



January 26, 2021

Dear ARC Awardees:

The purpose of this letter is to inform those of you who have completed projects how to return unused funds to the Broadband Office. This process would be the same for any breaches to the ARC agreement. The process is as follows:

- Make a check out to “Arkansas Economic Development Commission” or “AEDC”
- Include a letter (on your company letterhead) that documents the project that the funds were originally allocated for, the reason the funds are being returned, and indicate the amount being returned
- Include a copy of the original grant notification letter as a reference
- **Use overnight shipping to send the check and letters to:**

**Mr. Steven Porch, Executive Broadband Manager
Arkansas Department of Commerce/AEDC
1 Commerce Way, Suite 601
Little Rock, AR 72202-2089**

Upon receipt of the check, it will be forwarded to the AEDC financial team for processing and re-deposit. The amount of the returned funds will be compared to your invoice submissions to Monday.com. The Broadband Office will contact you directly should the amount of your check not match what you have submitted to the UAMS portal, Monday.com. Therefore, the Broadband Office encourages you to submit your invoices weekly.

Thank you again for getting rural Arkansans connected.

Sincerely,

A handwritten signature in blue ink, appearing to be "S. Porch", written over a blue circular line.

Steven Porch
Chief Legal Counsel and
Executive Broadband Manager for ARC Broadband Program
Arkansas Department of Commerce