



TBCP Report Forms Webinar

Broadband Use & Adoption Projects



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Questions

- Type questions in the Q&A box on the right-hand side of the screen for the Q&A session at the end.

Presentation

- The presentation along with a transcript and recording will be available on the BroadbandUSA website under Events/Past Events.

INTRODUCTION

Introduction



The Tribal Broadband Connectivity Program (TBCP) report forms will serve as a tool to capture indicators highlighting broadband infrastructure and adoption and use activities from the award's inception to closeout. This webinar contains instructions and screenshots for the Baseline Report, Semi-Annual Performance (Technical) Report, and Annual Report for Use & Adoption Grantees. This webinar also contains instructions for submission of all reports via Grants Online (GOL).

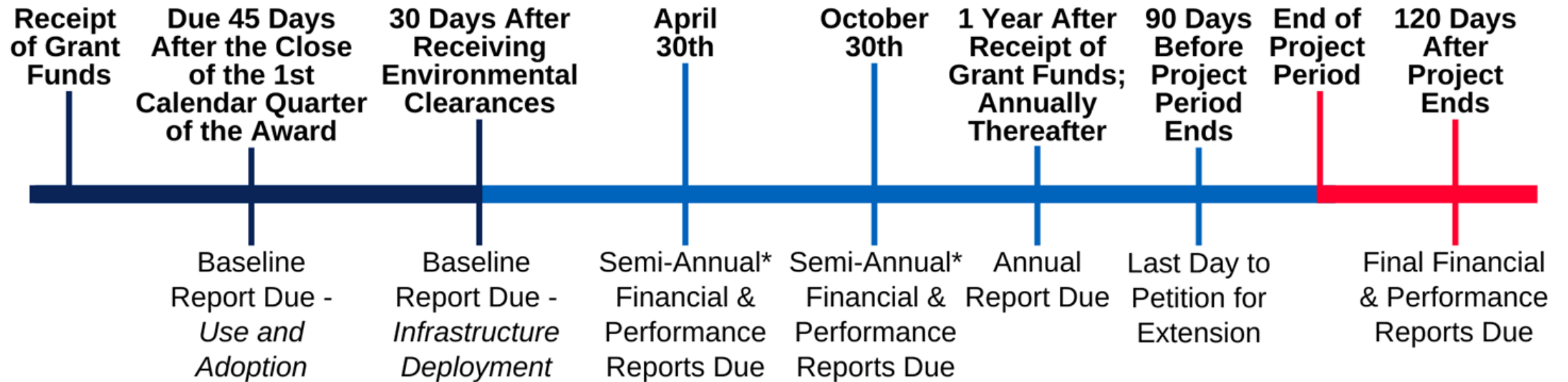


OVERVIEW

Report Timeline



Below is a timeline of the reports required for submission under the TBCP grant. Recipients will be notified of any adjustments of submission dates. This timeline can also be found on Page 4 of your Recipient Handbook.



*Projects with periods of performance greater than one year must continue submitting financial and performance (technical) reports semi-annually.



Baseline Reports Overview



Key Highlights of the Baseline Reports

- This report captures recipients' Baseline project plans and details regarding key outcomes from the project. Details on how to determine your Baseline Report period will be provided in a later slide.

Baseline Report: Use & Adoption (UA)

- ☐ Due within 45 calendar days of the first calendar quarter close of the award.
- ☐ Recipients will submit report via NOAA GOL as an AAR.



Semi-Annual Reports Overview



Key Highlights of the Performance (Technical) Reports

- Due April 30 for the reporting period October 1–March 31
- Due October 30 for the reporting period April 1–September 30

Performance (Technical) Report

- ❑ Recipients will submit report via NOAA GOL as a progress report.
- ❑ The report captures the performance on key programmatic indicators and budget.
- ❑ A **Final Performance (Technical) Report**, which summarizes activities conducted during the entire award, must be submitted within 120 days following the period of performance end date.



Annual Report Overview



Key Highlights of the Annual Report

Annual Report

- ❑ Due no later than one year after receiving grant funds; and annually thereafter.
- ❑ Recipients will submit report via NOAA GOL as an AAR.
- ❑ The report describes how funds were expended, certifies that the covered partnership complied with all requirements, and identifies each subrecipient (if applicable) that received a subgrant with description of the specific project.
- ❑ Information from the Annual Report will be provided to the FCC and USDA.
- ❑ Annual Reports will also be transmitted to Congress.



BASELINE REPORT

How to Determine your Baseline Report Periods



Federal Fiscal Year Reporting Periods

- October 1–March 31
- April 1–September 30

Year 1, Period 1 aligns to the current semi-annual period in which your award was made. Year 1, Period 1 may not be a full six-month period.

Use as many of the “Year” columns in the Baseline Report as needed to project through your project’s entire period of performance. Your project’s period of performance is listed in the CD-450.

Example

If your period of performance start date is August 1st, the data entered in the Baseline Report for Year 1 Period 1 will correspond with dates August 1st-September 30, as September 30 is the end of the current semi-annual reporting period. Your next submission would align with the full 6-month reporting period of October 1st-March 31.

Note: Your first and/or last reporting period may not be a full 6-month period. Each recipient’s Baseline Report Period will vary in order to align with the Federal Fiscal Year semi-annual reporting periods. See the example on the next slide.



Example Baseline Report Periods



In this example, the period of performance begins on November 11, 2022. Therefore, Year 1, Period 1 of the Baseline Report will only encompass five months (Nov. 1, 2022 - Mar. 31, 2023), instead of a full 6-month period. The periods from Year 1, Period 2 through Year 3, Period 2 will each cover six months, corresponding to the Federal Fiscal Year semi-annual periods of April 1–September 30 and October 1–March 31. Finally, Year 4, Period 1 will encompass just one month due to the Period of Performance ending October 31 (Oct. 1, 2025 - Oct. 31, 2025).

Period of Performance Start Date (MM/DD/YYYY):	11/01/2022	Period of Performance End Date (MM/DD/YYYY):	10/31/2025
Report Period Start Date (MM/DD/YYYY):	11/01/2022	Report Period End Date (MM/DD/YYYY):	12/01/2023

BROADBAND USE & ADOPTION AND INFRASTRUCTURE MILESTONES/KEY INDICATORS

INFRASTRUCTURE PROJECT MILESTONE CATEGORIES

Please use the table provided to report your projected cumulative totals for each semi-annual reporting period within each year of your project. Year One begins on your award start date. The cumulative total is based on the expenditure of your project budget and should be reported cumulatively from the award start date through the end of each semi-annual period. For example, if you expect to complete a particular milestone within the first three periods of your project, the third period and all subsequent periods should state the projected final count.

