



ConnectMT BEAD Program

LEO QUARTERLY REPORT OVERVIEW

This document outlines the quarterly reporting process for BEAD LEO capacity grant subgrantees. It provides instructions on how subgrantees should submit quarterly reports and utilize the required templates as part of the submission.

Purpose of Quarterly Reporting

Quarterly reporting is a required component of the ConnectMT BEAD Program's monitoring and oversight framework. The purpose of quarterly reporting is to provide ConnectMT with regular, standardized information to support ConnectMT's obligation as the BEAD Eligible Entity to fulfill ongoing NTIA requirements.

ConnectMT will use these quarterly reports as a primary monitoring and risk-management tool, pairing them with quarterly update calls and validating reported information for accuracy before incorporating the information into the required NTIA reporting.

Submitting the Quarterly Report

All subgrantees will submit quarterly project reports to ConnectMT on **January 7, April 7, July 7, and October 7** of each year. Subgrantees will submit quarterly reports and associated documentation in [Euna Grants](#), ConnectMT's grant management system. Subgrantees should refer to the applicable Euna Grants guidance for detailed navigation and submission instructions.

LEO subgrantees are responsible for filing the LEO Quarterly Project Report with ConnectMT in Euna Grants beginning from the execution of the grant agreement and continuing for 10 years from the date on which the LEO subgrantee certifies to ConnectMT that broadband service is available to every location covered by the project.

LEO subgrantees' reporting will focus on service availability, subscriber activity, and performance rather than construction progress. Reporting will include, at a minimum, active subscriber counts, CPE shipments, and additional certifications as required. LEO quarterly project reports may be accompanied by Connect MT-required performance test results to validate certifications regarding continued BEAD obligations.

WHAT TO EXPECT IN EACH QUARTERLY REPORT

The quarterly project report includes a standardized set of questions designed to support ConnectMT’s monitoring and oversight responsibilities under the BEAD Program.

Subgrantees should be prepared to answer the following questions and provide the information outlined in each of the report’s four sections, listed below.

Report Section	Content Included
Section 1: Project Performance Updates	<ul style="list-style-type: none"> • Narrative Updates
Section 2: Project Timeline Milestones	<ul style="list-style-type: none"> • Expenditures • Project Timeline • Construction Status
Section 3: Technical Metrics	<ul style="list-style-type: none"> • Scope Modifications • Jobs Created & Retained • Subscriber Counts • Infrastructure - CPE • BSL Connectivity • CAI Connectivity • Service Availability
Section 4: Compliance & Certifications	<ul style="list-style-type: none"> • Speed & Latency Testing • BABA

Section 1: Project Performance Updates

This section of the quarterly report is comprised of five narrative update questions. Subgrantees are asked to document updates to their project’s performance in a narrative text box with no specific character limit.

- Provide a brief narrative description of the major activities and accomplishments for which award funds were expended during the reporting period.
- Detail any significant favorable developments or best practices identified and implemented since the last reporting period.
- Describe any significant challenges or project delays encountered since the last reporting period.
- Provide a brief update on previously reported challenges or delays.
- Describe any major activities and goals planned for the subsequent reporting period.

Section 2: Project Timeline Milestones

In this section, subgrantees document project progress and answer questions in the areas of expenditures, project timeline and project status.

Expenditures

Subgrantees are asked to report on the expenditure amounts outlined in the table below. You will also be asked to upload evidence of matching fund expenditures.

Expenditure Category	Amount (USD)
Total amount of BEAD funding received	Enter amount
Total expenditure of award funds since award	Enter amount
Total expenditure of award funds for the reporting period	Enter amount
Total matching funds expenditure	Enter amount
Anticipated expenditures for next reporting period	Enter amount
Estimated disbursement for next quarter (if applicable)	Enter amount

Project Timeline Milestones

Subgrantees are asked to upload the most current version of their project’s project timeline. You are also asked to confirm the information below:

- Has the Project Timeline changed since the previous reporting period?
Note: Subgrantees may not make changes to the project timeline without prior written approval from ConnectMT.
- Confirm the project’s current milestone stage as defined in your Grant Agreement.
- Identify which project milestones were most recently submitted for approval.
- Report the current estimated percentage of total project work completed as of this report.

