Progress Report

Infrastructure Projects

**Contact Staff**

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

207.624.9894

**Authority Members**

Nick Battista, Chair

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The ConnectMaine Authority awards 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 don’t include addendums or references; insert information and documentation in the order requested. Except the project cost information may be attached or submitted separately. Additionally, 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 progress 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, and must be submitted at least quarterly, by emailing** [**Connect.ME@maine.gov**](mailto:Connect.ME@maine.gov) **with the subject heading Grant Funds Requested.**

**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 later, by emailing** [**Connect.ME@maine.gov**](mailto:Connect.ME@maine.gov) **with the subject heading Extension Requested.**

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. Up to two additional amounts may be requested; a total of up to 75% of the total grant amount awarded may be requested before completion of the project.

Grant Amount Awarded:

Grant Amount Received to date:

Grant Amount now being 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**

Explain unforeseen circumstances and reason for any extension being requested, including the project timeline up to this point to demonstrate how progress has been attempted.

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 files, complete the spending report for any expenses incurred.

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 |
|  |  |  |  |

ConnectMaine must file bond notices to ensure funds are available for disbursements of grants awarded. Indicate the anticipated timeline of 100% of grant amounts to be requested.

|  |  |
| --- | --- |
| 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)