MILESTONE CATEGORIES	Year 1		Year 2		Year 3		Year 4		Year 5	
	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected
1a. Overall Project	5%	10%	30%	65%	95%	100%	100%			
1b. Environmental Assessment	50%	100%	100%	100%	100%	100%	100%			

This period is just five month in length.
(November 1, 2022 - March 31, 2023)

This final period is just one month in length.
(October 1, 2025- October 31, 2025)



Overall Baseline Report Tips



- Utilize your application **Project Narrative** when completing the Baseline Report.
- Refer to the **TBCP Reporting Guidance and Instructions** document for detailed instructions, definitions, and examples.
- Anticipated figures should be entered according to project year and period and should be reported **cumulatively**.
- If an indicator does not apply to your project, write “**NA**”.



Example CD-450



FORM CD-450 (REV 10/18)		U. S. DEPARTMENT OF COMMERCE		<input checked="" type="checkbox"/> GRANT <input type="checkbox"/> COOPERATIVE AGREEMENT	
FINANCIAL ASSISTANCE AWARD				FEDERAL AWARD ID NUMBER	
RECIPIENT NAME EXAMPLE TBCP RECIPIENT				NT22TBC1234567	
STREET ADDRESS 1401 CONSTITUTION AVE NW				PERIOD OF PERFORMANCE 04/01/2022-03/31/2023	
CITY, STATE, ZIP CODE WASHINGTON, DC 20230				FEDERAL SHARE OF COST \$500,000.00	
AUTHORITY Tribal Broadband Connectivity Program, authorized by the Consolidated Appropriations Act, 2021, Division N, Title IX, Section 905(c), Public Law 116-260,				RECIPIENT SHARE OF COST \$0.00	
CFDA NO. AND NAME 12.345 NTIA – TRIBAL BROADBAND CONNECTIVITY PROGRAM				TOTAL ESTIMATED COST \$500,000.00	
PROJECT TITLE EXAMPLE TBCP BROADBAND PROJECT					
<p>This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.</p> <p><input checked="" type="checkbox"/> DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS</p> <p><input type="checkbox"/> R & D AWARD</p>					

Example CD-450



How to Complete the Baseline Report (General)



General contact information for your organization.

Information entered should match your CD-450 (when applicable)

Award Number.

GENERAL INFORMATION			
GENERAL	Recipient Organization:		Award Identification Number:
	Recipient Street Address:	Period of Performance dates should match what is listed in the CD-450.	Report Submission Date (MM/DD/YYYY):
	City, State, Zip Code:		
	DUNS/UEI Number:		
	Period of Performance Start Date (MM/DD/YYYY):	Period of Performance End Date (MM/DD/YYYY):	
	Report Period Start Date (MM/DD/YYYY):	Report Period End Date (MM/DD/YYYY):	

Only the UEI Number will be accepted.

Provide the reporting period this report covers

Date submitted to GOL.



Broadband Use and Adoption Key Indicators (4a-4c)



Unserved: The household lacks access to qualifying broadband service (defined as at least 25/3 Mbps).

PROJECTED NUMBER OF SUBSCRIBERS AND SPEED		Year 1		Year 2		Year 3		Year 4
BENEFICIARY TYPE	ACCESS TYPE	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected
4a. Unserved Tribal Households	Number of Unserved Tribal Households passed/serviceable							
	Number of Unserved Tribal Households with new access							
4b. Tribal Households	Number of Tribal Households passed/serviceable							
	Number of Tribal Households with new access							
4c. Tribal Households At or Below 150% of the Poverty Line	Number of Tribal Households At or Below 150% of the Poverty Line passed/serviceable							
	Number of Tribal Households At or Below 150% of the Poverty Line with new access							

Enter the anticipated **number of units** for each Beneficiary Type and Access Type according to project year and period. Report all figures cumulatively.

Passed/serviceable: Infrastructure is in place to connect to the Internet. Even though there is Internet infrastructure in place, the household may still not have access.

New access: The household has connected to qualifying broadband service of 25/3 Mbps or above for the first time as a result of TBCP funding. A household that previously only had 10/1 but now has 25/3 would be counted as having **new access**.

4b and 4c. include both **served** and **unserved** Tribal Households.



Broadband Use and Adoption Key Indicators (4d-4e)



Enter the anticipated **figure** for each Beneficiary Type and Access Type according to project year and period. Report all figures cumulatively.

Tribal Businesses and Tribal CAIs are defined as being **unserved** prior to TBCP funding.

4d. Tribal Businesses	Number of Tribal Businesses passed/serviceable									
	Number of Tribal Businesses with new access			When calculating these indicators, only include businesses and CAIs that have no service, or lack service of at least 25/3 Mbps.						
4e. Tribal Community Anchor Institutions	Number of Tribal Community Anchor Institutions passed/serviceable									
	Number of Tribal Community Anchor Institutions with new access									



Broadband Use and Adoption Demographic Indicators (5a)



DEMOGRAPHIC INDICATORS		Year 1		Year 2	
SUBSCRIBER TYPE	ESTIMATED POPULATION IN SERVICE AREA	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected
5a. Unserved Tribal Population	Number of Unserved Native American/Alaska Native/Native Hawaiian Households in funded service area				
	Number of Unserved Native American/Alaska Native/Native Hawaiian Tribal Businesses in funded service area				
	Number of Unserved Native American/Alaska Native/Native Hawaiian Community Anchor Institutions in funded service area				
	Number of Unserved Native American/Alaska Native/Native Hawaiian Households At or Below 150% of the Poverty Line in funded service area				

Enter the anticipated **figure** for each demographic indicator. Report all figures cumulatively.

Note that this indicator should *decrease* over time as households, businesses, and community anchor institutions receive connection to broadband.



Broadband Use and Adoption Demographic Indicators (5b)



Note: In most cases, these figures will not change throughout the lifetime of the project.

5b. Tribal Population	Number of Tribal Households in funded service area								
	Number of Tribal Businesses in funded service area								
	Number of Tribal Community Anchor Institutions in funded service area								
	Number of Tribal Households At or Below 150% of the Poverty Line in funded service area								

This includes served and unserved.

Enter the anticipated **figure** for each demographic indicator. Report all figures cumulatively.



Broadband Use and Adoption Workforce Indicators (6a-6b)



Enter the number of **individuals** that are able to telework prior the commencement of funding.

Enter the number of **individuals** that you anticipate will be able to telework after the commencement of funding.

