Tribal Broadband Connectivity Program

Reporting Guidance and Instructions
Infrastructure Deployment Projects

Last Updated: December 9, 2025

National Telecommunications and Information Administration
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CONTENTS

DISCLAIMER:

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.

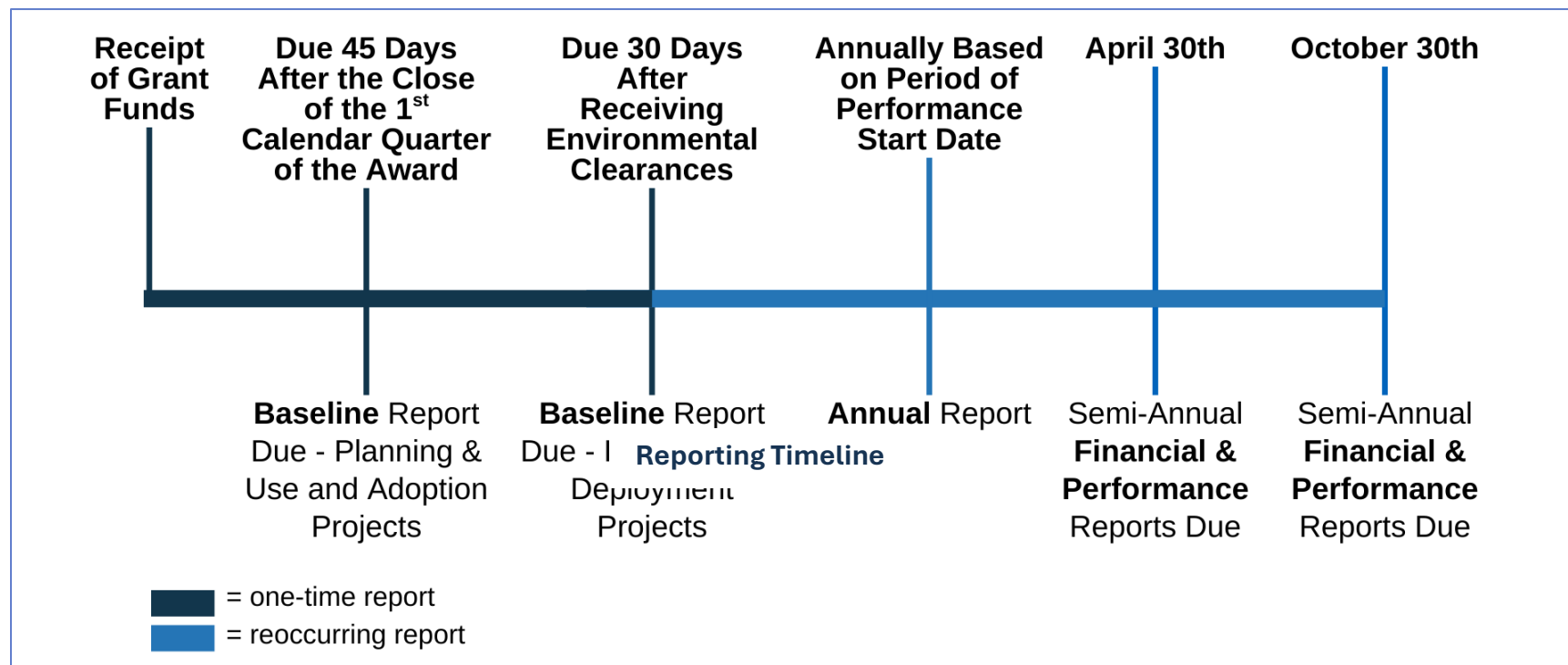The reporting cadence and submission methods vary by report type.

- The **Baseline Report** is due once environmental clearances are received. 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 one year after the period of performance start date, and annually thereafter. The Annual report is a narrative report about your project that shares accomplishments and challenges, as well as information regarding contractors and subrecipients.

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, 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.

CERTIFICATION	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:
	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 your FPO on 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.

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 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 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 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 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. INFRASTRUCTURE DEPLOYMENT REPORT INSTRUCTIONS

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

For additional resources including a sample Infrastructure Deployment report, see the Technical Assistance Hub on BroadbandUSA.

