



Broadband Acceleration Grant (BAG) 5.0 Reporting & Close Out Requirements

Kansas Office of Broadband Development | Kansas Commerce

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Introductions

KOBD Team



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Introductions

WOB Team



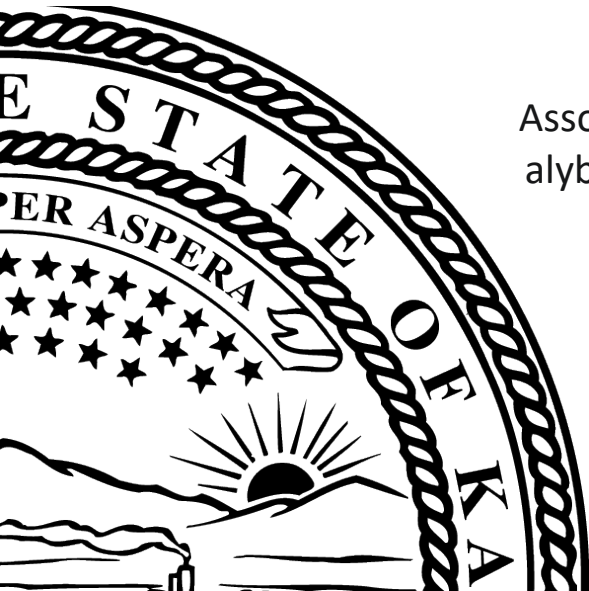
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Agenda

