



QUARTERLY REPORT Q&A

JULY 6, 2026

INTRODUCTIONS

Rebecca Fairchild Lewis

- Project Manager, Summit
- Rebecca.Fairchild-lewis@summitllc.us

Colm Kennedy

- Senior Analyst II, CTC Technology
- ckennedy@ctcnet.us



QUARTERLY REPORT REMINDERS

BEAD quarterly reporting includes a **standardized set of questions** supporting ConnectMT's monitoring and compliance responsibilities under the BEAD Program.

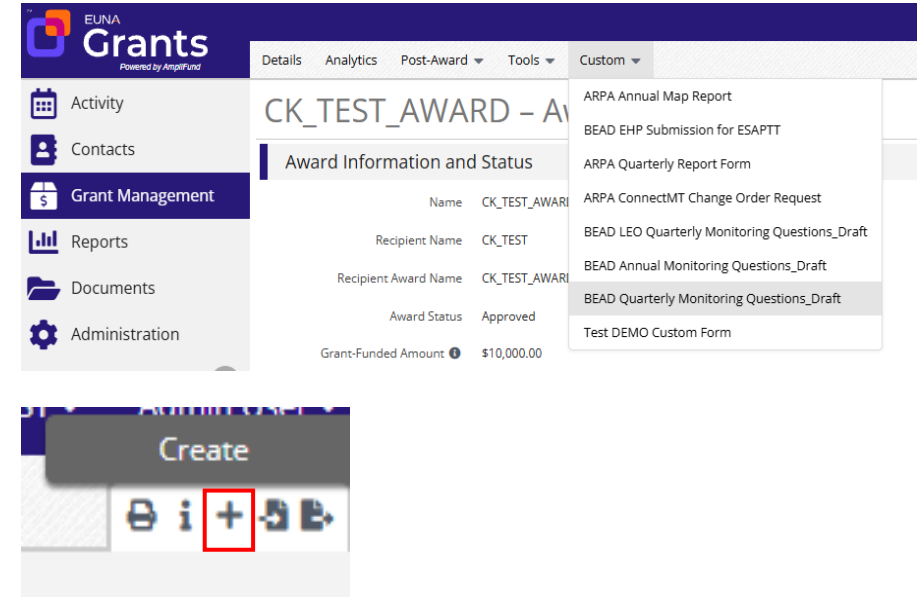
Reminders for Quarterly Reports:

- All terrestrial and LEO providers with executed awards must submit quarterly reports.
- Quarterly Reports are due on January 7, April 7, July 7, and October 7 of each year.
- All Quarterly Reports and supporting documentation must be submitted through Euna Grants portal.



SUBMITTING REPORTS IN EUNA GRANTS

1. From the landing page, click on Grant Management, and then “Grants” in the dropdown.
2. Click on your award to enter the Details page.
3. From the top row, open Custom > “BEAD Quarterly Monitoring Questions”.
4. Click on the + (create icon) in the top right to create a new report.
5. Answer the questions, paying close attention to the directions. Questions that are required for all subgrantees are indicated with an asterisk.
6. If you would like to save your progress, click on “Save as Draft”.
7. When the form is complete, click “Submit”



SUBMITTING REPORTS IN EUNA GRANTS CONT.

Reminders: The subgrantee AOR will receive task reminders from Euna 10, 5, and 3 days before the report is due on July 7, 2026.

Please note: Submitting this report in Euna does **not** automatically mark associated tasks as complete.

The subgrantee will need to manually complete the task for each project to stop receiving reminders. Find the following guidance from Euna on how to mark a task as complete:

