Progress 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 and infrastructure grants to support investments in expanding the availability of broadband service. Before ConnectMaine releases additional award funds, a progress report is required if the project has commenced and is on schedule, or this report may be used to request an extension if the project won’t be completed within one year of when the grant was awarded.[[1]](#footnote-1) For assistance with reports, please contact ConnectMaine staff.

**Instructions**

Please insert information and documentation in the order requested. 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. Some details of projects funded with grants are posted on the ConnectMaine website and contribute to reporting required of ConnectMaine.

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

**Progress reports may be submitted anytime during the project timeline by emailing** **Connect.ME@maine.gov** **with the subject heading Grant Funding Request.**

**Any request for extension must be submitted within one year of when the grant was awarded or within one year of the initial payment of grant funds if the project has commenced, whichever is sooner, by emailing** **Connect.ME@maine.gov** **with the subject heading Extension 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**

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. For infrastructure projects, up to two additional amounts may be requested, up to 75% of the total grant amount awarded.

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 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.
2. **Project Scope**

Explain unforeseen circumstances and reason for any extension being requested.

1. **Milestones**

List the project timeline with milestones expected.

1. **Commencement**

Project commencement date:

1. **Completion**

Original completion date:

Anticipated completion date:

1. **Cost**

As attachments or separate file(s), submit copies of all invoices, receipts and supporting documentation for expenses, if incurred.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Capital & Operations  | Quantity (#) | Unit ($) | Total ($) | Committed ($) | Grant ($) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Totals** | - | - |  |  |  |

If different from the application, calculate the percentages of total cost covered by the communications service provider’s (ISP) financial commitment; the community financial commitment, including municipally-authorized funds and private funds raised; and the financial commitments from any other sources, including federal grant funds; and the percentage of total cost covered by grant.

|  |  |  |  |
| --- | --- | --- | --- |
| ISP/Cost | Community/Cost | Other/Cost | Grant/Cost |
|  |  |  |  |

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