Tribal Broadband Connectivity Program

Reporting Guidance and Instructions

Last Updated: September 24, 2025

National Telecommunications and Information Administration

1401 Constitution Ave., NW Washington, DC 20230

CONTENTS

DISCLAIMER

This document 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 document 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 document.

1. REPORTS OVERVIEW

The National Telecommunications and Information Administration (NTIA) Tribal Broadband Connectivity Program (TBCP) Reporting Guidance and Instructions includes resources to help you complete and submit the required TBCP Annual, Baseline, and Performance (Technical) Reports. If you have any questions about your reporting requirements after reviewing the guidance, contact your assigned Federal Program Officer (FPO).

> **Reminder!**
> Submit **all** reports to eRA Commons as Excel files. Recipients unable to sign the Excel file must also submit a signed report as a flattened PDF.

1.1 How to Use this Document

This guidance is sorted by report type. Each section of the report instructions below lists additional information to assist you in completing the report form.

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 3 provides an overview of how to complete the general section.

Sections 4-6 are specific to each individual report type:

- Refer to **Section 4** for report instructions specific to Annual Reports.
- Refer to **Section 5** for report instructions specific to Baseline Reports.
- Refer to **Section 6** for report instructions specific to Performance (Technical) Reports.

Section 7 includes a glossary of report terms and definitions. Key terms are linked throughout the instructions, allowing quick access to definitions.

For assistance completing the Federal Financial Report, see resources on Grants.gov.

1.2 Reporting Cadence

The four main TBCP report types are Annual, Baseline, Financial, and Performance (Technical). The reporting cadence and submission method varies by report type. Due to report updates throughout the lifetime of TBCP, some reports sections are blacked out and/or hidden, which may cause the report numbering to be off.

The reporting cadence and submission methods vary by report type.

- The **Baseline Report** is due 45 days after the close of the first calendar quarter of the award. Baseline Reports provide an overview and projected timeline for your project.
  - For each Baseline Report indicator, input the projected numbers for each semi-annual period throughout the period of performance. Report <u>cumulatively</u>. One you reach your final projected number, continue inputting that number for the rest of your period of performance.
  - For example, a recipient expects to have 10 new positions created throughout the performance period: 1 position in the first semi-annual period, 2 positions in the second semi-annual period, and the remaining 7 positions in the fourth semi-annual period. The Baseline Report would be completed as follows:

WORKFORCE INDICATORS		Year 1 - Report Period Ending		Year 2 - Report Period Ending		Year 3 - Report Period Ending		Year 4 - Report Period Ending	
OUTCOMES	QUESTIONS	3/31/2023	9/30/2023	3/31/2024	9/30/2024	3/31/2025	9/30/2025	3/31/2026	9/30/2026
6b. New Positions	Number of positions funded by TBCP	1	3	3	10	10	10	10	

  - Here you can see the recipient reported the new positions cumulatively and carried the final number (10 new positions) throughout the remaining period of performance.
- The **Performance (Technical) and Financial Reports** are due semi-annually on April 30th and October 30th throughout the period of performance. The Performance (Technical) Report provides a semi-annual update on project progress.
  - Performance (Technical) Reports are <u>cumulative</u> and compared to the projections in the Baseline Report. If an indicator in the Performance (Technical) Report varies from the Baseline Report, explain why in the Narrative Column.
- The **Annual Report** is due annually every April 30th throughout the period of performance. The Annual report is a narrative report about your project that shares accomplishments and challenges, as well as information regarding contractors and subrecipients.

o   *Prior to 2026, Annual Reports were due no later than 1 year after receiving grant funds and annually thereafter.*

