

CONNECTING BRITISH COLUMBIA PROGRAM**Phase 3 – Last-Mile, Transport**

REPORTING FORM

Adobe Reader 8.0+ is required to complete this reporting form.

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>

✦ **Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

1. Proponent Profile

Project #:	Project name:
Proponent organization (legal name):	Mailing address:

2. Primary Contact Information

Primary contact (for this report):	Position/title:
Telephone:	Email:

3. Required Attachments

A project ledger detailing all eligible project expenses, printed from your accounting software.

Spreadsheet detailing all project expenses, using the [Expenses Claim Form Template](#).

✦ *Must support the amount entered in Claim Summary and must be provided in excel format.*

Upon completion: final validated project evaluation specific to the deliverables accompanied by a letter of project completion from an external professional engineer or consultant approved by Northern Development.

Upon completion: Finalized quarterly report, using the [Quarterly Report Workbook Template](#).

Upon completion: photos and/or video footage of your project.

Upon completion (Last-Mile): New service package and pricing for consumers.

Upon completion (Transport): Wholesale gateway services pricing for ISPs.

Upon completion: Updated map of coverage including areas resulting from the project.

✦ *In geocoded format (i.e. shape files, KMZ or KML). Please show coverage area at the most specific level possible and identify available speeds. Use colour to differentiate new coverage area(s) as a result of this project.*

Upon completion (required for Last-Mile; if applicable for Transport): Marketing/promotion.

✦ *Attach any advertising, news articles, media releases, or publicity for your network.*

Upon completion (required for Last-Mile): Testimonials and success stories. ✦ *Attach any customer testimonials or positive feedback you've received for your network including any social benefits achieved as a result of the build. Where possible, please provide names and contact information as they may be contacted in future regarding their support of the project.*

4. Project Type(s)

Select the project type(s):				
Transport:	Fibre	Microwave		✦ <i>Must complete Transport section.</i>
Last-Mile:	Fibre	Coaxial	LTE	✦ <i>Must complete Last-Mile section.</i>

5. Transport (if applicable)

Provide a brief summary of the project using non-technical language:		
Provide a description of the project benefits including social benefits: ✦ <i>These include, but are not limited to: lower retail services, alleviating capacity constraints, network resiliency, emergency response, and future cellular opportunities (for projects on roads or highways).</i>		
Proposed total number of communities: ✦ <i>As per application form.</i>	Proposed First Nations communities: ✦ <i>As per application form.</i>	Proposed total number of PoPs: ✦ <i>As per application form.</i>
Actual total number of communities:	Actual First Nations communities:	Actual total number of PoPs:

6. Last-Mile (if applicable)

Provide a brief summary of the project using non-technical language:		
Describe the coverage area for the project including whether all households have access to the service: ✦ <i>If the project did not serve all households in the community, please provide an explanation on how these excluded households can be connected in the future.</i>		
Proposed total number of communities: ✦ <i>As per application form.</i>	Proposed First Nations communities: ✦ <i>As per application form.</i>	Proposed total number of households: ✦ <i>As per application form.</i>
Actual total number of communities:	Actual First Nations communities:	Actual total number of households:

7. Claim Summary

Is the project complete?		Claim #:	Actual project completion date: (dd-mmm-yyyy)
Yes	No		
This claim:		Amount (\$):	
Previously reported eligible costs (if applicable)		\$	
Reported actual eligible costs THIS CLAIM (as per completed Expenses Claim Form Template)		\$	
Total Reported actual eligible spend to date		=	
x Northern Development funding percentage (as per signed agreement; enter as a decimal)		x	
= Calculated reimbursable amount		=	
Less: funding already received (previous disbursements/advances, if any)		\$	
= Calculated amount requested		=	
Maximum funding approved (as per signed agreement)		\$	
TOTAL AMOUNT REQUESTED:		\$	
Explain any substantial variance(s) between budget and actual costs:			

8. Other Funding Sources

Funding source:	Amount (\$):	Identify funding received:	Comments:
	\$	Funding received Date funding expected:	
	\$	Funding received Date funding expected:	
	\$	Funding received Date funding expected:	
	\$	Funding received Date funding expected:	
	\$	Funding received Date funding expected:	
TOTAL OTHER FUNDING:		\$	
<i>(received and/or expected)</i>			

9. Authorization

I have read and understand the Application Guide and confirm ineligible costs have not been included. Contact connectingbc@northerndevelopment.bc.ca if you need a copy.

I understand that the final payment will be withheld until project is validated by a professional engineer.

I confirm that funding received or to be received for this project will not exceed the total cost of this project.

I confirm that the information in this report (including attachments) is accurate, complete, and fairly presented.

I agree to provide upon request any additional information Northern Development staff deems necessary. I understand that Northern Development will request copies of specific invoices/support once reporting has been submitted.

I understand that information provided to Northern Development may be accessible under the Freedom of Information (FOI) Act.

I agree that information provided in this reporting form (including attachments) may be shared with the Province of British Columbia to promote the program and shared (e.g., with other government jurisdictions) to maximize the benefits to citizens. By submitting a report to the Connecting British Columbia Program you agree to the subsequent use of that information to support the goals of the Program.

I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary to verify the results reported.

I agree that any equipment or infrastructure acquired and/or installed, and any service provided through it, is not the responsibility of the Province of British Columbia or Northern Development Initiative Trust.

I understand that recipient must own, operate, and maintain the resulting network and/or transport infrastructure for 3 years after project completion.

Name (organization signing authority): ✦ Please type name.	Position/title:	Date:

10. Submitting Your Report

Completed project reporting forms (with all required attachments) should be provided electronically to Northern Development by email to connectingbc@northerndevelopment.bc.ca.

✦ Please submit this Reporting Form and all attachments in one email; do not scan this form.