Planning Grant Completion Report

**Contact Staff**

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The ConnectMaine Authority awards planning grants to develop plans for expanding the availability of broadband service. Before ConnectMaine releases final award funds, the applicant must submit a completion report that demonstrates compliance with planning grants program requirements.[[1]](#footnote-1) For assistance with reports, please contact ConnectMaine staff.

**Instructions**

Please don’t include addendums or references; insert information in the order requested. Except for the files specifically requested to be submitted separately, and any information that may be deemed confidential, please don’t submit separate files. A copy of the resulting plan or study 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 one year of when the grant was awarded by emailing** **Connect.ME@maine.gov** **with the subject heading Grant Funds Requested.**

1. **Applicant Information**

Applicant Signature:

Date Submitted:

1. **Fiscal Agent**

Please use the same entity name and mailing address that were on the W-9 Form submitted.

Entity Name:

Mailing Address:

Contact Name:

Phone Number:

Email Address:

1. **Grant**

Grant Amount Awarded:

Grant Amount Received:

Remaining Amount Requested:

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. **Project Focus**

As a separate file, to be shared publicly on the ConnectMaine website, submit a copy of the Community Broadband Plan, Broadband Feasibility Study or other result from this project work. Grant recipients are required to submit the plan generated by the project or a report with sufficient detail to demonstrate that the project is leading to the expansion of the availability of broadband service in unserved and underserved areas.

1. **Project Area**

As a separate file, submit any maps of the extent of broadband service availability in the project area, at a fine enough scale to identify street-level data, and also submit the GIS data behind any maps as separate SHP (preferred) or annotated KMZ files.

1. **Timeline**

All project work must be completed within one of year of receipt of funds, unless a waiver was approved by ConnectMaine. If an extension was granted by ConnectMaine, the project work must be completed within one year of the waiver or by the completion date indicated in the extension, whichever is later.

Project completion date:

1. **Financial Commitment**

As separate file(s) submit all copies of any invoices, receipts and supporting documentation for expenses to be covered by grant dollars.

1. **Cost**

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)