Reporting Timeline
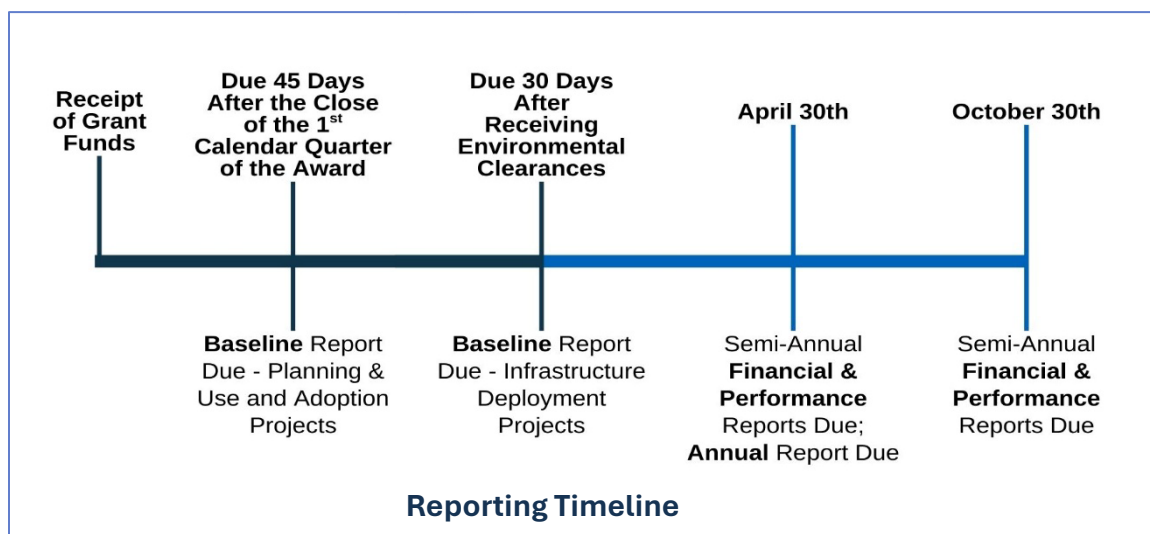
2. eRA COMMONS REPORT SUBMISSION

Recipients submit all reports to NTIA via eRA Commons (https://www.era.nih.gov/). The steps to submit a report in eRA Commons vary by report type.

Flattened PDFs

Recipients unable to submit a signed Excel file should submit a signed PDF in addition to the unsigned Excel file. PDFs must be flattened before submission to eRA.

To flatten a PDF in Adobe:
1.   Click **File** and navigate to **Print**.
2.   Select "**Microsoft Print to PDF**".
3.   Save the file and upload to eRA Commons in the appropriate section.

Not all organization officials are authorized to sign and submit reports in eRA Commons. Refer to the table below:

Report Type	Signed By	Submitted By	How to Submit the Report:
Baseline Report	Signing Official (SO)	SO	Submit as an "Other" type Revision Request.
Semi-Annual Financial Report	SO, or Project Investigator (PI/PD)	SO, or PI/PD	Submit in the Terms Tracking Module within eRA Commons.
Semi-Annual Performance (Technical) Report	SO, or PI/PD	SO, or PI/PD	Submit in the Terms Tracking Module within eRA Commons.
Annual Report	SO	SO	Submit as an "Other" type Revision Request.

2.1 Signing the Certification Section

Once you complete the report, you must have the certification section completed and signed by the approved roles above.

> **Who Can Sign?**
> If you are able to submit the report in eRA Commons, then you have the authority to sign the report.

The following signature types are acceptable for programmatic reports:

- **Wet Signature:** Print the report, sign in pen, and then scan the report into a PDF.
- **E-Signature:** Export the report and sign using a certificate-based signature in a program like Adobe Acrobat or Foxit.
- **Conformed Signature:** A conformed signature indicates that an electronically typed signature in a document is a real signature. A recipient may sign an Excel report via a conformed signature by typing "/s/" followed by their full name.

Figure 1: Conformed Signature Example.

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

Accepted Signatures

While grant recipients can sign programmatic reports using the three options above, some closeout reports require wet signatures. Please refer to the **Closeout Guidance** or contact your FPO if you have questions related to closeout report signature requirements.

2.2 Baseline and Annual Report Submission Process

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

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 (RR)**.
5. Access Revision Request for an award. The *Revision Request List* screen appears. If there are RRs in progress, they are listed here.
6. Click the **Initiate a New Revision Request** button to begin a new RR. Choose the "**Other**" request type from the **Revision Request Sub type** dropdown and click the **Go** button.
7. Fill out the required fields (which have a red asterisk) and any optional fields and upload the signed Justification document. Note that the **Description** and **Justification** fields are required for all requests.

      a. Upload the Excel file of the report. If the Excel is not signed then a signed PDF must be submitted. All PDFs must be flattened before upload.

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 will appear; click **Yes**. A green bar appears on the *Revision Request List* screen indicating successful submission.

2.3 Performance (Technical) Report Submission Process

Semi-Annual Performance (Technical) Reports can be submitted by users with the SO or PI/PD role.

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.

PI/PD 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 Tracking module 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. Locate the correct due date 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.**

2.4 Financial Report Submission Process

Semi-Annual Financial Reports are currently submitted via the Terms Tracking Module with the SO or PI/PD role.

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.

PI/PD 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 Tracking module 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 to expand the section to view additional report information.

7. The **Term Content** section appears. Locate the correct due date 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.
12. Click on the **Budget Period** hyperlink.
13. Click on the **small triangle ▶** to the left of the SF-425 Federal Financial Report to expand the section.
14. Under the "Submission Status" column, verify that the status is **Submitted.**

3. USE AND ADOPTION REPORT INSTRUCTIONS

Use and Adoption (UA) grant recipients are required to complete certain sections of each of the programmatic reports. Below is an overview of the sections required for the UA report type. If the question is not applicable to your specific project, enter "NA."

For additional resources including a sample Use and Adoption report, see the Technical Assistance Hub on BroadbandUSA.

Report Type	Sections to Complete
Annual Report	General, 3-8, Certification
Baseline Report	General, 4–11, Certification
Performance (Technical) Report	General, 4–11, 13, Certification

Here is an overview of the report templates, deadlines, signature, and submission requirements for your project type.

Report Type	Reporting Period	Submission Method
Annual Report	**First Annual Report:** **Reporting Period:** Period of Performance Start Date – Mar. 31 **Due**: April 30 **Every Subsequent Annual Report:** **Reporting Period:** Apr. 1 – Mar. 31 **Due**: Every April 30 **Example:** Period of Performance 1/1/23-12/31/25. First Annual Report due 4/30/23 with a reporting period of 1/1/23-3/31/23. Second Annual Report due 4/30/24 with a reporting period of 4/1/23-3/31/24.	**Form**: TBCP Annual Report (OMB Control No. 0669-0039) **Signer:** SO **Submitter:** SO **Submission:** Submit in eRA as an "Other" Revision Request. If you are unable to sign the Excel version, also submit a signed flattened PDF.

Report Type	Reporting Period	Submission Method
Baseline Report	**Reporting Period:** Period of Performance **Due**: 45 calendar days after the close of the first fiscal year calendar quarter of the award **Example:** Period of Performance 1/1/23-12/31/25. Baseline Report due 5/15/23 with a reporting period of 1/1/23-12/31/25.	**Form**: TBCP Baseline Report (OMB Control No. 0669-0039) **Signer:** SO **Submitter:** SO **Submission:** Submit in eRA Commons as an "Other" Revision Request.
Semi-Annual Performance (Technical) Report	**Reporting Period:** Oct. 1–Mar. 31 **Due**: Every April 30 **Reporting Period:** Apr. 1–Sept. 30 **Due**: Every October 30	**Form**: TBCP Performance (Technical) Report Template (OMB Control No. 0669-0039) **Signer:** SO, PI/PD **Submitter:** SO, PI/PD **Submission:** Submit in the Terms and Conditions Module within eRA Commons.
Semi-Annual Financial Report	**Reporting Period:** Oct. 1–Mar. 31 **Due**: Every April 30 **Reporting Period:** Apr. 1–Sept. 30 **Due**: Every October 30	**Form**: **SF-425 Federal Financial Report (FFR)** **Signer:** SO, PI/PD **Submitter:** SO, PI/PD **Submission:** Submit in the Terms and Conditions Module within eRA Commons.

3.1 Completing the General Section

The General Section for all three types of report is similar; complete it according to the following instructions:

Reporting Item	Instructions
Select Project Type Below (For Baseline and Performance (Technical) Reports)	In the yellow box, select "Use and Adoption" as this will black out the report items your project type does not need to complete.
Does your project contain an infrastructure build component? (For Annual Reports)	Select "No," as this will black out the report items your project type does not need to complete.
Recipient Organization	These fields should match the Notice of Award (NoA).
Recipient Street Address	UEI stands for Unique Entity Identifier.
City, State, Zip Code	
UEI Number	
Period of Performance Start Date	
Period of Performance End Date	
Award Identification Number	
Report Submission Date	The date you submit the report to eRA Commons.
Report Period Start Date	Provide the period the report covers. Performance (Technical) Report: The Report Period Start and End Date should be pre-populated and reflect the semi-annual reporting period.
Report Period End Date	The two semi-annual periods are: • October 1 – March 31 • April 1 – September 30
Final Report (Performance (Technical) Report Only)	If you **are not** completing your final Performance (Technical) Report, ensure you use the template with the "Final Report" box selected "No." If you **are** completing your final Performance (Technical) Report, ensure you use the template with the "Final Report" box selected "Yes."

