



Tribal Broadband Connectivity Program

Reporting Guidance and Instructions
Planning Projects

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National Telecommunications and Information Administration
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CONTENTS

1. Reports Overview	3
1.1 How to Use this Document	3
1.2 Reporting Cadence.....	4
2. eRA Commons Report Submission.....	5
2.1 Signing the Certification Section	6
2.2 Baseline and Annual Report Submission Process.....	7
2.3 Performance (Technical) Report Submission Process	8
2.4 Financial Report Submission Process	9
3. Planning Report Instructions.....	11
3.1 Completing the General Section.....	12
4. Annual Report Instructions	14
5. Baseline Report Instructions	16
6. Performance (Technical) Report Instructions.....	19
7. Glossary of Report Terms and Definitions.....	23

DISCLAIMER:

This document is intended solely to assist grant recipients in better understanding the Tribal Broadband Connectivity Program 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 the definitions.

For assistance completing the Federal Financial Report, see resources on [Grants.gov](https://www.grants.gov).

1.2 Reporting Cadence

The four main TBCP report types are Baseline, Financial, Performance (Technical), and Annual. 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 or hidden, which may cause the report numbering to be off.

The reporting cadence and submission methods vary by report type.

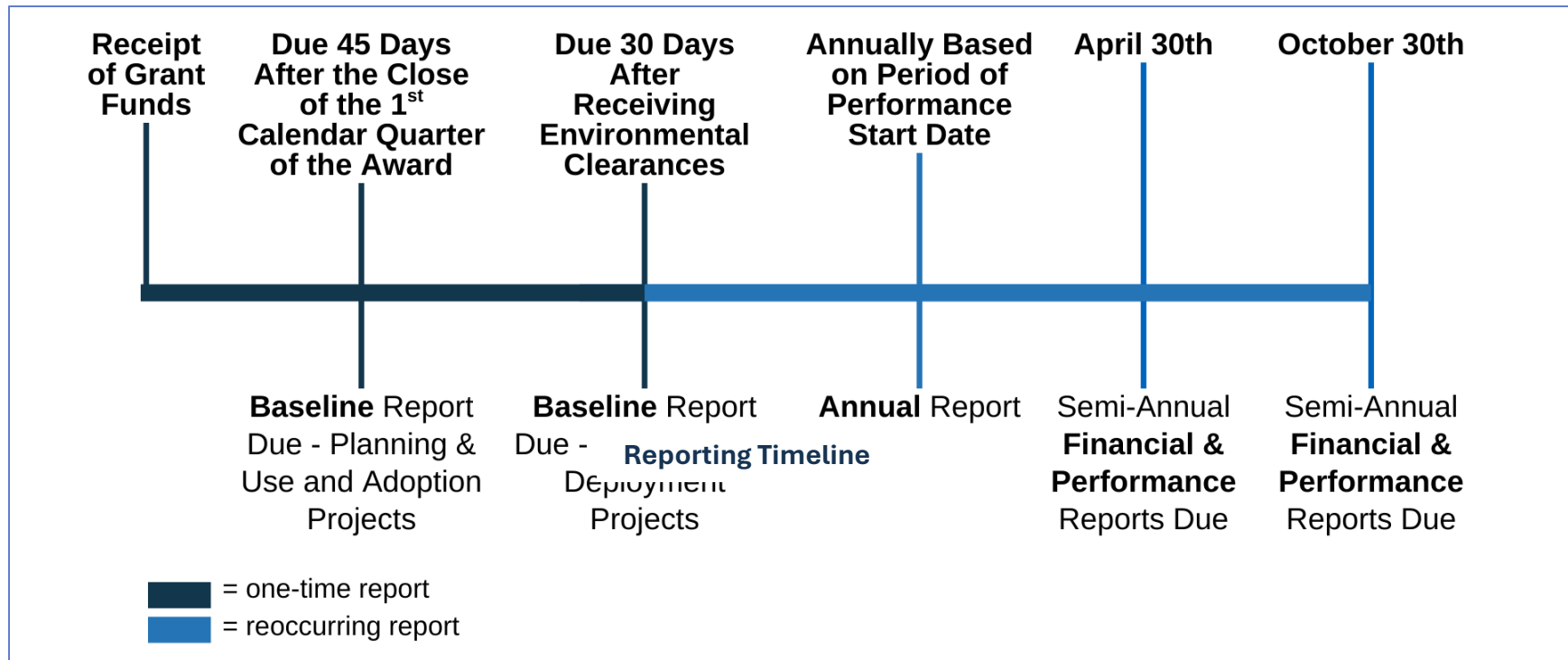
- The **Baseline Report** is due 45 calendar days after the close of the first calendar quarter of the award. Baseline Reports provide an overview and projected timeline for your project.
 - For each Baseline Report indicator, input the projected numbers for each semi-annual period throughout the period of performance. Report cumulatively. Once 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 cumulative 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.



