TBCP | Report Forms Webinar

Planning Projects

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Disclaimer

This resource is intended solely to assist grant recipients in better understanding the Tribal Broadband Connectivity Program (TBCP) and the requirements set forth in the Notice of Funding Opportunity (NOFO) for this program. This resource does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the terms and conditions of the award, or the specific application requirements set forth in the NOFO. In all cases, statutory and regulatory mandates, the terms and conditions of the award, the requirements set forth in the NOFO, and follow-on policies and guidance, shall prevail over any inconsistencies contained in this resource.
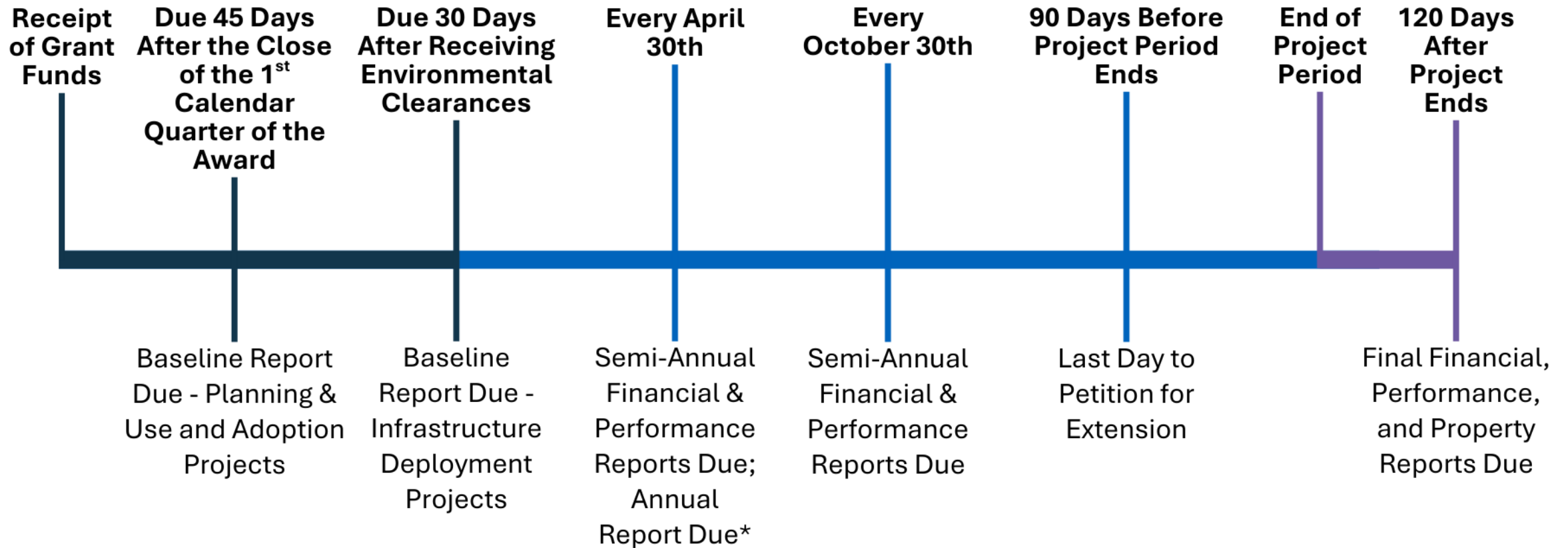
INTRODUCTION

TBCP I Planning

Overview

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

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Report Timeline

Receipt of Grant Funds
Baseline Report Due - Planning & Use and Adoption Projects

Due 45 Days After the Close of the 1st Calendar Quarter of the Award

Due 30 Days After Receiving Environmental Clearances
Baseline Report Due - Infrastructure Deployment Projects

Every April 30th
Semi-Annual Financial & Performance Reports Due; Annual Report Due*

Every October 30th
Semi-Annual Financial & Performance Reports Due

90 Days Before Project Period Ends
Last Day to Petition for Extension

End of Project Period

120 Days After Project Ends
Final Financial, Performance, and Property Reports Due

*Prior to April 30, 2026, Annual Reports were due one year after receipt of grant funds and annually thereafter

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Baseline Reports Overview

Key Highlights of the Baseline Report

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

- Baseline Reports are one-time reports. However, if you request a No-Cost Extension you will be required to submit an updated Baseline Report reflecting the additional time.

Submission

- Grant recipients must submit the Baseline Report via eRA Commons as an "Other" Revision Request (RR).

- An Excel version of the report is required. If the Excel version is unsigned, a signed version must also be submitted as a flattened PDF.

Due Date

- Due: 45 calendar days after the close of the first calendar year quarter of the award.

Calendar Quarter End Date:	March 31	June 30	September 30	December 31
Baseline Due Date (45 calendar days after):	May 15	August 14	November 14	February 14

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Semi-Annual Performance (Technical) Reports Overview

Key Highlights of the Performance (Technical) Report

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

Submission

- Grant recipients must submit report via eRA Commons Terms and Condition Module (TCM) as a Performance Progress Report (PPR).
- An Excel version of the report is required. If the Excel version is unsigned, a signed version must also be submitted as a flattened PDF.

Due Date

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

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Annual Report Overview

Key Highlights of the Annual Report

- The Annual Report describes how funds were expended, certifies that the grant recipient and any contractors complied with all requirements, and identifies each subrecipient (if applicable) that received a subgrant with description of the specific project.

- The FCC and USDA will be provided with information from the Annual Report.

- Annual Reports are transmitted to Congress and are thus considered **public information**.

Submission

- Grant recipients must submit the Annual Report via eRA Commons as an "Other" RR.

- An Excel version of the report is required. If the Excel version is unsigned, a signed version must also be submitted as a flattened PDF.

Due Date

- Prior to April 30, 2026: Due no later than one year after receiving grant funds; and annually thereafter.

- Beginning April 30, 2026: Annual Reports will be due every April 30.

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Overall Baseline Report Tips

- Utilize your application Project Narrative when completing the Baseline Report.
- Refer to the TBCP Reporting Guidance and Instructions document for detailed instructions and definitions of key terms.
- When completing the Baseline Report, first select your project type from the dropdown menu then populate all open fields.
- Enter anticipated figures according to project year and period and report cumulatively. Once a column reaches 100% or the final total, continue to put 100% or the final number for all remaining periods.
- If an indicator does not apply to your project, write "NA".

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How to Complete the Baseline Report (General)

General contact information for your organization that matches the information in SAM.gov

Select Project Type Below

Planning

Information entered must match your Notice of Award (when applicable) and SAM.gov

Award Number

TRIBAL BROADBAND CONNECTIVITY PROGRAM BASELINE REPORT

GENERAL INFORMATION

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

Period of Performance dates must match what is listed in the Notice of Award (NoA)

Date submitted to eRA Commons

Only the UEI Number will be accepted

The Baseline Report Period Start and End Dates should match your period of performance

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Example Notice of Award (NoA)

Department of Commerce
National Telecom and Information Administration (NTIA)
Tribal Broadband Connectivity Program Office (TBCPO)

Notice of Award (NoA)
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RECIPIENT INFORMATION	FEDERAL AWARD INFORMATION
1. Recipient Name ▮▮▮▮▮▮▮▮	**10. Award Number / FAIN** ▮▮▮▮▮▮▮▮
2. Congressional District of Recipient ▮	**11. Award Type** Grant
3. Employer Identification Number (EIN) ▮▮▮▮	**12. Period of Performance Start Date & End Date** ▮▮▮▮▮▮▮▮
4. UEI ▮▮▮▮▮	**13. Federal Share of Cost** ▮▮▮
5. Recipient Point of Contact ▮▮▮▮▮	**14. Recipient Share of Cost** ▮
6. Authorized Official ▮▮▮▮	**15. Total Federal and Recipient Cost** ▮▮▮
	16. Opportunity Number NTIA-ICG-TBCP▮▮▮▮

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How to Determine your Baseline Report Periods

Federal Fiscal Year Reporting Period

October 1–March 31

April 1–September 30

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

Columns

The pre-populated date at the top of each column reflects the **end date** for that reporting period.

In the first column under Year 1, the table shows either September 30 or March 31, whichever occurs first in your **period of performance**. The Notice of Award specifies your project's period of performance.

Example

For example, in the screenshot on the next slide, 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.

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Example Baseline Report Periods

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

		Period of Performance End Date (MM/DD/YYYY):	
Period of Performance Start Date (MM/DD/YYYY):	11/1/2022		10/31/2025
Report Period Start Date (MM/DD/YYYY):	11/01/2022	Report Period End Date (MM/DD/YYYY):	10/31/2025

BROADBAND USE & ADOPTION AND INFRASTRUCTURE MILESTONES/KEY INDICATORS

The date should be after 2020.

