



## Nebraska Capital Projects Fund (CPF) Subrecipient Quarterly Report

### Section I: Project Overview

1. Subrecipient Name: \_\_\_\_\_
2. Project Name: \_\_\_\_\_
3. Subaward Number: \_\_\_\_\_ 4. Reporting Period: \_\_\_\_\_
5. Point of Contact: \_\_\_\_\_
6. Phone Number: \_\_\_\_\_ 7. Email: \_\_\_\_\_
8. Address Line 1: \_\_\_\_\_
9. Address Line 2: \_\_\_\_\_
10. City: \_\_\_\_\_ 11. State: \_\_\_\_\_ 12. Zip Code: \_\_\_\_\_
13. Tax ID number: \_\_\_\_\_ 14. SAM UEI: \_\_\_\_\_
15. Date of Award: \_\_\_\_\_ 16. Total Award Amount: \_\_\_\_\_
17. Type of owner for capital assets: \_\_\_\_\_
18. A brief description with sufficient details to provide understanding of the objective(s) and major activities that will occur throughout the Project.

## Section II: Obligations and Expenditures

“Obligation” is the amount of funds that have been committed or obligated for the project, such as an order placed for goods and services, contracts, purchase orders, and similar transactions that require payment for allowable expenditures. Obligations are committing the entity to pay for goods/services using federal funds, but would not include the actual costs incurred or money spent on the commitments.

“Expenditures” is the amount that has been incurred as a liability of the entity (the service has been rendered or the good has been delivered to the entity). Expenditures are when the organization pays its bills, issues checks, or makes electronic payments and vendors are paid for obligations. Cumulative expenditures cannot be higher than current obligations or cumulative obligations.

19. Current period obligation: \_\_\_\_\_

20. Cumulative obligation: \_\_\_\_\_

21. Current period expenditure: \_\_\_\_\_

22. Cumulative expenditure: \_\_\_\_\_

23. Total Amount Budgeted for the Project from *all sources*: \_\_\_\_\_

24. Total Amount of CPF funding budgeted for the project: \_\_\_\_\_

25. 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.

**Section III: Project Status**

26. Has the subrecipient initiated work necessary to complete the approved project?  
Not Started  
Completed less than 50%      If yes, indicate percentage completed to date \_\_\_\_\_  
Completed more than 50%      If yes, indicate percentage completed to date \_\_\_\_\_  
Completed                              If yes, indicate date of completion \_\_\_\_\_
27. Projected Construction Start Date: \_\_\_\_\_
28. Projected Construction Completion: \_\_\_\_\_
29. Projected Initiation of Operations: \_\_\_\_\_
30. Actual Construction Start Date: \_\_\_\_\_
31. Actual Construction Completion: \_\_\_\_\_
32. Have operations been initiated?              Yes              No
33. Actual Operations Date: \_\_\_\_\_
34. Operations Explained:



36. Indicate the status of each key milestone as of the end of the reporting period. *Add additional pages if necessary*

Key Milestones	Status	Additional Information

37. Describe any challenges or issues encountered during the reporting period. Each challenge/issue should be separately identified and briefly described. If no challenges/issues identified, indicate "not applicable".

38. Describe the solutions that were/will be implemented to mitigate the challenges or issues encountered during the reporting period. Each challenge/issue identified in #37 above should have a corresponding solution identified and briefly described.

**Section IV: Required Performance Indicators and Project Data**

39. Project Technology Type (Planned): \_\_\_\_\_

If Other, specify \_\_\_\_\_

40. Project Technology Type (Actual): \_\_\_\_\_

If Other, specify \_\_\_\_\_

41. Total Miles of Fiber Deployed (Planned): \_\_\_\_\_

42. Total Miles of Fiber Deployed (Actual): \_\_\_\_\_

43. Total Number of Locations Served (Planned): \_\_\_\_\_

44. Total Number of Locations Served (Actual): \_\_\_\_\_

45. Total Number of Locations Served by Broadband Speed Prior to CPF Investment

\_\_\_\_\_ Less Than 25/3 Mbps

\_\_\_\_\_ More than 25/3 Mbps but less than 100/20 Mbps

46. Total Number of Locations Served by Broadband Speed Post CPF Investment (Planned)

\_\_\_\_\_ Minimum of 100/100 Mbps

\_\_\_\_\_ Minimum of 100/20 Mbps but scalable to 100/100 Mbps

47. Total Number of Locations Served by Broadband Speed Post CPF Investment (Actual)

\_\_\_\_\_ Minimum of 100/100 Mbps

\_\_\_\_\_ Minimum of 100/20 Mbps but scalable to 100/100 Mbps

48. Total Number of funded locations served, broken out by type (Planned)

\_\_\_\_\_ Residential

\_\_\_\_\_ Total Housing Units

\_\_\_\_\_ Businesses

\_\_\_\_\_ Community Anchor Institutions

49. Total Number of funded locations served, broken out by type (Actual)

\_\_\_\_\_ Residential

\_\_\_\_\_ Total Housing Units

\_\_\_\_\_ Businesses

\_\_\_\_\_ Community Anchor Institutions

50. Speed tiers offered and corresponding non-promotional prices, including associated fees, for each speed tier of broadband service (add additional pages as necessary):

