**Date**

**Name**

**Title**

**Entity**

**Address**

**City, STATE Zip**

Dear **Name**:

RE: **Grant Number**

Alabama Broadband Accessibility Fund (ABAF)

Congratulations on the conditional approval of your grant application for **$Grant Amount**. It will now be necessary for you to satisfy certain requirements before formally receiving your grant award.

Submissions to be made to ADECA:

Please submit to ADECA the following information no later than 10 business days from the date of this letter. Upon satisfaction of all conditions, a grant agreement will be issued.

1. **Project Description/Project Budget Modifications -** Any modifications to either the Project Description or Project Budget will require a revised Project Description and/or Project Budget. All changes must have been previously approved by ADECA.
2. **Beason-Hammon Alabama Taxpayer and Citizen Protection Act, as amended -** Imposes conditions that apply to contracts, grants, or incentives by the state, any political subdivision of the state or any state-funded entity where the co-party is a “business entity or employer.” This compliance will require that you:
	1. submit the original “Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Act 2011-535, as amended by Act 2012-491)” Please see the Program Guide and Implementation section of Broadband Alabama website at: <http://adeca.alabama.gov/broadband>.
	2. submit a completed copy of the E-Verify Memorandum of Understanding (MOU) which is generated when the business entity or employer enrolls in that program bearing the number assigned to that MOU by Homeland Security at <https://verify.alabama.gov>.
	3. for every contract or subcontract entered into as part of your ABAF project you will need to do the following:
		1. include the compliance language, as it appears in your grant agreement, in all contracts (please see the Program Guide and Implementation section of Broadband Alabama website at: <http://adeca.alabama.gov/broadband>)
		2. keep a copy of the “E-Verify Program for Employment Verification Memorandum of Understanding” between Homeland Security and the contractor/subcontractor, this applies to all vendors, contractors, and subcontracts, including professional services
3. **Disclosure Statement** Alabama Act 2001-955 requires that all vendors complete and submit an original State of Alabama Disclosure Statement with all proposals, bids, contracts, and grant proposals in excess of $5,000.00 (please see the Program Guide and Implementation section of Broadband Alabama website at: <http://adeca.alabama.gov/broadband>).
4. **Signatory Authority Form –** Each subrecipient must submit an originalSignatory Authority Form.The form can be found at the following link (please see the Program Guide and Implementation section of Broadband Alabama website at: <http://adeca.alabama.gov/broadband>).

Tasks to be Completed:

1. **STAARS Registration -** Subrecipients must register in the State of Alabama Accounting and Resource System (STAARS) Vendor Self Service (VSS) portal in order to receive payments.

Future Items to be submitted:

1. **Invoice –** The required form for requesting funds can be found in the Program Guide and Implementation section of Broadband Alabama website at: <http://adeca.alabama.gov/broadband>. Your program manager will contact you to discuss requirements for support documentation.

Original signed documents should be returned to our office. All other submissions can be emailed. Your program manager is Chris Murphy. He can be reached at chris.murphy@adeca.alabama.gov or (334)353-4589.

Sincerely,

Maureen E. Neighbors

Energy Division Chief

MEN/sf

cc: