, and Treasury must be able to track how funds are used by recipients for oversight and transparency purposes. In addition, States, U.S. territories, and metropolitan cities and counties with a population over 250,000 also need to provide the **adopted budget** for each project. These terms are defined as:
  - An **obligation** is an order placed for property and services, contracts and subawards made, and similar transactions that require payment.
  - An **expenditure** is the amount that has been incurred as a liability of the entity (the service has been rendered or the good has been delivered to the entity).
  - The **adopted budget** is the budget adopted for each project by a recipient associated with SLFRF funds. Recipients will enter the Adopted Budget based on information that exists currently in the recipient’s financial systems and the recipient’s established budget process. Treasury understands that recipients may use different budget processes. For example, a recipient may consider a project budgeted once a legislature has appropriated funds; whereas another recipient may consider a project budgeted at the moment the funds have been obligated.
  - Please note that Treasury is not approving or pre-approving projects or budgets. Treasury will use this information to better understand the intended impact, identify opportunities for further engagement, and understand the recipient’s progress in program implementation. Treasury is also collecting additional descriptive information about the budget process to better understand the context of recipients’ budget processes.

## 2) Projects

- A project is defined as a grouping of closely related activities that together are intended to achieve a specific goal or are directed toward a common purpose.
- These activities can include new or existing services, funded in whole or in part by the SLFRF award.
- Within this broad definition, recipients have flexibility to define their projects in a way that provides the greatest clarity on the work which will be performed.

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<sup>1</sup> Included in Appendix 1 of the [Reporting Guidance](#)



- Each project must align to only **one** Expenditure Category. Projects break down an Expenditure Category into more detail.
- Recipients are required to define projects at a sufficient level of granularity to be able to do any programmatic reporting that is required.
- For each Expenditure Category recipients use funding for, one or more projects may be reported.
- For each project, recipients will need to track obligations and expenditures, as well as subrecipients and any subawards made.

Figure III - 1 depicts the relationship between EC and multiple projects.

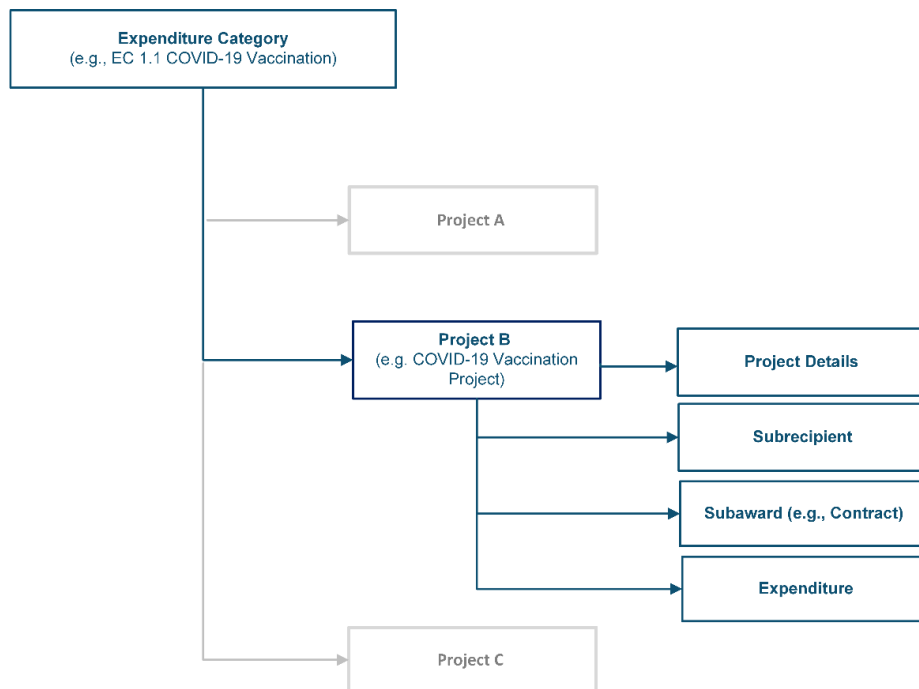


Figure III - 1 Relationship between Expenditure Categories and Multiple Projects

### 3) Relationships Between Project Components

When entering project information, it is important to understand how the separate components of information relate to each other. Treasury’s Portal for compliance reporting is organized by modules, each of which is a project component: project entry, subrecipient entry, subaward entry, and expenditure entry. Each of these modules are linked to prior modules. Initial entry of information should follow these steps to reduce errors or data issues. After initial entry of information, users can go directly to any module to update and edit information throughout the life of the project.

- Step 1: The first step in entering a new project is specifying the EC. While all ECs require entry of a baseline set of details, additional fields will appear in this module and in others



depending on program requirements as described in the Reporting Guidance and this User Guide. Examples of fields collected include, but are not limited to, project name, project identification (ID), total obligations, total expenditures, earned and expended program income, status of completion, and project description.

- Step 2: Enter subrecipient/beneficiary/contractor information. This information includes subrecipient/beneficiary/contractor name, unique entity identifier (UEI), tax identification number (TIN), entity type, address, and email.
- Step 3: Enter subaward or direct payment information. Entering a subaward or direct payment will require on-screen selection of a previously entered project and subrecipient/beneficiary/contractor. This aligns subaward funding to the project and the EC. Other information collected in this module includes subaward number, place of performance address, subaward amount, period of performance start and end dates, and a description of the subaward and its underlying eligible use.
- Step 4: Enter expenditures. Expenditures are entered in one of three categories: (1) Expenditures<sup>2</sup> Greater Than or Equal to \$50,000, (2) Aggregate Expenditures Less Than \$50,000, and (3) Payments to Individuals.
  - Expenditures for Awards Greater Than or Equal to \$50,000: Entering expenditures for awards greater than or equal to \$50,000 will require on-screen selection of a previously entered subaward number, which will auto-populate the project and subaward information details. Other information collected for this type of award includes expenditure start and end dates, and expenditure amount.
  - Aggregate Expenditures Less Than \$50,000: Entering expenditures for awards less than \$50,000 will require on-screen selection of a previously entered project. Other information collected for this type of expenditure include subaward type, total period obligation amount and total period expenditure amount.
  - Payments to Individuals: Entering expenditures for awards categorized as payments to individuals will require on-screen selection of a previously entered project. Other information collected for this type of expenditure include subaward type, total period obligation amount and total period expenditure amount.

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<sup>2</sup> Expenditures includes contracts, grants, loans, transfers, or direct payments.



## Section IV. Project and Expenditure Report

The Project and Expenditure Report provides information on projects funded, expenditures, and contracts and subawards greater than or equal to \$50,000, and other information required from recipients. Multiple modules or “screens” will help recipients navigate through the Project and Expenditure Report in Treasury’s Portal as follows:

- a) Introduction/Bulk Templates
- b) Recipient Profile
- c) Project Overview
- d) Subrecipients/Beneficiaries/Contractors
- e) Subawards/Direct Payments
- f) Expenditures
- g) Recipient Specific
- h) Tax Offset Provision
- i) Certification

The following sections describe the reporting steps and information to be collected in each module.

### a) Recipient Profile

Upon login, you will be directed to the Recipient Profile page, which is intended to verify relevant information in Treasury’s Portal. On this screen, you will review and confirm key information on your organization, and input information required for the Project and Expenditure Report. The Recipient Profile information for States, U.S. territories, counties, metro cities, and Tribal governments will be pre-populated from the SLFRF Application file. The NEU information will be populated based on the information States collected from the NEUs and provided to Treasury.

- 1) Review and confirm your Recipient Profile prepopulated from your SLFRF Application file or for NEUs, information provided by your State (see Figure IV – 1).
- 2) Verify the names and contact information for individuals the recipient has designated for key reporting roles for the SLFRF program displayed on the screen (see Figure IV - 2).
- 3) Refer to the instructions in [Appendix A](#) if there are updates associated with reporting roles or contact [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov).



**Recipient Information**

UEI ●	ABC123SDF234	Address ●	Street Address 1
TIN ●	234234231	Address 2 ●	n/a
Legal Entity Name ●	Test State	Address 3 ●	n/a
Type ●	State or Territory	City ●	Springfield
FAIN ●	54321	State/Territory ●	AR
CFDA No. ●	12345	Zip5 ●	23423
* Fiscal Year End Date	<input type="text"/>	Zip+4 ●	2342
		Reporting Tier ●	Tier 1. States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents

Please report discrepancies (if any) on the Recipient Information

\* Who approves the budget in your jurisdiction?

\* Is your budget considered executed at the point of obligation?

\* Is the Recipient Registered in SAM.Gov?

Figure IV - 1 Recipient Information

Point of Contact List

	Name	Title	Phone	Email	Roles
1	[Redacted]	PM	[Redacted]	[Redacted]	SLFRF - Account Administrator; SLFRF - Authorized Representative
2	[Redacted]	Tester		[Redacted]	SLFRF - Account Administrator; SLFRF - Point of Contact for Reporting; SLFRF - Authorized Representative
3	[Redacted]	Tester		[Redacted]	SLFRF - Account Administrator; SLFRF - Point of Contact for Reporting; SLFRF - Authorized Representative

Figure IV - 2 Point of Contact List

- 4) If changes are needed to the information displayed on the screen, use the textbox (see Figure IV - 1).
- 5) *For States and U.S territories*, fiscal year end information previously reported will be displayed in the Recipient Profile, if applicable (see Figure IV-1).
  - If you selected “No” to electing the standard allowance in the [Revenue Replacement](#) section of Treasury’s Portal, the “Base Year Fiscal Year End Date”



information provided in the Revenue Replacement screen will display in the Recipient Profile. No additional data entry is required.

- If you selected “Yes” in the [Revenue Replacement](#) section, enter the fiscal year end date for your jurisdiction in the Recipient Profile screen.

6) For States, U.S. territories, and metropolitan cities and counties with a population over 250,000, provide the answers to the following two questions (see Figure IV - 3):

- Who approves the budget in your jurisdiction? Select from the picklist as follows: “Legislature”; “Executive”; “Legislature & Executive”; “Other”.
  - If “Other”, specify who approves the budget. Please include information about the role or function, not an individual’s name.
- Is your budget considered executed at the point of obligation? Select “Yes” or “No”. Please note that if you select “Yes” and your budget is considered executed at the point of obligation, then your adopted budget and total dollar value of obligations for each project would be the same.

Figure IV - 3 Budget Approval and Obligation

Treasury requires descriptive information about budget processes to support analysis of adopted budget information. Treasury is collecting adopted budget information to better understand the intended impact of recipient projects, identify opportunities for further engagement, and understand the recipient’s progress in program implementation. Treasury is requesting this descriptive information to inform these efforts.

Treasury is not approving or pre-approving projects or budgets. Treasury also recognizes that recipients may adjust project budgets over time, and recipients will have the ability to reflect these changes in future reporting.

7) Complete the SAM.gov Registration and Executive Compensation information.

- a. Use the picklist (see Figure IV - 4) to confirm your entity’s SAM.gov status and Executive Compensation reporting eligibility questions.

Figure IV - 4 SAM.gov question



- b. If you are registered in SAM.gov, select “Yes” from the picklist and move on to Step 7 below.
- c. If you are not registered in SAM.gov, select “No” from the picklist. Two additional questions will populate the space below (see Figure IV - 5).

\* Is the Recipient Registered in SAM.Gov?

\* In the preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from federal funds?

\* In the preceding fiscal year, did recipient receive \$25 million or more of its annual gross revenue from federal funds?

Figure IV - 5 Additional SAM.gov questions (1)

- d. If the recipient received 80% or more of its annual gross revenue from federal funds (including federal financial assistance and federal procurement contracts and subcontracts) AND the recipient received \$25 million or more of its annual gross revenue from federal funds (including federal financial assistance and federal procurement contracts and subcontracts), an additional question will appear (see Figure IV - 6). If the answer is “No” to any of these two questions, move on to step 7 below.

\* Is the Recipient Registered in SAM.Gov?

\* In the preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from federal funds?

\* In the preceding fiscal year, did recipient receive \$25 million or more of its annual gross revenue from federal funds?

\* Is the "total compensation" for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?

Figure IV - 6 Additional SAM.gov questions (2)





- e. Select “Yes” if the total compensation for the recipient’s five highest paid officers is publicly listed or otherwise listed in SAM.gov and move on to Step 7 below.
- f. Select “No” if the total compensation for the recipient’s five highest paid officers is not publicly listed or otherwise listed in SAM.gov. Enter the name(s) of the officer(s) in the chart that will appear (see Figure IV - 7) and the total compensation received by each. If fewer than five (5) officers exist, enter “N/A” and \$0 in the empty field(s).

\* If no, please enter the information below. If number of officers is less than 5, please enter N/A for Name and 0 for Total Compensation. ●

No.	Name	Total Compensation
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

Figure IV - 7 Record of Highest Paid Officer

- 8) Once all fields have been reviewed and verified, click the **Save** button to save your progress, then click the **Next** button to proceed to the following screen.

### b) Project Overview

Recipients are required to enter all projects funded through SLFRF funds as part of their Project and Expenditure Report. Once projects are entered, they are viewable on the Project Overview screen and can be updated in future reporting periods.

#### 1) Key Considerations

There are a couple of things to keep in mind when planning and executing your project inventory entry:

- **No Projects Available Option:** If your jurisdiction has not yet identified any projects to report, please know that Treasury encourages you to identify projects as soon as possible for your jurisdiction’s uses of SLFRF funds.

In the event recipients have no projects available for entry, an option has been included on the Project Overview screen to allow recipients to indicate this status to Treasury in lieu of adding projects. Selecting this option will require providing a written explanation and may result in additional compliance follow-up from Treasury. Note: this option will not appear if projects are already entered in the system.

To utilize this option, on the Project Overview screen (See Figure IV - 8):

1. For the question “Does your jurisdiction have projects to report as of this reporting period?”, select “My jurisdiction has projects to report” or “My jurisdiction does NOT have projects to report”.
2. If no projects will be reported, provide a narrative describing the reason(s) your jurisdiction does not have approved projects at this time in the text field provided.



Figure IV - 8 No Projects Available Option

- **Manual versus Bulk Upload Entry:** There are two ways to enter project information – manual data entry and bulk upload. Bulk upload templates are specific to the project’s expenditure category group. Recipients may upload information for multiple projects within the same expenditure category group template simultaneously. [Appendix B](#) provides step by step instructions for using the bulk upload option.

Due to the different data collected across expenditure categories, you cannot use the same bulk upload template from one expenditure category group to another.

- **Non-Infrastructure and Infrastructure Projects Programmatic Data:** Treasury requests various programmatic data or impact measures for projects in several non-infrastructure (i.e., projects in EC 1 – 3) and infrastructure projects (i.e., projects in EC 5). The programmatic data can be provided via manual project entry or via bulk upload templates. [Appendix B](#) provides step by step instructions for using the bulk upload option for projects with programmatic data. [Appendix D](#) provides additional detail on the programmatic data requested by EC. Treasury recognizes that some programmatic data may not be available until a project starts.
- **Infrastructure Projects with expected total cost over \$10M:** Information for infrastructure projects with expected total cost over \$10 million must be entered manually at this time in Treasury’s Portal. [Appendix D](#) provides additional detail on the programmatic data requested by EC.

When creating infrastructure projects via bulk upload, you will be required to re-open those project records to manually complete fields related to costs over \$10M.

Recipients should refer to [Appendix C](#) when planning your project inventory entry, as it includes a table identifying which ECs require the programmatic data. The table also maps each EC to its appropriate bulk upload template.

All projects, regardless of Expenditure Category, require a set of “standard” data fields. Some of these fields, such as project name and project ID, are static and do not change across reporting periods. Other fields, such as status of completion and total obligations, will change across reporting periods.



## 2) Project Overview Screen Layout

On the Project Overview Screen, recipients can view previously established projects and enter new projects (see Figure IV - 9). The screen displays the total number of projects. The screen also displays the following for each project entered: project name, recipient project ID, total obligations, total expenditures, expenditure category, project status, obligation status, and expenditure status. To go directly to a project to edit or add information, click the colored status button for that project.



For Project Status, the green check icon indicates all required fields have been answered, including programmatic data. For Obligations Status and Expenditure Status, this status indicates that at least one subaward or expenditure entry has been made. The Project Status icon is also used to reopen the project record and/or edit the project's data fields.



For Project Status, the yellow pencil icon indicates certain required fields have not been answered and require confirmation. For Obligations Status and Expenditure Status, the status indicates that the sum of all obligation or expenditure amounts associated with the project included at the subaward and expenditure level do not equal that project's total obligations or expenditures.



For Project Status, the red pencil icon indicates that not all required fields have been answered. For Obligations Status and Expenditure Status, this indicates that no subaward or expenditure entries have been made.

To add a new project from this screen, click the *Add New Project* button. You may need to refresh your browser screen to see your previous new entries.



### Project Overview

Recipients are required to enter projects funded through SLFRF funds as part of their Project and Expenditure Report. Projects can be entered, viewed, and updated from this screen.

All projects, regardless of Expenditure Category, require a set of "standard" data fields. Some of these fields, such as project name and project ID, are static and do not change across reporting periods. Other fields, such as status of completion and total obligations, will change across reporting periods.

Note: Bulk Upload templates will appear once you have selected the Project Expenditure Category

You may need to refresh your browser screen to see your new entries.

**My Projects** ✓ = Complete ⚠ = Warning ✖ = Not Complete

Total Number of Projects : 3272

Total Obligations: \$3,272,000.00      Total Expenditures: \$3,272,000.00      Total Adopted Budget: \$2,000.00

[Add New Project](#)

> Filters

Records per page: 10    Page: 1 of 328

	Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Category	Project Status	Obligation Status	Expenditure Status
1	Test 1.1	sdf65465sd	\$1,000.00	\$1,000.00	1-Public Health	⚠	⚠	⚠
2	Test 1.1	sdfsdf546546sdf	\$1,000.00	\$1,000.00	1-Public Health	✓	✖	✖
3	dfgdfgdaasd2	798785645200255	\$1,000.00	\$1,000.00	1-Public Health	⚠	✖	✖

Figure IV - 9 My Projects Screen Example

### c) Add new project manually

- 1) Select the Project Expenditure Category Group and Project Expenditure Category from the picklists. Selection of Expenditure Category drives the template through which you will manually enter the project data (see Figures IV - 10 through 14). To view all of the ECs, scrolling may be necessary.

\*Project Expenditure Category Group

1-Public Health

- None--
- ✓ 1-Public Health
- 2-Negative Economic Impacts
- 3-Public Health-Negative Economic Impact: Public Sector Capacity
- 4-Premium Pay
- 5-Infrastructure
- 6-Revenue Replacement
- 7-Administrative

Figure IV - 10 Project and Expenditure Category Group Screen



\* Project Expenditure Category Group  
1-Public Health

\* Project Expenditure Category  
1.1-COVID-19 Vaccination

- None--
- ✓ 1.1-COVID-19 Vaccination
- 1.2-COVID-19 Testing
- 1.3-COVID-19 Contact Tracing
- 1.4-Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)
- 1.5-Personal Protective Equipment
- 1.6-Medical Expenses (Including Alternative Care Facilities)
- 1.7-Other COVID-19 Public Health Expenses (Including Communications, Enforcement, Isolation/Quarantine)

Figure IV - 11 Project Expenditure Category

- 2) Note that, once you select values from the Project Expenditure Category Group and the Project Expenditure Category picklists, the bulk download and upload links will appear (see Figure IV - 12). If you are entering the information manually, go to step 3.

\* Project Expenditure Category Group  
1-Public Health

\* Project Expenditure Category  
1.1-COVID-19 Vaccination

[Download the Project Baseline Template](#)   [Upload Project Baseline Template](#)

Figure IV - 12 Bulk Upload for EC 1.1

- 3) Enter the project name.
- 4) Enter the unique recipient identification number you assigned to the project. Do not use duplicate project numbers for multiple projects.
- 5) Select the completion status of the project from the drop-down list. Options are:
  - Not started
  - Completed less than 50%
  - Completed 50% or more
  - Completed
  - Cancelled

Note: selecting Cancelled will display a text field to enter the reason for cancelling the project. If you are selecting to cancel a previously reported project, please be aware that you will need to revise the project’s total cumulative obligations, and total cumulative expenditures to \$0.00, and make corresponding adjustments to any subawards or expenditures associated to that project.

- 6) *For States, U.S territories and metropolitan cities and counties with population over 250,000*, enter the adopted budget for the project.
  - Note that if you selected that your budget is considered at the point of obligation, adopted budget and total dollar value of obligations for each project would be the same
- 7) Enter the total dollar value of current period obligations for this project. If funds have not been obligated during the current reporting period, enter “0”.



- Note – Recipients should ensure that Current Period Obligations are less than or equal to Cumulative Obligations for each project. Treasury’s Portal will otherwise return an error.
- 8) Enter the total dollar value of cumulative obligations for this project. If funds have not been obligated for this project, enter "0".
- 9) Enter the total dollar value of current reporting period expenditures for this project. If expenditures have not been made during the current reporting period, enter "0".
  - Note – Recipients should ensure that Current Period Expenditures are less than or equal to Cumulative Expenditures for each project. Treasury’s Portal will otherwise return an error.
- 10) Enter the total dollar value of cumulative expenditures for this project. If expenditures have yet to be made for this project, enter "0".
  - Note – Recipients should ensure that Cumulative Expenditures are less than or equal to Cumulative Obligations for each project. Treasury’s Portal will otherwise return an error.
- 11) Provide a description for the project between 50 to 1,000 words. Each project description should be 3-5 sentences with an overview of the project, which includes a description of the project’s purpose, the population being served, the desired outcome from the project, and how this outcome is being measured (along with any current data on progress towards the desired outcome). For broadband projects, the project description should also include a complete list of counties where households, businesses, and community anchor institutions that are to be served by the broadband project are located.
- 12) If the project earns income or has expended that income, enter the total dollar value of program income earned and program income expended in the fields of the same name, respectively. This field is optional.
- 13) If the project is in an EC which requires additional programmatic data, additional fields will display on the screen. Please see [Section IV.e](#) below for more information on providing programmatic data and [Appendix D](#) for more information on the programmatic indicators themselves.



**Add Project**

**General Project Information**

\* Project Expenditure Category Group  
--None--

[Download the Project EC 3.1 Template](#) [Upload Project EC 3.1 Template](#)

\* Project Name  \* Recipient Project ID  \* Adopted Budget

\* Total Cumulative Obligations  \* Total Cumulative Expenditures  \* Current Period Obligations  \* Current Period Expenditures

Program Income Earned  Program Income Expended

\* Status to Completion  
--None--

\* Project Description

**Add Project**

Figure IV - 13 Project Entry Screen

14) Once all of the above information is entered, click the *Add Project* button, then click the *Next* button to proceed to the following screen or you can stay on this screen and continue adding projects to your project inventory.

#### d) Update previously reported projects

Certain data fields may be updated in Treasury's Portal. In addition, if additional programmatic data is needed, the Project Overview screen will show a yellow pencil icon. Recipients must validate all the previously reported entries to ascertain that they properly reflect the Expenditure Categories aligned with the final rule and the project aligned to them (refer to [Appendix E](#)). Please note Treasury's portal will not accept submissions unless all project entries reflect Expenditure Categories aligned with the final rule. Recipients should:

- 1) Click on the project icon on the Project Profile screen.
- 2) Once the project information displays, confirm the information on the screen, including the Project Expenditure Category Status and the Project Expenditure Category.
- 3) Provide answers to the programmatic data relevant to the EC, if applicable.
- 4) Click *Confirm Project* (see Figure IV - 14).



**Edit Project**

**General Project Information**

\* Project Expenditure Category Group  
1-Public Health

\* Project Expenditure Category  
1.1-COVID-19 Vaccination

\* Project Name: Test 1.1      \* Recipient Project ID: sdf65465sd      \* Adopted Budget: \$1,000.00

\* Total Cumulative Obligations: \$1,000.00      \* Total Cumulative Expenditures: \$1,000.00      \* Current Period Obligations: \$1,000.00      \* Current Period Expenditures: \$1,000.00

Program Income Earned:      Program Income Expended:

\* Status to Completion  
Completed

\* Project Description  
dfg

\* Does this project include a capital expenditure?  
No

Questions on Demographic Distribution

\* What Impacted and/or Disproportionally Impacted population does this project primarily serve? Please select the population primarily served.

**Delete Project**      **Confirm Project**

Figure IV - 14 Update Previously Reported Projects

## e) Provide Programmatic Data for Projects

### Overview

As noted above, projects in several ECs require programmatic data in addition to the standard project information covered above and as described in Part B.3.i and B.3.j of the Reporting Guidance. [Appendix D](#) provides additional detail on the measures and information required, by Expenditure Category. This information should be provided at the project-level (e.g., disaggregated by project if the recipient has multiple projects in a single EC).

Programmatic data can be provided via the manual project entry process described above, or in some cases via bulk upload using the Expenditure Category-specific templates, described in [Section IV.g](#) and [Appendix B](#).

For example, to manually enter a new project in Expenditure Category 3.1 (see Figure IV - 15) Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services, the recipient should:

- 1) Follow steps 1 – 12 in [Section IV.c.1](#) above.
- 2) Answer the question “Does this project include a capital expenditure?” (Y/N) (see Figure IV - 16)
- 3) Provide answers to the Public Health and Negative Economic Impact questions (see Figure IV - 16)





- 4) Populate the programmatic data field for “Number of government FTEs responding to COVID-19 supported under this authority” (see Figure IV - 16).
- 5) Once all of the above information is entered, click *Add Project*.
- 6) Click the *Next* button to proceed to the following screen.

**General Project Information**

\* Project Expenditure Category Group

\* Project Expenditure Category

[Download the Project EC 3.1 Template](#)   [Upload Project EC 3.1 Template](#)

\* Project Name    \* Recipient Project ID    \* Adopted Budget

\* Total Cumulative Obligations    \* Total Cumulative Expenditures    \* Current Period Obligations    \* Current Period Expenditures

Program Income Earned    Program Income Expended

\* Status to Completion

\* Project Description

\* Does this project include a capital expenditure?

Figure IV - 15 Manual Entry for EC 3.1

\* Does this project include a capital expenditure?

\* What is the Total expected capital expenditure, including pre-development costs, if applicable?  
  
Complete this field.

\* Type of capital expenditures, based on the following enumerated uses:

\* Please Specify

**Questions on PH-NEI**

\* Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced

\* Brief description of recipient’s approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19

**Additional Questions**

\* Number of government FTEs responding to COVID-19 supported under this authority

Figure IV - 16 Programmatic Data for EC 3.1



If entering projects via bulk upload, recipients should populate the programmatic data columns contained in the appropriate EC’s bulk upload template. [Appendix C](#) provides a helpful table mapping each Expenditure Category to the bulk upload template recipients should use if inputting or updating projects via the bulk upload method.

Additional Information Regarding Certain Programmatic Data

In addition to programmatic data or impact measures for projects for specific Expenditure Categories as noted in [Appendix D](#), Treasury requests information for the following Expenditure Categories:

- 1) Project Demographic Distribution (applicable to Public Health and Negative Economic Impact ECs: EC 1.1-2.37) - recipients must report whether certain types of projects are targeted to impacted and disproportionately impacted communities. Recipients will be asked to respond to the following (see Figure IV - 17):
  - What Impacted and/or Disproportionately Impacted population does this project primarily serve? Please select the population primarily served, based on list included in [Appendix G](#).
  - If this project primarily serves more than one Impacted and/or Disproportionately Impacted population, please select up to two additional populations served, based on list included in [Appendix G](#). If the project does not serve more than one Impacted and/or Disproportionately Impacted population, click “None”.
  - If a project primarily serves an Impacted and/or Disproportionately Impacted population under an “Other” category, add the relevant information in the narrative.

<p>Questions on Demographic Distribution</p> <p>*What Impacted and/or Disproportionately Impacted population does this project primarily serve? Please select the population primarily served.</p> <p>--None--</p> <hr/> <p>If this project primarily serves more than one Impacted and/or Disproportionately Impacted populations, please select up to two additional populations served below.</p> <p>--None--</p> <p>--None--</p>
--

*Figure IV - 17 Project Demographic Distribution Questions*

- 2) Public Health and Negative Economic Impact: For projects reported under the Project Expenditure Categories EC1: Public Health, EC2: Negative Economic Impact and EC3: Public Health-Negative Economic Impact: Public Sector Capacity, provide:
  - Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced
  - Brief description of how a recipient’s response is related and reasonably proportional to a public health or negative economic impact of COVID-19 (see Figure IV - 18)
    - Between these two fields above, recipients should provide enough information to identify the type of enumerated eligible use being provided within the EC (e.g., kinship care support services), the public health or economic impact experienced, who the program and/or service is being provided to, and what services are being provided (e.g., respite resources). For enumerated eligible uses (other than certain capital expenditures, as discussed below), recipients are not required to provide substantive documentation that the response is related



and reasonably proportional in the Project and Expenditure Report.

Questions on PH-NEI

\* Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced  
test 2

\* Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19  
test 2

Figure IV - 18 Public Health - Negative Economic Impact Questions

3) **Capital Expenditures:** For projects reported under the Project Expenditure Categories EC1: Public Health, EC2: Negative Economic Impact and EC3: Public Health-Negative Economic Impact: Public Sector Capacity, provide answers to the following questions (refer to Figure IV - 19):

- Does this project include a capital expenditure?
- If “Yes”:
  - i. What is the total expected cost of the capital expenditure, including pre-development costs, if applicable?
  - ii. Type of capital expenditure, based on the following enumerated uses (as noted in [Appendix H](#))
- If the answer is “No”, include a zero for the expected total cost of the capital expenditure
- For recipients (other than Tribal governments) investing in projects with total expected capital expenditures for an enumerated eligible use of \$10 million or more, as well as projects with total expected capital expenditures for an “other” use of \$1 million or more, provide a written justification. (This field was required starting with the July 2022 reporting.)
- For projects with total expected cost of the capital expenditures of over \$10 million, provide labor reporting as outlined for infrastructure projects on pages 25, 27, and 28 of the Reporting Guidance. (These fields were required starting with the July 2022 reporting.)