Speed Tier	Promotional Price	Non-Promotional Price	Fees

**Section V: Community Engagement**

51. Provide the following information pertaining to community engagement activities performed within the reporting period (*attach the 2023 CPF Community Engagement Post-Award form for each*):

Date	Time	Location	Purpose	No. attending	Intended Audience

52. Describe efforts made to engage with the local community and stakeholders served by the project. *This should be project-specific information.*

53. Detail outreach, advertising, and translation activities deployed to reach the project area, including ACP outreach materials.

54. Describe how feedback received from communities, organizations, and constituents received prior to project award has been addressed during planning and construction.

55. Explain how the Subrecipient intends to support households with significant barriers to services, such as those with low incomes and limited English proficiency. Describe what languages were used in community outreach materials, and why. If applicable, describe how funds will build the capacity of community organizations to serve traditionally underserved groups.

56. Describe plans to sustain, improve and grow future community engagement efforts.

## **Section VI: Risk Assessment**

*Describe the procedures and controls in place to effectively implement and manage the broadband deployment grant funds.*

57. Describe the project planning and management in place, including the project team, project plan and budgeting processes. Attach additional pages as necessary.

58. Describe processes in place to ensure regulatory compliance, such as legal review, to ensure compliance with all relevant local, state, and federal regulations and reporting.

59. Describe financial management processes in place, such as project expense monitoring, to monitor and track expenses at a project level, maintaining a clear audit trail for all financial transactions related to the grant including invoices, receipts, and payment records, and other internal controls to prevent fraud, waste and abuse of grant funds.

60. Describe the process for tracking time and effort of direct labor costs related to this broadband deployment grant. This could include identification of personnel working on the broadband deployment project, description of time tracking through a timekeeping system or daily tracking, task classification, documentation and the process in which the recorded time is allocated to the associated cost objective.

61. Identify potential risks to the approved project's success, such as weather delays, technical challenges, or unexpected costs.

62. Detail any changes in key personnel that could impact project implementation.

63. Has there been high staff turnover or company reorganization that could impact the success of the approved project?

64. Detail any changes in systems/technology that could impact project implementation.

65. Is the entity currently or previously suspended or debarred from receiving federal funds?

Yes

Year of suspension/debarment

No

If Yes, provide an explanation

66. Provide information about prior federal award experience and share the results of audits, if applicable.

## **Section VII: Compliance and Documentation**

67. Please detail any regulatory compliance matters and reporting requirements, not previously disclosed.

## **Section VIII: Additional Comments**

68. Please provide additional information or insights about the approved project that you believe are relevant to the project's performance and impacted community.

**Section IX: Attachments**

NOTE: Please label attachments as follows: “[Applicant Name]\_[Project]\_[Attachment Letter].” If it is necessary to submit multiple attachments under one attachment letter category, label the attachments to identify the separate attachments. Ex. “[Applicant Name]\_[Project]\_[Attachment Letter]\_1”, “[Applicant Name]\_[Project]\_[Attachment Letter]\_2”, etc.

Please attach the relevant supporting documents, including, but limited to:

[CPF-1 Projects Location Reporting Template](#) containing location-specific data using FCC’s standardized identifiers and fabric identification number for each location within the grant-funded area. (Attachment Letter: A)

Community Engagement Forms demonstrating specific community engagement details. One form should be completed for each outreach activity conducted during the reporting period. (Attachment Letter: B)

Community Engagement Outreach Tracking providing the expenses associated with each outreach activity. This form should be *cumulative* for all outreach activity for the awarded project. (Attachment Letter: C)

Additional pages necessary to be responsive to the data collected for this reporting period. (Attachment Letter: D)  
Additional documentation may include:

- Community Outreach Material (not otherwise included with the Community Engagement Form)
- Listing of Project Staff and their qualifications
- Mitigation plan to address project risks (if applicable)

Other relevant supporting documentation (Attachment Letter: E)

**Subrecipient Certification:** By signing this Quarterly Report, the Subrecipient certifies that the information submitted through the Quarterly Report, and all attachments, are true and accurate. The Subrecipient certifies that as of the date of submission of the Quarterly Report, and at all times since the previous reporting period, the Subrecipient is and has been in full compliance with all terms of the Attestation and Agreement, including, without limitation, compliance with Title VI of the Civil Rights Act and all other applicable anti-discrimination laws.

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Printed Name of Authorized Person Date

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Title of Authorized Person

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Signature of Authorized Person