Startup Grant Completion Report

**Contact Staff**

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The ConnectMaine Authority provides grants to develop plans for, and to support investments in, the expansion of broadband service. Startup Grants are completed with precertification, which is intended to determine future grant eligibility and to encourage use of planning best practices. This completion report demonstrates compliance with the ConnectMaine statute and rule.[[1]](#footnote-1) For assistance with grants, please contact ConnectMaine staff.

**Instructions**

Please don’t include addendums or references; insert information and documentation in the order requested. Except for the requested mapping data, please don’t submit separate files. Additionally, any information that may be deemed confidential must be submitted as separate files to remain confidential. A copy of any resulting plan must be submitted as a separate file, excluding any confidential information, in order to be publicly shared.

By signing this completion report, the applicant certifies that the project was conducted and completed in the affected communities as proposed in the contract agreement. If the project was conducted or completed differently in any way from the application or contract, then indicate those differences and demonstrate compliance with the planning grants program where relevant in this report. The ConnectMaine Authority reserves the right to request additional information necessary to evaluate project compliance and completeness.

**Please submit your completion report within six months of when the grant was awarded by emailing** [**Connect.ME@maine.gov**](mailto:Connect.ME@maine.gov) **with the subject heading Grant Completion.**

1. **Applicant Information**

Applicant Signature:

Date Submitted:

1. **Fiscal Agent**

Please use the same entity that was provided on the W-9 Form.

Entity Name:

1. **Grant**

Grant Amount Awarded:

1. **Affected Communities**

List a point of contact for each community involved in the planning work.

|  |  |  |  |
| --- | --- | --- | --- |
| Community | Name | Title or Role | Email or Phone |
|  |  |  |  |
|  |  |  |  |

1. **Applicant or Agent**

Name:

Title or Role:

Mailing Address:

Phone Number:

Email Address:

1. **Partner, if any**

Company Name:

Point of Contact Name:

Title:

Phone Number:

Email Address:

1. **Executive Summary**

Review the executive summary of the application, and revise if necessary.

1. **Community Support**

A community-driven broadband process relies on widespread engagement and support. The community broadband committee must be committed for the duration of community broadband planning; committees that are committed into and through eventual expansion of broadband further ensure community vision and goals are met.

List the community broadband committee members who contribute relevant backgrounds and roles.

|  |  |
| --- | --- |
| Background | Name |
| an official representing the affected community, including a local elected official with political will to support broadband |  |
| an educator who cares about educational opportunities around broadband |  |
| someone in economic development, including a local business owner, including someone from an industry that’s important to the affected community |  |
| someone who depends on broadband, including a teleworker, including a student, including a healthcare provider |  |
| a key individual to any such project, including someone who’s integral to the fabric of the affected community |  |
| a deep diver into broadband, including someone with information technology expertise, including someone with policy expertise |  |
| a finance expert, including someone with banking expertise, including someone with public-private partnership experience |  |
| a communicator, both within the committee and from the committee |  |
| an energizer, who diversifies and brings together the group |  |
| a visionary, who drives the process forward and keeps it upbeat |  |

1. **Planning Activities**

Briefly describe the effect of planning activities on building wide community support, including but isn’t limited to the following:

* putting together a broadband committee covering relevant backgrounds and essential roles,
* compiling community surveys,
* identifying anchor institutions and community members to be engaged, and
* building financial support for broadband planning and expansion.

1. **Regional Collaboration**

Briefly describe the regional collaborations or partnerships formed among communities, local or regional nonprofits providing economic development programs, or private-sector stakeholders. If none, then describe the challenges to date and future efforts that will be undertaken.

1. **Project Focus**

As a separate file, to be shared publicly on the ConnectMaine website, submit a copy of any Community Broadband Plan or other result from this planning work. Alternatively, please address any of the following that was generated during this planning work:

* a description of local broadband needs and goals;
* an inventory of the existing infrastructure assets;
* a gap analysis defining the additional broadband infrastructure necessary to meet identified needs and goals;
* description of any franchise agreement with a cable provider, including the expectations for expanding infrastructure and the expiration date;
* an assessment of relevant municipal procedures, policies, rules and ordinances that have the effect of delaying or increasing the cost of broadband infrastructure deployment; and
* a strategy to promote digital inclusion that addresses affordable internet service and equipment, digital literacy and public computer access.

1. **Project Area**

If any were generated as part of this project, submit address level data of broadband service availability as separate SHP (preferred) or KMZ (annotated) files.

1. **Project Engagement**

Describe the strategy for how local leaders, residents and businesses of affected communities are being educated and engaged in broadband planning, and the strategy for how internet service providers in the region have been or will be engaged in future planning or broadband expansion.

1. **Financial Commitment**

Itemize and list actual expenses from this planning work, including the amounts of costs covered by the grant and any other financial commitments. Committed dollars cannot consist of in-kind contributions.

|  |  |  |  |
| --- | --- | --- | --- |
| Expenses | Total ($) | Grant ($) | Committed ($) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Totals** |  |  |  |

Any financial commitment of a municipality for planning grants may not consist of in-kind contributions from the municipality or funds provided by a vendor or private business that proposes to build, operate or provide retail services using broadband infrastructure constructed pursuant to the planning grant. By signing and submitting this report, the applicant certifies the project was conducted and completed in accordance with the ConnectMaine rule.

1. Evaluation of projects is conducted in accordance with the ConnectMaine rule: <https://www.maine.gov/connectme/about/statutes-rulemaking> [↑](#footnote-ref-1)