Reporting Requirements

Eligible Costs

Reimbursement Process

Change Requests and Event Reporting

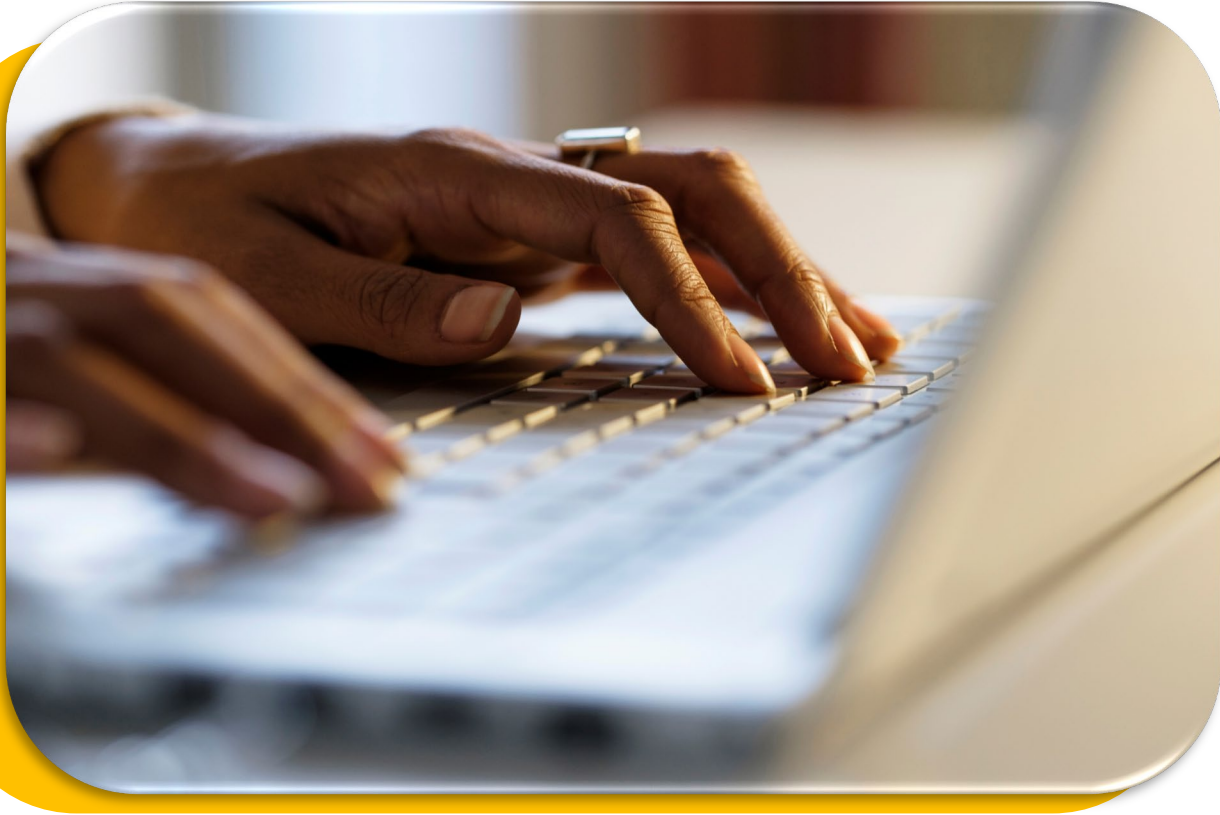
Quarterly Monitoring

Closeout Requirements

Records Retention & Monitoring

Questions





Reporting Requirements

Overview

Grant Performance Period

- 24 months from date of contract execution
- Grant expenses must be incurred and funds expended during this period
- Funds may be used for cost incurred after December 3, 2025, subject to KOBD approval

Subrecipient Requirements

- Submit monthly program and financial report
- Inform KOBD of recipient organization changes or proposed material changes
- Attend quarterly calls with the KOBD office to discuss project progress
- Submit a closeout report within 45 days of project completion

Report Submission

- Required every month
 - ✓ Even if not requesting reimbursement
 - ✓ Supports timely review and cash flow
- Occurs via the Department of Commerce online grant portal
- Link: [KDC Portal Login](#)
- Includes:
 - ✓ Monthly reporting template
 - ✓ Invoices and proof of payment for allowable expenses
 - ✓ Success stories (optional)



Deadlines

- Due by end of day on the fifth of each month. If the fifth falls on a weekend or holiday, the report is due the next business day.
- First report due by the fifth of the first month after contract execution. If executed during the final week of the month, submission is due by the fifth of the second month following execution.
- Reports submitted after the fifth will be processed with the next month's submissions.



First report due
April 5, 2026

Reporting Template



The reporting template contains the following tabs:

Narrative: Used to briefly describe the progress or activities as well as any successes and/or challenges that occurred during the month being reported.

Project Expenditures: Used to list expenditures for the month being reported and for which reimbursement is being requested. Expenditures listed on this tab must be clearly associated with a corresponding payment to confirm its eligibility for reimbursement.

Expenditure Pivot Table: Pivot Table displaying the sum of total expenditures reported on the Project Expenditure tab) by budget category.

Approved Budget: Contains a copy of the approved budget that is not editable.

Bill of Materials: Contains a copy of the approved bill of materials that is not editable.

Completion Status: Used to provide information on progress toward completing project milestones.

Location Data: Used to provide data on each location passed during the project.

Metrics: Used to provide updates on established KPIs

Project Changes: Provides information on how to submit material project changes to KOBD for approval. Examples of project changes are provided on the tab.

Program Narrative



BROADBAND ACCELERATION GRANT Monthly Narrative

Please provide a brief narrative update of the progress, successes and challenges on this project. At a minimum, the narrative should explain actual activity for the reporting period and activity outside of the reporting period related to any items of cost requested for reimbursement.

4/5/2026

Input the narrative in the cell labeled for the month being reported on, not the month of submission (e.g., a report submitted on September 5th should cover August and be entered in the August cell).

Location Data Table

The Location Data Template answers:

- Which exact FCC Fabric locations were passed?
- What technology was used at each location?
- What speeds and latency were delivered after the project?

Each row = one FCC Broadband Serviceable Location (BSL).