\* Does this project include a capital expenditure?  
Yes

\* What is the Total expected capital expenditure, including pre-development costs, if applicable?  
\$15,000,000.00

\* Type of capital expenditures, based on the following enumerated uses:  
Other (please specify)

\* Please Specify

\* For recipients (other than Tribal governments) investing in projects with total expected capital expenditures for an enumerated eligible use of \$10 million or more as well as projects with total expected capital expenditures for an “other” use of \$1 million or more, please provide a written justification

Figure IV - 19 Capital Expenditure Questions



4) **Evidenced-based questions** (only applicable to States, U.S. Territories, and metropolitan cities and counties with population over 250,000): For relevant ECs identified in [Appendix C](#) with an asterisk (“\*”), provide the following information in regards to use of evidence. Appendix 2 of the Reporting Guidance provides further details. See Figure IV-20.

- Identify the dollar amount of the total project spending that is allocated towards evidence-based interventions.
- Is a program evaluation of the project being conducted?

Figure IV - 20 Evidence-based questions

5) **Premium Pay** (EC 4.1 and EC 4.2): If EC 4.1 or 4.2 is selected as the project expenditure category, recipients will need to provide additional data, as reflected in Figure IV - 21:

- Sectors Designated as Essential Critical Infrastructure
- Number of workers to be served (cumulative for the project)
- Premium Pay Narrative
- Number of workers to be served with premium pay in K-12 schools (cumulative)

Figure IV - 21 Premium Pay Additional Questions

**Note** - Recipients that are either creating or supporting a Premium Pay program should reference the final rule and the Overview of the Final Rule for information regarding this eligible use. Also, Premium Pay is not an eligible use after April 10, 2023 (funds provided can still be used for work performed before this date).

- **Sectors designated as essential critical infrastructure sectors:** Recipients should refer to the list of sectors below when providing information for this question. Recipients may also refer to this list of sectors on the Subaward screens (see [section IV.g](#)) to answer the question: *Employer sector for all subawards to third-party employers (i.e., employers other*



than the State, local, or Tribal government). If a recipient selects “other”, please describe the additional non-public sector that the recipient’s chief executive (or equivalent) designated consistent with the requirements of the final rule.

Sectors Designated as Essential Critical Infrastructure Sectors
Any work performed by an employee of a State, local, or Tribal government
Behavioral health work
Biomedical Research
Dental care work
Educational work, school nutrition work, and other work required to operate a school facility
Elections work
Emergency response
Family or childcare
Grocery stores, restaurants, food production, and food delivery
Health care
Home- and community-based health care or assistance with activities of daily living
Laundry work
Maintenance work
Medical testing and diagnostics
Pharmacy
Public health work
Sanitation, disinfection, and cleaning work
Social services work
Solid waste or hazardous materials management, response, and cleanup work
Transportation and warehousing
Vital services to Tribes
Work at hotel and commercial lodging facilities that are used for COVID-19 mitigation and containment
Work in a mortuary
Work in critical clinical research, development, and testing necessary for COVID-19 response
Work requiring physical interaction with patients
Other

- **Premium Pay Narrative:** Recipients must submit a written justification to Treasury describing how the premium pay or grant is responsive to eligible workers performing essential work during the public health emergency for groups of workers that do not meet one of the two criteria below:
  1. Eligible worker receiving premium pay is earning (with the premium included) at or below 150 percent of their residing state or county’s average annual wage for all occupations, as defined by the Bureau of Labor Statistics Occupational Employment and Wage Statistics, whichever is higher, on an annual basis; or
  2. Eligible worker receiving premium pay is not exempt from the Fair Labor Standards Act overtime provisions.



- 6) **Infrastructure Projects Programmatic Data (EC 5):** Programmatic data is requested for Infrastructure projects in addition to data uploaded by bulk template.
- a. **For Water and sewer projects (EC 5.1-5.18):** Recipients will provide information associated with water and sewer projects (see Figure IV - 22), under EC 5.1 through 5.18 when the project starts. Recipients are not required to provide the information if the project has not started. When the “Status of Completion” field is marked “Not Started”, the additional questions required for water and sewer projects will not display. Recipients should consider this guidance when entering the following data:
- Projected/actual construction start date
  - Projected/actual initiation of operations date
  - Location Type
  - Location Details
  - Public Water System (PWS) ID Number
  - National Pollutant Discharge Elimination System (NPDES) Permit Number
  - Median Household Income of service area
  - Lowest Quintile Income of the service area
    - For median income and lowest quintile income of Census Tracts and other geographic areas, recipients should refer to the most recent American Community Survey 5-year estimates available through the Census website.

Additional Questions	
*Projected/actual construction start date <input type="text"/>	*Projected/actual initiation of operations date <input type="text"/>
*Location Type(for broadband, geospatial location data) --None--	*Location Details● <input type="text"/>
*Public Water System (PWS) ID Number <input type="text"/>	*National Pollutant Discharge Elimination System (NPDES) Permit Number <input type="text"/>
*Median Household Income of service area● <input type="text"/>	*Lowest Quintile Income of the service area● <input type="text"/>


Figure IV - 22 Programmatic Data for Infrastructure Projects EC 5.1 - 5.18

- b. **Broadband (EC 5.19-5.21):** Recipients will provide information associated with broadband projects according to the guidance outlined below. Beginning with the July 2022 reporting period, recipients are required to provide planned information, even if the project is marked as “Not Started.” Recipients are required to provide actual information once the project is fully completed; fields that capture actual information will otherwise be optional until the project is fully completed. Beginning in the July 2023 reporting period, recipients are required to provide Fabric ID# and Provider ID#'s for all broadband locations and need to include standardized FCC Identifiers. [Location templates](#) will also need to be included for all broadband projects. This information will be uploaded to portal using the bulk upload process. Recipients should consider this guidance when entering the following data (see Figure IV - 23):

Overall Project Information



*Recipients must provide information for these projects, regardless of whether the project has started. In the “Project Description” narrative section, as referenced above, recipients should provide additional information regarding the broadband project, including:*

1. A complete list of counties where households, businesses, and community anchor institutions that are to be served by the broadband project are located.  
The geographic information provided in the Project Description in the form of a list of counties, in conjunction with other data regarding the broadband project such as subrecipient information, may be used by Treasury to review broadband projects to ensure that funds are spent on eligible uses consistent with the final rule.
2. Projected/actual construction start date
3. Projected/actual initiation of operations date
4. Do you have a broadband location file to upload?
  - If yes, upon creation Broadband locations will require additional data via bulk upload. Click on the project status  icon after creation to add location data.
  - If no, please explain reasons for not having a location file.
5. Is the project designed to, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds?
  - If the project is not designed to reliably meet or exceed symmetrical 100 Mbps download and upload speeds, explain why not, and
  - Confirm that the project is designed to, upon completion, reliably meet or exceed 100 Mbps download speed and between at least 20 Mbps and 100 Mbps upload speed, and be scalable to a minimum of 100 Mbps download speed and 100 Mbps upload speed.
6. Is the project designed to provide service to households?
  - If yes, confirm that the service provider for the project participates, or will upon completion of the project, either participate in the Federal Communications Commission (FCC) Affordable Connectivity Program (ACP) or otherwise provide access to a broad-based affordability program that provides benefits to households commensurate with those provided under the ACP to low-income consumers in the proposed service area of the broadband infrastructure.

#### Detailed Project Information: Planned versus Actual

*Planned: Recipients will provide detailed planned information associated with broadband projects even if the project is “Not Started.”*

*Actual: Recipients will provide detailed actual information associated with broadband projects when the project is completed. When the “Status of Completion” field is marked with a status other than “Completed”, the actuals are optional.*

**Broadband Project Design Details:** For each project, the recipient will provide the following information related to the design of the project: (7) the technology types planned and used, (8) the total miles of fiber deployed, (9) the total number of funded locations served by speed (pre-SLFRF investment), (10) the total number of funded location served by speed (post-SLFRF investment), and (11) the total number of funded locations served by type.





7. Broadband Project Technology Type: select all technology types that apply from the following list (“Fiber”, “Coaxial Cable”, “Terrestrial Fixed Wireless”, “Other”)
  - If Technology Type is “Other,” specify what other types of technologies are being used in the buildout to locations covered by this project
8. Total Miles of Fiber Deployed: provide the number representing the total miles of fiber the project is designed to deploy or has deployed
9. Total Number of Funded Locations Served by Speed (pre-SLFRF investment): provide the number of locations the project is designed to serve in the fields listed below. A location is defined as a business or residential location at which fixed mass market broadband Internet access service is, or can be, installed.<sup>3</sup>
  - Total number of funded locations served (cumulative for the project)
  - Total cumulative number of funded locations served receiving below 25/3 Mbps (pre-SLFRF Investment)
  - Total cumulative number of funded locations served receiving 25/3 Mbps or greater but less than 100/20 Mbps (pre-SLFRF Investment)

If the sum of the two items in (8), total locations receiving below 25/3 Mbps and total locations receiving 25/3 Mbps or greater but less than 100/20 Mbps is not equal to the number provided for the total number of funded locations to be served by the project, explain in the text box provided.
10. Project Design Buildout Speeds: provide the following information related to the planned buildout standards for speeds that will be provided as a result of the project receiving SLFRF investment.
  - Total Number of Funded Locations by Speed (post-SLFRF investment): provide the number of locations the project is designed to serve and actually served in the fields listed below (cumulative for the project).
    - a. Total cumulative number of funded locations receiving minimum 100/100 Mbps
    - b. Total cumulative number of funded locations receiving minimum 100/20 Mbps and scalable to minimum 100/100 Mbps
  - Provide the sum of the three speed categories above that will be available following the SLFRF investment (9). The sum of the counts provided in (9) should equal the total number of locations provided above.
11. Total Number of Funded Locations by Type<sup>4</sup>: provide information about the locations the project is designed to serve, including by the following location types:
  - a. Residential
    - a. Total Housing Units
  - b. Business
  - c. Community Anchor Institution

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<sup>3</sup> Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program, WC Docket Nos. 19-195, 11-10, Third Report and Order, 36 FCC Rcd 1126, 1175 para. 126 (2021); 47 U.S.C. §641(1) and 47 CFR § 8.1(b).

<sup>4</sup> See Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program, WC Docket Nos. 19-195, 11-10, Third Report and Order, 36 FCC Rcd 1126, 1175 para. 126 (2021).





The sum of the counts provided in (10) should equal the total number of locations provided above. If the sum of Residential locations, Business locations, and Community Anchor Institution locations is not equal to the number provided for the total number of funded locations to be served by the project, please explain in the text box provided.

Treasury has determined location type categories according to guidance issued by the FCC in [Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program](#). Each location should be classified as one of three types: *Residential*, *Business*, or *Community Anchor Institution*. Please note that beginning October 2022 recipients will also capture each location as a unique latitude/longitude point.

Definitions to be used for classifying each location by type, as well as the definition for Housing Unit, can be found below.

- **Residential Location**: A residential location is defined by the FCC as a location that is or contains “housing units” or “group quarters” based on the U.S. Census Bureau’s definition of these terms.<sup>5</sup> For all locations identified as “residential,” the Recipient must also document the total number of “housing units” at that location.
- **Housing Unit**: A housing unit is defined by the Census Bureau as a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live and eat separately from any other persons in the building and which have direct access from the outside of the building or through a common hall. Multiple housing units in a single structure at a single street address or latitude/longitude point, such as apartment buildings, must be reported in a single record. Recipients should include the number of units of the building in the Number of Housing Units field. Please note that beginning October 2022, recipients will be required to provide latitude/longitude information that conforms with location information in the FCC’s Broadband Serviceable Location Fabric (Fabric)<sup>6</sup> and should report multiple housing units in a single structure in a single record with a single latitude/longitude consistent with the data in the Fabric.

While the Census Bureau does not classify group quarters, such as college dormitories, as housing units, the FCC has determined to include group quarters in the definition of residential structures, which is a departure from the previously-used definitions, because they believe this will be more consistent with the intention of the Broadband DATA Act.<sup>7</sup>

Further guidance can be found at [FCC.gov/BroadbandData/Resources](https://www.fcc.gov/BroadbandData/Resources).

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<sup>5</sup> See *Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program*, WC Docket Nos. 19-195, 11-10, Third Report and Order, 36 FCC Rcd 1126, 1175 para. 127 (2021)(Third Report and Order).

<sup>6</sup> Information on the Fabric, including how to access the locations data in it, is available at: [FCC.gov/BroadbandData](https://www.fcc.gov/BroadbandData)

<sup>7</sup> Third Report and Order, 36 FCC Rcd 1126, 1175 para. 127.



- **Business Location:** A business location is defined as a non-residential structure on a property without residential locations that would expect to demand internet access services.<sup>8</sup> Recipients should only report the locations of businesses that they would expect to demand mass market broadband Internet access service, which typically are small businesses. Recipients should not report the locations of larger businesses that purchase or would be expected to purchase dedicated high-capacity transmission services, such as business data services (also known as special access).

For purposes of deciding what business locations “count,” recipients should consider the nature of the service offered to the location. A “small business” would typically subscribe to mass market “best efforts” broadband Internet access service.<sup>9</sup> This does not mean the business actually is subscribing to this service, but rather this is a location where the carrier is commercially offering mass market broadband Internet access service to end users and would provide this type of service if the customer requested it, with no charges or delays attributable to the extension of the network of the provider. This includes the initiation of fixed broadband internet access service through routine installation that can be completed not later than 10 business days after the date on which the service request is submitted.<sup>10</sup>

- **Community Anchor Institution:** A community anchor institution means an entity, such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher education, public housing organization,<sup>11</sup> or community support organization that facilitates greater use of broadband service by vulnerable populations, including, but not limited to, low-income individuals, unemployed individuals, children, the incarcerated, and aged individuals.

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<sup>8</sup> See Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program, WC Docket Nos. 19-195, 11-10, Third Report and Order, 36 FCC Rcd 1126, 1175 para. 128 (2021).

<sup>9</sup> See Wireline Competition Bureau Provides Guidance to Carriers Receiving Connect America Fund Support Regarding Their Broadband Location Reporting Obligations, Docket No 10-90, 31 FCC Rcd 12900, para. 55 (2016).

<sup>10</sup> See 47 CFR 1.7001(a)(17).

<sup>11</sup> This term is used broadly and includes any public housing agency, HUD-assisted housing organizations or Tribal housing organization.



**Additional Questions**

\* Projected/actual construction start date  \* Projected/actual initiation of operations date

\* Do you have a broadband location file to upload?

\* Is the project designed to, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds?

\* Is project designed to provide service to households?

\* Technology Type Planned  Technology Type Actual

\* Total Miles of Fiber Deployed Planned  Total Miles of Fiber Deployed Actual

**Funded Locations Served**

	* Planned	Actual
Total Number of Funded Locations Served	<input type="text"/>	<input type="text"/>
Total Number of Funded Locations Served Receiving 25/3 Mbps or below (Pre - SLFRF Investment)	<input type="text"/>	<input type="text"/>
Total Number of Funded Locations Served Receiving between 25/3 Mbps and 100/20 Mbps (Pre - SLFRF Investment)	<input type="text"/>	<input type="text"/>
Total Number Receiving Minimum 100/100 Mbps (Post - SLFRF Investment)	<input type="text"/>	<input type="text"/>
Total Number Receiving Minimum 100/20 Mbps and scalable to 100/100 Mbps (Post - SLFRF Investment)	<input type="text"/>	<input type="text"/>

**Total Number of Funded Locations Served By Type**

	* Planned	Actual
Residential	<input type="text"/>	<input type="text"/>
Total Housing Units	<input type="text"/>	<input type="text"/>
Business	<input type="text"/>	<input type="text"/>
Community Anchor Institution	<input type="text"/>	<input type="text"/>

Figure IV - 23 EC 5.19 - 5.21 Programmatic Data

Location by Location Project Information (Figure IV - 24)

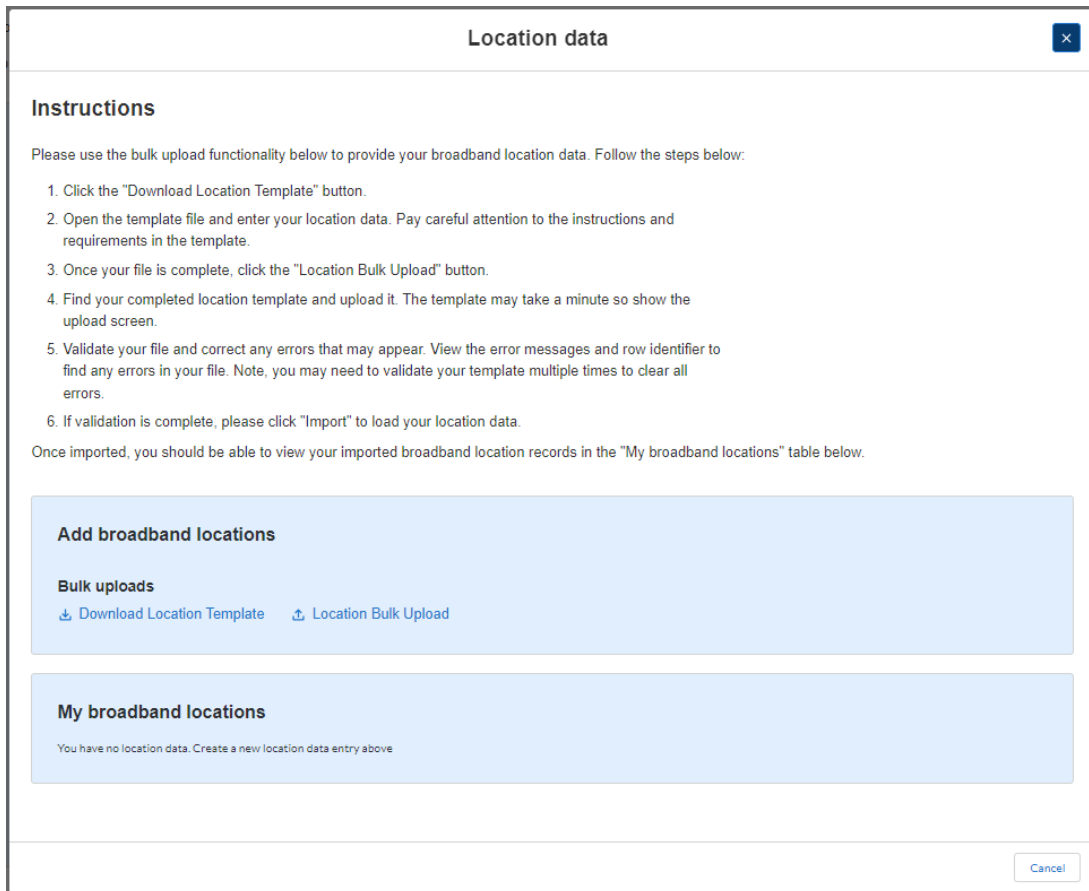
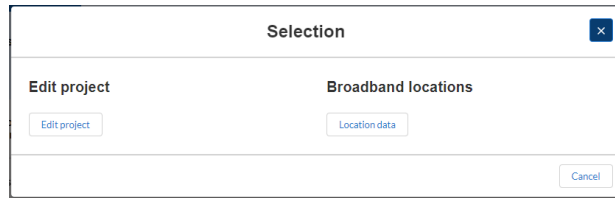


Figure IV - 24 Broadband Location Bulk Upload

Starting in the July 2023 Project and Expenditure (P&E) Reporting, all projects will be required to complete FCC required information. The following location-specific data is required for each project in the format described below. For each location served by a project, the recipient must collect from the subrecipient and submit the following information to Treasury using the [Broadband Bulk Upload Template](#) on the [SLFRF website](#) that includes the following information (see [Appendix I](#) for further details on these fields). The predetermined file format also requests project-level data be provided at the top of the file; project-level information provided in this file should match the information provided in the portal.

- The corresponding Fabric ID from the FCC Broadband Serviceable Location Fabric for the location
- Latitude/longitude at the structure where service will be installed



- **Process for Capturing Latitude/Longitude Data:** The highly preferred and Treasury-encouraged method for generating latitude/longitude data for each location to which service is to be installed is through the use of a commercially available GPS-encoded device physically present at the location. More guidance regarding this preferred method, Geolocation with GPS in the Field, can be found in [Geolocation Methods](#).

The latitude/longitude data for each location to which service is designed to be installed should be situated at the structure that is the broadband serviceable location.

- Provider ID
  - FCC Issued Provider ID #
- Technology used to offer service at the location:
  - Fiber
  - Coaxial Cable
  - Fixed Wireless
  - Other
    - If “Other”, provide additional detail on the technology used to offer service at the location
- Location Type
  - Residential
    - If Residential, Number of Housing Units
  - Business
  - Community anchor institution
- Speed tier at the location pre-SLFRF investment
  - Below 25/3 Mbps
  - 25/3 Mbps or greater but less than 100/20 Mbps
- Speed and latency at the location post-SLFRF investment
  - Maximum download speed offered/advertised
  - Maximum download speed delivered
  - Maximum upload speed offered/advertised
  - Maximum upload speed delivered
  - Latency

### Speed and Latency

To ensure broadband infrastructure investments meet current and future cases and to promote consistency across federal agencies, Treasury adopts the compliance standards and testing protocols for speed and latency established and used by the Commission in multiple contexts, including the Connect America Fund and the Rural Digital Opportunity Fund.<sup>12</sup> In order to demonstrate continued compliance with these standards, subgrantees must perform speed and latency tests from the customer

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<sup>12</sup> See, e.g., Connect America Fund, WC Docket No. 10-90, Order, 33 FCC Rcd 6509 (WCB/WTB/OET 2018) (Performance Measures Order); Connect America Fund, Order on Reconsideration, WC Docket No. 10-90, 34 FCC Rcd 10109 (2019) (Performance Measures Reconsideration Order).



premises of an active subscriber to a remote test server at an end-point consistent with the requirements for a Commission-designated IXP.<sup>13</sup>

In addition, 95 percent of latency measurements during testing windows must fall at or below 100 milliseconds round-trip time.<sup>14</sup> This approach ensures a connection that supports reasonably foreseeable real-time applications. In the limited circumstance where even a fiber deployment cannot achieve this latency threshold (for example in a remote territory), Treasury may expand the latency threshold for specific broadband infrastructure investments at the request of a recipient.

- 7) Infrastructure Projects with total expected costs over \$10M: Recipients entering infrastructure projects with total expected costs over \$10 million are required to respond to four questions manually. If you expect a project to exceed \$10 million over its lifetime, it is strongly recommended to complete the reporting in advance to avoid future retroactive reporting burden and project-associated expenses.

As noted, on page 34 for projects reported under the Project Expenditure Categories EC1: Public Health, EC2: Negative Economic Impact and EC3: Public Health-Negative Economic Impact: Public Sector Capacity, where the total expected capital expenditure is over \$10 million, recipients will also provide labor reporting as outlined below.

Recipients are required to provide the following additional information:

- a. Davis-Bacon Act Certification (see Figures IV - 25):
  1. Select “Yes” or “No” response to Certification question for Davis-Bacon Act: *Do you intend to certify that “all laborers and mechanics employed by contractors and subcontractors in the performance of the 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 (or the District of Columbia) 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”)?*
  2. If response is “No”, enter the following information in the revealed questions:
    - i. The number of employees of contractors and sub-contractors working on the project;
    - ii. The number of employees on the project hired directly;
    - iii. The number of employees on the project hired through a third party;
    - iv. The wages and benefits of workers on the project by classification; and
    - v. Whether those wages are at rates less than those prevailing.<sup>15</sup>

<sup>13</sup> See Performance Measures Reconsideration Order, 34 FCC Rcd at 10114-16, paras. 17-19.

<sup>14</sup> See id., 34 FCC Rcd at 6527-28, para. 50.

<sup>15</sup> 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



PLEASE NOTE: Selecting "Yes" to a.1. means that you intend to certify that all contractors and subcontractors are paying prevailing wages and fringe benefits to all laborers and mechanics on the project.

**Davis Bacon Certification**

\*Do you intend to certify that "all laborers and mechanics employed by contractors and subcontractors in the performance of the 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 (or the District of Columbia) 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")

No

**Project Employment and Local Impact Report**

\*Number of employees of contractors and sub-contractors working on the project

\*Number of employees on the project hired directly

\*Number of employees on the project hired through a third party

\*Are any of the wages at rates less than those prevailing?

--None--

\*Wages and benefits of workers on the project by classification

\*Description

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Figure IV - 25 Additional Questions if Response to David Bacon Certification is "No"

b. Certification of Labor Agreements (Figure IV - 26):

1. Select "Yes" or "No" response to Certification question for existence of project labor agreement: *Do you intend to certify that "the indicated project includes a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f))?"*
2. If response is "No", enter the following information about a project continuity plan in the pop-up window:
  - i. How the recipient 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?;
  - ii. How the recipient will minimize risks of labor disputes and disruptions that would jeopardize timeliness and cost-effectiveness of the project?;
  - iii. How the recipient 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)?;
  - iv. Whether workers on the project will receive wages and benefits that will secure an appropriately skilled workforce in the context of the local or regional labor market?; and
  - v. Whether the project has completed a project labor agreement.

laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed.





PLEASE NOTE: Selecting "Yes" to b.1. means that you intend to or are using an 8(f) pre-hire agreement on your project.

**Project Workforce Continuity Plan**

\*How the recipient 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?

\*How will the recipient minimize risks of labor disputes and disruptions that would jeopardize timeliness and cost-effectiveness of the project?

\*How the recipient 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)?

\*Will workers on the project receive wages and benefits that will secure an appropriately skilled workforce in the context of the local and regional labor market?

--None--

\*Does the project have a completed project labor agreement?

--None--

Figure IV - 26 Additional Questions if Response to Certifications of Labor Agreements is "No"

- c. Note whether the project prioritizes local hires (see Figure IV - 27).
- d. Note whether the project has a Community Benefit Agreement, with a description of any such agreement (see Figure IV - 27).

Does the project prioritize local hires?

--None--

Does the project have a Community Benefit Agreement, with a description of any such agreement?

--None--

Figure IV - 27 Additional Certification Question

**8) Revenue Replacement:** Information previously provided as part of prior reporting will display in this screen. **Recipients must enter information in the required revenue replacement fields prior to submission of the Project and Expenditure Report, even if they have no projects to report.**

As outlined in the final rule, recipients had the option to make a one-time election to either calculate revenue loss according to the formula outlined in the final rule or elect a "Standard Allowance" of up to \$10 million, not to exceed the award allocation, to spend on government services throughout the period of performance. Recipients were asked to make this election during the April 2022 reporting deadline.

Based on recipient feedback and in anticipation of additional questions related to the revenue loss election, **Treasury has decided to keep this portion of the reporting portal open for recipients in upcoming reporting cycles, which will permit recipients to update their prior revenue loss election, as appropriate. Upon update, the prior revenue loss election will be superseded.** Treasury expects to keep this portion of the reporting portal open through the April 2023 reporting period in order to provide an





opportunity for annual reporters to take advantage of this flexibility. Recipients continue to be required to employ a consistent methodology across the period of performance (i.e., choose either the standard allowance or the regular formula), and may not elect one approach for certain reporting years and the other approach for different reporting years.

### Standard Allowance

For recipients electing the “Standard Allowance”, Treasury will presume that up to \$10 million in revenue, not to exceed the award allocation, has been lost due to the public health emergency and recipients are permitted to use that amount to fund “government services.” Please note that electing the standard allowance does not change a recipient’s total allocation. **Note:** Recipients who answered “Yes” or “No” for the Standard Allowance election in prior reporting cycles will have their prior answers displayed in their January 2023 Project and Expenditure Reports, and it will be editable. Recipients who want to maintain their current election need not make any changes. However, if a recipient previously elected to calculate revenue loss or elected the standard allowance but would like to update that election, Treasury’s Portal will allow recipients to supersede their prior election and instead take the standard allowance or calculate lost revenue using the formula in the final rule, respectively. Refer to Figure IV - 28.

The following questions will display in the screen for all recipients, including those with total allocations of \$10 million or less; as noted, your prior responses will be displayed:

- Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss? Yes/No (Please note electing the standard allowance does not change your total allocation).
- If “Yes” is selected, recipients will enter further information to indicate to Treasury the amount of revenue loss the recipient is electing under the standard allowance, as noted in Figure IV-28.<sup>16</sup>

When entering the amount of revenue loss a recipient is electing under the standard allowance, recipients should note the following:

- If a recipient’s total allocation is \$10 million or greater, the recipient may enter in the amount of revenue loss the recipient is electing up to \$10 million.

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<sup>16</sup> In many instances, a recipient with a total allocation below \$10 million may choose to use its full allocation as revenue loss funds. For example, a recipient with a \$9 million allocation may elect the standard allowance and use \$9 million for the revenue loss eligible use category.

In other instances, a recipient with an allocation below \$10 million may choose to attribute less than its full award to revenue loss. For example, a recipient with a \$9 million allocation may have obligated or expended funds for a project under another eligible use category (e.g., COVID-19 Vaccination) before the \$10 million standard allowance was announced by Treasury. In that case, the recipient could report the project under the COVID-19 Vaccination eligible use category, and then choose to attribute the rest of its allocation to the revenue loss standard allowance. Alternatively, this recipient could recategorize its previously obligated funds under the revenue loss eligible use category (EC 6.1) to account for them all under revenue loss.

Recipients with allocations greater than \$10 million may also determine to use the full \$10 million as revenue loss, or there may be similar considerations that cause the recipient to take less than the \$10 million standard allowance.



- If a recipient’s total allocation is less than \$10 million, the recipient may enter in the amount of revenue loss the recipient is electing up to your total allocation.

Description of Services

Recipients will also be given a textbox to describe what the funds are being used for under revenue replacement. Treasury requests that descriptions provide explanations that details what type of specific eligible government services are being supported with the funds. The textbox for entering these details is designed to take *at least* 250 characters as part of the description of services. For example, a useful description might of how revenue replacement funds were used might read like the following:

*“Revenue replacement funds are being used to maintain current levels of services of the local government, including the salaries of three firefighters and the related operations and maintenance fees associated with the department’s emergency vehicles. Additional funds were used to maintain and service streetlamps in the downtown area, as well as a project to rebuild the sidewalks of the commercial district.”*

**Revenue Replacement Key Inputs**

\* Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?

Yes

If a recipient's total is \$10 million or greater, the recipient may enter in the amount of revenue loss the recipient is electing up to \$10 million.

If a recipient's total allocation is less than \$10 million, the recipient may enter in the amount of revenue loss the recipient is electing up to your total allocation.

\* Revenue Loss Due to Covid-19 Public Health Emergency

\* Were Fiscal Recovery Funds used to make a deposit into a pension fund?