WORKFORCE INDICATORS		Year 1		Year 2	
	QUESTIONS	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected
6a. Telework	Number of individuals with ability to telework prior to receiving TBCP grant funds				
	Number of individuals with ability to telework after receiving TBCP grant funds				
6b. New Positions	Number of new positions created				
	Number of new positions filled				

Enter the anticipated **number of units** for each Workforce indicator according to project year and period. Report all figures cumulatively.

Refers to positions created or funded by the TBCP grant.



Broadband Use and Adoption Workforce Indicators (6c-6d)



Enter the anticipated **number of units** for each Workforce indicator according to project year and period. Report all figures cumulatively.

6c. Participation in Workforce Development Trainings	Number of individuals who attended workforce development training event				
6d. Workforce Development Trainings	Number of workforce development training events held				

A training event that is funded by the TBCP grant.



Broadband Use and Adoption Educational Success Indicators (7a-7c)



EDUCATIONAL SUCCESS INDICATORS		Year 1		Year 2	
	QUESTIONS	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected
7a. Access to Online Learning	Number of individuals with ability to participate in online learning prior to receiving TBCP grant funds				
	Number of individuals with ability to participate in online learning after receiving TBCP grant funds				
7b. Participation in Online Learning	Number of individuals who attend online learning classes				
	Number of individuals who attend virtual/in-person school activities				
7c. Parental Participation in School Activities	Number of parents/legal guardians who attend virtual/in-person school activities				

Enter the anticipated **number** for each Educational Success indicator according to project year and period. Report all figures cumulatively.



Broadband Use and Adoption Educational Success Indicators (7d-7e)



7d. High School Enrollment and Completion	Number of individuals enrolled in high school				
	Number of individuals who successfully exited high school program with degree (diploma/GED)				
7e. School Participation in Remote Learning	Number of schools in program				
	Number of schools engaged in remote learning model				

Enter the anticipated **number** for each Educational Success indicator according to project year and period. Report all figures cumulatively.



Broadband Use and Adoption Educational Success Indicators (7f-7g)



In-Person Learning: Refers to classroom instruction that is entirely in-person.

7f. School Participation in In-Person Learning	Number of schools in program			
	Number of schools engaged in in-person learning model			
7g. School Participation in Hybrid Learning	Number of schools in program			
	Number of schools engaged in hybrid learning model			

Enter the anticipated **number** for each Educational Success indicator according to project year and period. Report all figures cumulatively.

Hybrid Learning: Refers to classroom instruction that is partially virtual and partially in-person. A school that is entirely virtual, then transfers to entirely in-person halfway through the year, is not hybrid.



Broadband Use and Adoption Telehealth Indicators (8a-8c)



The number of individuals enrolled in telehealth services for the first time.

TELEHEALTH INDICATORS		Year 1		Year 2	
	QUESTIONS	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected
8a. Access to Telehealth Services	Number of individuals with ability to participate in telehealth services prior to receiving TBCP grant funds				
	Number of individuals with ability to participate in telehealth service after receiving TBCP grant funds				
8b. New Access to Telehealth Services	Number of individuals with new access to telehealth services				
8c. Telehealth Appointments Scheduled	Estimated number of telehealth appointments scheduled				

Enter the anticipated **number of units** for each Telehealth indicator according to project year and period. Report all figures cumulatively.

An individual may be considered able to access telehealth if they received a broadband connection (which could be used to access telehealth services).



Broadband Use and Adoption Digital Inclusion Indicators (9a-9c)



	QUESTIONS	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected
9a. Participation in Affordable Broadband Connectivity Program	Number of households in affordable broadband connectivity programs				
9b. Digital Literacy Trainings	Number of digital literacy training events held				
9c. Tribal Programs Transitioned to Online Platform	Number of Tribal programs transitioned to online platform now (after receiving TBCP grant funds)				

Enter the anticipated **number of units** for each Digital Inclusion indicator according to project year and period. Report all figures cumulatively.

A subsidized internet subscription or service is considered participation in an affordable broadband connectivity program.



Broadband Use and Adoption Digital Inclusion Indicators (9d-9f)



Device: A device used to connect to the internet including, but not limited to, laptops, personal computers, tablets, or smartphones.

9d. Devices Distributed to Individuals	Number of individuals given device				
9e. Devices Distributed to Households	Number of households given device				
9f. Devices Distributed to Other Entities (i.e., community anchor institutions, schools, Tribal businesses)	Number of other entities given device				

Enter the anticipated **number of units** for each Digital Inclusion indicator according to project year and period. Report all figures cumulatively.



Type of Internet Devices (10)



Complete Section 10 by entering the number of devices and total cost for each type of device that you plan to purchase and distribute with TBCP funds. Add additional rows as needed.

TYPE OF INTERNET DEVICES		
Please describe the Internet Devices you will acquire using TBCP funding.		
Device Type	Number of Devices	Total Cost

Laptop

Computer

Router

Tablet

Other

Choose the type of device you will acquire with funding from the drop-down menu.

Provide the anticipated number of each device you will purchase with grant funds.

If you select "Other" in the Device Type column, include a description of the device AND the number of devices in the Number of Devices column. Example on next slide.

Calculate the Total Cost by multiplying the Number of Devices by the per unit cost.



Type of Internet Devices Table (Other Example)



In this example, the recipient has included that they plan to purchase 20 laptops and 12 hotspots, which get categorized as “Other”, throughout their reporting period.

If you are planning on purchasing different types of the same device, you can also note that in the “Number of Devices” column.

Please describe the Internet Devices you have acquired using TBCP funding.		
Device Type	Number of Devices	Total Cost
Other	<div>▼</div> Hotspots (12)	\$350.00
Laptop	Macbook Air (20)	\$5,000.00



Type of Collaborators (11)



Complete Section 11 by entering all funded and unfunded project participants, alphabetically ordered by organization name. Add additional rows as needed.

TYPE OF COLLABORATORS				
11	Please list all projected funded and unfunded collaborators in table below.			
	COLLABORATORS			
	Collaborator Organization Type	Collaborator Organization Name	Collaborator POC Name	Collaborator POC Email
	Contractor			
	Subrecipient			
	Non-funded Collaborator			
I certify to the best of knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.				
Typed or printed name and title of Authorized Certifying Official:			Telephone (area code, number and extension):	

Select from the dropdown whether the participating organization is a **Contractor**, **Subrecipient**, or **Non-funded Collaborator**.

Collaborators are entities and/or organizations that participate in and contribute to the project.

Unfunded collaborators are entities and/or organizations involved in collaborations on the grant project, but not funded through the grant.



How to Complete the Certification Section



The **AOR** should have the Grants Online role of **Recipient Authorized Representative (RAR)** and will forward the report to NTIA within Grants Online.

