

Nebraska Capital Projects Fund (CPF) Webinar


Quarterly Reporting

October 3, 2023

Location: via WebEx

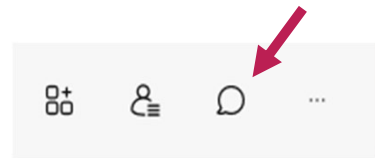


Agenda

- I. Welcome
 - II. Overview of Reporting and Monitoring Requirements
 - III. Guide to complete Quarterly Report
 - IV. Q & A
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Workshop Housekeeping

- Virtual attendees will be muted during the presentation but may enter questions into chat by clicking on the chat button at the bottom of the screen:



Definitions

Federal Awarding Agency is the Department of Treasury

Recipient is the Nebraska Public Service Commission (the Commission)


Subrecipient are the entities awarded CPF funds through the Commission order dated June 27, 2023 “Order Issuing Grant Awards and Results of Challenges”.



Overview of Monitoring & Reporting

The Nebraska Public Service Commission (Recipient) is required by the Department of Treasury (federal awarding agency) to perform certain actions as the Recipient of Capital Projects Fund grant dollars. Specifically, the Commission is required:


[T]o monitor and oversee Subrecipients' use of funds and other activities related to the award to ensure that Subrecipients comply with the applicable statutory and regulatory requirements, and the terms and conditions of the award pursuant to 2 CFR 200.332




Quarterly Reporting Requirement

The Commission and Subrecipients are required to report on the status of their awarded projects every quarter. For Subrecipients awarded funding in docket CPF-1 the first Quarterly Report is due to the Commission on **October 13, 2023**. A schedule of important dates can be found under [“Information and Resources”](#) for CPF-1 on the Commission website.

The Commission is required to utilize the data to submit the Project and Expenditure Report to the Department of Treasury no later than October 30th and every quarter thereafter.



Quarterly Reporting Requirement

- Subrecipients are *strongly encouraged* to read the Instructions for how to complete the Quarterly Report prior to initiating completion.
 - Subrecipients with questions or concerns are *strongly encouraged* to contact the Commission by email at psc.broadband@nebraska.gov or by contacting the Grant Policy Analyst at 402-471-4571.
 - Any Subrecipient that feels the instructions are not helpful in understanding what information needs to be provided should reach out to the Commission for clarification.
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Quarterly Reporting Requirement

- Subrecipients that have more than one awarded project are required to submit **one report per project**.
 - Complete the Report for the first project. Read the instructions carefully and report *only project level information* for those fields that are project specific only.
 - Once complete, save the file using the naming convention in the instructions.
 - Re-save the Report for the second project, using the naming convention. Then click “Reset Non-Static Fields” on the first page of the Report. This will clear all the project-level specific data fields.

Nebraska Capital Projects Fund (CPF)
Subrecipient Quarterly Report

Reset Non-Static Fields



Clear All Fields

Section I: Project Overview


1. Subrecipient Name: ABC Telecommunications
2. Project Name: Sandhills
3. Subaward Number: ABC-CPF2023-PO1 4. Reporting Period: July 1, 2023 - September 30, 2023
5. Point of Contact: Adam Smith
6. Phone Number: (402) 555-1234 7. Email: adam.smith@abc.com
8. Address Line 1: 123 Main Street
9. Address Line 2:
10. City: Sandhills 11. State: NE 12. Zip Code: 62314
13. Tax ID number: 47-895623 14. SAM UEI: ABCDEF456
15. Date of Award: 06/27/2023 16. Total Award Amount: 235,698.10
17. Type of owner for capital assets: 1. Private
18. A brief description with sufficient details to provide understanding of the objective(s) and major activities that will occur throughout the Project.

Fiber to the premise for 234 serviceable locations in Sandhills, Nebraska. The project will consist of 56 miles of buried fiber. Engineering and permitting work has begun. We anticipate begin boring for conduit in March, with fiber splicing in July, 2024. We project being able to provide service in the project area by August, 2024.

Section I: Project Overview

1. Subrecipient Name:	ABC Telecommunications		
2. Project Name:			
3. Subaward Number:		4. Reporting Period:	July 1, 2023 - September 30, 2023
5. Point of Contact:	Adam Smith		
6. Phone Number:	(402) 555-1234	7. Email:	adam.smith@abc.com
8. Address Line 1:	123 Main Street		
9. Address Line 2:			
10. City:	Sandhills	11. State:	NE
		12. Zip Code:	62314
13. Tax ID number:	47-895623	14. SAM UEI:	ABCDEF456
15. Date of Award:		16. Total Award Amount:	
17. Type of owner for capital assets:	1. Private		
18. A brief description with sufficient details to provide understanding of the objective(s) and major activities that will occur throughout the Project.			

