Connect New Mexico Fund Pilot Program ARPA-CPF

Office Hours

January 23, 2025

Office Hours – January 23, 2025 3pm Mtn

Housekeeping – Ask for Distro List Updates

Program Update

Status on Quarterly Reporting – Q4 2024

Revisions to Request for Payment Process

- Questions Received
- Recap on Request for Payment Process

Open Forum – Questions

CONNECT new mexico
Office of Broadband Access & Expansion

Mark Jacobs, MBA
Broadband Project Manager
Interim ARPA Coordinator
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(505) 629-6918

- ❑ Central New Mexico Electric Cooperative
- ❑ Comcast
- ❑ Ethos/SwC/Commnet
- ❑ Jemez Mountain Electric Cooperative
- ❑ Oso Internet Solutions
- ❑ Peñasco Valley Telephone Cooperative,
- ❑ Pueblo of Jemez
- ❑ Pueblo of Laguna
- ❑ Pueblo of Nambe
- ❑ Pueblo of Santa Ana
- ❑ Santo Domingo Pueblo
- ❑ Socorro Electric Cooperative
- ❑ Tularosa Communications
- ❑ Valley Telecom Group

Quarterly Reporting – Q4 2024

ARPA-CPF Connect New Mexico Pilot Program 4Q 2024 Quarterly Report	INPUT FORM
Sub-Recipient	Grantee
Project	Big Fiber FTTH Project
Project ID	CPF000070a99

	Information Request	EXAMPLE Q3 2024 Response	Entry for Q4 2024	Comment
1	**Expenditures**			
	Current Period Expenditure	$92,500.00	Enter $'s	Enter Paid - Cash Spend Amounts for Q4 2024
	Cumulative Expenditures	$278,500.00	**Amount Will Calculate**	
	Cost Overview - Description of Costs for Current Quarter	Project is in final desktop engineering and design phase. Costs were incurred for consulting design services, permitting fees with NMDOT and contract project management and internal labor for Grant Reporting and Administration	Enter text	Enter description of costs for Q4 2024
2	**Status**			
	Project Status	Less than 50% complete		Select Status from Drop Down List
	Has Construction Started?	No	Yes/No	Enter Yes or No
	Has Operations Started?	No	Yes/No	Enter Yes or No
3	**Project Dates**			
	Projected			
	Projected Construction Start	6/1/2025	enter date	Enter mm/dd/yyyy format
	Projected Construction Completion	1/15/2026	enter date	Enter mm/dd/yyyy format
	Projected Initiation of Operations	3/1/2026	enter date	Enter mm/dd/yyyy format
	Actual			
	Actual Construction Start	n/a	enter date or n/a	If Answer to Status - Construction Started = Yes, Enter mm/dd/yyyy format if Actual has occurred - otherwise n/a
	Actual Construction Completion	n/a	enter date or n/a	Enter mm/dd/yyyy format if Actual has occurred - otherwise n/s
	Actual Initiation of Operations	n/a	enter date or n/a	If Answer to Status - Operations Started = Yes, Enter mm/dd/yyyy format if Actual has occurred - otherwise n/a
4	**Labor Compliance**			
	Davis-Bacon or Baby Davis-Bacon Comply - Yes/No/Not Apply (if New Labor Contracts)	Yes		Select from Drop Down List - Yes, No, Not Applicable
5	**Special Comments**			
	Additional Information	Project is moving forward as planned. Will submit $150K reimbursement request in next 2 weeks. Plan to purchase Fiber next month	Enter text	As you would like to add

- Quarterly Report Information Request will be streamlined and tailored for each project
- Requested Information
  - Expenditures (cash spend) for Q4 2024
  - Description of Costs
  - Project Status
  - Projected and/or Actual Dates for Construction and Operations
  - Labor Compliance Validation
  - Special Comments – as you wish to add
- Submittable Used to Send and Receive Input
- **Information Upload Deadline**
  - ***Thursday - January 23, 2025 – 11:00pm***

Connect New Mexico Fund Pilot Program APRA-CPF

Request for Payment Process

Update from January 23, 2025

Topics - Content

Questions Received

Objectives

Process

4 Major Revisions

Clarifications

Special Topics

Order of Packet

Stays the Same as Before

Checklist

Final Statements

Additional Information

Questions Received – 1 of 4

- NOO/Invoice Listing – Budget Cross-Reference for the NOO Line – What if there are 2 Budget Categories?
  - Enter both or the main one that applies. Most important is that the Invoice listing has a Budget Cross-Reference so the OBAE PM and you can do Budget Reviews, Reconciliations and Adjustments as necessary.

- Notice of Obligation Form – it doesn't always format numbers correctly or calculate if changes are made to the amounts. Why does it do that?
  - Recognize issue – when copy and paste in amount $ formatting not always work. Will monitor and may change form to remove formatting. Same issue with calculations. Re-entering the number by hand tends to set formats and re-calculations.

Questions Received – 2 of 4

- What if we have an Invoice where only part of the costs are applied to the project?
  - The Invoice Listing handles that situation.

