# BROADBAND PROGRESS REPORT - DUE Jan 15 and July 15

- <u>Progress Reports are due July 15th for reports ending June 30th and due Jan 15th for reports ending Dec. 31st.</u>
  - Reporting Period is defined as the Grant Term Start Date through the Report Period End Date.
- Form uses fillable content control fields for entry. Click, tap, or tab, to file to enter text where indicated.
- You may copy/paste for field entry. Once complete, save in this format and return. Do not print and scan.
- **Please review the pre-filled data for accuracy, complete questions on all pages and email the entire report to:**
  deed.broadband@state.mn.us

| Grant Information |
|---|
| **Grant Number:** |
| **Grantee Name:** |
| **Grant Term:** |
| **Project Title:** |
| **Grant Award:** |

| Reporting Period | |
|---|---|
| **Grant Term Start date or "beginning of project:** | **Through:** |
| **Grant Reimbursement** - Total amount of Border-to-Border Broadband | |
| **Submitted for:**        **Paid:** | |
| *\* If you submitted a reimbursement request or were paid after receiving this template and before 06/30/2024, please edit the amount in the submitted field and provide us some details in the last question on the last page: "Any Additional Comments/Suggestions"* | |
| <mark>**Check YES if you've completed your project and are awaiting the grant close out process. Otherwise, Check NO.**</mark> *Once we receive this final Progress Report, we will begin the Grant Close Out process with you.* | **YES          NO** |
| <mark>**Mapping Data**</mark>**: If you have submitted the as-built shape files specifically <u>for this</u> project area to the state's mapping contractor (Connected Nation) for close-out, please enter the date you submitted the data.** *Please send the files to John Determan at* *jdeterman@connectednation.org* | **Date:** |

| Report Contact and Attestation |
|---|
| **Please provide the Name, Title, Phone, and Email for the person completing this report** |
| **Name:** |
| **Title:** |
| **Phone number:** |
| **Email address:** |
| **Attestation: I, named above, certify and affirm that the information contained herein is true and correct.** |
| **Date this form was completed:                    For the report due:** |

| Quantitative Section | |
|---|---|
| **All numbers here should reflect <u>total project numbers, since the beginning of the project</u>, up to and including most recent work concluded:** | |
| **Question** | **Answer** |
| **1. Percentage of project completeness based on project schedule** | |
| **Construction Started, Projected Date:** | **Actual Date:** |
| **Initiation of Operations, Projected Date:** | **Actual Date:** |
| **Construction Completed, Projected Date:** | **Actual Date:** |
| **2. Goal # of passings** *Found on Exhibit A or B, paragraph 2 of grant contract* | |
| **3. Number of locations passed, since the beginning of the project** | |
| **4. Cost per establishment passed for project overall** | |
| **5. Number of miles staked, if applicable, since beginning of the project** | |
| **6. Number of miles of fiber installed overall, if applicable, since beginning of the project** *Number of miles of fiber estimated in application* | |
| **7. Cost per fiber mile for project overall** | |
| **8. Total number of customers connected to state speed goal service and above thus far** *For grants awarded in or after 2022, the state speed goal is 100 Mbps download by 20 Mbps upload* | |
| **9. Number of households connected:** | |
| **10. Number of businesses connected:** | |
| **11. Number of farms connected:** | |
| **12. Number of community institutions connected:** | |
| **13. Current take rate, out of possible target customer base in grant project area** | |

**14. Total number of communities, and names of communities affected by grant project. Please include counties, cities, towns, villages, and/or townships covered partially or entirely**

| | Number: | List Names: |
|---|---|---|
| **PARTIALLY COVERED:** | | |
| **FULLY COVERED:** | Number: | List Names: |

| Compliance Section **ONLY REQUIRED FOR DECEMBER 31st REPORTS** | | |
|---|---|---|
| **Financial Statements/Single Audit**: Grantee should attach or provide a web-link of the most recently completed Audited Financial Statements or Single Audit <mark>on DECEMBER 31st REPORTS ONLY</mark>. | | |
| **Audited Financial statements Attached:** | **YES** | **NO** |
| **If <u>NO</u> checked above, provide website link:** | | |

| Progress Section |
|---|

**Elements of the following portion of the report are based on the deliverables as noted in the grant contract. This would be progress on the Project Schedule** (Exhibit D or E of the grant contract) **& Goals/Deliverables (**Exhibits A & B or B & C of the contract). Use as much space as you need, fields will expand. *See examples below*

| Questions |
|---|

**1. Provide a brief description of the major activities on which funds were expended during the reporting period, including costs related to community engagement and any other Ancillary Costs:**

<br><br><br><br><br><br>

**2. Project Elements Completed as planned (see examples below):**

<br><br><br><br><br><br>

**3. Project elements partially completed/in progress:**

<br><br><br><br><br><br>

**4. Project elements behind schedule or needing adjustment:**

<br><br><br><br><br><br>

*Examples of project elements that would be reported on, depending on what's in your project schedule and what stage you are at. Please use these examples if they fit your project details, and/or use your own descriptors.*
*Completed:*
    *Prepare detailed maps, census blocks for application.*
    *Begin route review for right-of way to determine existing easements and permits.*
    *Consultation with underground contractors about timelines, rates, material orders.*
    *Obtain property descriptions to prepare private property easements needed.*
    *Transmit Environmental notifications to appropriate organizations, hire additional review as required.*
    *Obtain PE Certifications on design, Budget and Scalability of system.*
    *Complete Environmental study and Archaeological study if required.*
    *Prepare detailed staking sheets with unit designations.*
*In progress:*
    *Obtain permits from DNR, MN DOT, County Highway agencies as required*
    *Obtain easements from private landowners.*
    *Assemble material lists and schedules for construction with route priorities.*
    *Order fiber optic cables, splicing material and pedestals for 2015 construction.*
    *Meeting with Engineer and contractors on construction schedules*
    *Contact prospective customers along construction routes for service*

| Reflection Section |
|---|
| **Use as much space as needed. Fields will expand as you type.** |
| **Question/Answer** |
| **1. If the project is still in progress, please state when the final elements of the project are expected to be completed:** |
| |
| **2. Please identify difficulties/challenges or changes related to the project planning, implementation, and/or completion that have altered your project goals, your project budget, and/or your schedule, if applicable:** |
| |
| **3. Please identify/describe any unanticipated or unexpected benefits to the project area, or other ways in which the grant project leveraged other opportunities, if applicable:** |
| |
| **4. Are there any success stories you wish to share that highlight household, business, or community and economic impact, thanks in part or wholly attributed to the investments you've made in broadband improvements? (photos are also appreciated!):** |
| |

**5. Do you have any advice or suggestions to the Office of Broadband Development as to ways in which we could improve our services to you and/or make adjustments in the grant application process/grant administration process that better fit your project planning and implementation needs?**

Any additional comments/suggestions: