
INTERNET FOR ALL

Tribal Broadband Connectivity Program

Reporting Guidance and Instructions



U.S. Department of Commerce
National Telecommunications and Information Administration



TBCP Reporting Guidance and Instructions
Reports Overview

Tribal Broadband Connectivity Program

Reporting Guidance and Instructions

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TBCP Reporting Guidance and Instructions *Reports Overview*

1. Reports Overview

This document includes resources to help you complete and submit the required Tribal Broadband Connectivity Program (TBCP) Baseline, Performance (Technical), and Annual Reports. If you have any questions about your reporting requirements, contact your assigned Federal Program Officer (FPO).

Reminder!

Submit all reports via eRA Commons. In addition to submitting a signed copy of the report, recipients must provide the original Excel file to help expedite the FPO's review.

Note: In addition to uploading a signed PDF to eRA, recipients must submit the Excel file for Annual and Baseline Reports via email to their FPO due to eRA limitations.

1.1 How to Use the Reporting Guidance and Instructions

Sections [1](#) and [2](#) of the Reporting Guidance and Instructions include guidance on reporting cadence and submission methods for the Baseline, Performance (Technical), Financial, and Annual Reports.

[Section 1.4](#) includes guidance on how to complete the General section of the Baseline, Performance (Technical), and Annual Reports. If you need assistance completing the Financial Report, refer to [Grants.gov](https://www.grants.gov) for instructions.

Sections 3-5 are specific to each individual report:

- Refer to [Section 3](#) for instructions specific to the Baseline Report.
- Refer to [Section 4](#) for instructions specific to the semi-annual and final Performance (Technical) Report.
- Refer to [Section 5](#) for specific instructions specific to the Annual Report.

[Section 6](#) includes a Glossary of Report Terms and Definitions. The instructions include links to these terms throughout the instructions so recipients can quickly review the definitions of key terms while completing their reports.

TBCP Reporting Guidance and Instructions
Reports Overview

1.2 Reporting Cadence and Submission

The four main TBCP report types are Baseline, Financial, Performance (Technical), and Annual. The reporting cadence and submission method varies by report type.

Note that reports submitted in PDF format must be flattened. To do this within Adobe click **File**, navigate to **Print** and select **Microsoft Print to PDF**.

Report Type	Reporting Period	Submission Method
Baseline Report: Infrastructure Deployment (ID)	Baseline Due: Within 30 days of the issuance of a Categorical Exclusion (CE) decision memorandum or the publication of a signed Finding of No Significant Impact (FONSI)	Form: TBCP Baseline Report (OMB Control No. 0660-0047) Submitter: Signing Official (SO) Submission: <ul style="list-style-type: none"> Via eRA Commons: PDF version submitted in the Status module as an “Other” type Revision Request. Via Email: Excel version submitted to the FPO.
Baseline Report: Broadband Use & Adoption (UA) Baseline Report AND Planning, Engineering, Feasibility, and Sustainability (Planning) Projects	Baseline Due: Within 45 calendar days of the close of the first fiscal year calendar quarter of the award	Form: TBCP Baseline Report (OMB Control No. 0660-0047) Submitter: SO Submission: <ul style="list-style-type: none"> Via eRA Commons: PDF version submitted in the Status module as an “Other” type Revision Request. Via Email: Excel version submitted to the FPO.
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) Submitter: <i>Varies by module</i> <ul style="list-style-type: none"> Terms and Conditions Module (TCM): SO or Project Director / Project Investigator (PD/PI) with delegated process report authority FFR: Financial Status Reporter (FSR) Submission: <ul style="list-style-type: none"> 2024 Reports: Submit via eRA Commons TCM. 2025 and Later Reports Submission: Submit via eRA Commons FFR module.

TBCP Reporting Guidance and Instructions
Reports Overview

Report Type	Reporting Period	Submission Method
Semi-Annual Performance (Technical) Report	Oct. 1–Mar. 31 Due: Every April 30 Apr. 1–Sept. 30 Due: Every October 30	Form: TBCP Performance (Technical) Report Template (OMB Control No. 0660-0047) Submitter: SO, or PD/PI with delegated process report authority Submission: <ul style="list-style-type: none"> Submit via eRA Commons TCM as an Excel file.
Annual Report	1 year period preceding the report date Due: No later than 1 year after receiving grant funds; annually thereafter	Form: TBCP Annual Report (OMB Control No. 0660-0047) Submitter: SO Submission: <ul style="list-style-type: none"> Via eRA Commons: PDF version submitted in the Status module as an “Other” type Revision Request. Via Email: Excel version submitted to the FPO.

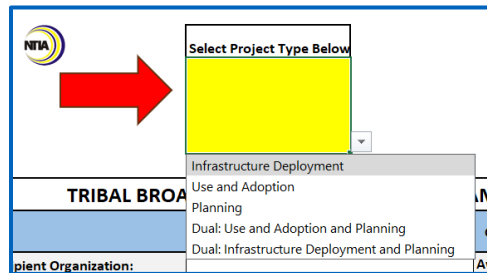
1.3 Selecting Your Project Type

When completing a report, the first step you should take is selecting your applicable project type from the yellow dropdown at the top of the report form. After selecting the appropriate option from the dropdown, all sections not applicable to your project type will automatically black out. There may be sections that are applicable to your project type, but do not apply to your specific project. In these instances, please enter “NA”.

In the Baseline and Performance (Technical) Report forms, the “Select Project Type” dropdown has the following options:

- Infrastructure Deployment
- Use and Adoption
- Planning
- Dual: Use and Adoption and Planning
- Dual: Infrastructure Deployment and Planning

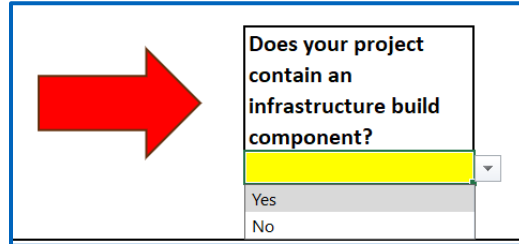
If your project is dual Use and Adoption and Infrastructure Deployment, you do not need to select from the dropdown as all report sections apply.



TBCP Reporting Guidance and Instructions
Reports Overview

In the Annual Report form, the “Does your project contain an infrastructure build component?” dropdown has the following options:

- Yes
- No



1.4 Completing the General Section

The General Section for all three report types is similar and should be completed according to the following instructions:

Reporting Item	Instructions
Recipient Organization	<p>These fields should match the Notice of Award (NoA). UEI stands for Unique Entity Identifier.</p>
Recipient Street Address	
City, State, Zip Code	
UEI Number	
Period of Performance Start Date	
Period of Performance End Date	
Report Period Start Date	<p>Provide the period the report covers.</p> <p>Baseline Report:</p> <ul style="list-style-type: none"> • Report Period Start Date = period of performance start date in NoA • Report Period End Date = period of performance end date in NoA <p>Performance (Technical) Report: The Report Period Start and End Date should be pre-populated and reflect the semi-annual reporting period. The two semi-annual periods are:</p> <ul style="list-style-type: none"> • October 1 – March 31 • April 1 – September 30
Report Period End Date	<p>First Annual Report:</p>



TBCP Reporting Guidance and Instructions
Reports Overview

Reporting Item	Instructions
	<ul style="list-style-type: none"> Report Period Start Date = period of performance start date in NoA Report Period End Date = period of performance start date + 1 year <p>Subsequent Annual Reports:</p> <ul style="list-style-type: none"> Report Period Start Date = prior Annual Report period end date + 1 day Report Period End Date = report period start date + 1 year <p>Annual Report Example: A recipient has a period of performance of 6/1/2023–5/31/2025. The first annual report will have a reporting period of 6/1/2023–5/31/2024. The second annual report will have a reporting period of 6/1/2024–5/31/2025.</p>
Award Identification Number	This field should match the NoA.
Report Submission Date	The date the report is submitted to eRA Commons.
Final Report <i>Performance (Technical) Reports only</i>	<p>If you are completing a semi-annual Performance (Technical) Report, this is pre-populated to “No”.</p> <p>If you are completing your final Performance (Technical) Report, this is pre-populated to “Yes”.</p>

1.5 Signing the Certification Section

Within each report, there is a Certification Section that requires a signature. The Authorized Organization Official (AOR) should sign all reports. There are multiple acceptable ways to sign a report:

Wet Signature: Print the report and have the AOR sign in pen. Scan the report and submit as a PDF. If submitting as a PDF, you must also submit the unsigned Excel version of the report.

E-Signature: Export the report and have the AOR sign using a certificate-based signature in a program like Adobe Acrobat or Foxit. If submitting as a PDF, you must also submit the unsigned Excel version of the report.

Conformed Signature: A conformed signature indicates that an electronically-typed signature in a document is a real signature. The AOR can sign the Excel report via a conformed signature by typing “/s/” followed by their full name.

TBCP Reporting Guidance and Instructions
eRA Commons Report Submission

Figure 1: Conformed Signature Example.

CERTIFICATION	I certify to the best of knowledge and belief that this report is correct documents.
	Typed or printed name and title of Authorized Certifying Official:
	John Doe
	Signature of Certifying Official:
	/s/ John Doe

2. eRA Commons Report Submission

Recipients submit all reports to National Telecommunications and Information Administration (NTIA) via eRA Commons (<https://www.era.nih.gov/>). Baseline and Annual Reports are uploaded as Revision Requests (RRs), while the Semi-Annual Performance (Technical) Report is submitted as an Excel file in the TCM. For the 2024 reporting periods, the Semi-Annual Financial Report is submitted via the TCM. Starting in 2025, Financial Reports will be submitted via the FFR Module.

2.1 Baseline and Annual Report Submission Process

Baseline and Annual Reports can be submitted by users with the SO role in eRA.

1. Log in to eRA Commons.
2. Navigate to the **Status** module.
3. SOs use **Status search** options to search for the award.
4. In Status search results, click the award's **three dot ... menu** and select **Revision Request**.
5. Access Revision Request for an award. The *Revision Request List* screen appears. If there are Revision Requests in progress, they are listed here.
6. Click the **Initiate a New Revision Request** button to initiate a new request. Choose the **“Other”** request type from the **Revision Request Sub type** dropdown and click the **Go** button. Note that the **Description** and **Justification** fields are required for all requests.
7. Fill out the required fields (which have a red asterisk) and any optional fields. The Justification document is required. You can upload up to 10 files per upload type. Request History contains a record of when you or other colleagues previously saved the request.
8. Save or Submit the request:
 - a. To save the information and come back to it later, click **Save**. If you save it, you can edit and submit it later.
 - b. To submit it to the awarding agency for consideration, click **Submit**.
9. A *Confirmation* popup appears; click **Yes**. A green bar appears on the *Revision Request List* screen indicating successful submission.



TBCP Reporting Guidance and Instructions *eRA Commons Report Submission*

2.2 Performance (Technical) Report Submission Process

Performance (Technical) Reports can be submitted by users with the SO role or PD/PIs with delegated process authority.

SO Steps:

1. Log into eRA Commons and open the **Status** module.
2. Click on the blue **Search** button.
3. Locate your NTIA TBCP grant. Click on the **three dots ...** and select **View Terms Tracking** from the list.
4. Click on the **View Term Tracker** hyperlink within the “Award Terms” section. Continue to Step 5.

PD/PI Steps:

1. Log into eRA Commons and open the **Status** module.
2. From within the **List of Applications/Awards** box, click the triangle ► on the far-right.
3. Locate the NTIA TBCP grant and expand it by clicking the **+ symbol** on the far-right.
4. Underneath the Available Actions column, select the **View Terms Tracking** button. Continue to Step 5.

Steps for All:

5. The Terms and Conditions module (TCM) opens. Click the **Project Period** tab.
6. Click on the **small triangle ►** to the left of the Performance Progress Report (PPR) to expand the section to view additional report information.
7. The **Term Content** section appears. Ensure the correct due date is displayed underneath the “Due Date” column. Click on the **three dots ...** under the “Task Description” column.
8. A small white box will appear. Click on **Prepare Documentation**.
9. The Submission Content box should appear. Click on the green **Upload** button. Locate the Performance (Technical) Report file on your computer.
 - a. Reminder: an Excel file is required. You may also submit a signed PDF.
10. Once the document is uploaded, it will appear under the File Name section. In the **Please provide comments:** box, enter the name of the file.
 - a. Recommended naming convention: [Recipient Name] TBCP Performance Technical Report due [date]
11. Click the green **Submit** button.
12. Click on the **Project Period** hyperlink.
13. Click on the **small triangle ►** to the left of the Performance Progress Report (PPR) to expand the section.
14. Under the “Submission Status” column, verify that the status is **Submitted**.

2.3 Financial Report Submission Process

For the 2024 reporting periods, Financial Reports are submitted via the TCM. Starting in 2025, Financial Reports will be submitted via the FFR Module.

2.3.1 Submitting Financial Reports in the TCM

Financial Reports can be submitted in the TCM by users with the SO role or PD/PIs with delegated process authority.



TBCP Reporting Guidance and Instructions *eRA Commons Report Submission*

Signing Official (SO) Steps:

1. Log into eRA Commons and open the **Status** module.
2. Click on the blue **Search** button.
3. Locate your NTIA TBCP grant. Click on the **three dots ...** and select **View Terms Tracking** from the list.
4. Click on the **View Term Tracker** hyperlink within the “Award Terms” section. Continue to Step 5.

Project Director/Project Investigator (PD/PI) Steps:


1. Log into eRA Commons and open the **Status** module.
2. From within the **List of Applications/Awards** box, click the triangle ► on the far-right.
3. Locate the NTIA TBCP grant and expand it by clicking the **+ symbol** on the far-right.
4. Underneath the Available Actions column, select the **View Terms Tracking** button. Continue to Step 5.

Steps for All:

5. The Terms and Conditions module (TCM) opens and View Terms Tracking Details is listed at the top. Click the **Budget Period 01** blue text.
6. Click on the small triangle ► to the left of the SF-425 Federal Financial Report that has a Next Due Date of [xx/xx/202x] to expand the section to view additional report information.
7. The **Term Content** section appears. Ensure the correct due date is displayed underneath the “Due Date” column. Click on the **three dots ...** under the “Task Description” column.
8. A small white box will appear. Click on **Prepare Documentation**.
9. The Submission Content box should appear. Click on the green **Upload** button. Locate the Federal Financial Report file on your computer.
10. Once the document is uploaded, it will appear under the File Name section.
11. Click the green **Submit** button.

2.3.2. Submitting Financial Reports in the FFR

Financial Reports can be submitted in the FFR Module by users with the FSR role.

1. Log into eRA Commons. Open the Apps menu in the top left-hand corner  and select the **FFR** module.
2. Use the **Search for Federal Financial Report (FFR)** section to locate your NTIA TBCP grant.
3. Search for your award by clicking the blue **Search** button.
4. After locating the correct award, click the **three dots ...** under the Award Number column.
5. Click **Create New**.
6. Your FFR will appear. Lines 1-9 will be pre-populated.
7. Complete the applicable fields, then click **Save**.
8. Once ready to submit, select your username from the **Prepared by** dropdown, then click the **Submit** button.

TBCP Reporting Guidance and Instructions
Baseline Report Instructions

- The FFR must now be Certified. The certifier will receive a notification from the PMS module. Select your username from the **Signature of Authorized Certifying Official** dropdown, then click the **Certify** button.

3. Baseline Report Instructions

Project Type	Sections to Complete
UA Projects	General, 4–11, Certification
ID Projects	General, 1–3, 6, 11, Certification
Planning Projects	General, 1–2, 6, 11, Certification

General reminders as you fill out the Baseline Report:

- When completing the Baseline Report, your first step should be to select your project type from the dropdown.
- Once you enter your period of performance start and end dates, the reporting periods will auto-fill and any periods beyond your project’s timeline will automatically black out.
 - The semi-annual reporting periods are April 1–September 30 and October 1–March 31. The pre-populated date at the top of each column reflects the **end date** for that particular report period (September 30 or March 31). The **start date** for each period is either April 1 or October 1.
 - In the first column (first column under Year 1), the **start date** is your period of performance start date, and the **end date** is either September 30 or March 31, whichever occurs first in your period of performance.
 - In subsequent columns, the **start date** will correspond to the semi-annual reporting period end date listed.
 - For example, in the screenshot below, the Year 1 column titled “9/30/2022” covers the period of 4/1/2022–9/30/2022. The Year 2 column titled “3/31/2023” covers the report period of 10/1/2022– 3/31/2023, and so forth.

Period of Performance Start Date (MM/DD/YYYY):	1/1/2022	Period of Performance End Date (MM/DD/YYYY):	12/31/2024							
BROADBAND USE & ADOPTION AND INFRASTRUCTURE MILESTONES/KEY INDICATORS										
INFRASTRUCTURE DEPLOYMENT AND PLANNING PROJECT MILESTONE CATEGORIES										
MILESTONE CATEGORIES	Year 1 -		Year 2 -		Year 3 -		Year 4 -		Year 5 -	
	Report Period Ending	Report Period Ending	Report Period Ending	Report Period Ending	Report Period Ending	Report Period Ending	Report Period Ending	Report Period Ending	Report Period Ending	Report Period Ending
	3/31/2022	9/30/2022	3/31/2023	9/30/2023	3/31/2024	9/30/2024	3/31/2025	9/30/2025	3/31/2026	9/30/2026
1a. Overall Project										
1b. Environmental Assessment										
1c. Network Design										

- Enter the **prospective completion figures** for the indicators relevant to your project in each column. You will compare the information that you enter in the Baseline Report against **actual completion figures** as your project progresses.
- Refer to your application Project Narrative when completing the report.
- Unless indicated, report information cumulatively for all applicable project periods. Each row should end with 100% completion.

TBCP Reporting Guidance and Instructions
Baseline Report Instructions

- Once the 100% mark is reached, continue to enter 100% for each subsequent cell in the row until you reach the report period in which your project’s period of performance ends.
- Write “NA” if your project does not include a particular milestone, indicator, or activity.
- Click on the blue, hyperlinked words to view the definition of key terms.

3.1 Section 1: Infrastructure Deployment and Planning Project Milestone Categories

Question & Reporting Item	Instructions																				
1a. Overall Project	Enter the anticipated percent completion for each Milestone Category according to the project year and report period.																				
1b. Environmental Assessment	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 reporting period in which the period of performance ends.																				
1c. Network Design	Reminder: Do not submit Baseline Reports until the Environmental Assessment is 100% complete.																				
1d. Rights Of Way	Example (1f): If you anticipate that the Site Preparation will take one year to complete and that work will be spread evenly between the Year 1 column titled “3/31/2022” and the Year 1 column titled “9/30/2022”, complete row 1f as follows:																				
1e. Construction Permits And Other Approvals	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2" style="background-color: #002d62; color: white;">MILESTONE CATEGORIES</th> <th colspan="2" style="background-color: #0056b3; color: white;">Year 1 - Report Period Ending</th> <th colspan="2" style="background-color: #0056b3; color: white;">Year 2 - Report Period Ending</th> </tr> <tr> <th style="background-color: #a6c9ec;">3/31/2022</th> <th style="background-color: #a6c9ec;">9/30/2022</th> <th style="background-color: #a6c9ec;">3/31/2023</th> <th style="background-color: #a6c9ec;">9/30/2023</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e6e6e6;">1f. Site Preparation</td> <td>50%</td> <td>100%</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	MILESTONE CATEGORIES	Year 1 - Report Period Ending		Year 2 - Report Period Ending		3/31/2022	9/30/2022	3/31/2023	9/30/2023	1f. Site Preparation	50%	100%	100%	100%						
MILESTONE CATEGORIES	Year 1 - Report Period Ending		Year 2 - Report Period Ending																		
	3/31/2022	9/30/2022	3/31/2023	9/30/2023																	
1f. Site Preparation	50%	100%	100%	100%																	
1f. Site Preparation																					
1g. Equipment Procurement	Example (1h): If you anticipate that one quarter of the network build will be complete by Year 2, in the report period ending 3/31/2023, the second quarter of the network build will be complete by Year 2, in the report period ending 9/30/2023, and the remaining half of the network build will be complete by Year 3, in the report period ending 3/31/2024, complete row 1h as follows:																				
1h. Network Build (all components - owned, leased, Infeasible Rights of Use, etc.)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2" style="background-color: #002d62; color: white;">MILESTONE CATEGORIES</th> <th colspan="2" style="background-color: #0056b3; color: white;">Year 1 - Report Period Ending</th> <th colspan="2" style="background-color: #0056b3; color: white;">Year 2 - Report Period Ending</th> <th colspan="2" style="background-color: #0056b3; color: white;">Year 3 - Report Period Ending</th> </tr> <tr> <th style="background-color: #a6c9ec;">3/31/2022</th> <th style="background-color: #a6c9ec;">9/30/2022</th> <th style="background-color: #a6c9ec;">3/31/2023</th> <th style="background-color: #a6c9ec;">9/30/2023</th> <th style="background-color: #a6c9ec;">3/31/2024</th> <th style="background-color: #a6c9ec;">9/30/2024</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e6e6e6;">1h. Network Build (all components - owned, leased, Infeasible Rights of Use, etc.)</td> <td>0%</td> <td>0%</td> <td>25%</td> <td>50%</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	MILESTONE CATEGORIES	Year 1 - Report Period Ending		Year 2 - Report Period Ending		Year 3 - Report Period Ending		3/31/2022	9/30/2022	3/31/2023	9/30/2023	3/31/2024	9/30/2024	1h. Network Build (all components - owned, leased, Infeasible Rights of Use, etc.)	0%	0%	25%	50%	100%	100%
MILESTONE CATEGORIES	Year 1 - Report Period Ending		Year 2 - Report Period Ending		Year 3 - Report Period Ending																
	3/31/2022	9/30/2022	3/31/2023	9/30/2023	3/31/2024	9/30/2024															
1h. Network Build (all components - owned, leased, Infeasible Rights of Use, etc.)	0%	0%	25%	50%	100%	100%															
1i. Equipment Deployment																					
1j. Network Testing																					

TBCP Reporting Guidance and Instructions
Baseline Report Instructions

Question & Reporting Item	Instructions
1k. Other (please specify)	If necessary, add additional indicators to 1k. Other. Include the name of the indicator in the “please specify” parenthesis in the cell marked Other. If you have multiple “Other” indicators, insert additional rows for each indicator.

3.2 Section 2: Infrastructure Deployment Network Build Progress

Question & Reporting Item	Instructions																						
2a. Number of new fiber miles (aerial or underground) constructed with TBCP funds	Enter the anticipated number of units for each Network Build Progress indicator according to project year and reporting period.																						
2b. Number of fiber miles leased with TBCP funds	Once you reach the final number of miles for each row, continue to enter the final figure for all subsequent cells in the row until you reach the reporting period in which the period of performance ends. For each row, 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.																						
2c. Number of existing fiber miles upgraded with TBCP funds	Note that 2f. New Interconnection Points will always be middle mile. If you are deploying middle and last mile fiber, report these numbers cumulatively .																						
2d. Number of new wireless links created through TBCP funds	<p>Example (2a): 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 Year 2, in the reporting period ending 3/31/2023, another 25 miles will be laid in Year 2, in the reporting period ending 9/30/2023, and the remaining 50 miles be laid in Year 3, in the reporting period ending 3/31/2024, complete row 2a (Number of fiber miles) as follows:</p> <table border="1" data-bbox="613 1587 1409 1785"> <thead> <tr> <th rowspan="2">NETWORK BUILD PROGRESS</th> <th rowspan="2">MIDDLE OR LAST MILE</th> <th colspan="2">Year 1 - Report Period Ending</th> <th colspan="2">Year 2 - Report Period Ending</th> <th colspan="2">Year 3 - Report Period Ending</th> </tr> <tr> <th>3/31/2022</th> <th>9/30/2022</th> <th>3/31/2023</th> <th>9/30/2023</th> <th>3/31/2024</th> <th>9/30/2024</th> </tr> </thead> <tbody> <tr> <td>2a. Number of new fiber miles (aerial or underground) constructed with TBCP funds</td> <td>Both <input type="checkbox"/></td> <td>0</td> <td>0</td> <td>25</td> <td>50</td> <td>100</td> <td>100</td> </tr> </tbody> </table>	NETWORK BUILD PROGRESS	MIDDLE OR LAST MILE	Year 1 - Report Period Ending		Year 2 - Report Period Ending		Year 3 - Report Period Ending		3/31/2022	9/30/2022	3/31/2023	9/30/2023	3/31/2024	9/30/2024	2a. Number of new fiber miles (aerial or underground) constructed with TBCP funds	Both <input type="checkbox"/>	0	0	25	50	100	100
NETWORK BUILD PROGRESS				MIDDLE OR LAST MILE	Year 1 - Report Period Ending		Year 2 - Report Period Ending		Year 3 - Report Period Ending														
		3/31/2022	9/30/2022		3/31/2023	9/30/2023	3/31/2024	9/30/2024															
2a. Number of new fiber miles (aerial or underground) constructed with TBCP funds	Both <input type="checkbox"/>	0	0	25	50	100	100																
2e. Number of new towers constructed with TBCP funds																							
2f. Number of new interconnection points created through TBCP funds																							
2g. Number of signed agreements with broadband																							

TBCP Reporting Guidance and Instructions
Baseline Report Instructions

Question & Reporting Item	Instructions																														
wholesalers or last mile providers from TBCP funds	<p>Example (2g/2h): You already have 1 pre-existing agreement with a broadband wholesaler. You also plan to negotiate an agreement with a last mile provider and anticipate this negotiation will take one year. The provider will sign the agreement in Year 3, in the reporting period ending 9/30/2024. If you sign a potential agreement, add that new agreement to the cumulative total in 2g.</p> <p>Remember that 2h, 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>																														
<p>2h. Number of potential agreements (i.e., agreements currently being negotiated) with broadband wholesalers or last mile providers</p> <p><i>(This number should NOT be reported cumulatively)</i></p>																															
	<table border="1"> <thead> <tr> <th rowspan="2">NETWORK BUILD PROGRESS</th> <th rowspan="2">MIDDLE OR LAST MILE</th> <th colspan="2">Year 1 - Report Period Ending</th> <th colspan="2">Year 2 - Report Period Ending</th> <th colspan="2">Year 3 - Report Period Ending</th> </tr> <tr> <th>3/31/2022</th> <th>9/30/2022</th> <th>3/31/2023</th> <th>9/30/2023</th> <th>3/31/2024</th> <th>9/30/2024</th> </tr> </thead> <tbody> <tr> <td>2g. Number of signed agreements with broadband wholesalers or last mile providers from TBCP funds</td> <td>Last-Mile</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>2h. Number of potential agreements (i.e., agreements currently being negotiated) with broadband wholesalers or last mile providers from TBCP funds (This number should NOT be reported cumulatively)</td> <td>Last-Mile</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	NETWORK BUILD PROGRESS	MIDDLE OR LAST MILE	Year 1 - Report Period Ending		Year 2 - Report Period Ending		Year 3 - Report Period Ending		3/31/2022	9/30/2022	3/31/2023	9/30/2023	3/31/2024	9/30/2024	2g. Number of signed agreements with broadband wholesalers or last mile providers from TBCP funds	Last-Mile	1	1	1	1	1	2	2h. Number of potential agreements (i.e., agreements currently being negotiated) with broadband wholesalers or last mile providers from TBCP funds (This number should NOT be reported cumulatively)	Last-Mile	0	0	0	1	1	0
NETWORK BUILD PROGRESS	MIDDLE OR LAST MILE			Year 1 - Report Period Ending		Year 2 - Report Period Ending		Year 3 - Report Period Ending																							
		3/31/2022	9/30/2022	3/31/2023	9/30/2023	3/31/2024	9/30/2024																								
2g. Number of signed agreements with broadband wholesalers or last mile providers from TBCP funds	Last-Mile	1	1	1	1	1	2																								
2h. Number of potential agreements (i.e., agreements currently being negotiated) with broadband wholesalers or last mile providers from TBCP funds (This number should NOT be reported cumulatively)	Last-Mile	0	0	0	1	1	0																								
2j. Other (please specify)	If necessary, add additional indicators. Include the name of the indicator in the “please specify” parenthesis of the cell marked Other. If you have multiple “Other” indicators, insert additional rows for each indicator.																														

3.3 Section 3: Infrastructure Deployment Key Indicators

Question	Reporting Item	Instructions
3a. Unserved Tribal Households	Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 100/20 Mbps through TBCP funds	<p>In Section 3, report the number of <u>previously unserved</u> households, businesses, and CAIs you anticipate your project will serve with qualifying broadband service of at least 25/3 Megabits per second (Mbps). Also report metrics on the technology used to provide qualifying broadband service (wireless or fiber).</p> <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> <p>If you anticipate connecting households, businesses, or CAIs at speeds of 100/20 Mbps or above, double count those connections when</p>
	Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 25/3 Mbps through TBCP funds	
	Number of Unserved Tribal Households connected to broadband infrastructure by wireless connection through TBCP funds	

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Question	Reporting Item	Instructions
	Number of Unserved Tribal Households connected to broadband infrastructure by fiber optic connection through TBCP funds	reporting the number connected at speeds of at least 25/3 Mbps. The number of connections of at least 25/3 Mbps should equal the number of wireless connections plus the number of fiber connections.
Recipients do not need to complete question 3b.		
3c. Unserved Tribal Households At or Below 150% of the Poverty Line	Number of Unserved Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure at speeds of at least 100/20 Mbps through TBCP funds	Example (3a): A TBCP recipient plans to deploy fixed wireless and fiber to connect previously unserved households in their service area. The households connected with fiber will receive speeds of over 100/20 Mbps, and the households connected via fixed wireless will get speeds of at least 25/3 Mbps. If 40 households will receive a fiber connection and 10 households will receive fixed wireless, complete section 3a as follows:
	Number of Unserved Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure at speeds of 25/3 Mbps through TBCP funds	
	Number of Unserved Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure by wireless connection through TBCP funds	
	Number of Unserved Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure by fiber optic connection through TBCP funds	
3d. Unserved Tribal Businesses	Number of Unserved Tribal Businesses connected to broadband infrastructure at speeds of at least 100/20 Mbps through TBCP funds	Note that the indicator for unserved households connected at speeds of at least 25/3 Mbps is 50. This equals the number connected by wireless connection (10) and fiber optic connection (40). Example (3d): In this example, the TBCP project plans to connect 15 unserved Tribal businesses through fiber optic connection at speeds of at least 100/20 Mbps.
	Number of Unserved Tribal Businesses connected to broadband infrastructure at speeds of at least 25/3 Mbps through TBCP funds	
	Number of Unserved Tribal Businesses connected to broadband infrastructure by wireless connection through TBCP funds	

PROJECTED NUMBER OF SUBSCRIBERS AND SPEED		Year 1 - Report Period Ending		Year 2 - Report Period Ending		Year 3 - Report Period Ending
SUBSCRIBER TYPE	SPEED TYPE	3/31/2022	9/30/2022	3/31/2023	9/30/2023	3/31/2024
3a. Unserved Tribal Households	Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 100/20 Mbps through TBCP funds	0	0	0	40	40
	Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 25/3 Mbps through TBCP funds	0	0	10	50	50
	Number of Unserved Tribal Households connected to broadband infrastructure by wireless connection through TBCP funds	0	0	10	10	10
	Number of Unserved Tribal Households connected to broadband infrastructure by fiber optic connection through TBCP funds	0	0	0	40	40

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Question	Reporting Item	Instructions																																																			
	Number of Unserved Tribal Businesses connected to broadband infrastructure by fiber optic connection through TBCP funds	Ten of the businesses will be connected in Year 3 in the report period ending 3/31/2024 and 15 will be connected in Year 3 in the report period ending 9/30/2024. Complete Section 3d as follows:																																																			
3e. Unserved Tribal Community Anchor Institutions (CAIs)	Number of Unserved Tribal CAIs connected to broadband infrastructure at speeds of at least 100/20 Mbps through TBCP funds	<table border="1"> <thead> <tr> <th colspan="2">PROJECTED NUMBER OF SUBSCRIBERS AND SPEED</th> <th colspan="2">Year 1 - Report Period Ending</th> <th colspan="2">Year 2 - Report Period Ending</th> <th colspan="2">Year 3 - Report Period Ending</th> <th>Year 4 - Report Period Ending</th> </tr> <tr> <th>SUBSCRIBER TYPE</th> <th>SPEED TYPE</th> <th>3/31/2022</th> <th>9/30/2022</th> <th>3/31/2023</th> <th>9/30/2023</th> <th>3/31/2024</th> <th>9/30/2024</th> <th>3/31/2025</th> </tr> </thead> <tbody> <tr> <td rowspan="4">3d. Unserved Tribal Businesses</td> <td>Number of Unserved Tribal Businesses connected to broadband infrastructure at speeds of at least 100/20 Mbps through TBCP funds</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>10</td> <td>15</td> <td>15</td> </tr> <tr> <td>Number of Unserved Tribal Businesses connected to broadband infrastructure at speeds of at least 25/3 Mbps through TBCP funds</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>10</td> <td>15</td> <td>15</td> </tr> <tr> <td>Number of Unserved Tribal Businesses connected to broadband infrastructure by wireless connection through TBCP funds</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Number of Unserved Tribal Businesses connected to broadband infrastructure by fiber optic connection through TBCP funds</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>10</td> <td>15</td> <td>15</td> </tr> </tbody> </table>	PROJECTED NUMBER OF SUBSCRIBERS AND SPEED		Year 1 - Report Period Ending		Year 2 - Report Period Ending		Year 3 - Report Period Ending		Year 4 - Report Period Ending	SUBSCRIBER TYPE	SPEED TYPE	3/31/2022	9/30/2022	3/31/2023	9/30/2023	3/31/2024	9/30/2024	3/31/2025	3d. Unserved Tribal Businesses	Number of Unserved Tribal Businesses connected to broadband infrastructure at speeds of at least 100/20 Mbps through TBCP funds	0	0	0	0	10	15	15	Number of Unserved Tribal Businesses connected to broadband infrastructure at speeds of at least 25/3 Mbps through TBCP funds	0	0	0	0	10	15	15	Number of Unserved Tribal Businesses connected to broadband infrastructure by wireless connection through TBCP funds	0	0	0	0	0	0	0	Number of Unserved Tribal Businesses connected to broadband infrastructure by fiber optic connection through TBCP funds	0	0	0	0	10	15	15
	PROJECTED NUMBER OF SUBSCRIBERS AND SPEED		Year 1 - Report Period Ending		Year 2 - Report Period Ending		Year 3 - Report Period Ending		Year 4 - Report Period Ending																																												
	SUBSCRIBER TYPE		SPEED TYPE	3/31/2022	9/30/2022	3/31/2023	9/30/2023	3/31/2024	9/30/2024	3/31/2025																																											
	3d. Unserved Tribal Businesses		Number of Unserved Tribal Businesses connected to broadband infrastructure at speeds of at least 100/20 Mbps through TBCP funds	0	0	0	0	10	15	15																																											
Number of Unserved Tribal Businesses connected to broadband infrastructure at speeds of at least 25/3 Mbps through TBCP funds		0	0	0	0	10	15	15																																													
Number of Unserved Tribal Businesses connected to broadband infrastructure by wireless connection through TBCP funds		0	0	0	0	0	0	0																																													
Number of Unserved Tribal Businesses connected to broadband infrastructure by fiber optic connection through TBCP funds		0	0	0	0	10	15	15																																													
Number of Unserved Tribal CAIs connected to broadband infrastructure at speeds of at least 25/3 Mbps through TBCP funds																																																					
Number of Unserved Tribal CAIs connected to broadband infrastructure by wireless connection through TBCP Funds																																																					
Number of Unserved Tribal CAIs connected to broadband infrastructure by fiber optic connection through TBCP funds																																																					

3.4 Section 4: Broadband Use & Adoption Key Indicators

Question	Reporting Item	Instructions
4a. Unserved Tribal Households	Number of Unserved Tribal Households passed/serviceable	<p>Complete section 4 by entering the number of units for each Beneficiary Type and Access Type according to project year and reporting period.</p> <p>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 reporting period in which the period of performance ends.</p> <p>When reporting 4a. <i>Number of Unserved Tribal Households passed/serviceable</i>, report the baseline number of households that are passed/serviceable in the</p>

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Question	Reporting Item	Instructions																							
	Number of previously unserved Tribal Households with new access through TBCP funds	<p>funded service area as of the start of your TBCP project. You do not need to complete this indicator for all semi-annual periods of your project.</p> <p><i>New access through TBCP funds</i> means a household, business, or CAI received access to qualifying broadband services (25/3 Mbps or greater) in an eligible service area for the first time (i.e., previously had no broadband connectivity or connectivity of less than 25/3 Mbps) through TBCP funds. This may be achieved through prepayment of broadband services, subsidies, etc.</p>																							
Recipients do not need to complete question 4b.																									
4c. Unserved Tribal Households At or Below 150% of the Poverty Line	<p>Number of Unserved Tribal Households At or Below 150% of the Poverty Line passed/serviceable</p> <p>Number of previously unserved Tribal Households At or Below 150% of the Poverty Line with new access through TBCP funds</p>	<p>Example (4a): In your service area, 100 homes are connected to broadband infrastructure but do not have qualifying service at speeds of at least 25/3 Mbps. If you anticipate that 80 unserved Tribal households will receive access to service via broadband subsidies in Year 1, in the report period ending 3/31/2022 and 20 unserved households will receive access to service in Year 1, in the report period ending 9/30/2022, complete Section 4a (Unserved Tribal Households) as follows:</p> <table border="1"> <thead> <tr> <th colspan="2">PROJECTED NUMBER OF SUBSCRIBERS AND SPEED</th> <th colspan="2">Year 1 - Report Period Ending</th> <th colspan="2">Year 2 - Report Period Ending</th> </tr> <tr> <th>BENEFICIARY TYPE</th> <th>ACCESS TYPE</th> <th>3/31/2022</th> <th>9/30/2022</th> <th>3/31/2023</th> <th>9/30/2023</th> </tr> </thead> <tbody> <tr> <td rowspan="2">4a. Unserved Tribal Households</td> <td>Number of Unserved Tribal Households passed/serviceable</td> <td>100</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number of previously unserved Tribal Households with new access through TBCP funds</td> <td>80</td> <td>100</td> <td>100</td> <td>100</td> </tr> </tbody> </table>	PROJECTED NUMBER OF SUBSCRIBERS AND SPEED		Year 1 - Report Period Ending		Year 2 - Report Period Ending		BENEFICIARY TYPE	ACCESS TYPE	3/31/2022	9/30/2022	3/31/2023	9/30/2023	4a. Unserved Tribal Households	Number of Unserved Tribal Households passed/serviceable	100				Number of previously unserved Tribal Households with new access through TBCP funds	80	100	100	100
PROJECTED NUMBER OF SUBSCRIBERS AND SPEED		Year 1 - Report Period Ending		Year 2 - Report Period Ending																					
BENEFICIARY TYPE	ACCESS TYPE	3/31/2022	9/30/2022	3/31/2023	9/30/2023																				
4a. Unserved Tribal Households	Number of Unserved Tribal Households passed/serviceable	100																							
	Number of previously unserved Tribal Households with new access through TBCP funds	80	100	100	100																				
4d. Unserved Tribal Businesses	<p>Number of Unserved Tribal Businesses passed/serviceable</p> <p>Number of previously unserved Tribal Businesses with new access through TBCP funds</p>																								
4e. Unserved Tribal Community Anchor Institutions	<p>Number of Unserved Tribal Community Anchor Institutions passed/serviceable</p> <p>Number of previously unserved Tribal Community Anchor Institutions with new access through TBCP funds</p>	<p>Example (4e): If you anticipate that 8 unserved Tribal CAIs will receive access to service in Year 1, in the report period ending 3/31/2022 and 2 unserved CAIs will receive access to service in Year 1, in the report period ending 9/30/2022, complete the second row of section 4e (Unserved Tribal CAIs) as follows:</p> <table border="1"> <thead> <tr> <th colspan="2">PROJECTED NUMBER OF SUBSCRIBERS AND SPEED</th> <th colspan="2">Year 1 - Report Period Ending</th> <th colspan="2">Year 2 - Report Period Ending</th> </tr> <tr> <th>BENEFICIARY TYPE</th> <th>ACCESS TYPE</th> <th>3/31/2022</th> <th>9/30/2022</th> <th>3/31/2023</th> <th>9/30/2023</th> </tr> </thead> <tbody> <tr> <td>4e. Unserved Tribal Community Anchor Institutions</td> <td>Number of previously unserved Tribal Community Anchor Institutions with new access through TBCP funds</td> <td>8</td> <td>10</td> <td>10</td> <td>10</td> </tr> </tbody> </table>	PROJECTED NUMBER OF SUBSCRIBERS AND SPEED		Year 1 - Report Period Ending		Year 2 - Report Period Ending		BENEFICIARY TYPE	ACCESS TYPE	3/31/2022	9/30/2022	3/31/2023	9/30/2023	4e. Unserved Tribal Community Anchor Institutions	Number of previously unserved Tribal Community Anchor Institutions with new access through TBCP funds	8	10	10	10					
PROJECTED NUMBER OF SUBSCRIBERS AND SPEED		Year 1 - Report Period Ending		Year 2 - Report Period Ending																					
BENEFICIARY TYPE	ACCESS TYPE	3/31/2022	9/30/2022	3/31/2023	9/30/2023																				
4e. Unserved Tribal Community Anchor Institutions	Number of previously unserved Tribal Community Anchor Institutions with new access through TBCP funds	8	10	10	10																				

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3.5 Section 5: Broadband Use & Adoption Demographic Indicators

Recipients do not need to complete section 5.

3.6 Section 6: Infrastructure Deployment, Planning, and Broadband Use & Adoption Workforce Indicators

Question	Reporting Item	Instructions
6a. Telework	Number of individuals with ability to telework prior to receiving TBCP grant funds	<p>Complete section 6 by entering the anticipated number of units for each Workforce indicator according to project year and reporting period.</p> <p>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 reporting period in which the period of performance ends.</p> <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 a broadband subsidy or by receiving CPE or an Internet-capable device) should be considered to have gained the ability to telework. Individuals receiving multiple project benefits (such as a broadband subsidy and Internet-capable device) should not be double counted.</p>
	Number of individuals with ability to telework after receiving TBCP grant funds	
6b. New Positions	Number of new positions created through TBCP funds	<p>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, be prepared to provide this information.</p> <p>Example (6a): In the Year 1 column titled “3/31/2022” of the first row of item 6a (Number of individuals with ability to telework prior to receiving TBCP 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>
	Number of new positions filled through TBCP funds	
6c. Participation in Workforce Development Trainings	Number of individuals who attended a TBCP-funded workforce development training event	

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Question	Reporting Item	Instructions																														
6d. Workforce Development Trainings	Number of workforce development training events held with TBCP funds	<table border="1" data-bbox="695 380 1455 638"> <thead> <tr> <th colspan="2" data-bbox="695 380 1240 474">WORKFORCE INDICATORS</th> <th colspan="2" data-bbox="1240 380 1455 474">Year 1 - Report Period Ending</th> </tr> <tr> <th data-bbox="695 474 943 558"></th> <th data-bbox="943 474 1240 558">QUESTIONS</th> <th data-bbox="1240 474 1346 558">3/31/2022</th> <th data-bbox="1346 474 1455 558">9/30/2022</th> </tr> </thead> <tbody> <tr> <td data-bbox="695 558 943 638">6a. Telework</td> <td data-bbox="943 558 1240 638">Number of individuals with ability to telework prior to receiving TBCP grant funds</td> <td data-bbox="1240 558 1346 638">10</td> <td data-bbox="1346 558 1455 638"></td> </tr> </tbody> </table> <p data-bbox="695 659 1455 894">Example (6c): If you anticipate that 2 workforce development trainings will be held in Year 1, in the reporting period ending 3/31/2022 and 2 workforce development trainings will be held in Year 1, in the reporting period ending 9/30/2022, complete item 6c (Participation in Workforce Development Trainings) as follows:</p> <table border="1" data-bbox="695 915 1455 1104"> <thead> <tr> <th colspan="2" data-bbox="695 915 1130 982">WORKFORCE INDICATORS</th> <th colspan="2" data-bbox="1130 915 1295 982">Year 1 - Report Period Ending</th> <th colspan="2" data-bbox="1295 915 1455 982">Year 2 - Report Period Ending</th> </tr> <tr> <th data-bbox="695 982 902 1050"></th> <th data-bbox="902 982 1130 1050">QUESTIONS</th> <th data-bbox="1130 982 1214 1050">3/31/2022</th> <th data-bbox="1214 982 1295 1050">9/30/2022</th> <th data-bbox="1295 982 1380 1050">3/31/2023</th> <th data-bbox="1380 982 1455 1050">9/30/2023</th> </tr> </thead> <tbody> <tr> <td data-bbox="695 1050 902 1104">6c. Participation in Workforce Development Trainings</td> <td data-bbox="902 1050 1130 1104">Number of individuals who attended a TBCP-funded workforce development training event</td> <td data-bbox="1130 1050 1214 1104">2</td> <td data-bbox="1214 1050 1295 1104">4</td> <td data-bbox="1295 1050 1380 1104">4</td> <td data-bbox="1380 1050 1455 1104">4</td> </tr> </tbody> </table>	WORKFORCE INDICATORS		Year 1 - Report Period Ending			QUESTIONS	3/31/2022	9/30/2022	6a. Telework	Number of individuals with ability to telework prior to receiving TBCP grant funds	10		WORKFORCE INDICATORS		Year 1 - Report Period Ending		Year 2 - Report Period Ending			QUESTIONS	3/31/2022	9/30/2022	3/31/2023	9/30/2023	6c. Participation in Workforce Development Trainings	Number of individuals who attended a TBCP-funded workforce development training event	2	4	4	4
WORKFORCE INDICATORS		Year 1 - Report Period Ending																														
	QUESTIONS	3/31/2022	9/30/2022																													
6a. Telework	Number of individuals with ability to telework prior to receiving TBCP grant funds	10																														
WORKFORCE INDICATORS		Year 1 - Report Period Ending		Year 2 - Report Period Ending																												
	QUESTIONS	3/31/2022	9/30/2022	3/31/2023	9/30/2023																											
6c. Participation in Workforce Development Trainings	Number of individuals who attended a TBCP-funded workforce development training event	2	4	4	4																											

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3.7 Section 7: Broadband Use & Adoption Educational Success Indicators

Question	Reporting Item	Instructions																
7a. Access to Online Learning	Number of individuals with ability to participate in online learning prior to receiving TBCP grant funds	<p>Complete section 7 by entering the anticipated number of units for each Educational Success indicator according to project year and reporting period.</p> <p>Once you reach the final number of units for each row, continue to enter the final figure for every subsequent cell in the row until you reach the end of the report period.</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 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.</p> <p>Note: In the first column of Year 1, within the first row (Number of individuals with ability to participate in online learning prior to receiving TBCP 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.</p> <p>Example (7a): If you anticipate that 50 individuals will gain access to online learning Year 1, in the reporting period ending 3/31/2022 and 50 individuals will gain access to online learning in Year 1, in the reporting period ending 9/30/2022, complete the second line item for 7a (Number of individuals with ability to participate in online learning <u>after</u> receiving TBCP grant funds) as follows:</p> <table border="1" data-bbox="695 1549 1445 1776"> <thead> <tr> <th colspan="2" rowspan="2">EDUCATIONAL SUCCESS INDICATORS</th> <th colspan="2">Year 1 - Report Period Ending</th> <th colspan="2">Year 2 - Report Period Ending</th> </tr> <tr> <th>3/31/2022</th> <th>9/30/2022</th> <th>3/31/2023</th> <th>9/30/2023</th> </tr> </thead> <tbody> <tr> <td>7a. Access to Online Learning</td> <td>Number of individuals with ability to participate in online learning after receiving TBCP grant funds</td> <td>50</td> <td>100</td> <td>100</td> <td>100</td> </tr> </tbody> </table>	EDUCATIONAL SUCCESS INDICATORS		Year 1 - Report Period Ending		Year 2 - Report Period Ending		3/31/2022	9/30/2022	3/31/2023	9/30/2023	7a. Access to Online Learning	Number of individuals with ability to participate in online learning after receiving TBCP grant funds	50	100	100	100
	EDUCATIONAL SUCCESS INDICATORS				Year 1 - Report Period Ending		Year 2 - Report Period Ending											
3/31/2022			9/30/2022	3/31/2023	9/30/2023													
7a. Access to Online Learning	Number of individuals with ability to participate in online learning after receiving TBCP grant funds	50	100	100	100													
	Number of individuals with ability to participate in online learning after receiving TBCP grant funds																	
Recipients do not need to complete section 7b.																		
Recipients do not need to complete section 7c.																		
Recipients do not need to complete section 7d.																		
7e. School Participation in Remote or Hybrid Learning	Number of schools engaged in remote or hybrid learning model through TBCP funds																	
7f. School Participation	Number of schools engaged in in-person																	

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Question	Reporting Item	Instructions
in In-Person Learning	learning model through TBCP funds	
Recipients do not need to complete section 7g.		