INFRASTRUCTURE DEPLOYMENT AND PLANNING PROJECT MILESTONE CATEGORIES

Use the following table to indicate the anticipated percent completion for all **Infrastructure Deployment** and/or **Planning** activities. Throughout this report, the dates at the top of each section correspond with **report period end dates**. In each column, provide the expected completion figures for the previous six months. For example, if the date at the top of a column is 9/30/2024, that column should include anticipated completion data for the report period 4/1/2024 through 9/30/2024. Repeat this process for all report periods of your project. Note that the initial and final report periods for your project may not equal a full six months.

Report this information **cumulatively** for all applicable project periods. Each row should end with 100% completion. Once the 100% mark is reached, continue to enter 100% for each subsequent cell in the row until you reach the Year and Period in which your project's period of performance ends. For additional explanation, see the Reporting Guidance and Instructions document.

For the purposes of this section, **equipment procurement** refers to activities associated with identifying and procuring necessary equipment for your project. **Equipment deployment** refers to all activities associated with the installation of equipment purchased as part of your TBCP project. If you are using milestone **1k. Other (please specify)**, include a brief description of the milestone by typing over the portion that reads (please specify).

	MILESTONE CATEGORIES	Year 1 - Report Period Ending		Year 2 - Report Period Ending		Year 3 - Report Period Ending		Year 4 - Report Period Ending		Year 5 - Report Period Ending	
1		3/31/2023	9/30/2023	3/31/2024	9/30/2024	3/31/2025	9/30/2025	3/31/2026	9/30/2026	3/31/2027	9/30/2027

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

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Infrastructure Deployment and Planning Project Milestone Categories (1a-1e)

Overall Project: All milestones and activities associated with your project; based on an estimate of **completion of work.**

MILESTONE CATEGORIES	Year 1 - Report Period Ending		Year 2 - Report Period Ending	
	3/31/2023	9/30/2023	3/31/2024	9/30/2024
1a. Overall Project				
1b. Environmental Assessment				
1c. Network Design				
1d. Rights Of Way				
1e. Construction Permits And Other Approvals				

Enter the anticipated **percent completion** for each Milestone Category according to project year and period. Report percentages cumulatively rather than incrementally. Each row should end with 100% completion by project closing. 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.

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Infrastructure Deployment and Planning Project Milestone Categories (1f-1k)

1f. Site Preparation				
1g. Equipment Procurement				
1h. Network Build (all components - owned, leased, Indefeasible Rights of Use, etc.)				
1i. Equipment Deployment				
1j. Network Testing				
1k. Other (please specify)				

Enter the anticipated **percent completion** for each Milestone Category according to project year and period. Report percentages cumulatively rather than incrementally. Each row should end with 100% completion by project closing. 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.

Here, you can add additional milestones if you see fit. Include the name of the milestones within the "please specify" parenthesis. You may also add additional rows if needed.

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Infrastructure Deployment Network Build Progress (2a-2f)

Select from the drop-down the type of network infrastructure constructed for your project.

Wireless Links refers to middle-mile wireless radio equipment.

PROGRESS	MIDDLE OR LAST MILE	Report Period Ending		Report Period En	
		#N/A	#N/A	#N/A	#N
2a. Number of new fiber miles (aerial or underground) constructed or upgraded with TBCP funds	▼				
2b. Number of fiber miles leased 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					

Enter the anticipated **number of units** for each Network Build Progress indicator according to project year and period. Figures should be reported cumulatively rather than incrementally.

New Towers includes towers constructed, leased, and/or upgraded or retrofitted with TBCP grant funds.

New Interconnection Points refer to physical connection points where traffic is routed from one network to another. Interconnection points will always be middle mile.

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Infrastructure Deployment Network Build Progress (2g-2j)

An agreement is a collaborative and legally binding arrangement between two parties.

2g. Number of signed agreements with broadband wholesalers or last mile providers from TBCP funds			
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)			
2i. Obtained licenses: 2.5 (EBS), 3.5 (CBRS) from TBCP funds			
2j. Other (please specify)			

Enter the anticipated **number of units** for each Network Build Progress indicator according to project year and period. Figures should be reported cumulatively rather than incrementally unless directed otherwise (see 2h).