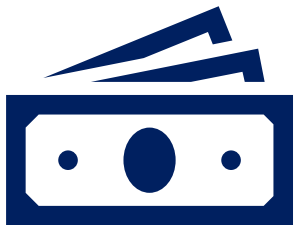
SUBRECIPIENT DATA COLLECTION: LOCATION DATA TEMPLATE														
Field Name	Fabric ID Number	Location Latitude	Location Longitude	FCC Issued Provider ID #	Technology Type at Location	if Other, Specify (Actual)	Location Type	Housing Units at Location	Speed Pre-Investment	Maximum Download Speed Offered at Location Post-Investment	Maximum Download Speed Delivered at Location Post-Investment	Maximum Upload Speed Offered at Location Post-Investment	Maximum Upload Speed Delivered at Location Post-Investment	Latency Delivered at Location Post-Investment
<p>INSTRUCTIONS</p> <p><u>Important: The total number of locations in this file must equal the total number of locations the project is approved to pass. Upon project completion, update the table to add or remove locations to report the locations actually passed and complete all columns. Speed and latency can be based on a representative sample.</u></p>	Enter the site specific fabric identification number from the <u>FCC broadband funded locations map</u> that corresponds with the location	Provide the latitude at each broadband serviceable location. Guidance on preferred method can be found at https://www.usac.org/wp-content/uploads/high-cost/documents/Tools/HUBBG_eolocationMethods.pdf	Provide the longitude at each broadband serviceable location. Guidance on preferred method can be found at https://www.usac.org/wp-content/uploads/high-cost/documents/Tools/HUBBG_eolocationMethods.pdf	The <u>6-digit FCC-provided ID</u> aligned with the entity that files or will file Broadband Data Collection data	Select from the dropdown list the type of technology provided at the location.	If the technology type is "Other," explain the technology provided.	Select the type of location from the dropdown list.	For each residential location, how many total residential units can be served?	Select one of the options to report the pre-investment maximum speed available at the location.	Provide the maximum download speed offered or advertised at the location.	Provide the maximum download speed available at this location after the project is complete.	Provide the maximum upload speed offered or advertised at the location.	Provide the maximum upload speed available at this location after the project is complete.	Provide confirmed data describing latency test results.
DESCRIPTION	Required	Required	Required	Required	Required	Required when Technology Type is Other	Required	Required for all residential locations	Required	Required	Required when the project is complete.	Required	Required when the project is complete.	Required when the project is complete.



Eligible Costs

Capital expenses directly related to construction costs associated with the broadband infrastructure build required for installation and/or the acquisition of last-mile broadband infrastructure.

- ✓ Last mile is defined as the final leg connecting a broadband service provider's network to the end-user's on-premises telecommunication equipment.
- ✓ Middle mile expenditures are eligible only when necessary to provide last-mile services.