3.8 Section 8: Broadband Use & Adoption Telehealth Indicators

Question	Reporting Item	Instructions											
8a. Access to Telehealth Services	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 reporting period.</p> <p>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 reporting period in which the period of performance ends.</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 through TBCP funds (such as 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>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, be prepared to provide this information.</p>											
	Number of individuals with ability to participate in telehealth services after receiving TBCP grant funds	<p>8a: In the first column of Year 1, complete the first line 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> <table border="1" data-bbox="695 1627 1442 1822"> <thead> <tr> <th colspan="2">TELEHEALTH INDICATORS</th> <th colspan="2">Year 1 - Report Period Ending</th> </tr> <tr> <th></th> <th>QUESTIONS</th> <th>3/31/2022</th> <th>9/30/2022</th> </tr> </thead> <tbody> <tr> <td>8a. Access to Telehealth Services</td> <td>Number of individuals with ability to participate in telehealth services prior to receiving TBCP grant funds</td> <td></td> <td></td> </tr> </tbody> </table>	TELEHEALTH INDICATORS		Year 1 - Report Period Ending			QUESTIONS	3/31/2022	9/30/2022	8a. Access to Telehealth Services	Number of individuals with ability to participate in telehealth services prior to receiving TBCP grant funds	
TELEHEALTH INDICATORS		Year 1 - Report Period Ending											
	QUESTIONS	3/31/2022	9/30/2022										
8a. Access to Telehealth Services	Number of individuals with ability to participate in telehealth services prior to receiving TBCP grant funds												

Example (8a):

TBCP Reporting Guidance and Instructions
Baseline Report Instructions

Question	Reporting Item	Instructions												
		<p>If you anticipate that 50 individuals will gain access to telehealth services in the first column of Year 1 and 50 individuals will gain access to telehealth services in the second column of Year 1, complete the second line of item 8a (Number of individuals with ability to participate in telehealth service after receiving TBCP grant funds) as follows:</p> <table border="1"> <thead> <tr> <th colspan="2">TELEHEALTH INDICATORS</th> <th colspan="2">Year 1 - Report Period Ending</th> </tr> <tr> <th></th> <th>QUESTIONS</th> <th>3/31/2022</th> <th>9/30/2022</th> </tr> </thead> <tbody> <tr> <td>8a. Access to Telehealth Services</td> <td>Number of individuals with ability to participate in telehealth service after receiving TBCP grant funds</td> <td>50</td> <td>100</td> </tr> </tbody> </table> <p>All ensuing cells through the Year and reporting period of the end of your Period of Performance: 100</p>	TELEHEALTH INDICATORS		Year 1 - Report Period Ending			QUESTIONS	3/31/2022	9/30/2022	8a. Access to Telehealth Services	Number of individuals with ability to participate in telehealth service after receiving TBCP grant funds	50	100
TELEHEALTH INDICATORS		Year 1 - Report Period Ending												
	QUESTIONS	3/31/2022	9/30/2022											
8a. Access to Telehealth Services	Number of individuals with ability to participate in telehealth service after receiving TBCP grant funds	50	100											
Recipients do not need to complete section 8b.														
Recipients do not need to complete section 8c.														

3.9 Section 9: Broadband Use & Adoption Digital Inclusion Indicators

Question	Reporting Item	Instructions
Recipients do not need to complete section 9a.		
9b. Digital Literacy Trainings	Number of digital literacy training events held with TBCP funds	Complete section 9 by entering the anticipated number of units for each Digital Inclusion indicator according to project year and reporting period.
9c. Tribal Programs Transitioned to Online Platform	Number of Tribal programs transitioned to online platform with TBCP funds	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 reporting period in which the period of performance ends.
Recipients do not need to complete section 9d.		
Recipients do not need to complete section 9e.		
Recipients do not need to complete section 9f.		

TBCP Reporting Guidance and Instructions
Baseline Report Instructions

3.10 Section 10: Broadband Use & Adoption Type of Internet Devices

Question & Reporting Item	Instructions												
<p>10. Internet Devices</p>	<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>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> <p>Add additional rows as needed. If you select “Other” include a description of the device in the Total Cost column.</p> <p>Example (10): 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> <table border="1" data-bbox="618 1234 1398 1381"> <thead> <tr> <th colspan="4">BROADBAND USE & ADOPTION TYPE OF INTERNET DEVICES</th> </tr> <tr> <th></th> <th>Device Type</th> <th>Number of Devices</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Tablet</td> <td>50</td> <td>\$15,000.00</td> </tr> </tbody> </table>	BROADBAND USE & ADOPTION TYPE OF INTERNET DEVICES					Device Type	Number of Devices	Total Cost	10	Tablet	50	\$15,000.00
BROADBAND USE & ADOPTION TYPE OF INTERNET DEVICES													
	Device Type	Number of Devices	Total Cost										
10	Tablet	50	\$15,000.00										

3.11 Section 11: Infrastructure Deployment, Planning, and Broadband Use & Adoption Type of Collaborators

Question & Reporting Item	Instructions
<p>11. Collaborators</p>	<p>Cumulatively list all contractors, subrecipients, and unfunded collaborators you anticipate involving in your TBCP project.</p> <p>Fill in all columns for each collaborator. Insert additional rows as needed to ensure you list all collaborators.</p>

TBCP Reporting Guidance and Instructions
Performance (Technical) Report Instructions

4. Performance (Technical) Report Instructions

Project Type	Sections to Complete
UA Projects	General, 4–11, 13, Certification
ID Projects	General, 1–3, 6, 11-12, 14 ¹ , Certification
Planning Projects	General, 1–2, 6, 11-12, Certification

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

- When completing the Performance (Technical) Report, your first step should be to select your project type from the yellow dropdown at the top of the report form.
- Unless indicated, report all information **cumulatively** from award inception to the end of the semi-annual reporting period.
- 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 words to view the definition of key terms.

4.1 Section 1: Infrastructure and Planning Project Milestone Categories

Question & Reporting Item	Instructions
1a. Overall Project	<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>In the Narrative column, provide a brief description (100 words or less) of the primary activities involved in meeting project milestones. The activities described should encompass all previous reporting periods. If your percent completion differs from the percent completion projections in your Baseline Report or subsequent written updates to your FPO, explain the reasons for this variance.</p>
1b. Environmental Assessment	
1c. Network Design	
1d. Rights Of Way	
1e. Construction Permits and Other Approvals	
1f. Site Preparation	
1g. Equipment Procurement	
1h. Network Build (all components - owned, leased, Indefeasible Rights of Use, etc.)	
1i. Equipment Deployment	
1j. Network Testing	

¹ ID recipients only need to complete section 14 when submitting their final Performance (Technical) Report during closeout.

TBCP Reporting Guidance and Instructions
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Question & Reporting Item	Instructions
1k. Other (please specify)	If necessary, add any additional milestones here. Include the name of the milestone in the “please specify” parenthesis. If you have multiple “Other” milestones, please add additional rows for each milestone. The additional milestones should match line 1k. of the Baseline Report.
1l. Please describe significant project accomplishments during this reporting period funded through TBCP grant.	List and describe major project achievements during the reporting period in 600 words or less.
1m. Please describe any challenges to achieving project accomplishments during this reporting period funded through TBCP grant.	List and describe any challenges your organization experienced during the reporting period in 600 words or less.

4.2 Section 2: Infrastructure Deployment Network Build Progress

Question & Reporting Item	Instructions
2a. Number of new fiber miles (aerial or underground) with TBCP funds	<p>In the Total column, enter the total number for each network build indicator.</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. The activities described should encompass all previous reporting periods. If there is variance from the completion projections in your Baseline Report or subsequent written updates to your FPO, explain the reason.</p>
2b. Number of fiber miles leased with TBCP funds	
2c. Number of existing fiber miles upgraded with TBCP funds	
2d. Number of new wireless links created through TBCP funds	
2e. Number of new towers constructed with TBCP funds	
2f. Number of new interconnection points created through TBCP funds	
2g. Number of signed agreements with broadband wholesalers or last mile provider from TBCP funds	
2h. Number of potential agreements (<i>i.e.</i> , agreements currently being negotiated) with broadband wholesalers or last mile providers from TBCP funds	

TBCP Reporting Guidance and Instructions
Performance (Technical) Report Instructions

Question & Reporting Item	Instructions
(This number should NOT be reported cumulatively)	In the Narrative column, provide a brief description (100 words or less) of the potential agreements.
2i. Obtained licenses : 2.5 (EBS), 3.5 (CBRS) from TBCP funds	In the Total column, indicate the total number of licenses obtained during the project period as of the end of the reporting period. In the Narrative column, provide a brief description (100 words or less) of the obtained licenses.
2j. Other (please specify)	If necessary, add additional key indicators of network build progress here. Include the name of the indicator in the “please specify” parenthesis. If you have multiple “Other” indicators, insert additional rows for each indicator. The additional indicators should match line 2j. of the Baseline Report.