Construction Status

In this portion of the project timeline milestones section, subgrantees are asked to provide narrative detail as to the competition status of their project.

Reporting Question	Reporting Requirement (LEO Capacity Subgrants)
Is the construction status Not Started, Terminated, In Progress, or Complete?	Not required for LEO capacity subgrantees
Confirm the most advanced construction phase for the total project work as of the reporting period (Not Applicable, Pre-Construction, Construction in Progress, or Complete.)	Required: Indicate Not Applicable (NA)

Section 3: Technical Metrics

In this section, subgrantees document technical metrics and answer questions in the areas of scope modifications if applicable, jobs created & retained, subscriber counts, CPE, BSL Connectivity, CAI Connectivity, and service availability.

Category	Question	Required
Scope Modifications	If applicable, did the project receive formal approval for a scope modification during the reporting period? If affirmed, please provide a description of how the project changed in scope.	Required
Jobs Created & Retained	Subgrantees report on the total number of jobs that have been retained and the total number of jobs that have been created during this reporting period.	Required
Subscriber Counts	Subgrantees report on the total number of active subscribers as of this reporting period.	Required
Deployment Project Build Progress	Terrestrial subgrantees report on deployment activities.	Not applicable
Infrastructure	Please confirm the total number of Customer Premises Equipment (CPE) units your organization shipped to project BSLs during the current reporting period.	Required
BSL Connectivity	<p>Questions in this portion of the technical metrics section report on the status of BSLs served by the subgrantee’s BEAD award. Subgrantees will complete and upload the following CSV files:</p> <ul style="list-style-type: none"> SAR Served BSLs CSV – BSLs reported as served under the BEAD project award. No BEAD Locations – If any BSLs in your project area become locations that will not be served by BEAD program funds, completion of this CSV is required. <p>Note: any locations added to the “No BEAD Locations” list must be approved by ConnectMT.</p>	Required
CAI Connectivity	If your awarded project includes Community Anchor Institutions (CAIs), Subgrantees are asked to complete and upload the SAR Served CAIs CSV.	Not required

Service Availability	Please provide a brief narrative response describing the actions taken to market service availability and encourage adoption.	Required
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Section 4: Compliance & Certifications

Speed & Latency Testing

LEO capacity subgrantees are asked to certify the following

- Does your organization certify that it can initiate broadband service to any covered Broadband Service Location (BSL) within the project area within 10 business days of a service request, without incurring charges or delays due to service extension?

BABA

In this section, subgrantees are asked to certify compliance with Build America, Buy America (BABA) domestic manufacturing requirements for the BEAD program.¹

- Attestation of compliance with BABA BEAD requirements.
- If applicable, use of waived electronics during this reporting period and if so competition of the ‘Waived Electronics’ template.²
- Certification that organization and its contractors are not using BEAD grant funds (including non-Federal cost share) to purchase or support any communications equipment or service covered by either the Secure and Trusted Communications Networks Act of 2019 (47 USC 1608) or 2 CFR 200.216.
- Provision of all BABA Certification Letters from manufacturers utilized to build BEAD-funded projects for this reporting period.

¹ “Build America Buy America (BABA) Act Refresher,” NTIA, March 2026, https://broadbandusa.ntia.gov/sites/default/files/2026-03/NTIA_BABA_Refreshers_03_26.pdf.

² “Waived Electronics Template,” ConnectMT, May 2026, <https://doa.mt.gov/ConnectMT/ijja/>.

QUARTERLY REPORT SUBMISSION TEMPLATES

The following attachments are published on the [ConnectMT website](#) and are required templates for completing the corresponding sections of the quarterly report. Subgrantees must use these templates as provided and complete them in full when responding to the identified quarterly report questions. Substituting alternative formats or modifying the templates is not permitted.

The required templates include:

SAR – Served BSLs

- Captures BEAD locations that have been constructed and made serviceable during the reporting period for federal deployment.

SAR – No BEAD Locations

- Identifies locations initially included in the project scope that are no longer eligible for BEAD funding and documents the reason(s) for removal.

SAR – Served CAIs

- Reports Community Anchor Institutions served as part of the BEAD project to support NTIA reporting requirements.

Waived Electronics Template

- Documents waived electronics related to covered network equipment requirements in accordance with federal program rules.