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GREAT Grant (Federally Funded) and CAB Awards

Instructions for Completing the Construction Period Progress Report Form

# Updated: Sept. 13, 2024

# GENERAL INSTRUCTIONS

Pursuant to the federally funded GREAT grant and CAB agreements, providers must submit a project progress report on a quarterly basis (or, if requested, on a more frequent basis). A link to the current report template (**construction period progress report form or “progress report”)** and instructions on how to submit progress reports are available at: [ncbroadband.gov/documents/great-grant/management/how-submit-progress-report-ebs/download?attachment](https://www.ncbroadband.gov/documents/great-grant/management/how-submit-progress-report-ebs/download?attachment)

Completed progress reports must be submitted in PDF format. The reports will be publicly posted so providers 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 progress report must be submitted in separate PDF ﬁles. Overly broad use of conﬁdential and proprietary designations may result in progress reports being returned for revision. Guidance on completing each section of the progress report is provided below.

# SECTION A - PROJECT INFORMATION

* 1. **Provider Name**: the legal name of the entity awarded funding through the (federally funded) GREAT grant or CAB programs for the project subject to progress reporting requirements.
  2. **Project Contact Completing this Form**: the name of the individual who is completing the progress report and who should be the initial contact to address questions or concerns regarding information contained in the progress report. This individual may or may not be the same person who signs the certiﬁcation and attestation in Section G of the report.
  3. **Title**: the ofﬁcial job title of the project contact.
  4. **Primary Phone**: the telephone number to be used for communicating with the project contact regarding content of progress reports.
  5. **Email**: the email address to be used for communicating with the project contact regarding content of progress reports.
  6. **Reporting Period**: the timeframe associated with the project information included in the progress report, which may be quarterly or monthly depending on the project’s risk assessment.
     1. **From**: the ﬁrst date of the reporting period.
     2. **To**: the last date of the reporting period.
  7. **Agreement#**: the unique number assigned to the agreement associated with the Project for which progress is being reported.
  8. **Project Title**: the name assigned to the project by the provider in the original application.
  9. **Project County**: the primary county in which the project is located.
  10. **Program Type**: the NCDIT program that the project is funded through/participating within.

# SECTION B - PROJECT UPDATES

* 1. **Design/Engineering**: an estimate of what percentage of design/engineering work for the project has been completed (by selecting the most representative percentage from the options listed). This estimate should be based on the cumulative design/engineering work completed for the project by the end of the reporting period as a percentage of the total design/engineering work required for the entire project.

Provide a brief narrative of the work being completed. Note any signiﬁcant updates or challenges with the design/engineering work planned under the Project, including if any project milestones for design/engineering activities have been met or if the project is in jeopardy of missing any such milestone. If any such milestone is in jeopardy, please explain the cause and how the p is addressing the situation.

* 1. **Securing Assets**: a list of any of the following items (including but not limited to the source, agency, or department) anticipated as necessary to complete the project and a brief update (such as “pending submission,” “submitted on [date], pending approval,” or “approved”) on any progress securing these items: rights-of-way; easements; other land; access to poles and completion of make-ready work. Note any signiﬁcant updates or challenges with securing these assets, including if any project milestone has been met or if the project is in jeopardy of missing the next such milestone. If any such milestone is in jeopardy, please explain the cause and how the provider is addressing the situation.
  2. **Materials/Supplies**: an update on acquisition of materials/supplies needed for the project. Note any signiﬁcant updates or challenges with securing these materials/supplies, including if any project milestone has been met or if the project is in jeopardy of missing the next such milestone. If any such milestone is in jeopardy, please explain the cause and how the provider is addressing the situation.
  3. **Stafﬁng/Contractors**: an update on progress with stafﬁng/labor for the project. Please note whether design/engineering and construction labor is primarily in-house or contractors.

Identify the major contractors servicing the project. Providers should maintain the list of major contractors and report, at each progress reporting period, any changes in the identified contractors including any additional contractors being used.

Note any signiﬁcant updates or challenges regarding labor, including if any project milestone is in jeopardy as a result of labor issues and how the provider is addressing the situation.