4.3 Section 3: Infrastructure Deployment Key Indicators

Question	Reporting Item	Instructions
3a. Unserviced Tribal Households	Number of Unserviced Tribal Households connected to broadband infrastructure at speeds of at least 100/20 Mbps through TBCP funds	<p>In the Total column, enter the total number for each subscriber and access type.</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 Report or subsequent written updates to your FPO, explain the reason.</p> <p>Note: Tribal Households at or Below 150% of the Poverty Line should match what you submitted with your application materials.</p> <p>Example (3a): In this example, it is the fourth semi-annual period of the award. Previously, 40 homes were connected at speeds of 25/3 Mbps via fixed wireless. At the end of the current reporting period, 20 additional homes received connections at speeds over 100/20</p>
	Number of Unserviced Tribal Households connected to broadband infrastructure at speeds of at least 25/3 Mbps through TBCP funds	
	Number of Unserviced Tribal Households connected to broadband infrastructure by wireless connection through TBCP funds	
	Number of Unserviced Tribal Households connected to broadband infrastructure by fiber optic connection through TBCP funds	

TBCP Reporting Guidance and Instructions
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Question	Reporting Item	Instructions																
Recipients do not need to complete question 3b.		Mbps via fiber. Complete question 3a as follows:																
<p>3c. Unservd Tribal Households At or Below 150% of the Poverty Line</p>	<p>Number of Unserved Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure at speeds of at least 100/20 Mbps through TBCP funds</p> <p>Number of Unserved Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure at speeds of 25/3 Mbps through TBCP funds</p> <p>Number of Unserved Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure by wireless connection through TBCP funds</p> <p>Number of Unserved Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure by fiber optic connection through TBCP funds</p>	<table border="1" data-bbox="816 464 1403 1108"> <thead> <tr> <th colspan="3" data-bbox="816 464 1403 499">PROJECTED NUMBER OF SUBSCRIBERS AND SPEED</th> </tr> <tr> <th data-bbox="816 499 1029 548">SUBSCRIBER TYPE</th> <th data-bbox="1029 499 1208 548">SPEED TYPE</th> <th data-bbox="1208 499 1403 548">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="816 548 1029 695" rowspan="2">3a. Unserved Tribal Households</td> <td data-bbox="1029 548 1208 695">Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 100/20 Mbps through TBCP funds</td> <td data-bbox="1208 548 1403 695">20</td> </tr> <tr> <td data-bbox="1029 695 1208 831">Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 25/3 Mbps through TBCP funds</td> <td data-bbox="1208 695 1403 831">60</td> </tr> <tr> <td data-bbox="816 831 1029 978" rowspan="2">3a. Unserved Tribal Households</td> <td data-bbox="1029 831 1208 978">Number of Unserved Tribal Households connected to broadband infrastructure by wireless connection through TBCP funds</td> <td data-bbox="1208 831 1403 978">40</td> </tr> <tr> <td data-bbox="1029 978 1208 1108">Number of Unserved Tribal Households connected to broadband infrastructure by fiber optic connection through TBCP funds</td> <td data-bbox="1208 978 1403 1108">20</td> </tr> </tbody> </table> <p data-bbox="816 1129 1414 1289">Note that the indicator for unserved households connected at speeds of at least 25/3 Mbps is 50. This equals the number connected by wireless connection (10) and fiber optic connection (40).</p>	PROJECTED NUMBER OF SUBSCRIBERS AND SPEED			SUBSCRIBER TYPE	SPEED TYPE	Total	3a. Unserved Tribal Households	Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 100/20 Mbps through TBCP funds	20	Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 25/3 Mbps through TBCP funds	60	3a. Unserved Tribal Households	Number of Unserved Tribal Households connected to broadband infrastructure by wireless connection through TBCP funds	40	Number of Unserved Tribal Households connected to broadband infrastructure by fiber optic connection through TBCP funds	20
PROJECTED NUMBER OF SUBSCRIBERS AND SPEED																		
SUBSCRIBER TYPE	SPEED TYPE	Total																
3a. Unserved Tribal Households	Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 100/20 Mbps through TBCP funds	20																
	Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 25/3 Mbps through TBCP funds	60																
3a. Unserved Tribal Households	Number of Unserved Tribal Households connected to broadband infrastructure by wireless connection through TBCP funds	40																
	Number of Unserved Tribal Households connected to broadband infrastructure by fiber optic connection through TBCP funds	20																
<p>3d. Unservd Tribal Businesses</p>	<p>Number of Unserved Tribal Businesses connected to broadband infrastructure at speeds of at least 100/20 Mbps through TBCP funds</p> <p>Number of Unserved Tribal Businesses connected to broadband infrastructure at speeds of at least 25/3 Mbps through TBCP funds</p> <p>Number of Unserved Tribal Businesses connected to broadband infrastructure by wireless connection through TBCP funds</p> <p>Number of Unserved Tribal Businesses connected to</p>																	

TBCP Reporting Guidance and Instructions
Performance (Technical) Report Instructions

Question	Reporting Item	Instructions
	broadband infrastructure by fiber optic connection through TBCP funds	
3e. Unserved Tribal Community Anchor Institutions	Number of Unserved Tribal Community Anchor Institutions connected to broadband infrastructure at speeds of at least 100/20 Mbps through TBCP funds	
	Number of Unserved Tribal Community Anchor Institutions connected to broadband infrastructure at speeds of at least 25/3 Mbps through TBCP funds	
	Number of Unserved Tribal Community Anchor Institutions connected to broadband infrastructure by wireless connection through TBCP funds	
	Number of Unserved Tribal Community Anchor Institutions connected to broadband infrastructure by fiber optic connection through TBCP funds	

4.4 Section 4: Broadband Use & Adoption Key Indicators

Question	Reporting Item	Instructions
4a. Unserved Tribal Households	Number of previously unserved Tribal Households with new access through TBCP funds	In the Total column, enter the total number for each beneficiary type and access type.
Recipients do not need to complete question 4b.		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 Report or subsequent written updates to your FPO, explain the reason.
4c. Unserved Tribal Households At or Below 150% of the Poverty Line	Number of previously unserved Tribal Households At or Below 150% of the Poverty Line with new access through TBCP funds	

TBCP Reporting Guidance and Instructions
Performance (Technical) Report Instructions

Question	Reporting Item	Instructions
4d. Unserved Tribal Businesses	Number of previously unserved Tribal Businesses with new access through TBCP funds	
4e. Unserved Tribal Community Anchor Institutions	Number of previously unserved Tribal Community Anchor Institutions with new access through TBCP funds	

4.5 Section 5: Broadband Use & Adoption Demographic Indicators

Recipients do not need to complete section 5.

4.6 Section 6: Infrastructure Deployment, Planning, and Broadband Use & Adoption Workforce Indicators

Question	Reporting Item	Instructions
6a. Telework	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.</p> <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 Report or subsequent written updates to your FPO, explain the reason.</p> <p>For 6b: New Positions, describe in the Narrative column how many of the new positions created or filled are Tribal.</p>
6b. New Positions	Number of new positions created through TBCP funds	
	Number of new positions filled through TBCP funds	
6c. Participation in Workforce Development Trainings	Number of individuals who attended a TBCP-funded workforce development training event	
6d. Workforce Development Trainings	Number of workforce development training events held with TBCP fund	

TBCP Reporting Guidance and Instructions
Performance (Technical) Report Instructions

4.7 Section 7: Broadband Use & Adoption Educational Success Indicators

Question	Reporting Item	Instructions
7a. Access to Online Learning	Number of individuals with ability to participate in online learning after 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.</p> <p>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 Report or subsequent updates to your FPO, explain the reason.</p>
Recipients do not need to complete question 7b.		
Recipients do not need to complete question 7c.		
Recipients do not need to complete question 7d.		
7e. School Participation in Hybrid Learning	Number of schools engaged in remote or hybrid learning model through TBCP funds	
7f. School Participation in In-Person Learning	Number of schools engaged in in-person learning model through TBCP funds	
Recipients do not need to complete question 7g.		

4.8 Section 8: Broadband Use & Adoption Telehealth Indicators

Question	Reporting Item	Instructions
8a. Access to Telehealth Services	Number of individuals with ability to participate in telehealth services after 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.</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 Report or subsequent updates to your FPO, explain the reason.</p>
Recipients do not need to complete question 8b.		
Recipients do not need to complete question 8c.		

TBCP Reporting Guidance and Instructions
Performance (Technical) Report Instructions

4.9 Section 9: Broadband Use & Adoption Digital Inclusion Indicators

Question	Reporting Item	Instructions
Recipients do not need to complete question 9a.		
9b. Digital Literacy Trainings	Number of digital literacy training events held with TBCP funds	In the Total column, list the total number for each digital inclusion indicator as of the end of the reporting period.
9c. Tribal Programs Transitioned to Online Platform	Number of Tribal programs transitioned to online platform with TBCP funds	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 Report or subsequent written updates to your FPO, explain the reason.
Recipients do not need to complete question 9d.		
Recipients do not need to complete question 9e.		
Recipients do not need to complete question 9f.		

4.10 Section 10: Broadband Use & Adoption Type of Internet Devices

Question & Reporting Item	Instructions
10. Internet Devices	<p>Describe the Internet Devices that you acquired with TBCP funds cumulatively from award inception through the end of the 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>

TBCP Reporting Guidance and Instructions
Performance (Technical) Report Instructions

4.11 Section 11: Infrastructure Deployment, Planning, and Broadband Use & Adoption Type of Collaborators

Question & Reporting Item	Instructions
11. Collaborators	<p>Cumulatively list all contractors, subrecipients, and unfunded collaborators involved in your TBCP project as of the end of the reporting period.</p> <p>Fill in all columns for each collaborator. Insert additional rows as needed to ensure you list all collaborators.</p>

4.12 Section 12: Infrastructure Deployment Budget Execution Details

Question & Reporting Item	Instructions
12a. Administrative and legal expenses	<p>In the Actual Budget column, record the budgeted totals from your most recently approved SF-424C.</p> <p>In the Total Funds Expended column, list the amount of grant funds expended to date for each cost category.</p> <p>Subtotal is automatically calculated as the sum of 12a. through 12k.</p> <p>Totals is automatically calculated as the sum of Subtotal + 12l. The Total Funds Expended column should match your SF-425 for the same semi-annual period under question 10e. Federal Share of Expenditures.</p>
12b. Land, structures, rights-of way, appraisals, etc.	
12c. Relocation expenses and payments	
12d. Architectural and engineering fees	
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	
Totals	

TBCP Reporting Guidance and Instructions
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4.13 Section 13: Broadband Use & Adoption Budget Execution Details

Question & Reporting Item	Instructions
13a. Personnel	In the Actual Budget column, record the budgeted totals from your most recently approved SF-424C.
13b. Fringe Benefits	
13c. Travel	In the Total Funds Expended column, list the amount of grant funds expended to date for each cost category.
13d. Equipment	
13e. Supplies	
13f. Contractual	
13g. Construction	13i. Total Direct Charges is automatically calculated by the report as the sum of 13a. through 13h.
13h. Other	
13i. Total Direct Charges (sum of 13a–13h)	13k. Totals is automatically calculated by the report as the sum of Total Direct Charges + 13j.
3j. Indirect Charges	
13k. Total (sum of 13i+13j)	
	13k. Total Funds Expended should match your SF-425 for the same semi-annual period under question 10e. Federal Share of Expenditures.