Type the name and title of the Authorized Organization Representative (AOR).

Enter the contact information of the AOR.

CERTIFICATION	I certify to the best of knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.		
	Typed or printed name and title of Authorized Certifying Official:		Telephone (area code, number and extension):
	Signature of Certifying Official:		Email Address:
			Date:

The Baseline Report should be signed by the AOR within Excel or as a PDF. The AOR may electronically sign, copy and paste a picture of the signature, or print and sign the report. If submitting a signed PDF, please also submit the Excel version to aid with data entry.



PERFORMANCE (TECHNICAL) REPORT

Overall Performance (Technical) Report Tips



- Refer to your **Baseline Report** and/or **previously submitted Performance (Technical) Reports** when completing this report.
- The reporting period should cover the previous **six months**; either October 1–March 31 or April 1–September 30.
 - Note: Your first Performance (Technical) Report may not encompass a full six months.
- Refer to the **TBCP Reporting Guidance and Instructions** document for detailed definitions and examples.
- Figures entered should be cumulative, from award inception, unless stated otherwise.
- Figures entered should capture the current award period. For example, if you are submitting your PPR for your October 30th due date, the data entered should be from April 30th-September 30.
- If an indicator does not apply to your project, write “**NA**”.



How to Complete the Performance (Technical) Report (General)



General contact information for your organization.

Information entered should match your CD-450 (when applicable)

Award Number.

GENERAL INFORMATION			
GENERAL	Recipient Organization:		Award Identification Number:
	Recipient Street Address:		Report Submission Date (MM/DD/YYYY):
	City, State, Zip Code:	Period of Performance dates should match what is listed in the CD-450.	Final Report:
	DUNS/UEI Number:		Yes <input type="checkbox"/>
	Period of Performance Start Date (MM/DD/YYYY):	No <input type="checkbox"/>	
	Report Period Start Date (MM/DD/YYYY):	Period of Performance End Date (MM/DD/YYYY):	
	Report Period End Date (MM/DD/YYYY):		

Only the UEI Number will be accepted.

Provide the reporting period this report covers.

Check the “Yes” box if this is a final report.

Date submitted to GOL.



Broadband Use and Adoption Key Indicators (4a-4b)



Unserved: The household lacks access to qualifying broadband service (defined as at least 25/3 Mbps).

BENEFICIARY TYPE	ACCESS TYPE	Total	Narrative (Describe reasons for variance from baseline plan or subsequent written updates provided to your Program Officer)
4a. Unserved Tribal Households	Number of Unserved Tribal Households passed/serviceable	Enter the total number for each beneficiary type and access type. Report information cumulatively from award inception.	If there is variance from the completion projections in your Baseline Report, explain the reason in this column.
	Number of Unserved Tribal Households with new access		
4b. Tribal Households	Number of Tribal Households passed/serviceable		<p><u>Passed/serviceable</u>: Infrastructure is in place to connect to the Internet. Even though there is Internet infrastructure in place, the household may still not have access.</p>
	Number of Tribal Households with new access		

4b. includes both **served** and **unserved** Tribal Households.

New access: The household has connected to qualifying broadband service of 25/3 Mbps or above for the first time as a result of TBCP funding. A household that previously only had 10/1 but now has 25/3 would be counted as having **new access**.



Broadband Use and Adoption Key Indicators (4c-4e)



4c. includes both **served** and **unserved** Tribal Households at or below 150% of the poverty line.

4c. Tribal Households At or Below 150% of the Poverty Line	Number of Tribal Households At or Below 150% of the Poverty Line passed/serviceable		
	Number of Tribal Households At or Below 150% of the Poverty Line with new access		
4d. Tribal Businesses	Number of Tribal Businesses passed/serviceable		
	Number of Tribal Businesses with new access		
4e. Tribal Community Anchor Institutions	Number of Tribal Community Anchor Institutions passed/serviceable		
	Number of Tribal Community Anchor Institutions with new access		

Remember that 4d. Tribal Businesses and 4e. Tribal CAIs are defined as **unserved** prior to receiving TBCP funding.



Broadband Use and Adoption Demographic Indicators (5a)



DEMOGRAPHIC INDICATORS			
SUBSCRIBER TYPE	ESTIMATED POPULATION IN SERVICE AREA	Total	Narrative (Describe reasons for variance from baseline plan or subsequent written updates provided to your Program Officer)
5a. Unserved Tribal Population	Number of Unserved Native American/Alaska Native/Native Hawaiian Tribal Businesses in funded service area		<div> If there is variance from the completion projections in your Baseline Report or subsequent reports, explain the reason in this column. </div>
	Number of Unserved Native American/Alaska Native/Native Hawaiian Households in funded service area		
	Number of Unserved Native American/Alaska Native/Native Hawaiian Community Anchor Institutions in funded service area		
	Number of Unserved Native American/Alaska Native/Native Hawaiian Households At or Below 150% of the Poverty Line in funded service area		

For each corresponding indicator, list the **total number** of **unserved** Native American households, businesses, community anchor institutions, and households within the funded service area as of the end of the reporting period. Report information cumulatively from award inception.

Broadband Use and Adoption Demographic Indicators (5b)



5b. Tribal Population	Number of Tribal Businesses in funded service area	List the total number of tribal households, businesses, community anchor institutions, and households at or below 150% of the poverty line within the funded service area. Report information cumulatively from award inception.	In most cases, these figures will not change throughout the lifetime of the project, but list reasons for any variance from the Baseline Report or subsequent reports here.
	Number of Tribal Households in funded service area		
	Number Tribal Community Anchor Institutions in funded service area		
	Number of Tribal Households At or Below 150% of the Poverty Line in funded service area		

For this section, the **Total** number entered should include unserved and served.



Broadband Use and Adoption Workforce Indicators (6a-6b)



WORKFORCE INDICATORS			
	QUESTIONS	Total	Narrative (Describe reasons for variance from baseline plan or subsequent written updates provided to your Program Officer)
6a. Telework	Number of individuals with ability to telework prior to receiving TBCP grant funds		<p>Total for this line item should match what was reported in 6a of the Baseline Report.</p> <p>The methodology used to determine “ability to telework” is up to the Tribe’s discretion. Individuals may receive new access to broadband service in several ways, including by receiving a broadband subscription subsidy or an Internet-capable device. These examples would create the ability to telework.</p>
	Number of individuals with ability to telework after receiving TBCP grant funds		
6b. New Positions	Number of new positions created		<p>List the total number for each workforce indicator as of the end of the reporting period. Report information cumulatively from award inception.</p> <p>If there is variance from the completion projections in your Baseline Report or subsequent reports, explain the reason.</p>
	Number of new positions filled		

New positions refers to new positions created or filled using TBCP funds.



