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 User Guide



Broadband Monthly Report

* Indicates a required field.

Organization: Thomas
Jefferson Planning
District Commission

Project: TJPDC/Firefly - RISE 2021 - VATI

Contract#:
VATISF#2022-035
Report Status:
Accepted

Date due:
12/09/2025
Last Updated:
12/17/2025
Updated by:
DHCD
Accepted

Expenditure

Each expenditure field (i.e. Grant, Local/Private/Commonwealth Connect Fund Match) is required. Input 0 if funds from an expenditure category have not yet been spent or if no funds will be spent as the category does not apply to the project.

1) Expenditures to Date
(Grant Funding) *

2) Expenditures to Date
(Local Match) *

3) Expenditures to Date
(Private Match) *

4) Expenditures to Date
(Commonwealth
Connect Fund Match) *

**Total Project
Expenditures**

Performance

1) # of Currently
Serviceable Passings *

2) # of Current
Subscribers *

3) # of Linear Feet of
Fiber/Coax Completed

i.e. Homes, Businesses, and
Community Anchor Institutions

4) Milestones Achieved
this Month

5) Milestones Overdue
(Scheduled but Missed -
Provide Explanation)

6) Milestones Scheduled
per Milestone Timeline
or Rescheduled
(Overdue/Missed) for
Next 30 Days

7) Has this project been
determined to be at risk
(low or high) by DHCD? * ☒ Yes ☐ No

If Yes, select the reason(s) for delay
below and upload a completed Project
Delay Form, using the template
provided. If No, select "Project Is Not
Experiencing Delays." Project Delay

Form is not required if project is not experiencing delays.

- 8) Reason(s) for Delay *
- ☐ Project Is Not Experiencing Delays
 - ☒ Make Ready
 - ☐ Supply Chain and Labor
 - ☐ Utility Locates
 - ☒ Railroad
 - ☒ Right of Way Permitting along State Roads
 - ☒ Federal Land Permitting Challenges
 - ☒ Other
- 9) Project Delay Form (Template) ☒ [December2025CAMSVATI22ProjectDelayForm_1210202515920.pdf](#)
- 10) Contract Extension Needed? * ☐ Yes ☒ No
- 11) Contract Extension Date (If Applicable)
- 12) Comments / Questions / Concerns

Project Activity Progress Report

Indicate the status of **each** project activity listed below by selecting an option from the corresponding dropdown menu. Some activities do not apply to all project types (e.g. Aerial Construction, Tower Foundation, etc.) If the activity is not applicable, select the "N/A (Wireless/Wireline Project)" option from the dropdown menu.

1) Broadband Project Type *

Planning Phase

2) Field Design and Engineering *

3) Field Walkout *

4) Permit Applications *

Execution Phase

5) Make Ready *

6) Aerial Construction *

7) Underground/Buried Construction *

8) Fiber Splicing *

9) Cabinet/Enclosure Installation *

10) Tower Foundation *

11) Tower Erection *

12) Telecom Equipment Installation on Towers *

13) On-Site Electronics Installation *

14) Cabinet In-Service *

15) Tower In-Service *

Monitoring and Controlling Phase

16) Quality Assurance Checks *

17) Quality Control Verification *

18) Service Available at
All Locations * ☐ Yes ☒ No

19) Locality QA/QC
Report * ✓ [Nov1Nov302025VATI22TJPDCLocalityReport_1210202515845.pdf](#)

20) ISP QA/QC Report * ✓ [QAQCVATI2025Dec25_1210202522921.pdf](#)

*QA/QC report must be attached, or the
Broadband Monthly Report will be
denied.*

*QA/QC report must be attached, or the
Broadband Monthly Report will be
denied.*

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