



Project Status Update for  
Community Connectivity Grant Program (CCGP) Funded Projects

This report should be completed quarterly, or at an agreed upon interval, following the execution of the Commitment to Fund Letter through the completion of construction. If your municipality has more than one grant, please submit separate status update for each one. Project Status Updates should be submitted until a "Notification of Project Completion" Form has been submitted. This form can be found on the CCGP website under Program Documents.

1. Town/City: \_\_\_\_\_
2. Project Title: \_\_\_\_\_
3. Primary Project Contact Name and Title: \_\_\_\_\_
4. Primary Project Contact Email: \_\_\_\_\_
5. Current Phase:
  - Planning
  - Design
  - Pre-Construction
  - Construction
  - Completed

6. Briefly describe progress to date or any challenges that have arisen:

7. Additional comments as needed:

8. If your project is not currently in construction or completed, please provide an estimated date when you anticipate construction to start: \_\_\_\_\_

## **\*For Completed Projects Only\***

Congratulations for completing the construction of your municipality's Community Connectivity Grant Funded Project! Please see below for instructions to start the grant closeout process.

Once project construction is complete and formally accepted by the municipality, please submit a "Notification of Project Completion" Form located on the CCGP website under Program Documents. Note, this form should not be completed until all payments related to the grant have been made and a final amount of grant expenditures is totaled. This form may be emailed to the Project Manager directly or to the CCGP mailbox: [CTDOT.CCGP@ct.gov](mailto:CTDOT.CCGP@ct.gov).

At a point after the Annual Municipal State Single Audit has been performed for all years where there were expenditures for the CCGP grant, the Municipality shall submit the following required documentation.

Required expenditure documentation consists of:

- a) Copies of the annual Municipal State Single Audit, with CCGP program expenditures listed separately on the Schedule of State Financial Assistance, for each year of CCGP expenditures
- b) A final report or certification of total CCGP expenditures, which includes a sign-off by a municipal official
- c) A printout from the Municipality's accounting system detailing all expenditures under the CCGP
- d) An expenditure summary accompanied by complete copies of invoices and proof of payment, e.g. copies of canceled checks

The Department's office of External Audits will review this information and perform an audit of the grant expenditures to determine if remaining funds must be returned. This information may be emailed to the Project Manager directly or to the CCGP mailbox:

<mailto:CTDOT.CCGP@ct.gov>