
INTERNET FOR ALL

Tribal Broadband Connectivity Program

Reporting Guidance and Instructions



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TBCP Reporting Guidance and Instructions
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Tribal Broadband Connectivity Program

Reporting Guidance and Instructions

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TBCP Reporting Guidance and Instructions

1. Reports Overview

This document includes resources to help you complete and submit the required TBCP Baseline, Performance (Technical), and Annual Reports. Refer to the specific Instructions section for guidance and examples to help you complete each report. Also reference the Glossary of Report Terms and Definitions for explanations of TBCP-specific terminology. **In addition to submitting a signed version of the report(s), please attach the Excel report to help expedite the Federal Program Officer’s (FPO) review.**

Reporting Cadence

Reports are due on the following cadences:

Report Type	Reporting Period	Submission Method
Infrastructure Deployment Baseline Report	Baseline Due: Within 30 days of the issuance of a Categorical Exclusion (CE) decision memorandum or the publication of a signed FONSI	Form: Baseline Report Submit via Grants Online as an Award Action Request.
Broadband Use & Adoption Baseline Report Planning, Engineering, Feasibility, and Sustainability Projects Baseline Report	Baseline Due: Within 45 calendar days of the close of the first calendar quarter of the award	Form: Baseline Report Submit via Grants Online as an Award Action Request.
Semi-Annual Financial Report	Oct. 1–Mar. 31 Due: Every April 30 Apr. 1–Sept. 30 Due: Every October 30	Form: SF-425 Federal Financial Report (FFR) Submit via Grants Online as a Financial Report.
Semi-Annual Performance (Technical) Report	Oct. 1–Mar. 31 Due: Every April 30 Apr. 1–Sept. 30 Due: Every October 30	Form: Semi-Annual Performance (Technical) Report Submit via Grants Online as a Progress Report.
Annual Report	1 year period preceding report date Due: No later than 1 year after receiving grant funds; annually thereafter	Form: Annual Report Submit via Grants Online as an Award Action Request.

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2. Grants Online Report Submission

2. Grants Online Report Submission

Recipients submit all reports to NTIA via Grants Online (<https://grantsonline.rdc.noaa.gov/>). Baseline and Annual Reports are uploaded as Award Action Requests (AARs), while the Semi-Annual Performance (Technical) Report is uploaded as a Performance Progress Report. In addition, the Semi-Annual Financial Report is uploaded as a Financial Report in Grants Online.

The quarterly financial report must be submitted on the [SF-425: Federal Financial Form \(FFR\)](#). Instructions for the FFR can be found linked in the form. Obligations and expenditures must be reported and should match the data reported in the Automated Standard Application for Payments (ASAP).

Baseline and Annual Reports Submission Process

Grant recipients should reference the following steps when submitting their Baseline Report or Annual Report as an AAR.

1. Log into Grants Online and click the **Awards** tab.
2. 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.
3. Click on the **Award Number** link that corresponds with the TBCP award you are submitting a Baseline Report for.
4. The Grants File launch page is displayed. Select **Create Award Action Request** from the Action dropdown menu. Click the **Submit** button.
5. The Award Action Request Index page is displayed. You will see a list of hyperlinked AARs available for your award. Click the **Other** link.
6. The Other Award Action Request page is displayed and ready for completion. Enter the required data elements then click the **Save** button. The suggested text for each required data element is below:
 - a. **Description:** [Baseline Report / Annual Report]
 - b. **Justification:** [Baseline Report / Annual Report] to satisfy SAC
7. The AAR page is re-displayed. Click the **[+]** button to attach the report (both the Excel version and a signed version) and all required addendums. Once all information has been inputted, click **Save and Start Workflow**.
8. You will receive a pop-up box asking if you wish to proceed. Click the **OK** button.
9. A review task is sent to the Inbox of the Recipient Authorized Representative (RAR). The RAR must then submit the request to the agency.
10. To submit the AAR, the RAR should log into Grants Online and click the **Inbox** tab.
11. Click the **Tasks** link.
12. Locate the correct task and click the **View** link.
13. The launch page for the selected task is displayed. Select the “Forward AAR to Agency” option and then click the **Submit** button.

Performance (Technical) Report Submission Process

Grant recipients should reference the following steps when submitting their Performance (Technical) Report as a Performance Progress Report.

1. Log into Grants Online and click the **Awards** tab.
2. 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.

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2. Grants Online Report Submission

3. Click on the **Award Number** link that corresponds with the TBCP award you are submitting a Performance (Technical) Report for.
4. The Grants File launch page is displayed. Scroll to the bottom of the page to view the **Progress Reports** section. Click the **ID** link next to the Performance Progress Report you would like to complete.
5. Click the **Go to Performance Progress Report Details Page** link.
6. Click the **[+]** button to attach the completed Performance (Technical) Report (both the Excel version and a signed version). Include a short description of the attachment in the **Description** field. Click the **Save Attachment** button. If you have additional attachments to include with your report, repeat this step as many times as necessary.
7. Verify the accuracy of the following data elements: Reporting Period and Due Date. Select the **Yes** radio button if this is a Final Report. Otherwise, select **No**.
8. Click the **Save and Start Workflow** button.
9. You will receive a pop-up box asking if you wish to proceed. Click the **OK** button.
10. A review task is sent to the Inbox of the Recipient Authorized Representative (RAR). The RAR must then submit the report to the agency.
11. To submit the AAR, the RAR should log into Grants Online and click the **Inbox** tab.
12. Click the **Tasks** link.
13. Locate the correct task and click the **View** link.
14. The launch page for the selected task is displayed. Select the “Forward Progress Report to Agency” option and then click the **Submit** button.

Financial Report Submission Process

1. Log into Grants Online and click the **Awards** tab.
2. 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.
3. Click on the **Award Number** link that corresponds with the TBCP award you are submitting a Financial Report for.
4. The Grants File launch page is displayed. Scroll to the bottom of the page to view the **Financial Reports** section. Click the **ID** link next to the SF-425 Report you would like to complete.
5. Click the **Go to SF-425: Federal Financial Report – Full Report Details Page** link. Many data fields are pre-populated with data. These fields should still be checked for accuracy.
6. When all required information is entered on the form and all pre-populated data has been verified, click the **Save and Start Workflow** button.
7. You will receive a pop-up box asking if you wish to proceed. Click the **OK** button.
8. A review task is sent to the Inbox of the Recipient Authorized Representative (RAR). The RAR must then submit the report to the agency.
9. To submit the AAR, the RAR should log into Grants Online and click the **Inbox** tab.
10. Click the **Tasks** link.
11. Locate the correct task and click the **View** link.
12. The launch page for the selected task is displayed. Select the “Forward SF-425 to Agency” option and then click the **Submit** button.

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3. Baseline Report Instructions

Use & Adoption (UA) Projects: Complete General, 4–11, Certification
Infrastructure Deployment (ID) Projects: Complete General, 1–3, 6, 11, Certification
Planning, Engineering, Feasibility, and Sustainability Projects: Complete General, 1–3, 6, 11, Certification

General reminders as you fill out the Baseline Report:

- Utilize your application Project Narrative when completing the Baseline Report.
- Year 1, Period 1 aligns to the current semi-annual period in which your award was made (April 1–September 30 or October 1–March 31). Year 1, Period 1 may not be a full six-month period. Use as many of the “Year” columns as needed to project through your project’s entire period of performance. Your project’s period of performance is listed in the CD-450.
- Each Period in your Baseline Report should correspond to six months and align to the Federal Fiscal Year semi-annual periods (with the exception of Year 1, Period 1, which may be less than 6 months).
- Click on the blue, hyperlinked words to view the definition of key terms.
- Please write “NA” if your project does not include a particular indicator or activity.

Question Number	Reporting Item	Instructions
GENERAL INFORMATION		
General	Recipient Organization	Please provide the general contact information for the recipient organization. Recipient organization and address should match the information listed in the CD-450.
	Recipient Street Address	
	City, State, Zip Code	
	DUNS/UEI Number	These fields should match the CD-450.
	Period of Performance Start Date (MM/DD/YYYY)	
	Period of Performance End Date (MM/DD/YYYY)	
	Award Identification Number	

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 3. Baseline Report Instructions

Question Number	Reporting Item	Instructions
	Report Submission Date (MM/DD/YYYY)	Provide the date the report is submitted to Grants Online.
	Report Period Start Date (MM/DD/YYYY)	The Report Period Start Date for the Baseline Report should correspond to the first day of your Period of Performance.
	Report Period End Date (MM/DD/YYYY)	The Report Period End Date for the Baseline Report should correspond to the report submission date.
BROADBAND USE & ADOPTION AND INFRASTRUCTURE MILESTONES/KEY INDICATORS		
INFRASTRUCTURE PROJECT MILESTONE CATEGORIES		
<p><i>Note: Broadband Use & Adoption Projects do not need to complete Section 1.</i></p>		
1	1a. Overall Project	<p>Complete Section 1 by entering the anticipated percent completion for each Milestone Category according to project year and period. Report percentages cumulatively rather than incrementally. Each row should end with 100% completion. Once the 100% mark is reached, continue to enter 100% for each subsequent cell in the row until you reach the Year and Period in which the project’s period of performance ends, as stated in the CD-450.</p> <p>Note, percent completion should be calculated based on anticipated completion of activities, not by expenditure of budget.</p> <p>Please write “NA” if your project does not include a particular milestone.</p> <p>Example 1 (1b):</p> <p>If you anticipate that the Environmental Assessment will take one year to complete and that work will be spread evenly between Year 1,</p>
	1b. Environmental Assessment (<i>see example</i>)	
	1c. Network Design	
	1d. Rights of Way	

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Question Number	Reporting Item	Instructions
	1e. Construction Permits and Other Approvals	<p>Period 1 (Y1, P1) and Year 1, Period 2 (Y1, P2), complete row 1b as follows:</p> <ul style="list-style-type: none"> Year 1, Period 1: 50% Year 2, Period 2: 100% All ensuing cells through to the end of your Period of Performance: 100% <p>Example 2 (1h):</p> <p>If you anticipate that one quarter of the network build will be complete by Y2, P1, the second quarter of the network build will be complete by Y2, P2, and the remaining half of the network build will be complete by Y3, P1, complete row 1b as follows:</p> <ul style="list-style-type: none"> Year 2, Period 1: 25% Year 2, Period 2: 50% Year 3, Period 1: 100% All ensuing cells through to the end of your Period of Performance: 100% <p>According to the Environmental Compliance Requirements SAC, demolition, site preparation, construction, and ground disturbing activities may not occur while the Environmental Assessment is underway. Funds may be drawn down to 1) purchase or lease equipment, or enter into a contract to do so; 2) purchase applicable or conditional insurance; and/or 3) secure land or building leases, including right-of-way easements while the Environmental Assessment is underway if you have submitted and received an approved 6-month expenditure plan. If you have a 6-month expenditure plan, you may include a percent completion for approved activities while the EA is ongoing.</p> <p>1k: If necessary, please add additional milestones to 1k (Other). Include the name of the milestone in the cell marked Other. If you have multiple "Other" milestones, please add additional rows.</p>
	1f. Site Preparation	
	1g. Equipment Procurement	
	1h. Network Build (all components - owned, leased, Indefeasible Rights of Use, etc.) <i>(see example)</i>	
	1i. Equipment Deployment	
	1j. Network Testing	
	1k. Other (please specify)	

