Notice of Commencement

**Contact Staff**

[Connect.ME@maine.gov](mailto:Connect.ME@maine.gov)

207.624.9894

**Authority Members**

Nick Battista, Chair

Jasmine Bishop

Fred Brittain

Susan Corbett

Heather Johnson

Jeff Letourneau

Liz Wyman

The ConnectMaine Authority awards planning grants to develop plans for expanding the availability of broadband service and infrastructure grants to support investments in expanding the availability of broadband service. Before ConnectMaine releases initial award funds, the applicant must submit a notice of commencement.[[1]](#footnote-1) For assistance with reports, please contact ConnectMaine staff.

**Instructions**

Please don’t include addendums or references; insert information and documentation in the order requested. Except that any information that may be deemed confidential must be submitted as separate files to remain confidential. Some details of projects funded with grants are posted on the ConnectMaine website and contribute to reporting required of ConnectMaine.

By signing this commencement notice, the applicant certifies that the project will be conducted and completed in the affected communities as proposed in the contract agreement. If the project will be conducted or completed differently in any way from the application or contract, then indicate those differences and demonstrate compliance with the grants program in this notice under Project Scope. The ConnectMaine Authority reserves the right to request additional information necessary to evaluate project compliance and completeness.

**Please submit your notice of commencement within 30 days of the grant award or beginning project work, whichever is sooner, by emailing** [**Connect.ME@maine.gov**](mailto: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 mailing address and entity name that are provided on the W-9 Form submitted with the contract agreement.

Entity Name:

Mailing Address:

Contact Name:

Phone Number:

Email Address:

1. **Grant**

At the time of commencement, the applicant may request up to 25% of the infrastructure grant awarded or up to 50% of the planning grant awarded.

Grant Amount Awarded:

Amount Requested:

1. **Affected Communities**

List each affected municipality, local government or local government authority, or a local nonprofit providing economic development programs, as applicable to the project.

Points of Contact for Affected Communities and any community broadband committees:

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

1. **Applicant**

Name:

Title or Role:

Mailing Address:

Phone Number:

Email Address:

1. **Point of Contact, if different**

Company Name:

Point of Contact Name:

Title:

Phone Number:

Email Address:

1. **Project Scope**

List the project timeline with milestones expected.

1. **Commencement**

Project commencement date:

1. **Completion**

Anticipated completion date:

1. **Cost**

For infrastructure projects, up to two additional amounts may be requested, up to 75% of the total grant amount awarded. ConnectMaine must file bond notices to ensure funds are available for disbursements of grants awarded. For infrastructure projects only, indicate the anticipated timeline of additional grant amounts to be requested, in order for ConnectMaine to file bond notices.

|  |  |
| --- | --- |
| Quarters | Grant Dollars |
| July-Sept |  |
| Oct-Dec |  |
| Jan-Mar |  |
| Apr-June |  |

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