If necessary, please add additional milestones to 2j. Include the name of the milestones within the "please specify" parenthesis. You may also insert additional rows if needed.

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Infrastructure Deployment, Planning, and Broadband Use & Adoption Workforce Indicators (6b)

WORKFORCE INDICATORS		Year 1 - Report Period Ending		Year 2 - Report Period Ending		Year 3 - Report Period Ending		Year 4 - Report Period Ending		Year 5 - Report Period Ending	
OUTCOMES	QUESTIONS	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
6a. Telework	Number of individuals with ability to telework prior to receiving TBCP grant funds										
	Number of individuals with ability to telework after receiving TBCP grant funds										
6b. New Positions	Number of positions funded by TBCP										
	Number of new positions filled through TBCP funds										

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

New Positions: Refers to positions created or funded by the TBCP grant.

Infrastructure Deployment, Planning, and Broadband Use & Adoption Workforce Indicators (6c-6d)

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

6c. Participation in Workforce Development Trainings	Number of individuals who attended a TBCP-funded workforce development training event					
6d. Workforce Development Trainings	Number of workforce development training events held with TBCP funds					

Only include training events funded by the TBCP grant.

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Infrastructure Deployment, Planning, and Broadband Use & Adoption Type of Collaborators (11)

TYPE OF COLLABORATORS

Please list all projected funded and unfunded collaborators in table below.

	Collaborator Organization Type	Collaborator Organization Name	Name	Collaborator POC Email	Funded or Unfunded Collaboration
11	Contractor Subrecipient Non-funded Collaborator				

I certify to the best of knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

Typed or printed name and title of Authorized Certifying Official: Telephone (area code, number

Complete Section 11 by cumulatively entering all contractors, subrecipients, and unfunded collaborators you anticipate involving in your TBCP project. Add additional rows as needed. This should match the table of funded collaborators in the project narrative.

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

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

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

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How to Complete the Certification Section

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

The **Authorized Organization Official (AOR)** should sign all reports and submit via eRA Commons. The Baseline Report is uploaded as a Revision Request.

Enter the contact information of the AOR.

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

The AOR must sign the Baseline Report in Excel or as a PDF. The AOR may sign via wet signature, e-signature, or conformed signature. If you submit the report as a PDF, also submit the unsigned Excel version of the report.

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PERFORMANCE (TECHNICAL) REPORT

TBCP I Planning Reports

Overall Performance (Technical) Report Tips

- Refer to your Baseline Report and/or previously submitted Performance (Technical) Reports when completing this report.

- The reporting period covers the previous six months; either October 1–March 31 or April 1–September 30. **Note: Your first Performance (Technical) Report may not encompass a full six months.**

- Refer to the TBCP Reporting Guidance and Instructions document for detailed instructions and definitions of key terms.

- When completing the Performance (Technical) Report, first select your project type from the yellow dropdown menu at the top of the report form.

- Enter figures cumulatively from award inception, unless the instructions state otherwise.

- Enter figures that capture the current award period. For example, if you are submitting your Performance (Technical) Report for your October 30th due date, enter data from April 1-September 30.

- If an indicator does not apply to your project, write "NA".

Final Performance (Technical) Report Tips

- Due 120 calendar days after your period of performance end date.

- The reporting period may not cover a full six months, depending on the end date of your Performance Period.

- You will receive a pre-filled Performance (Technical) Report template to complete which includes your final performance period dates.

- When completing the Performance (Technical) Report, first select your project type from the yellow dropdown menu at the top of the report form.

- Ensure the "Final Report" box in the general section says "yes".

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How to Complete the Performance (Technical) Report (General)
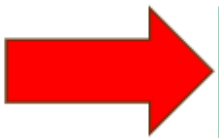
Information entered should match your Notice of Award (when applicable) and must match SAM.gov

Select Project Type Below

Planning

General contact information for your organization

BAL BROADBAND CONNECTIVITY PROGRAM PERFORMANCE (TECHNICAL) REPORT

Award Number

GENERAL INFORMATION

GENERAL	Recipient Organization:		Award Identification Number:	
	Recipient Street Address:		Report Submission Date (MM/DD/YYYY):	
	City, State, Zip Code:		Final Report:	
	UEI Number:			No
	Period of Performance Start Date (MM/DD/YYYY):		Period of Performance End Date (MM/DD/YYYY):	
	Report Period Start Date (MM/DD/YYYY):		Report Period End Date (MM/DD/YYYY):	

Period of Performance dates must match what is listed in the Notice of Award (NoA)

Date submitted to eRA Commons

Select "Yes" from the dropdown if this is a final report

Only the UEI Number will be accepted

Provide the reporting period this report covers

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Infrastructure Deployment and Planning Project Milestone Categories (1a-1f)

Provide a brief description (100 words or less) of the primary activities in meeting project milestones also encompassing all previous reporting periods. If your percent completion differs from your Baseline Report projections or written updates to your FPO, explain the reasons here.

MILESTONE CATEGORIES	Percent Complete	Narrative (Describe reasons for variance from baseline plan or subsequent written updates provided to your Program Officer)
1a. Overall Project		
1b. Environmental Assessment		
1c. Network Design		
1d. Rights Of Way		
1e. Construction Permits And Other Approvals		
1f. Site Preparation		

The percentage of completion is based on an estimate of **completion of work**. It should be reported cumulatively from the award start date through the end of each semi-annual reporting period.

Enter the **percent completion** for each Milestone Category. Report percentages cumulatively rather than incrementally. Each row should end with 100% completion by project closing.

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Infrastructure Deployment and Planning Project Milestone Categories (1g-1k)

1g. Equipment Procurement		
1h. Network Build (all components - owned, leased, Indefeasible Rights of Use, etc.)		
1i. Equipment Deployment		
1j. Network Testing		
1k. Other (please specify)		

Enter the **percent completion** for each Milestone Category. Report percentages cumulatively rather than incrementally. Each row should end with 100% completion by project closing.

If applicable, the additional milestones must match what was submitted in line 1k. of the Baseline Report. The "please specify" part of the milestone can only be edited on the baseline report, and not on the Performance Report.

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Infrastructure Deployment and Planning Project Milestone Categories (1l-1m)

1l. Please describe significant project accomplishments during this reporting period funded through TBCP grant. (600 words or less)
List and describe major project achievements during the reporting period.
1m. Please describe any challenges to achieving project accomplishments during this reporting period funded through TBCP grant. (600 words or less)
List and describe any challenges your organization experienced during the reporting period.

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Infrastructure Deployment Network Build Progress (2a-2j)

Enter the **total number** for each network build indicator. Report information cumulatively from start of award.

If there is variance from the completion projections in your Baseline Report or subsequent written updates to your FPO, explain the reason.

	Total	Narrative (Describe reasons for variance from baseline plan or subsequent written updates provided to your Program Officer)
2a. Number of new fiber miles (aerial or underground) constructed or upgraded with TBCP funds		
2b. Number of fiber miles leased 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.e., agreements currently being negotiated) with broadband wholesalers or last mile providers from TBCP funds (This number should NOT be reported cumulatively)		
2i. Obtained licenses: 2.5 (EBS), 3.5 (CBRS) from TBCP funds		
2j. Other (please specify)		

Potential agreements: Agreements currently being negotiated as of the end of the reporting period. Should **not** be reported cumulatively.

Once a potential agreement (2h) becomes official, the number of signed agreements (2g) should increase by 1.

Any additional indicators listed here must match what was submitted in line 2j. of the Baseline Report.

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Infrastructure Deployment, Planning, and Broadband Use & Adoption Workforce Indicators (6b)

WORKFORCE INDICATORS			
	QUESTIONS	**Total**	**Narrative (Describe reasons for variance from baseline plan or subsequent written updates provided to your Program Officer)**
6b. New Positions	Number of positions funded by TBCP funds		

New Positions: Positions created or funded by the TBCP grant.

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

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Infrastructure Deployment, Planning, and Broadband Use & Adoption Workforce Indicators (6c-6d)

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

6c. Participation in Workforce Development Trainings	Number of individuals who attended a TBCP-funded workforce development training event		
6d. Workforce Development Trainings	Number of workforce development training events held with TBCP funds		

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

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Infrastructure Deployment, Planning, and Broadband Use & Adoption Type of Collaborators (11)

Complete Section 11 by cumulatively entering all contractors, subrecipients, and unfunded collaborators you anticipate involving in your TBCP project. Add additional rows as needed. This must match the table of funded collaborators in the project narrative.

TYPE OF COLLABORATORS

Please list all projected funded and unfunded collaborators in table below.