TRIBAL BROADBAND CONNECTIVITY PROGRAM
2. ERA COMMONS REPORT SUBMISSION



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.



TRIBAL BROADBAND CONNECTIVITY PROGRAM

2. ERA COMMONS REPORT SUBMISSION

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.



TRIBAL BROADBAND CONNECTIVITY PROGRAM

2. ERA COMMONS REPORT SUBMISSION

- **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 correct 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.



TRIBAL BROADBAND CONNECTIVITY PROGRAM

2. ERA COMMONS REPORT SUBMISSION

- 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.



TRIBAL BROADBAND CONNECTIVITY PROGRAM

2. ERA COMMONS REPORT SUBMISSION

- 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**.



TRIBAL BROADBAND CONNECTIVITY PROGRAM

2. ERA COMMONS REPORT SUBMISSION

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. PLANNING REPORT INSTRUCTIONS

Recipients are required to complete certain sections of each of the programmatic reports. Below is an overview of the sections required for the Planning report type. If the question is not applicable to your specific project, enter “NA.”

For additional resources, see the [Technical Assistance Hub](#) on BroadbandUSA.

Report Type	Sections to Complete
Annual Report	General, 3-8, Certification
Baseline Report	General, 1, 6, 11, Certification
Performance (Technical) Report	General, 1–2, 6, 11-12, 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	<p>Reporting Period: One year period preceding the due date</p> <p>Due: One year after the period of performance start date, and annually thereafter</p> <p>Example: Period of Performance 1/1/2023-12/31/2025:</p> <ul style="list-style-type: none"> 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 Third Annual Report due 1/1/2026 (during the closeout period) with a reporting period of 1/1/2025-12/31/2025 	<p>Form: TBCP Annual Report (OMB Control No. 0669-0039)</p> <p>Signer: SO</p> <p>Submitter: SO</p> <p>Submission: Submit in eRA as an “Other” Revision Request. If the Excel version is not signed, also submit a signed flattened PDF.</p>
Baseline Report	<p>Reporting Period: Period of Performance</p> <p>Due: 45 calendar days after the close of the first fiscal year calendar quarter of the award</p>	<p>Form: TBCP Baseline Report (OMB Control No. 0669-0039)</p> <p>Signer: SO</p>



TRIBAL BROADBAND CONNECTIVITY PROGRAM

3. PLANNING REPORT INSTRUCTIONS

Report Type	Reporting Period	Submission Method
	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.	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 “Planning” 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.



TRIBAL BROADBAND CONNECTIVITY PROGRAM

Reporting Item	Instructions
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. The two semi-annual periods are: <ul style="list-style-type: none"> • October 1 – March 31 • April 1 – September 30
Report Period End Date	
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 match 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 to completing your project experienced during the past annual reporting period.
7. Describe how your organization met and maintained broadband requirements, as outlined in the 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) .



TRIBAL BROADBAND CONNECTIVITY PROGRAM
4. ANNUAL REPORT INSTRUCTIONS

Question & Reporting Item	Instructions
	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 annual reporting period.	List and describe major achievements during the past annual reporting period.