--None--

\* Please provide an explanation of how revenue replacement funds were allocated to government services

Explanation

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Figure IV - 28 Revenue Replacement Screen - Electing Standard Allowance

Calculating revenue loss according to the formula



For recipients calculating revenue loss according to the formula, note that the final rule permits recipients to choose whether to use calendar or fiscal year calculation dates. Recipients must use the same calculation time frame (calendar or fiscal year) throughout the award period. For the January 2023 reporting period, recipients will complete the revenue loss fields for 2022 if information is available. Recipients will also confirm their Base Year Fiscal Year End Date and their decision to calculate Actual General Revenue by calendar year or fiscal year.

Please note that Base Year Fiscal Year End Date is the end date of the most recent full fiscal year prior to the public health emergency (i.e., last full fiscal year before January 27, 2020), which for many recipients likely will be the fiscal year ending in 2019. Figure IV - 29 provides the screen recipients will complete.

**Revenue Replacement Key Inputs**

\* Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?

\* Base Year General Revenue  \* Growth Adjustment Used

\* Base Year Fiscal Year End Date

Total Estimated Revenue Loss

\* Are you reporting Actual General Revenue using calendar year or fiscal year?

2020 2021 2022

\* Actual General Revenue

\* Estimated Revenue Loss Due to Covid-19 Public Health Emergency

\* Were Fiscal Recovery Funds used to make a deposit into a pension fund?

\* Please provide an explanation of how revenue replacement funds were allocated to government services

Explanation

Figure IV - 29 Revenue Loss Using Formula

**Summary Table**

Based on the recipient’s election, certain information will display in Treasury’s Portal, which the recipient will need to complete, as noted in the table below:



Data	If Using Standard Allowance	If not Using Standard Allowance
Base Year Revenue	N/A	Required
Base Fiscal Year End Date	N/A	Required
Growth Adjustment Used	N/A	Required
Selection of Calendar Year or Fiscal Year	N/A	Required
Actual General Revenue <sup>17</sup>	N/A	Required
Revenue Loss	Required	Required
Select whether Fiscal Recovery Funds were used to a make a deposit into a pension fund. Please note that no recipients except for Tribal governments may use Fiscal Recovery Funds to make a deposit to a pension fund	Required	Required
Provide an explanation of how revenue replacement funds were allocated to government services	Required	Required

#### 9) Additional Programmatic Data for Tier 1 Recipients only

**Note-** These additional programmatic data are required for Tier 1 recipients only: States, U.S. territories, and metropolitan cities and counties with a population that exceeds 250,000, all of which are required to submit a Recovery Plan Performance Report.

##### a. EC 1.11, 2.10

Additional programmatic data is required for EC 1.11, 2.10 that can be provided via bulk upload file or manual entry. The EC descriptions are as follows:

- EC 1.11 Community Violence Interventions
- EC 2.10 Assistance to Unemployed or Underemployed Workers (e.g., job training, subsidized employment, employment supports or incentives)

Additional data to provide for EC 1.11, 2.10 is as follows:

- Number of workers enrolled in sectoral job training programs (cumulative for project)
- Number of workers completing sectoral job training programs (cumulative for project)
- Number of people participating in summer youth employment programs (cumulative for project).

##### b. EC 2.2

Additional programmatic data is required for EC 2.2 that can be provided via bulk upload file or manual entry. The EC description is as follows:

- EC 2.2 Household Assistance: Rent, Mortgage, and Utility Aid

<sup>17</sup> As discussed in the final rule, following the April 1 effective date of the final rule, recipients who calculate revenue loss will be required to account for the impact of tax decreasing or increasing changes in their actual general revenue calculation.



Additional data to provide for EC 2.2 is as follows:

- Number of households receiving eviction prevention services (including legal representation), cumulative for project

c. EC 2.11 – 2.14

Additional programmatic data are required for EC 2.11 – 2.14 that can be provided via bulk upload file or manual entry. The EC descriptions are as follows:

- EC 2.11 Healthy Childhood Environments: Child Care
- EC 2.12 Healthy Childhood Environments: Home Visiting
- EC 2.13 Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System
- EC 2.14 Healthy Childhood Environments: Early Learning

Additional data to provide for EC 2.11 – 2.14 is as follows:

- Number of children served by childcare and early learning services (pre-school/pre-K/ages 3-5), cumulative for project
- Number of families served by home visiting, cumulative for project

d. EC 2.15 – 2.18

Additional programmatic data are required for EC 2.15 – 2.18 that can be provided via bulk upload file or manual entry. The EC descriptions are as follows:

- EC 2.15 Long-Term Housing Security: Affordable Housing
- EC 2.16 Long-Term Housing Security: Services for Unhoused persons
- EC 2.17 Housing Support: Housing Vouchers and Relocation Assistance for Disproportionately Impacted Communities
- EC 2.18 Housing Support: Other Housing Assistance

Additional data to provide for EC 2.15 – 2.18 is as follows:

- Number of households receiving eviction prevention services (including legal representation)
- Number of affordable housing units preserved or developed

e. EC 2.24 – 2.27

Additional programmatic data are required for EC 2.24 – 2.27 that can be provided via bulk upload file or manual entry. The EC descriptions are as follows:

- EC 2.24 Addressing Educational Disparities: Aid to High-Poverty Districts
- EC 2.25 Addressing Educational Disparities: Academic, Social, and Emotional Services
- EC 2.26 Addressing Educational Disparities: Mental Health Services
- EC 2.27 Addressing Impacts of Lost Instructional Time

Additional data to provide for EC 2.24 – 2.27 is as follows:



- Number of students participating in evidence-based tutoring programs, cumulative for project

**f) Edit or delete projects before submission**

New projects entered into the system can be edited or deleted before final submission. To edit a project, open the project from the My Projects screen. To delete a project, use the *Delete Project* Button. See Figure IV - 30. If a report is already submitted, users will need to un-submit the report to edit or delete a project record, until the due date of the report.

Figure IV - 30 Edit and Delete Project Screen

**Note:** Only new projects created during the current reporting cycle can be deleted. Projects that have been previously submitted as part of prior reports must be revised or cancelled as shown in Section V.

**g) Enter projects using the bulk upload method:**

Recipients have the option to provide project information via bulk upload, in lieu of manual entry for some or all of their projects. Please note, bulk upload templates are specific to the EC the project best aligns to. The table in [Appendix C](#) provides a mapping of project ECs to their appropriate bulk upload template.

- 1) Fill the downloaded template with information specific to each project’s EC, as follows. Projects within the same EC or set of ECs covered by a given template can be uploaded together. For example, all projects in EC 1.8, 2.29- 2.33 can be entered together on the Project Bulk Upload for Project EC 1.8, 2.29-2.33 Template. Optional fields are denoted by (\*). “Column” below refers to the applicable area in the bulk upload file.



- Column B: Select the Project Expenditure Category Group
- Column C: Select the Project Expenditure Category
- Column D: Enter the Project Name
- Column E: Enter the unique project identification number assigned by the State or U.S. Territory to the project. Do not use duplicate project numbers for multiple projects
- Column F: Select the completion status of the project
- Column G: Provide an explanation if the project status is “Cancelled”
- Column H: Enter the total dollar value of the adopted budget for this project \* (*only applicable to States, U.S. Territories, and metropolitan cities and counties with population over 250,000*)
- Column I: Enter the total dollar value of obligations for this project. If no amounts are obligated, enter “0”
- Column J: Enter the total dollar value of expenditures for this project. If no expenditures have been incurred, enter “0”
- Column K: Enter the current period value of obligations. If no new amounts were obligated, enter “0”
- Column L: Enter the current period value of expenditures. If no expenditures were incurred during the period, enter “0”
- Column M: For projects in EC 1, EC 2, or EC 3, enter a yes or no response to the question, does this project include a capital expenditure?
- Column N: If yes, what is the total expected cost of the capital expenditure?
- Column O: Enter the capital expenditure type based on list
- Column P: If “Other” was selected in Column O for Capital Expenditure Type, provide more details
- Column Q: Enter the narrative for the capital expenditure
- Column R: Enter a description of the project
- Column S: Enter the amount of program income earned
- Column T: Enter the amount of program income expended
- Column U: Enter the Project Demographic Distribution Primarily Populations Served
- Column V: If selecting a population needing specification, enter that specific population
- Column W: Enter the Project Demographic Distribution Secondary Populations Served, if applicable
- Column X: If selecting a population needing specification, enter that specific population
- Column Y: Enter the Project Demographic Distribution Additional Populations Served
- Column Z: If selecting a population needing specification, enter that specific population
- Column AA: Enter a brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced
- Column AB: Enter a brief description of recipient’s approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19, as described in the final rule
- Column AC: Enter the number of small businesses served (by program if recipient establishes multiple separate small businesses assistance programs)





- 2) Upload the Project Entry and Status template, in this case the template for EC 1.8, 2.29-2.33, separately as a .csv file by using the respective *Upload* button on the screen or dropping the files in this view.
- 3) Once all of the above information is entered, click *Add Project*. Click the *Next* button to proceed to the following screen.

Refer to [Appendix B](#) for additional information related to the bulk file upload process

## h) Subrecipients, Beneficiaries, or Contractors

The Subrecipients, Beneficiaries, or Contractor Profile documents the information about each subrecipient, contractor, or beneficiary that has received at least one Subaward, Contract, or Direct Payment obligation of federal funding greater than or equal to \$50,000 to execute projects supporting the SLFRF program. Please note that projects entered under EC 6.1 Provision of Government Services and EC 6.2 Non-federal match for other Federal Programs are not required to enter Subrecipient, Subaward, or Expenditures (for a subaward) information. Please see Final Rule FAQ 13.14 for more information.

In addition, individual persons receiving direct payment of federal funds are not required to be reported in this module. They should be reported in aggregate under the Payments to Individuals section of the Expenditures module.

The Subrecipients, Beneficiaries and Contractors module allows users to enter data manually or leverage the bulk file upload capability. For bulk-upload instructions specific to this submodule, see [Appendix B](#). You can download the bulk file template for use in submitting the required data via bulk upload. When ready to submit the data, use the upload button (see Figure IV - 31).

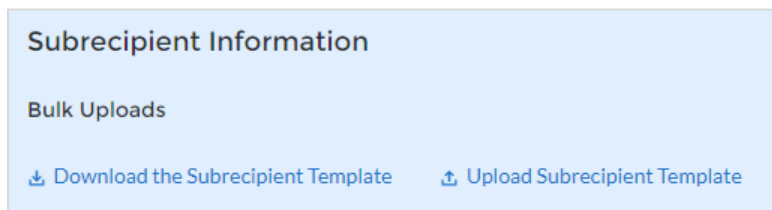


Figure IV - 31 Subrecipient/Beneficiaries Bulk Upload Icon

**Note:** When using the bulk file upload capability, the Subrecipient bulk upload must be completed prior to beginning the data entry for the Subawards module.

If you choose to individually enter records, follow the instructions below.

- 1) Enter the Entity Type you are creating a record for. This can be Subrecipient, Contractor, and/or Beneficiary. At least one type must be chosen. Up to three may be specified.
- 2) Enter the relevant Subrecipient, Beneficiary, or Contractor information in each of the required fields (see Figure IV - 32). Recipients must enter a Unique Entity Identifier (UEI) for subrecipients. Recipient must also provide a UEI for Contractors. Recipients only need to provide the TIN for Beneficiaries.





Note: Recipients should be aware that the federal government transitioned from the use of DUNS starting in April 2022. Active SAM.gov registrants will have their UEI assigned and viewable within SAM.gov.

Manual Entry

UEI:

TIN:

\* Legal Name:

POC Email Address:

\* City:

\* Zip:  Zip+4:

\* Entity Type:  Available  Chosen

Subrecipient	
Beneficiary	
Contractor	

\* Address Line 1:

Address Line 2:

Address Line 3:

\* State:

\* Country:

\* Is the subrecipient registered in SAM.gov?

**Create Subrecipient, Beneficiary, or Contractor**

Figure IV - 32 Manually Create a Subrecipient, Contractor or Beneficiary



- 3) Enter the address information for the Subrecipient, Beneficiary, or Contractor. If a country other than the United States of America is selected, the State and Zip fields will become optional.
- 4) If the subrecipient is not registered in SAM.Gov, select “No” from the picklist. Two additional questions will populate the space below (see Figure IV - 33).

\* Is the subrecipient registered in SAM.gov? ●  
No

\* In its preceding fiscal year, did the recipient receive 80% or more of its annual gross revenue from federal funds?  
--None--

\* In the preceding fiscal year, did recipient receive \$25 million or more of its annual gross revenue from federal funds?  
--None--

Figure IV - 33 Sam.gov Questions for Subrecipients, Contractors or Beneficiaries

- 5) If the subrecipient’s five most highly compensated executives received 80% or more of its annual gross revenue from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards), AND received \$25 million or more of its annual gross revenue from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards), an additional question will appear (see Figure IV - 34).

\* Is the subrecipient registered in SAM.gov? ●  
No

\* In its preceding fiscal year, did the recipient receive 80% or more of its annual gross revenue from federal funds?  
Yes

\* In the preceding fiscal year, did recipient receive \$25 million or more of its annual gross revenue from federal funds?  
Yes

\* Is the "total compensation" for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?  
--None--

Figure IV - 34 Additional SAM.gov questions for Subrecipients, Contractors, and Beneficiaries

- 6) Select “Yes” if the total compensation for the subrecipient’s five highest paid officers is publicly listed or otherwise listed in SAM.Gov and move on to step 7 below.
- 7) Select “No” if the total compensation for the subrecipient’s five highest paid officers is not publicly listed or otherwise listed in SAM.Gov. Enter the name(s) of the officer(s) in the chart that will appear (see Figure IV - 35) and the total compensation received by each. If fewer than five (5) officers exist, enter “N/A” and \$0 in the empty field(s).



\* Is the subrecipient registered in SAM.gov?

No

\* In its preceding fiscal year, did the recipient receive 80% or more of its annual gross revenue from federal funds?

Yes

\* In the preceding fiscal year, did recipient receive \$25 million or more of its annual gross revenue from federal funds?

Yes

\* Is the "total compensation" for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?

No

\* If no, please enter the information below. If number of officers is less than 5, please enter N/A for Name and 0 for Total Compensation.

No.	Name	Total Compensation
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

[Create Subrecipient](#)

Figure IV - 35 Five Highest Paid Officers for Subrecipients, Contractors or Beneficiaries

- 8) At the bottom of the page, click the *Create Subrecipient* icon to complete the Subrecipient record and return to Subrecipient screen.
- 9) Subrecipients, Contractors, or Beneficiaries entered into the system are shown at the bottom portion of the screen (see Figure IV - 36).

My Subrecipients

Records per page: 10 Page: 1 of 0

Name	Duns	TIN	UEI
1 test	765412368		

[Show Information](#)

Figure IV - 36 Subrecipients or Beneficiaries Entered

### i) Subawards or Direct Payments

The Subawards or Direct Payments section allows recipients to enter the required information regarding Subawards or Direct Payment of federal funding greater than or equal to \$50,000 for all direct payments, subawards, and contracts made by your organization under SLFRF. Please note that projects entered under EC 6.1 Provision of Government Services and EC 6.2 Non-federal match for other Federal Programs are not required to enter Subrecipient, Subaward, or Expenditures (for a subaward) information. Please see Final Rule FAQ 13.14 for more information.

The Subawards or Direct Payments module allows users to enter data manually or leverage the bulk file upload capability. For bulk-upload instructions specific to this submodule, see [Appendix B](#). You can download the bulk template using the provided link in Treasury’s Portal before using the upload button (see Figures IV - 37 and IV - 38).



The screenshot shows a form titled "Subaward Information". Under the heading "Project Name:", there is a search bar with the placeholder text "Search Projects...". Below the search bar is a list of project entries, each with a small icon to its left:

- 10 Mil Test  
Project ID: 13370
- 5.16-5.17 Test  
Project ID: 1231
- Manual Creation Test  
Project ID: 5123
- Bulk Upload Project 1  
Project ID: 42342
- Bulk Upload Project 2  
Project ID: 42343

Figure IV - 37 Subaward Bulk Upload (1)

The screenshot shows the same "Subaward Information" form. The search bar now contains the text "Test x". Below the search bar, the text "Bulk Uploads" is displayed. At the bottom of the form, there are two buttons: "Download Subaward Template" and "Subaward Bulk Upload".

Figure IV - 38 Subaward Bulk Upload (2)

**Note:** Subaward bulk upload can only be completed after Project and Subrecipient bulk entries are completed.

If you choose to individually enter records, follow the instructions below.

- 1) Enter the following fields pertaining to the Subawards or Direct Payments (see Figure IV - 39):
  - Project Name from picklist
  - Subrecipient or Direct Payment Recipient Name from the picklist
  - Entity Type for the Award
    - i. The recipient must define here what role the subrecipient or direct payee is receiving the award as: Subrecipient, Contractor, or Beneficiary.
  - Subaward Number
  - Subaward type
  - Subaward Amount (Obligation)
  - Subaward Date
  - Period of Performance Start
  - Period of Performance End
  - Brief description of Subaward and its underlying eligible use
  - Place of Performance Address, City, State, and Zip
  - Brief description of Subaward and its underlying eligible use
- 2) Select the Subaward Type from the drop-down picklist:
  - Contract: Purchase order
  - Contract: Delivery order



- Contract: Blanket Purchase Agreement
- Contract: Definitive contract
- Grant: Lump sum Payment(s)
- Grant: Reimbursable
- Loan - Maturity prior to 12/31/26 with planned forgiveness
- Loan - Maturity prior to 12/31/26 without planned forgiveness
- Loan - Maturity past 12/31/26 with planned forgiveness
- Loan - Maturity past 12/31/26 without planned forgiveness
- Direct Payment
- Transfer: Lump Sum Payment(s)
- Transfer: Reimbursable

Note for loans: Loan maturity date will be required.

The screenshot shows a 'Manual Entry' form with the following fields:

- \*Subrecipient Name: Search Recipients...
- \*Subaward No.:
- \*Subaward Type: --None--
- \*Subaward Amount (Obligation):
- \*Subaward Date:
- \*Period of Performance Start:
- \*Period of Performance End:
- \*Place of Performance Address 1:
- Place of Performance Address 2:
- Place of Performance Address 3:
- \*Place of Performance City:
- \*Place of Performance State: --None--
- \*Place of Performance Zip:
- Place of Performance Zip+4:
- \*Brief description of Subaward and its underlying eligible use (750 characters):

At the bottom left is a blue button labeled 'Create Subaward'.

Figure IV - 39 Subaward Reporting

- 3) Click *Create Subaward* to establish the Subaward record. Repeat Steps 1 through 3 to create additional Subaward records. If subaward amount is edited, a field will appear asking for an explanation for why it was edited.
- 4) Subawards entered into the system are shown at the bottom portion of the screen (see Figure IV - 40).



My Subawards

> Filters

Records per page: 10 Page: 1 of 1

<input type="checkbox"/>	Project Name	Award No	Award Amou...	Subrecipient ...	Report Period	View/Edit
1 <input type="checkbox"/>	Test 1.1	654877412201	\$100,000.00	test subr	Quarter 3 2022 (...)	

[Download as CSV](#)

Figure IV - 40 Subaward Entered

## j) Expenditures

In the Expenditures tab, recipients will provide information for each contract, grant awarded, loan issued, transfer made to other government entities, or direct payment greater than or equal to \$50,000. Additionally, aggregate reporting is required for contracts, grants, transfers made to other government entities, loans, and direct payments that are less than \$50,000.

As mentioned above, obligations and expenditures made directly to individuals, regardless of dollar amount, should be included in aggregate reporting.

If aggregated expenditures linked to a project equal the total Expenditures reported for that project, the Expenditures status box on the My Projects screen is changed to 'Complete'. Please note that projects entered under EC 6.1 Provision of Government Services and EC 6.2 Non-federal match for other Federal Programs are not required to enter Subrecipient, Subaward, or Expenditures (for a subaward) information. Please see Final Rule FAQ 13.14 for more information.

The Expenditures reporting module allows users to enter data manually or leverage the bulk file upload capability. For bulk-upload instructions specific to this submodule, see [Appendix B](#).

If you do not use the bulk upload function, follow the steps listed below.

- 1) To report new expenditures under a specific subaward, enter the subaward number. The Project Name associated with the subaward will auto populate.
- 2) Enter the following:
  - Expenditure Start Date
  - Expenditure End Date
  - Expenditure Amount
- 3) Enter narrative for Administrative Costs, if applicable.
- 4) Click the *Create Expenditure* button to submit the record. Repeat Steps 1 through 3 to report additional sub-award expenditures. Proceed to the next segment once all sub-award expenditures are reported.

### a. Expenditures for Awards Greater Than or Equal To \$50,000

For expenditures for awards greater than or equal to \$50,000, fill out the "Expenditures for Awards > \$50,000" box (see Figure IV - 41). Project name and subaward will be selected to link each expenditure to the appropriate entries. Note that the Project name is automatically



identified based on the associated Subaward No. entered. Once the information has been entered, click the *Create Expenditure* button on the bottom left of the box.

**Expenditures for Awards > \$50,000**

In the below section, please provide further detail on each expenditure for awards of \$50,000 or more.

Project Name ⓘ  
Search Projects... 🔍

**Bulk Uploads**

⬇ Download Bulk Upload Template    ⬆ Upload Bulk Upload Template

**Manual Entry**

Subaward No	Subaward Amount ⓘ	Subaward Type ⓘ	Subrecipient Name ⓘ
<input type="text"/>			
Expenditure Start ⓘ	Expenditure End ⓘ	Expenditure Amount ⓘ	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	

Cumulative Expenditures  
\$128,640.00

**Create Expenditure**

Figure IV - 41 Expenditures > \$50,000

Alternatively, the Expenditures for Awards greater than \$50,000 bulk upload template may be used and uploaded with the relevant information.


**b. Aggregate Expenditures for Awards Less than \$50,000**

For expenditures for awards less than \$50,000, fill out the “Aggregate Expenditures < \$50,000” box (see Figure IV - 42). Select the project name from the picklist, enter the subaward type, total period obligation amount, and total period expenditure amount. Once the information has been entered, click the *Create Expenditure* button on the bottom left of the box. Note that no Subaward is necessary for Aggregate Expenditures for awards less than \$50,000.



### Aggregate Expenditures for Awards < \$50,000


For disbursements less than \$50,000, please provide the aggregate expenditures and obligations for the current reporting period and total to date. Your organization must assign project and subaward identifiers to each aggregate expenditure.



Project Name 

**Bulk Uploads**

[Download Bulk Upload Template](#)   [Upload Bulk Upload Template](#)

**Manual Entry**

Subaward Type (Aggregates) 

Total Period Obligation Amount      
Total Period Expenditure Amount   

Cumulative Obligations   Cumulative Expenditures

[Create Expenditure](#)

Figure IV - 42 Aggregated Expenditures for Awards Less than \$50,000

Aggregate subaward types available for selection are as follows.

- Aggregate of Contracts Awarded
- Aggregate of Grants Awarded
- Aggregate of Loans Issued
- Aggregate of Transfers
- Aggregate of Direct Payments

Alternatively, the Aggregate Expenditures for Awards less than \$50,000 bulk upload template may be used and uploaded with the relevant information.

### c. Payments to Individuals

For disbursements to individuals, recipients should complete the “Payments to Individuals” box (see Figure IV - 43) with expenditure information. Once this information has been entered, click the *Create Expenditure* button on the bottom left of the box.





**Payments to Individuals**

For disbursements to individuals, please provide the aggregate expenditures and obligations for the current reporting period and total to date.

Project Name

**Bulk Uploads**

[Download Bulk Upload Template](#) [Upload Bulk Upload Template](#)

**Manual Entry**

Total Period Obligation Amount

Total Period Expenditure Amount

Cumulative Obligations Cumulative Expenditures

[Create Expenditure](#)

Figure IV - 43 Payments to Individuals

Alternatively, the Payments to Individuals bulk upload template may be used and uploaded with the relevant information. Note the need to manually identify the Project Name as no Subaward is necessary for Payments to Individuals.

Once entries are complete, click the *Next* button on the bottom right of the page. This will bring recipients to the Report tab.

### k) Tax Offset Provision (Only for States and U.S. Territories)

States and U.S. Territories must complete the tax offset reporting fields as outlined below and in Section C (11) of the [Reporting Guidance](#).

For each reporting year, in the quarterly reporting cycle occurring 90 days after the end of the recipient’s fiscal year, States and U.S. territories will report certain items related to the Tax Offset Provision. For example, if a recipient’s fiscal year ends September 30, 2022, reporting on the Tax Offset Provision for fiscal year 2022 will be due in January 2023. Tax offset reporting for FY21 is closed. If you need to make updates to your previously reported information, please contact [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov). The requested fiscal year for the January 2023 reporting period is fiscal year 2022, for recipients with a fiscal year end date of September 30, 2022.

As indicated in the final rule, Treasury is implementing a tiered approach to reporting on the Tax Offset Provision, which is described below. Although Treasury is implementing a tiered approach to reporting, recipients should maintain records to support their compliance with the Tax Offset Provision.

The terms “reporting year,” “baseline,” “covered change,” “covered period,” “net reduction in total spending,” and “tax revenue” are defined in the final rule, 31 CFR § 35.3. For purposes of calculating a net reduction in total spending, total spending for the fiscal year ending 2019



should be reported on an inflation-adjusted basis, consistent with the final rule. Similarly, for purposes of calculating baseline tax revenue, tax revenue for the fiscal year 2019 should be reported on an inflation-adjusted basis, consistent with the final rule.

For purposes of reporting actual tax revenue for the requested fiscal year and baseline tax revenue for the fiscal year ending 2019, (a) if available, recipients should report information using audited financials and (b) recipients may provide data on a cash, accrual, or modified accrual basis, but must be consistent in their approach across all reporting periods. Similarly, for purposes of calculating a net reduction in total spending, recipients should report data using audited financials where available.

Recipients will first answer a series of summary questions to determine the tiering of their tax offset reporting: Depending on your answers to these questions, the portal will reveal fields needed in five sections, referred to as parts, using the following logic. The requested fiscal year for the January 2023 reporting period is fiscal year 2022, for recipients with a fiscal year end date of September 30, 2022. See Figure IV – 44.

- Q1: Do you have revenue-reducing covered change(s) to report for the requested fiscal year and for future fiscal years?
  - If no, recipients have no further reporting requirements in the tax offset section.
  - If yes, recipients will complete **part 1** and additional fields.
- Q2: Is the aggregate value of your revenue-reducing covered change(s) for the requested fiscal year less than the de minimis?
  - If yes, recipients will complete **parts 1 and 2**, and no further reporting is required in the tax offset section.
  - If no, recipients will complete **parts 1, 2** and additional fields.
- Q3: Do you have a reduction in net tax revenue for the requested fiscal year, meaning that actual tax revenue for the requested fiscal year is less than baseline tax revenue?
  - If yes, recipients will complete **parts 1, 2, and 3** and additional fields.
  - If no, recipients will complete **parts 1, 2, and 3**, and no further reporting is required in the tax offset section.
- Q4: Do you have revenue-increasing covered change(s) and/or covered spending cuts to report for the requested fiscal year?
  - If yes, recipients will complete **parts 1, 2, 3, and 4**.
  - If no, recipients will complete the Revenue Reduction Cap **part 5 in addition to parts 1, 2, and 3**.



**Ineligible Activities: Tax Offset Provision**

For each reporting year, in the quarterly reporting cycle occurring 90 days after the end of the recipient's fiscal year, States and territories will report certain items related to the Tax Offset Provision. For example, if a recipient's fiscal year ends June 30, 2022, reporting on the Tax Offset Provision for fiscal year 2022 will be due in October 2022.

Tax offset reporting for FY21 is closed. If you need to make updates to your previously reported information, please contact [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov)

**Summary Questions**

\*Do you have revenue-reducing covered change(s) to report for the requested fiscal year and for future fiscal years?

Yes

\*Is the aggregate value of your revenue-reducing covered change(s) for the requested fiscal year less than the de minimis?

No

\*Do you have a reduction in net tax revenue for the requested fiscal year, meaning that actual tax revenue for the requested fiscal year is less than baseline tax revenue?

Yes

\*Do you have revenue-increasing covered change(s) and/or covered spending cuts to report for the requested fiscal year?

Yes

Figure IV - 44 Tax Offset Provision Screen

1) Reporting Part 1: Revenue-Reducing Covered Changes (Figure IV - 45)

For each reporting year, a recipient must report the value of covered changes that the recipient predicts will have the effect of reducing tax revenue in a given reporting year (revenue-reducing covered changes), similar to the way it would in the ordinary course of its budgeting process. The value of these revenue-reducing covered changes may be reported based on estimated values produced by a budget model, incorporating reasonable assumptions, that aligns with the recipient government's existing approach for measuring the effects of fiscal policies, and that measures relative to a current law baseline. The revenue-reducing covered changes may also be reported based on actual values using a statistical methodology to isolate the change in year-over-year revenue attributable to the covered change(s), relative to the current law baseline prior to the change(s). Estimation approaches should not use dynamic methodologies that incorporate the projected effects of the policies on macroeconomic growth. In general and where possible, reported values should be produced by the agency of the recipient government responsible for estimating the costs and effects of fiscal policy changes. Recipients must maintain records regarding the identification and predicted effects of revenue-reducing covered changes.

- a. If no, a recipient has no revenue-reducing covered changes to report, no additional reporting is required.
- b. If yes, complete the grid or upload the spreadsheet with the name of each revenue-reducing covered change and the value of the revenue-reducing covered change for



FY21 through FY27. Please note that Tax offset reporting for FY21 is closed. Recipients will not be able to enter covered changes for FY21. If you need to make updates to your previously reported information, please contact [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov).

The statute defines ‘covered period’ to run through the last day of the fiscal year in which all funds received have been expended or returned to, or recovered by, the Secretary of the Treasury. The grid/template will allow users to enter covered changes through FY27; recipients who need to report for later fiscal years may do so in coordination with Treasury.

**Revenue-Reducing Covered Changes**

For each reporting year, a recipient must report the value of covered changes that the recipient predicts will have the effect of reducing tax revenue in a given reporting year (revenue-reducing covered changes), similar to the way it would in the ordinary course of its budgeting process. Please note that recipients providing revenue-reducing covered changes it predicts will have the effect of reducing tax revenue in a future fiscal year will be able to provide actual figures in the reporting period following the end of each fiscal year.

