



ConnectMT BEAD Program

QUARTERLY CALL OVERVIEW

Quarterly calls are a **required** component of ConnectMT’s BEAD monitoring and oversight framework. These calls support ongoing project monitoring, risk identification, and alignment between reported data and project implementation.

Quarterly calls occur the month after subgrantees submit their quarterly project reports on January 7, April 7, July 7, and October 7.

Subgrantees should ensure that the appropriate project, financial, and compliance representatives attend each call, as quarterly calls are a standard monitoring activity conducted for all projects regardless of risk level.

Purpose of Quarterly Calls

Quarterly calls are conducted to provide an opportunity for subgrantees to:

- Discuss overall project progress and current status, review financial activity and reporting
- Identify any risks, delays, or compliance issues
- Confirm upcoming milestones and next steps
- Ensure continued alignment with BEAD program requirements and project goals

Quarterly calls serve as a baseline monitoring activity for projects designated as low risk. For projects assigned to a higher monitoring level, quarterly calls may be supplemented with additional monitoring activities, such as enhanced desk reviews or site visits.

QUARTERLY CALL CHECKLIST

The table below outlines required preparation activities for quarterly monitoring calls, including report submission and readiness to discuss project progress, financial activity, risks, and supporting documentation.

Task Status (Completed/Not Completed)	How to Prepare for the Quarterly Call
<input type="checkbox"/>	Ensure the Quarterly Project Report has been submitted in Euna Grants by the established deadline
<input type="checkbox"/>	Review the call/meeting agenda provided by ConnectMT in advance
<input type="checkbox"/>	Ensure the appropriate project, financial, and compliance representatives are available to participate
<input type="checkbox"/>	Be prepared to discuss: <ul style="list-style-type: none"> • Information reported in the most recent quarterly project report • Progress toward approved milestones and timelines • Financial activity and alignment with reported expenditures • Identified risks, delays, or potential compliance concerns • Clarification of outstanding issues or questions
<input type="checkbox"/>	Ensure supporting documentation is readily available if required

The table below summarizes key expectations during quarterly monitoring calls, including discussion of project alignment, identification of issues, and participation in project-level coordination and oversight.

Task Status (Completed/Not Completed)	What to Expect During the Quarterly Call
<input type="checkbox"/>	Prepare questions and any noncompliance issues to ask or discuss during the call
<input type="checkbox"/>	Be prepared to confirm alignment with the overall project goals during the discussion

QUARTERLY CALL CHECKLIST

The table below outlines required post-call follow-up activities, including review of summaries, response to information requests, completion of action items, and incorporation of guidance into ongoing project activities.

Task Status (Completed/Not Completed)	What to Expect After the Quarterly Call
<input type="checkbox"/>	Review the post-call summary/next steps that ConnectMT provides after the call
<input type="checkbox"/>	Respond to follow-up questions or documentation requests, as applicable
<input type="checkbox"/>	Complete any identified action items by the specified deadlines
<input type="checkbox"/>	Incorporate guidance or corrective actions discussed during the call into ongoing project activities