Broadband Use and Adoption Workforce Indicators (6c-6d)



If there is variance from the completion projections in your Baseline Report or subsequent reports, explain the reason.

6c. Participation in Workforce Development Trainings	Number of individuals who attended workforce development training event	List the total number for each workforce indicator as of the end of the reporting period. Report information cumulatively from award inception.	
6d. Workforce Development Trainings	Number of workforce development training events held		



Broadband Use and Adoption Educational Success Indicators (7a-7b)



EDUCATIONAL SUCCESS INDICATORS			
QUESTIONS		Total	Narrative (Describe reasons for variance from baseline plan or subsequent written updates provided to your Program Officer)
7a. Access to Online Learning	Number of individuals with ability to participate in online learning prior to receiving TBCP grant funds		<p>Total for this line item should match what was reported in 7a of the Baseline Report.</p> <p>The methodology used to determine “Ability to participate in online learning” is up to the Tribe’s discretion. Individuals may receive new access to broadband service in several ways, including by receiving a broadband subscription subsidy or an Internet-capable device.</p>
	Number of individuals with ability to participate in online learning after receiving TBCP grant funds		
7b. Participation in Online Learning	Number of individuals who attended online learning classes		<p>Report the total number for each educational success indicator as of the end of the reporting period. Report information <u>cumulatively</u> from award inception.</p> <p>If there is variance from the completion projections in your Baseline Report or subsequent reports, explain the reason.</p>
	Number of individuals who attended virtual/in-person school activities		



Broadband Use and Adoption Educational Success Indicators (7c-7g)



7c. Parental Participation in School Activities	Number of parents/legal-guardians who attended virtual/in-person school activities		
7d. High School Enrollment and Completion	Number of individuals enrolled in high school		
	Number of individuals who successfully exited high school program with degree (diploma/GED)		
7e. School Participation in Remote Learning	Number of schools in program		<p>For 7c-7g, list the total number for each educational success indicator as of the end of the reporting period. Report information cumulatively from award inception.</p> <p>If there is variance from the completion projections in your Baseline Report or subsequent reports, explain the reason.</p>
	Number of schools engaged in remote learning model		
7f. School Participation in In-Person Learning	Number of schools in program		<p>These indicators will match what is entered in your Baseline report, as they most likely will not change throughout your performance period.</p>
	Number of schools engaged in in-person learning model		
7g. School Participation in Hybrid Learning	Number of schools in program		
	Number of schools engaged in hybrid learning model		



Broadband Use and Adoption Telehealth Indicators (8a-8c)



TELEHEALTH INDICATORS			
	QUESTIONS	Total	Narrative (Describe reasons for variance from baseline plan or subsequent written updates provided to your Program Officer)
8	8a. Access to Telehealth Services		This line item total should match what was reported in 8a of the Baseline Report.
	Number of individuals with ability to participate in telehealth services prior to receiving TBCP grant funds		
	Number of individuals with ability to participate in telehealth service after receiving TBCP grant funds		The methodology used to determine “Ability to participate in telehealth services” is up to the Tribe’s discretion. Individuals may receive new access to broadband service in several ways, including by receiving a broadband subscription subsidy or an Internet-capable device.
	8b. New Access to Telehealth Services		
	Number of individuals with new access to telehealth services		
	8c. Telehealth Appointments Scheduled		
	Estimated number of telehealth appointments scheduled		

List the **total number** for each telehealth indicator as of the end of the reporting period. Report information cumulatively from award inception.

If there is variance from the completion projections in your Baseline Report or subsequent reports, explain the reason in the **Narrative** column.



Broadband Use and Adoption Digital Inclusion Indicators (9a-9b)



List the **total number** for each digital inclusion indicator as of the end of the reporting period. Report information cumulatively from award inception.

If there is variance from the completion projections in your Baseline Report or subsequent reports, explain the reason in the **Narrative** column.

DIGITAL INCLUSION INDICATORS			
	QUESTIONS	Total	Narrative (Describe reasons for variance from baseline plan or subsequent written updates provided to your Program Officer)
9a. Participation in Affordable Broadband Connectivity Program	Number of households in affordable broadband connectivity program		
9b. Digital Literacy Trainings	Number of digital literacy training events held		



Broadband Use and Adoption Digital Inclusion Indicators (9c-9f)



9c. Tribal Programs Transitioned to Online Platform	Number of Tribal programs transitioned to online platform previously (before receiving TBCP grant funds)		
	Number of Tribal programs transitioned to online platform now (after receiving TBCP grant funds)		
9d. Devices Distributed to Individuals	Number of individuals given device		
9e. Devices Distributed to Households	Number of households given device		
9f. Devices Distributed to Other Entities (i.e., community anchor institutions, schools, Tribal businesses)	Number of other entities given device		

List the **total number** for each digital inclusion indicator as of the end of the reporting period. Report information cumulatively from award inception.

If there is variance from the completion projections in your Baseline Report or subsequent reports, explain the reason in the **Narrative** column.



Type of Internet Devices Table (10)



Complete Section 10 by entering the number of devices and total cost for each type of device that you plan to purchase and distribute with TBCP funds. Add additional rows as needed.

TYPE OF INTERNET DEVICES		
Please describe the Internet Devices you will acquire using TBCP funding.		
Device Type	Number of Devices	Total Cost

Laptop

Computer

Router

Tablet

Other

Choose the type of device you will acquire with funding from the drop-down menu.

Provide the anticipated number of each device you will purchase with grant funds.

If you select "Other" in the Device Type column, include a description of the device AND the number of devices in the Number of Devices column. Example on next slide.

Calculate the Total Cost by multiplying the Number of Devices by the per unit cost.



Type of Collaborators Table (11)



Complete Section 11 by entering all funded and unfunded project participants, alphabetically ordered by organization name. Add additional rows as needed.

TYPE OF COLLABORATORS					
<div>Collaborators are entities and/or organizations that participate in and contribute to the project.</div>					
11	Please list all projected funded and unfunded collaborators in table below.				
	COLLABORATORS				
	Collaborator Organization Type	Collaborator Organization Name	Collaborator POC Name	Collaborator POC Email	
	Funded or Unfunded Collaboration				
					<div>Unfunded collaborators are entities and/or organizations involved in collaborations on the grant project, but not funded through the grant.</div>

Select from the dropdown whether the participating organization is a **Contractor**, **Subrecipient**, or **Non-funded Collaborator**.



Broadband Use & Adoption Budget Execution Details (13a-13k)



Complete section 13 by entering the total amount of funds expended for each Use & Adoption cost category, including detailed disbursements of Federal funds obligated. Report figures **cumulatively** from the effective award start date.

GRANT PROGRAM, FUNCTION, OR ACTIVITY	Actual Budget	Total Funds Expended
13a. Personnel	\$ -	\$ -
13b. Fringe Benefits	\$ -	\$ -
13c. Travel	\$ -	\$ -
13d. Equipment	\$ -	\$ -
13e. Supplies	\$ -	\$ -
13f. Contractual	\$ -	\$ -
13g. Construction	\$ -	\$ -
13h. Other	\$ -	\$ -
13i. Total Direct Charges (sum of 13a thru 13h)	\$ -	\$ -
13j. Indirect Charges	\$ -	\$ -
13k. Totals (sum of 13i+13j)	\$ -	\$ -

In the **Actual Budget** column, record the corresponding text from your SF-424A.

In the **Total Funds Expended** column, record the cumulative total amount of funds expended.

Line 13k should match what was reported in the Federal Financial Report (SF-425) in **Line 10e. Federal share of expenditures.**



Other Indicators (14)



Provide the maximum upload and download speed for each question in Megabits per second (Mbps). Information should be reported as of the report date.

OTHER INDICATORS				
14	Please use the following table to provide the maximum upload and download speed in Mbps for each question. Information should be reported as of the report date. Please write "N/A" if your project does not include this indicator.			
	Project Speed		Upload	Download
	Outcome	Questions		
	14a. Maximum available speed upon project completion	What is the maximum available speeds for Tribal Households in your eligible area?		
		What is the maximum available speeds for Tribal Businesses in your eligible area?		
		What is the maximum available speeds for Tribal CAIs in your eligible area?		

Note that Eligible Area is the same as your service area.



How to Complete the Performance Technical Report (Certification)



Type the name and title of the Authorized Organization Representative (AOR).

The **AOR** should have the Grants Online role of **Recipient Authorized Representative (RAR)** and will forward the report to NTIA within Grants Online.

Enter in the contact information of the Certifying Official.

CERTIFICATION	I certify to the best of knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.		
	Typed or printed name and title of Authorized Certifying Official:		Telephone (area code, number and extension):
	Signature of Certifying Official:		Email Address:
			Date:

The Performance (Technical) Report should be signed by the AOR within Excel or as a PDF. The AOR may electronically sign, copy and paste a picture of the signature, or print and sign the report. If submitting a signed PDF, please also submit the Excel version to aid with data entry.



ANNUAL REPORT

Overall Annual Report Tips



- The reporting period should cover the corresponding project **year**.
- Refer to the **TBCP Reporting Guidance and Instructions** document for detailed instructions, definitions, and examples.
- If an indicator does not apply to your project, write “**NA**”.
- Additional guidance on how to complete Addendums A, B, and C will be distributed once the FCC broadband service maps are finalized. Please check-in with your assigned FPO to understand whether the addendums need to be submitted with your Annual Report.



How to Complete the Annual Report (General)



Provide general contact information for your organization.

Information entered should match your CD-450

Award Number.

GENERAL INFORMATION				
GENERAL	Recipient Organization:		Award Identification Number:	
	Recipient Street Address:		Report Submission Date (MM/DD/YYYY):	
	City, State, Zip Code:			
	DUNS/UEI Number:			
	Period of Performance Start Date (MM/DD/YYYY):		Period of Performance End Date (MM/DD/YYYY):	
	Report Period Start Date (MM/DD/YYYY):		Report Period End Date (MM/DD/YYYY):	

Only the UEI Number will be accepted.

Provide the one-year period this report covers.

Date submitted to GOL.



Annual Report (1-3)



Provide the **total number** of project locations (Tribal households, Tribal CAIs, and Tribal businesses) you provided broadband service to using grant funds.

Use and Adoption recipients do not need to provide shapefiles.

	Provide the number of locations or geographic areas at which broadband service was provided using the grant funds. (Please attach associated shapefiles of geographic areas) (600 words or less)
1	
2	Please describe each service provided with grant funds. (600 words or less)
3	If applicable, please list subcontractors and describe how they expended funds. (600 words or less)

Describe project activities completed with grant funds during the reporting period.

List every contractor that received grant funds for the purpose of obtaining goods and services. Report this item **cumulatively** from the effective award start date to the end of the reporting period.

Subcontractor: A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor. [2 CFR § 200.331](#) defines the characteristics indicative of a procurement relationship.



Annual Report (4-6)



4	Please describe how the recipient and subrecipient (if applicable) expended the funds. (600 words or less)	If applicable, list the grant funds that were expended by the recipient and subrecipient during the reporting period.
5	If applicable, please list each subrecipients that received a subgrant through funding. (600 words or less)	
6	Please provide the barriers to broadband use and adoption or broadband infrastructure deployment work that you experienced during the reporting period of this award to date. What steps did you take to address them? (600 words or less)	<u>Subrecipient</u> : Subrecipient means an entity that receives a subaward from a pass-through entity to carry out part of a Federal award.
Describe the challenges faced during that reporting period, and how you addressed them.		



Annual Report (7-8)



NOFO Purpose Areas:

Use and Adoption: Projects that promote the adoption and use of broadband services, including:

- affordable broadband programs, such as providing free or reduced-cost broadband service and preventing disconnection of existing broadband service;
- distance learning;
- telehealth;
- digital inclusion efforts; and
- broadband adoption activities.

7	Please describe whether or not your organization connected NOFO purpose areas to broadband adoption and use or broadband infrastructure deployment work. (600 words or less)
8	Please describe your project's achieved accomplishments during this reporting period. (600 words or less)

Describe how your TBCP activities implemented within the past year align with the NOFO purpose areas.

List and describe the major achievements in this reporting period.



Annual Report (Addendums A, B, & C)



Addendums A, B, and C

Information entered should match your
CD-450 (when applicable)

Provide general contact
information about your
organization.

Award number.

TRIBAL BROADBAND CONNECTIVITY PROGRAM REPORTS ADDENDUM A			
Recipient Organization:		Award Identification Number:	
Recipient Street Address:		Report Submission Date (MM/DD/YYYY):	
City, State, Zip Code:		DUNS/UEI Number:	
Reporting Period Start Date (MM/DD/YYYY):		Report Type:	Baseline Report <input type="checkbox"/>
Reporting Period End Date (MM/DD/YYYY):			Annual Report <input type="checkbox"/>

Date submitted
to GOL.

Only the UEI
Number will
be accepted.

Select "Annual
Report".