List the full invoice amount in the "Total Invoice Amount" cell

List the amount to be applied to the project. This amount will be what the NOO should include in the "Amount Applied to Project RFR" cell

INVOICES for NOOs						$ -	$ -	<<< *TOTAL SHOULD MATCH NOO's FOR Project/RFR - D24)*					
!	NOO Reference	Vendor/Contractor	Description	Invoice Date	Invoice #	Total Invoice Amount	Amount Applied to Project / RFI	Proof of Payment Type	Check / ACH/ EFT #	Payment Date	Budget Category Xref	Budget Line Item Xref	Comment
1	x.1												
2	x.1												
3	x.1												
4	x.1												
5	x.1												

Questions Received – 3 of 4 *(Added 1/24/2025)*

- Do we have to pre-authorize a Vendor – by submitting a Notice of Obligation to OBAE for approval before committing to services?
  - No – for this ARPA-CPF project no pre-authorizations are required. You don't have to get approval on an NOO form for the Vendor
  - Grantees must ensure that any Vendor under contract follows the Procurement guidelines – either Federal, State or Internal. Please refer to th FAQ section on the Connect New Mexico Website (www.connect.nm.gov) for a review of the Procurement statement.
  - The Grantee must also ensure that Eligible Expenses are included in the Reimbursement Request. The OBAE PM will review with you the expenses in the Reimbursement packet are valid. See the Additional Information Section at the end of this presentation.

Questions Received – 4 of 4

- Payments for Invoices Received but not yet paid – is it allowed and how to request?
  - Yes - per the Grant Agreement – allowed.
  - OBAE PM and ARPA Coordinator must be informed that you are filing for this condition before submitting the RFR Packet.
  - Invoices must be in compliance and for eligible expenses.
  - Must list the invoice in the NOO/Invoice xls listing, NOO and put specific comment in the Narrative that you have an invoice not yet paid with specifics.
  - OBAE PM can add the Contract pages to the RFR Packet and also note this condition in their PM letter
  - **<u>You must</u>**
    - Pay the invoice in Full within 5 Days of receiving the reimbursement funds
    - Send OBAE PM proof of payment – Check/ACH/EFT – within 10 Days of receiving the reimbursement funds

Objectives of RFR Revisions

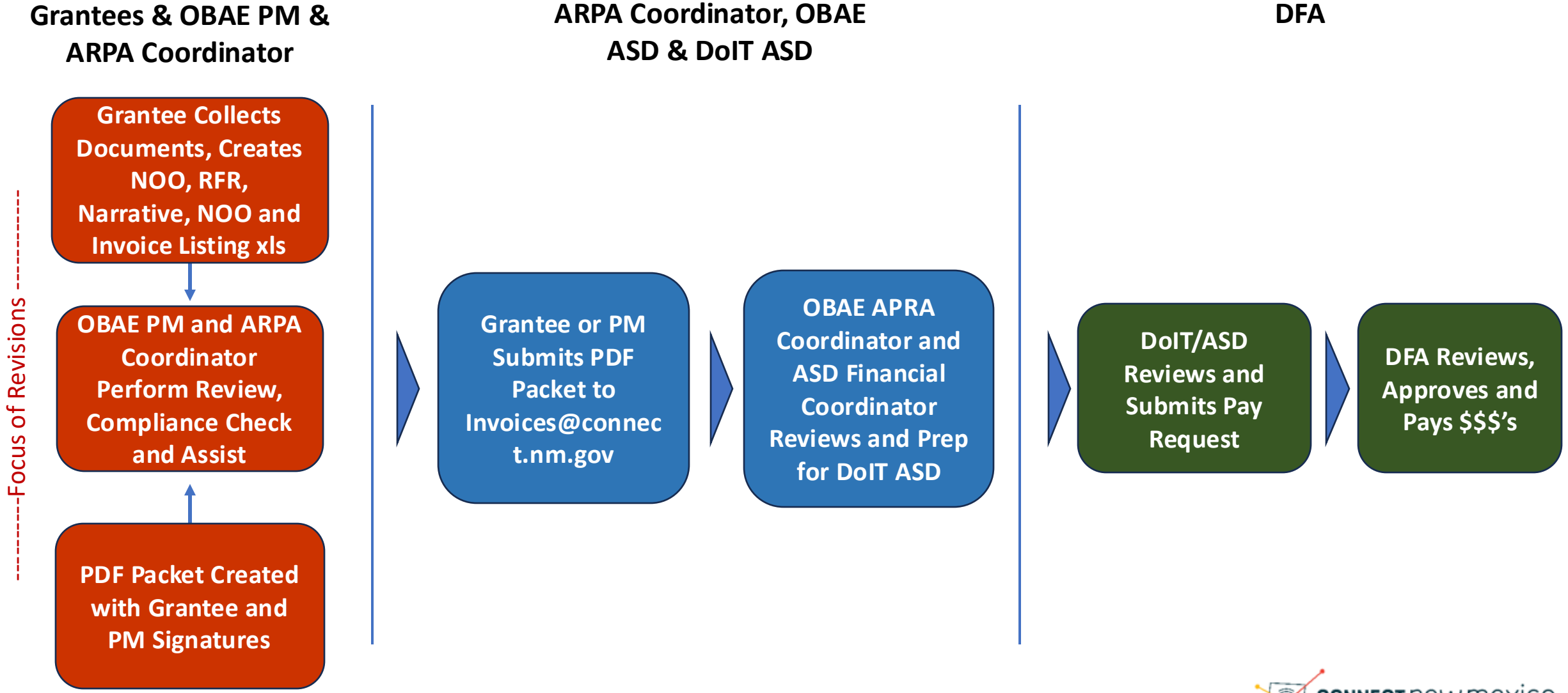
Correct misunderstandings and vagueness in instructions and eliminate unnecessary work