4. ANNUAL REPORT INSTRUCTIONS

Question & Reporting Item	Instructions
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.	Per 2 CFR § 200.1, the definition of a contractor means an entity that receives a contract. Ensure this list aligns with the Collaborators Table in the most recent Performance (Technical) Report. If the reports do not match, you may need to submit a Subaward, Transfer, or Contract Out Work Revision Request. Contact your FPO for guidance. **If your project does not include contractors, write "NA."**
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.	List what your organization used TBCP grant funds for 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 and how they spent TBCP grant funds during this reporting period. The subrecipients listed should align with the Collaborators Table in the most recent Performance (Technical) Report. If the reports do not match, you may need to submit a Subaward, Transfer, or Contract Out Work Revision Request. Contact your FPO for guidance. **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 experienced while completing your project during the past annual reporting period.
7. Describe how your organization met and maintained broadband requirements, as outlined in the NOFO purpose areas below.	Describe whether or not your organization met and maintained broadband requirements, as outlined in the **TBCP**

Question & Reporting Item	Instructions
	FY 2021 Notice of Funding Opportunity (NOFO) for TBCP I and the **TBCP FY 2023 NOFO for TBCP II**. **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.
8. Describe all project achievements during the annual reporting period.	List and describe major achievements during the past annual reporting period.

5. BASELINE REPORT INSTRUCTIONS

SECTION 4: BROADBAND USE & ADOPTION WORKFORCE INDICATORS

Question & Reporting Item	Instructions
4a. Unserved Tribal Households	Complete section 4 by entering the anticipated number of Unserved Tribal Households with new access as a result of TBCP funds for each semi-annual reporting period.
	In the top row, enter the baseline number of households in the service area that are passed/serviceable. In the bottom row, enter the anticipated number of households to gain new access through TBCP-funded broadband subscription for each reporting period.
	Once your project reaches the final figure for the reporting item, continue to enter that number for the remaining periods in the row until the period of performance ends.

SECTION 6: INFRASTRUCTURE DEPLOYMENT, PLANNING, AND BROADBAND USE & ADOPTION WORKFORCE INDICATORS

Question & Reporting Item	Instructions
6b. New Positions	Complete section 6 by entering the anticipated number of positions, workforce development training attendees, and workforce development trainings for each semi-annual period as a result of TBCP funds.
6c. Participation in Workforce Development Trainings	Once your project reaches the final figure for the reporting item, continue to enter that number for the remaining periods in the row until the period of performance ends.
6d. Workforce Development Trainings	New positions are those created and/or filled due to TBCP funds.

SECTION 9: BROADBAND USE & ADOPTION DIGITAL INCLUSION INDICATORS

Question & Reporting Item	Instructions
9b. Digital Literacy Trainings	Complete section 9 by entering the anticipated number of digital literacy training events for each reporting period. Once your project reaches the final figure for the reporting item, continue to enter that number for the remaining periods in the row until the period of performance ends.

SECTION 11: INFRASTRUCTURE DEPLOYMENT, PLANNING, AND BROADBAND USE & ADOPTION TYPE OF COLLABORATORS

Question & Reporting Item	Instructions
11. Collaborator	List all contractors, subrecipients, and unfunded collaborators you anticipate involving in your TBCP project. Reference the Table of Funded Participants in your application. Fill in all columns for each collaborator. Insert additional rows as needed to ensure you list **all** collaborators.

6. PERFORMANCE (TECHNICAL) REPORT INSTRUCTIONS

SECTION 4: BROADBAND USE & ADOPTION KEY INDICATORS

Question & Reporting Item	Instructions
4a. Unserved Tribal Households	In the **Total** column, enter the total number for each beneficiary type and access type. 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.

SECTION 6: INFRASTRUCTURE DEPLOYMENT, PLANNING, AND BROADBAND USE & ADOPTION WORKFORCE INDICATORS

Question & Reporting Item	Instructions
6b. New Positions	In the **Total** column, list the total number of new positions. If there is variance from the Baseline Report, explain the reason in the **Narrative** column. Describe how many of the new positions created or filled are Tribal in the **Narrative** column.
6c. Participation in Workforce Development Trainings	In the **Total** column, list the total number of workforce development trainings and the number of participants in the training.
6d. Workforce Development Trainings	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.

