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**Completing Access to Broadband (CAB) Program**

**Reporting Schedule for Progress Reports**

The contractor is required to submit progress reports based on the following schedule:

|  |  |  |
| --- | --- | --- |
| **Reporting Period** | **Due Date** | **Report Type** |
| July 1 – Sept. 30, 2024 | Oct. 15, 2024 | Q1 Progress Report |
| Oct. 1 – Dec. 31, 2024 | Jan. 15, 2025 | Q2 Progress Report |
| Jan. 1 - March 31, 2025 | April 15, 2025 | Q3 Progress Report |
| April 1 - June 30, 2025 | July 15, 2025 | Q4 Progress Report |
| July 1 – Sept. 30, 2025 | Oct. 15, 2025 | Q5 Progress Report |
| Oct. 1 – Dec. 31, 2025 | Jan. 15, 2026 | Q6 Progress Report |
| Jan. 1 - March 31, 2026 | April 15, 2026 | Q7 Progress Report |
| April 1 - June 30, 2026 | July 15, 2026 | Q8 Progress Report |
| July 1 – Sept. 30, 2026 | Oct. 15, 2026 | Q9 Progress Report |
| Oct. 1 – Oct. 31, 2026 | Nov. 30, 2026 | Final Report Form for  End of Construction Period |
| Nov. 1 – Oct. 31, 2027 | Nov. 30, 2027 | Y1 Annual Progress Report  (Maintenance Period) |
| Nov. 1, 2027 – Oct. 31, 2028 | Nov. 30, 2028 | Y2 Annual Progress Report  (Maintenance Period) |
| Nov. 1, 2028 - June 30, 2029 | July 31, 2029 | Y3 Maintenance Progress Report  (Final Report End of Contract Period) |

The contractor shall submit at minimum a quarterly report during the construction period, and at minimum an annual report during the maintenance period. The schedule above assumes a full two-year construction period. The contractor may move from a quarterly to an annual reporting period prior to the date above if the construction period of the project is completed early. The final report is due at the time of project completion or no later than 30 days after the contract end date, whichever is sooner. The reporting schedule remains in effect for the duration of the contract.

The contractor shall submit its Conflict-of-Interest Policy to NCDIT prior to disbursement of the first payment. At any time during these reporting cycles, the contractor may be required to submit additional information as outlined in Attachment A: Special Terms and Conditions of the Scope of Work. The final quarterly progress report documentation is due at the time of the end of the construction period or no later than 30 days after the construction period end date, whichever is sooner. The reporting schedule remains in effect for the duration of the contract.