Report Type	Sections to Complete
Annual Report	General, 1, 3-13, Certification, Addendums A-C
Baseline Report	General, 1–3, 6, 11, Certification
Performance (Technical) Report	General, 1–3, 6, 11-12, 14, Certification TBCP II: BABA Addendum

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	**Reporting Period:** One year period preceding the due date **Due**: One year after the period of performance start date, and annually thereafter **Example:** Period of Performance 1/1/2023-12/31/2025: • First Annual Report due 1/1/2024 with a reporting period of 1/1/2023-12/31/2023 • Second Annual Report due 1/1/2025 with a reporting period of 1/1/2024-12/31/2024	**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
	• Third Annual Report due 1/1/2026 (during the closeout period) with a reporting period of 1/1/2025-12/31/2025	
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 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 "Infrastructure Deployment" 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 "Yes."
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

Reporting Item	Instructions
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	Instructions
1. Provide the total number of project locations (Tribal households, businesses, and community anchor institutions) that are passed/serviceable due to TBCP grant funds. Attach* shapefiles for the connected locations and service area **Note that while the Annual Report says to "attach" the shapefiles, due to eRA Commons limitations they must be emailed separately to the FPO.*	List the total number of project locations your organization connected using TBCP grant funds. Qualifying broadband service means broadband at speeds of at least 25/3 Mbps. **Infrastructure Deployment** projects must complete question 1 and submit associated shapefiles for their proposed service area directly to their FPO via email.
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	List what your organization used TBCP grant funds for during the reporting period.

Question	Instructions
the start of the award through the end of the annual report period captured in this report.	
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 FY 2021 Notice of Funding Opportunity (NOFO) for TBCP I and the TBCP FY 2023 NOFO for TBCP II. **Infrastructure Deployment:** Broadband infrastructure deployment, including (but not limited to) support for the establishment of carrier-neutral submarine cable landing stations.
8. Describe all project achievements during the annual reporting period.	List and describe major achievements during the past annual reporting period.

Question	Instructions
9. 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.	The addendums are located on the Excel tabs titled "TBCP Reports Addendum A, B, and C."
10. 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.	The locations should conform to the FCC Broadband Serviceable Location (BSL) Fabric, also known as the Fabric. BSL Location IDs are unique identifiers established by the FCC that link to the Fabric. Each ID corresponds to a specific address and its associated geographic coordinates, ensuring every location can be distinctly identified for broadband service eligibility and reporting. Grant recipients should use the latest version of the 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".
11. 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.	Refer to the FCC Broadband Data Collection Help Center for detailed instructions on how to report on households, businesses and CAIs.
	For each household, business, or CAI, list their FCC-issued:
	• **Location ID**
	• **Address**
	• **Geographic Coordinates (latitude and longitude)**
	• **Census Block Group (census tract)**
	• **Number of Units**
	• **Fixed Technology Code**
	• **Open for Sale (OFS) Date**
	• **Deployed Date**
	• **Provider ID**

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Question	Instructions
	• **Brand Name** (optional) • **Max Upload** and **Download** **Speeds Offered** **If the location is a CAI, then you may also provide the CAI Type in the column (optional).** Insert additional rows as needed.

5. BASELINE REPORT INSTRUCTIONS

SECTION 1: INFRASTRUCTURE DEPLOYMENT AND PLANNING PROJECT MILESTONE CATEGORIES

Question & Reporting Item	Instructions
1a. Overall Project **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**	Enter the anticipated **percent completion** for each Milestone Category according to the project year and report period. Each row should end with 100% completion. Once your project has reached 100% for the reporting item, continue to report 100% in the row until the period of performance ends. **Reminder: Do not submit your Baseline Report until the Environmental Assessment is 100% complete.** If your project has independent utility (IU), your Baseline Report will not be due until every project site clears environmental.

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. **(Other) Example:** 1k. Other (Please Specify) 1k. Other (Feasibility Study) 1k. Other (Site Surveys) 1k. Other (Market Research)

SECTION 2: INFRASTRUCTURE DEPLOYMENT NETWORK BUILD PROGRESS

Question & Reporting Item	Instructions
2a. Number of new fiber miles (aerial or underground) constructed or upgraded 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.
2d. Number of new wireless links created through TBCP funds	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.
2e. Number of new towers constructed with TBCP funds	
2f. Number of new interconnection points created through 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*.
2g. Number of signed agreements with broadband wholesalers or last mile providers from TBCP funds	

Question & Reporting Item	Instructions
2h. Number of potential agreements (*i.e.,* agreements currently being negotiated) with broadband wholesalers or last mile provider	Remember you do not report 2h, number of potential agreements, cumulatively. If you have signed a potential agreement, add that new agreement to the cumulative total of 2g.
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.

SECTION 3: INFRASTRUCTURE DEPLOYMENT KEY INDICATORS

Question & Reporting Item	Instructions
3a. Unserved Tribal Households **3d. Unserved Tribal Businesses** **3e. Unserved Tribal Community Anchor Institutions (CAIs)**	In Section 3, report the number of previously unserved 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). Use your best judgment to anticipate the number of unserved households that the project will connect to speeds of 25/3 and 100/20 or greater, respectively. If you anticipate connecting households, businesses, or CAIs at speeds of 100/20 Mbps or above, **double count** those connections when 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.

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

Question & Reporting Item	Instructions
6b. New Positions	

Question & Reporting Item	Instructions
6c. Participation in Workforce Development Trainings **6d. Workforce Development Trainings**	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. 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. New positions are those created and/or filled due to TBCP funds.

