



TERRESTRIAL QUARTERLY REPORT OVERVIEW

This document outlines the quarterly reporting process for BEAD terrestrial 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 on project activities, expenditures, milestone disbursements, financial data, performance metrics, and any other information needed to support ConnectMT’s obligation as the BEAD Eligible Entity to fulfill ongoing NTIA requirements. Additional details regarding the required supplemental quarterly report attachment templates are described on page 6. See all report templates on [ConnectMT’s website](#).

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.

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.

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 in the table 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 • BSL Connectivity • CAI Connectivity
Section 4: Compliance & Certifications	<ul style="list-style-type: none"> • 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 milestone progress and answer questions in the areas of expenditures, project timeline and construction 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.

- Is the construction status Not Started, Terminated, In Progress or Complete?
- Confirm the most advanced construction phase for the total project work as of the reporting period as Not Applicable, Pre-Construction, Construction in Progress, or Complete.
Note: Not Applicable (NA) is only for LEO capacity subgrants that do not involve construction.

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, deployment project build progress, BSL Connectivity, CAI Connectivity.

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.

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.

Subscriber Counts

Subgrantees report on the total number of active subscribers as of this reporting period.

Deployment Project Build Progress

Terrestrial subgrantees report on the following, as applicable:

- Cumulative total of aerial miles and buried miles of fiber laid/ built during the reporting period.
- Cumulative total of aerial miles and buried miles of fiber leased during the reporting period.
- Total number of aerial buried existing fiber miles upgraded during the reporting period.
- Total number of base station sites (e.g. towers) built during this reporting period.
- Total number of base station sites (e.g. towers) leased during the reporting period.
- Number of base station sites (e.g. towers) upgraded during the reporting period.

BSL Connectivity

Questions in this portion of the technical metrics section report on the status of BSLs served by the subgrantee's BEAD award. Subgrantees complete and upload the following CSV files:

- 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. **Please note, any locations added to the “No BEAD Locations” list must be approved by ConnectMT.**

CAI Connectivity

If your awarded project includes Community Anchor Institutions (CAIs), Subgrantees are asked to complete and upload the SAR Served CAIs CSV.

Section 4: Compliance & Certifications

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 completion 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_Refresh_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.