Quarterly Reporting Requirement

- The Quarterly Report is divided into sections, based on the data requested.
 - To ensure the Subrecipient is responsive to the data requested, we encourage reviewing the Instructions for each data point prior to responding to that data point.
 - Validation checks are built into the Report. If a validation error is received, refer to the Instructions for that data point.
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Section III: Project Status

26. Has the subrecipient initiated work necessary to complete the approved project?

Not Started

Completed less than 50% If yes, indicate percentage completed to date

Completed more than 50% If yes, indicate percentage completed to date


Completed



27. Projected Construction Sta

28. Projected Construction Co

Warning: JavaScript Window -

 Invalid value: must be greater than or equal to 0.01 and less than or equal to 0.49.


OK




Completing the Quarterly Report



Section I: Project Overview

- 3. Subaward Number: the Commission created the subaward number and provided the same to each Subrecipient for each awarded project. Refer to email sent on July 14, 2023
 - 4. Reporting Period: this is a drop-down field only
 - 15. Date of Award: For CPF-1 Subrecipients this date must be June 27, 2023
 - 17. Type of owner for capital assets: this is a drop-down field only
 - 18. A high-level narrative description that provides sufficient detail of the projects objectives and major activities. Should be no more than 3-5 sentences.
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Section II: Obligations & Expenditures

- An “Obligation” is something that has been ordered or for which you have contracted, but for which no funds have yet been paid.
 - An “Expenditure” is something for which you have already made payment.
 - Subrecipients are required to provide this information at the *project level*. Each quarter the data in this section must be updated to reflect the current and cumulative obligations and expenditures for the project.
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Section II: Obligations & Expenditures

IMPORTANT NOTE: For the first Quarterly report, the current and cumulative figures must match.


For future Quarterly reports, the current figures should be applicable only to the reporting period. And the cumulative figures should be reflective of all obligations and expenditures to date.




Section II: Obligations & Expenditures

- Subrecipients are required to report on Community Engagement efforts.
 - Each Community Engagement activity must be reported on the [Community Engagement Form](#).
 - A brief narrative description of major activities is required to be disclosed and must be updated quarterly. *Costs related to community engagement performed during the period and other ancillary (ineligible) costs must also be disclosed.*
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Section III: Project Status

- All data is at the project level, meaning the exact data for each individual approved project.
 - Projected dates should be updated quarterly, as appropriate. If the dates have not changed, the projected dates can remain static.
 - Actual Construction Start and Actual Construction Completion should only have data when construction has actually started and when construction has actually been completed.
 - Operations Explained: if construction has been completed, but operations have NOT been initiated, the Subrecipient must explain why operations have not been initiated.
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Section III: Project Status


- #35: Provide a list of the key milestones.
 - This should reflect the *current plan* for constructing the approved fiber network.
 - We expect that milestone activities may overlap.
 - Response to #35 *should NOT change*. It should reflect what you reasonably expect the key milestones are and what the timeline will be to complete each milestone.
 - Utilize the dropdowns available.
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Key Milestones	Brief Description of activity to complete milestone	Projected Timeline
Design and Engineering	Design and engineering plans to construct the approved project.	8/1/2023 to 10/31/2023
Permitting approvals	Obtain necessary ROW and pole attachment approvals from local governmental agencies and Railroad	9/1/2023 to 11/30/2023
Purchase Materials	Order fiber, conduit, and electronics necessary to construct the approved fiber network.	10/1/2023 to 12/31/2023
Construction of Network	Begin construction of network, assuming no delay due to weather restraints.	1/1/2024 to 5/31/2024
Electronics Deployed	Electronic will be deployed simultaneous construction, as each phase of construction is completed.	2/1/2024 to 5/31/2024
Network Testing	Network testing to confirm the fiber network is operational and provides the required speeds.	5/1/2024 to 6/30/2024
Initiate Service to Customers	Begin installing service to the customers in the approved project area.	7/1/2024 to 12/27/2024
Close-out Activities	Complete Commission forms confirming network has been built and deployed. Initiate required speed testing. Submit invoices and documentation to confirm total cost to construct fiber network.	12/1/2024 to 3/1/2025

Section III: Project Status

- #36: Indicate the status of key milestones as of the end of the reporting period.
- Every milestone listed in #35 must be listed.
- Status is a drop-down field. Definitions are provided in the instructions.
- A brief description must be provided for each key milestone.