**Bulk Uploads**  
[Download Revenue-Reducing Covered Changes Template](#) [Upload Revenue-Reducing Covered Changes Template](#)

**Manual Entry**

\*Name of Revenue-Reducing Covered Change

\*Value of Revenue-Reducing Covered Change

**Add**

\*Fiscal Year

<input type="checkbox"/>	Fiscal Year	Name of Revenue-Reducing Covered Change	Value of Revenue-Reducing Covered Change
1	<input type="checkbox"/> 2022	test 1.1	\$10.00
<b>Total</b>			<b>\$10.00</b>

[Download as CSV](#)

Figure IV - 45 Revenue-Reducing Covered Changes

2) Reporting Part 2: Baseline Revenue and De Minimis Threshold (Figure IV- 46)

Baseline Revenue: Recipients must determine whether the aggregate value of the revenue-reducing covered changes in the reporting year is less than one percent of baseline revenue (the de minimis threshold). Baseline has the meaning defined in the final rule, 31 CFR 35.3.

- a. Enter Baseline Revenue in the system table. The system will auto calculate the de minimis threshold, aggregate value of revenue-reducing covered changes, and indicate if the aggregate value of the Revenue-Reducing Covered Change(s) for the requested fiscal year is less than one percent of Baseline Revenue.
  - If the aggregate value of the recipient’s revenue-reducing covered changes in the reporting year is less than the de minimis threshold, then no additional reporting is required.



- If the aggregate value of the recipient’s revenue-reducing covered changes in the reporting year is greater than the de minimis threshold, then recipient must complete part 3.

**Baseline Revenue and De Minimis Threshold**

Recipients must determine whether the aggregate value of the revenue-reducing covered changes in the reporting year is less than one percent of baseline revenue (the de minimis threshold). Baseline has the meaning defined in the Final Rule, 31 CFR 35.3.

Fiscal Year  
2022

Total Value of Revenue-Reducing Covered Change \$10.00

Enter Baseline Revenue

De Minimis Threshold \$0.00

Aggregate value of the Revenue-Reducing Covered Change(s) for the requested fiscal year as a percentage of Baseline Revenue

Is aggregate value of the Revenue-Reducing Covered Change(s) for the requested fiscal year less than one percent of Baseline Revenue? NO

Figure IV - 46 Baseline Revenue and De Minimis Threshold

3) **Reporting Part 3: Actual Tax Revenue and Reduction in Net Tax Revenue (Figure IV - 47)**

Actual tax revenue is the tax revenue received by the recipient government in the reporting year. Tax revenue has the meaning defined in the final rule, 31 CFR 35.3.

The reduction in net tax revenue is equal to baseline revenue minus actual tax revenue in each reporting year. If this value is zero or negative, there is no reduction in net tax revenue.

- a. Enter Actual Tax Revenue for the requested fiscal year in the system table. The system will auto calculate whether there has been a reduction in net tax revenue and indicate if actual tax revenue is equal to or greater than baseline revenue.
  - If a recipient’s actual tax revenue is equal to or greater than baseline revenue, then no additional reporting is necessary.
  - If a recipient’s actual tax revenue is less than baseline revenue, then recipient must complete part 4.



### Actual Tax Revenue and Reduction in Net Tax Revenue

#### Actual Tax Revenue

Actual tax revenue means the tax revenue received by the recipient government in the reporting year. Tax revenue has the meaning defined in the Final Rule, 31 CFR 35.3.

#### Reduction in Net Tax Revenue

The reduction in net tax revenue is equal to baseline revenue minus actual tax revenue in each reporting year. If this value is zero or negative, there is no reduction in net tax revenue.

Fiscal Year

2022

#### Baseline Revenue

Actual Tax Revenue

\$10.00

Reduction in Net Tax Revenue: Baseline Revenue minus Actual Tax Revenue

-\$10.00

Is Actual Tax Revenue Greater than or equal to Baseline Revenue? YES

**⚠ Calculation must match the answer in the Summary Question, "Do you have a reduction in net tax revenue for the requested fiscal year, meaning that actual tax revenue for the requested fiscal year is less than baseline tax revenue?"**

Figure IV - 47 Actual Tax Revenue and Reduction in Net Tax Revenue

#### 4) Reporting Part 4: Revenue-increasing Covered Changes and Covered Spending Cuts (Figure IV- 48)

**Revenue-increasing Covered Changes:** If a recipient has revenue-reducing covered changes, the aggregate value of which exceed the de minimis threshold, and its actual tax revenue does not exceed baseline tax revenue, a recipient must report the value of covered changes that have had or that the recipient predicts will have the effect of increasing tax revenue in a given reporting year (revenue-increasing covered changes), similar to the way it would in the ordinary course of its budgeting process. The value of these revenue-increasing covered changes may be reported based on estimated values produced by a budget model, incorporating reasonable assumptions, that aligns with the recipient’s existing approach for measuring the effects of fiscal policies, and that measures relative to a current law baseline. The revenue-increasing covered changes may also be reported based on actual values using a statistical methodology to isolate the change in year-over-year revenue attributable to the revenue-increasing covered change(s), relative to the current law baseline prior to the change(s). Estimation approaches should not use dynamic methodologies that incorporate the projected effects of the policies on macroeconomic growth. In general and where possible, reporting should be produced by the agency of the recipient responsible for estimating the costs and effects of fiscal policy changes. Recipients should maintain records regarding revenue-increasing covered changes and estimates of such changes.



**Covered Spending Cuts:** Recipients may cut spending in certain areas to pay for revenue-reducing covered changes, up to the amount of the recipient’s net reduction in total spending. To calculate the amount of spending cuts that are available to offset a reduction in tax revenue, the recipient must first consider whether there has been a reduction in total net spending, excluding Fiscal Recovery Funds (net reduction in total spending). As defined in the Final Rule, 35 CFR 35.3, net reduction in total spending is measured as the recipient government’s total spending for a given reporting year excluding Fiscal Recovery Funds, subtracted from its total spending for its fiscal year ending in 2019, adjusted for inflation using the Bureau of Economic Analysis’s Implicit Price Deflator for the gross domestic product of the United States for that reporting year. If that calculation yields a positive value, there has been a net reduction in total spending; if it yields zero or a negative value, there has not been a net reduction in total spending. If there has been no net reduction in total spending, a recipient will have no spending cuts to offset a reduction in net tax revenue.

Next, a recipient must determine and aggregate the value of spending cuts in each “reporting unit.” “Reporting units” are departments, agencies, or authorities of the recipient’s government. For each reporting unit, the recipient must report (1) the amount of the reduction in spending in the reporting unit for the reporting year relative to its inflation-adjusted FY 2019 level, (2) the amount of any Fiscal Recovery Funds spent in the reporting unit in the reporting year, and (3) the amount by which the reduction in spending in the reporting year exceeds the Fiscal Recovery funds spent in the reporting unit in the reporting year. If a recipient has not spent amounts received from the Fiscal Recovery Funds in a reporting unit, the full amount of the reduction in spending counts as a covered spending cut and may be included in the aggregate value of spending cuts. If the recipient has spent amounts received from the Fiscal Recovery Funds, such amounts generally would be deemed to have replaced the amount of spending cut, and only reductions in spending above the amount of Fiscal Recovery Funds spent on the reporting unit would be eligible to offset a reduction in net tax revenue. Only such amounts above the amount of Fiscal Recovery Funds spent on the reporting unit should be included in the aggregate value of spending cuts.

To align with existing reporting and accounting, the Final Rule considers the department, agency, or authority from which spending has been cut and whether the recipient government has spent amounts received from the Fiscal Recovery Funds on that same department, agency, or authority. Some commenters on the interim final rule argued that the methodology for identifying offsetting spending cuts at the department, agency, or authority level was too restrictive, but as discussed in the final rule, Treasury maintained the approach of requiring this reporting at the department, agency, or authority level. Recipients are encouraged to define reporting units in a manner consistent with their existing budget process and should, to the extent possible, report using the same reporting unit in each reporting year. Spending cuts must be reported relative to FY 2019 spending levels, adjusted for inflation, and excluding Fiscal Recovery Funds from reporting year spending levels. Recipients should maintain records regarding spending cuts.

- a. Complete grid or upload spreadsheet with the name of each revenue-increasing covered change and the value; enter in the aggregate value of revenue-increasing covered change(s).
- b. Complete grid or upload spreadsheet of specific spending cuts and the corresponding “reporting unit”, including the name of the reporting unit, description of the spending cut, the amount of the reduction in spending in the reporting unit for the reporting year relative to its





inflation-adjusted FY 2019 level, the amount of any Fiscal Recovery Funds spent in the reporting unit in the reporting year, and the amount by which the reduction in spending in the reporting unit in the reporting year exceeds the Fiscal Recovery Funds spent in the reporting unit in the reporting year, if at all. Enter the aggregate value of covered spending cuts.

c. Enter the net reduction in total spending for the fiscal years shown in the system table.

In the actual tax revenue and reduction in net tax revenue table, the system will auto calculate the values shown.

- If the aggregate value of revenue-reducing covered changes minus the total of (aggregate value of revenue-increasing changes + aggregate value of covered spending cuts) is negative or equal to zero, the system will indicate that no additional reporting is required.
- If the amount is positive, the system will indicate the need to review part 5.

**Revenue-Increasing Covered Changes and Covered Spending Cuts**

If a recipient has revenue-reducing covered changes, the aggregate value of which exceed the de minimis threshold, and its actual tax revenue does not exceed baseline tax revenue, a recipient must report the value of covered changes that have had or that the recipient predicts will have the effect of increasing tax revenue in a given reporting year (revenue-increasing covered changes), similar to the way it would in the ordinary course of its budgeting process.

**Revenue-Increasing Covered Changes**

**Bulk Uploads**  
[Download Revenue-Increasing Covered Changes Template](#) [Upload Revenue-Increasing Covered Changes Template](#)

**Manual Entry**

\*Name of Revenue-Increasing Covered Change  \*Value of Revenue-Increasing Covered Change

**Add**

\*Fiscal Year

Search  Records per page:  Page:  of 0

<input type="checkbox"/>	Fiscal Year	Name of Revenue-Increasing Covered Change	Value of Revenue-Increasing Covered Change
1	<input type="checkbox"/> 2022	test 44	\$100.00
<b>Total</b>			<b>\$100.00</b>

[Download as CSV](#)





**Covered Spending Cuts**

Recipients may cut spending in certain areas to pay for revenue-reducing covered changes, up to the amount of the recipient's net reduction in total spending. To calculate the amount of spending cuts that are available to offset a reduction in tax revenue, the recipient must first consider whether there has been a reduction in total net spending, excluding Fiscal Recovery Funds (net reduction in total spending). Then, a recipient must determine and aggregate the value of spending cuts in each reporting unit.

**Bulk Uploads**  
[Download Covered Spending Cuts Template](#)   [Upload Covered Spending Cuts Template](#)

Fiscal Year:

  Records per page:    Page:  of

<input type="checkbox"/> Name of Specifi...	Reporting Unit ...	Description of S...	Amount of redu...	Amount of FRF ...	Amount by whi...
---	--------------------	---------------------	-------------------	-------------------	------------------

[Download as CSV](#)

**Actual Tax Revenue and Reduction in Net Tax Revenue**

Fiscal Year:

Net Reduction in Total Spending	<input type="text"/>
Aggregate value of covered spending cuts	\$500.00
Aggregate value of revenue-increasing covered changes + the aggregate value of covered spending cuts	\$500.00
Total value of revenue-reducing covered changes minus the total of (aggregate value of revenue-increasing covered changes + aggregate value of covered spending cuts)	-\$490.00
Is the aggregate value of revenue-reducing covered changes minus the total of (aggregate value of revenue-increasing changes + aggregate value of covered spending cuts) negative or equal to zero?	YES

Figure IV - 48 Revenue-increasing Covered Changes and Covered Spending Cuts

5) Reporting Part 5: Revenue Reduction Cap (Figure IV - 49)

The “revenue reduction cap,” along with the calculation in Part 3, ensures that recipient governments can use organic revenue growth to offset the cost of revenue-reducing covered changes. If, based on the calculations completed so far, a recipient has not yet demonstrated how its revenue-reducing covered changes were offset by non-SLFRF sources, the reporting portal will auto-calculate the revenue reduction cap, which will be the lesser of the following two amounts:

- Reduction in Net Tax Revenue (baseline tax revenue minus actual tax revenue)
- Aggregate Value of revenue-reducing covered changes minus (total of (aggregate value of revenue-increasing changes + aggregate value of covered spending cuts)). The system will auto populate the fields shown in the table based on previous entries and confirm the recipient’s revenue reduction cap for the fiscal years shown.



**Revenue Reduction Cap**

The "revenue reduction cap", along with the calculation in Part 3, ensures that recipient governments can use organic revenue growth to offset the cost of revenue-reducing covered changes. If, based on the calculations completed so far, a recipient has not yet demonstrated how its revenue-reducing covered changes were offset by non-SLFRF sources, the reporting portal will auto-calculate the revenue reduction cap, which will be the lesser of the following two amounts:

- Reduction in Net Tax Revenue
- Aggregate Value of revenue-reducing covered changes minus (total of (aggregate value of revenue-increasing changes + aggregate value of covered spending cuts))

Fiscal Year: 2022

Reduction in Net Tax Revenue	-\$10.00
Aggregate Value of revenue-reducing covered changes minus (total of (aggregate value of revenue-increasing changes + aggregate value of covered spending cuts))	\$10.00
<b>Revenue Reduction Cap</b>	<b>-\$10.00</b>

Figure IV - 49 Revenue Reduction Cap

### I) Official Certification

On this screen, the Authorized Representative for Reporting (ARR) will be asked to certify information pertaining to the Project and Expenditure Report. By certifying this submission, the ARR is confirming that all reported information is accurate and approved for submission (see Figures IV - 50 and IV - 51).

Users who are not designated as an ARR will not be able to certify and submit.

1. On the Certification screen, validate that the review section project overview status is free of system identified errors. Figure IV - 50 indicates that an error has been identified with the expenditure status. Figure IV - 51 shows a clean status, and the system will allow submission of the report.

**Review**

Total Obligations: \$10,000,100.00      Total Expenditures: \$10,000,100.00

Total Number of Projects: 2  
Total Number of Subawards: 0  
Total Number of Expenditures: 0

**Project Overview Status**

	Project Status	Subaward Status	Expenditure Status
Complete	2	0	0
Incomplete	0	2	2

Please verify that at least one subaward is created for each project

Please verify that at least one expenditure is created for each project

Please make sure sum of all Expenditure amounts Associated with Projects are Equal to that Projects' Total Expenditures. You may check this by clicking on the Expenditure Status on Project Overview Tab. All Expenditure Status Icons should be green.

Please make sure sum of all Obligation amounts Associated with Projects are Equal to that Projects' Total Obligations. You may check this by clicking on the Expenditure Status on Project Overview Tab. All Expenditure Status Icons should be green.

Figure IV - 50 Project Overview Status with Errors



**Review**

Total Obligations: \$105,000.00      Total Expenditures: \$64,000.00

Total Number of Projects: 2  
 Total Number of Subawards: 1  
 Total Number of Expenditures: 2

**Project Overview Status**

	Project Status	Subaward Status	Expenditure Status
Complete	2	2	2
Incomplete	0	0	0

Figure IV - 51 Project Overview Status with No Errors

- The ARR's Name, Title, Telephone Number, and E-Mail Address will be presented on screen for review.
- Allow the Certifying Official to review all prior screens and entries to verify accuracy of the inputted record.

**Statement**

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the SLFRF recipient. The undersigned acknowledges that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 USC 1001, and also may subject me and the SLFRF Recipient to civil penalties, damages, and administrative remedies for false claims or otherwise (including under 31 USC 3729 et seq.) The undersigned is an authorized representative of the SLFRF Recipient with authority to make the above certifications and representations on behalf of the SLFRF Recipient.

By signing this report, the Authorized Representative for Reporting acknowledges in accordance with 31 CFR 35.4(c) that recipients shall provide to the Secretary periodic reports providing detailed accounting of the uses of funds, as applicable, all modifications to a State's or Territory's tax revenue sources, and such other information as the Secretary may require for the administration of this program. In addition to regular reporting requirements, the Secretary may request other additional information as may be necessary or appropriate, including as may be necessary to prevent evasions of the requirements of this program. False statements or claims made to the Secretary may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in Federal awards or contracts, and/or any other remedy available by law.

**Name of Current Login User**

The information for the currently signed in user will populate as the Authorizer of this submittal. Only those in Role of Authorized Representative for Reporting or Authorized Representative on the Submission record will have access to Certify and Submit.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Title: Tester Email: \_\_\_\_\_

Figure IV - 52 Official Certification

- Verify information included in Figure IV - 52 and confirm that the values presented are as expected based on the information included or uploaded in previous screens.
- When certifying and submitting the report, a confirmation box will appear asking if the recipient is sure it wants to submit (see Figure IV - 53).

Are you sure you want to submit?

Figure IV - 53 Submission Verification

- A confirmation box may also appear with additional certification language depending on the programmatic data inputs in the user's report. Figure IV-54 shows an example of project-dependent certification language.



**Are you sure you want to submit?**

By signing here, the Authorized Representative for Reporting certifies that for applicable infrastructure projects over \$10 million, as identified in this report, 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 (or the District of Columbia) 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").

By signing here, the Authorized Representative for Reporting certifies that for applicable infrastructure projects over \$10 million, as identified in this report, the project(s) include(s) project labor agreement(s), meaning (a) pre-hire collective bargaining agreement(s) consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f)).

Your sub-award and expenditure entry indicates use of loans with maturity beyond the end of the SLFRF program. Please note that SLFRF funds can ONLY be used for the cost of the projected cost of the loan.

Treasury requires you to estimate the subsidy cost using one of the two allowable approaches, outlined in FAQ 4.11 on our website, for estimating the cost of the loan. Treasury will require additional documentation and information in future reporting periods on such loans. This guidance also applies to revolving loan funds. For loans maturing prior to 12/31/2026, or where there is planned forgiveness, unanticipated payment of principal or interest received on loans must be reported a program income. Program income may be applied to other eligible uses during the period of performance, provided that it is obligated by 12/31/2024. Any program income that is not obligated by 12/31/2024 must be returned to Treasury.

\* I acknowledge the requirements for using SLFRF funds for loans with extended maturities and/or revolving loan funds

Figure IV - 54 Submission Verification with Additional Language

7. Once all of the information is validated, click the *Submit* button to complete the entry.

## Section V. Editing and Revising Your Data

This section provides instructions for recipients who seek to provide updates or revisions to information submitted as part of previous Project and Expenditure Reports. Please note that, unless initiated by Treasury staff, recipients will not have the ability to make any edits to submitted reports after the report deadline. All edits or changes must be reflected in the next available report.

There are two ways to edit Project and Expenditure Report data:

- **Manual Entry** – using the Treasury Portal’s web-based forms to edit or change fields individually.
- **Bulk Upload** – using the bulk upload functionality in the different report modules to upload a file that updates many different existing records at one time.

### a) Manual Entry

#### 1) Projects

To edit data on the Project Overview page, recipients should click on the icon for the project under the “Project Status” column. See figure V - 1

Expendi... ▾	Expenditure ... ▾	Project Status
1,000,000.00	2-Negative Economic Impacts	<input checked="" type="checkbox"/>

Figure V- 1 Official Certification

Doing so will reopen the “Edit Project” window whereby edits or changes can be entered into the available fields (see Figure V-2). Recipients must **SAVE** the project for the edits or changes to be accepted.



Edit Project		
<b>General Project Information</b>		
* Project Expenditure Category Group 2-Negative Economic Impacts		
* Project Expenditure Category 2.2-Household Assistance: Rent, Mortgage, and Utility Aid		
* Project Name Test-Housing Aid	* Recipient Project ID TEST-1002	Adopted Budget
* Total Cumulative Obligations \$1,000,000.00	* Total Cumulative Expenditures \$1,000,000.00	* Current Period Ob \$1,000,000.00

Figure V- 2 Edit Project Window

Recipients also have the ability to delete any new projects that have been created during the current reporting cycle by clicking the “Delete Project” button in the “Edit Project” window. Deleting a project will automatically also delete any subawards and/or expenditure records associated with the project.

**Note:** Recipients will NOT be able to delete projects submitted as part of prior reports. In order to remove SLFRF funding from a previously reported project, recipients must follow the steps below:

- In the project’s Status to Completion field, select “Cancelled”.
- Edit the project’s Total Cumulative Obligations and Total Cumulative Expenditures to be \$0.00.
- Make corresponding edits to any associated Subawards by editing the “Subaward Amount (Obligation)” field to equal \$0.00.
- Create offsetting entries for any associated Expenditures or Aggregate Obligations/Expenditures so that the balance of expenditures equals \$0.00.

## 2) Subrecipient/Contractors/Beneficiaries

Recipients also have the ability to edit previously entered Subrecipient/Beneficiary/Contractor information by clicking on the “View/Edit” button as displayed in Figure V-3 below.

My Subrecipients						
> Filters						
Records per page: 10 Page: 1 of 2						
	Name	ID	UEI	TIN	Report Pe...	View/Edit
1	test subr	RCP-075646	7458963210...		Quarter 3 20...	
2	test subr 2	RCP-075648	1204500000...		Quarter 3 20...	

Figure V- 3 Edit Subrecipient Information



Recipients will be able to edit identifiers such as the UEI. Subrecipient identifying information, including UEI, should be entered or updated, as DUNS numbers are no longer being used as a valid identifier.

### 3) Subaward/Direct Payment

Similarly, for editing previously entered Subaward/Direct Payments data, recipients will need to click on the “Show Information” button for a particular record.

Please note that editing the “Subaward Amount (Obligations)” field will trigger a requirement to provide a written explanation for the change. The explanation field should briefly explain the nature of the underlying change.

### 4) Expenditures

Starting with the July 2022 report, records created in the Expenditures module during prior reporting periods will not be editable. Recipients will need to make any changes to the total amount of obligation or expenditure by creating new records for the current reporting period in either positive or negative amounts.

#### b) Bulk Upload

Similar to bulk uploading new data (as described in Appendix B), recipients have the ability to edit multiple records at one time by using the bulk upload templates for the Projects Overview, Subrecipient/Beneficiary/Contractor, and Subaward/Direct Payments modules.

The steps to make these edits using bulk upload templates are as follows:

- 1) Populate the identifier field in the relevant Bulk Upload Template for the records you want to edit. Make sure that in each template, the identifiers correspond with records that currently exist in the system. You can use the “Download as CSV” function below every module to easily view your record’s identifiers in Excel. The unique identifier for each module is as follows:

- Project Overview: “Project ID”
- Subrecipient/Beneficiary/Contractor: “ID”
- Subaward/Direct Payments: “Subaward ID”

**Note:** as described above, Expenditure records created in past reporting periods will not be editable in the current Project and Expenditure report. New records need to be created, entering either positive or negative values, to change the total amounts.

- 2) Once the identifier is populated for the records you want to edit, fill in the rest of template both with fields that are being edited, and fields that are not changing. **IMPORTANT:** Editing with bulk upload replaces data in the entire record, not just the fields you want to edit. So, if you leave any fields blank in your upload template, they will be blank in the system.
- 3) After completing the bulk upload template that includes edits, upload the file normally based on the modules you are uploading for. The instructions are as described in Appendix B. Validate your data to ensure it is accurate and can be uploaded.



- 4) After uploading your edits, check your records within Treasury's Portal to ensure data was uploaded correctly. Edits can subsequently be made manually as well if additional changes need to be made.



## Appendix A – Designating SLFRF Points of Contact by SLFRF Account Administrators

This section provides a brief instruction for SLFRF Account Administrators on accessing Treasury’s Portal to provide the names and contact information of officials to be designated as your organization’s points of contact for the SLFRF award(s). The following pages provide step-by-step guidance. See FAQ Section B for commonly asked questions/answers on this topic.

Note- the screens noted below may be subject to change.

### Section A: Instructions

#### Step 1

You must be registered in the ID.me or Login.gov system to access Treasury’s Portal. If you have questions about registering in ID.me or Login.gov, please email [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov).

#### Step 2

Once you are registered in ID.me or Login.gov, click on the link in the email you received requesting the POC designations. If you do not have the email link, please email us via [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov) and we will provide the link.

#### Step 3

The link will take you to the Treasury Portal “State, Local, and Tribal Support” landing page as shown below. Once on that page, click on the *Go to Your Reports* button at the bottom left of the screen, as indicated in by the red box below.

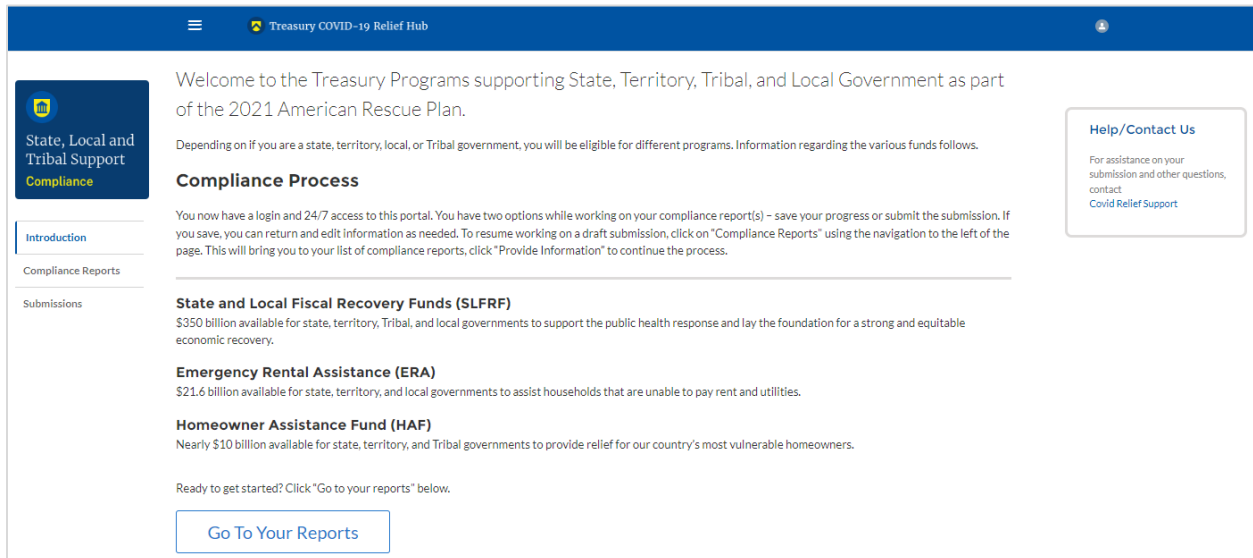


Figure A - 1 State, Local and Tribal Support Landing Page

#### Step 4

The green *Go to Your Report* button will take you to the Submissions and Compliance page as shown below. Once on that page, click on the three-line navigation icon at the top left of the screen. The red box indicates the icon.



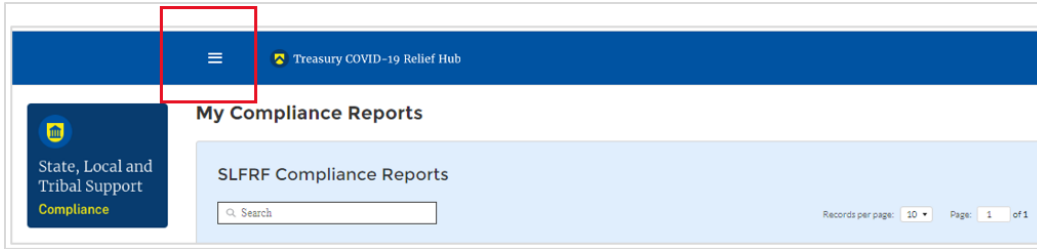


Figure A - 2 My Compliance Reports

**Step 5**

After clicking on the three-line navigation icon, a drop-down menu will appear on the top left of the screen as shown below. Please click on “Account” from the drop-down menu, as shown by the red box below.

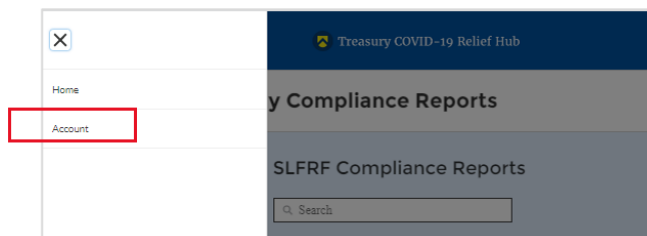


Figure A - 3 Account

**Step 6**

Next you will see the screen below. Under the “Account Name” heading, click on the name of your organization (as shown by the red box).

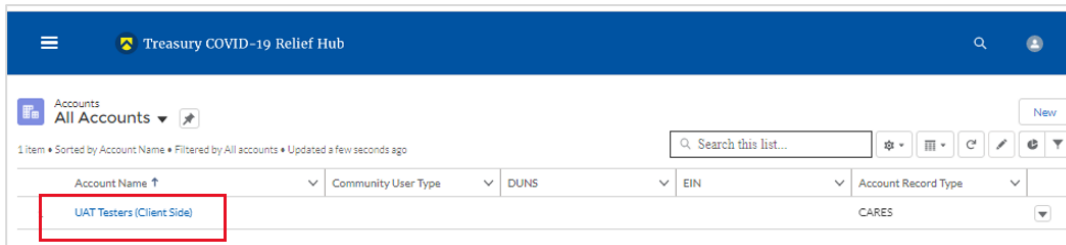


Figure A - 4 Account Name

**Step 7**

By clicking the name of your organization, Treasury’s portal will open to allow you to provide names and contact information on your organization’s designees for the SLFRF reports, as shown below. The landing page provides basic information about the designations. Please see section B for more details about the roles and responsibilities for each or the three roles.

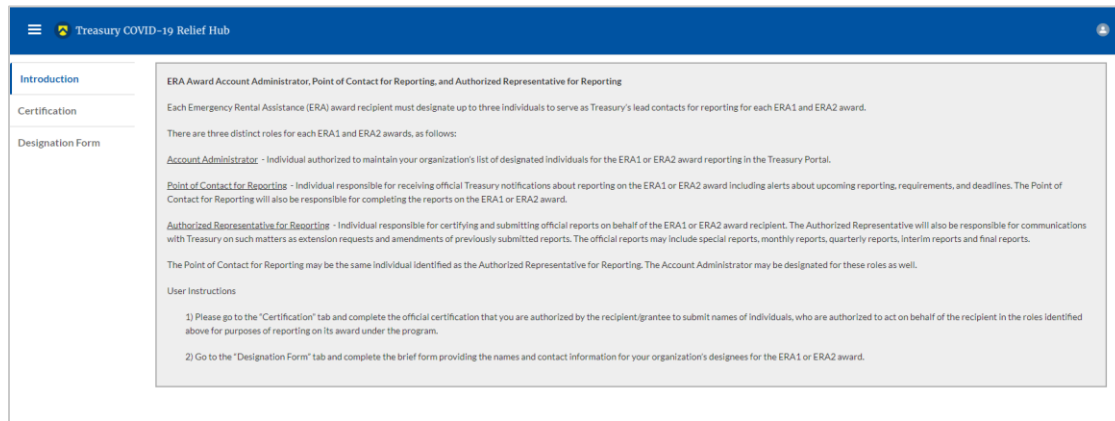


Figure A - 5 Landing Page

### Step 8

When you are ready to key in the names of the designated individuals, click on the *Certification* button on the left navigation bar, as noted in the red box shown below.



