



---

# TBCP Report Forms Webinar

---

Planning, Engineering, Feasibility, and Sustainability Projects



# Table of Contents

- 1** Introduction
- 2** Overview
- 3** Baseline Report
- 4** Semi-Annual Performance (Technical) Report
- 5** Annual Report
- 6** Upload to Grants Online

## Questions

- Type questions in the Q&A box on the right-hand side of the screen for the Q&A session at the end of each report section.

## Presentation

- The presentation along with a transcript and recording will be available on the BroadbandUSA website under Events/Past Event.

# INTRODUCTION

---

# Introduction

---



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



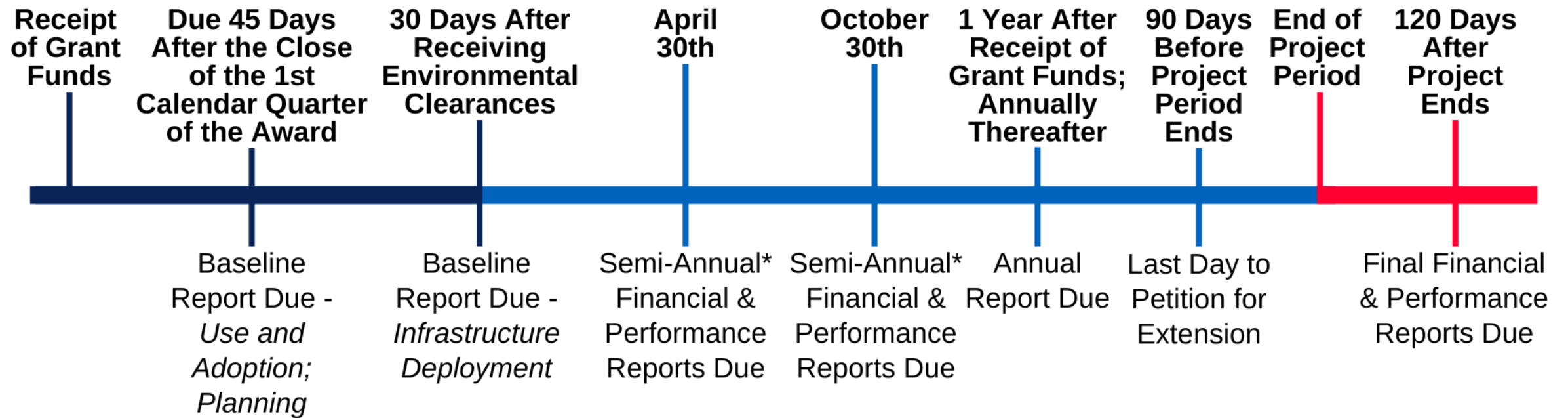
# OVERVIEW

---

# Report Timeline



Below is a timeline of the reports required for submission under the TBCP grant. Recipients will be notified of any adjustments of submission dates. This timeline can also be found on Page 4 of your Recipient Handbook.



\*Projects with periods of performance greater than one year must continue submitting financial and performance (technical) reports semi-annually.



# Baseline Reports Overview



## Key Highlights of the Baseline Reports

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

### Baseline Report: Planning, Engineering, Feasibility, and Sustainability (Planning)

- ❑ Due within 45 calendar days of the first calendar quarter close of the award.
- ❑ Recipients will submit report via NOAA Grants Online (GOL) as an Award Action Request (AAR).





# Semi-Annual Reports Overview



## Key Highlights of the Performance (Technical) Reports

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

### Performance (Technical) Report

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



# Annual Report Overview



## Key Highlights of the Annual Report

### Annual Report

- ☐ Due no later than one year after receiving grant funds; and annually thereafter.
- ☐ Recipients will submit report via NOAA GOL as an AAR.
- ☐ The report describes how funds were expended, certifies that the covered partnership complied with all requirements, and identifies each subrecipient (if applicable) that received a subgrant with description of the specific project.
- ☐ Information from the Annual Report will be provided to the FCC and USDA.
- ☐ Annual Reports will also be transmitted to Congress.



# BASELINE REPORT

---

# How to Determine your Baseline Report Periods



## Federal Fiscal Year Reporting Periods

- October 1–March 31
- April 1–September 30

**Year 1, Period 1** aligns to the current semi-annual period in which your award was made. Year 1, Period 1 may not be a full six-month period.