COLLABORATORS				
Collaborator Organization Type	Collaborator Organization Name	Collaborator POC Name	Collaborator POC Email	Funded or Unfunded Collaboration

11

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

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

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

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Infrastructure Deployment Budget Execution Details (12a-12f)

Complete section 12 by entering the total amount of funds expended for each Infrastructure Deployment cost category, including detailed disbursements of federal funds obligated. Report figures **cumulatively**.

INFRASTRUCTURE DEPLOYMENT BUDGET EXECUTION DETAILS

Use the following table to provide budget execution details for your **Infrastructure [Deployment?]** [the] start of your award through the end of the semi-annual reporting period captured in this report.

In the **Actual Budget** column, record the budgeted totals from your most recently approved SF-424C. In the **Total Funds Expended** column, list the amount of grant funds expended to date per each cost category. The total listed at the bottom of the **Total Funds Expended** column should match the Federal expenditures reported in your SF-425.

	COST CLASSIFICATION	Actual Budget	Total Funds Expended
12	12a. Administrative and legal expenses		
	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		

In the **Actual Budget column**, record the budgeted totals from your most recently approved SF-424C.

In the **Total Funds Expended** column, list the amount of grant funds expended to date for each cost category.

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Infrastructure Deployment Budget Execution Details (12g-12l)

12g. Site work	$ -	$ -
12h. Demolition and removal	$ -	$ -
12i. Construction	$ -	$ -
12j. Equipment	$ -	$ -
12k. Miscellaneous	$ -	$ -
Subtotal	$ -	$ -
12l. Contingencies	$ -	$ -
Totals	$ -	$ -

Subtotal is the sum of 12a. through 12k.

Total is the Sum of Subtotal + 12l.

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How to Complete the Performance Technical Report (Certification)

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

Enter the contact information of the Certifying Official.

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

The AOR must sign the Performance (Technical) Report in Excel or as a PDF. The AOR may sign via wet signature, e-signature, or conformed signature. If you submit the report as a PDF, also submit the unsigned Excel version of the report.

The Authorized Organization Official (AOR) should sign all reports and submit via eRA Commons. The PPR is submitted within the Terms and Condition Module (TCM) under the associated project period.
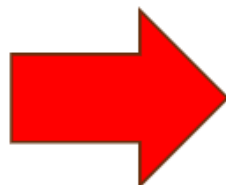
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ANNUAL REPORT

TBCP I Planning Reports

Overall Annual Report Tips

- The reporting period covers the previous year from the report due date.
- Refer to the TBCP Reporting Guidance and Instructions document for detailed instructions and definitions of key terms.
- If an indicator does not apply to your project, write "NA".
- When completing the Annual Report as a Planning project, first select "No" from the "Does your project contain an infrastructure build component?" dropdown.
- Addendums A-C are not applicable to Planning projects.

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How to Complete the Annual Report (General)

Information entered should match your Notice of Award (when applicable) and SAM.gov.

Does your project contain an infrastructure build component?

No

In accordance with the Tribal Broadband Connectivity Program (TBCP) Notice of Funding Opportunity (NOFO), Section F.5.d *Transmission of Reports to Congress*, NTIA intends to post TBCP Annual Reports on its website to make available to applicable Committee members and the public. Recipients are offered the opportunity to object to disclosure of any specific portion of the Annual Report through a redaction process. **Do not include personally identifiable information that you do not want to be disclosed or accessed outside of your organization.**

TRIBAL BROADBAND CONNECTIVITY PROGRAM ANNUAL REPORT

GENERAL INFORMATION

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

Award Number

Date submitted to eRA Commons

Only the UEI Number will be accepted

Provide the one-year period this report covers

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Annual Report (3)

Contractor: A contract is for the purpose of obtaining goods and services for the non-federal entity's own use and creates a procurement relationship with the contractor. 2 CFR § 200.331 defines the characteristics indicative of a procurement relationship.

3	List all contractors 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. If your project does not include contractors, write "NA". (600 words or less)

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

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Annual Report (4-6)

4	Describe how your organization (i.e. the grant recipient) 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. (600 words or less)
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. If your project does not include subrecipients, write "NA". (600 words or less)
6	Describe any challenges your organization experienced while conducting your TBCP project during the past annual report period. Explain how you addressed those challenges. (600 words or less)

List the grant funds that were expended by the grant recipient and subrecipient during the reporting period.

List every subrecipient that received a subaward to carry out part of the award. Describe what grant funds were expended on.

Describe the challenges faced during that reporting period, and how you addressed them.