Figure A - 6 Certification

### Step 9

On the “Official Certification of Authorization” screen, you should type in your name to indicate you are authorized to submit the names of the designated individuals. Once you enter your name, click on the *Submit* button.



**Treasury COVID-19 Relief Hub**

Introduction

**Certification**

Designation Form

**Official Certification of Authorization**

I certify that I am authorized by the recipient/grantee to submit the above names of individuals, who are authorized to act on behalf of the recipient in the roles identified above for purposes of reporting on its award under the program. I acknowledge that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) may be punishable by fine or imprisonment or both under the False Statements Accountability Act of 1996, as amended 18 U.S.C. § 1001, and also may subject me to civil penalties and administrative remedies for false claims or otherwise (including under to 31 U.S.C. §§ 3729 and 3730).

Signature of Account Administrator (Type name/signature equivalent):

**Submit**

Figure A - 7 Official Certification of Authorization

### Step 10

Next, click on the *Designation Form* button on the left navigation bar, as noted by the red box shown below.

**Treasury COVID-19 Relief Hub**

Introduction

**Certification**

**Designation Form**

**Official Certification of Authorization**

I certify that I am authorized by the recipient/grantee to submit the above names of individuals, who are authorized to act on behalf of the recipient in the roles identified above for purposes of reporting on its award under the program. I acknowledge that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) may be punishable by fine or imprisonment or both under the False Statements Accountability Act of 1996, as amended 18 U.S.C. § 1001, and also may subject me to civil penalties and administrative remedies for false claims or otherwise (including under to 31 U.S.C. §§ 3729 and 3730).

Signature of Account Administrator (Type name/signature equivalent):

**Submit**

Figure A - 8 Designation Form

### Step 11

Clicking on the *Designation Form* button will open the “Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting” screen shown below.

**Treasury COVID-19 Relief Hub**

Introduction

Certification

**Designation Form**

Program Name: Emergency Rental Assistance

**Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting**

Please provide contact information for up to three individual(s) who will serve in the following roles for this ERA1 or ERA2 award

1) Account Administrator  
2) Point of Contact for Reporting  
3) Authorized Representative for Reporting

An individual may serve in one or more roles.

Please provide the designees for the ERA1 or ERA2 award only, as listed in the introductory email note.

Please select "complete" after you have provided the contact information for all designees.

Please note: you can save the fillable form and return to it later using the link in the email note.

Please direct any questions to [EmergencyRentalAssistance@Treasury.gov](mailto:EmergencyRentalAssistance@Treasury.gov). Please include "POCs for Reporting" in the subject of your email note.

Salutation:

Title:

Program Roles:

First Name:

Phone:

Middle Name:

Email:

Last Name:

Name of Entity/Organization:

Suffix:

**Complete** **Edit my current roles**

Name  Title  Phone  Email  Roles

Figure A - 9 Designation of Account Administrator, Point of Contact of Reporting and Authorized Representative for Reporting



You can use the Designation Form to enter the names and contact information for each of the three designations for each of your SLFRF allocations.

The roles for the SLFRF allocations are displayed as follows:

- SLFRF – Account Administrator
- SLFRF – Point of Contact for Reporting
- SLFRF – Authorized Representative for Reporting

The Designation Form screen shows nine data fields for entering key information about the individual being designated. These include:

- Salutation (optional)
- First Name
- Middle Name (optional)
- Last Name
- Suffix (optional)
- Title
- Phone
- Email
- Name of Entity/Organization (Recipient entity)

Note: The screen will display a list at the bottom of the screen with the names and contact information of individuals (if any) who have previously been designated for any of the three roles. This list will be important in maintaining and updating your organization's designees in the future.

#### **a. Designation of the Account Administrator**

Remember, we have temporarily authorized you as the SLFRF – Account Administrator. There is no need to re-enter your name and contact information if you plan to continue in that role. If you need to designate someone else as the SLFRF Account Administrator,

- Find your name at the bottom of the screen.
- Hit the blue *Edit* button located to right of your name.
- Enter the name and contact information of the new SLFRF Account Administrator.
- Hit the blue *Complete* button.

#### **b. Designation of Point of Contact for Reporting and Authorized Representative for Reporting**

- Enter the next designee's name and contact information.
- After entering their name and required contact information, select the Program Role(s) for which he/she is being designated.
- Once the role is selected, click on the small arrow to the right of the role, which will move the role to the box on the right.
- Click on the *Complete* button at the bottom of the screen.
- Follow the same process for each of the remaining designees.
- When you have entered all three designations, please press the *Complete* button.



- As a final step, go to the icon on the upper right of the screen as shown below to exit the system.

Introduction

Certification

**Designation Form**

Program Name: Emergency Rental Assistance

Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting

Please provide contact information for up to three individual(s) who will serve in the following roles for this ERA1 or ERA2 award

1) Account Administrator  
2) Point of Contact for Reporting  
3) Authorized Representative for Reporting

An individual may serve in one or more roles.

Please provide the designees for the ERA1 or ERA2 award only, as listed in the introductory email note.

Please select "complete" after you have provided the contact information for all designees.

Please note: you can save the fillable form and return to it later using the link in the email note.

Please direct any questions to [EmergencyRentalAssistance@Treasury.gov](mailto:EmergencyRentalAssistance@Treasury.gov). Please include "POCs for Reporting" in the subject of your email note.

Salutation: --None--  
Title: Manager  
First Name: George  
Middle Name:  
Last Name: Johnson  
Suffix:  
Phone: 223.222.2222  
Email: George@mumms.edu  
Name of Entity/Organization: ERA-west

Program-Roles

[Complete](#) [Edit my current roles](#)

Figure A - 10 Designation Form

## Section B: Questions and Answers

### Who is authorized to designate the Account Administrator, the Point of Contact for Reporting, and the Authorized Representative for Reporting for my organization’s SLFRF’s award?

Treasury requests that each SLFRF should follow its own decision-making procedures in making the three designations for each award.

### What is the deadline for making the designation?

Treasury requests that users of Treasury’s portal make the three designations as soon as possible to enable your organization to submit required reports.

### What are the responsibilities for each of the three designated roles?

The required roles are as follows:

- **Account Administrator** for the SLFRF award has the administrative role of maintaining the names and contact information of the designated individuals for SLFRF reporting. The Account Administrator is also responsible for working within your organization to determine its designees for the roles of Point of Contact for Reporting and Authorized Representative for Reporting and providing their names and contact information via Treasury’s Portal. The Account Administrator can also view and submit reports. Finally, the Account Administrator is responsible for making any changes or updates as needed over the award period. We recommend that the Account Administrator identify an individual to serve in his/her place in the event of staff changes.



- **Point of Contact for Reporting** is the primary contact for receiving official Treasury notifications about reporting on the SLFRF award, including alerts about upcoming reporting, requirements, and deadlines. The Point of Contact for Reporting is responsible for completing the SLFRF reports but cannot certify and submit these reports.
- **Authorized Representative for Reporting** is responsible for certifying and submitting official reports on behalf of the SLFRF award recipient. Treasury will accept reports or other official communications only when submitted by the Authorized Representative for Reporting. The Authorized Representative for Reporting is also responsible for communications with Treasury on such matters as extension requests and amendments of previously submitted reports. The official reports may include special reports, monthly reports, quarterly reports, interim reports, and final reports.

**May my organization designate one individual for multiple roles?**

Yes, an individual may be designated for multiple roles. For example, the individual designated as the Account Administrator can also be designated as the Authorized Representative for Reporting or Point of Contact for Reporting. It is also acceptable for an organization to designate one individual for all three roles however it should also adhere to any applicable rules on personnel checks and balances.

**May my organization designate more than one individual per role?**

Yes, you may designate more than one person per each role but are encouraged to limit the number of users assigned to each role.

**May my organization change the designations from time to time?**

Yes, an organization may make changes and updates to the list of designation individuals whenever needed.

**Must each of the designated individuals register for using Treasury’s Portal?**

Yes, everyone designated for any of the roles must register with ID.me or Login.gov before they will be given access to Treasury’s portal. Please contact us at the email address below for more information and guidance on registering with ID.me or Login.gov. If you are already registered with ID.me, you do not have to register to Login.gov to access your reports.

**Additional Questions or Additional Assistance?**

If you have additional questions about accessing or using Treasury’s portal to provide the designees’ names and contact information, please send us an email via [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov).



## Appendix B – Bulk File Upload Overview

### a) Purpose

This Appendix provides an overview of the SLFRF bulk file upload process. The nine (9) bulk file upload templates listed below are presented in the order in which they should be populated and submitted to the Treasury’s Portal. The data requirements for each template can be found in subsequent sections of this Appendix.

- 1) Project Baseline Template (*Note: This template will be used for Expenditure Categories 1.1-1.7, 1.10, 1.12-1.14, 2.9, 2.19-2.23, 2.28, 2.35, 2.37, 3.3-3.5, 7.1-7.2*)
- 2) Subrecipient Template
- 3) Subaward Template
- 4) Expenditures GT \$50,000 Template
- 5) Aggregate Expenditures LT \$50,000 Template
- 6) Payments to Individuals Template
- 7) Tax Offset Revenue Reducing Covered Changes Template
- 8) Tax Offset Revenue Increasing Covered Changes Template
- 9) Tax Offset Covered Spending Cuts FY21 Template

### b) Expenditure Category (EC) Templates

Expenditure Categories (EC) which require additional programmatic data and other information are listed below. The reporting requirements for each EC can be found in [Appendix D](#).

- 1) Project Baseline Template
- 2) Project EC 1.8, 2.29-2.33 Template
- 3) Project EC 1.9, 2.34 Template
- 4) Project EC 1.11, 2.10 Template
- 5) Project EC 2.1-2.8 Template
- 6) Project EC 2.11-2.14 Template
- 7) Project EC 2.15-2.18 Template
- 8) Project EC 2.24-2.27 Template
- 9) Project EC 2.36 Template
- 10) Project EC 3.1 Template
- 11) Project EC 3.2 Template
- 12) Project EC 4.1-4.2 Template
- 13) Project EC 5.1-5.18 Template
- 14) Project EC 5.19-5.21 Template

### c) Template Description

Each of the bulk file upload templates contains instructions on how to populate the respective fields within each file. When adding content to each template, please follow the “Help” text, which will provide what is and isn’t permitted for each cell. Each Module in the web application provides a link to download the template. All templates have the same structure as described below:

Row 1: Template Version





Row 2: Template Name

Row 3: Instructions: Brief description of the template constraints.

Row 4: Field IDs: Column identifiers

Row 5: Required or Optional: This field specifies if the field is optional or required. When the column is required, and a recipient does not provide the required data, the system will not accept any record or allow the file to be uploaded. NOTE: Due to system constraints, some required fields that are conditional based on the Expenditure Category are marked as optional in the bulk upload templates.

Row 6: Field Name: Brief description of each Field or Column

Row 7: Field Help Text: Provides a description of the column. There are 2 types of fields, 1). an open value either text or numbers and 2). A predefined list of pick list values:

- Open Value: Any text or number. Text for State name or a Number that represents amounts. Most text types are free formats, the only expectation is for Dates, each column that represents a date describes the accepted format. For any number field, it is not required to add “,” to represent thousands or it is not required to add “\$” to represent currency. Only add decimal “.” when needed.
- Pick List: A Predefined list of values that is accepted by the system. When the column is a pick list, row 7 provides the list of options that the system accepts. End users should “copy and paste” the valid value for each record. If the respondent provides a value that is not in the predefined pick list, the system will not accept the file. Responses should not contain double quotes

Row 8: Data that recipient submits. Row 8 is where recipients insert specific data to submit. The system accepts 1 or many rows.

*The following is special guidance for each row or set of rows:*

- Do not change the content of rows 1 to 7.
- Rows 4 to 7 provide metadata of each data element or column of the information that recipients will provide.
- Add your data beginning in row 8, column B.

#### **d) Bulk Upload Process**

The upload process includes the following steps:

- 1) Download the template from the link provided in the web application section of the module.
- 2) Open the template in Microsoft Excel.
- 3) Add data starting with row 8, column B of the applicable template.
- 4) When you finish adding your data for row 8, repeat on additional rows as required.
- 5) Save the template as a .CSV file and change the name of the file if needed.
- 6) Click the Bulk Upload link to open the Bulk Upload box (see Figure B - 1).



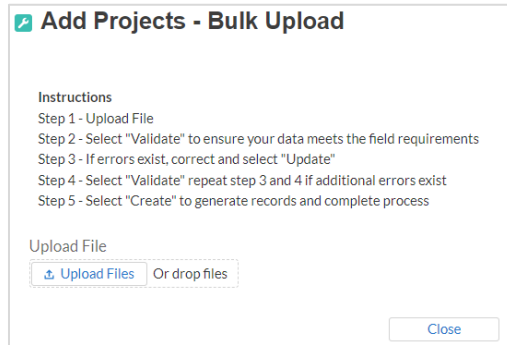


Figure B - 1 Bulk Upload Pop Up

- 7) Attach the saved .CSV file by clicking on “Upload Files”, alternatively drag the file to the designated area.
- 8) A message will appear confirming that your file is uploaded (see Figure B-2). Click “Done”.

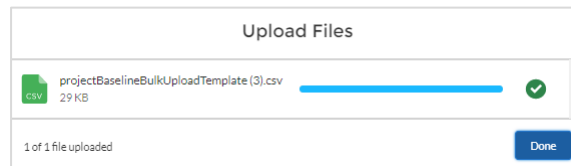


Figure B - 2 File Upload Message

- 9) File will be listed at the bottom of the bulk upload window (see Figure B-3).

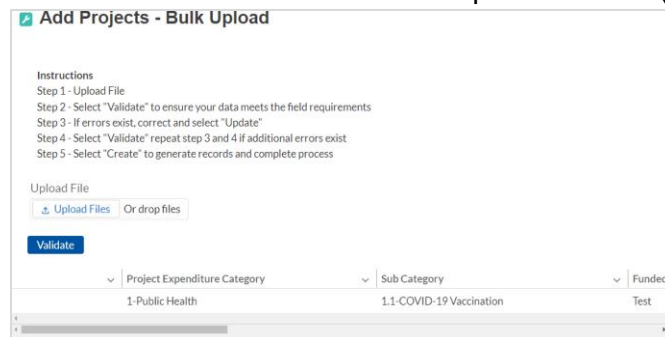


Figure B - 3 File Added to Bulk Upload Portal

- 10) Click “Validate” to have the system verify that your bulk upload does not have errors.
- 11) If the system validation finds errors in your bulk upload, it will return the screen with the list of the errors (see Figure B-4). From here, update on the screen by manually typing in your corrections in the Value column, or restart the process with a corrected bulk upload file.
- 12) In cases when it may be preferable to work from a master list of errors, click the *Download – Export Errors* link, highlighted in red box, to download a spreadsheet detailing all errors in the bulk upload file. Once your errors are corrected, click “update”. The system will once again check your upload for errors.



Row	Column	Field	Value	Error Message
8	B	Project_Expenditure_Category__c	<input type="text"/>	(Project_Expenditure_Category__c) : Project Expenditure Category Group is required.
8	C	Sub_Category__c	<input type="text"/>	(Sub_Category__c) : Project Expenditure Category is required.
8	D	Name	<input type="text"/>	(Name) : Project Name is required.

Figure B - 4 Listing of Bulk Upload Errors

13) If the system validates that the bulk upload has no errors, it will return the same screen as Figure B - 5 with instead the option to “Create” (see Figure 75). Click the “Create” button.

**Add Projects - Bulk Upload**

Instructions  
 Step 1 - Upload File  
 Step 2 - Select "Validate" to ensure your data meets the field requirements  
 Step 3 - If errors exist, correct and select "Update"  
 Step 4 - Select "Validate" repeat step 3 and 4 if additional errors exist  
 Step 5 - Select "Create" to generate records and complete process

Upload File  
 Or drop files

Project Expenditure Category	Sub Category	Funded
1-Public Health	1.1-COVID-19 Vaccination	Test

Figure B - 5 Bulk Upload Creation

14) Once created, your records will show at the bottom of the relevant screen.

**e) Bulk Upload Creation Steps**

The collective bulk file upload process is contingent upon end-users following the below steps to ensure successful submission.

**Note:** All data submitted via the bulk upload functionality must be submitted as a .CSV file.

**f) CSV Guidance**

Refer to the following link for descriptions of the CSV format.

[https://en.wikipedia.org/wiki/Comma-separated\\_values](https://en.wikipedia.org/wiki/Comma-separated_values)

**g) Specific CSV characteristics**

- The date format is: MM/DD/YYYY. Example:  
1. 06/22/2021
- All currency values are numeric. It is not required to add “,” for thousand or millions.



- All currency values should not contain a “\$” sign. The file will be rejected if a “\$” is included in the data entry.
- Once you’ve saved the excel spreadsheet as a .csv file, do not re-open the file. Re-opening the file will cause excel to possibly revert to an .xls type file and leading zeros or other issues may occur.

**h) Upload Template Description**

Each data element and/or column in the CSV files is described below:

- Index No: Reference number for the data element. For internal use only.
- Defined term: Column Short description.
- Definition: Column long description or definition.
- CSV Column Name: The column header name that must be used in the CSV file.
- Required: Indicates if the column is required or not required.
- List Value: The content of the column is from a list of predefined values. This is valid for some of the columns. The list is provided for all cases. Most of the cases is N/A which means that the type is ether String or Numeric.
- Data type: Specify the data type of the column. The options are: Numeric, Text, Date and Pick List.
- Max Length: Indicates the maximum length in characters that is allowed for each column.

**i) Project Baseline Template**

The downloadable templates provide all information required to create the upload files. The following table highlights the data elements required to complete the Project Baseline Template. Expenditure categories not covered by the Project Baseline Template have a devoted template as described in [Appendix C](#). NOTE: Each bulk file upload template, including the Project Baseline Template, will have unique requirements which determine if data fields are required, optional, or conditional. Additional guidance can be found within the Help Text for all bulk file upload templates.

Defined Term	Definition	Required/ Optional/ Conditional	List Values	Data Type	Max Length
Project Expenditure Category Group	Per guidance, this field represents the predefined project expenditure category	Required	"1-Public Health" "2-Negative Economic Impacts" "3-Public Health-Negative Economic Impact: Public Sector Capacity" "7-Administrative and Other"	Picklist (see permissible values in previous column)	n/a
Project Expenditure Category	Per guidance, this field represents and is aligned to the project expenditure category	Required	Refer to "Expenditure Categories covered by the Project Baseline Template" table below	Picklist (see permissible values in previous column)	n/a
Project Name	Name of the project.	Required	n/a	String	80



Defined Term	Definition	Required/ Optional/ Conditional	List Values	Data Type	Max Length
Project Identification Number (Assigned by recipient)	Identification number assigned to project by recipient.	Required	n/a	Alphanumeric	20
Status of Completion	Completion status of the project.	Required	"Not started", "Completed less than 50%", "Completed 50% or more", "Completed" "Cancelled"	Picklist (see permissible values in previous column)	n/a
Cancelled Status of Completion Explanation	If you selected "Cancelled" for the Status of Completion, please provide an explanation.	Conditional	n/a	String	255
Adopted Budget	Amount of the adopted budget for this project	Required for Tier 1 recipients  Optional for other Tier recipients	n/a	Currency	n/a
Total Cumulative Obligations	Total dollar value of obligations for this project.	Required	n/a	Currency	n/a
Total Cumulative Expenditures	Total dollar value of expenditures for this project.	Required	n/a	Currency	n/a
Current Period Obligations	Total dollar value of obligations for this current reporting period	Required	n/a	Currency	n/a
Current Period Expenditures	Total dollar value of expenditures for this current reporting period	Required	n/a	Currency	n/a
Does this project include a capital expenditure?	Does this project include a capital expenditure	Required	Yes No	Picklist (see permissible values in previous column)	n/a
If yes, what is the total expected capital expenditure?	If you answered "yes" to the previous question, enter the total dollar value of the expected capital expenditure  Note: If the total expected capital expenditure is greater than \$10M, then labor certifications are required.	Conditional  Required if you answered "Yes" to the previous question	n/a	Currency	n/a
Capital Expenditure Type	Type of Capital Expenditure	Conditional  Required if you answered "Yes" for the	See Appendix H for the list of Capital Expenditure Types	Picklist (see permissible values in previous column)	n/a



Defined Term	Definition	Required/ Optional/ Conditional	List Values	Data Type	Max Length
		"Does this project include a capital expenditure" question			
Other Capital Expenditure Explanation	If you selected "Other (please specify)" for the Capital Expenditure Type, please provide more details.	Conditional  Required if your answer to the previous question was "Other (please specify)"	n/a	String	255
Capital Expenditure Narrative	For recipients (other than Tribal governments) investing in projects with total expected capital expenditures for an enumerated eligible use of \$10 million or more, as well as projects with total expected capital expenditures for an "other" use of \$1 million or more, please provide a written justification.	Conditional  Required if you answered "Yes" for the "Does this project include a capital expenditure" question	n/a	String	1500
Project Description	Brief description of the project.	Required	n/a	String	1,500
Program Income Earned	The amount of Federal program income earned.	Optional	n/a	Currency	n/a
Program Income Expended	The amount of program income that was used to cover eligible project costs.	Optional	n/a	Currency	n/a
Project Demographic Distribution - Primarily Populations Served	Impacted and/or Disproportionally Impacted populations served by this project.	Conditional  Required for the following Expenditure Categories: 1.1-7, 1.10, 1.12-14, 2.9, 2.19-23, 2.28, 2.35, 2.37	See Appendix G for Project Demographic Distribution populations	Picklist (see permissible values in previous column)	n/a
Project Demographic Distribution – Primary Populations Served Explanation	If the selected demographic includes 'specify' please provide a brief explanation	Conditional  Required if the selected demographic in the previous question includes 'specify'	n/a	String	250
Project Demographic Distribution - Additional	Impacted and/or Disproportionally Impacted populations served by this project.	Optional	See Appendix G for Project Demographic Distribution populations	Picklist (see permissible values in previous column)	n/a



Defined Term	Definition	Required/ Optional/ Conditional	List Values	Data Type	Max Length
Populations Served					
Project Demographic Distribution – Secondary Populations Served Explanation	If the selected demographic includes 'specify' please provide a brief explanation	Conditional	n/a	String	250
Project Demographic Distribution - Additional Populations Served	Impacted and/or Disproportionally Impacted populations served by this project.	Optional	See Appendix G for Project Demographic Distribution populations	Picklist (see permissible values in previous column)	n/a
Project Demographic Distribution – Tertiary Populations Served Explanation	If the selected demographic includes 'specify' please provide a brief explanation	Conditional	n/a	String	250
Structure and objectives of assistance program	Description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	Required	n/a	String	250
Recipient's approach	Description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19, as described in the final rule	Required	n/a	String	250

Expenditure Categories covered by the Project Baseline Template	
1.1	COVID-19 Vaccination
1.2	COVID-19 Testing
1.3	COVID-19 Contact Tracing
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)
1.5	Personal Protective Equipment
1.6	Medical Expenses (including Alternative Care Facilities)
1.7	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
1.10	COVID-19 Aid to Impacted Industries
1.12	Mental Health Services
1.13	Substance Use Services
1.14	Other Public Health Services
2.9	Unemployment Benefits or Cash Assistance to Unemployed Workers
2.19	Social Determinants of Health: Community Health Workers or Benefits Navigators



Expenditure Categories covered by the Project Baseline Template	
2.20	Social Determinants of Health: Lead Remediation
2.21	Medical Facilities for Disproportionately Impacted Communities
2.22	Strong Healthy Communities: Neighborhood Features that Promote Health and Safety
2.23	Strong Healthy Communities: Demolition and Rehabilitation of Properties
2.28	Contributions to UI Trust Funds
2.35	Aid to Tourism Travel and Hospitality
2.37	Economic Impact Assistance: Other
3.3	Public Sector Workforce: Other
3.4	Public Sector Capacity: Effective Service Delivery
3.5	Public Sector Capacity: Administrative Needs
7.1	Administrative Expenses
7.2	Transfers to Other Units of Government

### j) Subrecipient Template

The downloadable templates provide all information required to create the upload files. The following table highlights the data elements required to complete the Subrecipient Template.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Subrecipient UEI	The Subrecipient's Unique Entity Identifier (UEI) created in SAM.gov.  This field is required for Contractor's and Subrecipient's.	Conditional	n/a	Alpha-numeric	12
Subrecipient TIN	The Subrecipient's Internal Revenue Service (IRS) Taxpayer Identification Number	Optional	n/a	Numeric	9
Id	This is a Treasury Portal auto-generated unique ID only for used when updating existing subrecipients in bulk upload. The IDs can be found in the "My Subrecipients" table as well as through the "Download as CSV" feature.  Note: Do not enter values in this field when attempting to create new entries.	Optional	n/a	Alpha-numeric	10
Subrecipient Name	The name of the Subrecipient.	Required	n/a	String	80
Entity Type	Indicators for types of entities	Required	-Subrecipient -Contractor -Beneficiary	Picklist (see permissible values in previous column)	n/a



Defined Term	Definition	Required	List Values	Data Type	Max Length
POC Email Address	The email address of the primary point-of-contact for the Subrecipient.	Optional	n/a	String	40
Address Line 1	First line of the Subrecipient's address.	Required	n/a	String	150
Address Line 2	Second line of the Subrecipient's address.	Optional	n/a	String	150
Address Line 3	Third line of the Subrecipient's address.	Optional	n/a	String	150
City Name	Name of the city in which the Subrecipient is located.	Required	n/a	String	40
State Code	United States Postal Service (USPS) two-letter abbreviation for the state or territory in which the Subrecipient is located.	Required	(AL, AK, AS, AZ, AR, CA, CO, CT, DE, DC, FM, FL, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MH, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, MP, OH, OK, OR, PW, PA, PR, RI, SC, SD, TN, TX, UT, VT, VI, VA, WA, WV, WI, WY)	String	2
Zip5	United States ZIP code (five digits) associated with the Subrecipient's address.	Required	n/a	Numeric	5
Zip4	Zip Plus4 (four digits) identifying where the predominant performance of the subaward will be accomplished.	Optional	n/a	Numeric	4
Country	Provide the two-letter country code as defined by the International Organization for Standardization.  Enter US for United States of America.  If outside the US, please refer to the list of ISO 3166-1 alpha2 county codes at <a href="https://www.worlddata.info/country_codes.php">https://www.worlddata.info/country_codes.php</a>	Optional	Country name	Portal: Picklist (Country name)  Bulk File: String	Portal: n/a Bulk File: 2





Defined Term	Definition	Required	List Values	Data Type	Max Length
Subrecipient SAM.gov Registration	Confirmation that the Subrecipient is registered in SAM.gov	Required	Yes/No	Picklist	n/a
In its preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from federal funds?	<p>This field is Required If you answered "No" to the previous question: "Is the subrecipient registered in SAM.gov".</p> <p>Confirmation that the proportion of the Subrecipient's federal funding-to-total annual gross revenue for the preceding fiscal year is at least 80%.</p> <p>Must select Yes or No.</p>	<p>Conditional</p> <p>Required if you answered "No" to the previous question</p>	Yes/No	Picklist	n/a
In the preceding fiscal year, did recipient receive \$25 million or more of its annual gross revenue from federal funds?	<p>This field is Required If you answered "No" to the question: "Is the subrecipient registered in SAM.gov".</p> <p>Confirmation that the Subrecipient's total annual gross revenue from federal funding across all programs for the preceding fiscal year is greater than \$25 million.</p> <p>Must select Yes or No.</p>	<p>Conditional</p> <p>Required if you answered "No" to the "Subrecipient SAM.gov registration" question</p>	Yes/No	Picklist	n/a
Is the "total compensation" for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?	Confirmation that qualifying Subrecipient's publicly identify their top five highest compensated executives or have it listed in their SAM.gov profile, if "No" please provide names and compensation for top 5 executives.	<p>Conditional</p> <p>Required if you answered "Yes" to both previous questions</p>	Yes/No	Picklist	n/a
Executive Name (1)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient.	<p>Conditional</p> <p>Required If you answered "No" to the previous question</p>	n/a	String	100
Total Compensation Executive (1)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient.	<p>Conditional</p> <p>Required If you answered "No" to the "Is the total compensation for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?" question</p>	n/a	Currency	n/a



Defined Term	Definition	Required	List Values	Data Type	Max Length
Executive Name (2)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient.	Conditional  Required If you answered "No" to the "Is the total compensation for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?" question	n/a	String	100
Total Compensation Executive (2)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient.	Conditional  Required If you answered "No" to the "Is the total compensation for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?" question	n/a	Currency	n/a
Executive Name (3)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient.	Conditional  Required If you answered "No" to the "Is the total compensation for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?" question	n/a	String	100
Total Compensation (3)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient.	Conditional  Required If you answered "No" to the "Is the total compensation for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?" question	n/a	Currency	n/a



Defined Term	Definition	Required	List Values	Data Type	Max Length
		SAM.gov?" question			
Executive Name (4)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient.	Conditional  Required If you answered "No" to the "Is the total compensation for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?" question	n/a	String	100
Total Compensation (4)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient.	Conditional  Required If you answered "No" to the "Is the total compensation for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?" question	n/a	Currency	n/a
Executive Name (5)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient.	Conditional  Required If you answered "No" to the "Is the total compensation for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?" question	n/a	String	100
Total Compensation Executive (5)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient.	Conditional  Required If you answered "No" to the "Is the total compensation for the organization's five highest	n/a	Currency	n/a



Defined Term	Definition	Required	List Values	Data Type	Max Length
		paid officers publicly listed or otherwise listed in SAM.gov?" question			

**k) Subaward Template**

The downloadable templates provide all information required to create the upload files. The following table highlights the data elements required to complete the Subaward Template.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Subrecipient UEI	The Subrecipient's Unique Entity Identifier (UEI) created in SAM.gov.  This field is required for Contractor's and Subrecipient's.	Conditional	n/a	Alpha-numeric	12
Subrecipient TIN	The Subrecipient's Internal Revenue Service (IRS) Taxpayer Identification Number	Optional	n/a	Numeric	9
Recipient Project Id	Recipient Project ID associated with this Sub Award. This is your unique Project Identification Number.	Required	n/a	Numeric	20
Subaward No.	Recipient's internal account number for the grant, contract, transfer, or direct payment. This can be the account number, or any other unique identifying number assigned by the Recipient to the award. This number is strictly for the Recipient's recordkeeping.	Required	n/a	String	20
Subaward Type	The type of Subaward.	Required	"Contract: Purchase Order" "Contract: Delivery Order" "Contract: Blanket Purchase Agreement" "Contract: Definitive Contract" "Grant: Lump Sum Payment(s)"	Picklist (see permissible values in previous column)	30



Defined Term	Definition	Required	List Values	Data Type	Max Length
			"Grant: Reimbursable" "Direct Payment" "Transfer: Lump Sum Payment(s)" "Transfer: Reimbursable" "Loan - maturity prior to 12/31/26 with planned forgiveness" "Loan - maturity prior to 12/31/26 without planned forgiveness" "Loan - maturity past 12/31/26 with planned forgiveness" "Loan - maturity past 12/31/26 without planned forgiveness"		
Subaward Amount (Obligation)	Total amount of SLFRF funds obligated by the Recipient to a Subrecipient under a given Subaward.	Required	n/a	Currency	n/a
Subaward Award Date	The date the Recipient obligated funds to a Subrecipient.	Required	n/a	Date	8
Primary Sector	Select Primary Sector from picklist.	Conditional	Refer to Sectors Designated as Essential Critical Infrastructure Sectors table below	Picklist (see permissible values in previous column)	30
If Other	Explanation if the Primary Sector is "Other"	Conditional  Required if previous question answer is "Other"	n/a	String	100
Period of Performance Start	The date on which efforts begin or the Subaward is otherwise effective.	Required	n/a	Date	8



Defined Term	Definition	Required	List Values	Data Type	Max Length
Period of Performance End	The date on which all effort is completed or the Subaward is otherwise ended.	Required	n/a	Date	8
Place of Performance Address 1	First line of the address where the predominant performance of the Subaward will be accomplished.	Required	n/a	String	120
Place of Performance Address 2	Second line of the address where the predominant performance of the Subaward will be accomplished.	Optional	n/a	String	120
Place of Performance Address 3	Third line of the address where the predominant performance of the Subaward will be accomplished.	Optional	n/a	String	120
Place of Performance City	The name of the city where the predominant performance of the Subaward will be accomplished.	Required	n/a	String	40
Place of Performance State Code	United States Postal Service (USPS) two-letter abbreviation for the state or territory indicating where the predominant performance of the Subaward will be accomplished.	Required	(AL, AK, AS, AZ, AR, CA, CO, CT, DE, DC, FM, FL, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MH, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, MP, OH, OK, OR, PW, PA, PR, RI, SC, SD, TN, TX, UT, VT, VI, VA, WA, WV, WI, WY)	String	2
Place of Performance Zip	United States ZIP code (five digits) identifying where the predominant performance of the subaward will be accomplished.	Required	n/a	Numeric	5
Place of Performance Zip4	United States ZIP code (four digits) identifying where the predominant performance of the Subaward will be accomplished.	Optional	n/a	Numeric	4
Purpose of Funds	Recipients must submit a written justification to Treasury describing how the premium pay or grant is responsive to workers performing essential work during the public health emergency unless the worker or groups of workers receiving premium pay meet one of two criteria: (1) the eligible worker(s) receiving premium pay earn (with the premium	Conditional	n/a	Sting	3000



Defined Term	Definition	Required	List Values	Data Type	Max Length
	included) below 150 percent of their residing state or county's average annual wage for all occupations, as defined by the Bureau of Labor Statistics Occupational Employment and Wage Statistics; or (2) the eligible worker(s) receiving premium pay is not exempt from the Fair Labor Standards Act overtime provisions.				
Subaward Description	A description of the overall purpose and expected outputs and outcomes or results of the funded subaward, including significant deliverables and, if appropriate, associated units of measure. The purpose and outcomes or results should be stated in terms that allow an understanding that the subaward constitutes an eligible use of funds.	Required	n/a	String	750

Sectors Designated as Essential Critical Infrastructure Sectors
Any work performed by an employee of a State, local, or Tribal government
Behavioral health work
Biomedical Research
Dental care work
Educational work, school nutrition work, and other work required to operate a school facility
Election's work
Emergency response
Family or childcare
Grocery stores, restaurants, food production, and food delivery
Health care
Home- and community-based health care or assistance with activities of daily living
Laundry work
Maintenance work
Medical testing and diagnostics
Pharmacy
Public health work
Sanitation, disinfection, and cleaning work
Social services work
Solid waste or hazardous materials management, response, and cleanup work
Transportation and warehousing
Vital services to Tribes
Work at hotel and commercial lodging facilities that are used for COVID-19 mitigation and containment
Work in a mortuary



Sectors Designated as Essential Critical Infrastructure Sectors
Work in critical clinical research, development, and testing necessary for COVID-19 response
Work requiring physical interaction with patients
Other

**i) Expenditures for Awards Greater Than \$50,000 Template**

The downloadable templates provide all information required to create the upload files. The following table highlights the data elements required to complete the Expenditures GT \$50,000 Template.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Subaward Number	Subaward number that allows the Recipient to associate Expenditure records to Subaward records. Enter Subaward Number. Subaward Number is not required if Expenditure Category is "Administrative Cost".	Required	n/a	Numeric	20
Expenditure Start Date	Start date for the range of time when the expenditure(s) occurred.	Required	n/a	Date	8
Expenditure End Date	End date for the range of time when the expenditure(s) occurred	Required	n/a	Date	8
Expenditure Amount	Total amount of SLFRF dollars on the Subaward.	Required	n/a	Currency	n/a

**m) Aggregate Expenditures for Awards Less Than \$50,000 Template**

The downloadable templates provide all information required to create the upload files. The following table highlights the data elements required to complete the Aggregate Expenditures LT \$50,000 Template.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Recipient Project Id	Recipient Project ID that allows the Recipient to associate Expenditure records to Project records.	Required	n/a	Numeric	20
Subaward Type Aggregates SLFRF	The Subaward Type that had obligation or expenditure/payment activity during the reporting period.	Required	"Aggregate of Contracts Awarded " "Aggregate of Grants Awarded " "Aggregate of Loans Issued " "Aggregate of Transfers " "Aggregate of Direct Payments "	Picklist (see permissible values in previous column)	100





Defined Term	Definition	Required	List Values	Data Type	Max Length
Total Period Obligation Amount (Aggregates)	Sum of sub-award amounts/obligations during the most recent period for this Sub-Award Type (Aggregates).	Required	n/a	Currency	n/a
Total Period Expenditure Amount (Aggregates)	Sum of Expenditures or Payments during the most recent period for this Sub-Award Type (Aggregates).	Required	n/a	Currency	n/a

**n) Payments to Individuals Template**

The downloadable templates provide all information required to create the upload files. The following table highlights the data elements required to complete the Payments to Individuals Template.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Recipient Project Id	Recipient Project ID that allows the Recipient to associate Expenditure records to Project records.	Required	n/a	Numeric	20
Total Period Obligation Amount (Aggregates)	Sum of sub-award amounts/obligations during the most recent period for this Sub-Award Type (Aggregates).	Required	n/a	Currency	n/a
Total Period Expenditure Amount (Aggregates)	Sum of Expenditures or Payments during the most recent period for this Sub-Award Type (Aggregates).	Required	n/a	Currency	n/a



## Appendix C – Expenditure Categories and Template Mapping

The Expenditure Categories (EC) listed below must be used to categorize each project as noted in the [Reporting Guidance](#). The term “Expenditure Category” refers to the detailed level (e.g., 1.1 COVID-10 Vaccination). When referred to at the summary level (e.g., EC 1) it includes all Expenditure Categories within that summary level.

For the table below, the following legend applies.

\*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions (see Use of Evidence section above for details). Please note the evidence-based questions are only applicable to States, U.S. Territories, and metropolitan cities and counties with population over 250,000.

^Denotes areas where recipients must report on whether projects are primarily serving disproportionately impacted communities (see Project Demographic Distribution section above for details)

The Programmatic Data column indicates which Expenditure Categories have associated programmatic data, in addition to the project standard information. More information on each EC’s programmatic data is contained in Appendix C and in the [Reporting Guidance](#).

Category		Programmatic Data?	Bulk Upload Template
<b>1 Expenditure Category: Public Health</b>			
1.1	COVID-19 Vaccination <sup>^</sup>	No	Project Baseline Template
1.2	COVID-19 Testing <sup>^</sup>	No	Project Baseline Template
1.3	COVID-19 Contact Tracing <sup>^</sup>	No	Project Baseline Template
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.) <sup>*^</sup>	No	Project Baseline Template
1.5	Personal Protective Equipment <sup>^</sup>	No	Project Baseline Template
1.6	Medical Expenses (including Alternative Care Facilities) <sup>^</sup>	No	Project Baseline Template
1.7	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine) <sup>^</sup>	No	Project Baseline Template
1.8	COVID-19 Assistance to Small Businesses <sup>^</sup>	Yes	Template for 1.8, 2.29-2.33
1.9	COVID 19 Assistance to Non-Profits <sup>^</sup>	Yes	Template for 1.9, 2.34
1.10	COVID-19 Aid to Impacted Industries <sup>^</sup>	No	Project Baseline Template
1.11	Community Violence Interventions <sup>*^</sup>	Yes	Template for 1.11, 2.10
1.12	Mental Health Services <sup>*^</sup>	No	Project Baseline Template
1.13	Substance Use Services <sup>*^</sup>	No	Project Baseline Template
1.14	Other Public Health Services <sup>^</sup>	No	Project Baseline Template
<b>2 Expenditure Category: Negative Economic Impacts</b>			
2.1	Household Assistance: Food Programs <sup>*^</sup>	Yes	Template for 2.1 – 2.8
2.2	Household Assistance: Rent, Mortgage, and Utility Aid <sup>*^</sup>	Yes	Template for 2.1 – 2.8
2.3	Household Assistance: Cash Transfers <sup>*^</sup>	Yes	Template for 2.1 – 2.8



Category		Programmatic Data?	Bulk Upload Template
2.4	Household Assistance: Internet Access Programs*^	Yes	Template for 2.1 – 2.8
2.5	Household Assistance: Paid Sick and Medical Leave^	Yes	Template for 2.1 – 2.8
2.6	Household Assistance: Health Insurance*^	Yes	Template for 2.1 – 2.8
2.7	Household Assistance: Services for Un/Unbanked*^	Yes	Template for 2.1 – 2.8
2.8	Household Assistance: Survivor's Benefits^	Yes	Template for 2.1 – 2.8
2.9	Unemployment Benefits or Cash Assistance to Unemployed Workers*^	No	Project Baseline Template
2.10	Assistance to Unemployed or Underemployed Workers (e.g., job training, subsidized employment, employment supports or incentives) *^	Yes	Template for 1.11, 2.10
2.11	Healthy Childhood Environments: Child Care*^	Yes	Template for 2.11 – 2.14
2.12	Healthy Childhood Environments: Home Visiting*^	Yes	Template for 2.11 – 2.14
2.13	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System*^	Yes	Template for 2.11 – 2.14
2.14	Healthy Childhood Environments: Early Learning*^	Yes	Template for 2.11 – 2.14
2.15	Long-term Housing Security: Affordable Housing*^	Yes	Template for 2.15 – 2.18
2.16	Long-term Housing Security: Services for Unhoused Persons*^	Yes	Template for 2.15 – 2.18
2.17	Housing Support: Housing Vouchers and Relocation Assistance for Disproportionately Impacted Communities*^	Yes	Template for 2.15 – 2.18
2.18	Housing Support: Other Housing Assistance*^	Yes	Template for 2.15 – 2.18
2.19	Social Determinants of Health: Community Health Workers or Benefits Navigators*^	No	Project Baseline Template
2.20	Social Determinants of Health: Lead Remediation*^	No	Project Baseline Template
2.21	Medical Facilities for Disproportionately Impacted Communities^	No	Project Baseline Template
2.22	Strong Healthy Communities: Neighborhood Features that Promote Health and Safety^	No	Project Baseline Template
2.23	Strong Healthy Communities: Demolition and Rehabilitation of Properties^	No	Project Baseline Template
2.24	Addressing Educational Disparities: Aid to High-Poverty Districts^	Yes	Template for 2.24 – 2.27
2.25	Addressing Educational Disparities: Academic, Social, and Emotional Services*^	Yes	Template for 2.24 – 2.27
2.26	Addressing Educational Disparities: Mental Health Services*^	Yes	Template for 2.24 – 2.27
2.27	Addressing Impacts of Lost Instructional Time^	Yes	Template for 2.24 – 2.27
2.28	Contributions to UI Trust Funds^	No	Project Baseline Template
2.29	Loans or Grants to Mitigate Financial Hardship^	Yes	Template for 1.8, 2.29-2.33



Category		Programmatic Data?	Bulk Upload Template
2.30	Technical Assistance, Counseling, or Business Planning*^	Yes	Template for 1.8, 2.29-2.33
2.31	Rehabilitation of Commercial Properties or Other Improvements^	Yes	Template for 1.8, 2.29-2.33
2.32	Business Incubators and Start-Up or Expansion Assistance*^	Yes	Template for 1.8, 2.29-2.33
2.33	Enhanced Support to Microbusinesses*^	Yes	Template for 1.8, 2.29-2.33
2.34	Assistance to Impacted Nonprofit Organizations (Impacted or Disproportionately Impacted)^	Yes	Template for 1.9, 2.34
2.35	Aid to Tourism, Travel, or Hospitality^	No	Project Baseline Template
2.36	Aid to Other Impacted Industries^	Yes	Template for 2.36
2.37	Economic Impact Assistance: Other*^	No	Project Baseline Template
<b>3 Expenditure Category: Services to Disproportionately Impacted Communities</b>			
3.1	Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers^	Yes	Template for EC 3.1
3.2	Public Sector Workforce: Rehiring Public Sector Staff^	Yes	Template for EC 3.2
3.3	Public Sector Workforce: Other^	No	Project Baseline Template
3.4	Public Sector Capacity: Effective Service Delivery^	No	Project Baseline Template
3.5	Public Sector Capacity: Administrative Needs^	No	Project Baseline Template
<b>4 Expenditure Category: Premium Pay</b>			
4.1	Public Sector Employees	Yes	Template for EC 4.1 – 4.2
4.2	Private Sector: Grants to other employers	Yes	Template for EC 4.1 – 4.2
<b>5 Expenditure Category: Infrastructure</b>			
5.1	Clean Water: Centralized Wastewater Treatment	Yes	Template for EC 5.1 – 5.18
5.2	Clean Water: Centralized Wastewater Collection and Conveyance	Yes	Template for EC 5.1 – 5.18
5.3	Clean Water: Decentralized Wastewater	Yes	Template for EC 5.1 – 5.18
5.4	Clean Water: Combined Sewer Overflows	Yes	Template for EC 5.1 – 5.18
5.5	Clean Water: Other Sewer Infrastructure	Yes	Template for EC 5.1 – 5.18
5.6	Clean Water: Stormwater	Yes	Template for EC 5.1 – 5.18
5.7	Clean Water: Energy Conservation	Yes	Template for EC 5.1 – 5.18
5.8	Clean Water: Water Conservation	Yes	Template for EC 5.1 – 5.18
5.9	Clean Water: Nonpoint Source	Yes	Template for EC 5.1 – 5.18
5.10	Drinking water: Treatment	Yes	Template for EC 5.1 – 5.18
5.11	Drinking water: Transmission & Distribution	Yes	Template for EC 5.1 – 5.18
5.12	Drinking water: Lead Remediation, including in Schools and Daycares	Yes	Template for EC 5.1 – 5.18
5.13	Drinking water: Source	Yes	Template for EC 5.1 – 5.18
5.14	Drinking water: Storage	Yes	Template for EC 5.1 – 5.18
5.15	Drinking water: Other water infrastructure	Yes	Template for EC 5.1 – 5.18
5.16	Water and Sewer: Private Wells	Yes	Template for EC 5.1 – 5.18



Category		Programmatic Data?	Bulk Upload Template
5.17	Water and Sewer: IIJA Bureau of Reclamation Match	Yes	Template for EC 5.1 – 5.18
5.18	Water and Sewer: Other	Yes	Template for EC 5.1 – 5.18
5.19	Broadband: “Last Mile” projects	Yes	Template for EC 5.19-5.21
5.20	Broadband: IIJA Match	Yes	Template for EC 5.19-5.21
5.21	Broadband: Other projects	Yes	Template for EC 5.19-5.21
<b>6 Expenditure Category: Revenue Replacement</b>			
6.1	Provision of Government Services	N/A	N/A
6.2	Non-federal match for other Federal Programs	N/A	N/A
<b>7 Administrative and Other</b>			
7.1	Administrative Expenses	No	Project Baseline Template
7.2	Transfers to Other Units of Government	No	Project Baseline Template



## Appendix D – SLFRF Expenditure Category Programmatic Data and Other Information

The downloadable templates contain information required to create the upload files to include required/optional fields, help text, and permissible data types.

The following table highlights the standard data elements required for the Project Bulk Upload for Baseline Projects. Refer to [Appendix C](#) for the Expenditure Categories that this template applies to.

*Project Bulk Upload for Project Baseline Template Table*

Defined Term	Definition	Required/Optional	List Values	Data Type	Max Length
Project Expenditure Category Group	Per guidance, this field represents the predefined project expenditure category	Required	"1-Public Health" "2-Negative Economic Impacts" "3-Public Health-Negative Economic Impact: Public Sector Capacity" "7-Administrative and Other"	Picklist (see permissible values in previous column)	n/a
Project Expenditure Category	Per guidance, this field represents and is aligned to the project expenditure category	Required	Refer to "Expenditure Categories covered by the Project Baseline Template" table in Appendix B	Picklist (see permissible values in previous column)	n/a
Project Name	Name of the project.	Required	n/a	String	80
Project Identification Number (Assigned by recipient)	Identification number assigned to project by recipient.	Required	n/a	Alphanumeric	20
Status of Completion	Completion status of the project.	Required	"Not started", "Completed less than 50%", "Completed 50% or more", "Completed"	Picklist (see permissible values in previous column)	n/a
Cancelled Status of Completion Explanation	If you selected "Cancelled" for the Status of Completion, please provide an explanation.	Conditional	n/a	String	255
Adopted Budget	Amount of the adopted budget for this project	Required for Tier 1 recipients  Optional for other Tier recipients	n/a	Currency	n/a
Total Cumulative Obligations	Total dollar value of obligations for this project.	Required	n/a	Currency	n/a



Defined Term	Definition	Required/Optional	List Values	Data Type	Max Length
Total Cumulative Expenditures	Total dollar value of expenditures for this project.	Required	n/a	Currency	n/a
Current Period Obligations	Total dollar value of obligations for this current reporting period	Required	n/a	Currency	n/a
Current Period Expenditures	Total dollar value of expenditures for this current reporting period	Required	n/a	Currency	n/a
Does this project include a capital expenditure?	Does this project include a capital expenditure	Required	Yes No	Picklist (see permissible values in previous column)	n/a
If yes, what is the total expected capital expenditure?	If you answered "yes" to the previous question, enter the total dollar value of the expected capital expenditure  Note: If the total expected capital expenditure is greater than \$10M, then labor certifications are required.	Conditional  Required if you answered "Yes" to the previous question	n/a	Currency	n/a
Capital Expenditure Type	Type of Capital Expenditure	Conditional  Required if you answered "Yes" for the "Does this project include a capital expenditure" question	See Appendix H for the list of Capital Expenditure Types	Picklist (see permissible values in previous column)	n/a
Other Capital Expenditure Explanation	If you selected "Other (please specify)" for the Capital Expenditure Type, please provide more details.	Conditional  Required if the answer to the question above was "Other (please specify)"	n/a	String	255
Capital Expenditure Narrative	For recipients (other than Tribal governments) investing in projects with total expected capital expenditures for an enumerated eligible use of \$10 million or more, as well as projects with total expected capital expenditures for an "other" use of \$1 million or more, please provide a written justification.	Conditional  Required if you answered "Yes" for the "Does this project include a capital expenditure" question	n/a	String	1500



Defined Term	Definition	Required/Optional	List Values	Data Type	Max Length
Project Description	Brief description of the project.	Required	n/a	String	1,500
Program Income Earned	The amount of Federal program income earned.	Optional	n/a	Currency	n/a
Program Income Expended	The amount of program income that was used to cover eligible project costs.	Optional	n/a	Currency	n/a
Project Demographic Distribution - Primarily Populations Served	Impacted and/or Disproportionally Impacted populations served by this project.	Conditional  Required for the following Expenditure Categories: 1.1-7, 1.10, 1.12-14, 2.9, 2.19-23, 2.28, 2.35, 2.37	See Appendix G for Project Demographic Distribution populations	Picklist (see permissible values in previous column)	n/a
Project Demographic Distribution – Primary Populations Served Explanation	If the selected demographic includes 'specify' please provide a brief explanation	Conditional  Required if the selected demographic in the previous question includes 'specify'	n/a	String	250
Project Demographic Distribution - Additional Populations Served	Impacted and/or Disproportionally Impacted populations served by this project.	Optional	See Appendix G for Project Demographic Distribution populations	Picklist (see permissible values in previous column)	n/a
Project Demographic Distribution – Secondary Populations Served Explanation	If the selected demographic includes 'specify' please provide a brief explanation	Conditional	n/a	String	250
Project Demographic Distribution - Additional Populations Served	Impacted and/or Disproportionally Impacted populations served by this project.	Optional	See Appendix G for Project Demographic Distribution populations	Picklist (see permissible values in previous column)	n/a
Project Demographic Distribution – Tertiary Populations Served Explanation	If the selected demographic includes 'specify' please provide a brief explanation	Conditional	n/a	String	250
Structure and objectives of assistance program	Description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	Required	n/a	String	250





Defined Term	Definition	Required/ Optional	List Values	Data Type	Max Length
Recipient's approach	Description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19, as described in the final rule	Required	n/a	String	250

Please note, under EC 1, EC 2, and EC 3 for projects where the total expected capital expenditures are over \$10 million, there are additional manually entered collection requirements separate from those collected via bulk upload. Please view the “**Additional manual entry for all infrastructure projects**” section for more details.

### EC 1.1 – 1.7, 1.10

There is no additional programmatic data required for the following ECs:

- EC 1.1 COVID-19 Vaccination
- EC 1.2 COVID-19 Testing
- EC 1.3 Contact Tracing
- EC 1.4 Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Childcare facilities, etc.)
- EC 1.5 Personal Protective Equipment
- EC 1.6 Medical Expenses (including Alternative Care Facilities)
- EC 1.7 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
- EC 1.10 COVID-19 Aid to Impacted Industries

### EC 1.8, 2.29 - 2.33

There is additional programmatic data required for EC 1.8, 2.29 - 2.33 that can be provided via bulk upload file or manual entry. The EC1.8, 2.29-2.33 Bulk File Upload Template contains guidance to create the upload files to include data instructions, required/optional fields, help text, and permissible data types.

- EC 1.8 COVID-19 Assistance to Small Businesses
- EC 2.29 Loans or Grants to Mitigate Financial Hardship
- EC 2.30 Technical Assistance, Counseling, or Business Planning
- EC 2.31 Rehabilitation of Commercial Properties or Other Improvements
- EC 2.32 Business Incubators and Start-Up or Expansion Assistance
- EC 2.33 Enhanced Support to Microbusinesses

In addition to the project base information noted in the Project Bulk Upload for Base Projects table above, additional data to provide is as follows:



Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
Number of small businesses served	Number of small businesses served (by program if recipient establishes multiple separate small businesses assistance programs)	Required	n/a	Numeric	n/a

### EC 1.9, 2.34

There is additional programmatic data required for EC 1.9, 2.34 that can be provided via bulk upload file or manual entry. The EC 1.9, 2.34 Bulk File Upload Template contains guidance to create the upload files to include data instructions, required/optional fields, help text, and permissible data types.

- EC 1.9 COVID 19 Assistance to Non-Profits
- EC 2.34 Assistance to Impacted Nonprofit Organizations (Impacted or Disproportionately Impacted)

In addition to the project base information noted in the Project Bulk Upload for Base Projects table above, additional data to provide is as follows:

Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
Non-Profits Served	Number of Non-Profits served (by program if recipient establishes multiple separate non-profit assistance programs)	Required	n/a	Numeric	n/a

### EC 1.11, 2.10

For Tier 1 recipients, there is additional programmatic data required for EC 1.11, 2.10 that can be provided via bulk upload file or manual entry.

- EC 1.11 Community Violence Interventions
- EC 2.10 Assistance to Unemployed or Underemployed Workers (e.g., job training, subsidized employment, employment supports or incentives)

**Note-** This additional programmatic data is required for Tier 1 recipients only: states, U.S. territories, and metropolitan cities and counties with a population that exceeds 250,000 residents. Additional data to provide for EC 1.11, 2.10 is as follows:



Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
Workers enrolled in sectoral job training programs	Number of workers enrolled in sectoral job training programs	Conditional	n/a	Numeric	n/a
Workers completing sectoral job training programs	Number of workers completing sectoral job training programs	Conditional	n/a	Numeric	n/a
People participating in summer youth employment programs	Number of people participating in summer youth employment programs	Conditional	n/a	Numeric	n/a

### EC 1.12 – 1.14

There is no additional programmatic data required for the following ECs:

- EC 1.12 Mental Health Services
- EC 1.13 Substance Use Services
- EC 1.14 Other Public Health Services

### EC 2.1 – 2.8

There is additional programmatic data required for EC 2.1 – 2.8 that can be provided via bulk upload file or manual entry. The EC 2.1-2.8 Bulk File Upload Template contains guidance to create the upload files and to include data instructions, required/optional fields, help text, and permissible data types.

- EC 2.1 Household Assistance: Food Programs
- EC 2.2 Household Assistance: Rent, Mortgage, and Utility Aid
- EC 2.3 Household Assistance: Cash Transfers
- EC 2.4 Household Assistance: Internet Access Programs
- EC 2.5 Household Assistance: Paid Sick and Medical Leave
- EC 2.6 Household Assistance: Health Insurance
- EC 2.7 Household Assistance: Services for Un/Unbanked
- EC 2.8 Household Assistance: Survivor's Benefits

In addition to the project base information noted in the Project Bulk Upload for Base Projects table above, additional data to provide is as follows:

Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
Number Households Served	Number of households served (by program if recipient establishes)	Required	n/a	Numeric	n/a



Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
	multiple separate household assistance programs)				

For Tier 1 recipients only, there is additional programmatic data required for EC 2.2 that can be provided via bulk upload file or manual entry.

**Note-** This additional programmatic data is required for Tier 1 recipients only: states, U.S. territories, and metropolitan cities and counties with a population that exceeds 250,000 residents. Additional data to provide for EC 2.2 is as follows:

- Number of households receiving eviction prevention services (including legal representation)

### EC 2.9 – 2.13

There is no additional programmatic data required for the following ECs:

- EC 2.9 Unemployment Benefits or Cash Assistance to Unemployed Workers
- EC 2.10 Assistance to Unemployed or Underemployed Workers (e.g., job training, subsidized employment, employment supports or incentives)
- EC 2.11 Healthy Childhood Environments: Child Care
- EC 2.12 Healthy Childhood Environments: Home Visiting
- EC 2.13 Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System

### EC 2.11 – 2.14

For Tier 1 recipients only, there is additional programmatic data required for EC 2.11 – 2.14 that can be provided via bulk upload file or manual entry.

- EC 2.11 Healthy Childhood Environments: Child Care
- EC 2.12 Healthy Childhood Environments: Home Visiting
- EC 2.13 Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System
- EC 2.14 Healthy Childhood Environments: Early Learning

**Note-** This additional programmatic data is required for Tier 1 recipients only: states, U.S. territories, and metropolitan cities and counties with a population that exceeds 250,000 residents. Additional data to provide for EC 2.11 – 2.14 is as follows:

Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
Children served by childcare and early learning services (pre-	Number of children served by childcare and early learning services (pre-	Conditional	n/a	Numeric	n/a



Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
school/pre-K/ages 3-5)	school/pre-K/ages 3-5)				
Families served by home visiting	Number of families served by home visiting	Conditional	n/a	Numeric	n/a

### EC 2.15 – 2.18

For Tier 1 recipients only, there is additional programmatic data required for EC 2.15 – 2.18 that can be provided via bulk upload file or manual entry.

- EC 2.15 Long-Term Housing Security: Affordable Housing
- EC 2.16 Long-Term Housing Security: Services for Unhoused persons
- EC 2.17 Housing Support: Housing Vouchers and Relocation Assistance for Disproportionately Impacted Communities
- EC 2.18 Housing Support: Other Housing Assistance

**Note-** This additional programmatic data is required for Tier 1 recipients only: states, U.S. territories, and metropolitan cities and counties with a population that exceeds 250,000 residents. Additional data to provide for EC 2.15 – 2.18 is as follows:

Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
Households receiving eviction prevention services	Number of households receiving eviction prevention services (including legal representation)	Conditional	n/a	Numeric	n/a
Affordable housing units preserved or developed	Number of affordable housing units preserved or developed	Conditional	n/a	Numeric	n/a

### EC 2.24 - 2.27

There is additional programmatic data required for EC 2.24 - 2.27 that can be provided via bulk upload file or manual entry. The EC 2.24-2.27 Bulk File Upload Template contains guidance to create the upload files and to include data instructions, required/optional fields, help text, and permissible data types.

