Infrastructure Grant Completion Report

Community-Driven Broadband Projects

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The ConnectMaine Authority awards infrastructure grants to support investments in expanding the availability of broadband service. Before ConnectMaine releases final award funds, the applicant must submit a completion report that demonstrates compliance with infrastructure grants program requirements, and an audit form that supports the validation process of the infrastructure grants program.[[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 for the requested map and mapping data, please don’t submit separate files, and 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 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 infrastructure grants program where relevant in this report. The ConnectMaine Authority reserves the right to request additional information necessary to evaluate project compliance and completeness.

Grant recipients must submit reports, including infrastructure grant tracking for five years, which include accurate mapping, cost and speed-level data; address-specific, availability data of actual speeds; and verification of performance criteria by submitting the information requested. Please contact ConnectMaine staff for any assistance needed.

**Please submit your completion** **report, and the audit form and required documents, within one year of when the grant was awarded by emailing** **Connect.ME@maine.gov** **with the subject heading Project Completion.**

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. **Cost-Benefit**

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

1. **Subscribers**

In the affected communities, of the potential subscribers that were unserved, indicate the number now served by the completed project:

1. **Community Support**

In the affected communities, indicate the total number of households that are now served:

1. **Inclusion Commitment**

List community commitments and strategies to increase the subscription rate and maximize the use of broadband infrastructure. These are often developed and included in community broadband plans, which may be referenced.

1. **Project Scope**

Applicants are held accountable for funded projects meeting performance criteria, including that resulting service meets the minimum build standard for broadband.[[2]](#footnote-2) ConnectMaine requires filing of data of the extent of broadband service; please indicate how this required filing of data is occurring:

|  |  |
| --- | --- |
| Check One: |  |
| Include broadband service availability data in the SHP (preferred) or annotated KMZ files required in the audit form; or |  |
| As a separate file, submit a map of the geographic area now served that is at a fine enough scale to identify street-level data, and also submit the GIS data behind the map as separate SHP (preferred) or annotated KMZ files. |  |

1. **Service**

Describe the type of service now provided, including years of growth with capacity.

1. **Customers**

Indicate the type and number of customers served by the project.

|  |  |  |
| --- | --- | --- |
| Customers | Households | Businesses |
|  |  |  |

1. **Road Miles**

ConnectMaine collects data on the miles of roads that are unserved in the state. In the affected communities, of the total miles of roads in areas that were unserved, indicate the number of miles in areas now served by the completed project:

1. **Timeline**

Project completion date:

1. **Cost**

The spending analysis requirements include submission of documentation on expenses. 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. **Project Value**

ConnectMaine collects data on service levels and prices per customer for various offerings provided in the state; please indicate how this data is being filed:

|  |  |
| --- | --- |
| Check One: |  |
| Include the service levels offered and the price per customer to receive service in the SHP (preferred) or annotated KMZ files required in the audit form; or |  |
| List all the service levels offered and the price per customer to receive service in the following table. |  |

|  |  |  |
| --- | --- | --- |
| Service (mbps/mbps) | Price ($/mo) | Details |
|  |  |  |
|  |  |  |

1. **Affordability**

Describe any affordability offering available to potential subscribers in the project area, including the criteria or requirements for eligibility.

|  |  |  |
| --- | --- | --- |
| Service (mbps/mbps) | Price ($/mo) | Eligibility |
|  |  |  |

1. **Subscription Rate**

Ensuring project value includes addressing the adoption or use of internet service available. Of the potential customers in the project area, state the estimated subscription rate or take rate anticipated:

1. Evaluation of projects is conducted in accordance with the ConnectMaine rule: <https://www.maine.gov/connectme/about/statutes-rulemaking> [↑](#footnote-ref-1)
2. Either annually or through its strategic planning process, ConnectMaine sets a build standard for broadband, an accountability requirement for all state funded projects, which currently is offering a service level of at least 10/10mpbs. [↑](#footnote-ref-2)