Subrecipient: Subrecipient means an entity that receives a subaward from a pass-through entity to carry out part of a federal award.

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Annual Report (7-8)

7	**Describe how your organization met and maintained broadband requirements, as outlined in the NOFO purpose areas below. (600 words or less)** Describe how your TBCP activities implemented within the past year align with the NOFO purpose areas. **NOFO Purpose Areas:** **Planning:** Proposals to conduct planning, engineering, feasibility, or sustainability studies as part of the necessary steps to develop a technological solution for broadband deployment. Planning: Proposals to conduct planning, engineering, feasibility, or sustainability studies as part of the necessary steps to develop a technological solution for broadband deployment.
8	**Describe all project achievements during the reporting period. (600 words or less)** List and describe the major achievements in this reporting period.

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How To Complete the Annual Report (Certification)

The Authorized Organization Official (AOR) must sign all reports and submit via eRA Commons. The Annual Report is uploaded as a Revision Request.

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

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

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

The Annual Report must sign the Annual Report in Excel or as a PDF. The AOR may sign via wet signature, e-signature, or conformed signature. If you submit the report as a PDF, also submit the unsigned Excel version of the report.

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

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UPLOAD TO ERA COMMONS

TBCP I Planning Reports

Report Submission Requirements

Report Type	Submission Instructions
Baseline Reports	Submit as "Other" type Revision Request (RR) in eRA Commons as an Excel File.
Semi-Annual Performance (Technical) Reports	Submit to the Terms and Conditions Module (TCM) in eRA Commons as an Excel file.
Annual Reports	Submit as "Other" type Revision Request (RR) in eRA Commons as an Excel File.
Step-by-step guidance on report submission can be found in the <u>eRA Commons User Guide</u>.	

Submit an RR via eRA Commons

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

1. Log in to eRA Commons.

2. Navigate to the Status module.

3. Use the Status search options to search for the award.

4. In the search results, click the award's three dot (...) menu to select Revision Request.

5. The Revision Request List screen appears. Click the Initiate a New Revision Request button to initiate a new request.

6. Choose the "Other" request type from the subtype dropdown and click Go .

   a) Note that the Description and Justification fields are required for all requests.

   b) Description Field: [Annual/Baseline] Report due [xx/xx/202x]

7. Upload the Justification document

   a) Must be an Excel. If the Excel is unsigned, the recipient must also upload a signed PDF.

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Submit an RR via eRA Commons

To Save or Submit the request:

- To save the RR and come back to it later, click "Save". Once saved, it can be edited and submitted later.

- To submit to the awarding agency for consideration, click "Submit".

  - Once submitted, a confirmation popup appears; click "Yes".

  - A green bar will appear on the Revision Request List screen indicating a successful submission.

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Submit a Performance Progress Report via eRA as an SO

Performance (Technical) Reports can be submitted by users with the Signing Official (SO) role or Project Director/Project Investigator (PD/PI) users 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.
    5. Continue to Slide 58 to complete submission.

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Submit a Performance Progress Report via eRA as a PD/PI

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

- **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.

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Submit a Performance Progress Report via eRA

The Terms and Condition Module (TCM) opens.

1. Click the Project Period tab.

2. Click on the small triangle ▶ to the left of the Performance Progress Report (PPR) to expand the section to view additional report information.

3. 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.

4. A small white box will appear. Click on Prepare Documentation.

5. The Submission Content box should appear. Click on the green Upload button.

   a. Reminder: an Excel file is required. You may also submit a signed PDF.

6. Once the document is uploaded, it will appear under the File Name section.

7. In the "Please provide comments:" box, enter the name of the file.

   a. Recommended naming convention: [Recipient Name] TBCP Performance Technical Report due [date]

8. Click the green "Submit" button.

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Verify Performance Progress Report Submission

1. Click on the Project Period hyperlink.

2. Click on the small triangle ▶ to the left of the Performance Progress Report (PPR) to expand the section.

3. Under the "Submission Status" column, verify that the status is Submitted.

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eRA Help Desk

If you need assistance with the eRA platform, contact the eRA Help Desk at:

- Toll-free: 1-866-504-9552; Phone: 301-402-7469 (Press 1 for eRA Commons)

- Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

- Submit a Web Ticket at https://www.era.nih.gov/need-help

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THANK YOU

Questions? Contact us at tbcp@ntia.gov.

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