EMPLOYMENT AND ECONOMIC DEVELOPMENT

Closeout Form

Upon completion of your project, fill out this Closeout Report Form, save the completed form as a PDF, and email to DEED.broadband@state.mn.us with "Closeout", Project Name, and project number, which starts with BBGP or BCPF, in the subject line. Project is complete when service has been deployed or is available to all proposed project locations.

Section 1 - Project Info

Complete the fields in this section using data from the customized reimbursement request form. Refer to your Grant Agreement for information on when to submit your final report and final reimbursement request.

1. Grantee Organization Name		3. Grant #	4. Grant Round
2. Project Name		5. Grant Amount	6. Passings Goal

Section 2 - Financial Reconciliation

Question		Answer	
1. Total amount of all DEED grant reimbursements received by grantee by closeout?			
2. Total amount of reimbursement still owed to the grantee to finalize closeout?			
3. If #2 is zero, reimbursement is complete because <u>a or b?</u> 3a. Amount distributed prior to closeout is the same as the amount of the original grant award.	3b. Amount distributed prior to the closeout is less than the grant award. Project is complete and some grant funds remain.	3a	3b

Breakdown of Final Expenditures

Grant Funds Awarded	Grant Funds Expended by Closeout	Grant Funds Remaining
Grantee Original Match Amount	**Grantee Actual Match Expenditures by Closeout**	**Amount Grantee Under/ (-)Over Match**
Total Project Cost at Start		**Total Project Cost Actual**

Section 3 - Project Status

Answer each question to the best of your ability. If a question is not relevant, enter N/A. Passings is defined as any home, business, farm or community asset institution near enough to the network to be a potential customer. This was the number estimated in your grant application and used as a contract goal.

Question	Answer
1. On what date did construction begin on the project? (m/d/yy)	
2. On what date did construction on this project complete? (m/d/yy)	
3. On what date could all served locations request and receive service? (m/d/yy)	

4. Were contract goals met by closeout?	YES	NO
4a. Actual number of completed passings at project close.		
4b. Is the area now served the same as was shown in the grant application maps?	YES	NO
4c. Please provide the explanation if project goals differed from contract goals or project area is different than application map:		

Section 4 - Progress Section		

Elements of the following portion of the closeout report are based on the deliverables as noted in the grant contract. Answer each question to the best of your ability. If a question is not relevant, enter N/A. Include any new or summary information since last regular progress report.

This would include progress on deliverables/project goals (Contract Exhibits A & B), status of Project Original Budget and actual budget, (Contract Exhibit C), and status of Project Schedule (Contract Exhibit D). Note any Grant Amendments and/or Grant Adjustment Notices.

Question	Answer	
1. Project deliverable completed as planned?	YES	NO
See Section 2 Contract Goals. Additional general comments, rationale for variation:		
2. Project budget vs actual: Was original project budget followed?	YES	NO
2a. If grantee spent more in match or less in budget overall, provide the rational for the variation:		
3. Project schedule: Did the project need schedule adjustment?	YES	NO
3a. If there was a project schedule variation, provide comments, rational for variation:		

Section 5 - Quantitative Section

All numbers here should reflect total project numbers since the beginning of the project based on the total actual budget. This includes both state grant and all match amounts, up to and including at project conclusion.

Question	Answer
1. What is the percentage of project completeness based on project schedule?	
2. Provide the total number of locations passed since the beginning of the project:	
3. Provide the total number of locations that were passed or able to receive new or improved service as a result of the project including only those for which service would be immediately available upon customer request.	
4. Number of miles of fiber installed overall, if applicable since the beginning of the project	
5. If fixed wireless, number of wireless access units installed overall (activated or not activated but available for activation if customer desires service)	
6. Total number of customers connected to the state speed goal of 100/20 or above.	

Please note specific numbers of households, businesses and community institutions (schools, township halls, fire stations, etc.) connected with drops, so it has the ability to make use of state speed goal services (whether or not household, business or community institution has subscribed to the services or not).

6a. Number of households connected:	
6b. Number of businesses connected:	
6c. Number of community institutions connected:	
7. Current take rate percentage for broadband service (subscribed services, not passings or drops) out of possible target customer base in grant project area.	

	Down/Up speed	# of customers
8. If take rate is hard to quantify because some customers subscribed at lower speeds than the state speed goal service of 100/20, please list the number of customers and speed rates for those customers.		

9. Total number of communities involved. Please include counties, cities, towns, villages, and/or townships covered partially or entirely where indicated below.	
9a. List all fully covered communities	
9b. List all partially covered communities	

Section 6 - Reflection Section

All numbers here should reflect total project numbers since the beginning of the project, based on the total __actual__ budget which includes both state grant and all match amounts, up to and including at project conclusion.

Question/Answer

1. Please identify difficulties/challenges or changes related to the project planning, implementation, and/or completion that altered project goals or schedule, if applicable.

2. 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.

3. 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 investment made in broadband improvements? (photos are also appreciated)

4. Any advice or suggestions to the Office of Broadband Development as to ways in which OBD could improve services to you and/or make adjustments in the grant application process/grant administration process that better fit your project planning and implementation needs.

Section 7 - Maps and Location Data

Confirm project specific as-built shape files have been submitted to the state's mapping contractor (Connected Nation) for your project area. Project specific as-built shape files must be submitted even if you've included the project area in an annual service area submission. All grant recipients must submit location data sheets and digital spatial data of their completed projects to closeout projects. Your map and location data should include:

> **a. The coverage area of the completed project**
> **b. The wireline construction route and/or location of wireless tower placements**
> **c. The points of each location passed and serviceable (not necessarily subscribed by the completed project)**
> **d. Location Data Sheets: Post-investment section must be completed for all locations passed where service is immediately available upon customer request. "Immediately" is defined as up to two weeks' time.**

Email location data and maps to jdeterman@connectednation.org, bdudek@connectednation.org and DEED.broadband@state.mn.us with "Closeout Map" and project contract number in the subject line. Project numbers start with BBGP or BCPF.

Confirmation of maps sent	Date
Indicate the date that project specific as-built shape files were email to: jdeterman@connectednation.org, bdudek@connectednation.org and DEED.broadband@state.mn.us	

Section 8 - Certification

Enter the contact information of the person authorizing and submitting this report. By including your name below, you certify that the above report is complete, accurate, and you have the authority, granted by the recipient agency to submit this report on their behalf.

Name		Title	

Phone Number	Email Address		Certification Date

Closeout Reminders
- **If your contract starts with "BCPF"** you must complete and submit the **CPF Speed and Pricing template form** as part of the closeout process. Failure to complete this form will delay the ability to set a closeout meeting and approve final reimbursement payment.
- **If your project is a Line Extension project** - you must submit evidence that the services built with grant funds are currently capable of delivering 100 Mbps symmetrical download/upload at low latency. This should include photo evidence of speed test results or print outs from speed test equipment, and may require a field validation visit. Contact your grant administrator if you have questions on how to satisfy this requirement.
- **All Border-to-Border and Low-Density projects require a field validation visit prior to closeout**. If you are ready to close your project and have not scheduled a field validation visit, contact your grant administrator. Field validation visits are typically conducted from late-April through late-October.