Planning Grant Completion Report

**Contact Staff**

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**Authority Members**

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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 grant requirements.[[1]](#footnote-1) For assistance with reports, please contact ConnectMaine staff.

**Instructions**

Please insert information and documentation in the order requested. Except for the requested map and mapping data, please don’t submit separate files. Project cost information may be attached or submitted separately. Any information that may be deemed confidential must be submitted as separate files to remain confidential. 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 Funding Request.**

1. **Applicant Information**

Applicant Signature:

Date Submitted:

1. **Fiscal Agent**

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

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 each affected municipality, local government or local government authority, or a local nonprofit providing economic development programs, as applicable to the completed 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. **Executive Summary**

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

1. **Community Support**

Please list the resulting percent of survey respondents in support of expanding broadband, or the voting results(s) in favor of supporting broadband expansion.

1. **Pre-Subscriptions**

Please insert the pre-subscriptions list or other similar material as evidence of building community-wide support for expanding broadband service.

1. **Project Focus**

As a separate file, to be shared publicly on the ConnectMaine website, submit a copy of the plan or study resulting from this project work. ConnectMaine requires filing of data of the extent of broadband service. Also, as a separate file, submit the GIS data behind any map of unserved areas.

1. **Collaboration**

List any collaborations or partnerships for broadband that formed as a result of this project.

1. **Project Preparation**

Describe how internet service providers in the region were engaged in developing plans for expanding broadband infrastructure.

1. **Testing**

List the areas and dates of any speed testing that occurred in the course of this project.

|  |  |  |
| --- | --- | --- |
| Affected Community | Date testing started | Date testing finished |
|  |  |  |
|  |  |  |

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

Grant recipients are required to itemize all expenses. List actual expenses, and the amounts of costs covered by the grant and other financial commitments.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Services & Products  | Quantity (#) | Unit ($) | Total ($) | Committed ($) | Grant ($) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Totals** | - | - |  |  |  |

1. **Necessity**

Describe how the project would have been impossible without this grant being awarded.

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