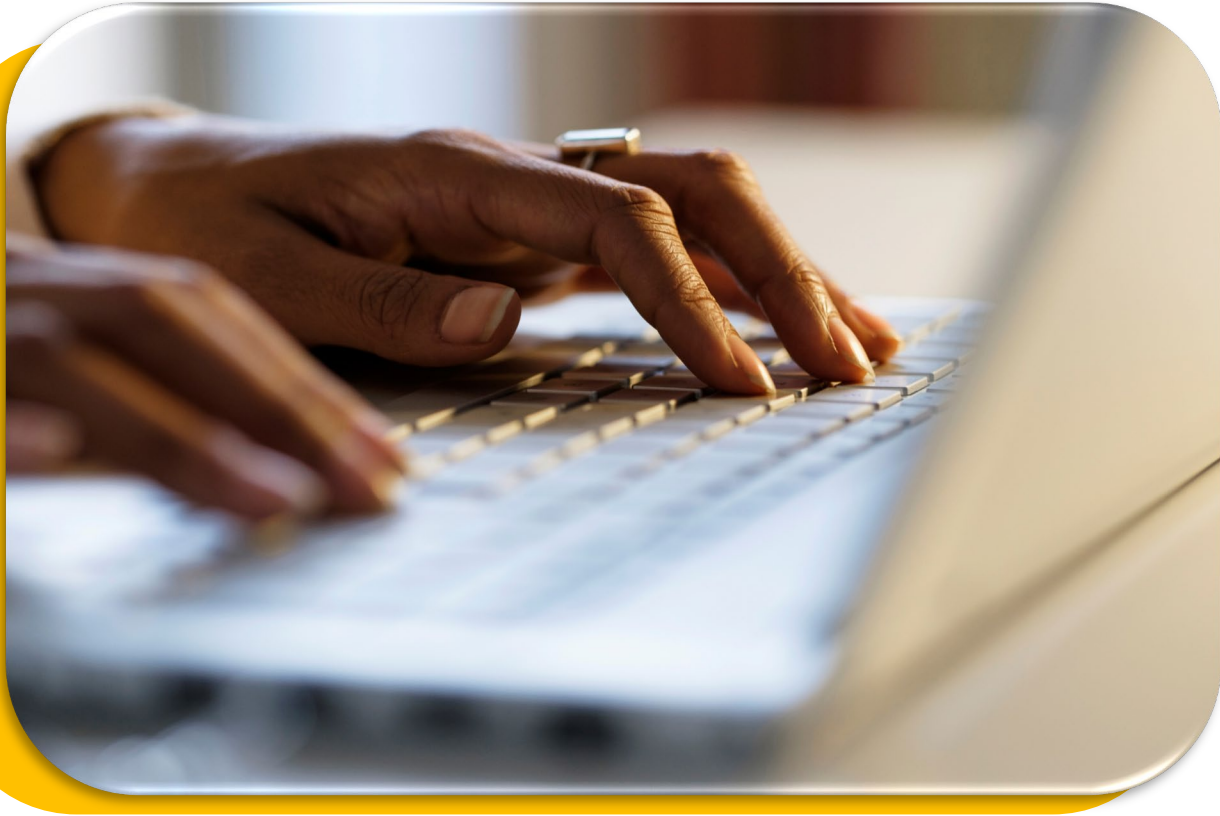
Examples	
Project construction	Construction permits
Construction of facilities	Engineering
Network equipment	Supplies
Materials	Direct Labor
Installation and testing of network end-user service	

Eligible Costs Continued

Costs Must Be:

- Incurred and expended during the grant performance period
- Included in the approved budget or within the allowable 10% threshold by category, unless a formal budget revision has been submitted and approved by KOBD.
- Supported by proof of purchase, payment, time and effort, or other supporting documentation.





Reimbursement Process

Overview

10% Holdback: KOBID withholds 10% of the total grant amount until final project closeout is completed.

Request Processing and Payment:

- Requests are reviewed with efforts made to approve payment by end of the month.
- KOBID communicates approval to the Kansas Department of Transportation who is then responsible for initiating payment.



Preferred Payment Method: ACH (Automated Clearing House) is the preferred method for disbursement.

Support & Follow-Up: The team will contact you if additional information or documentation is needed for report reviews or to complete processing.



Change Request & Event Reporting

Material Change Requests

- Advance approval from KOBD is required for any material change to the approved project.
- Expenditures made without prior approval may be deemed unallowable and may not be reimbursed.
- KOBD will provide an initial response within 3 business days of receiving a complete request.

Form available online at [Grant-Material-Project-Change-Request-Form.pdf](#)

Submit the completed change request form to: KDC_broadband@ks.gov



Examples of Material Changes Requiring Approval

Any deviation from the original approved route layout in terms of segment placement or tower location(s)

Facilities segments being added or removed from original plan

Any facilities placement extending outside the defined project area

Changes to original count of locations to be enabled

Changes to overall architecture proposed in the application

Electronics manufacturer and model number changes from original bill of material (BOM)

Budget variances exceeding 10% in a budget category

✓ Include a draft of the modified budget being proposed when submitting the change request form.