- EC 2.24 Addressing Educational Disparities: Aid to High-Poverty Districts



- EC 2.25 Addressing Educational Disparities: Academic, Social, and Emotional Services
- EC 2.26 Addressing Educational Disparities: Mental Health Services
- EC 2.27 Addressing Impacts of Lost Instructional Time

In addition to the project base information noted in the Project Bulk Upload for Base Projects table above, additional data to provide is as follows:

Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
The National Center for Education Statistics (“NCES”) School ID or NCES District ID.	The National Center for Education Statistics (“NCES”) School ID or NCES District ID. Separate IDs with commas for multiple entries.	Required	n/a	Numeric	n/a

### Policy Information

When providing the National Center for Education Statistics (“NCES”) School ID or NCES District ID, please list the School District if all schools within the school district received some funds. If not all schools within the school district received funds, please list the School ID of the schools that received funds. These can allow evaluators to link data from the NCES to look at school-level demographics and, eventually, student performance. For more information on NCES identification numbers see <https://nces.ed.gov/ccd/districtsearch/> (districts) and <https://nces.ed.gov/ccd/schoolsearch/> (schools).

For Tier 1 recipients only, there is additional programmatic data required for EC 2.24 – 2.27 that can be provided via bulk upload file or manual entry.

**Note-** This additional programmatic data is required for Tier 1 recipients only: states, U.S. territories, and metropolitan cities and counties with a population that exceeds 250,000 residents. Additional data to provide for EC 2.24 – 2.27 is as follows:

- Number of students participating in evidence-based tutoring programs

### EC 2.19 – 2.23, 2.28, 2.35, 2.37

There is no additional programmatic data required for the following ECs:

- EC 2.19 Social Determinants of Health: Community Health Workers or Benefits Navigators
- EC 2.20 Social Determinants of Health: Lead Remediation
- EC 2.21 Medical Facilities for Disproportionately Impacted Communities
- EC 2.22 Strong Healthy Communities: Neighborhood Features that Promote Health and Safety
- EC 2.23 Strong Healthy Communities: Demolition and Rehabilitation of Properties
- EC 2.28 Contributions to UI Trust funds
- EC 2.35 Aid to Tourism Travel or Hospitality



- EC 2.37 Economic Impact Assistance: Other

### EC 2.36

There is additional programmatic data required for EC 2.36 that can be provided via bulk upload file or manual entry. The EC 2.36 Bulk File Upload Template contains guidance to create the upload files to include data instructions, required/optional fields, help text, and permissible data types.

- EC 2.36 Aid to Other Impacted Industries

In addition to the project base information noted in the Project Bulk Upload for Base Projects table above, additional data to provide is as follows:

Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
Industry other than tourism Narrative	If aid is provided to industries other than travel, tourism, and hospitality (EC 2.36), please describe if the industry experienced at least 8 percent employment loss from pre-pandemic levels, or the industry is experiencing comparable or worse economic impacts as the national tourism, travel, and hospitality industries as of the date of the Final Rule, and rationale for providing aide to the industry	Required	n/a	Text	250

### EC 3.1

There is additional programmatic data required for EC 3.1 that can be provided via bulk upload file or manual entry. The EC 3.1 Template contains guidance to create the upload files to include data instructions, required/optional fields, help text, and permissible data types.

- 3.1 Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers

In addition to the project base information noted in the Project Bulk Upload for Base Projects table above, additional data to provide is as follows:



Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
Number of government FTE responding to COVID-19 supported under this authority	Number of government FTE responding to COVID-19 supported under this authority	Required	n/a	Numeric	n/a

### EC 3.2

There is additional programmatic data required for EC 3.2 that can be provided via bulk upload file or manual entry. The EC 3.2 Bulk File Upload Template contains guidance to create the upload files to include data instructions, required/optional fields, help text, and permissible data types.

- 3.2 Public Sector Workforce: Rehiring Public Sector Staff

In addition to the project base information noted in the Project Bulk Upload for Base Projects table above, additional data to provide is as follows:

Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
Number of FTEs rehired by governments under this authority	Number of FTEs rehired by governments under this authority	Required	n/a	Numeric	n/a

### EC 3.3 – 3.5

There is no additional programmatic data required for the following ECs:

- EC 3.3 Public Sector Workforce: Other
- EC 3.4 Public Sector Capacity: Effective Service Delivery
- EC 3.5 Public Sector Capacity: Administrative Needs

### EC 4.1–4.2 (Premium Pay)

There is additional programmatic data required for EC 4.1 – 4.2 that can be provided via bulk upload file or manual entry. The EC 4.1-4.2 Bulk File Upload Template contains guidance to create the upload files to include data instructions, required/optional fields, help text, and permissible data types.

- EC 4.1 Public Sector Employees
- EC 4.2 Private Sector: Grants to other employers

In addition to the project base information noted in the Project Bulk Upload for Base Projects table above, additional data to provide is as follows:





Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
Sectors designated as essential critical infrastructure sectors	List of sectors designated as essential critical infrastructure sector	Required	Valid entries for Sectors designated as essential critical infrastructure sectors. (See Appendix E)	String	1500
Number of workers to be served	Number of workers to be served	Required	n/a	Numeric	n/a
Premium Pay Narrative	For groups of workers that do not meet one of the two criteria below, submit a written justification to Treasury describing how the premium pay or grant is responsive to workers performing essential work during the public health emergency unless the worker or groups of workers receiving premium pay meet one of two criteria: (1) the eligible worker(s) receiving premium pay earn (with the premium included) below 150 percent of their residing state or county's average annual wage for all occupations, as defined by the Bureau of Labor Statistics Occupational Employment and Wage Statistics; or (2) the eligible worker(s) receiving premium pay is not exempt from the Fair Labor Standards Act overtime provisions.	Required	n/a	String	3000
K-12 Workers Served	Number of workers to be served with premium pay in K-12 schools	Required	n/a	Numeric	n/a



In addition, please see [Section IV.d.1](#) Step 5 and [Appendix E](#) for additional information needed on sub-awards supporting projects in these Expenditure Categories.

**Note-** Recipients that are either creating or supporting a Premium Pay program should reference the final rule and the Overview of the Final Rule for information regarding this eligible use.

### EC 5.1–5.18

There is additional programmatic data required for EC 5.1 – 5.18 that can be provided via bulk upload file or manual entry. There is also additional programmatic data required for all projects that can only be entered via manual entry. The EC 5.1-5.18 Bulk File Upload Template contains guidance to create the upload files to include data instructions, required/optional fields, help text, and permissible data.

- 5.1-Clean Water: Centralized wastewater treatment
- 5.2-Clean Water: Centralized wastewater collection and conveyance
- 5.3 Clean Water: Decentralized wastewater
- 5.4 Clean Water: Combined sewer overflows
- 5.5 Clean Water: Other sewer infrastructure
- 5.6 Clean Water: Stormwater
- 5.7 Clean Water: Energy conservation
- 5.8 Clean Water: Water conservation
- 5.9 Clean Water: Nonpoint source
- 5.10 Drinking water: Treatment
- 5.11 Drinking water: Transmission & distribution
- 5.12 Drinking water: Lead Remediation, including in Schools and Daycares
- 5.13 Drinking water: Source
- 5.14 Drinking water: Storage
- 5.15 Drinking water: Other water infrastructure
- 5.16 Water and Sewer: Private Wells
- 5.17 Water and Sewer: IJJA Bureau of Reclamation Match
- 5.18 Water and Sewer: Other

In addition to the project base information noted in the Project Bulk Upload for Base Projects table above, additional data to provide is as follows:

Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
Projected/actual construction start date	Projected/actual construction start date	Conditional  REQUIRED if the project has started.  NOT REQUIRED if you selected "Not Started" for the "Status to	n/a	Date	10



Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
		Completion" question.			
Projected/actual initiation of operations date	Projected/actual initiation of operations date	Conditional  REQUIRED if the project has started.  NOT REQUIRED if you selected "Not Started" for the "Status to Completion" question.	n/a	Date	10
Location Type	Location Type (for broadband, geospatial location data)	Conditional  REQUIRED if the project has started.  NOT REQUIRED if you selected "Not Started" for the "Status to Completion" question.	-Latitude / longitude (WGS84 or NAD83 geographic coordinate system) -Address -Address Range -Road Segment	Picklist	n/a
Location Details	Location Details (for broadband, geospatial location data)	Conditional  REQUIRED if the project has started.  NOT REQUIRED if you selected "Not Started" for the "Status to Completion" question.	n/a	text	100
NPDES Number	National Pollutant Discharge Elimination System (NPDES) Permit Number (if applicable; for projects aligned with the Clean Water State Revolving Fund)	Conditional  REQUIRED if the project has started.  NOT REQUIRED if you selected "Not Started" for the "Status to Completion" question.	n/a	text	50
PWS ID Number	Public Water System (PWS) ID number (if applicable; for projects aligned with the Drinking Water State Revolving Fund)	Conditional  REQUIRED if the project has started.  NOT REQUIRED if you selected "Not Started" for the "Status to Completion" question.	n/a	text	50



Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
Median Household Income of service area	Median Household Income of service area	Conditional  REQUIRED if the project has started.  NOT REQUIRED if you selected "Not Started" for the "Status to Completion" question.	n/a	currency	n/a
Lowest Quintile Income of the service area	Lowest Quintile Income of the service area	Conditional  REQUIRED if the project has started.  NOT REQUIRED if you selected "Not Started" for the "Status to Completion" question.	n/a	currency	n/a

**Note-** Recipients should use the following definitions when evaluating information:

- Median Household Income of service area
- Lowest Quintile Income of the service area
  - For median income and lowest quintile income of Census Tracts and other geographic areas, recipients should refer to the most recent American Community Survey 5-year estimates available through the Census website.

After the bulk upload of EC 5.1 – 5.18 infrastructure project information, manual entry of additional programmatic data will be required in Treasury’s Portal.

### EC 5.19–5.21

There is additional programmatic data required for EC 5.19 – 5.21 that can be provided via bulk upload file. The EC 5.19-5.21 Bulk File Upload Template contains guidance to create the upload files to include data instructions, required/optional fields, help text, and permissible data.

- 5.19 Broadband: “Last Mile” projects
- 5.20 Broadband: IIJA Match
- 5.21 Broadband: Other projects

Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
Projected/actual construction start date	Projected/actual construction start date	Conditional  REQUIRED if the project has started.	n/a	Date	10



Defined Term	Definition	Required or Optional	List Values	Data Type	Max Length
		NOT REQUIRED if you selected "Not Started" for the "Status to Completion" question.			
Projected/actual initiation of operations date	Projected/actual initiation of operations date	Conditional  REQUIRED if the project has started.  NOT REQUIRED if you selected "Not Started" for the "Status to Completion" question.	n/a	Date	10
Download and Upload Speeds 1	Confirm that the project is designed to, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds.	Conditional  REQUIRED if the project has started.  NOT REQUIRED if you selected "Not Started" for the "Status to Completion" question.	Yes/No	Picklist	N/A
Download and Upload Speeds 2	If the project is not designed to reliably meet or exceed symmetrical 100 Mbps download and upload speeds, explain why not.	Conditional  REQUIRED if the project has started.  NOT REQUIRED if you selected "Not Started" for the "Status to Completion" question.	N/A	Text	N/A
Download and Upload Speeds 3	Confirm that the project is designed to, upon completion, meet or exceed symmetrical 100 Mbps download speed and between at least 20 Mbps and 100 Mbps upload speed, and be scalable to a minimum of 100 Mbps download speed and 100 Mbps upload speed.	Conditional  REQUIRED if the project has started.  NOT REQUIRED if you selected "Not Started" for the "Status to Completion" question.	Yes/No	Picklist	N/A

After the bulk upload of EC 5.19 – 5.21 infrastructure project information, manual entry of additional programmatic data will be required in Treasury’s Portal.



**a) Additional manual entry for all infrastructure projects**

1. Location
2. For projects over \$10 million in expected total cost
  - i. Complete Davis-Bacon certification or provide the following:
    - Number of employees of contractors and sub-contractors working on the project (number)
    - Number of employees on the project hired directly (number)
    - Number of employees on the project hired through a third party (number)
    - Wages and benefits of workers on the project by classification (rich text field)
    - Are any of the wages at rates less than those prevailing? (Y/N)
  - ii. Complete certification for labor agreements or provide the following:
    - How will the recipient 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? (text box)
    - How will the recipient minimize risks of labor disputes and disruptions that would jeopardize timeliness and cost-effectiveness of the project? (text box)
    - How will the recipient 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);"? (text box)
    - Will workers on the project receive wages and benefits that will secure an appropriately skilled workforce in the context of the local and regional labor market? (Y/N)
    - Does the project have a completed project labor agreement? (Y/N)
  - iii. Respond to the question, Does the project prioritize local hires? (Y/N)
  - iv. Respond to the question, Does the project have a Community Benefit Agreement, with a description of any such agreement? (Y/N)

**b) Additional manual entry for Broadband Projects Expenditure Categories (5.19 – 5.21):**

1. Projected/actual construction start date
2. Projected/actual initiation of operations date
3. Is the project designed to, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds?
  - i. If the project is not designed to reliably meet or exceed symmetrical 100 Mbps download and upload speeds, explain why not, and
  - ii. Confirm that the project is designed to, upon completion, reliably meet or exceed 100 Mbps download speed and between at least 20 Mbps and 100 Mbps upload speed, and be scalable to a minimum of 100 Mbps download speed and 100 Mbps upload speed.



4. Planned Technology Type
  - i. If Technology Type is “Other”, please specify type
5. Actual Technology Type
  - ii. If Technology Type is “Other”, please specify type
6. Planned Total Miles of Fiber Deployed
7. Actual Total Miles of Fiber Deployed
8. Total number of funded locations
9. Total number of funded locations served below 25/3 Mbps (pre-SLFRF investment)
10. Total number of funded locations served receiving 25/3 Mbps or greater but less than 100/20 Mbps (pre-SLFRF investment)
11. Total number receiving minimum 100/100 Mbps (post-SLFRF investment)
12. Total number receiving minimum 100/20 Mbps and scalable to 100/100 Mbps (post-SLFRF investment)
13. Total number of funded locations served by type
  - iii. Residential
  - iv. Total Housing Units
  - v. Business
  - vi. Community Anchor Institution
14. Provide an explanation if the sum of residential, business and community anchor institutions does not equal Total Number of Funded Locations served
  - vii. Planned
  - viii. Actual
15. Confirm that the service provider for the project has, or will upon completion of the project, either participated in the Federal Communications Commission (FCC) Affordable Connectivity Program (ACP) or otherwise provided access to a broad-based affordability program that provides benefits to households commensurate with those provided under the ACP to low-income consumers in the proposed service area of the broadband infrastructure (applicable only to projects that provide service to households).
16. Template upload for project locations

## EC 6.1 and 6.2

There is no additional programmatic data required for EC 6.1 Revenue Replacement or EC 6.2 Non-federal match for other Federal Programs and there is no bulk upload template option. For EC 6.2, recipients should note the program name and assistance listing of the other federal program that is being matched in the project description.

In addition, note that projects reported under EC 6.1 and EC 6.2 do not have subawards, so recipients will not report subrecipients, subawards, expenditures (for subawards or in aggregate). Entry screens for EC 6.1 and 6.2 will have the following fields greyed out and unavailable for entry: Subrecipient module, Subaward Module, Expenditure Module.

In situations where recipients have changed a project’s expenditure category to EC 6.1 or EC 6.2, a warning sign will appear on the Project Overview page for the Obligation and Expenditure statuses for that project if subaward, and/or subaward/aggregate expenditure records exist. Functionality is available by clicking on the warning sign to efficiently delete any associated records created in the Subaward or Expenditure module for that project.



## EC 7.1 – 7.2

There is no additional programmatic data required for the following ECs:

- EC 7.1 Administrative Expenses
- EC 7.2 Transfers to Other Units of Government





## Appendix E - Expenditure Categories

Treasury’s final rule provides greater flexibility and simplicity for recipients to fight the pandemic and support families and businesses struggling with its impacts, maintain vital services amid revenue shortfalls, and build a strong, resilient, and equitable recovery. As such, recipients started to report on a broader set of eligible uses and associated Expenditure Categories (EC), starting with the April 2022 Project and Expenditure Report. The table below includes the new Expenditure Categories, as well as a reference to previous Expenditure Categories used for reporting under the interim final rule.

The Expenditure Categories (EC) listed below must be used to categorize each project. The term “Expenditure Category” refers to the detailed level (e.g., 1.1 COVID-19 Vaccination). When referred to as a category (e.g., EC 1) it includes all Expenditure Categories within that level.

\*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions (see Use of Evidence section above for details). Please note the evidence-based questions are only applicable to States, U.S. Territories, and metropolitan cities and counties with population over 250,000.

^Denotes areas where recipients must report on whether projects are primarily serving disproportionately impacted communities (see Project Demographic Distribution section above for details)

Expenditure Category	EC <sup>18</sup>	Previous EC <sup>19</sup>
<b>1: Public Health</b>		
<b>COVID-19 Mitigation &amp; Prevention</b>		
COVID-19 Vaccination <sup>^</sup>	1.1	1.1
COVID-19 Testing <sup>^</sup>	1.2	1.2
COVID-19 Contact Tracing <sup>^</sup>	1.3	1.3
Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.) <sup>*^</sup>	1.4	1.4
Personal Protective Equipment <sup>^</sup>	1.5	1.5
Medical Expenses (including Alternative Care Facilities) <sup>^</sup>	1.6	1.6
Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine) <sup>^</sup>	1.7	1.8
COVID-19 Assistance to Small Businesses <sup>^</sup>	1.8	-
COVID 19 Assistance to Non-Profits <sup>^</sup>	1.9	-
COVID-19 Aid to Impacted Industries <sup>^</sup>	1.10	-
<b>Community Violence Interventions</b>		
Community Violence Interventions <sup>*^</sup>	1.11	3.16
<b>Behavioral Health</b>		
Mental Health Services <sup>*^</sup>	1.12	1.10
Substance Use Services <sup>*^</sup>	1.13	1.11
<b>Other</b>		
Other Public Health Services <sup>^</sup>	1.14	1.12
Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency	-	1.7

<sup>18</sup> Under the final rule to be used starting with April 2022 reports

<sup>19</sup> Under the interim final rule to be used in Interim Report and January 2022 Project and Expenditure Report



Expenditure Category	EC <sup>18</sup>	Previous EC <sup>19</sup>
<b>2: Negative Economic Impacts</b>		
<b>Assistance to Households</b>		
Household Assistance: Food Programs*^	2.1	2.1
Household Assistance: Rent, Mortgage, and Utility Aid*^	2.2	2.2
Household Assistance: Cash Transfers*^	2.3	2.3
Household Assistance: Internet Access Programs*^	2.4	2.4
Household Assistance: Paid Sick and Medical Leave^	2.5	-
Household Assistance: Health Insurance*^	2.6	-
Household Assistance: Services for Un/Unbanked*^	2.7	-
Household Assistance: Survivor's Benefits^	2.8	-
Unemployment Benefits or Cash Assistance to Unemployed Workers*^	2.9	2.6
Assistance to Unemployed or Underemployed Workers (e.g., job training, subsidized employment, employment supports or incentives)*^	2.10	2.7
Healthy Childhood Environments: Child Care*^	2.11	3.6
Healthy Childhood Environments: Home Visiting*^	2.12	3.7
Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System*^	2.13	3.8
Healthy Childhood Environments: Early Learning*^	2.14	3.1
Long-term Housing Security: Affordable Housing*^	2.15	3.10
Long-term Housing Security: Services for Unhoused Persons*^	2.16	3.11
Housing Support: Housing Vouchers and Relocation Assistance for Disproportionately Impacted Communities*^	2.17	-
Housing Support: Other Housing Assistance*^	2.18	3.12
Social Determinants of Health: Community Health Workers or Benefits Navigators*^	2.19	3.14
Social Determinants of Health: Lead Remediation*^	2.20	3.15
Medical Facilities for Disproportionately Impacted Communities^	2.21	-
Strong Healthy Communities: Neighborhood Features that Promote Health and Safety^	2.22	-
Strong Healthy Communities: Demolition and Rehabilitation of Properties^	2.23	-
Addressing Educational Disparities: Aid to High-Poverty Districts^	2.24	3.2
Addressing Educational Disparities: Academic, Social, and Emotional Services*^	2.25	3.3
Addressing Educational Disparities: Mental Health Services*^	2.26	3.4
Addressing Impacts of Lost Instructional Time^	2.27	-
Contributions to UI Trust Funds^	2.28	2.8
<b>Assistance to Small Businesses</b>		
Loans or Grants to Mitigate Financial Hardship^	2.29	2.9
Technical Assistance, Counseling, or Business Planning*^	2.30	-
Rehabilitation of Commercial Properties or Other Improvements^	2.31	-
Business Incubators and Start-Up or Expansion Assistance*^	2.32	-
Enhanced Support to Microbusinesses*^	2.33	-
<b>Assistance to Non-Profits</b>		
Assistance to Impacted Nonprofit Organizations (Impacted or Disproportionately Impacted)^	2.34	2.10



Expenditure Category	EC <sup>18</sup>	Previous EC <sup>19</sup>
<b>Aid to Impacted Industries</b>		
Aid to Tourism, Travel, or Hospitality <sup>^</sup>	2.35	2.11
Aid to Other Impacted Industries <sup>^</sup>	2.36	2.12
<b>Other</b>		
Economic Impact Assistance: Other* <sup>^</sup>	2.37	2.13
Household Assistance: Eviction Prevention* <sup>^</sup>	-	2.5
Education Assistance: Other* <sup>^</sup>	-	3.5
Healthy Childhood Environments: Other* <sup>^</sup>	-	3.9
Social Determinants of Health: Other* <sup>^</sup>	-	3.13
<b>3: Public Health-Negative Economic Impact: Public Sector Capacity</b>		
<b>General Provisions</b>		
Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers	3.1	1.9
Public Sector Workforce: Rehiring Public Sector Staff	3.2	2.14
Public Sector Workforce: Other	3.3	-
Public Sector Capacity: Effective Service Delivery	3.4	7.2
Public Sector Capacity: Administrative Needs	3.5	-
<b>4: Premium Pay</b>		
Public Sector Employees	4.1	4.1
Private Sector: Grants to Other Employers	4.2	4.2
<b>5: Infrastructure</b>		
<b>Water and Sewer</b>		
Clean Water: Centralized Wastewater Treatment	5.1	5.1
Clean Water: Centralized Wastewater Collection and Conveyance	5.2	5.2
Clean Water: Decentralized Wastewater	5.3	5.3
Clean Water: Combined Sewer Overflows	5.4	5.4
Clean Water: Other Sewer Infrastructure	5.5	5.5
Clean Water: Stormwater	5.6	5.6
Clean Water: Energy Conservation	5.7	5.7
Clean Water: Water Conservation	5.8	5.8
Clean Water: Nonpoint Source	5.9	5.9
Drinking water: Treatment	5.10	5.10
Drinking water: Transmission & Distribution	5.11	5.11
Drinking water: Lead Remediation, including in Schools and Daycares	5.12	5.12
Drinking water: Source	5.13	5.13
Drinking water: Storage	5.14	5.14
Drinking water: Other water infrastructure	5.15	5.15
Water and Sewer: Private Wells	5.16	-
Water and Sewer: IIJA Bureau of Reclamation Match	5.17	-
Water and Sewer: Other	5.18	-
<b>Broadband</b>		
Broadband: "Last Mile" projects	5.19	5.16
Broadband: IIJA Match	5.20	-
Broadband: Other projects	5.21	5.17
<b>6: Revenue Replacement</b>		
Provision of Government Services	6.1	6.1



Expenditure Category	EC <sup>18</sup>	Previous EC <sup>19</sup>
Non-federal Match for Other Federal Programs	6.2	-
<b>7: Administrative</b>		
Administrative Expenses	7.1	7.1
Transfers to Other Units of Government	7.2	7.3
Transfers to Non-entitlement Units (States and territories only)	-	7.4

Treasury has prepared the additional guidance below to support recipients in implementing the new expenditure categories. This table includes only those previous expenditure categories that are changing under the new structure, aligned with the final rule.

January 2022 Expenditure Categories	April 2022 Guidance
<b>1: Public Health</b>	
1.7 Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency	EC removed, capital expenditures can be designated in any relevant PH-NEI EC (e.g., new hospital wing would be tracked under EC 1.4)
1.8 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)	EC is 1.7
1.9 Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19	EC is 3.1
1.10 Mental Health Services*	EC is 1.12
1.11 Substance Use Services*	EC is 1.13
1.12 Other Public Health Services	EC is 1.14
<b>2: Negative Economic Impacts</b>	
2.5 Household Assistance: Eviction Prevention	EC is now included as part of 2.2
2.6 Unemployment Benefits or Cash Assistance to Unemployed Workers*	EC is 2.9
2.7 Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)*^	EC is 2.10
2.8 Contributions to UI Trust Funds	EC is 2.28
2.9 Small Business Economic Assistance (General)*^	If public-health related (e.g., providing rapid tests for small businesses), EC is 1.8; if related to negative economic impact eligible use (e.g., grants, technical assistance, rehabilitation, incubators, or microbusinesses), EC is 2.29-2.33
2.10 Aid to Nonprofit Organizations*	If public-health related (e.g., providing rapid tests for non-profits), EC is 1.9; if related to negative economic impact (e.g., grants to stabilize non-profit budget), EC is 2.34
2.11 Aid to Tourism, Travel, or Hospitality	EC is 2.35
2.12 Aid to Other Impacted Industries	EC is 2.36



January 2022 Expenditure Categories		April 2022 Guidance
2.13	Other Economic Support*^	EC is 2.37, re-named Other Economic Impact
2.14	Rehiring Public Sector Staff	EC is 3.2
<b>3: Services to Disproportionately Impacted Communities</b>		
3.1	Education Assistance: Early Learning*^	EC is 2.14
3.2	Education Assistance: Aid to High-Poverty Districts ^	EC is 2.24
3.3	Education Assistance: Academic Services*^	EC is 2.25, social and emotional services will now be tracked under this EC
3.4	Education Assistance: Social, Emotional, and Mental Health Services*^	EC is 2.26, if social and emotional services, EC is 2.25;
3.5	Education Assistance: Other*^	EC is 2.37, collected under Other Economic Impact
3.6	Healthy Childhood Environments: Child Care*^	EC is 2.11
3.7	Healthy Childhood Environments: Home Visiting*^	EC is 2.12
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System*^	EC is 2.13
3.9	Healthy Childhood Environments: Other*^	EC is 2.37, collected under Other Economic Impact
3.10	Housing Support: Affordable Housing*^	EC is 2.15
3.11	Housing Support: Services for Unhoused Persons*^	EC is 2.16
3.12	Housing Support: Other Housing Assistance*^	EC is 2.18
3.13	Social Determinants of Health: Other*^	EC is 2.37, collected under Other Economic Impact
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators*^	EC is 2.19
3.15	Social Determinants of Health: Lead Remediation^	EC is 2.20
3.16	Social Determinants of Health: Community Violence Interventions*^	EC is 1.11
<b>5: Infrastructure</b>		
5.16	Broadband: “Last Mile” projects	EC is 5.19
5.17	Broadband: Other projects	EC is 5.20
<b>7: Administrative</b>		
7.2	Evaluation and Data Analysis	EC is 3.4 and has been renamed Effective Service Delivery
7.3	Transfers to Other Units of Government	EC is 7.2
7.4	Transfers to Non-entitlement Units (States and territories only)	To be separately reported as part of NEU/Non-UGLG module. Refer to Part 2 Section D.



### Appendix F – List of Sectors

When entering information for project subawards, selection of a Primary Sector is required for subawards tied to projects in Expenditure Categories:

- 1.10 Public Health: COVID-19 Aid to Impacted Industries
- 2.35 Negative Economic Impacts: Aid to Tourism Travel or Hospitality
- 2.36 Negative Economic Impacts: Aid to Other Impacted Industries
- 4.1 Premium Pay: Public Sector Employees
- 4.2 Premium Pay: Private Sector: Grants to other employers

A primary sector is defined as the sector targeted by the work performed under the sub-award. It is not required for other expenditure categories. The table below lists primary sectors available in the system for selection. If the primary sector is not listed, select “Other” and clarify in the manual entry box.

Sectors Designated as Essential Critical Infrastructure Sectors
Any work performed by an employee of a State, local, or Tribal government
Behavioral health work
Biomedical Research
Dental care work
Educational work, school nutrition work, and other work required to operate a school facility
Elections work
Emergency response
Family or childcare
Grocery stores, restaurants, food production, and food delivery
Health care
Home- and community-based health care or assistance with activities of daily living
Laundry work
Maintenance work
Medical testing and diagnostics
Pharmacy
Public health work
Sanitation, disinfection, and cleaning work
Social services work
Solid waste or hazardous materials management, response, and cleanup work
Transportation and warehousing
Vital services to Tribes
Work at hotel and commercial lodging facilities that are used for COVID-19 mitigation and containment
Work in a mortuary
Work in critical clinical research, development, and testing necessary for COVID-19 response
Work requiring physical interaction with patients
Other





### Appendix G – Project Demographic Distribution Information

For ECs 1.1 – 2.37 applicable to Public Health and Negative Economic Impacts, recipients must report whether projects are targeted to impacted and disproportionately impacted communities. Recipients will be asked to respond to the following:

- a. What Impacted and/or Disproportionately Impacted population does this project primarily serve? Please select the population primarily served.
- b. If this project primarily serves more than one Impacted and/or Disproportionately Impacted population, please select up to two additional populations served.

For this question the following options are available.

	Impacted	Disproportionately Impacted
Public Health	<ul style="list-style-type: none"> <li>• General Public</li> </ul>	
Assistance to Households	<ul style="list-style-type: none"> <li>• Low- or-moderate income households or communities<sup>20</sup></li> <li>• Households that experienced unemployment</li> <li>• Households that experienced increased food or housing insecurity</li> <li>• Households that qualify for certain federal programs<sup>21</sup></li> <li>• For services to address lost instructional time in K-12 schools: any students that lost access to in-person instruction for a significant period of time</li> <li>• Other households or populations that experienced a negative economic</li> </ul>	<ul style="list-style-type: none"> <li>• Low-income households and communities<sup>22</sup></li> <li>• Households and populations residing in Qualified Census Tracts</li> <li>• Households that qualify for certain federal benefits<sup>23</sup></li> <li>• Households receiving services provided by Tribal governments</li> <li>• Households residing in the U.S. territories or receiving services from these governments</li> <li>• For services to address educational disparities, Title I eligible schools<sup>24</sup></li> </ul>

<sup>20</sup> Low or moderate-income households and communities are those with (i) income at or below 300 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines by the Department of Health and Human Services (HHS) or (ii) income at or below 65 percent of the Area Median Income for the county and size of household based on the most recently published data by the Department of Housing and Urban Development (HUD).

