

- Manage
- Downloads
- Program Search
- Apply
- Application Status
- Projects And Reports
- Remittances

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: 02/10/2026
 Last Updated: 03/03/2026
 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.

- 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

8) Reason(s) for Delay *
9) Project Delay Form (Template) [CAMSVATIPProjectDelayFormFireflyFeb2026_210202633755.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 *  [January1312026VATI22LocalityReport_210202612540.pdf](#)

20) ISP QA/QC Report *  [QAQCVATI2022Feb26_210202631006.pdf](#)

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

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Virginia Department of Housing and Community Development
600 East Main Street, Suite 300
Richmond, VA 23219