Use as many of the “Year” columns in the Baseline Report as needed to project through your project’s entire period of performance. Your project’s period of performance is listed in the CD-450.

## Example

If your period of performance start date is August 1st, the data entered in the Baseline Report for Year 1 Period 1 will correspond with dates August 1st-September 30, as September 30 is the end of the current semi-annual reporting period. Your next submission would align with the full 6-month reporting period of October 1st-March 31.

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



# Example Baseline Report Periods



In this example, the period of performance begins on November 11, 2022. Therefore, Year 1, Period 1 of the Baseline Report will only encompass five months (Nov. 1, 2022 - Mar. 31, 2023), instead of a full 6-month period. The periods from Year 1, Period 2 through Year 3, Period 2 will each cover six months, corresponding to the Federal Fiscal Year semi-annual periods of April 1–September 30 and October 1–March 31. Finally, Year 4, Period 1 will encompass just one month due to the Period of Performance ending October 31 (Oct. 1, 2025 - Oct. 31, 2025).

Period of Performance Start Date (MM/DD/YYYY):	11/01/2022	Period of Performance End Date (MM/DD/YYYY):	10/31/2025
Report Period Start Date (MM/DD/YYYY):	11/01/2022	Report Period End Date (MM/DD/YYYY):	12/01/2023

**BROADBAND USE & ADOPTION AND INFRASTRUCTURE MILESTONES/KEY INDICATORS**

**INFRASTRUCTURE PROJECT MILESTONE CATEGORIES**

Please use the table provided to report your projected cumulative totals for each semi-annual reporting period within each year of your project. Year One begins on your award start date. The cumulative total is based on the expenditure of your project budget and should be reported cumulatively from the award start date through the end of each semi-annual period. For example, if you expect to complete a particular milestone within the first three periods of your project, the third period and all subsequent periods should state the projected final count.

MILESTONE CATEGORIES	Year 1		Year 2		Year 3		Year 4		Year 5	
	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected
1a. Overall Project	5%	10%	30%	65%	95%	100%	100%			
1b. Environmental Assessment	50%	100%	100%	100%	100%	100%	100%			

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

This final period is just one month in length.  
(October 1, 2025 - October 31, 2025)



# Overall Baseline Report Tips



- Utilize your application **Project Narrative** when completing the Baseline Report.
- Refer to the **TBCP Reporting Guidance and Instructions** document for detailed instructions, definitions, and examples.
- Anticipated figures should be entered according to project year and period and should be reported **cumulatively**.
- If an indicator does not apply to your project, write “**NA**”.



# Example CD-450



FORM CD-450 (REV 10/18)		U. S. DEPARTMENT OF COMMERCE		<input checked="" type="checkbox"/> GRANT <input type="checkbox"/> COOPERATIVE AGREEMENT	
<b>FINANCIAL ASSISTANCE AWARD</b>				FEDERAL AWARD ID NUMBER	
RECIPIENT NAME EXAMPLE TBCP RECIPIENT				NT22TBC1234567	
STREET ADDRESS 1401 CONSTITUTION AVE NW				PERIOD OF PERFORMANCE 04/01/2022-03/31/2023	
CITY, STATE, ZIP CODE WASHINGTON, DC 20230				FEDERAL SHARE OF COST \$500,000.00	
AUTHORITY Tribal Broadband Connectivity Program, authorized by the Consolidated Appropriations Act, 2021, Division N, Title IX, Section 905(c), Public Law 116-260,				RECIPIENT SHARE OF COST \$0.00	
CFDA NO. AND NAME 12.345 NTIA – TRIBAL BROADBAND CONNECTIVITY PROGRAM				TOTAL ESTIMATED COST \$500,000.00	
PROJECT TITLE EXAMPLE TBCP BROADBAND PROJECT					
<p>This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.</p> <p><input checked="" type="checkbox"/> DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS</p> <p><input type="checkbox"/> R &amp; D AWARD</p>					

Example CD-450



# How to Complete the Baseline Report (General)



Information entered should match your  
CD-450 (when applicable)

General contact information  
for your organization.

Award Number.

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

Period of Performance  
dates should match what  
is listed in the CD-450.