Provide templates to clearly document invoices, amounts and budget cross-references

Greatly improve the cycle time and establish an “SLA” for Reimbursement Requests and Payments

Refine the Reimbursement Process so it can be used across OBAE for Reimbursement Grants

RFR Process & Revisions



4 Major Changes to Reimbursement Process

1

Notice of Obligation (NOO) Form

- 2 Forms Available
  - 2 Vendor Form
  - Multi-Vendor Form
- Cash Match "Applied" to be Entered in Overall Totals Section
- Cash Match "Applied" to be Subtracted from Total Vendor Amounts to Determine NOO Payable Amount

2

NOO and Invoice Listing

- Template to Calculate Amounts for NOO Form with Cash Match and Amount Requested
- Template to List Invoices for Reimbursement to Include for each Invoice
  - #, Date, Description
  - NOO Vendor Line #
  - Payment Date
  - Proof of Payment Type
  - Budget Category
- Match-Recon No Longer Required

3

Proof of Payment Requirements

- Invoice and Corresponding
  - Check
  - ACH or EFT
- Additional (as can)
  - G/L Report – Trial Balance or Debit Memos Showing Payment

4

1 Page Narrative and PM Letter of Validation

- Grantee to describes the Expenditures Included in the Reimbursement Request (can be email)
- OBAE PM Letter to Verify Review

1 Revised Notice of Obligation – 2 Vendor

NOTICE OF OBLIGATION TO REIMBURSE GRANTEE
EXHIBIT 2

Notice of Obligation to Reimburse Grantee # RFR2-1

DATE: 12/06/2024

TO: Department Representative: Name from SubR that Will Sign / Title of SubR Signer

FROM: Grantee Entity: SubRecipient Name

Grantee Official Representative: Name from SubR that is doing the RFR packets - or same as above

SUBJECT: Notice of Obligation to Reimburse Grantee

Fund / Grant Number: [Fund Name eg. ARPA-CPF, CNMF, GMBP, DE...ARPA-CPF, CNMF, GMBP, DE...] / Project ID (CPF000007a01)

Termination Date: 12/31/2026

As the designated representative of the Department for Grant Agreement number Project ID (CPF000007a01) entered into between Grantee and the Department, I certify that the Grantee has submitted to the Department the following third-party obligation executed, in writing, by the third party's authorized representative:

Vendor or Contractor: Vendor Name 1 for Invoice Set (Amount is $'s Requested)

Third Party Obligation Amount: $ 1,000.00

Vendor or Contractor: Vendor Name 2 for Invoice Set (Amount is $'s Requested)

Third Party Obligation Amount: $ 1,000.00

I certify that the State is issuing this Notice of Obligation to Reimburse Grantee for permissible purposes within the scope of the project description, subject to all the terms and conditions of the above referenced Grant Agreement.

Grant Amount: $ 2,500,000.00

Total Amount of 3rd Party Obligation	(-)	Cash Match Applied	(=)	**Total Amount For This Obligation**
$ 2,000.00		-$ 200.00		$ 1,800.00

The Total Amount of all Previously Issued Notices of Obligation: $ 7,500.00

The Total Amount of All Notices of Obligation to Date: $ 9,300.00

Department Rep. Approver: Name from SubR that Will Sign

Title: Title of SubR Signer

Signature: Use Docu-Sign after packet is ready to for SubR to Sign this field

Date:

Note: Contract amounts may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount.

Use for 2 Vendor RFR Packets

Use Multi-Vendor NOO Form if More than 2 Vendors

NOO Form Updated to Show Cash Match Applied

Total for "This Obligation"Will Calculate"

Third Party Amounts Must Match NOO/Invoice

The 3rd Party Amounts with Calculate to Total 3rd Party Obligations

Example Provided Will Show How to Fill out Names and Information

1 Revised Notice of Obligation – Multi

NOTICE OF OBLIGATION TO REIMBURSE GRANTEE
EXHIBIT 2

Notice of Obligation to Reimburse Grantee # RFR3-1

DATE: 12/06/2024

TO: Department Representative: Name from SubR that Will Sign / Title of SubR Signer

FROM: Grantee Entity: SubRecipient Name

Grantee Official Representative: Name from SubR that is doing the RFR packets - or same as above

SUBJECT: Notice of Obligation to Reimburse Grantee

Fund / Grant Number: Fund Name eg. ARPA-CPF, CNMF, GMBP, DE, ARPA-CPF, CNMF, GMBP, DE, ..O / Project ID (ex. CPF000007a01)