4.14 Section 14: Infrastructure Deployment Other Indicators

Note: You only need to complete Section 14 if you are submitting your final Performance (Technical) Report, due during your 120 day closeout period.

Question	Reporting Item	Instructions
14a. Maximum available speed upon project completion	What is the maximum available speeds for Tribal Households in your eligible area?	Provide the maximum download and upload speed available as a result of TBCP activities in Mbps for the Tribal households, businesses, and CAIs in your funded service area. Report the information as of the report date.
	What is the maximum available speeds for Tribal Businesses in your eligible area?	
	What is the maximum available speeds for Tribal CAIs in your eligible area?	Note that “eligible area” is the same as your application proposed service area.

TBCP Reporting Guidance and Instructions
Annual Report Instructions

5. Annual Report Instructions

Project Type	Sections to Complete
Projects <u>without</u> an infrastructure build component	General, 1, 3-8, Certification
Projects <u>with</u> an infrastructure build component	General, 1, 3-13, Certification, Addendums A-C

General reminders as you fill out the Annual Report:

- When completing the Annual Report, your **first** step should be to select “Yes or No” from the “Does your project contain an infrastructure build component?” dropdown.
- Infrastructure Deployment projects that provided broadband service in the reporting period must also submit shapefiles with their report in eRA Commons.

Question	Reporting Item	Instructions
1	Provide the total number of project locations (Tribal households, businesses, and community anchor institutions) that your organization provided qualifying broadband service to using grant funds.	<p>List the total number of project locations your organization provided qualifying broadband service to using grant funds. Qualifying broadband service means broadband at speeds of at least 25/3 Mbps.</p> <p>Infrastructure Deployment projects must complete question 1 and attach associated shapefiles for their proposed service area.</p> <p>Use & Adoption projects are not required to provide shapefiles but must complete question 1.</p> <p>Planning projects may enter “NA”.</p>
Recipients do not need to complete question 2.		
3	List all <u>contractors</u> that received grant funds and briefly explain what the funds were used for. Report this item cumulatively from the start of the award through the end of the annual report period captured in this report.	<p>List every contractor that received grant funds for the purpose of obtaining goods and services. Describe what grant funds were expended on.</p> <p>The contractor(s) listed in your Annual Report should match the contractors listed in the most recent Performance (Technical) Report.</p> <p>If your project does not include contractors, write “NA”.</p>

TBCP Reporting Guidance and Instructions
Annual Report Instructions

Question	Reporting Item	Instructions
4	Describe how the recipient organization expended grant funds. Report this item cumulatively from the start of the award through the end of the annual report period captured in this report.	List what grant funds were expended on by the recipient during the reporting period.
5	List all subrecipients that received grant funds and briefly explain what the funds were used for. Report this item cumulatively from the start of the award through the end of the annual report period captured in this report.	List every subrecipient that received a subaward to carry out part of the award. Describe what grant funds were expended on. The subrecipient(s) listed in your Annual Report should match the contractors listed in the most recent Performance (Technical) Report. If your project does not include subrecipients, write “NA”.
6	Describe any challenges your organization experienced while conducting your TBCP project during the past annual report period. Explain how you addressed those challenges.	Describe any challenges to completing your project experienced during the past annual reporting period.
7	Describe how your organization met and maintained broadband requirements, as outlined in the TBCP FY 2021 NOFO purpose areas below. Infrastructure Deployment: Broadband infrastructure deployment, including (but not limited to) 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: 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	Describe whether or not your organization met and maintained broadband requirements, as outlined in the TBCP FY 2021 Notice of Funding Opportunity (NOFO) .

TBCP Reporting Guidance and Instructions
Annual Report Instructions

Question	Reporting Item	Instructions
	studies as part of the necessary steps to develop a technological solution for broadband deployment.	
8	Describe all project achievements during the reporting period.	List and describe major achievements during the past annual reporting period.
9	INFRASTRUCTURE DEPLOYMENT PROJECTS: Using the Excel spreadsheet template titled "TBCP Reports Addendum A", please provide an updated count of Households within each of the eligible census block groups along with their Location ID that you connected to your network.	<p>The addendums are located on the Excel tabs titled "TBCP Reports Addendum A, B, and C".</p> <p>The locations should match and conform to the FCC Broadband Serviceable Location (BSL) Fabric, which is a unique identifier for the geographic coordinates, and where available, the address(es) associated with each location. Refer to the FCC Broadband Data Collection Help Center for detailed instructions on how to report on households, businesses and CAIs.</p>
10	INFRASTRUCTURE DEPLOYMENT PROJECTS: Using the Excel spreadsheet template titled "TBCP Reports Addendum B", please provide an updated count of Tribal Businesses within each of the eligible census block groups along with their Location ID that you connected to your network.	<p>For each household, business, or CAI, list their FCC-issued Location ID, address (where available), geographic coordinates (latitude and longitude), census block group (census tract), and number of units.</p>
11	INFRASTRUCTURE DEPLOYMENT PROJECTS: Using the Excel spreadsheet template titled "TBCP Reports Addendum C", please provide an updated count of Community Anchor Institutions (CAIs) within each of the eligible census block groups along with their Location ID that you connected to your network.	<p>If a location does not have an address, leave the address fields blank.</p> <p>The locations should match and conform to the FCC Broadband Serviceable Location (BSL) Fabric. Awardees should use the latest version of the FCC BSL Fabric at the time of submission of the report. If a location ID is not available, either due to a pending Fabric challenge or the location not being listed as a BSL, mark the location ID as NA. All locations must still include address,</p>



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Question	Reporting Item	Instructions
		geographic coordinates, census block groups, and number of units. Add additional rows as needed.

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6. Glossary of Report Terms and Definitions

Reporting Item	Definition
Ability to Participate in Telehealth Services	An individual may be considered able to access telehealth if they receive a broadband connection (which could be used to access telehealth services).
Access	The ability of individuals to connect to the Internet via a device. This includes both fixed broadband technologies and wireless broadband technologies.
Access to Telehealth Services	The number of individuals enrolled in telehealth services for the first time.
Agreement	A collaborative and legally binding arrangement between two parties.
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.
Census Block Group	Referred to as a census tract by the FCC. A defined geographic region used for reporting broadband access data to the FCC Broadband Data Collection (BDC) map. For more information, see the BDC Data Specifications for Biannual Submission of Subscription, Availability, and Supporting Data .
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.
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	Definition
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> <ul 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.
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 Tribal households, businesses, or community anchor institutions that the project has the potential to serve.</p>
Environmental Assessment (EA)	<p>A review of all elements required for conforming to the National Environmental Policy Act (NEPA) Review Process. The EA determines whether 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 impacts of the proposed actions and alternatives, and a listing of agencies and persons consulted.</p>
Equipment	<p>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.</p>
Equipment Deployment	<p>All activities associated with the installation of equipment purchased as part of your TBCP project.</p>



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Reporting Item	Definition
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.
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.
In-Person Learning	Classroom instruction that is entirely in-person.
Interconnection Points	Any physical connection points where traffic is routed from one network to another. An interconnection point occurs when you connect middle mile to the backhaul.
Internet Device	A device 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.
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.
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.



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Reporting Item	Definition
Network Build	The architecture and design of the overall planned broadband network to be deployed.
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.
New Access	The cumulative number of Tribal subscribers receiving access to qualifying broadband services (25/3 Mbps or greater) in an eligible service area for the first time (i.e., previously had no broadband connectivity or connectivity of less than 25/3 Mbps) due to TBCP funds. For example, a household with 12/1 Mbps who is upgraded to 25/3 with TBCP funds would count as “new access”.
New Position	A position 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 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.

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Reporting Item	Definition
NOFO Purpose Areas	<p>The purpose areas are listed below and in section A.1. of the FY 2021 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. <p>The TBCP FY 2021 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.</p>
Obtained Licenses	<p>Cumulative number for licenses for the electromagnetic spectrum obtained, includes EBS (Educational Broadband Service) and CBRS (Citizens Broadband Radio Service).</p>
Other Entities	<p>Tribally-owned or operated organizations and/or institutions that are not Native American household; examples include businesses, community anchor institutions, health centers, schools, etc.</p>
Passed/ Serviceable	<p>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).</p>
Potential Agreements	<p>Agreements currently in negotiation with broadband wholesalers and/or last mile providers.</p>
Procurement	<p>The act of buying goods and services for the purpose of carrying out project activities.</p>

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Reporting Item	Definition
Qualifying Broadband Service	<p>Broadband service with:</p> <ul style="list-style-type: none"> (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. <p>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.</p>
Remote or Hybrid Learning	Classroom instruction that is entirely or partially virtual.
Rights of Way	All activities associated with identifying and finalizing right-of-way agreements.
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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Reporting Item	Definition
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.
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, and/or Native Hawaiian support organizations like schools, libraries, medical and healthcare 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	A household with at least one household member that is Native American, Alaska Native, and/or Native Hawaiian within the proposed funded service area.



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Reporting Item	Definition
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.
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.