5. BASELINE REPORT INSTRUCTIONS

SECTION 1: INFRASTRUCTURE DEPLOYMENT AND PLANNING PROJECT MILESTONE CATEGORIES

Question & Reporting Item	Instructions
1a. Overall Project	<p>Enter the anticipated percent completion for each Milestone Category according to the project year and report period.</p> <p>Each row should end with 100% completion. Once you reach 100% for the reporting item, continue to list 100% in the row until the period of performance ends.</p> <p>Reminder: Do not submit Baseline Reports until the Environmental Assessment is 100% complete.</p>
1b. Environmental Assessment	
1c. Network Design	
1d. Rights of Way	
1e. Construction Permits and Other Approvals	
1f. Site Preparation	
1g. Equipment Procurement	
1h. Network Build (all components - owned, leased, Indefeasible Rights of Use, etc.)	
1i. Equipment Deployment	
1j. Network Testing	
1k. Other (please specify)	<p>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.</p>

SECTION 2: INFRASTRUCTURE DEPLOYMENT NETWORK BUILD

Question & Reporting Item	Instructions
2a. Number of new fiber miles (aerial or underground) constructed with TBGP funds	Enter the anticipated number of units for each Network Build Progress indicator according to project year and reporting period.



TRIBAL BROADBAND CONNECTIVITY PROGRAM
5. BASELINE REPORT INSTRUCTIONS

Question & Reporting Item	Instructions
2b. Number of fiber miles leased with TBCP funds	<p>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.</p> <p>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.</p> <p>Note that 2f, New Interconnection Points, will always be middle mile.</p> <p>If you are deploying middle and last mile fiber, report these numbers cumulatively.</p>
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 providers from TBCP funds	<p>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.</p>
2h. Number of potential agreements (i.e., agreements currently being negotiated) with broadband wholesalers or last mile providers <i>(This number should NOT be reported cumulatively)</i>	
2j. Other (please specify)	<p>If necessary, add additional indicators. Include the name of the indicator in the “please specify” parenthesis of the cell marked Other.</p> <p>If you have multiple “Other” indicators, insert additional rows for each indicator.</p>

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

Question & Reporting Item	Instructions
6b. New Positions	



TRIBAL BROADBAND CONNECTIVITY PROGRAM

Question & Reporting Item	Instructions
6c. Participation in Workforce Development Trainings	In the Total column, list the total number for each workforce indicator as of the end of the reporting period.
6d. Workforce Development Trainings	<p>In the Narrative column, provide a brief description (100 words or less) of the workforce activity. If there is variance from the completion projections in your Baseline Report or subsequent written updates to your FPO, explain the reason.</p> <p>For 6b, New Positions, describe how many of the new positions created or filled are Tribal in the Narrative column.</p>

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

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

6. PERFORMANCE (TECHNICAL) REPORT INSTRUCTIONS

SECTION 1: INFRASTRUCTURE AND PLANNING PROJECT MILESTONE CATEGORIES

Question & Reporting Item	Instructions
1a. Overall Project	<p>If a milestone has been 100% completed in a previous reporting period, continue to report that indicator as 100% in all subsequent Performance (Technical) Reports through project closeout.</p> <p>In the Narrative column, provide a brief description (100 words or less) of the primary activities involved in meeting project milestones. The activities described should encompass all previous reporting periods. If your percentage completion differs from the percentage completion projections in your Baseline Report or subsequent written updates to your FPO, explain the reasons for this variance.</p>
1b. Environmental Assessment	
1c. Network Design	
1d. Rights of Way	
1e. Construction Permits and Other Approvals	
1f. Site Preparation	
1g. Equipment Procurement	
1h. Network Build (all components - owned, leased, Infeasible Rights of Use, etc.)	
1i. Equipment Deployment	
1j. Network Testing	
1k. Other (please specify)	<p>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.</p>
1l. Please describe significant project accomplishments during this reporting period funded through TBCP grant.	