Grant Termination Date: 12/31/2026

As the designated representative of the Department for Grant Agreement number Project ID (ex. CPF000007a01) entered into between Grantee and the Department, I certify that the Grantee has submitted to the Department the following third party obligation executed, in writing, by the third party's authorized representative:

Vendor or Contractor: Vendor Name 1 for Invoice Set (Amount is $'s Requested)
Third Party Obligation Amount: $ 1,000.00

Vendor or Contractor: Vendor Name 2 for Invoice Set (Amount is $'s Requested)
Third Party Obligation Amount: $ 1,000.00

Vendor or Contractor: Vendor Name 3 for Invoice Set (Amount is $'s Requested)
Third Party Obligation Amount: $ 1,000.00

Vendor or Contractor: Vendor Name 4 for Invoice Set (Amount is $'s Requested)
Third Party Obligation Amount: $ 1,000.00

Vendor or Contractor: Vendor Name 5 for Invoice Set (Amount is $'s Requested)
Third Party Obligation Amount: $ 1,000.00

Vendor or Contractor: Vendor Name 6 for Invoice Set (Amount is $'s Requested)
Third Party Obligation Amount: $ 1,000.00

1

NOTICE OF OBLIGATION TO REIMBURSE GRANTEE
EXHIBIT 2

Vendor or Contractor: Vendor Name 7 for Invoice Set (Amount is $'s Requested)
Third Party Obligation Amount: $ 1,000.00

Vendor or Contractor: Vendor Name 8 for Invoice Set (Amount is $'s Requested)
Third Party Obligation Amount: $ 1,000.00

Vendor or Contractor: Vendor Name 9 for Invoice Set (Amount is $'s Requested)
Third Party Obligation Amount: $ 1,000.00

Vendor or Contractor: Vendor Name 10 for Invoice Set (Amount is $'s Requested)
Third Party Obligation Amount: $ 1,000.00

Vendor or Contractor: Vendor Name 11 for Invoice Set (Amount is $'s Requested)
Third Party Obligation Amount: $ 1,000.00

Vendor or Contractor: Vendor Name 12 for Invoice Set (Amount is $'s Requested)
Third Party Obligation Amount: $ 1,000.00

I certify that the State is issuing this Notice of Obligation to Reimburse Grantee for permissible purposes within the scope of the project description, subject to all the terms and conditions of the above referenced Grant Agreement.

Grant Amount: $ 2,500,000.00

Total Amount of 3rd Party Obligation	(-)	Cash Match Applied	(=)	Total Amount For This Obligation
$ 12,000.00		-$ 1,000.00		$ 11,000.00

The Total Amount of all Previously Issued Notices of Obligation: $ 500.00

The Total Amount of all Notices of Obligation to Date: $ 11,500.00

Department Rep. Approver: Name from SubR that Will Sign
Title: Title of SubR Signer
Signature: Use Docu-Sign after packet is ready to for SubR to Sign this field
Date:

Note: Contract amounts may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount

Use Multi-Vendor NOO Form if More than 2 Vendors

NOO Form Updated to Show Cash Match Applied

Total for "This Obligation - Will Calculate

Third Party Amounts Must Match NOO/Invoice

The 3rd Party Amounts with Calculate to Total 3rd Party Obligations

Example Provided Will Show How to Fill out Names and Information

If have more than 12 Vendors – use additional forms and sequence #

2 NOO and Invoice Listing xls

APRA - CPF - Connect New Mexico Pilot Program			
Sub-Recipient			
Project Name			
Project No.	CPF0000070axx		
Grant /PO Amount	$ 100.00		

RFR - Exhibit 1	Summary Amounts		
Funds Requested To Date	$ 1.00		
Current Grant Balance	$ 99.00		
Total Payment Requested	$ 1.80	From NOO Total - Less Match	
10% Retainainage (If listed)	$ -	Should be Waived starting 9/1/2024	
Amount Requested for this P	$ 1.80	Amount to be Paid	
Total Funds Requested to Da	$ 2.80	Cumulative Requests	
Revised Grant Balance	$ 97.20		

RFR# #

NOO FORM
1 - Use the 2 Vendor NOO Form if 2 or less Vendors
2 - Use the Multi-Vendor NOO Form if > 2
Note: Only use x.3 and add lines if using Multi-Vendor form.. Up to 12.. Then increment x +1

NOO Section

NOO	Track NOO Line numbers - Using NOO 2 invoi ce Form..)				*TOTAL FOR RFR*					
NOO Line #	Payee / Vendor / Contractor	Purpose	NOO 3rd Party Amounts For Project / RFR	Cash Match %	CASH MATCH APPLIED	Amount for this NOO	Previous NOO	Total All NOOS	Budget Category XRef	Budget Line Xref
x.1			$ 1.00	10%	$ 0.10	$ 0.90				
x.2			$ 1.00	10%	$ 0.10	$ 0.90				
x.3			$ -	0%	$ -	$ -				
..add			$ -	0%	$ -	$ -				
..add			$ -	0%	$ -	$ -				
..add			$ -	0%	$ -	$ -				
	Total of NOO's for RFR		$ 2.00		$ 0.20	$ 1.80	$ -	$ -		