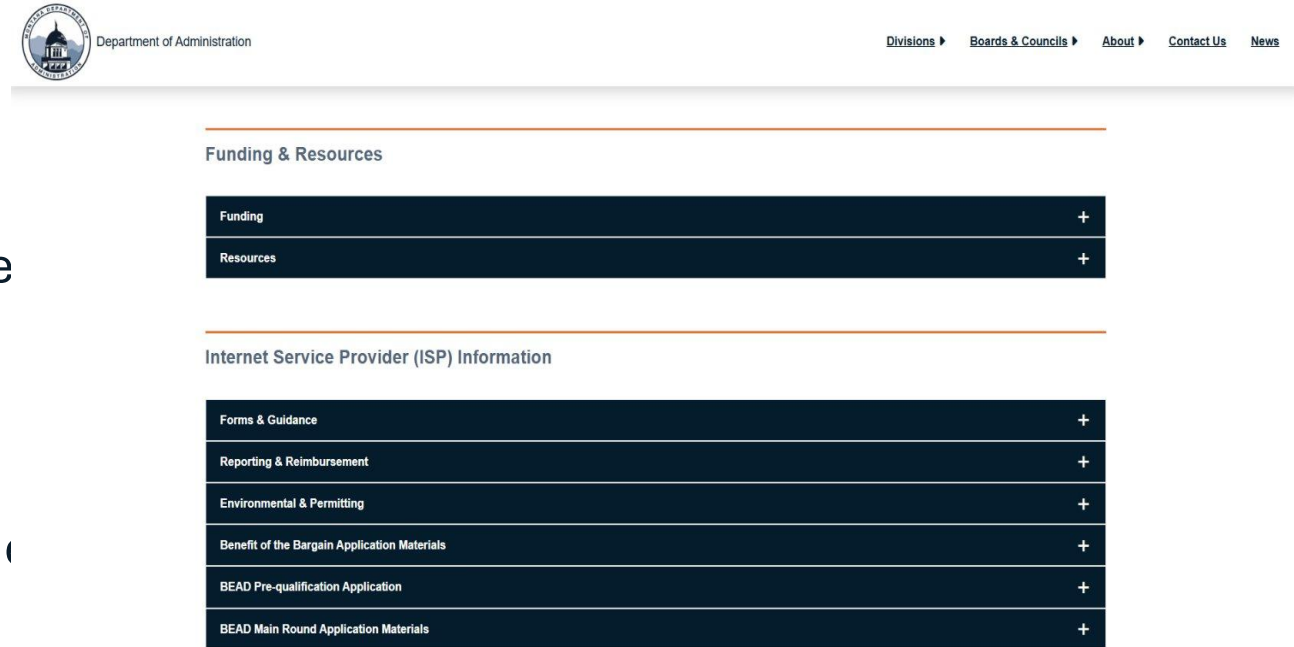
<https://grants-help.eunasolutions.com/hc/en-us/articles/115000050883-How-To-Mark-a-Task-as-Complete>



POST AWARD RESOURCES

Where to find resources:

- All resources are found at <https://doa.mt.gov/ConnectMT/iiija/>:-
- The most commonly referenced resources are located under “FAQ” and “Internet Service Provider Information”
- Quarterly Report resources:
 - BEAD Project Subgrantee Monitoring Guide
 - Quarterly Report Instructions LEO
 - Quarterly Report Instructions Terrestrial
 - Quarterly Call Checklist



Reminder: First Quarterly Report is due on July 7, 2026.





Q&A

FAQ

Q: What information is included in the Quarterly Report?

A: Quarterly reports include a **standardized set of questions** across key areas: Project performance and activities, construction and milestone progress, financial expenditures, technical and service metrics, and compliance with federal requirements.

Q: Who is required to submit Quarterly Reports?

A: All BEAD subgrantees, including both terrestrial and LEO providers, are required to submit quarterly reports for the duration of the project. For the July 7, 2026, quarterly report, only subgrantees with a **fully executed grant agreement** will be required to submit the quarterly report.

Q: How are Quarterly Reports used by ConnectMT?

A: Quarterly reports are used to monitor project progress and risks, validate compliance with BEAD requirements, and support required NTIA reporting submissions.



FAQ CONT.

Q: Do LEO subgrantees have different Quarterly Reporting requirements?

A: Yes. LEO subgrantees must submit quarterly project reports once their Grant Agreement is signed and continue reporting for **10 years** after the date they certify that broadband is available at all project locations.

Q: Are there follow-up activities after submission?

A: Yes. **Quarterly monitoring calls** will be held after each reporting cycle to review progress and discuss any issues or updates. ConnectMT will reach out to subgrantees to schedule the quarterly monitoring calls.



CONTACT INFORMATION

Technical Assistance

- connectmt@mt.gov

Kim Martinell – Broadband Program Supervisor

- kim.martinell@mt.gov
- 406-444-5188

Moriah Keller – Broadband Program Coordinator

- moriah.keller@mt.gov
- 406-444-4099

Maria Jackson – Grants Contracts Coordinator

- maria.jackson2@mt.gov
- 406-444-1391