Annual Report (Addendum A)



Addendum A

Provide an updated count of **Households** within each of the eligible tribal block groups that has been connected to a broadband network as of the reporting end date.

Total number of units of connection within that location
Ex: units within an apartment complex

Household Locations in the Service Area								
The Location ID is the Fabric ID associated with the Federal Communications Commission maps required by the Broadband Deployment Broadband Deployment Accuracy and Technology Availability (DATA) Act, Pub. L. No. 116-130, 134 Stat. 228 (2020) (codified at 47 U.S.C. §§ 641-646) (Broadband DATA Maps). The "location_id" data element is a unique identifier for the location served. A Location ID should be included for each location in the Broadband Serviceable Location Fabric when the Fabric is made available to filers. Number of units refers to one location that has multiple units within that one location. Please insert rows at the bottom of the table to report additional location data if needed.								
Location ID	Street Address	City	State	ZIP	Latitude	Longitude	Tribal Block Group	# of Units

Unique, FCC-issued identifier for locations served. The locations should match and conform to the [FCC Broadband Serviceable Location Fabric](#).

If a location does not have an address, leave the address fields blank.



Annual Report (Addendum B)



Addendum B

Provide an updated count of **Businesses** within each of the eligible tribal block groups that has been connected to a broadband network as of the reporting end date.

Refer to previous slide for clarification of requested information for each Addendum.

Business Locations in the Service Area								
The Location ID is the Fabric ID associated with the Federal Communications Commission maps required by the Broadband Deployment Accuracy and Technology Availability (DATA) Act, Pub. L. No. 116-130, 134 Stat. 228 (2020) (codified at 47 U.S.C. §§ 641-646) (Broadband DATA Maps). The "location_id" data element is a unique identifier for the location served. A Location ID should be included for each location in the Broadband Serviceable Location Fabric when the Fabric is made available to filers. Number of units refers to one location that has multiple units within that one location. Please insert rows at the bottom of the table to report additional location data if needed. Number of units refers to one location that has multiple units within that one location. Please insert rows at the bottom of the table to report additional location data if needed.								
Location ID	Street Address	City	State	ZIP	Latitude	Longitude	Tribal Block Group	# of Units



Annual Report (Addendum C)



Addendum C

Provide an updated count of **Community Anchor Institutions (CAIs)** within each of the eligible tribal block groups that have been connected to a broadband network as of the reporting end date.

Refer to previous slide for clarification of requested information for each Addendum.

Community Anchor Institutions (CAIs) Locations in the Service Area								
The Location ID is the Fabric ID associated with the Federal Communications Commission maps required by the Broadband Deployment Broadband Deployment Accuracy and Technology Availability (DATA) Act, Pub. L. No. 116-130, 134 Stat. 228 (2020) (codified at 47 U.S.C. §§ 641-646) (Broadband DATA Maps). The "location_id" data element is a unique identifier for the location served. A Location ID should be included for each location in the Broadband Serviceable Location Fabric when the Fabric is made available to filers. Number of units refers to one location that has multiple units within that one location. Please insert rows at the bottom of the table to report additional location data if needed.								
Location ID	Street Address	City	State	ZIP	Latitude	Longitude	Tribal Block Group	# of Units



How To Complete the Annual Report (Certification)



Type the name and title of the Authorized Organization Representative (AOR).

This person (the AOR) should have the Grants Online role of Recipient Authorized Representative (RAR) and will forward the report to NTIA within Grants Online.

Type the Authorized Certifying Official's email, phone number and extension, as applicable.

CERTIFICATION	I certify to the best of knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.		
	Typed or printed name and title of Authorized Certifying Official:		Telephone (area code, number and extension):
	Signature of Certifying Official:		Email Address:
			Date:

The Annual Report should be signed by the AOR within Excel or as a PDF. The AOR may electronically sign, copy and paste a picture of the signature, or print and sign the report. If submitting a signed PDF, please also submit the Excel version to aid with data entry.

Insert the date the report was signed by the Authorized Certifying Official.



UPLOAD TO NOAA GOL

Report Submission Requirements



- ❑ Baseline Reports and Annual Reports must be submitted as **AARs** via NOAA GOL.
- ❑ Semi-Annual Performance (Technical) Reports must be submitted as **reports** via NOAA GOL.
- ❑ Step-by-step guidance on the submission of report forms and AARs to NOAA GOL can be found in the [GOL Grant Recipient User Manual](#).



Submit an AAR via GOL



Log into Grants Online and click the **Awards** tab.
Click the **Search Awards** link. To find your award, either enter the Award Number or change the Award Status to “Open”. Click the **Search** button.

Click on the **Award Number** link that corresponds with the TBCP award you are submitting a Baseline/Annual Report for.

Search Awards

Award Number:

Recipient Name:

Project Title:

Award Status:

Open

PI-PD Last Name:

Search

Reset

Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.

Search Results

3 items found, displaying all items.1

Award Number	Org ID	Recipient Name	Project Title	Award Status	Principal Investigators-Project Directors
NA14NMF4720314	1001227	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	TEST RECORD - Bycatch Avoidance Communication Netw...	Accepted	
NA16NMF4540019	1001227	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	TEST RECORD - Coastwide Stock Structure of Atlanti...	Accepted	Mary Schmidlapp
NA14NMF4630090	1001227	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	TEST RECORD - Long Island Sound Deep Water Derelic...	Expired	



Submit an AAR via GOL



The Grants File launch page is displayed. Select **Create Award Action Request** from the Action drop-down menu. Click the **Submit** button.

A screenshot of a web application interface for "Grants File - NA16NMF4540019". The breadcrumb trail at the top reads "Advisories >> Search Awards >> Grants File - NA16NMF4540019". The main heading is "Grants File - NA16NMF4540019". Below this, the "Id:" is 2574623 and the "Status:" is Accepted. The "Action:" label is next to a dropdown menu that is currently open, showing options: "Please select an action", "Create Award Action Request" (highlighted in blue), "View Accounting Details", and "View/Manage Award-related Personnel". A blue arrow points from the "Your Comments:" label to the dropdown menu. To the right of the dropdown menu is a blue "Submit" button, which is highlighted with a red rectangle. Below the dropdown menu is a "Spell Check" button. At the bottom of the form is a "Save Comment" button.

Submit an AAR via GOL



The Award Action Request Index page is displayed. You will see a list of hyperlinked AARs available for your award. Click the **Other** link.