- Use this xls to Summarize Invoices into NOO Lines, Determine Cash Match and Amount for Reimbursement
- Total Amount for the “NOO 3rd Party Amounts” must match the Total 3rd Party Obligations on the NOO Form
- The Total Cash Match Applied must match the Cash Match Applied on the NOO Form
- Total Amount for “This NOO” will be the Reimbursement Request and must match the Total of This Obligation on the NOO Form

2 NOO and Invoice Listing xls

Invoice Section

Example for Invoice Listing

	NOO Reference	Vendor/Contractor	Description	Invoice Date	Invoice #	Total Invoice Amount	Amount Applied to Project / RFR	Proof of Payment Type	Check / ACH/ EFT #	Payment Date	Budget Category Xref	Budget Line Item Xref	Comment
1	1.2	Design Vendor inc.	Design / Engineering	5/4/2024	INV012345	$ 12,000.00	$ 9,000.00	Check / Cancelled Check	91002	5/24/2024	Network Planning & Design	n/a	Additional charges on invoice - for other project

INVOICES for NOOs						$ -	$ -	*<<< TOTAL SHOULD MATCH NOO's FOR Project/RFR - D24)*					
	NOO Reference	Vendor/Contractor	Description	Invoice Date	Invoice #	Total Invoice Amount	Amount Applied to Project / RFI	Proof of Payment Type	Check / ACH/ EFT #	Payment Date	Budget Category Xref	Budget Line Item Xref	Comment
1	x.1												
2	x.1												
3	x.1												
4	x.1												
5	x.1												
6	x.2												
7	x.3												
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													

- Use this xls to List Invoices, NOO reference, Amount to Apply to Project, Proof of Payment, Payment # and Date and Budget Cross-Reference
- Total of Vendor Invoices will be listed on NOO Line and NOO Form
- Budget Cross-Reference to be used by Grantee and OBAE PM for Budget Reviews

3 Proof of Payment

- Invoice and Corresponding
  - Check
  - ACH or EFT
  - G/L Report

- Additional as can
  - G/L Report – Trial Balance or Debit Memos Showing Payment

- To provide as necessary or if questioned on review
  - Cancelled Checks
  - Bank Statements with Redactions
  - Bills of Delivery (where the invoice is unclear that the material was delivered/received)

4 Narrative for Reimbursements - Grantee

Example

Grantee/Project: Grantee – Big Fiber FTTH Project

Grant No: CPF0000070aXX

RFR#: 3

The following RFR packet contains expenses incurred for our ARPA-CPF Pilot program for the following items

- Permitting fees to NMDOT and County of xxxxx
- Design and Engineering Services provided on contract by Vendor A. These are labor hours that show roles, rates, activities and total costs.
- Internal company personnel applied to Grant Administration and Project Management. Their hours are applied at a Blended Rate based on Gross Pay divided by 160 hours a month and uplift for FICA/Medicare taxes.
- Invoices for construction materials, supplies and network equipment as per our budget
- Compensatory Use Tax paid to the State of New Mexico Taxation/Revenue Department

We have supplied invoices, check sent as well as ACH and EFT notices as proof of payment. Please note that Vendor A is working on additional non-related Pilot projects so we are only requested a portion of the total invoices included.