Event Reporting Process



Subrecipients must notify KOBD within 10 calendar days of any of the following events:

- Significant changes to the organization's financial position
- Changes in ownership or control of the subrecipient's entity
- Updates to key project personnel or changes to contact information

Form available online at [Grant-Event-Reporting-Form.pdf](#)

Submit the completed change request form to: KDC_broadband@ks.gov



Quarterly Monitoring

Meetings

Up to 4 times per year

- January, April, July, October
- Monitor progress toward implementation

Agenda

- Overview of project status and progress toward implementation
- Project-specific technical assistance as needed
- Achievements and concerns





Closeout Requirements

Closeout Report

- A narrative overview of the project including successes, challenges, partners involved, lessons learned and overall impact
- Location data for each location enabled
- As-built .kmz maps (public and private) for the completed service area
- Speed test validation results for 5% of total locations passed (downstream, upstream, latency)
- Final Metrics: *Must match agreed-upon metrics, including any approved changes*
- A closeout expenditure report providing all final project expenditures and supporting documentation
- Success stories (optional)

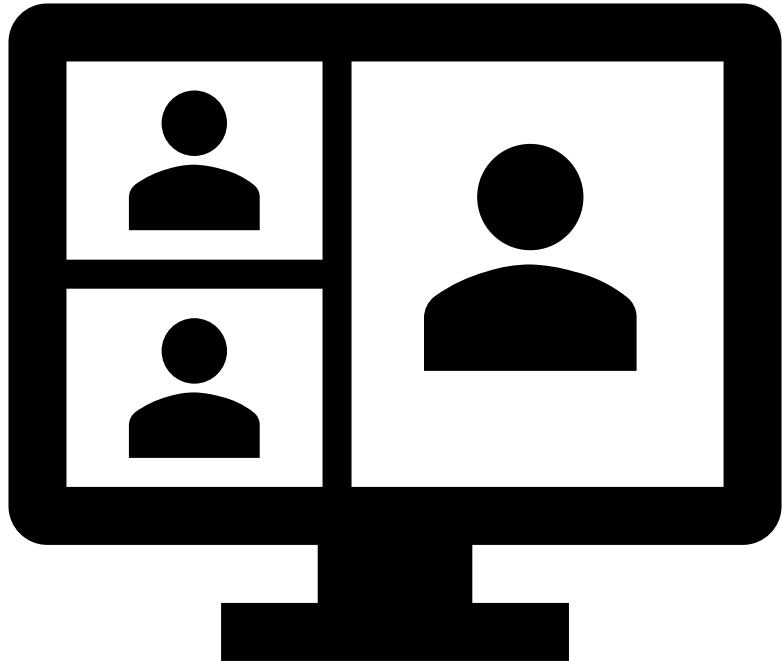


Field Validation

- KOBD will conduct a site visit to validate completion of the project.

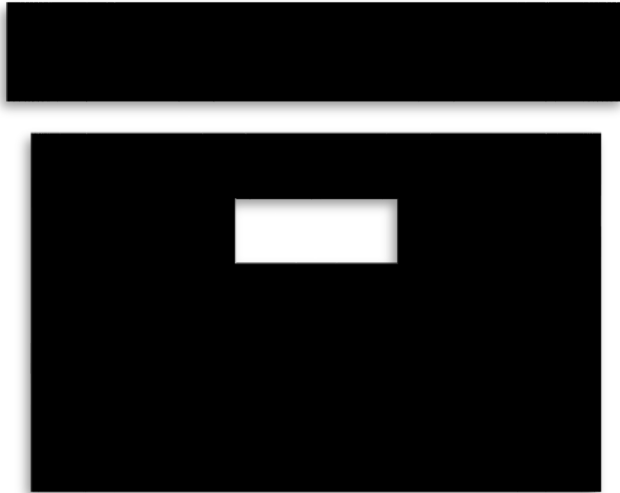


Closeout Meeting



- Upon receipt and validation of the final report, KOBD will schedule a closeout meeting.
- This meeting is a final review of the closeout report submission and an opportunity to share relevant information related to the project and its impact.
- Once the closeout meeting and field validation is complete, KOBD will release the final reimbursement payment.

Record Retention & Audits



Maintain records for 5 years from end of the grant performance period.

Provide additional records upon request.

Allow site visits and compliance reviews.

Questions?