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

Question & Reporting Item	Instructions
11. Collaborators	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 1: INFRASTRUCTURE AND PLANNING PROJECT MILESTONE CATEGORIES

Question & Reporting Item	Instructions
1a. Overall Project **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**	If a milestone has been 100% completed in a previous reporting period, continue to report that indicator as 100% in all subsequent Performance (Technical) Reports through project closeout. 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 percentage completed differs from the percentage completed projections in your Baseline Report or subsequent written updates to your FPO, explain the reasons for this variance.
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.

Question & Reporting Item	Instructions
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.

SECTION 2: INFRASTRUCTURE DEPLOYMENT NETWORK BUILD PROGRESS

Question & Reporting Item	Instructions
2a. Number of new fiber miles (aerial or underground) constructed or upgraded with TBCP funds	In the **Total** column, enter the total number for each network build indicator.
2b. Number of fiber miles leased with TBCP funds	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.
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	In the **Total** column, indicate the number of potential agreements you are currently negotiating as of the end of the reporting period. 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.

Question & Reporting Item	Instructions
	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.

SECTION 3: INFRASTRUCTURE DEPLOYMENT KEY INDICATORS

Question & Reporting Item	Instructions
3a. Unserved Tribal Households	In the **Total** column, enter the total number for each subscriber and access type.
3d. Unserved Tribal Businesses	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.
3e. Unserved Tribal Community Anchor Institutions	

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.

Question & Reporting Item	Instructions
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 11: INFRASTRUCTURE DEPLOYMENT, PLANNING, AND BROADBAND USE & ADOPTION TYPE OF COLLABORATORS

Question & 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 12: INFRASTRUCTURE DEPLOYMENT BUDGET EXECUTION DETAILS

Question & Reporting Item	Instructions
12a. Administrative and legal expenses	In the **Actual Budge**t column, record the budgeted totals from your most recently approved SF-424C.
12b. Land, structures, rights-of way, appraisals, etc.	
12c. Relocation expenses and payments	In the **Total Funds Expended** column, list the amount of TBCP grant funds expended to date for each cost category.
12d. Architectural and engineering fees	**Subtotal** is automatically calculated as the sum of 12a. through 12k.
12e. Other architectural and engineering fees	
12f. Project inspection fees	**Totals** are 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.
12g. Site work	
12h. Demolition and removal	
12i. Construction	
12j. Equipment	

Question & Reporting Item	Instructions
12k. Miscellaneous	
Subtotal	
12l. Contingencies	
Totals	

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	Provide the maximum download and upload speed available in Mbps as a result of TBCP activities for the Tribal households, businesses, and CAIs in your funded service area. Report the information as of the report date. Note that "eligible area" is the same as your application proposed service area.

6.1 BABA Reporting Addendum

The BABA Reporting Addendum must be completed by **TBCP II Infrastructure Deployment** recipients. All TBCP I recipients and TBCP II Use and Adoption recipients may leave the addendum blank.

The BABA Addendum should be completed cumulatively for each reporting period.

Column	Instructions
Manufacturer	Enter the name of the item's manufacturer.
Electronic Category	Select the most accurate electronic category for the product from the dropdown. • Router

Column	Instructions
	- Switch - Power System - Optical Amplifiers - Radio - Power Management System - Antennas & Antenna Arrays - FR Conditioning - Network-facing optic pluggables - Other Any iron or steel products used for TBCP II-funded broadband infrastructure projects, including but not limited to radio towers used in terrestrial fixed wireless deployments, should be included and categorized as "**Other.**"
HS Code (10 digit)	Enter the 10 digit Harmonized System (HS) code for the product. For assistance locating the HS code, refer to https://www.trade.gov/.
Product Identifier (e.g., SKU, Product ID, etc.)	Enter an identifier for the product, such as the Stock Keeping Unit (SKU), product ID, part number, etc.
Common language description of product function	Describe the products' function.
Country of Origin	Enter the country of origin for the product. For the purposes of this reporting requirement, country of origin should be determined in accordance with 19 CFR Part 134 and relevant rulings issued by US Customs and Border Protection. It does not refer to a "Certificate of Origin."
Quantity	For the particular product, enter the total amount used on the TBCP-funded project.

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.
Agreement	A collaborative and legally binding arrangement between two parties.
Brand Name	A name the provider uses to offer service to the public. This should be associated with the Provider ID in their Broadband Data Collection (BDC) filings as well.
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.
CAI Type	Community Anchor Institution type. Value must be one of the following codes: • **F** - Location is a public safety location (a Community Anchor Institution like **Fire** or EMS locations) that does/would not subscribe to a mass market service • **G** - Location is a **government** building (a Community Anchor Institution) that does/would not subscribe to a mass market Service • **H** - Location is a **healthcare** building (a Community Anchor Institution) that does/would not subscribe to a mass market Service • **L** - Location is a **library** (a Community Anchor Institution) that does/would not subscribe to a mass market service • **S** - Location is a K-12 **school**, junior college, university (a Community Anchor Institution) that does/would not subscribe to a mass market service This field is optional.