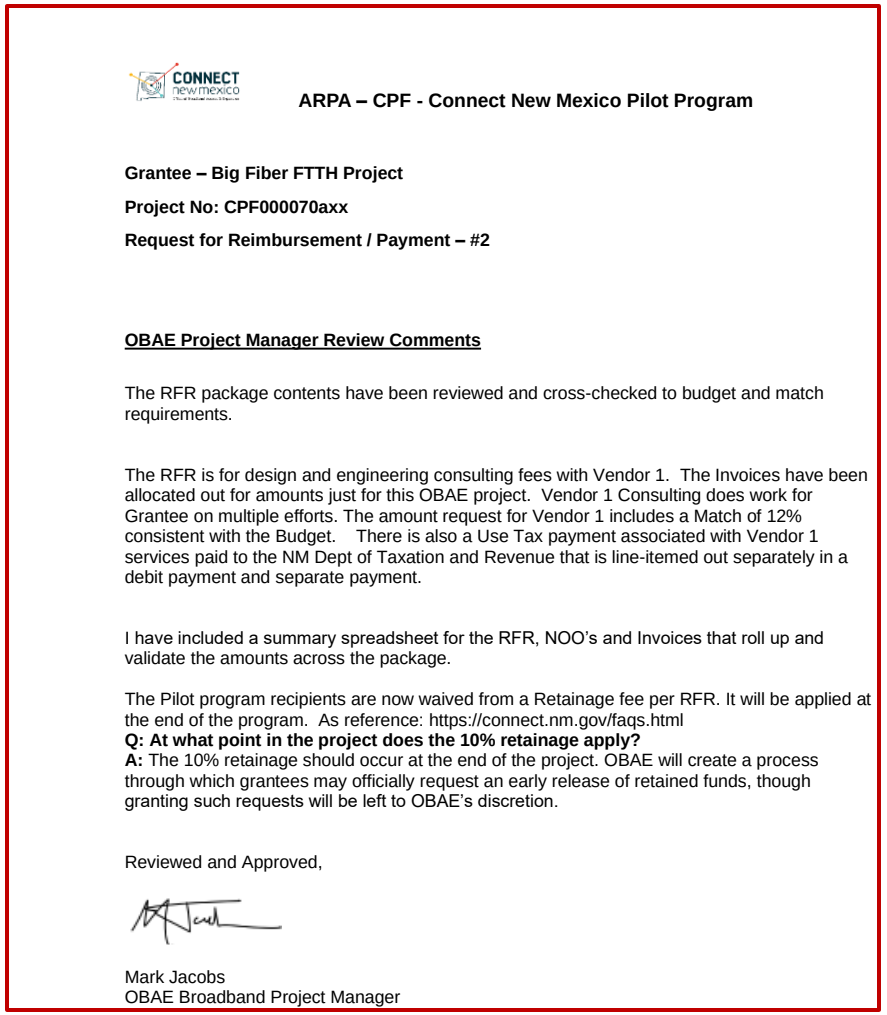
Sincerely

Grantee

Suggest the Grantee put the Narrative in an email to the PM that could be turned into a PDF and added to the RFR Packet

4 OBAE PM Letter for Packet

Example



ARPA – CPF - Connect New Mexico Pilot Program

Grantee – Big Fiber FTTH Project

Project No: CPF000070axx

Request for Reimbursement / Payment – #2

OBAE Project Manager Review Comments

The RFR package contents have been reviewed and cross-checked to budget and match requirements.

The RFR is for design and engineering consulting fees with Vendor 1. The Invoices have been allocated out for amounts just for this OBAE project. Vendor 1 Consulting does work for Grantee on multiple efforts. The amount request for Vendor 1 includes a Match of 12% consistent with the Budget. There is also a Use Tax payment associated with Vendor 1 services paid to the NM Dept of Taxation and Revenue that is line-itemed out separately in a debit payment and separate payment.

I have included a summary spreadsheet for the RFR, NOO's and Invoices that roll up and validate the amounts across the package.

The Pilot program recipients are now waived from a Retainage fee per RFR. It will be applied at the end of the program. As reference: https://connect.nm.gov/faqs.html
Q: At what point in the project does the 10% retainage apply?
A: The 10% retainage should occur at the end of the project. OBAE will create a process through which grantees may officially request an early release of retained funds, though granting such requests will be left to OBAE's discretion.

Reviewed and Approved,

Mark Jacobs
OBAE Broadband Project Manager

- OBAE PM Letter Replaces the Checklist
- OBAE PM can provide information on any special conditions which apply to the Reimbursement Request
- Provides verification that the OBAE PM has reviewed and validated the Grantee's Reimbursement Request

Clarification #1 – Labor Reporting

- Labor Reporting
  - Documentation for Labor Reporting Must Include:

    1) Time Period
    2) Role / Classification
    3) Activity – Areas Worked
    4) Hours
    5) Rate
    6) Total Amount (that matches amount requested)

  - Information Required Regardless of Contract Labor on Vendor Invoice or Internal Labor

  - If have Invoice with Multiple Projects – Labor and Charges Specific to ARPA-Pilot Project Must Clearly Defined with the Required Information

Example Format

Employee # (No need for names/ids:	Project	Role/Classification	Date	Summary / Description of Activities Work	Hours	Rate	Total
					#	$	$
					#	$	$
					#	$	$
					#	$	$
TOTAL					#	$	$$$

Clarification #2 – Internal Labor

How to Represent for Reimbursement

1. Internal Labor Amounts to be reimbursed must be a line item on the Notice of Obligation (NOO) as the Grantee

   - *Best practice - create an internal invoice to yourself to document tasks, hours, rates, totals. Invoice listed on Invoice Listing and NOO Form*

2. If using a Cost Rates for Internal Staff this should be a blended rate based on Gross Salary plus FICA/Medicare taxes paid. OBAE will require a Payroll Register and proof of calculation for the cost rate.

   - Example:
     - Gross Pay + FICA/Medicare Taxes paid / 160 Hours – Month = Rate to use for Internal Grantee Personnel

3. If using a Work Order or Direct Cost amount then must show labor and supply a payroll register or Work Order time charge that shows hours, rates and costs. (do not share personal information)

Labor Hours and Rates Disclosure

Employee	Salary /Mos	Hrs/Mos	Base Hrly/Rate	OASDI + Medicare	Addl Fringe	Total Monthly	Overall Hrly Rate
#	$$$$	#	$$.$$	$$$	$$$	$$$$,$$	$$.$$
#	$$$$	#	$$.$$	$$$	$$$	$$$$,$$	$$.$$

Must be supported by Payroll Register

Example for Inoice / Labor Listing

Invoice	Employee	Hours	Overall Hrly Rate w/Fringe	Total
#	#	#	$$.$$	$$$.$$
	#	#	$$.$$	$$$.$$
TOTAL FOR PROJECT				$$$$.$$

Fringe and Taxes Could be Shown as Total Amount Disclosed

Invoice	Employee	Hours	Base Hourly Rate	Overall Hrly Rate
#	#	#	$$.$$	$$$.$$
	#	#	$0.00	$$$.$$
Labor Total				$$$$,$$
Payroll Taxes, Fringe, Additional				$$$.$$
TOTAL FOR PROJECT				$$$$.$$