SECTION 9: BROADBAND USE & ADOPTION DIGITAL INCLUSION INDICATORS

Question & Reporting Item	Instructions
9b. Digital Literacy Trainings	Complete section 9 by entering the cumulative number of digital literacy trainings funded by TBCP by the end of the reporting period.
	If there is variance from the Baseline Report, explain the reason in the **Narrative** column.

SECTION 10: BROADBAND USE & ADOPTION TYPE OF INTERNET DEVICES

Question & Reporting Item	Instructions
10. Internet Devices	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.
	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.
	Add additional rows as needed. If you select "Other" include a description of the device in the **Total Cost** column.
	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: **BROADBAND USE & ADOPTION TYPE OF INTERNET DEVICES** |	Device Type	Number of Devices	Total Cost | |---|---|---|---| | 10 | Tablet | 50 | $15,000.00 |

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SECTION 11: INFRASTRUCTURE DEPLOYMENT, PLANNING, AND BROADBAND USE & ADOPTION TYPE OF COLLABORATORS

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

SECTION 13: BROADBAND USE & ADOPTION BUDGET EXECUTION DETAILS

Question & Reporting Item	Instructions
13a. Personnel	In the **Actual Budge**t 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 TBCP grant funds expended to date for each cost category.
13d. Equipment	
13e. Supplies	**13i. Total Direct Charges** is automatically calculated by the report as the sum of 13a. through 13h.
13f. Contractual	
13g. Construction	
13h. Other	**13k. Total** is automatically calculated by the report as the sum of Total Direct Charges + 13j.
13i. Total Direct Charges (sum of 13a–13h)	
13j. Indirect Charges	**13k. Total Funds Expended** should match your SF-425 for the same semi-annual period under question 10e. Federal Share of Expenditures.
13k. Total (sum of 13i+13j)	

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7. GLOSSARY OF REPORT TERMS AND DEFINITIONS

Reporting Item	Definition
Access	The ability of individuals to connect to the Internet via a device. This includes both fixed broadband technologies and wireless broadband technologies.
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.
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.
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. Per 2 CFR § 200.331, characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the contractor: (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.
Funded Service Area	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.

Reporting Item	Definition
Equipment	Any device, network, or system that is interoperable, able to connect to middle mile and last mile networks and is capable of delivering broadband service.
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.
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.
Middle Mile	Describes the network infrastructure that connects last mile (*i.e.,* local) networks to other network service providers, major telecommunications carriers, and the greater internet. It does not typically connect the majority of end-users.
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.
NOFO Purpose Areas	**The purpose areas for TBCP I and II are listed below and in section A.1 of the FY 2021 NOFO or section A.2 of the FY2023 NOFO:** a) Broadband infrastructure deployment projects, including support for the establishment of carrier-neutral submarine cable landing stations; and b) Projects that promote the adoption and use of broadband services, including:

Reporting Item	Definition
	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.
Other Entities	Tribally-owned or operated organizations and/or institutions that are not Native American household; examples include businesses, community anchor institutions, health centers, schools, etc.
Passed/Serviceable	A structure within the service area that has the physical infrastructure in place to connect to the internet. 'Passed/serviceable' structures may be served (if they have an internet connection at speeds of 25/3 Mbps or greater) or unserved (if they do not have a broadband subscription or if they have an internet connection that is slower than 25/3 Mbps).
Procurement	The act of buying goods and services for the purpose of carrying out project activities.
Qualifying Broadband Service	Broadband service with: (i) a download speed of not less than 25 megabits per second; (ii) an upload speed of not less than 3 megabits per second; and (iii) a latency sufficient to support real-time, interactive applications. For purposes of this program, NTIA will interpret the 25/3 standard to mean the ability to provide 25 Mbps downstream and 3 Mbps upstream simultaneously to every household in the eligible service area. NTIA will interpret latency to mean 95 percent or more of all peak period measurements of network round trip latency [*i.e.,* the total round-trip latency between the customer premises and the closest designated Internet core peering interconnection point] are at or below 100 milliseconds.
Served	Refers to the number of entities connected to infrastructure at speeds of at least 25/3 Mbps.

Reporting Item	Definition

Subrecipient	Subrecipient means an entity, usually but not limited to non-Federal entities, which 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.)
	
	Per 2 CFR § 200.331, characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:
	
	    (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.
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.

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

Reporting Item	Definition
	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.