TRIBAL BROADBAND CONNECTIVITY PROGRAM

6. PERFORMANCE (TECHNICAL) REPORT INSTRUCTIONS

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) with TBCP funds	In the Total column, enter the total number for each network build indicator. 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.
2b. Number of fiber miles leased with TBCP funds	
2c. Number of existing fiber miles upgraded with TBCP funds	
2d. Number of new wireless links created through TBCP funds	
2e. Number of new towers constructed with TBCP funds	
2f. Number of new interconnection points created through TBCP funds	
2g. Number of signed agreements with broadband wholesalers or last mile provider from TBCP funds	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.
2h. Number of potential agreements (i.e., agreements currently being negotiated) with broadband wholesalers or last mile providers from TBCP funds <i>(This number should NOT be reported cumulatively)</i>	



TRIBAL BROADBAND CONNECTIVITY PROGRAM

6. PERFORMANCE (TECHNICAL) REPORT INSTRUCTIONS

Question & Reporting Item	Instructions
2i. <u>Obtained licenses</u>: 2.5 (EBS), 3.5 (CBRS) from TBCP funds	<p>In the Total column, indicate the total number of licenses obtained during the project period as of the end of the reporting period.</p> <p>In the Narrative column, provide a brief description (100 words or less) of the obtained licenses.</p>
2j. Other (please specify)	<p>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.</p>

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

Question & Reporting Item	Instructions
6b. <u>New Positions</u>	<p>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.</p> <p>Describe how many of the new positions created or filled are Tribal in the Narrative column.</p>
6c. Participation in <u>Workforce Development Trainings</u>	<p>In the Total column, list the total number of workforce development trainings and the number of participants in the training.</p> <p>In the Narrative column, provide a brief description (100 words or less) of the workforce activity. If there is variance from the completion projections in your Baseline Report or subsequent written updates to your FPO, explain the reason.</p>
6d. <u>Workforce Development Trainings</u>	



TRIBAL BROADBAND CONNECTIVITY PROGRAM

6. PERFORMANCE (TECHNICAL) REPORT INSTRUCTIONS

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

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

SECTION 12: INFRASTRUCTURE DEPLOYMENT BUDGET EXECUTION DETAILS

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



7. GLOSSARY OF REPORT TERMS AND DEFINITIONS

Reporting Item	Definition
<i>Access</i>	The ability of individuals to connect to the Internet via a device. This includes both fixed broadband technologies and wireless broadband technologies.
<i>Agreement</i>	A collaborative and legally binding arrangement between two parties.
<i>Broadband/ Broadband Service</i>	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.
<i>Collaborator</i>	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.
<i>Construction Permits and Other Approvals</i>	All activities associated with identifying and obtaining necessary construction permits, licenses, or other approvals.
<i>Contractor</i>	<p>A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor.</p> <p>Per 2 CFR § 200.331, characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the contractor:</p> <ul style="list-style-type: none"> (1) Provides the goods and services within normal business operations; (2) Provides similar goods or services to many different purchasers; (3) Normally operates in a competitive environment; (4) Provides goods or services that are ancillary to the operation of the Federal program; and (5) Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.



TRIBAL BROADBAND CONNECTIVITY PROGRAM
7. GLOSSARY OF REPORT TERMS AND DEFINITIONS

Reporting Item	Definition
<i>Deployment</i>	The delivery of broadband networks, devices, or infrastructure through which broadband services can be accessed.
<i>Funded Service Area</i>	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.
<i>Environmental Assessment (EA)</i>	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.
<i>Equipment</i>	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.
<i>Equipment Deployment</i>	All activities associated with the installation of equipment purchased as part of your TBCP project.
<i>Equipment Procurement</i>	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.
<i>Existing</i>	Activities or project elements already in duration at the outset of the period of grant performance.
<i>Fiber</i>	The technology used to transmit information through strands of fiber made of glass or plastic over long distances.
<i>Fiber Miles Leased</i>	Fiber leased from a separate entity for the purpose of completing the proposed network.
<i>Interconnection Points</i>	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.
<i>Internet Device</i>	A device used to connect to the internet including, but not limited to, laptops, personal computers, tablets, or smartphones.