<sup>21</sup> For Impacted households, these programs are Children’s Health Insurance Program (“CHIP”); Childcare Subsidies through the Child Care and Development Fund (“CCDF”) Program; Medicaid; National Housing Trust Fund (“HTF”), for affordable housing programs only; Home Investment Partnerships Program (“HOME”), for affordable housing programs only.

<sup>22</sup> Low-income households and communities are those with (i) income at or below 185 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines by HHS or (ii) income at or below 40 percent of Area Median Income for its county and size of household based on the most recently published data by HUD.

<sup>23</sup> For Disproportionately Impacted households, these programs are Temporary Assistance for Needy Families (“TANF”), Supplemental Nutrition Assistance Program (“SNAP”), Free- and Reduced-Price Lunch (“NSLP”) and/or School Breakfast (“SBP”) programs, Medicare Part D Low-Income Subsidies, Supplemental Security Income (“SSI”), Head Start, Special Supplemental Nutrition Program for Women, Infants, and Children (“WIC”), Section 8 Vouchers, Low-Income Home Energy Assistance Program (“LIHEAP”), and Pell Grants.

<sup>24</sup> For educational services and other efforts to address educational disparities, Treasury will recognize Title I eligible schools as disproportionately impacted and responsive services that support the school generally or support the whole school service as eligible. “Title I eligible schools” means schools eligible to receive services under section 1113 of Title I, Part A of the Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6313), including schools served under section 1113(b)(1)(C) of that Act.



	Impacted	Disproportionately Impacted
	impact of the pandemic other than those listed above (please specify)	<ul style="list-style-type: none"> <li>Other households or populations that experienced a disproportionate negative economic impact of the pandemic other than those listed above (please specify)</li> </ul>
Assistance to Small Businesses	<ul style="list-style-type: none"> <li>Small businesses that experienced a negative economic impact of the pandemic</li> <li>Classes of small businesses designated as negatively economically impacted by the pandemic (please specify)</li> </ul>	<ul style="list-style-type: none"> <li>Small businesses operating in Qualified Census Tracts</li> <li>Small businesses operated by Tribal governments or on Tribal lands</li> <li>Small businesses operating in the U.S. territories</li> <li>Other small businesses disproportionately impacted by the pandemic (please specify)</li> </ul>
Assistance to Non-Profits	<ul style="list-style-type: none"> <li>Non-Profits that experienced a negative economic impact of the pandemic</li> <li>Classes of non-profits designated as negatively economically impacted by the pandemic (please specify)</li> </ul>	<ul style="list-style-type: none"> <li>Non-profits operating in Qualified Census Tracts</li> <li>Non-profits operated by Tribal governments or on Tribal lands</li> <li>Non-profits operating in the U.S. territories</li> <li>Other non-profits disproportionately impacted by the pandemic (please specify)</li> </ul>
Aid to Impacted Industries	<ul style="list-style-type: none"> <li>Travel, tourism, or hospitality sectors (including Tribal development districts)</li> <li>Industry outside the travel, tourism, or hospitality sectors that experienced a negative economic impact of the pandemic (please specify)</li> </ul>	N/A

The following table lists the options for indicating impacted and disproportionately impacted populations and shows how these selections will appear as a picklist in the portal and in the bulk templates.

Impacted Population	As Shown in Portal and Bulk Template
Impacted General Public	1 Imp General Public
Impacted Low or moderate income households or populations	2 Imp Low or moderate income HHs or populations
Impacted Households that experienced unemployment	3 Imp HHs that experienced unemployment
Impacted Households that experienced increased food or housing insecurity	4 Imp HHs that experienced increased food or housing insecurity
Impacted Households that qualify for certain federal programs	5 Imp HHs that qualify for certain federal programs
Impacted For services to address lost instructional time in K-12 schools any students that lost access to in-person instruction for a significant period of time	6 Imp For services to address lost instructional time in K-12 schools
Impacted Other households or populations that experienced a negative economic impact of the pandemic other than those listed above (please specify)	7 Imp Other HHs or populations that experienced a negative economic specify
Impacted Small businesses that experienced a negative economic impact of the pandemic	8 Imp SBs that experienced a negative economic impact





<b>Impacted Population</b>	<b>As Shown in Portal and Bulk Template</b>
Impacted Classes of small businesses designated as negatively economically impacted by the pandemic (please specify)	9 Imp Classes of SBs designated as negatively economically impacted
Impacted Non-Profits that experienced a negative economic impact of the pandemic	10 Imp NPs that experienced a negative economic impact
Impacted Classes of non-profits designated as negatively economically impacted by the pandemic (please specify)	11 Imp Classes of NPs designated as negatively economically impacted specify s
Impacted Travel tourism or hospitality sectors (including Tribal development districts)	12 Imp Travel tourism or hospitality sectors
Impacted Industry outside the travel tourism or hospitality sectors that experienced a negative economic impact of the pandemic (please specify)	13 Imp Industry outside the travel tourism or hospitality sectors specify
<b>Disproportionately Impacted Population</b>	<b>As Shown in Portal and Bulk Template</b>
Disproportionately Impacted Low income households and populations	14 Dis Imp Low income HHs and populations
Disproportionately Impacted Households and populations residing in Qualified Census Tracts	15 Dis Imp HHs and populations residing in Qualified Census Tracts
Disproportionately Impacted Households that qualify for certain federal programs	16 Dis Imp HHs that qualify for certain federal programs
Disproportionately Impacted Households receiving services provided by Tribal governments	17 Dis Imp HHs receiving services provided by Tribal governments
Disproportionately Impacted Households residing in the U.S. territories or receiving services from these governments	18 Dis Imp HHs residing in the U.S. territories or receiving services
Disproportionately Impacted For services to address educational disparities, Title I eligible schools	19 Dis Imp For services to address educational disparities Title I eligible
Disproportionately Impacted Other households or populations that experienced a disproportionate negative economic impact of the pandemic other than those listed above (please specify)	20 Dis Imp Other HHs or populations that experienced a disproportionate specify
Disproportionately Impacted Small businesses operating in Qualified Census Tracts	21 Dis Imp SBs operating in Qualified Census Tracts
Disproportionately Impacted Small businesses operated by Tribal governments or on Tribal lands	22 Dis Imp SBs operated by Tribal governments or on Tribal lands
Disproportionately Impacted Small businesses operating in the U.S. territories	23 Dis Imp SBs operating in the U.S. territories
Disproportionately Impacted Other small businesses disproportionately impacted by the pandemic (please specify)	24 Dis Imp Other SBs Dis Imp by the pandemic specify
Disproportionately Impacted Non-profits operating in Qualified Census Tracts	25 Dis Imp NPs operating in Qualified Census Tracts
Disproportionately Impacted Non-profits operated by Tribal governments or on Tribal lands	26 Dis Imp NPs operated by Tribal governments or on Tribal lands
Disproportionately Impacted Non-profits operating in the U.S. territories	27 Dis Imp NPs operating in the U.S. territories
Disproportionately Impacted Other non-profits disproportionately impacted by the pandemic (please specify)	28 Dis Imp Other NPs Dis Imp by the pandemic specify



## Appendix H – Capital Expenditures for Non-Infrastructure Projects

For ECs 1, 2, and 3 applicable to Public Health and Negative Economic Impacts, recipients must report the capital expenditure type for those projects obligating \$10 million or more in funds to the capital expenditure portion of the project. Picklist items are listed below. The underlined portion of each item will be the portion selectable in the portal and the bulk upload template.

FIELD: Type of capital expenditure, based on the following enumerated uses:

- Acquisition of equipment for COVID-19 prevention and treatment, including ventilators, ambulances, and other medical or emergency services equipment
- Adaptations to congregate living facilities, including skilled nursing facilities, other long-term care facilities, incarceration settings, homeless shelters, residential foster care facilities, residential behavioral health treatment, and other group living facilities, as well as public facilities and schools (excluding construction of new facilities for the purpose of mitigating spread of COVID-19 in the facility)
- Affordable housing, supportive housing, or recovery housing development
- Behavioral health facilities and equipment (e.g., inpatient or outpatient mental health or substance use treatment facilities, crisis centers, diversion centers)
- Childcare, daycare, and early learning facilities
- COVID-19 testing sites and laboratories, and acquisition of related equipment
- COVID-19 vaccination sites
- Devices and equipment that assist households in accessing the internet (e.g., tablets, computers, or routers)
- Emergency operations centers and acquisition of emergency response equipment (e.g., emergency response radio systems)
- Food banks and other facilities primarily dedicated to addressing food insecurity
- Improvements to existing facilities to remediate lead contaminants (e.g., removal of lead paint)
- Installation and improvement of ventilation systems in congregate settings, health facilities, or other public facilities
- Job and workforce training centers
- Medical equipment and facilities designed to address disparities in public health outcomes (includes primary care clinics, hospitals, or integrations of health services into other settings)
- Medical facilities generally dedicated to COVID-19 treatment and mitigation (e.g., emergency rooms, intensive care units, telemedicine capabilities for COVID-19 related treatment)
- Mitigation measures in small businesses, nonprofits, and impacted industries (e.g., developing outdoor spaces)
- Parks, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, streetlights, neighborhood cleanup, and other projects to revitalize public spaces
- Public health data systems, including technology infrastructure
- Rehabilitations, renovation, remediation, cleanup, or conversions of vacant or abandoned properties
- Schools and other educational facilities or equipment to address educational disparities
- Technology and equipment to allow law enforcement to efficiently and effectively respond to the rise in gun violence resulting from the pandemic
- Technology and tools to effectively develop, execute, and evaluate government programs



- Technology infrastructure to adapt government operations to the pandemic (e.g., video-conferencing software, improvements to case management systems or data sharing resources), reduce government backlogs, or meet increased maintenance needs
- Temporary medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs
- Transitional shelters (e.g., temporary residences for people experiencing homelessness)
- Other (please specify)

**Appendix I – Projects 5.19-5.21 – Broadband Infrastructure Data Template**

The downloadable template covers fields related to broadband infrastructure project location.

Field Name	Definition	Required / Optional / Conditional	List Values	Data Type	Max Length
Project Name	Name of the project	Required	n/a	Text	100
Fabric ID Number	Unique location identifier from the FCC's Broadband Data fabric	Required	n/a	Text	20
Location Latitude	Latitude data for the location to which service is installed	Required	n/a	Number	20
Location Longitude	Longitude data for the location to which service is installed	Required	n/a	Number	20
FCC Issued Provider ID #	The FCC-provided ID that will align with the entity that files or will file Broadband Data Collection data	Required	n/a	Text	20
Technology Type at Location	Type of technology at location	Required	Fiber, Coaxial Cable, Fixed Wireless, Other	Picklist	n/a
If Other, Specify	Explanation of Other type of technology (Planned)	Conditional	n/a	Number	20
Location Type	Type of location	Required	Residential; Business; Community Anchor Institution	Picklist	n/a
Housing Units at Location	Number of housing units at residential locations	Required	n/a	Number	20
Speed Pre-Investment	Internet speed prior to CPF investment	Required	Below 25/3 Mbps; 25/3 Mbps or greater but less than 100/20 Mbps	Picklist	n/a
Maximum Download Speed Offered at Location Post-Investment	Maximum download speed offered/advertised at this location post CPF investment	Required	n/a	Text	20
Maximum Download Speed Delivered at Location Post-Investment	Maximum Download Speed Delivered at Location Post-Investment	Required	n/a	Text	20
Maximum Upload Speed Offered at Location Post-Investment	Maximum upload speed offered at location Post Investment	Required	n/a	Text	20
Maximum Upload Speed Delivered at Location Post-Investment	Maximum upload speed delivered at location post-investment	Required	n/a	Text	20
Latency Delivered at Location Post-Investment	Latency delivered at location post-investment	Required	n/a	Text	20



## Appendix J – Frequently Asked Questions

### 1.1. What records must be kept by governments receiving funds?

Financial records and supporting documents related to the award must be retained for a period of five years after all funds have been expended or returned to Treasury, whichever is later. This includes those which demonstrate the award funds were used for eligible purposes in accordance with sections 602(c) and 603(c) of the Social Security Act, Treasury’s regulations implementing those sections, and Treasury’s related guidance.

### 1.2. What reporting will be required, and when will the first report be due?<sup>25</sup>

Recipients are required to submit an interim report, project and expenditure reports, and annual Recovery Plan Performance Reports as specified below, regarding their utilization of Coronavirus State and Local Fiscal Recovery Funds.

Interim reports: States (defined to include the District of Columbia), territories, metropolitan cities, counties, and Tribal governments were required to submit one interim report. The interim report was required to include a recipient’s expenditures by category at the summary level and for states, information related to distributions to non-entitlement units of local government were also required to be included in the interim report. The interim report covered activity from the date of award to July 31, 2021 and was due to Treasury by August 31, 2021 or 60 days after receiving funding if funding was received by October 15, 2021. Non-entitlement units of local government were not required to submit an interim report.

Project and Expenditure reports: State (defined to include the District of Columbia), territorial, metropolitan city, county, and Tribal governments are required to submit project and expenditure reports. This report includes financial data, information on contracts and subawards greater than or equal to \$50,000, types of projects funded, and other information regarding a recipient’s utilization of award funds.

Reports are required quarterly for the following recipients:

- States and U.S. territories
- Tribal governments that are allocated more than \$30 million in SLFRF funding
- Metropolitan cities and counties with a population that exceeds 250,000
- Metropolitan cities and counties with a population below 250,000 that were allocated more than \$10 million in SLFRF funding and NEUs that are allocated more than \$10 million in SLFRF funding

The initial project and expenditure report for quarterly recipients was due January 31, 2022 and covered the period of March 3, 2021 to December 31, 2021. The subsequent quarterly reports will cover one calendar quarter and must be submitted to Treasury by the last day of the month that follows the end of each calendar quarter.

Reports are required annually for the following recipients:

- Tribal governments that are allocated less than \$30 million in SLFRF funding

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<sup>25</sup> This question was updated on November 15, 2021



- Metropolitan cities and counties with a population below 250,000 that are allocated less than \$10 million in SLFRF funding and NEUs that are allocated less than \$10 million in SLFRF funding

The initial project and expenditure report for annual filers was due April 30, 2022 and covered the period of March 3, 2021 to March 31, 2022. The subsequent annual reports must be submitted to Treasury by April 30 each year.

The reports will include the same general data as those submitted by recipients of the Coronavirus Relief Fund, with some modifications to expenditure categories and the addition of data elements related to specific eligible uses.

Recovery Plan Performance Reports: States (defined to include the District of Columbia), territories, and metropolitan cities and counties with a population that exceeds 250,000 residents are also required to submit an annual Recovery Plan Performance Report to Treasury. This report will include descriptions of the projects funded and information on the performance indicators and objectives of each award, helping local residents understand how their governments are using the substantial resources provided by the SLFRF program. The initial Recovery Plan Performance Report covered activity from date of award to July 31, 2021 and was due to Treasury by August 31, 2021 or 60 days after receiving funding. Thereafter, the Recovery Plan Performance Reports will cover a 12-month period and recipients are required to submit the report to Treasury within 30 days after the end of the 12-month period. The second Recovery Plan Performance Report will cover the period from July 1, 2021 to June 30, 2022 and must be submitted to Treasury by July 31, 2022. Each annual Recovery Plan Performance Report must be posted on the public-facing website of the recipient. Local governments with fewer than 250,000 residents, Tribal governments, and non-entitlement units of local government are not required to develop a Recovery Plan Performance Report.

Please see the [Compliance and Reporting Guidance](#) for more information.

### **1.3. Once a recipient has identified a reduction in revenue, how will Treasury track use of funds for the provision of government services?**

The ARPA establishes four categories of eligible uses and further restrictions on the use of funds to ensure that Fiscal Recovery Funds are used within the four eligible use categories. The final rule implements these restrictions, including the scope of the eligible use categories and further restrictions on states or territories using SLFRF funds to offset a reduction in a recipient's net tax revenue resulting from changes in state or territory law and deposits into pension funds for recipients other than Tribal governments.

Consistent with the broad latitude provided to recipients to use funds for government services to the extent of the reduction in revenue due to the pandemic, recipients will be required to submit a description of services provided. These services can include a broad range of services but may not be used directly for pension deposits (except for Tribal governments), contributions to reserve funds, or debt service. Recipients may use sources of funding other than Fiscal Recovery Funds to make deposits to pension funds, contribute to reserve funds, and pay debt service, including during the period of performance for the Fiscal Recovery Fund award.



For recipients using Fiscal Recovery Funds to provide government services to the extent of reduction in revenue due to the pandemic, the description of government services reported to Treasury may be narrative or in another form, and recipients are encouraged to report based on their existing budget processes and to minimize administrative burden. For example, a recipient with \$100 in revenue replacement funds available could indicate that \$50 were used for personnel costs and \$50 were used for pay-go building of sidewalk infrastructure.

In the Project and Expenditure report, recipients using revenue loss funds for the provision of governments services may report projects under Expenditure Category 6.1. Recipients using revenue loss funds for non-federal match may report projects under Expenditure Category 6.2. Recipients using revenue loss funds for non-federal match should include the Program Name and Assistance Listing of the other federal program that is being matched in the project description.

In addition to describing the government services provided to the extent of reduction in revenue, all recipients other than Tribal governments will also be required to indicate that Fiscal Recovery Funds are not used directly to make a deposit in a pension fund. Further, recipients subject to the tax offset provision will be required to provide information necessary to implement this provision. Treasury does not anticipate requiring other types of reporting or recordkeeping on spending in pensions, debt service, or contributions to reserve funds.

These requirements are further detailed in the guidance on reporting requirements for the Fiscal Recovery Funds available [here](#).

#### 1.4. What is the Assistance Listing and Catalog of Federal Domestic Assistance (CFDA) number for the program?

The [Assistance Listing](#) for the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) was published May 28, 2021 on SAM.gov. This includes the final Assistance Listing number for the program, 21.027.

The assistance listing includes helpful information including program purpose, statutory authority, eligibility requirements, and compliance requirements for recipients. The Assistance Listing number is the unique 5-digit code for each type of federal assistance, and can be used to search for program information, including funding opportunities, spending on usaspending.gov, or audit results through the Federal Audit Clearinghouse.

To expedite payments and meet statutory timelines, Treasury issued initial payments under an existing Assistance Listing number. If you have already received funds or captured the initial Assistance Listing number in your records, please update your systems and reporting to reflect the final Assistance Listing number 21.027. **Recipients must use the final Assistance Listing number for all financial accounting, audits, subawards, and associated program reporting requirements.**

To ensure public trust, Treasury expects all recipients to serve as strong stewards of these funds. This includes ensuring funds are used for intended purposes and recipients have in place effective financial management, internal controls, and reporting for transparency and accountability.





Please see the [final rule](#) and the [Compliance and Reporting Guidance](#) for more information.

**1.5. If a recipient has not received funding as of October 15, 2021 but received funding before the end of December 31, 2021, what are the reporting requirements?**

Treasury recognizes that recipients will need sufficient time to gather the information and determine how to allocate funds in accordance with the interim final rule. As such, recipients that have received funding between October 16, 2021 and December 31, 2021 were not required to submit an Interim Report.

However, recipients in this circumstance are subject to quarterly reporting (those in Reporting Tiers 1, 2, or 3) were required to submit a Project and Expenditure Report by January 31, 2022.

Recipients that are not subject to quarterly reporting were required to submit a Project and Expenditure Report by April 30, 2022.

Recipients must submit a Recovery Plan (if applicable) within 60 days of receiving funding.

**1.6. Does the \$10 million threshold for metropolitan cities and counties with population less than 250,000 and the \$30 million threshold for tribes apply to funds received or the total allocation?**

The reporting threshold is based on the total allocation expected under the SLFRF program, not the funds received by the recipient as of the time of reporting. Recipient reporting tiers will be displayed in the reporting portal. If you believe there is an error with the reporting tier or application of the \$10 million (for metropolitan cities and counties with a population below 250,000 residents) or \$30 million (for tribes) thresholds, please email [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov).

**1.7. How should a recipient report funds if funds were received as multiple entity types (e.g., a county and an NEU, or county and a city)?**

When receiving funds as multiple entity types, a recipient's total SLFRF allocations across all sources will be used to identify that recipient's reporting tier.

A recipient's reporting tier is available for review in the Treasury's Portal and on the Treasury website prior to the reporting deadline. If you believe there is an error in your reporting tier or allocation amount, please email [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov).





**1.8. The guidance covering submission of the Recovery Plan indicates that in addition to submitting a PDF version of the Recovery Plan recipients must also upload a project inventory file and input other programmatic data. Is this no longer required?**

Beginning in July 2022, Treasury started collecting certain data fields previously associated with the Recovery Plan in the Project & Expenditure report. Recipients are still required to upload a PDF version of their Recovery Plan and post this version on easily discoverable webpage on the public-facing website by July 31. Recipients are encouraged to use the suggested template posted in the [www.treasury.gov/SLFRPReporting](http://www.treasury.gov/SLFRPReporting) website when preparing the Recovery Plan template.

**1.9. How should recipients report if the population threshold changes during the reporting period?**

The population threshold is determined by Treasury at award date and will not change during the reporting period. A recipient's reporting tier will be available for review in the reporting portal.

**1.10. How do Recipients identify what Reporting Tier they are in?**

A list of all SLFRF Recipients and their corresponding Reporting Tiers is published on the Treasury website [www.Treasury.gov/SLFRPReporting](http://www.Treasury.gov/SLFRPReporting)

In addition, Recipients will be able to find their Reporting Tier after logging into the Treasury Reporting Portal and selecting the Project and Expenditure Report record. The Reporting Tier will be displayed as part of the Recipient Profile.

**1.11. Can records be edited or updated after submission? How do I report changes?**

Interim Report: No changes will be allowed after the initial submission. Any updates will be captured when the first Project and Expenditure Report is submitted.

Project and Expenditure Report: Recipients will have an opportunity to reopen and provide edits to their submitted Project and Expenditure Reports anytime before the reporting deadline. Recipients will then be required to re-certify and submit the report again to properly reflect any edits made. After the reporting deadline, unless prompted by Treasury staff, recipients will not be able to edit their submitted report. Any changes or revisions will need to be reflected in the next Project and Expenditure report. See Section V of this User Guide for instructions on how to do that.

Recovery Plan: Similarly, Recipients will be allowed to reopen and provide an update of their submitted Recovery Plan report record anytime before the reporting deadline. They should also provide concurrent updates to the publicly posted version.

Recipients will then be required to re-certify and submit the report again to properly reflect any edits made.



**1.12. How do recipients correct or edit pre-populated information or project information in Treasury’s Portal?**

In the event that information presented in Treasury’s Portal requires correction, recipients should email [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov) and provide the necessary edits.

**1.13. Is there any possibility of extension for the reporting deadlines for individual recipients?**

Generally, no. The data submitted by recipients will be used internally for oversight purposes and to fulfill Treasury’s transparency and legal obligations. Late submissions undermine the efficiency and timeliness of these processes. Recipient submissions after the reporting deadline will be considered as late, and recipients will be asked to provide a date by which the delayed reporting will be submitted so that Treasury can plan for incorporating the data. Treasury’s own reporting may highlight those recipients whose reports were not received by the deadline. If there are any changes to the overall reporting deadlines, they will be communicated to the relevant impacted recipients.

**1.14. Is there a penalty for not submitting timely reports?**

A record of late reporting could lead to a finding of non-compliance, which could result in development of a corrective action plan, or other consequences.

**1.15. What is meant by Date of Award?**

The Date of Award is the day the recipient certifies the funding.

**1.16. When are recipients subject to the quarterly reporting?**

Recipients are required to provide quarterly reporting if they are in Reporting Tiers 1, 2, or 3 (see Section III.b). If applicable, reporting will start in the period funds were received and certified and will be required for all quarters thereafter.

Please note, submission of the April 2022 Project and Expenditure report was required for all recipients, including those reporting quarterly and annually.

**1.17. How should interest or principal received from loans made with SLFRF Funds be treated?**

The Project and Expenditure Report includes fields for reporting on program income at the Project level. Interest received on loans made with SLFRF funds should be tracked as program income (See 2 CFR § 200.1 *Program income*). Any program income that comes in by December 31, 2024 can be recycled by the recipients on eligible projects.

Notwithstanding the above, if a recipient uses revenue loss funds to fund a loan, whether or not the maturity of the loan is after December 31, 2026, repayments on such loans are not subject to program income rules.



**1.18. Will there be a way to capture and tally a total award amount that includes program income for ensuring all funds are spent or that any funds that need to be returned are?**

Yes, since Program Income is being collected, Treasury will use the information reported to determine total allowable obligations and expenditures. That information will be made available in the Treasury portal for Recipients as part of future enhancements. Please note, interest earned on advances of federal funds is not considered program income and is not subject to these reporting requirements. (See 2 CFR § 200.1 *Program income*.)

**1.19. Are Recipients required to collect a DUNS number for each of their subrecipients?**

As of April 2022, the Dun & Bradstreet D-U-N-S number is no longer the official identifier for doing business with the U.S. Government. All recipients and each of their subrecipients are required to obtain through SAM.gov registration, a Unique Entity Identifier (UEI) number.

Note: Entities that are beneficiaries are NOT required to register in SAM.gov and are not required to provide a UEI. For beneficiaries that are required to be identified in the Project and Expenditure Report, recipients may use the Taxpayer Identification Number (TIN).

**1.20. Who are beneficiaries and are recipients required to report for them?**

A subrecipient is an entity that receives a subaward to carry out a project funded by Fiscal Recovery Funds on behalf of a recipient. Individuals or entities that are direct beneficiaries of a project funded by Fiscal Recovery Funds are not considered subrecipients. Households, communities, small businesses, nonprofits, and impacted industries are all potential beneficiaries of projects carried out with SLFRF funds.

The terms and conditions of Federal awards flow down to subawards to subrecipients, requiring subrecipients to comply with all requirements of recipients such as the treatment of eligible uses of funds, procurement, and reporting requirements. Beneficiaries are not subject to the requirements placed on subrecipients in the Uniform Guidance, including audit pursuant to the Single Audit Act and 2 CFR Part 200, Subpart F or subrecipient reporting requirements.

The distinction between a subrecipient and a beneficiary, therefore, is contingent upon the rationale for why a recipient is providing funds to the individual or entity. If the recipient is providing funds to the individual or entity for the purpose of carrying out a SLFRF program or project on behalf of the recipient, the individual or entity is acting as a subrecipient. Acting as a subrecipient, the individual or entity is subject to subrecipient monitoring and reporting requirements. Conversely, if the recipient is providing funds to the individual or entity for the purpose of directly benefitting the individual or entity as a result of experiencing a public health impact or negative economic impact, the individual or entity is acting as a beneficiary. Acting as a beneficiary, the individual or entity is not subject to subrecipient monitoring and reporting requirements.



Similar to reporting under the Coronavirus Relief Fund (CRF), information on both beneficiaries and subrecipients will be collected in a single form in the Project and Expenditure Report.

**1.21. Do recipients who have projects under Expenditure Category 6.1 "Provision of Government Services" need to report on Subrecipients, Subawards, and Expenditures?**

Recipients who have projects categorized under EC 6.1 "Provision of Government Services" are not required at this time to report on the subrecipients, subawards, and expenditures (for subawards or in aggregate) information. Please see Final Rule FAQ 13.14 for more information.

**1.22. How should a Recipient report the Subaward's "Place of Performance" address if the work was performed over a broad area and no specific address is available?**

For the Subaward module, if a specific address is not available for a Subaward, you can enter the corresponding Subrecipient's address or the nearest headquarters of your jurisdiction in the required address fields.

**1.23. Do jurisdictions need to have committed or dedicated funding received by the August 31, 2021 deadline or 60 days after receiving funding for the initial Recovery Plan?**

No. Funding does not need to be committed or dedicated by the time the initial Recovery Plan is submitted. The Recovery Plan should include planned uses of funds and projects to the extent known at the time the Recovery Plan is submitted. Updates can be provided in subsequent Recovery Plans and Project and Expenditure reports.

**1.24. Will the data recipients submit be made publicly available?**

Yes, Treasury will make the data submitted by recipients publicly available. The content and timing of release is still under development. Treasury encourages recipients to make their data directly available through their own websites. Tier 1 recipients, States, territories, and metropolitan cities and counties with a population greater than 250,000, are reminded that they need to post the Recovery Plan on their public website by the date the report is transmitted to Treasury.

**1.25. What reporting is required if no SLFRF funding was used for the activities covered by the Required Performance Indicators noted in Part 2 C.2. of the Reporting Guidance related to the Recovery Plan?**

A recipient only needs to report on mandatory performance indicators if funds were used for that purpose / Expenditure Category.

**Revision Log**

Version	Date Published	Summary of changes
1.0	January 7, 2022	Initial publication
1.1	January 24, 2022	<ul style="list-style-type: none"> <li>Added language around use of "No Projects Available"</li> </ul>



		<ul style="list-style-type: none"><li>• Updated language around bulk uploads, including edits to Appendix B</li></ul>
2.0	April 1, 2022	<ul style="list-style-type: none"><li>• Updated to reflect changes to the final rule</li></ul>
3.0	July 1, 2022	<ul style="list-style-type: none"><li>• Updated to reflect changes to tax offset provisions, changes to capital expenditure reporting, and additions to broadband fields</li></ul>
3.1	July 8, 2022	<ul style="list-style-type: none"><li>• Updated to reflect changes to broadband section</li></ul>
3.2	July 18, 2022	<ul style="list-style-type: none"><li>• Updated Appendix B and D to switch Primary Project Demographic Distribution field to “Conditional” in the Baseline template</li><li>• Updated the EC table for the Baseline template in Appendix B</li><li>• Updated the Subaward table in Appendix B to show “Purpose of Funds” as conditional</li><li>• Added additional Primary Sector ECs in Appendix F</li></ul>
4.0	September 30, 2022	<ul style="list-style-type: none"><li>• Added language and Appendix I to describe broadband location programmatic data</li><li>• Included language under tax offset section</li></ul>
5.0	December 29, 2022	<ul style="list-style-type: none"><li>• Added “Country” field to Subrecipient/Contractor/Beneficiary collection</li><li>• Added functionality to delete previously created subaward and expenditure records associated to EC 6.1 and 6.2 projects.</li></ul>
6.0	March 31, 2023	<ul style="list-style-type: none"><li>• Added “Entity Type” field to Subaward/Direct Payments collection.</li><li>• Requiring Unique Entity Identifier (UEI) on the Subrecipient/Contractor/Beneficiary collection.</li></ul>

