**Next Level Connections Quarterly Progress Report**

**Grantee Name: Grant Number:** *(provided in the Grant Agreement)*

**Project Director:** *(name and title)***Contact Information:** *(email and phone number)*

**Submitting Official:** *(name and title)* **Contact Information:** *(email and phone number)*

**Project Period of Performance:** *(based on the Grant Agreement)*

**Reporting Period Start and End Date:** Choose an item.

**Submission Date:** *(date the report is submitted to OCRA)*

***The Prime Recipient is required to submit a Quarterly Progress Report for the project – i.e., the entirety of work performed by the Prime Recipient, and its contractors – to OCRA. The Progress Report must include the following information.***

***Information that contains trade secrets should be marked “Confidential” and saved in a separate file. Pursuant to IC 5-14-3-4(a)(4) these records may not be disclosed by a public agency.***

1. **Narrative Section**

This section is to provide detail about the activities and accomplishments of a project. The narrative should present a clear picture regarding the status of a project.

***This portion of the report must include, but is not limited to, the following questions and should also include any pertinent activities or occurrences associated with the project.***

1. Provide a detailed narrative of actual project accomplishments during this reporting period, including major activities, key outcomes, or other achievements. This section should not contain any proprietary data or other information not subject to public release. If such information is important to reporting progress, provide the information in a separate file marked “Confidential.”
2. Schedule Status: identify whether the project is “on-track” to meet the proposed timeline of the project including the closeout date.
3. Cost Status: a brief explanation of the comparison of the budget against the progress completed during the quarter, additional financial metrics are identified below in Section C.
4. Changes in Approach: describe any changes in approach and the reason for the change, include any revised schedule or milestone changes
5. Issues, Risk, and Mitigation: Actual problems or delays that occurred during the quarter, and actions taken or planned to resolve them. Include any anticipated problems or delays that may occur during the subsequent quarter.
	1. Identify the issue or risk to the project
	2. Provide mitigation to resolve the issue
	3. Is any technical assistance from the Office of Community and Rural Affairs needed to resolve the issue?
6. Describe any absence or changes of key personnel during the reporting period.
7. How is the project engaging with the community where infrastructure is being installed? (*i.e. describe any efforts to encourage adoption rates)*
8. What methodology and technology is being utilized to determine actual speeds provided to the customer?
9. Communications during the reporting period and please include any media (photographs, video, etc.)
	1. Press Releases (submit any applicable release or articles written about the project)
	2. Web sites reflecting the results of the project
	3. Partnerships with other providers based on IC 4-4-38.5-9(e)(3), or collaborations fostered
	4. Events
		1. If applicable, as the project nears completion, identify what kind of public events and activities are being arranged and provide a copy of the marketing plan for promotion of the infrastructure
10. What is the focus of the project in the next quarter?
11. **Metrics**

*Utilize the separate Excel table to provide the data and information to adhere to the reporting requirements of this Section*

**Key Performance Indicators:** Passings, Adoption Rate, Speeds Offered, Cost to Consumer

**Address Level Data for newly connected passings**

**Census Blocks Status**

1. **Financial Section**

*Utilize the Grantee’s Ledger of Disbursement to report cumulative financial data*

**Report due dates**

Submission deadline is within 30 calendar days after the end of the quarterly reporting period

Quarter 1 (July – September): October 30

Quarter 2 (October – December): January 30

Quarter 3 (January – March): April 30

Quarter 4 (April – June): July 30

For questions contact: Diana Raggio

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 Adam Servies

 Grant Manager

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Return the completed narrative report, metrics spreadsheet, and Ledger of Expenditure Forms to NLC@ocra.in.gov

Please utilize the template provided, if you do not provide the information outlined above, the report will be returned for revisions and resubmission.