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Question Number	Reporting Item	Instructions
NETWORK BUILD PROGRESS		
<i>Note: Broadband Use & Adoption Projects do not need to complete Section 2.</i>		
2	2a. Number of new fiber miles (aerial or underground)	<p>Complete Section 2 by entering the anticipated number of units for each Network Build Progress indicator according to project year and period. Figures should be reported cumulatively rather than incrementally. Once the final figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the Year and Period in which the project will close out.</p> <p>Please write “NA” if your project does not include a particular milestone.</p> <p>For each row of section 2, indicate whether the Network Build Progress indicator is middle mile, last mile, both, or NA using the drop-down menu in the column labeled Middle or Last Mile. If you are deploying middle and last mile fiber, report these numbers cumulatively.</p> <p>Example:</p> <p>You plan to deploy 100 miles of new fiber, of which 40 miles are middle mile and 60 miles are last mile. If you anticipate that 25 miles will be laid in Y2, P1, another 25 miles will be laid in Y2, P2, and the remaining 50 miles be laid in Y3, P1, complete row 2a (Number of fiber miles) as follows:</p> <ul style="list-style-type: none"> ● Middle or Last Mile: Both ● Year 2, Period 1: 25 ● Year 2, Period 2: 50 ● Year 3, Period 1: 100 ● All ensuing cells through to the end of your Period of Performance: 100
	2b. Number of fiber miles leased	Complete Section 2 by entering the anticipated number of units for each Network Build

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Question Number	Reporting Item	Instructions
	2c. Number of existing fiber miles upgraded	<p>Progress indicator according to project year and period. Figures should be reported cumulatively rather than incrementally. Once the final figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the Year and Period in which the project will close out.</p> <p>Please write “NA” if your project does not include a particular milestone.</p> <p>For each row of section 2, indicate whether the Network Build Progress indicator is middle mile, last mile, both, or NA using the drop-down menu in the column labeled Middle or Last Mile. If you are deploying middle and last mile fiber, report these numbers cumulatively.</p> <p>Note that 2f. New Interconnection Points will always be middle mile.</p>
	2d. Number of new wireless links	
	2e. Number of new towers	
	2f. Number of new interconnection points	
	2g. Number of signed agreements with broadband wholesalers or last-mile providers	<p>Complete Section 2 by entering the anticipated number of units for each Network Build Progress indicator according to project year and period. Figures should be reported cumulatively rather than incrementally. Once the final figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the Year and Period in which the project will close out.</p> <p>Please write “NA” if your project does not include a particular milestone.</p> <p>2h: The number of potential agreements is not reported cumulatively. If a potential agreement is signed, add that new agreement to the cumulative total in 2g.</p>
	2h. Number of potential agreements (<i>i.e.</i> , agreements currently being negotiated) with broadband wholesalers or last-mile providers (<i>this number should NOT be reported cumulatively</i>)	<p>Example (2g/2h): you plan to negotiate an agreement with a last mile provider and anticipate this negotiation will take one year. The agreement will be signed in Year 3, Period 2. You also already have 1 pre-existing agreement with a broadband wholesaler. Row 2h. would look as follows:</p>

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Question Number	Reporting Item	Instructions
		<ul style="list-style-type: none"> ● Year 1, Period 1: 0 ● Year 1, Period 2: 0 ● Year 2, Period 1: 0 ● Year 2, Period 2: 1 ● Year 3, Period 1: 1 ● Year 3, Period 2: 0 ● All ensuing cells through to the end of your Period of Performance: 0 <p>Row 2g. would look as follows:</p> <ul style="list-style-type: none"> ● Year 1, Period 1: 1 ● Year 1, Period 2: 1 ● Year 2, Period 1: 1 ● Year 2, Period 2: 1 ● Year 3, Period 1: 1 ● Year 3, Period 2: 2 ● All ensuing cells through to the end of your Period of Performance: 2
	2i. Obtained licenses: 2.5 (EBS), 3.5 (CBRS)	<p>Complete Section 2 by entering the anticipated number of units for each Network Build Progress indicator according to project year and period. Figures should be reported cumulatively rather than incrementally. Once the final figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the Year and Period in which the project will close out.</p> <p>Please write “NA” if your project does not include a particular milestone.</p>
	2j. Other (please specify)	<p>If necessary, please add additional indicators to 2j. Other. Include the name of the indicator in the cell marked Other. If you have multiple “Other” indicators, please add additional rows.</p>

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Question Number	Reporting Item	Instructions
INFRASTRUCTURE KEY INDICATORS		
<p>General Instructions (Section 3)</p> <p><i>Note: Broadband Use & Adoption Projects do not need to complete Section 3a–3e.</i></p> <p>Complete Section 3 by entering the anticipated number of units for each Subscriber Type and Speed Type according to project year and period. Report all figures cumulatively. Once the final figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the Year and Period in which the project will close out.</p> <p>Note that connected means connected using TBCP funds.</p> <p>For sections 3a through 3e, the Number of Households/Businesses/CAIs connected to broadband infrastructure (the first row of each section) should equal the sum of the Number of Households/Businesses/CAIs connected to broadband infrastructure at speeds of 100/20 and at speeds of 25/3 (the second and third row of each section). Do not double count connections over 100/20 in the 25/3 section.</p> <p>The Number of Households/Businesses/CAIs connected to broadband infrastructure (the first row of each section) should also equal the sum of the Number of Households/Businesses/CAIs connected to broadband infrastructure by copper or DSL cable line, wireless connection, and fiber optic connection (the fourth, fifth, and sixth row of each section).</p>		
3a. Unserved Tribal Households	Number of Unserved Tribal Households connected to broadband infrastructure	<p>For section 3a, figures entered should refer to the number of <u>unserved</u> Tribal households that will be connected within the proposed service area.</p> <p>Please write “NA” if your project does not include a particular indicator.</p>
	Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 100/20	<p>The number of households, businesses, and community anchor institutions connected to speeds of 25/3 and 100/20 or above should be mutually exclusive. Please <i>do not</i> double count households, businesses, and anchor institutions connected at 100/20+ in the 25/3 row.</p>
	Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 25/3	<p>For example, if five households will be connected at 25/3 and five households will be connected at 100/20 (a total of 10 households connected), report this data as follows:</p>

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Question Number	Reporting Item	Instructions
	Number of Unserved Tribal Households connected to broadband infrastructure by copper or DSL cable line	<ul style="list-style-type: none"> • Number of households connected to broadband infrastructure at speeds of 100/20: 5 • Number of households connected to broadband infrastructure at speeds of 25/3: 5 (<i>not</i> 10)
	Number of Unserved Tribal Households connected to broadband infrastructure by wireless connection	<p>Example:</p> <p>If you plan to connect 150 unserved tribal households to broadband infrastructure, 100 of which will be connected in Y3, P1 and 50 of which will be connected in Y3, P2, complete the first line of item 3a (number of unserved tribal households connected to broadband infrastructure) as follows:</p>
	Number of Unserved Tribal Households connected to broadband infrastructure by fiber optic connection	<ul style="list-style-type: none"> • Year 3, Period 1: 100 • Year 3, Period 2: 150 • All ensuing cells through the Year and Period of the end of your Period of Performance: 150 <p>Use your best judgment to anticipate the number of unserved households that will be connected to speeds of 25/3 and 100/20 or greater, respectively.</p>
3b. Tribal Households	Number of Tribal Households connected to broadband infrastructure	For section 3b, figures entered should refer to the <u>total number of Tribal households (served and unserved)</u> that will be connected within the proposed service area.
	Number of Tribal Households connected to broadband infrastructure at speeds of at least 100/20	<p>Please write “NA” if your project does not include a particular indicator.</p> <p>The number of households, businesses, and community anchor institutions connected to speeds of 25/3 and 100/20 or above should be mutually exclusive. Please <i>do not</i> double count households, businesses, and anchor institutions connected at 100/20+ in the 25/3 row.</p>
	Number of Tribal Households connected to broadband infrastructure at speeds of at least 25/3	

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Question Number	Reporting Item	Instructions	
	Number of Tribal Households connected to broadband infrastructure by copper or DSL cable line		
	Number of Tribal Households connected to broadband infrastructure by wireless connection		
	Number of Tribal Households connected to broadband infrastructure by fiber optic connection		
3c. Tribal Households at or Below 150% of the Poverty Line	Number of Tribal Households at or Below 150% of the Poverty Line connected to broadband infrastructure	<p>For section 3c, figures entered should refer to the <u>total number of Tribal households (served and unserved)</u> at or below 150% of the poverty line that will be connected within the proposed service area.</p> <p>Question 3c. Tribal Households at or Below 150% of the Poverty Line should match what was submitted with your application materials.</p> <p>Please write “NA” if your project does not include a particular indicator.</p> <p>The number of households, businesses, and community anchor institutions connected to speeds of 25/3 and 100/20 or above should be mutually exclusive. Please <i>do not</i> double count households, businesses, and anchor institutions connected at 100/20+ in the 25/3 row.</p>	
	Number of Tribal Households at or Below 150% of the Poverty Line connected to broadband infrastructure at minimum speeds of at least 100/20		
	Number of Tribal Households at or Below 150% of the Poverty Line connected to broadband infrastructure at minimum speeds of 25/3		

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Question Number	Reporting Item	Instructions
	Number of Tribal Households at or Below 150% of the Poverty Line connected to broadband infrastructure by copper or DSL cable line	
	Number of Tribal Households at or Below 150% of the Poverty Line connected to broadband infrastructure by wireless connection	
	Number of Tribal Households at or Below 150% of the Poverty Line connected to broadband infrastructure by fiber optic connection	
3d. Tribal Community Anchor Institutions (CAIs)	Number of Tribal CAIs connected to broadband infrastructure	<p>For section 3d, figures entered should refer to the number of <u>unserved</u> Tribal CAIs that will be connected within the proposed service area.</p> <p>Please write “NA” if your project does not include a particular indicator.</p> <p>Example:</p> <p>If you plan to connect 15 tribal community anchor institutions, 10 of which will be connected in Y3, P1 and 5 of which will be connected in Y3, P2, complete the first line of item 3d (number of tribal CAIs connected to broadband infrastructure) as follows:</p> <ul style="list-style-type: none"> • Year 3, Period 1: 10 • Year 3, Period 2: 15 • All ensuing cells through the Year and Period of the end of your Period of Performance: 15
	Number of Tribal CAIs connected to broadband infrastructure at minimum speeds of at least 100/20	
	Number of Tribal CAIs connected to broadband infrastructure at minimum speeds of at least 25/3	
	Number of Tribal CAIs connected to broadband infrastructure by copper or DSL cable line	

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Question Number	Reporting Item	Instructions
	Number of Tribal CAIs connected to broadband infrastructure by wireless connection	<p>Please use your best judgment to anticipate the number of CAIs that will be connected to speeds of 25/3 and 100/20 or greater, respectively.</p> <p>The number of households, businesses, and community anchor institutions connected to speeds of 25/3 and 100/20 or above should be mutually exclusive. Please <i>do not</i> double count households, businesses, and anchor institutions connected at 100/20+ in the 25/3 row.</p>
	Number of Tribal CAIs connected to broadband infrastructure by fiber optic connection	
3e. Tribal Businesses	Number of Tribal Businesses connected to broadband infrastructure	<p>For section 3e, figures entered should refer to the number of <u>unserved</u> Tribal businesses that will be connected within the proposed service area.</p> <p>Please write “NA” if your project does not include a particular indicator.</p> <p>The number of households, businesses, and community anchor institutions connected to speeds of 25/3 and 100/20 or above should be mutually exclusive. Please <i>do not</i> double count households, businesses, and anchor institutions connected at 100/20+ in the 25/3 row.</p>
	Number of Tribal Businesses connected to broadband infrastructure at speeds of at least 100/20	
	Number of Tribal Businesses connected to broadband infrastructure at speeds of at least 25/3	
	Number of Tribal Businesses connected to broadband infrastructure by copper or DSL cable line	
	Number of Tribal Businesses connected to broadband infrastructure by wireless connection	
	Number of Tribal Businesses connected to broadband infrastructure by fiber optic connection	

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Question Number	Reporting Item	Instructions
BROADBAND USE & ADOPTION KEY INDICATOR		
PROJECTED NUMBER OF SUBSCRIBERS AND SPEED		
<p><i>Note: Broadband Infrastructure Deployment Projects and Planning, Engineering, Feasibility, and Sustainability Projects do not need to complete Section 4a–4e.</i></p>		
4a. Unserved Tribal Households <i>(see example)</i>	Number of Unserved Tribal Households passed/serviceable	Complete Section 4 by entering the number of units for each Beneficiary Type and Access Type according to project year and period. Report all figures cumulatively . Once the final figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the Year and Period in which the project will close out. Please write “NA” if your project does not include a particular indicator. 4b. Tribal Households includes both served and unserved households within the proposed funded service area. 4c. Tribal Households at or Below 150% of the Poverty Line includes both served and unserved households within the proposed funded service area. 4d. Tribal Business and 4e. Tribal CAIs includes only unserved businesses or CAIs. Example (4a): If you anticipate that 80 unserved tribal households will receive access to service in Y1, P1 and 20 unserved households will receive access to service in Y1, P2, complete the second row of Section 4a (number of unserved tribal households with new access) as follows: <ul style="list-style-type: none"> ● Year 1, Period 1: 80 ● Year 1, Period 2: 100
	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	
4d. Tribal Businesses	Number of Tribal Businesses passed/serviceable	

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Question Number	Reporting Item	Instructions
	Number of Tribal Businesses with new access	<ul style="list-style-type: none"> All ensuing cells through the Year and Period of the end of your Period of Performance: 100
4e. Tribal Community Anchor Institutions (see example)	Number of Tribal Community Anchor Institutions passed/serviceable	<p>Example (4e):</p> <p>If you anticipate that 8 tribal community anchor institutions will receive access to service in Y1, P1 and 2 tribal community anchor institutions will receive access to service in Y1, P2, complete the second row of Section 4e (number of tribal community anchor institutions with new access) as follows:</p> <ul style="list-style-type: none"> Year 1, Period 1: 8 Year 1, Period 2: 10 All ensuing cells through the Year and Period of the end of your Period of Performance: 10
	Number of Tribal Community Anchor Institutions with new access	
BROADBAND USE & ADOPTION DEMOGRAPHIC INDICATORS		
<p><i>Note: Broadband Infrastructure Deployment Projects and Planning, Engineering, Feasibility, and Sustainability Projects do not need to complete Section 5a-5b.</i></p>		
5a. Unserved Tribal Population	Number of Unserved Native American/Alaska Native/Native Hawaiian Households in funded service area	<p>Complete Section 5a by entering the number of units for each demographic indicator (<i>i.e.</i>, Native American households, businesses, community anchor institutions, and households at or below 150% of the poverty line that are unserved within the funded project area). Report all figures cumulatively. Once the final figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the Year and Period in which the project will close out.</p> <p>Please write “NA” if your project does not include a particular indicator.</p>
	Number of Unserved Native American/Alaska Native/Native Hawaiian Businesses in funded service area	

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 3. Baseline Report Instructions

Question Number	Reporting Item	Instructions
	Number of Unserved Native American/Alaska Native/Native Hawaiian Community Anchor Institutions in funded service area	<p>Y1, P1 should reflect the number of unserved households, businesses, CAIs, and households at or below 150% of the poverty line at project inception. For each subsequent period, report the number as of the beginning of the reporting period. These figures should decrease throughout the lifetime of the project in accordance with the number of unserved households, businesses, and CAIs that receive service.</p> <p>Example:</p> <p>If 150 tribal households are unserved at the start of the project and you anticipate that 50 will receive service in Y1, P1 and 100 will receive service in Y1, P2, complete the first row of item 5a (number of unserved NA households) as follows:</p> <ul style="list-style-type: none"> • Year 1, Period 1: 150 • Year 1, Period 2: 50
	Number of Unserved Native American/Alaska Native/Native Hawaiian Households at or Below 150% of the Poverty Line in funded service area	
5b. Tribal Population	Number of Tribal Households in funded service area	<p>Complete Section 5b by entering the number of units for each demographic indicator (<i>i.e.</i>, Native American households, businesses, community anchor institutions, and households at or below 150% of the poverty line within the funded project area). Report all figures cumulatively.</p> <p>Please write “NA” if your project does not include a particular indicator.</p> <p>In most cases, these figures will not change throughout the lifetime of the project. These figures may change if 1) new households, businesses, or CAIs are constructed or come under Native American/Native Hawaiian/Alaska Native ownership, 2) existing households,</p>
	Number of Tribal Businesses in funded service area	
	Number of Tribal Community Anchor Institutions in funded service area	

TBCP Reporting Guidance and Instructions
 3. Baseline Report Instructions

Question Number	Reporting Item	Instructions
	Number of Tribal Households at or Below 150% of the Poverty Line in funded service area	<p>businesses, or CAls are demolished or decommissioned without being replaced, or 3) households undergo a change in economic circumstance that lowers them below or raises them above 150% of the poverty line, etc.</p> <p>Example:</p> <p>If there are 10 businesses within the service, 7 of which are tribally owned, and you do not anticipate that any tribal businesses will open or close during the lifetime of your TBCP award, complete the corresponding row of item 5b (number of tribal businesses in the funded service area) as follows:</p> <ul style="list-style-type: none"> • Year 1, Period 1: 7 • All ensuing cells through the Year and Period of the end of your Period of Performance: 7
BROADBAND INFRASTRUCTURE AND BROADBAND USE & ADOPTION WORKFORCE INDICATORS		
6a. Telework (See example)	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	<p>Complete Section 6 by entering the anticipated number of units for each Workforce indicator according to project year and period. Report all figures cumulatively. Once the final figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the Year and Period in which the project will close out.</p>
6b. New Positions	Number of new positions created Number of new positions filled	<p>The methodology used to calculate the number of individuals with the ability to telework (6a.) is up to the recipient's discretion. Individuals receiving access to the Internet via TBCP funds (such as through a broadband subsidy or by receiving CPE or an Internet-capable device) should be considered to have gained the ability to telework.</p>

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Question Number	Reporting Item	Instructions
6c. Participation in Workforce Development Trainings (See example)	Number of individuals who attended workforce development training event	NTIA may ask that you share the methodology that you used to determine the number of individuals with the ability to telework prior to and after receiving TBCP funds. Although this is not part of the narrative section of the report template, please be prepared to provide this information.
6d. Workforce Development Trainings	Number of workforce development training events held	<p>Please write “NA” if your project does not include a particular indicator.</p> <p>Example (6a): In the Year 1, Period 1 cell of the first row of item 6a (Number of individuals with the ability to telework prior to receiving grant funds), enter the number of individuals that were able to telework prior to the commencement of funded grant activities. Use your best judgment to determine this figure.</p> <p>Example (6c):</p> <p>If you anticipate that two workforce development trainings will be held in Y1, P1 and two workforce development trainings will be held in Y1, P2, complete item 6c (Participation in Workforce Development Trainings) as follows:</p> <ul style="list-style-type: none"> ● Year 1, Period 1: 2 ● Year 2, Period 2: 4 ● All ensuing cells through the Year and Period of the end of your Period of Performance: 4
BROADBAND USE & ADOPTION EDUCATIONAL SUCCESS INDICATORS		
<p><i>Note: Broadband Infrastructure Deployment Projects and Planning, Engineering, Feasibility, and Sustainability Projects do not need to complete Section 7a–7g.</i></p>		
7a. Access to Online Learning (See example)	Number of individuals with ability to participate in online learning prior to receiving TBCP grant funds	Complete Section 7 by entering the anticipated number of units for each Educational Success indicator according to project year and period. Report all figures cumulatively . Once the final

TBCP Reporting Guidance and Instructions
 3. Baseline Report Instructions

Question Number	Reporting Item	Instructions
	Number of individuals with ability to participate in online learning after receiving TBCP grant funds	figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the Year and Period in which the project will close out.
7b. Participation in Online Learning	Number of individuals who attend online learning classes	The methodology used to calculate the number of individuals with the ability to participate in online learning is up to the recipient's discretion. Individuals receiving access to the Internet via TBCP funds (such as through a broadband subsidy or by receiving CPE or an Internet-capable device) should be considered to have gained the ability to participate in online learning . NTIA may ask that you share the methodology that you used to determine the number of individuals with the ability to participate in online learning prior to and after receiving TBCP funds. Although this is not part of the narrative section of the report template, please be prepared to provide this information.
	Number of individuals who attend virtual/in-person school activities	
7c. Parental Participation in School Activities	Number of legal guardians who attend virtual/in-person school activities	Note: In the Year 1, Period 1 cell of the first row of item 7a (Number of individuals with access to online learning prior to receiving grant funds), enter the number of individuals that had access to online learning prior to the commencement of funded grant activities. Use your best judgment to determine this figure.
7d. High School Enrollment and Completion	Number of individuals enrolled in high school	Please write "NA" if your project does not include a particular indicator.
	Number of individuals who successfully exited high school program with degree (diploma/GED)	Example (7a): If you anticipate that 50 individuals will gain access to online learning Y1, P1 and 50 individuals will gain access to online learning in Y1, P2, complete the second line of item 7a (Number of individuals with ability to participate in online learning after receiving TBCP grant funds) as follows: <ul style="list-style-type: none"> ● Year 1, Period 1: 50 ● Year 2, Period 2: 100

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Question Number	Reporting Item	Instructions
		<ul style="list-style-type: none"> All ensuing cells through the Year and Period of the end of your Period of Performance: 100
7e. School Participation in Remote Learning (See example)	Number of schools in program	<p>To avoid double-counting, do not include hybrid instruction when reporting 7e. School Participation in Remote Learning and 7f. School Participation in In-Person Learning. Only count schools as in-person or virtual if they engage exclusively in that method of learning.</p> <p>7e: “Schools in program” includes elementary, middle, and high school as well as colleges and universities.</p>
	Number of schools engaged in remote learning model	
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	<p>Complete Section 7 by entering the anticipated number of units for each Educational Success indicator according to project year and period. Report all figures cumulatively. Once the final figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the Year and Period in which the project will close out.</p>
	Number of schools engaged in hybrid learning model	
BROADBAND USE & ADOPTION TELEHEALTH INDICATORS		
<p><i>Note: Broadband Infrastructure Deployment Projects and Planning, Engineering, Feasibility, and Sustainability Projects do not need to complete Section 8a–8c.</i></p>		

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Question Number	Reporting Item	Instructions
8a. Access to Telehealth Services (See example)	Number of individuals with ability to participate in telehealth services prior to receiving TBCP grant funds	<p>Complete Section 8 by entering the anticipated number of units for each Telehealth indicator according to project year and period. Report all figures cumulatively. Once the final figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the Year and Period in which the project will close out.</p> <p>NTIA may ask that you share the methodology that you used to determine the number of individuals with the ability to participate in telehealth services prior to and after receiving TBCP funds. Although this is not part of the narrative section of the report template, please be prepared to provide this information.</p> <p>Please write “NA” if your project does not include a particular indicator.</p> <p>8a: In the Year 1, Period 1 cell of the first row of item 8a (Number of individuals with the ability to participate in telehealth services prior to receiving grant funds), enter the number of individuals that had access to telehealth services prior to receiving TBCP funds. Use your best judgment to determine this figure.</p>
	Number of individuals with ability to participate in telehealth services after receiving TBCP grant funds	
8b. New Access to Telehealth Services	Number of individuals with new access to telehealth services	<p>The methodology used to calculate the number of individuals with the ability to participate in telehealth services is up to the recipient's discretion. Individuals receiving access to the Internet via TBCP funds (such as through a broadband subsidy or by receiving CPE or an Internet-capable device) should be considered to have gained the ability to participate in telehealth services.</p>
8c. Telehealth Appointments Scheduled	Estimated number of telehealth appointments scheduled	<p>Please be prepared to share the methodology that you used to determine the number of individuals with the ability to participate in telehealth services prior to and after receiving TBCP funds with NTIA if asked.</p> <p>Example (8a):</p> <p>If you anticipate that 50 individuals will gain access to telehealth services Y1, P1 and 50</p>

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Question Number	Reporting Item	Instructions
		individuals will gain access to telehealth services in Y1, P2, complete the second line of item 7c (Number of individuals with ability to participate in telehealth service after receiving TBCP grant funds) as follows: <ul style="list-style-type: none"> • Year 1, Period 1: 50 • Year 2, Period 2: 100 • All ensuing cells through the Year and Period of the end of your Period of Performance: 100
BROADBAND USE & ADOPTION DIGITAL INCLUSION INDICATORS		
<p><i>Note: Broadband Infrastructure Deployment Projects and Planning, Engineering, Feasibility, and Sustainability Projects do not need to complete Section 9a–9f.</i></p>		
9a. Participation in Affordable Broadband Connectivity Program	Number of households participating in affordable broadband connectivity programs	Complete Section 9 by entering the anticipated number of units for each Digital Inclusion indicator according to project year and period. Report all figures cumulatively . Once the final figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the Year and Period in which the project will closeout.
9b. Digital Literacy Trainings	Number of digital literacy training events held	Please write “NA” if your project does not include a particular indicator.
9c. Tribal Programs Transition to Online Platform	Number of Tribal programs transitioned to online platform now (after receiving TBCP grant funds)	9d-9e: If an individual receives a device (9d.), it may be used in a household setting and impact 9e. One device may be used by multiple individuals in a household. Additionally, it is possible that more than one device is distributed within a household. Do your best to estimate how many individuals and households received devices.
9d. Devices Distributed to Individuals	Number of individuals given device	Example (9e): If you anticipate that 10 households will receive broadband capable devices in Y1, P1 and that 40 households will receive devices in Y1, P2, complete item 9e. (Devices distributed to households) as follows:
9e. Devices Distributed to Households (See example)	Number of households given device	

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Question Number	Reporting Item	Instructions
9f. Devices Distributed to Other Entities	Number of other entities given device	<ul style="list-style-type: none"> Year 1, Period 1: 10 Year 2, Period 2: 50 All ensuing cells through the Year and Period of the end of your Period of Performance: 50
TYPE OF INTERNET DEVICES		
<p><i>Note: Broadband Infrastructure Deployment Projects and Planning, Engineering, Feasibility, and Sustainability Projects do not need to complete Section 10.</i></p>		
10	Internet Devices	<p>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. Report this figure as an estimate of the total number of devices you plan to purchase from the effective award start date to the award end date.</p> <p>Begin by selecting a type of device (Laptop, Computer, Tablet, Router, or Other) from the dropdown menu in the Device Type column. For each unique device type, provide the number of anticipated units that will be purchased with grant funds in the Number of Devices column and the projected total cost (in USD) in the Total Cost column.</p> <p>If you are purchasing multiple versions of a particular device type, include each version in its own line. Provide additional description for the device by double clicking in the Number of Devices column and inserting a description next to the number of units that you plan to purchase. For example, if you will procure 10 Windows tablets and 10 iPads, the Windows tablets and iPads should each have their own row. The device type for both would be ‘tablets’, and the Number of Devices cell would read “10 (Windows tablets)” and “10 (iPads)”, respectively.</p>

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Question Number	Reporting Item	Instructions
		<p>Example:</p> <p>If you anticipate purchasing and distributing 50 iPads, each with a unit cost of \$300, complete a row of the Internet Devices table as follows:</p> <ul style="list-style-type: none"> • Device Type: tablet • Number of Devices: 50 • Total Cost: \$15,000 (\$300 x 50) <p>Add additional rows as needed. If “Other” is selected, please include a description of the device in the Total Cost column.</p>
TYPE OF COLLABORATORS		
11	Collaborators	<p>Complete Section 11 by entering all funded and unfunded project participants, alphabetically ordered by organization name. List all funded and unfunded project participants you anticipate having in your award’s duration. Add additional rows as needed.</p> <p>In the Collaborator Organization Type column, indicate whether the participating organization is a Contractor, Subrecipient, or Non-funded Collaborator by selecting an option from the dropdown menu. Enter the full name of the participating organization’s point of contact in the Collaborator POC Name, and the point of contact’s email address in the Collaborator POC Email column. Indicate whether the participant is Funded or Unfunded by selecting an option from the dropdown menu in the Funded or Unfunded Collaboration column.</p>
CERTIFICATION		
Certification	Typed or printed name and title of Authorized Certifying Official	<p>Type the name and title of the Authorized Organization Representative (AOR).</p> <p>This person should have the Grants Online role of Recipient Authorized Representative (RAR)</p>

TBCP Reporting Guidance and Instructions

Question Number	Reporting Item	Instructions
		and will forward the report to NTIA within Grants Online.
	Signature of Certifying Official	<p>The Annual Report may be electronically signed by the AOR.</p> <p>To sign the report electronically, export the report and sign using a certificate-based signature in a program like Adobe Acrobat or Foxit. Remember to submit both the Excel version and signed version to Grants Online.</p>
	Telephone (area code, number, and extension)	<p>Type the Authorized Certifying Official's phone number and extension, as applicable.</p> <p>Preferred format: 123-456-7890 ext. 1</p>
	Email Address	Type the Authorized Certifying Official's email address.
	Date	<p>Insert the date the report was signed by the Authorized Certifying Official.</p> <p>Preferred format: MM/DD/YYYY</p>

TBCP Reporting Guidance and Instructions
 4. Performance (Technical) Report Instructions

4. Performance (Technical) Report Instructions

Use & Adoption (UA) Projects: Complete General, 4–11, 13, Certification
Infrastructure Deployment (ID) Projects: Complete General, 1–3, 6, 11–12, 14, Certification
Planning, Engineering, Feasibility, and Sustainability Projects: Complete General, 1–3, 6, 11–12, 14, Certification

General reminders as you fill out the Performance (Technical) Report:

- 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.
- Click on the blue, hyperlinked key terms to view the definition.
- Please write “NA” if your project does not include a particular milestone category, indicator, or activity.

Question Number	Reporting Item	Instructions
GENERAL INFORMATION		
General	Recipient Organization	Provide the general contact information for the recipient organization. Recipient organization and address should match the information listed in the CD-450.
	Recipient Street Address	
	City, State, Zip Code	
	DUNS/UEI Number	These fields should match the CD-450.
	Period of Performance Start Date (MM/DD/YYYY)	
	Period of Performance End Date (MM/DD/YYYY)	
	Reporting Period Start Date (MM/DD/YYYY)	Provide the period this report covers. The Report Period Start and End Date for the Performance (Technical) Report should reflect the semi-annual period being reported on. The two semi-annual periods
	Reporting Period End Date (MM/DD/YYYY)	

TBCP Reporting Guidance and Instructions
 4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
		are: <ul style="list-style-type: none"> October 1 – March 31 April 1 – September 30
	Award Identification Number	This field should match the CD-450.
	Report Submission Date (MM/DD/YYYY)	Provide the date the report is submitted to Grants Online.
	Final Report	Highlight the “Yes” cell if this is a final closeout report. Highlight the “No” cell if this report is not a final closeout report.
BROADBAND USE & ADOPTION AND INFRASTRUCTURE MILESTONES/KEY INDICATORS		
INFRASTRUCTURE PROJECT MILESTONE CATEGORIES		
<p><i>Note: Broadband Use & Adoption Projects do not need to complete Section 1.</i></p> <p>In the Percent Complete column, indicate the percentage of completion for activities conducted with TBCP grant funds. The percentage of completion is based on completion of work and should be reported cumulatively from the award start date through the end of each semi-annual reporting period.</p>		
1	1a. Overall Project	<p>Please write “NA” if your project does not include a particular milestone.</p> <p>If a milestone has been 100% completed in a previous reporting period, continue to report that indicator as 100% in all subsequent performance reports through project closeout.</p> <p>Example (1b): For example, if you complete the Environmental Assessment in Year 1, Period 2, enter 100% in the Percent Complete column for item 1b</p>
	1b. Environmental Assessment (See example)	
	1c. Network Design	
	1d. Rights of Way	

TBCP Reporting Guidance and Instructions
 4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
	1e. Construction Permits and Other Approvals	(Environmental Assessment) for all subsequent performance reports.
	1f. Site Preparation	Example (1b):
	1g. Equipment Procurement	If half of your Environmental Assessment was completed in Y1, P1 and half was completed in Y2, P2, complete row 1b (Environmental Assessment) for the Y1, P1 and Y2, P2 reports as follows:
	1h. Network Build (all components - owned, leased, Indefeasible Rights of Use, etc.)	<ul style="list-style-type: none"> ● Year 1, Period 1 Report: 50% ● Year 1, Period 2 Report: 100% ● All subsequent performance reports: 100%
	1i. Equipment Deployment	In the Narrative column, provide a brief description (100 words or less) of the primary activities involved in meeting project milestones. Activities described should encompass all previous reporting periods. If your percent completion differs from the percent completion projections in your baseline plan or subsequent written updates to your FPO, explain reasons for this variance.
	1j. Network Testing	
	1k. Other (please specify)	<p>If necessary, please add additional milestones here. Include the name of the milestone. If you have multiple “Other” milestones, please add additional rows. The additional milestones should match what was submitted in line 1k. of the Baseline Report.</p> <p>Please write “NA” if your project does not include any “Other” milestones.</p>
	1l. Please describe significant project accomplishments during this reporting period funded through the TBCP grant. (600 words or less)	List and describe major project achievements during the reporting period.

TBCP Reporting Guidance and Instructions

4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
	1m. Please describe any challenges to achieving project accomplishments during this reporting period funded through the TBCP grant. (600 words or less)	List and describe any challenges your organization experienced during the reporting period.
NETWORK BUILD PROGRESS		
<p><i>Note: Broadband Use & Adoption Projects do not need to complete Section 2.</i></p>		
2	<p>2a. Number of new fiber miles (aerial or underground) (See <i>example</i>)</p> <hr/> <p>2b. Number of fiber miles leased</p> <hr/> <p>2c. Number of existing fiber miles upgraded</p> <hr/> <p>2d. Number of new wireless links</p> <hr/> <p>2e. Number of new towers</p> <hr/> <p>2f. Number of new interconnection points</p> <hr/> <p>2g. Number of signed agreements with broadband wholesalers or last-mile providers</p>	<p>In the Total column, enter the total number for each network build indicator. Report information cumulatively from award inception through the end of the reporting period.</p> <p>In the Narrative column, provide a brief description (100 words or less) of the primary activities involved in meeting each network build indicator. Activities described should encompass all previous reporting periods. If there is variance from the completion projections in your baseline plan or subsequent written updates to your FPO, explain the reason.</p> <p>Please write “NA” if your project does not include a particular indicator.</p> <p>Example (2a):</p> <p>If you constructed 50 miles of fiber in Y2, P1, and 75 miles of fiber in Y2, P2, line 2a (number of new fiber miles) of the Y2, P1 and Y2, P2 performance reports should be completed as follows:</p> <ul style="list-style-type: none"> ● Year 2, Period 1 Report: 50 ● Year 2, Period 2 report: 125

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 4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
	2h. Number of potential agreements (<i>i.e.</i> , agreements currently being negotiated) with broadband wholesalers or last-mile providers (This number should NOT be reported cumulatively)	<p>In the Total column, indicate the number of potential agreements currently being negotiated as of the end of the reporting period.</p> <p>In the Narrative column, provide a brief description (100 words or less) of the potential agreements.</p> <p>Please write “NA” if your project does not include potential agreements.</p>
	2i. Obtained licenses: 2.5 (EBS), 3.5 (CBRS)	<p>In the Total column, indicate the total number of obtained licenses as of the end of the reporting period.</p> <p>Report information cumulatively from award inception through the end of the reporting period.</p> <p>In the Narrative column, provide a brief description (100 words or less) of the obtained licenses.</p> <p>Please write “NA” if your project does not include obtained licenses.</p>
	2j. Other (please specify)	<p>If necessary, please add additional key indicators of network build progress here. Include the name of the indicator. If you have multiple “Other” indicators, please add additional rows. The additional indicators should match what was submitted in line 2j. of the Baseline Report.</p> <p>Please write “NA” if your project does not include any “Other” indicators.</p>

TBCP Reporting Guidance and Instructions

4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
BROADBAND INFRASTRUCTURE KEY INDICATORS		
<p><i>Note: Broadband Use & Adoption Projects do not need to complete Section 3a–3e.</i></p> <p>Complete Section 3 by entering the number of units for each Subscriber Type and Speed Type according to project year and period. Report all figures cumulatively. Once the final figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the Year and Period in which the project will close out.</p> <p>Note that connected means connected using TBCP funds.</p> <p>For sections 3a through 3e, the Number of Households/Businesses/CAIs connected to broadband infrastructure (the first row of each section) should equal the sum of the Number of Households/Businesses/CAIs connected to broadband infrastructure at speeds of 100/20 and at speeds of 25/3 (the second and third row of each section). Do not double count connections over 100/20 in the 25/3 section.</p> <p>The Number of Households/Businesses/CAIs connected to broadband infrastructure (the first row of each section) should also equal the sum of the Number of Households/Businesses/CAIs connected to broadband infrastructure by copper or DSL cable line, wireless connection, and fiber optic connection (the fourth, fifth, and sixth row of each section).</p>		
3a. Unserved Tribal Households	Number of Unserved Tribal Households connected to broadband infrastructure	<p>For section 3a, figures entered should refer to the number of <u>unserved</u> Tribal households within the proposed service area.</p> <p>Please write “NA” if your project does not include a particular indicator.</p> <p>In the Total column, enter the total number for each subscriber and access type. Report information cumulatively from award inception through the end of the reporting period.</p> <p>In the Narrative column, provide a brief description (100 words or less) of the key infrastructure activity. If there is variance from the completion projections in your baseline plan or subsequent written updates to your FPO, explain the reason.</p>
	Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 100/20	
	Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 25/3	
	Number of Unserved Tribal Households connected to broadband infrastructure by copper or DSL cable line	

TBCP Reporting Guidance and Instructions
 4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
	Number of Unserved Tribal Households connected to broadband infrastructure by wireless connection	<p>Example:</p> <p>If you connect 25 unserved tribal household in Y2, P1, 50 unserved households in Y2, P2, and 10 unserved households in Y3, P1 (a total of 85 unserved households connected), complete the first line of section 3a (number of unserved tribal households connected to broadband infrastructure) for the Y2, P1; Y2, P2; and Y3, P1 performance reports as follows:</p> <ul style="list-style-type: none"> ● Year 2, Period 1 Report: 25 ● Year 2, Period 2 Report: 75 ● Year 3, Period 1 Report: 85
	Number of Unserved Tribal Households connected to broadband infrastructure by fiber optic connection	
3b. Tribal Households	Number of Tribal Households connected to broadband infrastructure	<p>For section 3b, figures entered should refer to the <u>total number of Tribal households (served and unserved)</u> within the proposed service area.</p> <p>Please write “NA” if your project does not include a particular indicator.</p> <p>In the Total column, enter the total number for each subscriber and access type. Report information cumulatively from award inception through the end of the reporting period.</p> <p>In the Narrative column, provide a brief description (100 words or less) of the key infrastructure activity. If there is variance from the completion projections in your baseline plan or subsequent written updates to your FPO, explain the reason.</p> <p>Note that connected means connected using TBCP funds.</p>
	Number of Tribal Households connected to broadband infrastructure at speeds of at least 100/20	
	Number of Tribal Households connected to broadband infrastructure at speeds of at least 25/3	
	Number of Tribal Households connected to broadband infrastructure by copper or DSL cable line	
	Number of Tribal Households connected to broadband infrastructure by wireless connection	

TBCP Reporting Guidance and Instructions
 4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
	Number of Tribal Households connected to broadband infrastructure by fiber optic connection	
3c. Tribal Households at or Below 150% of the Poverty Line	Number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure	<p>For section 3c, figures entered should refer to the <u>total number of Tribal households (served and unserved)</u> within the proposed service area at or below 150% of the poverty line.</p> <p>Please write “NA” if your project does not include a particular indicator.</p> <p>In the Total column, enter the total number for each subscriber and access type. Report information cumulatively from award inception through the end of the reporting period.</p> <p>In the Narrative column, provide a brief description (100 words or less) of the key infrastructure activity. If there is variance from the completion projections in your baseline plan or subsequent written updates to your FPO, explain the reason.</p> <p>Note that connected means connected using TBCP funds.</p> <p>Note: Tribal Households at or Below 150% of the Poverty Line should match what was submitted with your application materials.</p>
	Number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure at minimum speeds of at least 100/20	
	Number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure at minimum speeds of 25/3	
	Number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure by copper or DSL cable line	
	Number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure by wireless connection	
	Number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure by fiber optic connection	

TBCP Reporting Guidance and Instructions
 4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
3d. Tribal Community Anchor Institutions	Number of Tribal Community Anchor Institutions connected to broadband infrastructure	For section 3d, figures entered should refer to the number of <u>unserved</u> Tribal CAIs within the proposed service area.
	Number of Tribal Community Anchor Institutions connected to broadband infrastructure at minimum speeds of at least 100/20	Please write “NA” if your project does not include a particular indicator. In the Total column, enter the total number for each subscriber and access type. Report information cumulatively from award inception through the end of the reporting period.
	Number of Tribal Community Anchor Institutions connected to broadband infrastructure at minimum speeds of at least 25/3	In the Narrative column, provide a brief description (100 words or less) of the key infrastructure activity. If there is variance from the completion projections in your baseline plan or subsequent written updates to your FPO, explain the reason.
	Number of Tribal Community Anchor Institutions connected to broadband infrastructure by copper or DSL cable line	Note that connected means connected using TBCP funds.
	Number of Tribal Community Anchor Institutions connected to broadband infrastructure by wireless connection	Example: If you connect 3 tribal CAIs in Y2, P1, 2 tribal CAIs in Y2, P2, and 5 tribal CAIs in Y3, P1 (a total of 10 tribal CAIs), complete the first line of 3d (number of tribal community anchor institutions connected to broadband infrastructure) for the Y2, P1 Performance Report, Y2, P2 Performance Report, and Y3, P1 Performance Report as follows:
	Number of Tribal Community Anchor Institutions connected to broadband infrastructure by fiber optic connection	<ul style="list-style-type: none"> ● Year 2, Period 1 Report: 3 ● Year 2, Period 2 Report: 5 ● Year 3, Period 1 Report: 10
3e. Tribal Businesses	Number of Tribal Businesses connected to broadband infrastructure	For section 3e, figures entered should refer to the number of <u>unserved</u> Tribal businesses within the proposed service area.
	Number of Tribal Businesses connected to broadband	Please write “NA” if your project does not include a particular indicator.

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4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
	infrastructure at speeds of at least 100/20	<p>In the Total column, enter the total number for each subscriber and access type. Report information cumulatively from award inception through the end of the reporting period.</p> <p>In the Narrative column, provide a brief description (100 words or less) of the key infrastructure activity. If there is variance from the completion projections in your baseline plan or subsequent written updates to your FPO, explain the reason.</p> <p>Note that connected means connected using TBCP funds.</p>
	Number of Tribal Businesses connected to broadband infrastructure at speeds of at least 25/3	
	Number of Tribal Businesses connected to broadband infrastructure by copper or DSL cable line	
	Number of Tribal Businesses connected to broadband infrastructure by wireless connection	
	Number of Tribal Businesses connected to broadband infrastructure by fiber optic connection	
BROADBAND USE & ADOPTION KEY INDICATORS		
PROJECTED NUMBER OF SUBSCRIBERS AND SPEED		
<p><i>Note: Broadband Infrastructure Deployment Projects and Planning, Engineering, Feasibility, and Sustainability Projects do not need to complete Section 4a–4e.</i></p>		
4a. Unserved Tribal Households (See <i>example</i>)	Number of Unserved Tribal Households passed/serviceable	In the Total column, enter the total number for each beneficiary type and access type. Report information cumulatively from award inception through the end of the reporting period.
	Number of Unserved Tribal Households with new access	

TBCP Reporting Guidance and Instructions

4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
4b. Tribal Households	Number of Tribal Households passed/serviceable	In the Narrative column, provide a brief description (100 words or less) of the key activity. If there is variance from the completion projections in your baseline plan or subsequent written updates to your FPO, explain the reason.
	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	<p>Please write “NA” if your project does not include a particular indicator.</p> <p>4b. Tribal Households includes both served and unserved households within the proposed funded service area.</p> <p>4c. Tribal Households at or Below 150% of the Poverty Line includes both served and unserved households within the proposed funded service area.</p>
	Number of Tribal Households at or Below 150% of the Poverty Line with new access	
4d. Tribal Businesses	Number of Tribal Businesses passed/serviceable	<p>4d. Tribal Business and 4e. Tribal CAIs includes only unserved businesses or CAIs.</p> <p>Example (4a):</p> <p>If 80 unserved households receive access to service in Y1, P1 and 20 unserved households receive access to service in Y1, P2, complete the second row of Section 4a (number of unserved tribal households with new access) as follows:</p> <ul style="list-style-type: none"> • Year 1, Period 1 Report: 80 • Year 1, Period 2 Report: 100 <p>Example (4e):</p> <p>If eight tribal community anchor institutions receive access to service in Y1, P1 and 2 tribal community anchor institutions receive access to service in Y1, P2, complete the second row of section 4e (number of tribal community anchor institutions with new access) as follows:</p> <ul style="list-style-type: none"> • Year 1, Period 1: 8 • Year 1, Period 2: 10
	Number of Tribal Businesses with new access	
4e. Tribal Community Anchor Institutions (See example)	Number of Tribal Community Anchor Institutions passed/serviceable	
	Number of Tribal Community Anchor Institutions with new access	

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 4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
BROADBAND USE & ADOPTION DEMOGRAPHIC INDICATORS		
<p><i>Note: Broadband Infrastructure Deployment Projects and Planning, Engineering, Feasibility, and Sustainability Projects do not need to complete Section 5a-5b.</i></p>		
5a. Unserved Tribal Population	Number of Unserved Native American/Alaska Native/Native Hawaiian Businesses in funded service area	<p>In the Total column, list the total number of unserved Native American households, businesses, community anchor institutions, and households at or below 150% of the poverty line within the funded project area as of the beginning of the reporting period. Report all figures cumulatively. These figures should decrease throughout the lifetime of the project in accordance with the number of unserved households, businesses, and CAIs that receive service.</p> <p>In the Narrative column, provide a brief description (100 words or less) of the reason for any variance from the baseline plan or subsequent written updates provided to your FPO. Write “No Variance” if the listed totals match the baseline report or any subsequent written updates.</p> <p>Please write “NA” if your project does not include a particular indicator.</p>
	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	
5b. Tribal Population	Number of Tribal Businesses in funded service area	<p>In the Total column, 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 as of the end of the reporting period.</p> <p>Please write “NA” if your project does not include a particular indicator.</p> <p>In most cases, these figures will not change throughout the lifetime of the project. These figures may change if 1)</p>
	Number of Tribal Households in funded service area	
	Number Tribal Community Anchor Institutions in funded service area	

TBCP Reporting Guidance and Instructions
 4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
	Number of Tribal Households at or Below 150% of the Poverty Line in funded service area	<p>new households, businesses, or CAIs are constructed or come under Native American ownership, 2) existing households, businesses, or CAIs are demolished or decommissioned without being replaced, or 3) households undergo a change in economic circumstance that lowers them below or raises them above 150% of the poverty line, etc.</p> <p>In the Narrative column, provide a brief description (100 words or less) of the reason for any variance from the baseline plan or subsequent written updates provided to your FPO. Write “No Variance” if the listed totals match the baseline report or any subsequent written updates.</p>
BROADBAND INFRASTRUCTURE AND BROADBAND USE & ADOPTION WORKFORCE INDICATORS		
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	<p>In the Total column, list the total number for each workforce indicator as of the end of the reporting period. Totals should be reported cumulatively from the award start date through the end of the reporting period.</p> <p>Please write “NA” if your project does not include a particular indicator.</p>
6b. New Positions	Number of new positions created Number of new positions filled	<p>In the Narrative column, provide a brief description (100 words or less) of the workforce activity. If there is variance from the completion projections in your baseline plan or subsequent written updates to your FPO, explain the reason.</p>
6c. Participation in Workforce Development Trainings	Number of individuals who attended workforce development training event	The methodology used to calculate the number of individuals with the ability to telework (6a.) is up to the recipient’s discretion. Individuals receiving access to

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4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
6d. Workforce Development Trainings	Number of workforce development training events held	<p>the Internet via TBCP funds (such as through a broadband subsidy or by receiving CPE or an Internet-capable device) should be considered to have gained the ability to telework.</p> <p>6b: New Positions, please describe in the Narrative column how many of the new positions created or filled are Tribal.</p>
BROADBAND USE & ADOPTION EDUCATIONAL SUCCESS INDICATORS		
<p><i>Note: Broadband Infrastructure Deployment Projects and Planning, Engineering, Feasibility, and Sustainability Projects do not need to complete Section 7a–7g.</i></p>		
7a. Access to Online Learning	Number of individuals with ability to participate in online learning prior to receiving TBCP grant funds	<p>In the Total column, list the total number for each educational success indicator as of the end of the reporting period. Totals should be reported cumulatively from the award start date through the end of the reporting period.</p> <p>Please write “NA” if your project does not include a particular indicator.</p> <p>7a: Response to “Number of individuals with ability to participate in online learning prior to receiving TBCP grant funds” should match what was reported in 7a of the Baseline Report.</p> <p>The methodology used to calculate the number of individuals with the ability to participate in online learning is up to the recipient’s discretion. Individuals receiving access to the Internet via TBCP funds (such as through a broadband subsidy or by receiving CPE or an Internet-capable</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 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	

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Question Number	Reporting Item	Instructions
7d. High School Enrollment and Completion	Number of individuals enrolled in high school	device) should be considered to have gained the ability to participate in online learning .
	Number of individuals who successfully exited high school program with degree (diploma/GED)	In the Narrative column, provide a brief description (100 words or less) of the educational success activity. If there is variance from the completion projections in your baseline plan or subsequent written updates to your FPO, explain the reason.
7e. School Participation in Remote Learning	Number of schools in program	To avoid double-counting, do not include hybrid instruction when reporting 7e. School Participation in Remote Learning and 7f. School Participation in In-Person Learning. Only count schools as in-person or virtual if they engage exclusively in that method of learning.
	Number of schools engaged in remote learning model	
7f. School Participation in In-Person Learning	Number of schools in program	7e: “Schools in program” includes elementary, middle, and high school as well as colleges and universities.
	Number of schools engaged in in-person learning model	
7g. School Participation in Hybrid Learning	Number of schools in program	In the Total column, list the total number for each educational success indicator as of the end of the reporting period. Totals should be reported cumulatively from the award start date through the end of the reporting period. Please write “NA” if your project does not include a particular indicator.
	Number of schools engaged in hybrid learning model	In the Narrative column, provide a brief description (100 words or less) of the educational success activity. If there is variance from the completion projections in your baseline plan or subsequent written updates to your FPO, explain the reason.

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4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
BROADBAND USE & ADOPTION TELEHEALTH INDICATORS		
<p><i>Note: Broadband Infrastructure Deployment Projects and Planning, Engineering, Feasibility, and Sustainability Projects do not need to complete Section 8a–8c.</i></p>		
8a. Access to Telehealth Services	Number of individuals with ability to participate in telehealth services prior to receiving TBCP grant funds	<p>In the Total column, list the total number for each telehealth indicator as of the end of the reporting period. Totals should be reported cumulatively from the award start date through the end of the reporting period.</p> <p>Please write “NA” if your project does not include a particular indicator.</p> <p>8a: The response to “Number of individuals with ability to participate in telehealth services prior to receiving TBCP grant funds” should match what was reported in 8a of the Baseline Report.</p> <p>The methodology used to calculate the number of individuals with the ability to participate in telehealth services is up to the recipient’s discretion. Individuals receiving access to the Internet via TBCP funds (such as through a broadband subsidy or by receiving CPE or an Internet-capable device) should be considered to have gained the ability to participate in telehealth services.</p> <p>In the Narrative column, provide a brief description (100 words or less) of the telehealth activity. If there is variance from the completion projections in your baseline plan or subsequent written updates to your FPO, explain the reason.</p>
	Number of individuals with ability to participate in telehealth services 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	
BROADBAND USE & ADOPTION DIGITAL INCLUSION INDICATORS		
<p><i>Note: Broadband Infrastructure Deployment Projects and Planning, Engineering, Feasibility, and Sustainability Projects do not need to complete Section 9a–9f.</i></p>		

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4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
9a. Participation in Affordable Broadband Connectivity Program	Number of households participating in affordable broadband connectivity program	<p>In the Total column, list the total number for each digital inclusion indicator as of the end of the reporting period. Totals should be reported cumulatively from the award start date through the end of the reporting period.</p> <p>In the Narrative column, provide a brief description (100 words or less) of the digital inclusion activity. If there is variance from the completion projections in your baseline plan or subsequent written updates to your FPO, explain the reason.</p> <p>Please write “NA” if your project does not include a particular indicator.</p> <p>9d-9e: If an individual receives a device (9d.), it may be used in a household setting and impact 9e. One device may be used by multiple individuals in a household. Additionally, it is possible that more than one device is distributed within a household. Do your best to estimate how many individuals and households received devices.</p>
9b. Digital Literacy Trainings	Number of digital literacy training events held	
9c. Tribal Programs Transition 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	Number of other entities given device	

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4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
TYPE OF INTERNET DEVICES		
<p><i>Note: Broadband Infrastructure Deployment Projects and Planning, Engineering, Feasibility, and Sustainability Projects do not need to complete Section 10.</i></p>		
10	Internet Devices	<p>Please cumulatively describe the Internet Devices that you acquired with TBCP funds from the award start date to the end of the applicable reporting period.</p> <p>For each row, select the appropriate device from the dropdown menu in the Device Type column, provide the number of units purchased with grant funds under the Number of Devices column, and provide the total cost under the Total Cost column in USD.</p> <p>Example:</p> <p>In Y1, P1, you did not purchase any internet devices. If you purchased 50 iPads, each with a unit cost of \$300, during Y1, P2, complete a row of the Internet Devices table for the Y1, P2 Performance Report as follows:</p> <ul style="list-style-type: none"> ● Device Type: tablet ● Number of Devices: 50 ● Total Cost: \$15,000 (\$300 x 50) <p>Add additional rows as needed. If “Other” is selected, please include a description of the device in the Total Cost column.</p>

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 4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions			
TYPE OF COLLABORATORS					
11	Collaborators	<p>Complete Section 11 by entering all funded and unfunded project participants who contributed to the project, alphabetically ordered by organization name. Add additional rows as needed.</p> <p>Report this item cumulatively from the effective award start date to the end of the applicable reporting period.</p> <p>In the Collaborator Organization Type column, indicate whether the participating organization is a Contractor, Subrecipient, or Informal Unfunded Collaborator by selecting an option from the dropdown menu. Enter the full name of the participating organization’s point of contact in the Collaborator POC Name, and the point of contact’s email address in the Collaborator POC Email column. Indicate whether the participant is Funded or Unfunded by selecting an option from the dropdown menu in the Funded or Unfunded Collaboration column.</p>			
INFRASTRUCTURE DEPLOYMENT BUDGET EXECUTION DETAILS					
<p><i>Note: Broadband Use & Adoption Projects do not need to complete Section 12.</i></p>					
12	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="394 1444 849 1566" style="padding: 5px;">12a. Administrative and legal expenses</td> </tr> <tr> <td data-bbox="394 1566 849 1688" style="padding: 5px;">12b. Land, structures, rights-of way, appraisals, etc.</td> </tr> <tr> <td data-bbox="394 1688 849 1810" style="padding: 5px;">12c. Relocation expenses and payments</td> </tr> </table>	12a. Administrative and legal expenses	12b. Land, structures, rights-of way, appraisals, etc.	12c. Relocation expenses and payments	<p>Complete section 12 by entering the total amount of funds expended for each Infrastructure Deployment cost category, including detailed disbursements of Federal funds obligated. Report figures cumulatively from the effective award start date to the end of the applicable reporting period.</p>
12a. Administrative and legal expenses					
12b. Land, structures, rights-of way, appraisals, etc.					
12c. Relocation expenses and payments					

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 4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
	12d. Architectural and engineering fees	<p>In the Federal Funds Expended column, list the amount of grant funds expended on each budget element. The total listed should match the Federal expenditures reported in your SF-425.</p> <p>The Total Funds Expended column should equal the Federal Funds Expended column.</p> <p>The Totals row of the Federal Funds Expended column should match what was reported in the Federal Financial Report (SF-425) in line 10e. Federal share of expenditures.</p>
	12e. Other architectural and engineering fees	
	12f. Project inspection fees	
	12g. Site work	
	12h. Demolition and removal	
	12i. Construction	
	12j. Equipment	
	12k. Miscellaneous	
	Subtotal	
	12l. Contingencies	<p>In the Federal Funds Expended column, list the amount of grant funds expended on Contingencies.</p> <p>The Total Funds Expended column should equal the Federal Funds Expended column.</p>
	Totals	Sum of Subtotal + 12l.

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 4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
USE & ADOPTION BUDGET EXECUTION DETAILS		
<p><i>Note: Broadband Infrastructure Deployment Projects and Planning, Engineering, Feasibility, and Sustainability Projects do not need to complete Section 13.</i></p>		
13	13a. Personnel	<p>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 to the end of the applicable reporting period.</p> <p>In the Actual Budget column, record the budgeted totals from your approved SF-424A.</p> <p>In the Total Funds Expended column, list the amount of grant funds expended on each budget element. The total listed should match the Federal expenditures reported in your SF-425.</p> <p>13k: Totals should match what was reported in the Federal Financial Report (SF-425) in line 10e. Federal share of expenditures.</p>
	13b. Fringe Benefits	
	13c. Travel	
	13d. Equipment	
	13e. Supplies	
	13f. Contractual	
	13g. Construction	
	13h. Other	
	13i. Total Direct Charges	
	3j. Indirect Charges	
	13k. Total	
OTHER INDICATORS		
14a. Maximum available	What is the maximum available speeds for Tribal Households in your eligible area?	Provide the maximum upload and download speed available as a result of TBCP activities in Megabits per second

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4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
speed upon project completion	What is the maximum available speeds for Tribal Businesses in your eligible area?	(Mbps) for the tribal households, businesses, and CAIs in your proposed service area. Information should be reported as of the report date.
	What is the maximum available speeds for Tribal CAIs in your eligible area?	Note that “eligible area” is the same as your application proposed service area.
CERTIFICATION		
Certification	Typed or printed name and title of Authorized Certifying Official	Type the name and title of the Authorized Organization Representative (AOR). This person should have the Grants Online role of Recipient Authorized Representative (RAR) and will forward the report to NTIA within Grants Online.
	Signature of Certifying Official	The Annual Report may be electronically signed by the AOR. To sign the report, export the report and sign using a certificate-based signature in a program like Adobe Acrobat or Foxit. Remember to submit both the Excel version and signed version to Grants Online.
	Telephone (area code, number, and extension)	Type the Authorized Certifying Official’s phone number and extension, as applicable. Preferred format: 123-456-7890 ext. 1
	Email Address	Type the Authorized Certifying Official’s email address.



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4. Performance (Technical) Report Instructions

Question Number	Reporting Item	Instructions
	Date	Insert the date the report was signed by the Authorized Certifying Official. Preferred format: MM/DD/YYYY

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 5. Annual Report Instructions

5. Annual Report Instructions

Use and Adoption (UA) Projects: Complete all sections and applicable addendums
Infrastructure Deployment (ID) Projects: Complete all sections and applicable addendums
Planning, Engineering, Feasibility, and Sustainability Projects: Complete all sections

General reminders as you fill out the Annual Report:

- Answer questions 1-8 in 600 words or less.
- Click on the blue, hyperlinked key terms to view the definition.
- 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.

Question Number	Reporting Item	Instructions
GENERAL INFORMATION		
General	Recipient Organization	Provide the general contact information for the recipient organization. Recipient organization and address should match the information listed in the CD-450.
	Recipient Street Address	
	City, State, Zip Code	
	DUNS/UEI Number	These fields should match the CD-450.
	Period of Performance Start Date (MM/DD/YYYY)	
	Period of Performance End Date (MM/DD/YYYY)	
	Reporting Period Start Date (MM/DD/YYYY)	Provide the period this report covers. The Annual Report should be submitted not later than one year after receiving grant funds, and annually thereafter until the funds have been expended.
	Reporting Period End Date (MM/DD/YYYY)	
	Award Identification Number	This field should match the CD-450.

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 5. Annual Report Instructions

Question Number	Reporting Item	Instructions
	Report Submission Date (MM/DD/YYYY)	Provide the date the report is submitted to Grants Online.
1	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)	Provide the total number of project locations (households, CAIs, and businesses) your organization provided broadband service to using grant funds. Infrastructure Deployment projects must attach associated shapefiles for your proposed service area. Planning and Use & Adoption projects are not required to provide shapefiles, but must complete question 1.
2	Please describe each service provided with grant funds. (600 words or less)	Describe project activities completed with grant funds during the reporting period.
3	If applicable, please list subcontractors and describe how they expended funds. (600 words or less)	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 applicable reporting period. Describe what grant funds were expended on. The contractors listed in your Annual Report should match the contractors that were included in the Collaborators Table in the past year's Performance (Technical) Reports. If your project does not include contractors, write "NA".
4	Please describe how the recipient and subrecipient (if applicable) expended the funds. (600 words or less)	List what grant funds were expended on by the recipient and/or subrecipient(s) during the reporting period.
5	If applicable, please list each subrecipient that received a	List every subrecipient that received a subaward to carry out part of the award. Report this item cumulatively from the

TBCP Reporting Guidance and Instructions
 5. Annual Report Instructions

Question Number	Reporting Item	Instructions
	subgrant through funding. (600 words or less)	effective award start date to the end of the applicable reporting period. If your project does not have subrecipients, write “NA”.
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)	Describe any challenges your organization experienced while conducting broadband use and adoption or broadband infrastructure deployment work services during the reporting period. Explain how you addressed those challenges.
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)	Describe whether or not your organization met and maintained broadband use and adoption or broadband infrastructure deployment work requirements, as outlined in the NOFO purpose areas below. Infrastructure Deployment: Broadband infrastructure deployment projects, including support for the establishment of carrier-neutral submarine cable landing stations. Use and Adoption: Projects that promote the adoption and use of broadband services, including: <ul style="list-style-type: none"> • 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. Planning: Proposals to conduct planning, engineering, feasibility, or sustainability studies as part of the necessary steps to

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 5. Annual Report Instructions

Question Number	Reporting Item	Instructions
		<p>develop a technological solution for broadband deployment.</p> <p>Example:</p> <p>A Use and Adoption project with a goal of expanding access to telehealth by distributing laptops to households could write something like the following: “Our project promoted the NOFO purpose area of telehealth by distributing 30 laptops to 30 households and hosting one community workshop on accessing telemedicine.</p>
8	Please describe your project's achieved accomplishments during the reporting period of this grant to date. (600 words or less)	List and describe major achievements during the reporting period.
<p><i>Note: Planning, Engineering, Feasibility, and Sustainability Projects do not need to submit addendums.</i></p>		
9	TBCP Reports Addendum A	<p>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.</p> <p>Using the Excel spreadsheet template titled "TBCP Reports Addendum A", provide an</p>

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 5. Annual Report Instructions

Question Number	Reporting Item	Instructions
10	TBCP Reports Addendum B	<p>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.</p> <p>Using the Excel spreadsheet template titled "TBCP Reports 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.</p>
11	TBCP Addendum C	<p>Using the Excel spreadsheet template titled "TBCP Reports 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.</p> <p>For each household, business, or CAI, list their FCC-issued Location ID, address (where available), and geographic coordinates (latitude and longitude). If a location does not have an address, leave the address fields blank. The locations should match and conform to the FCC Broadband Serviceable Location Fabric.</p> <p>Add additional rows as needed. Select the 'Annual Report' checkbox when completing the addendum.</p>
CERTIFICATION		
Certification	Typed or printed name and title of Authorized Certifying Official	<p>Type the name and title of the Authorized Organization Representative (AOR).</p> <p>This person should have the Grants Online role of Recipient Authorized Representative (RAR) and will forward the report to NTIA within Grants Online.</p>
	Signature of Certifying Official	The Annual Report should be electronically signed by the AOR.

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Question Number	Reporting Item	Instructions
		To sign the report, export the report and sign using a certificate-based signature in a program like Adobe Acrobat or Foxit. Remember to submit both the Excel version and signed version to Grants Online.
	Telephone (area code, number, and extension)	Type the Authorized Certifying Official's phone number and extension, as applicable. Preferred format: 123-456-7890 ext. 1
	Email Address	Type the Authorized Certifying Official's email address.
	Date	Insert the date the report was signed by the Authorized Certifying Official. Preferred format: MM/DD/YYYY

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Reference the following table of TBCP terms as you complete your required reports.

Reporting Item	Clarification and Definitions
Ability to Participate in Telehealth Services	An individual may be considered able to access telehealth if they received a broadband connection (which could be used to access telehealth services).
Access	The ability of individuals to connect to the Internet via device. It includes both fixed broadband technologies and wireless broadband technologies.
Affordable Broadband Connectivity Program	A subsidized internet subscription or service provided using TBCP funds.
Agreement	A collaborative and legally binding arrangement between two parties.
Assistant Secretary	The Assistant Secretary of Commerce for Communications and Information.
Broadband/Broadband Service	Broadband internet access service as defined in 47 CFR § 8(b) . Broadband internet access service is a mass-market retail service by wire or radio that provides the capability to transmit data to and receive data from all or substantially all internet endpoints, including any capabilities that are incidental to and enable the operation of the communications service, but excluding dial-up internet access service.
Challenge, Issue, or Barrier	Any obstacle, incident, or adverse circumstance that arises in the course of project activities that impedes overall project goals, completion, timelines, or milestones.
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.
Commission	The Federal Communications Commission (FCC).
Construction Permits and Other Approvals	All activities associated with identifying and obtaining necessary construction permits, licenses, or other approvals.

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Reporting Item	Clarification and Definitions
Contractor	<p>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.</p> <p>Per 2 CFR § 200.331, characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the contractor:</p> <ol style="list-style-type: none"> (1) Provides the goods and services within normal business operations; (2) Provides similar goods or services to many different purchasers; (3) Normally operates in a competitive environment; (4) Provides goods or services that are ancillary to the operation of the Federal program; and (5) Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.
Covered Partnership	<p>A partnership between: (A) a State, or one or more political subdivisions of a State, and (B) a provider of fixed broadband service. A provider of broadband service that is part of a covered partnership is not required to be designated as an eligible telecommunications carrier pursuant to section 214(e) of the Communications Act of 1934 (47 U.S.C. 214(e)).</p>
Department	<p>The Department of Commerce (DOC).</p>
Deployment	<p>The delivery of broadband networks, devices, or infrastructure through which broadband services can be accessed.</p>
Funded Service Area	<p>A description of the area to be served by the project, including how the area meets the definition of Tribal Land as enumerated in section 905(a)(13) of the Act, and the number of unserved Native American/Alaska Native/Native Hawaiian households, businesses, or community anchor institutions that the project has the potential to serve.</p>
Environmental Assessment	<p>A review of all elements required for conforming to the National Environmental Policy Act (NEPA) Review Process. The Environmental Assessment (EA) determines whether or not a federal action has the potential to cause significant environmental effects. The EA includes a brief discussion of the purpose and need for the proposed action, alternatives (as required by section 102(2) of NEPA), the environmental</p>

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Reporting Item	Clarification and Definitions
	impacts of the proposed actions and alternatives, and a listing of agencies and persons consulted.
Equipment	Any device, network, or system that is interoperable, able to connect to middle mile and last mile networks, and is capable of delivering broadband service.
Equipment Deployment	All activities associated with the installation of equipment that supports your network inside and outside the plant.
Equipment Procurement	All activities associated with identifying and procuring necessary equipment for your project. This includes the equipment needed for construction or upgrades, as well as network equipment that will be deployed.
Existing	Activities or project elements already in duration at the outset of the period of grant performance.
Existing Network Miles Upgraded	Cumulative number of existing network miles upgraded.
Fiber	The technology used to transmit information through strands of fiber made of glass or plastic over long distances.
Fiber Miles Leased	Fiber leased from a separate entity for the purpose of completing the proposed network.
Hybrid Learning	Classroom instruction that is partially virtual and partially in-person.
Improved Access	The cumulative number of subscribers that were previously served (<i>i.e.</i> , had broadband connectivity of 25/3 Mbps or greater) and are now receiving access to improved broadband services as the result of TBCP activities.
In-Person Learning	Classroom instruction that is entirely in-person.
Interconnection Points	Physical connection points where traffic is routed from one network to another. An interconnection point occurs when you connect middle mile to the backhaul.

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Reporting Item	Clarification and Definitions
Internet Device	A device that is used to connect to the internet including, but not limited to, laptops, personal computers, tablets, or smartphones.
Last Mile	Communications technology that bridges the transmission distance between the broadband service provider infrastructure and the customer premises equipment.
Lease	A contract where one party grants a right to use a property or land to another party in return for consideration and for a specific period of time
Location ID	Unique, FCC-issued identifier for locations served. This identifier is associated with the FCC's Broadband Serviceable Location Fabric .
Middle Mile	Describes the network infrastructure that connects last mile (<i>i.e.</i> , local) networks to other network service providers, major telecommunications carriers, and the greater internet. It does not typically connect the majority of end-users.
Milestone/Project Milestone	A scheduled point or event in a project signifying the completion of a major deliverable or a phase of work.
Network	Information system(s) implemented with a collection of interconnected components. Components may include, but are not limited to, routers, hubs, cabling, telecommunications controllers, key distribution centers, and technical control devices.
Network Build	The architecture and design of the overall planned broadband network to be deployed.
Network Build Progress	Percent completion of the overall planned broadband network, as a percentage of total project funds required to complete the planned network.
Network Design	Network design includes all activities to finalize the network design submitted with your application.
Network Testing	All activities necessary to test the completed network; this includes testing the network itself and testing processes required to run the network successfully.

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New Access	The cumulative number of subscribers receiving access to qualifying broadband services (25/3 Mbps or greater) in an eligible service area for the first time (<i>i.e.</i> , previously had no broadband connectivity or connectivity of less than 25/3 Mbps). For example, a household with 12/1 Mbps who is upgraded to 25/3 with TBCP funds would count as “new access”.
New Access to Telehealth Services	The number of individuals enrolled in telehealth services for the first time.
New Position	A position that was created or funded by the TBCP grant, including part-time or seasonal positions. Includes a new position created and filled, an existing unfilled position that is filled using grant funds, or an existing position that is now funded by grant funds.
New Towers	Towers that are constructed, leased, and/or upgraded or retrofitted with grant funds. New Towers also includes in-situ vertical structures that are outfitted with network equipment (water towers, rooftops, steeples, etc.).
New Wireless Links	A wireless transmission comprised of a source node (transmitter) to a destination node (receiver) that exists due to TBCP funding. Wireless links may be middle or last mile. Examples of wireless links include middle mile wireless radio equipment, as well as household wireless routers.
NOFO Purpose Areas	<p>The purpose areas are listed below and in section A.1. of the NOFO:</p> <p>(A) Broadband infrastructure deployment projects, including support for the establishment of carrier-neutral submarine cable landing stations; and</p> <p>(B) Projects that promote the adoption and use of broadband services, including:</p> <ul style="list-style-type: none"> (i) affordable broadband programs, such as providing free or reduced-cost broadband service and preventing disconnection of existing broadband service; (ii) distance learning; (iii) telehealth; (iv) digital inclusion efforts; and (v) broadband adoption activities.

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	The NOFO purpose area for Planning projects is: Proposals to conduct planning, engineering, feasibility, or sustainability studies as part of the necessary steps to develop a technological solution for broadband deployment.
Number of Units	Total number of units of connection within one location. For example, an apartment complex with one location address may have multiple units where there is broadband service.
Obtained Licenses	Cumulative number for licenses for the electromagnetic spectrum obtained. Includes EBS (Educational Broadband Service) and CBRS (Citizens Broadband Radio Service).
Other Entities	Tribally-owned or operated organizations and/or institutions that are not Native American household; examples include businesses, community anchor institutions, health centers, schools, etc.
Overall Project	All milestones and activities associated with your project; based on the expenditure of your entire project budget.
Passed/Serviceable	A structure within the service area that has the physical infrastructure in place to connect to the internet. 'Passed/serviceable' structures may be served (if they have an internet connection at speeds of 25/3 Mbps or greater) or unserved (if they do not have a broadband subscription or if they have an internet connection that is slower than 25/3 Mbps).
Percent of Milestones Complete	The percentage of completion for each milestone should be based primarily on the expenditure of your project budget, and the percentages should be reported cumulatively from award inception through the end of each reporting period. For example, if you complete a particular milestone within the first period of your project, the next period and all subsequent periods should state 100%.
Physically Connected	Objects embedded with sensors or actuators that are connected to a broadband service network.
Potential Agreements	Agreements currently in negotiation with broadband wholesalers and/or last mile providers.

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Procurement	The act of buying goods and services for the purpose of carrying out project activities.
Project Accomplishments	Include only accomplishments that took place during the reporting period. Accomplishments may include counts, percentages, targeted dates, time periods, or levels. A project accomplishment could also refer to a condition, a result, or a status. Please limit narrative responses to 600 words or less.
Qualifying Broadband Service	Broadband service with: (i) a download speed of not less than 25 megabits per second; (ii) an upload speed of not less than 3 megabits per second; and (iii) a latency sufficient to support real-time, interactive applications. For purposes of this program, NTIA will interpret the 25/3 standard to mean the ability to provide 25 Mbps downstream and 3 Mbps upstream simultaneously to every household in the eligible service area. NTIA will interpret latency to mean 95 percent or more of all peak period measurements of network round trip latency [<i>i.e.</i> , the total round-trip latency between the customer premises and the closest designated Internet core peering interconnection point] are at or below 100 milliseconds.
Remote/Online Learning	Classroom instruction that is entirely virtual
Rights-of-Way	All activities associated with identifying and finalizing right-of-way agreements.
School Activities	Activities that are school-sponsored such as PTA meetings or parent-teacher conferences.
Schools in Program	The number of schools (including colleges or universities) in the funded service area.
Served	Refers to the number of entities connected to infrastructure at speeds of at least 25/3 Mbps.
Signed Agreements	Signed agreements with broadband wholesalers and/or last mile providers since the inception of the project.
Site Preparation	All activities associated with preparing construction and deployment sites, including all surveys, clearing land, etc.

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State	Any State of the United States, the District of Columbia, Puerto Rico, American Samoa, Guam, the United States Virgin Islands, the Northern Mariana Islands, and any other territory or possession of the United States.
Subrecipient	<p>Subrecipient means an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. (See 2 CFR § 200.1)</p> <p>Per 2 CFR § 200.331, characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:</p> <ol style="list-style-type: none"> (1) Determines who is eligible to receive what Federal assistance; (2) Has its performance measured in relation to whether objectives of a Federal program were met; (3) Has responsibility for programmatic decision-making; (4) Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and (5) In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.
Subscriber(s)	An individual who possesses and makes use of a subscription for broadband internet access.
Subscription	An arrangement for providing, receiving, or making use of something of a continuing or periodic nature, including, but not limited to, broadband internet access.
Target Oversubscription Rate	The ratio of a network's maximum potential demand to its contracted rates.
Telework	The practice of working remotely via the internet.
Tribal Businesses	All regulated entities that participate in commercial, industrial, or professional activities earning a profit that are owned and operated by the Tribal government or a Tribal member.
Tribal Community Anchor Institutions (CAIs)	Native American/Alaska Native/Native Hawaiian support organizations like schools, libraries, medical and healthcare

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Reporting Item	Clarification and Definitions
	providers, public safety entities, public housing authorities, institutes of higher education, and other community support organizations and industries that provide outreach and support services to facilitate greater use of broadband service by vulnerable populations.
Tribal Households (Native American/Alaska Native/Native Hawaiian Household)	A household with at least one household member that is Native American, Alaska Native, or Native Hawaiian within the proposed funded service area.
Unserved	With respect to a household, means: (A) the household lacks access to qualifying broadband service; and (B) no broadband provider has been selected to receive, or is otherwise receiving, Federal or State funding subject to enforceable build out commitments to deploy qualifying broadband service in the specific area where the household is located by dates certain, even if such service is not yet available, provided that the Federal or State agency providing the funding has not deemed the service provider to be in default of its buildout obligations under the applicable Federal or State program. Qualifying broadband service is defined as 25/3 Mbps or greater.
Wire Line Connection	Objects embedded with sensors or actuators that are connected to a broadband service network through a physical filament (e.g., copper, DSL).
Wireless Connection	Objects embedded with sensors or actuators that are connected to a broadband service through a communications system that transmits and receives radio signals over the air (e.g., wireless definition).
Workforce Development	A training event that is funded by the TBCP grant with the purpose of providing existing and potential workers with the skills to complete tasks needed by employers to meet current/future business needs.