Reporting Item	Definition
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.
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.
Deployment	The delivery of broadband networks, devices, or infrastructure through which broadband services can be accessed.
Deployed Date	The date the location was made available for service. This does not necessarily include the installation of the drop, but a location that is reported as deployed must meet the requirements for reporting to the FCC as part of the BDC, meaning that the unit can be connected within ten business dates without an extraordinary installation fee.

Reporting Item	Definition
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.
Environmental Assessment (EA)	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 people consulted.
Equipment	Any device, network, or system that is interoperable, able to connect to middle mile and last mile networks and is capable of delivering broadband service.
Equipment Deployment	All activities associated with the installation of equipment purchased for your TBCP project.
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.
Fixed Technology Codes	The FCC (Federal Communications Commission) defines a Fixed Technology Code as part of its broadband data collection efforts to categorize the type of broadband service that is **intended to be used at a stationary location** (*i.e.*, not mobile). Fixed Technology Codes: • **0** - Other: Fixed service using any other technology not otherwise detailed for another code. • **10** - Copper Wire: Fixed wireline service using copper wire (e.g., Asymmetric or Symmetric DSL, ethernet over copper, T-1, etc.). • **40** - Coaxial Cable / HFC: Fixed wireline service using coaxial cable or hybrid fiber-coaxial (e.g., DOCSISx).

Reporting Item	Definition
	• **50** - Optical Carrier / Fiber to the Premises: Fixed wireline service using fiber to the home or business end user but does not include "fiber to the curb". • **60** - Geostationary Satellite: Fixed non-terrestrial wireless service using satellites in geostationary orbit (i.e., Geostationary Earth Orbit). • **61** - Non-geostationary Satellite: Fixed non-terrestrial wireless service using satellites in non-geostationary orbit (*i.e.*, Low Earth Orbit or Medium Earth Orbit). • **70** - Unlicensed Terrestrial Fixed Wireless: Fixed terrestrial wireless service using entirely unlicensed spectrum, including services provided over Wi-Fi as a fixed solution. • **71** - Licensed Terrestrial Fixed Wireless: Fixed terrestrial wireless service using entirely licensed spectrum (including priority access licenses in the 3.5 GHz band) or a hybrid of licensed, unlicensed, and licensed-by-rule spectrum to make last-mile connections to fixed locations. This includes service provided over a 4G LTE or 5G-NR mobile network but sold as a fixed solution. Providers that use licensed microwave spectrum for backhaul but otherwise use unlicensed or licensed-by-rule spectrum for last-mile connections to end users may not use this technology code. • **72** - Licensed-by-Rule Terrestrial Fixed Wireless: Fixed terrestrial wireless services using entirely licensed-by-rule spectrum or a hybrid of licensed-by-rule and unlicensed spectrum to make last-mile connections to fixed locations. Licensed-by-rule spectrum users include operators providing last-mile connections through general authorized access (GAA) in the 3.5 GHz Citizens Broadband Radio Service (CBRS) band.
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.
Maxdown	The lowest maximum download speed associated with the planned technology for this point (in Mbps).

Reporting Item	Definition
Maxup	The lowest maximum upload speed associated with the planned technology for this point (in Mbps).
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.
Network	Information system(s) implemented with a collection of interconnected components. Components may include, but are not limited to, routers, hubs, cabling, telecommunications controllers, key distribution centers, and technical control devices.
Network Build	The architecture and design of the overall planned broadband network to be deployed.
Network 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.

Reporting Item	Definition

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:
	  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.

Obtained Licenses	Cumulative number for licenses for the electromagnetic spectrum obtained includes EBS (Educational Broadband Service) and CBRS (Citizens Broadband Radio Service).
Open for Sale	Date signifying when the deployed technology is made available to consumers, generally after the deployment date.
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).
Potential Agreements	Agreements currently in negotiation with broadband wholesalers and/or last mile providers.
Procurement	The act of buying goods and services for the purpose of carrying out project activities.

Reporting Item	Definition
Provider ID	FCC-provided ID for providers that will align with the entity that files or will file BDC data. Agencies should use the ID of the current Internet Service Providers (ISPs) for any partnerships or joint ventures that includes an ISP. All current BDC folders already have such an ID. Program recipients that are not already BDC filers will be issued a new ID.
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.
Rights of Way	All activities associated with identifying and finalizing right-of-way agreements.
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.
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;

Reporting Item	Definition
	(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 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).

NTIA

Reporting Item	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.