* 1. **Construction**: the project miles of ﬁber installed during the reporting period and to date for the categories speciﬁed as well as the number of miles proposed in the budget submitted in conjunction with the project.
     1. **Length of aerial last mile cable**: miles of ﬁber cable attached to poles for purposes of data transmission from a local central point to multiple residential or business locations that are identiﬁed in the project agreement. Last mile can also be considered synonymous with “distribution”.
     2. **Length of buried last mile cable**: miles of ﬁber cable buried (via trenching, plowing, conduit, etc.) for purposes of data transmission from a local central point to multiple residential or business locations that are identiﬁed in the project agreement. Last mile can also be considered synonymous with “distribution.”
     3. **Length of aerial middle mile cable**: miles of ﬁber cable attached to poles for purposes of data transmission from a regional or national central point to a local central point, where it will then be connected to distribution cable. Middle mile can also be deﬁned as the portion of the network comprising the intermediary links between the core network or backbone network and the small subnetworks at the edge of the network. It is typically the side of the network that communicates with the global internet. Middle mile can also be referred to as “backhaul infrastructure.”
     4. **Length of buried middle mile cable**: miles of ﬁber cable buried (via trenching, plowing, conduit, etc.) for purposes of data transmission from a regional or national central point to a local central point, where it will then be connected to distribution cable. Middle mile can also be deﬁned as the portion of the network comprising the intermediary links between the core network or backbone network and the small subnetworks at the edge of the network. It is typically the side of the network that communicates with the global Internet. Middle mile can also be referred to as “backhaul infrastructure.”
     5. **Construction Estimate:** an estimate of what percentage of construction work for the project has been completed (by selecting the most representative percentage from the options listed). This estimate should be based on the cumulative construction work completed for the project by the end of the reporting period as a percentage of the total construction work required for the entire project.

“Construction” means broadband infrastructure placed underground or above ground, including but not limited to conduit or fiber cable.  It does not include preparation efforts such as obtaining permits or rights-of-way, obtaining pole attachment agreements, performing make-ready work, or ordering/acquiring materials for the project. It also excludes other phases for the project such as design and/or engineering.

Provide a description of the work being performed during the reporting period. Include a general description on the geographical location of construction. Describe any other construction efforts expected in the upcoming reporting period.

* + 1. **Project Expenditures**: Provide the total eligible expenditures as identiﬁed in the project agreement for the reporting period and cumulative to date.
    2. **Project Expense Category**: must reﬂect the expense line items identiﬁed in the project budget section of Exhibit B of the project agreement. Additional rows may be added as necessary to the project expenditures table.
    3. **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 agreement.

* + 1. **Total Expenditures for Reporting Period**: must reﬂect the provider’s total project expenditures actually incurred during the reporting period, regardless of whether the provider has submitted any reimbursement request for any portion of the expenditures incurred in the reporting period.
    2. **Total Expenditures Cumulative to Date**: must reﬂect the provider’s total project expenditures actually incurred through the end of the reporting period, regardless of whether the provider has already submitted any reimbursement request for any portion of these expenditures.

Provide an explanation for any project expenditures that have exceeded or are expected to exceed the project budget by expense category and detail if future budget revisions are anticipated.

**B.6. Project Milestones:** Specify, by selecting “Yes” or “No,” a determination if the project will meet required project milestones (as applicable) or if it is anticipated that an extension request will be needed to meet the milestone later. Providers selecting “Extension Request Anticipated” are required to submit a request for an extension for each project milestone for the project to a designated grant manager for approval.

Providers should only complete this section when the project milestones are upcoming or required at the time of for the project. Providers should review agreements to determine if a milestone is applicable.

# SECTION C - OTHER

* 1. Note any other signiﬁcant items in relation to successful completion of this project – successes, challenges, or general progress to note, including any additional items related to construction/deployment/installations.

# SECTION D – PROVISION OF SERVICE

* 1. **Service Available to Project Locations**: Specify, by selecting “Yes” or “No,” if terrestrial broadband service is available from the provider at any location(s) included in the provider’s agreement. In this context, broadband service is available if service can reliably meet or exceed speeds 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. If “Yes”, provide:
     1. **Project Households with Broadband Available:** The quantity of residential households speciﬁed in the provider’s agreement to which broadband service is available from the provider as well as the total number of locations contracted.
     2. **Project Businesses Locations with Broadband Available**: The quantity of business locations speciﬁed in the provider’s agreement to which broadband service is available from the provider as well as the total number of locations contracted.
     3. **Project Community Anchor Institution (“CAI”) Locations with Broadband Available**: The quantity of business locations speciﬁed in the provider’s agreement, which the provider has identiﬁed as CAIs in nature, to which broadband service is available from the provider as well as the total number of locations contracted. 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.