Data provided MUST be updated quarterly for any key milestone “not started” or “in progress”.



Key Milestones	Status	Additional Information
Design and Engineering	In Progress	Staff has completed initial design and engineering and the plan is in final review status.
Permitting approvals	In Progress	Staff has submitted the required ROW requests to the local government and expects approval within the next 30 days.
Purchase Materials	Not Started	We anticipate that we will initiate service orders to purchase the necessary materials in October.
Construction of Network	Not Started	We continue to anticipate initiating the construction phase in January, 2024
Electronics Deployed	Not Started	We continue to anticipate deploying electronics in February, 2024.
Network Testing	Not Started	We continue to anticipate initiating network testing in May, 2024
Initiate Service to Customers	Not Started	We continue to anticipate initiating operations to customers in July. We have begun community outreach efforts (see attached forms).
Close-out Activities	Not Started	We continue to anticipate initiating close-out activities in December, 2024.

Section IV: Required Performance Indicators and Project Data

- #39 and #40 are drop-downs. The Commission anticipates that every approved project will choose 1. Fiber. Contact the Commission immediately if a different drop-down will be selected.
- All data points that are (planned) must be completed for this report. They should *not change* in future reports.


Reminder: the [Projects Location Report Template](#) must be submitted with the Quarterly Report. Most of the data in this section is summative of the data in the Location Report Template

Section V: Community Engagement

- #51 – Provide information pertaining to community engagement. This is meant to be a very high-level overview. For each activity reported during the reporting period, a Community Engagement Form must be attached.

Reminder: A [Community Engagement Form](#) must be completed per unique activity. The [Community Engagement Outreach Tracking](#) must be maintained for the entire performance period of the approved project. Each must be submitted with the Quarterly Report

Section VI: Risk Assessment


- Subrecipients are encouraged to read each question and the instructions for each. Subrecipients are asked to be responsive to each question with sufficient information for the Commission to understand the policies, procedures and internal controls implemented by the Subrecipient.
 - The Commission anticipates that the responses to the Risk Assessment questions may not change on a project specific basis. But Subrecipients should disclose any project specific controls, as appropriate.
 - Note – this section is a “non-static field”
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Section VII: Compliance and Documentation

- This is an opportunity for Subrecipients to notify the Commission of any regulatory compliance matters and reporting requirements not previously disclosed in a different section of the Quarterly Report.
- If none, enter “Not Applicable”



Section VIII: Additional Comments

- This is an opportunity for Subrecipients to provide the Commission with additional information or insights about the approved project that is relevant to the project's performance and impacted community. Is this something that the Commission can do or a resource it can provide that would help the Subrecipient be successful with deployment and operations?
 - If none, enter "Not Applicable"
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Section IX: Attachments

- Projects Location Report
- Community Engagement Forms (and attachments to the same)
- Community Engagement Outreach Tracking
- Additional pages to the Quarterly Report necessary to be responsive to the data being collected

Reminder: All forms and instructions can be found on the Commission website under "[Post Award](#)"



Important Reminders

- The Commission retains the right to follow up with communities during project construction.
 - The Commission retains the right to ask Subrecipients for additional information upon review of the Quarterly Report.
 - The Commission is required to regularly monitor Subrecipients. During the performance period, you may be contacted by the Commission Grant Auditor.
 - The Commission staff is here to help each Subrecipient be successful. Please reach out to staff for assistance where appropriate.
 - Suggestions on what the Commission staff can do and resources we can provide to help Subrecipients be successful, please let us know!
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For More Information

Cullen Robbins

Director of Telecommunications/NUSF
Nebraska Public Service Commission

Cullen.robbins@nebraska.gov

402-471-0230

Carrie Gans

Assistant Telecommunications Director
Nebraska Public Service Commission

carrie.gans@nebraska.gov

402-471-0264

Shana Knutson

Legal Counsel
Nebraska Public Service Commission

Shana.Knutson@nebraska.gov


402-471-0224

Camelia Rogers

Grant Policy Analyst
Nebraska Public Service Commission

Camelia.Rogers@nebraska.gov

402-471-4571



Questions?

Virtual attendees may enter questions into chat box by clicking on the chat button at the bottom of the screen:

