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**GREAT GRANT PROGRAM (FEDERALLY FUNDED)**

**Instructions for Completing Final Report for End of Construction Period**

Issued Dec. 24, 2024

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| **GENERAL INSTRUCTIONS** |

Pursuant to federally funded GREAT Grant award agreements (for two-party agreements: Section 2.3.d. and Exhibit D; for three-party agreements: Section 2.4.d and Exhibit D), grantees must submit a project progress report for the duration of the project’s construction period, as defined in Section 1.8.

This includes a requirement to complete a ***Final******Report for End of Construction Period*** at the time that service is available to locations identified in Exhibit B “Scope of Services” or two years from the execution of an Agreement, subject to the provisions of Section 2.4.

Click [here](https://www.ncbroadband.gov/funding-programs/great-grant-federal/great-grant-2021-2022/great-grant-management-documents-federal) to access the final report template and instructions on how to submit Final Reports for End of Construction Period. **All final reports should be uploaded to** [**EBS.NC.GOV**](https://EBS.NC.GOV) **in the same manner as progress reports.**

Completed Final Report for End of Construction Period must be submitted in PDF format. The reports will be publicly posted so the grantees shall make every attempt to complete the report without inclusion of confidential or proprietary information. If inclusion of proprietary or confidential information is necessary, both a confidential and a redacted version of the completed report must be submitted in separate PDF files. Overly broad use of confidential and proprietary designations may result in reports being returned to the grantee for revision.

Guidance on completing each section of the Final Report for End of Construction Period is provided below.

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| **SECTION A - PROJECT INFORMATION** |

**A.1. Grantee Name**: the legal name of the entity awarded federally funded GREAT grant program funding for the project subject to final reporting requirements.

**A.2. Project Contact Completing this Form**: the name of the individual who is completing the final report and who should be the initial contact to address questions or concerns regarding information contained in the final report. This individual may or may not be the same person who signs the certification and attestation in Section G of the report.

**A.3. Title**: the official job title of the project contact.

**A.4. Primary Telephone**: the telephone number to be used for communicating with the project contact regarding the content of the final report.

**A.5. Email**: the email address to be used for communicating with the project contact regarding content of the final report.

**A.6. Construction Period**: the timeframe associated with the project’s entire construction period included in the final report from the first date of the construction period to the last date of the construction period.

**A.7. Grant Agreement Number**: the unique number assigned to the grant agreement associated with the Project for which the end of the construction period is being reported.

**A.8. Project Title**: the name assigned to the project by the grantee in the original grant application.

**A.9. Project County**: the primary county in which the project is located.

**A.10. Technology Type**: the primary transmission medium used in the project to transmit data to and from and end user’s location (for example, fiber, coaxial, fixed wireless, etc.).

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| **SECTION B - PROJECT SUMMARY** |

**B.1. Accomplishments:** Provide a description of activities that your organization achieved because of the grant project during the construction/deployment period as well as impacts that the grant project has had on its local community.

**B.2. Payment Requests**: Specify, by selecting “Yes” or “No”, to indicate whether all payment requests, including the final request, have been submitted for reimbursement.

**B.2.1 Explanation of no final payment request:** If the response to section B.2 is “No,” please provide an explanation of why the final request has not been submitted and when the final claim can be anticipated.

**B.3. Confirmation of Provision of Service**: Specify, by selecting “Yes” or “No”, if terrestrial broadband service is available from the grantee at any location(s) included in the grantee’s GREAT agreement. In this context, broadband service is available if service can reliably meet or exceed speeds of 100 Mbps download and 100 Mbps upload and can be provided immediately or within 10 days of a customer request and without cost to the customer other than standard connection fees.

**B.3.1. Explanation of limitations:** If the response to section B.3. is “No”, provide an explanation of why broadband service is not available from the grantee to all locations included in the grantee’s GREAT agreement, and provide the total number of locations that are not receiving service. Please designate locations as households, businesses, or Community Anchor Institutions.

**B.4.1. Final number of locations:**

**B.4.1a GREAT Households with broadband available**: The quantity of residential households specified in the grantee’s GREAT agreement to which broadband service is available from the grantee.

**B.4.1b GREAT Businesses Locations with broadband available**: The quantity of business locations specified in the grantee’s GREAT agreement to which broadband service is available from the grantee.

**B.4.1c GREAT Community Anchor Institution (“CAI”) Locations with broadband available**: The quantity of business locations specified in the grantee’s GREAT agreement, which the grantee has identified as CAIs in nature, to which broadband service is available from the grantee. A CAI is defined as an entity, such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher education, public housing organization, or community support organization that facilitates greater use of broadband service by vulnerable populations, including, but not limited to, low-income individuals, unemployed individuals, children, the incarcerated, and aged individuals.

**B.4.2. Final number of fiber miles:** The quantity of final fiber miles built to provide accessibility to the final number of locations for the GREAT grant.

**B.5. Mapping Data**: Specify, by selecting “Yes” or “No”, reflecting if your organization has submitted mapping data sufficient to identify all locations served and infrastructure built for this grant project as required in Section 2.3.d.4(e) of the grantee’s GREAT agreement. If the response to section B.5. is “Yes”, please submit the mapping data file referenced in the grant agreement or subsequent amendment identifying the locations (reported on in section B.4. of the Final Report for End of Construction Period) that have access to broadband because of the GREAT Federal Grant.

**B.5.1. Response on limitations**: If the response to section B.5. is “No”, provide a response that details why your organization cannot certify the locations in the data file referenced in the grant agreement or subsequent amendments or why the referenced locations do not have access to broadband.

**B.6. Confirmation of Base Speed**: must reflect the grantee’s base speed as required in the grantee’s GREAT agreement. Following this, specify, by selecting “Yes” or “No”, if the current actual base speed being offered at the end of the construction/deployment period is available to all serviceable locations of the grant project.

**B.6.1 Response on required base speed:** If the response to section B.6. is “No”, provide an explanation of (1) why the required base speed is not being provided, and (2) a list of all locations where the base speed is not being provided. Please designate locations as households, businesses, or Community Anchor Institutions.

**B.6.2. Speeds, Data Caps, and Cost:** List details on broadband access plans that your organization will/does provide to locations served as a result of the grant project including the advertised speed (download/upload) of each plan, estimated typical speed available (download/upload) of each plan, any data caps of each plan, average subscriber cost per month for each plan, and the total number of current subscribers for each plan.

**B.6.2a GREAT Households:** Information on the broadband access plans that your organization provides for the use of GREAT Households.

**B.6.2b GREAT Businesses:** Information on the broadband access plans that your organization provides for the use of GREAT Businesses.

**B.6.2c GREAT “CAIs”:** Information on the broadband access plans that your organization provides for the use of GREAT Community Anchor Institutions.

**B.7. Affordable Connectivity Program or Low-Cost Offering:** When the grant agreements were executed with NCDIT, grantees were required to participate in the Affordable Connectivity Program (ACP) or provide access to a broad-based affordability program for low-income consumers within the GREAT Grant project service area and provide evidence of participation in the Affordable Connectivity Program or evidence that the grantee provided access to a broad-based affordability program for low-income consumers within the service area. The ACP ended on May 31, 2024. Specify, by selecting “Yes” or “No”, to indicate if your organization participated in either of these before June 1, 2024. If yes, provide evidence of participation.

**B.7.1 Explanation of “no” response:** If the response to section B.7.1. is “No,” please explain why your organization did not meet this requirement.

**B.8. Adoption Efforts:** Provide a description of the efforts your organization has made to promote service adoption to GREAT grant locations, including low-cost offerings for potentially eligible subscribers in the project service area.

**B.9. Project Expenditures**: Provide the total eligible expenditures as identified in Exhibit B of the Project Grant Agreement for the construction reporting period and cumulative to date.

**B.9.1. Project Expense Category**: must reflect the expense line items identified in the Project Budget section of Exhibit B of the Project Grant Agreement. Additional rows may be added as necessary to the Project Expenditures table.

**B.9.2. Total Project Budget Amount**: must reflect the total Project Budget by category, as reflected in the Project Budget section of Exhibit B of the Project Grant Agreement.

**B.9.3. Total Expenditures since the Last Progress Reporting Period**: must reflect the grantee’s total project expenditures actually incurred since the last Progress Reporting Period, regardless of whether the grantee has submitted any reimbursement request for any portion of the expenditures incurred in the Last Progress Reporting Period.

**B.9.4. Total Expenditures Cumulative to Date**: must reflect the grantee’s total project expenditures actually incurred through the end of the entire Construction Period, regardless of whether the grantee has already submitted any reimbursement request for any portion of these expenditures, solely for GREAT grant locations.

**B.9.5. Justification**: provide an explanation for any project expenditures that have exceeded the Project Budget by Expense Category.

**B.9.6. Total Cost Per Location**: Provide the actual cost per location. Figures reported in sections B.4.2 “Final number of locations” and B.9 “Project Expenditures” should correspond to the reported total cost per location.

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| **SECTION C - OTHER** |

**C.1.** **Submission of Broadband Data**: Specify, by selecting “Yes” or “No”, if your organization is providing a copy of your next submission of broadband data to the FCC, including the associated certification.

**C.1.1 Explanation of “no” response:** If the response to section C.1 is “No”, provide an explanation of why your organization will not be providing your next submission of broadband data to the FCC, including the associated certification, as well as a description of how your organization will provide evidence consistent with the Federal Communications Commission attestation that the proposed minimum upstream and minimum downstream broadband speeds identified in the Application have been met.

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| **SECTION D – GRANTEE CERTIFICATION & ATTESTATION** |

This section must be completed by the Authorized Representative of the grantee. The Authorized Representative should be an individual who has the knowledge and authority to certify the accuracy of the report and representations contained therein. This individual may or may not be the same as the project contact identified on the first page of the report.