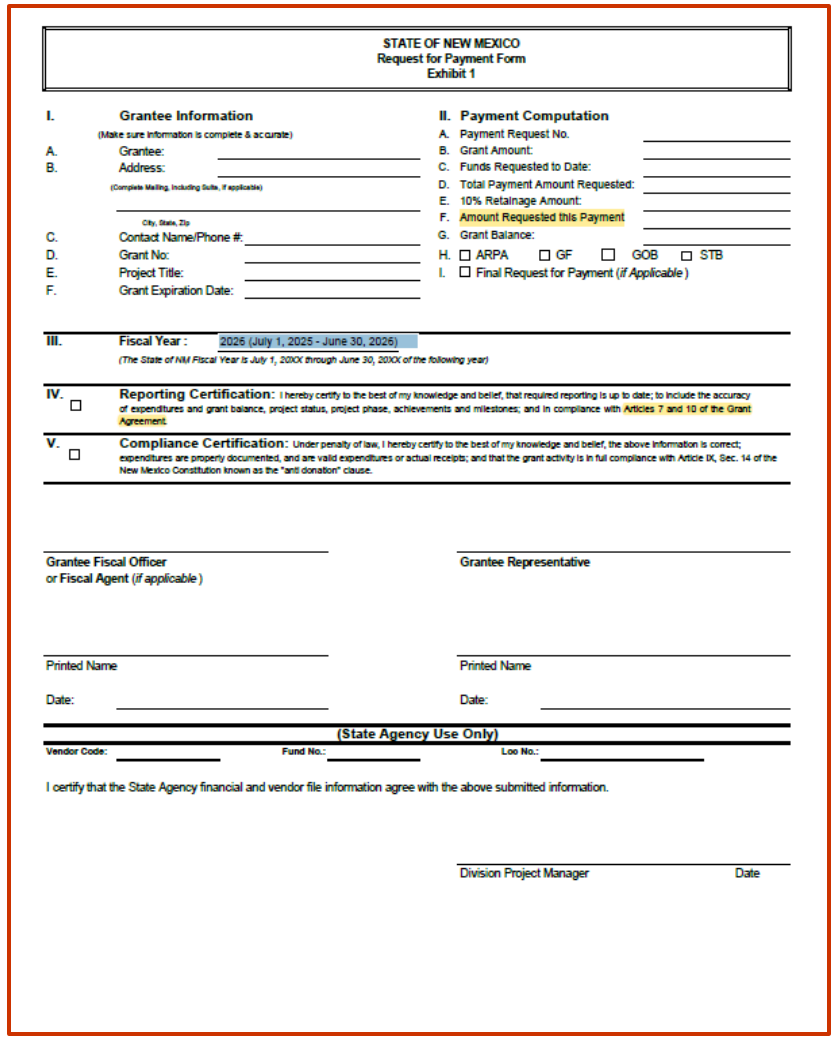
Example Included in NOO & Invoice Listing xls

Special Topics

- Use Tax / Comp Tax / Sales Tax Paid to State or Tribal Entity
  - Include as separate line items on NOO Form and Invoice Listing
  - Include Ledger or detail to show reference to the invoice that the Payment applies
- Grantee or PM Can Submit on Behalf of Invoices@connect.nm.gov
- OBAE PM and Grantee to use Docu-Sign to set Signatures once Packet is ready to submit
- Monthly RFR Submissions – or As Grantee Determines is Necessary for Cash Flow
- All PDF's in the Packet Must be Readable Without Significant Magnification.
- *Open Point – OBAE may define an RFR #/NOO# format to use due to DFA processing (mostly due to multiple projects for same payable entity)*

Stays the Same as Before

- Exhibit 1- Request for Payment Form
- Date Requirements for Invoices
  - NOFO Date for Application Prep, Market Assessment – Pre Award
  - Grant Execution Date or PO Date for Project Expense
- PO Must Be Included
- OBAE PM for your Project works with Grantee to validate, review and prep the packet
- Full "Packet" in PDF Submitted to Invoices@connect.nm.gov



STATE OF NEW MEXICO
Request for Payment Form
Exhibit 1

I. Grantee Information
(Make sure information is complete & accurate)
A. Grantee:
B. Address:
(Complete Mailing, Including Suite, If applicable)
City, State, Zip
C. Contact Name/Phone #:
D. Grant No:
E. Project Title:
F. Grant Expiration Date:

II. Payment Computation
A. Payment Request No.
B. Grant Amount:
C. Funds Requested to Date:
D. Total Payment Amount Requested:
E. 10% Retainage Amount:
F. Amount Requested this Payment
G. Grant Balance:
H. ☐ ARPA ☐ GF ☐ GOB ☐ STB
I. ☐ Final Request for Payment (*if Applicable*)

III. Fiscal Year : 2026 (July 1, 2025 - June 30, 2026)
(The State of NM Fiscal Year is July 1, 20XX through June 30, 20XX of the following year)

IV. ☐ **Reporting Certification:** I hereby certify to the best of my knowledge and belief, that required reporting is up to date; to include the accuracy of expenditures and grant balance, project status, project phase, achievements and milestones; and in compliance with Articles 7 and 10 of the Grant Agreement.

V. ☐ **Compliance Certification:** Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct; expenditures are properly documented, and are valid expenditures or actual receipts; and that the grant activity is in full compliance with Article IX, Sec. 14 of the New Mexico Constitution known as the "anti donation" clause.

Grantee Fiscal Officer
or Fiscal Agent (*if applicable*)

Grantee Representative

Printed Name

Date:

Printed Name

Date:

(State Agency Use Only)
Vendor Code: Fund No.: Loo No.:

I certify that the State Agency financial and vendor file information agree with the above submitted information.

Division Project Manager Date

Order of Documents

Objective: Packet Should be in a Sequence to Assist in Readability and Understanding

1 - Exhibit 1 – Request for Payment

2 - Notice of Obligations

3 - PO

4 – OBAE PM Review Letter

5 - Narrative of Reimbursement Contents

6 - PDF of NOO xls Listing (Readable)

7 - PDF of Invoice Listing (Readable)

8 - Invoices & Proof of Payment of the Invoice

9 - Labor Documents – Proof of Payment – Hours and Rate Disclosure

(Please Put Invoices and Labor in the Order they are Listed on the NOO Form and Invoice Listing)

Guidance Checklist

1 → 2 → 3

- ❑ Grantee has completed the following for review:
  - ❑ Email or 1 Page Narrative of Request Packet
  - ❑ Exhibit 1
  - ❑ NOO,
  - ❑ Invoice/NOO Listing,
  - ❑ Invoice pdfs
  - ❑ Proof of Payment
  - ❑ Internal Labor Hours and Payroll Register

- ❑ Grantee and OBAE PM Have Reviewed and Prepped:
  - ❑ Invoice / NOO Listing
  - ❑ NOO Amounts
  - ❑ Cash Match
  - ❑ Exh 1 – Request for Payment

- ❑ Packet is Completed
  - ❑ OBAE Reviews and Includes Additional Items
    - ❑ PO
    - ❑ Narrative
    - ❑ OBAE PM Letter
  - ❑ Single PDF Packet is finalized
  - ❑ Docu-Sign used for Signatures
  - ❑ Grantee or OBAE PM Submits to Invoices@connect.nm.gov

Final Statements

- Why are we making these revisions?
  - OBAE is working to make the reimbursement process less time-consuming, less error-prone and improve the cycle time from submit to payment
- What will we do to assist for you to come up to speed?
  - Offering a 1:1 session to go over Reimbursement Process and review (1hr)
  - The OBAE PM will work with you on each Reimbursement Request
- What must the Grantee do?
  - Must include the revised NOOs, complete the NOO and Invoice Listing and write a Reimbursement Narrative

Additional Information

- Eligible Expenses
- Ineligible Expenses

Eligible Expenses

Direct costs related to preparing Grantee's Application	Data gathering, feasibility studies, community engagement, public feedback processes, digital equity assessments and planning, needs assessment	Upfront costs for rights of way, easement and condemnation, acquiring permits, costs associated with satisfying the environmental, historical and cultural assessment, reviews and mitigation	Architectural and engineering design
Costs related to the construction, improvement, and acquisition of facilities required to deploy broadband infrastructure including all required materials and labor costs, site planning work (e.g., make ready) and project management	Last-mile network facilities, including electronics necessary to deliver service to an end user including, but not limited to optical line terminal (OLT), optical network terminals (ONT), routers, switches, firewalls, wireless radio equipment, antennae, access points, and any necessary equipment shelters	Middle-mile network facilities, including electronics necessary to deliver backhaul and middle-mile services	Alternative technologies for non-terrestrial systems, including system components required to deliver broadband to unserved and underserved New Mexicans such as user terminals to receive a signal, ground segments designed to serve New Mexican communities, and core aerial network elements specific to serving New Mexican communities
Customer premise equipment placed within the premise to enable connectivity, such as routers and modems	The cost of long-term leases (for terms greater than one year) of facilities required to provide qualifying broadband service, including indefeasible right-of-use (IRU) agreements and capital leases	Personnel costs, including salaries and fringe benefits for staff and consultants required for the implementation of the Project	Costs associated with the collection, monitoring, and reporting of data as required under the terms of this Agreement

Ineligible Expenses

- Acquisition of spectrum licenses
- Operations and maintenance costs (other than grant administration costs)
- Short-term operating leases
- Payment of interest or principal on outstanding debt instruments, or other debt service costs incurred prior to March 15, 2021
- Fees or issuance costs associated with the issuance of new debt
- Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring plan in a judicial, administrative, or regulatory proceeding
- To support or oppose collective bargaining, except that this does not affect the ability to use funds to comply with 41 C.F.R. 60-1.4
- Any expense for which Grantee receives other federal or state funding or reimbursement
- Expenditures related to land buildings, structures, improvements, or equipment not directly used to support the deployment of a broadband network
- Expenditures for any deliverable acquired from a contractor or other third party operating on Grantee's behalf to the extent such deliverable was not procured by Grantee in compliance with the procurement standards set forth in Article 2(F) of this Agreement