

Schedule 1

Reporting and Reimbursement Schedule

Texas Regional Broadband Program (TRBP)

1. Period of Performance

The Period of Performance for this Agreement is February 1, 2026, through January 31, 2029.

The Subgrantee shall comply with the reporting, documentation, and reimbursement requirements outlined in this Schedule 1 unless otherwise modified in writing by the Texas Association of Regional Councils (TARC).

All reporting and reimbursement activities must align with guidance issued by the Texas Broadband Development Office (BDO) and/or the Texas Comptroller of Public Accounts (CPA), as applicable.

2. Quarterly Performance Reporting

Regional Plan Template as Quarterly Report

Each Subgrantee shall submit a Quarterly Performance Report (QR) for each reporting period.

For the Texas Regional Broadband Program (TRBP), the Sample Regional Broadband Plan Template provided by TARC intends to serve as the official Quarterly Performance Report format.

How This Works

- The Regional Plan Template is a living document.
- Subgrantees will update the template each quarter to reflect:
 - Broadband planning activities performed
 - Stakeholder engagement efforts
 - Data collection and mapping progress
 - Gaps and needs assessments
 - Regional coordination efforts
 - Deliverables completed
 - Challenges encountered
 - Anticipated next steps

Submission of the updated Regional Plan Template each quarter fulfills the Quarterly Performance Report requirement.

This approach:

- Streamlines reporting

- Eliminates duplicative submissions
- Aligns plan development with compliance documentation
- Ensures consistency across all participating COGs
- Supports statewide reporting needs of BDO/CPA

TARC may revise or refine the template during the term of the Agreement to ensure compliance with evolving BDO/CPA requirements.

Contract Year One

February 1, 2026 – January 31, 2027

Reporting Period	Quarterly Report (Regional Plan Template) Due Date*
April 1 – Jun 30, 2026	July 15, 2026
Jul 1 – Sep 30, 2026	October 15, 2026
Oct 1, 2026 – Dec 31, 2026	January 15, 2027

*Due fifteen (15) calendar days after the close of each reporting quarter.

This quarterly reporting structure shall repeat for Contract Years Two and Three in alignment with the standard calendar quarter reporting periods established by BDO/CPA.

TARC reserves the right to modify reporting formats, content requirements, or due dates upon written notice to ensure compliance with BDO and/or CPA requirements.

3. Monthly Program Update (Communication Touchpoint)

In addition to quarterly reporting, Subgrantees shall provide a brief Monthly Program Update via Microsoft Forms - [Microsoft Form - COG Monthly Update](#)

The Monthly Update is intended to:

- Be concise (1–2 paragraphs or short bullet format)
- Confirm continued progress on program activities
- Identify major milestones achieved during the month
- Highlight anticipated activities for the upcoming month
- Flag any issues, barriers, or technical assistance needs

The Monthly Update serves as:

- A communication touchpoint between the COG and TARC
- An early-warning mechanism for potential delays

- A support mechanism for requesting guidance or assistance
- A tool to ensure program momentum is maintained

Monthly updates are not intended to be duplicative or burdensome. They are designed to promote proactive engagement and program success.

4. Quarterly Reimbursement Requests

Subgrantee may submit reimbursement requests on a quarterly basis corresponding to the reporting periods listed above.

Reimbursement requests must:

- Be submitted within thirty (30) calendar days following the close of the applicable reporting quarter
- Include all required supporting documentation
- Reflect only eligible costs consistent with Attachment A
- Be consistent with the approved Budget Workbook
- Align with the activities documented in the updated Regional Plan Template

Only costs incurred during the Period of Performance and consistent with the approved budget and eligible cost categories will be reimbursed.

Failure to submit reimbursement requests within the required timeframe may result in delayed or denied reimbursement unless otherwise approved in writing by TARC.

C.4.3 Invoice Packet

The Invoice Packet submitted along with the COG's quarterly Performance Report shall include the:

- Completed TRBP Invoice Template
- COG Budget Workbook updated with information from the reporting period;
- COG general ledger;
- COG income/expense statements.
- COG Certification Statement (See C.6) with referenced attestations shown.

C.6 Certification of Invoice on COG Letterhead

Each invoice shall be certified by an authorized representative of the subgrantee, attesting that:

- Costs claimed were incurred during the applicable reporting period;
- Costs are allowable, reasonable, and necessary;
- Costs are directly related to eligible TRBP activities;
- Documentation supporting the invoice is maintained by the subgrantee.

5. Funding Contingency

Reimbursement is available only for eligible costs incurred between February 1, 2026 and January 31, 2029, and is subject to:

- Continued availability of funds
- Compliance with this Agreement
- Approval by TARC
- Compliance with BDO and/or CPA requirements

TARC makes no guarantee of reimbursement beyond available appropriated funds.

6. Final Closeout

All final performance reports (final updated Regional Plan Template), reimbursement requests, and supporting documentation must be submitted no later than (sixty) 60 calendar days following January 31, 2029, unless otherwise authorized in writing by TARC.

TARC reserves the right to:

- Withhold final payment pending receipt and acceptance of all required deliverables
- Request clarification or supplemental documentation
- Conduct reconciliation of total expenditures against approved budget

7. Ongoing Technical Assistance

Throughout the Period of Performance, TARC will provide:

- Scheduled office hours
- Program guidance updates
- Budget and reimbursement support
- Planning technical assistance
- Coordination with BDO/CPA as needed

Subgrantees are encouraged to proactively communicate with TARC regarding any challenges to ensure timely resolution.