The provider is not required to report this information if accurate information is not readily available to the provider, but if this information is available, it should be reported on this line without removing it from the number reported in D.1.b. above.

# SECTION E – FOR PROJECTS WITH TOTAL COST MORE THAN $5 MILLION (CAB) or $10 MILLION (GREAT Federally Funded)

**Total Cost More Than $5 Million (CAB) or $10 Million (GREAT Federally Funded)**: the cost of all project-eligible expenses, including the portions funded by GREAT grant or CAB, the provider, and any other party (county or otherwise) exceeds $5 million (CAB) or $10 million (GREAT Federally Funded). If the total exceeds $5 million (CAB) or $10 million (GREAT Federally Funded), U.S. Treasury SLFRF guidance requires certain labor practices and/or reported information and

Providers are required to separately complete and submit an updated Exhibit E with each progress report.

* 1. **Davis-Bacon Act Certiﬁcation**: Select “Yes” or “No.” If your response is "Yes", this means that you intend to certify that all contractors and subcontractors are paying prevailing wages and fringe beneﬁts to all laborers and mechanics on the project. One source of information on obtaining prevailing wages can be found at: [dol.gov/sites/dolgov/ﬁles/WHD/Obtaining-WDs.pdf](https://www.dol.gov/sites/dolgov/files/WHD/Obtaining-WDs.pdf).

If your response is “No”, enter the following information in the revealed questions:

* + 1. The number of employees of contractors and sub-contractors working on the project. This information should be reported as closely as possible to represent the average full-time equivalent employees during the reporting period.
    2. The number of employees on the project hired directly by the provider. This information should be reported as closely as possible to represent the average full-time equivalent employees during the reporting period.
    3. The number of employees on the project hired through a third party. This information should be reported as closely as possible to represent the average full-time equivalent employees during the reporting period.
    4. The wages and beneﬁts of workers on the project by classiﬁcation.
    5. Whether those wages are at rates less than those prevailing for the civil subdivision of North Carolina in which the work is being performed. One source of information on obtaining prevailing wages can be found here: [dol.gov/sites/dolgov/ﬁles/WHD/Obtaining-WDs.pdf](https://www.dol.gov/sites/dolgov/files/WHD/Obtaining-WDs.pdf)
  1. **Certiﬁcation of Labor Agreements**: Select “Yes” or “No.” A labor agreement in this context means a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f)).

If your response is “No”, provide the following information about your plan to ensure

project workforce continuity:

* + 1. How the provider will ensure the project has ready access to a sufﬁcient supply of appropriately skilled and unskilled labor to ensure high-quality construction throughout the life of the project, including a description of any

required professional certiﬁcations and/or in-house training.

* + 1. How the provider will minimize risks of labor disputes and disruptions

that would jeopardize timeliness and cost-effectiveness of the project.

* + 1. How the provider will provide a safe and healthy workplace that avoids delays and costs associated with workplace illnesses, injuries, and fatalities, including descriptions of safety training, certiﬁcation, and/or licensure requirements for all relevant workers (e.g., OSHA 10, OSHA 30).
    2. Whether workers on the project will receive wages and beneﬁts that will secure an appropriately skilled workforce in the context of the local or regional labor market.
    3. Whether the project has completed a project labor agreement.
  1. **Prioritization of Local Hires**: Select “Yes” or “No.”
  2. **Community Beneﬁt Agreement**: Select “Yes” or “No.” If your response is “Yes”, provide the following information:
     1. A description of the community beneﬁt agreement. A community beneﬁt agreement is a contract between the provider and one or more community-based organizations representing community interests. The agreement spells out beneﬁts the provider will deliver to the community in return for supporting the provider’s project. Such beneﬁts might include, but are not limited to, one or more of the following: free public wi-ﬁ sites, free or reduced internet access devices and/or training, discounted service, and local hire commitments.

# SECTION F – COMPLETION OF CONSTRUCTION/DEPLOYMENT PHASE OF PROJECT

This section should only be used if the provider has completed all construction/deployment work for the project and has made broadband service available to ALL locations speciﬁed in the project agreement. Providers who have not completed all construction/deployment work should leave this section blank.

# SECTION G – PROVIDER CERTIFICATION & ATTESTATION

This section must be completed by the authorized representative of the provider. 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.