Award Action Request Index - NA18GOT9980014

- * No Cost Extension - Prior Approval Required
- [Extension to Close Out](#)
- [Change in Principal Investigator/Project Director](#)
- [Change in Key Person Specified in the Application](#)
- [Satisfy Specific Conditions](#)
- [Transfer of Funds Budgeted for Participant Support Costs to Other Categories of Expense](#)
- Re-budget - Prior Approval Required
- [Pre-Award Costs More than 90 Days](#)
- [Submit Additional Closeout Documents](#)
- Other**

- [No Cost Extension - Prior Approval Waived \(Research Terms and Conditions\)](#)
- [Change in Scope](#)
- [Foreign Air Carrier for Travel](#)
- [Disengagement for More Than 3 Months, or 25% Reduction by Project Director or PI](#)
- [Inclusion of Costs Requiring Prior Approval in Cost Principles](#)
- [* Subaward, Transfer or Contract Out Work Under the Award if Not Described in the Approved Application](#)
- [Rebudget - Prior Approval Waived \(Research Terms and Conditions\)](#)
- [* Termination by Consent](#)

Grantees:

Please note that the above listing contains all the possible Award Action Requests that can be created on this Award. While the ability to create these Award Action Requests is given to all grantee users, they can only be forwarded to the agency by the Authorized Representative.

* Note: Award Action Requests marked with an * will always result in an amendment to the award (if approved). Other requests generally result in a notification of approval. However, request may result in an amendment at the discretion of the Grants Officer. See guidance document for more information.

[Guidance](#)

[Return to Main](#)



Submit an AAR via GOL



The Other Award Action Request page is displayed and ready for completion. Enter the required data elements then click the **Save** button.

1) Provide sufficient information in the description and justification textboxes. Then, click **Save**.

2) Once “Save” is clicked, attach Baseline Report Form or Annual Report Form here.

3) Then click Save and Start Workflow

The RAR will finish the remaining submission process.

Other - NA17OAR4590018

Attachments:

No attachments.

Add new Attachment: [\[+\]](#)

Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.

[Large File Guidance](#)

Other

[Guidance](#)

Description of other award action request required. (Please provide description and justification. Attachments are optional.)

Description*

Justification*

Award Action Request Report

Save **Save and Start Workflow** **Cancel**

Example text for each data element is below:

Description: Baseline/Annual Report

Justification: Baseline/Annual Report to satisfy SAC



Submit an AAR via GOL



1. To submit the Report, the Recipient Authorized Representative (RAR) should log into Grants Online and click the **Inbox** tab.
2. Click the **Tasks** link.
3. Locate the correct task and click the **View** link.
4. The launch page for the selected task is displayed. Select the “**Forward AAR to Agency**” option.
5. Click the **Submit** button.



Submit a Performance Progress Report via GOL



The Semi-Annual Performance (Technical) Reports must be submitted as **Reports** via NOAA GOL. There are several ways to find the reports tied to your award, but one of the easiest is to click “Search Awards” under the Awards tab. Then click the search box to see all Financial and Progress Reports.



Search Financial and Project Progress Reports

Award Number :

Recipient Name :

Report Period Start Date Range : - ☐ Include reports with no Start Date(SF425)

Report Period End Date Range : - ☐ Include reports with no End Date(SF270)

Program Officer Name :
(First Name or Last Name)

Report Type :

- ☐ Progress Reports
- ☐ Financial Reports
- ☐ SF270 Reports
- ☒ All Reports

Report Status :

- ☐ Delinquent Only
- ☐ Delinquent and Not Delinquent (all unsubmitted reports)
- ☐ Submitted (not yet Accepted)
- ☐ Accepted
- ☒ All Reports



Submit a Performance Progress Report via GOL



The page below is displayed when the **Performance Progress Report Details Page** link is selected.

The screenshot shows a web form titled 'Performance Progress Report - NA16GOT9980034'. Below the title is a section labeled 'Attachments:' with the text 'No attachments.' underneath. There are four red callout letters with arrows pointing to specific parts of the form: 'a.' points to the 'Add new Attachment: [-]' link; 'b.' points to the 'Choose File' button; 'c.' points to the 'Description:' text label; and 'd.' points to the 'Save Attachment' button. A large light blue rectangular area represents the file upload and description fields. Below this area are two buttons: 'Spell Check' and 'Save Attachment'.

Performance Progress Report - NA16GOT9980034

Attachments:

No attachments.

a. Add new Attachment: [-]

Filename: * No file chosen **b.**

c. Description: *

d.

A. Upload your completed PPR using the attachment [+] button

B. Choose the file you want to attach. (In this case your Performance (Technical) Report)

C. Include a short description of the attachment in the Description field

D. Click the Save Attachment button



Submit a Performance (Progress) Report via GOL



Enter
clarifying
comments if
appropriate.

Use the "Add new Attachment: [+]" link to attach the report.

Clarifying comments:

Step 3.

Spell Check

Verify the accuracy
of the following
data elements:
Reporting Period*,
Due Date, and
whether or not this
is the Final Report.

Reporting Period *

10/01/2015-03/31/2016

Due Date

04/30/2016

Final Report

☐ Yes ☒ No

Recipient Principal Investigators/Project Directors:

Nothing found to display. [Submitting?](#)



Submit a Performance (Progress) Report via GOL



Click the **Save and Start Workflow** button.

You will receive a pop-up box asking if you wish to proceed. Click the **OK** button.

The RAR will finish the remaining submission process.

Recipient Principal Investigators/Project Directors:
One item found.1

Name	Telephone	Submitting	Submitting?
		N	

Recipient Authorized Representatives:
[One item found.1](#)

Name	Telephone

[Submitted On:](#)
[Accepted On: N/A](#)

[Save](#) [Save and Start Workflow](#) [Cancel](#)



Submit a Performance (Progress) Report via GOL



Once the report has been completed and reviewed, it is ready to send to NTIA. Reports should be submitted by the Recipient Authorized Representative (RAR) by following these steps:

1. To submit the Report, the RAR should log into Grants Online and click the **Inbox** tab.
2. Click the **Tasks** link.
3. Locate the correct task and click the **View** link.
4. The launch page for the selected task is displayed. Select the “**Forward Progress Report to Agency**” option.
5. Click the **Submit** button.



GOL HelpDesk



If you need assistance with the GOL platform, contact the Grants Online Help Desk at:

- ❑ GrantsOnline.HelpDesk@noaa.gov or
- ❑ (240) 533-9533, between the hours of 8:00 a.m. and 6:00 p.m. Eastern Time, Monday through Friday, excluding Federal holidays.
- ❑ [GOL HelpDesk](#)



Use and Adoption Reports Q&A



- Are there any questions or concerns regarding the Use and Adoption Baseline, Performance (Technical), and Annual Reports?





THANK YOU

Questions? Contact us at tbcp@ntia.gov.