TRIBAL BROADBAND CONNECTIVITY PROGRAM
7. GLOSSARY OF REPORT TERMS AND DEFINITIONS

Reporting Item	Definition
<i>Last Mile</i>	Communications technology that bridges the transmission distance between the broadband service provider infrastructure and the customer premises equipment.
<i>Middle Mile</i>	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.
<i>Network</i>	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.
<i>Network Build</i>	The architecture and design of the overall planned broadband network to be deployed.
<i>Network Design</i>	Network design includes all activities to finalize the network design submitted with your application.
<i>Network Testing</i>	All activities necessary to test the completed network; this includes testing the network itself and testing processes required to run the network successfully.
<i>New Access</i>	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”.
<i>New Position</i>	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.
<i>New Towers</i>	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.).
<i>New Wireless Links</i>	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.



TRIBAL BROADBAND CONNECTIVITY PROGRAM
7. GLOSSARY OF REPORT TERMS AND DEFINITIONS

Reporting Item	Definition
<i>NOFO Purpose Areas</i>	<p>The purpose areas for TBCP I are listed below and in section A.1 of the FY 2021 NOFO:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> i. affordable broadband programs, such as providing free or reduced-cost broadband service and preventing disconnection of existing broadband service; ii. distance learning; iii. telehealth; iv. digital inclusion efforts; and v. broadband adoption activities.
<i>Obtained Licenses</i>	Cumulative number for licenses for the electromagnetic spectrum obtained includes EBS (Educational Broadband Service) and CBRS (Citizens Broadband Radio Service).
<i>Other Entities</i>	Tribally-owned or operated organizations and/or institutions that are not Native American household; examples include businesses, community anchor institutions, health centers, schools, etc.
<i>Passed/Serviceable</i>	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).
<i>Potential Agreements</i>	Agreements currently in negotiation with broadband wholesalers and/or last mile providers.
<i>Procurement</i>	The act of buying goods and services for the purpose of carrying out project activities.
<i>Qualifying Broadband Service</i>	<p>Broadband service with:</p> <ul style="list-style-type: none"> (i) a download speed of not less than 25 megabits per second; (ii) an upload speed of not less than 3 megabits per second; and (iii) a latency sufficient to support real-time, interactive applications. 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



TRIBAL BROADBAND CONNECTIVITY PROGRAM
7. GLOSSARY OF REPORT TERMS AND DEFINITIONS

Reporting Item	Definition
	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.
<i>Rights of Way</i>	All activities associated with identifying and finalizing right-of-way agreements.
<i>Served</i>	Refers to the number of entities connected to infrastructure at speeds of at least 25/3 Mbps.
<i>Signed Agreements</i>	Signed agreements with broadband wholesalers and/or last mile providers since the inception of the project.
<i>Site Preparation</i>	All activities associated with preparing construction and deployment sites, including all surveys, clearing land, etc.
<i>Subrecipient</i>	<p>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.)</p> <p>Per 2 CFR § 200.331, characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:</p> <ul style="list-style-type: none"> (1) Determines who is eligible to receive what Federal assistance; (2) Has its performance measured in relation to whether objectives of a federal program were met; (3) Has responsibility for programmatic decision-making; (4) Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and (5) In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.
<i>Subscriber(s)</i>	An individual who possesses and makes use of a subscription for broadband internet access.
<i>Tribal Businesses</i>	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 BROADBAND CONNECTIVITY PROGRAM
7. GLOSSARY OF REPORT TERMS AND DEFINITIONS

Reporting Item	Definition
<i>Tribal Community Anchor Institutions (CAIs)</i>	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.
<i>Tribal Households</i>	A household with at least one household member that is Native American, Alaska Native, and/or Native Hawaiian within the proposed funded service area.
<i>Unserved</i>	With respect to a household, means: <ul style="list-style-type: none"> 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.
<i>Wireless Connection</i>	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).
<i>Workforce Development</i>	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.