Only the UEI  
Number will  
be accepted.

Provide the reporting  
period this report covers.

Date submitted to  
GOL.





# Infrastructure Project Milestone Categories (1a-1e)



Write **NA** if an indicator does not apply to your Planning Project.

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

MILESTONE CATEGORIES	Year 1		Year 2	
	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected
1a. Overall Project				
1b. Environmental Assessment	Enter the anticipated <b>percent completion</b> for each Milestone Category according to project year and period. Report percentages cumulatively rather than incrementally. Each row should end with 100% completion by project closing.			
1c. Network Design				
1d. Rights Of Way				
1e. Construction Permits And Other Approvals				



# Infrastructure Project Milestone Categories (1f-1k)



Write **NA** if an indicator does not apply to your Planning Project.

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

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

Here, you are able to add additional milestones if you see fit. You may also add additional rows if needed.



# Network Build Progress (2a-2f)



Planning projects may enter **NA** for most of Section 2.

**Wireless Links** refers to middle-mile wireless radio equipment as well as household wireless routers.

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

NETWORK BUILD PROGRESS	MIDDLE OR LAST MILE	Year 1		Year 2		Year 3	
		Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected
2a. Number of new fiber miles (aerial or underground)	<input type="text"/>						
2b. Number of fiber miles leased	<input type="text"/>						
2c. Number of existing fiber miles upgraded	<input type="text"/>						
2d. Number of new wireless links	<input type="text"/>						
2e. Number of new towers	<input type="text"/>						
2f. Number of new interconnection points	<input type="text"/>						

- Middle-Mile
- Last-Mile
- Both
- NA

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

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

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



# Network Build Progress (2g-2j)



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

2g. Number of signed agreements with broadband wholesalers or last mile providers					
2h. Number of potential agreements (i.e., agreements currently being negotiated) with broadband wholesalers or last mile providers (This number should NOT be reported cumulatively)					
2i. Obtained licenses: 2.5 (EBS), 3.5 (CBRS)	If your Planning project is obtaining licenses, make sure you complete <b>2i</b> .				
2j. Other (please specify)	If necessary, please add additional milestones to 2j. Make sure you specify the indicator.  Insert additional rows as needed.				

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



# Broadband Infrastructure Key Indicators (3a)



Planning projects may enter **NA** for most of Section 3.

PROJECTED NUMBER OF SUBSCRIBERS AND SPEED		Year 1		Year 2		Year 3	
SUBSCRIBER TYPE	SPEED TYPE	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected	Period 1 - Projected	Period 2 - Projected
3a. Unserved Tribal Households	Number of Unserved Tribal Households connected to broadband infrastructure						
	Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 100/20						
	Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 25/3						
	Number of Unserved Tribal Households connected to broadband infrastructure by copper or DSL cable line						
	Number of Unserved Tribal Households connected to broadband infrastructure by wireless connection						
	Number of Unserved Tribal Households connected to broadband infrastructure by fiber optic connection						

Enter the anticipated **number of units** for each Subscriber Type and Speed Type according to project year and period. Report all figures cumulatively. This section is referring to **unserved** Tribal Households.

Unserved: The household lacks access to qualifying broadband service (defined as at least 25/3 Mbps).

These two indicators should equal the number of Unserved Tribal Households connected to broadband infrastructure.

These three indicators should equal the number of Unserved Tribal Households connected to broadband infrastructure.



# Broadband Infrastructure Key Indicators (3b)



Planning projects may enter **NA** for most of Section 3.

Enter the anticipated **number of units** for each indicator (Subscriber Type and Speed Type) according to project year and period. Report figures cumulatively.  
**This section is referring to all Tribal Households within the funded service area, unserved and served.**

3b. Tribal Households	infrastructure			
	Number of Tribal Households connected to broadband infrastructure at speeds of at least 100/20	←	These two indicators should equal the number of Tribal Households connected to broadband infrastructure.	
	Number of Tribal Households connected to broadband infrastructure at speeds of at least 25/3	←		
	Number of Tribal Households connected to broadband infrastructure by copper or DSL cable line	←	These three indicators should equal the number of Tribal Households connected to broadband infrastructure.	
	Number of Tribal Households connected to broadband infrastructure by wireless connection	←		
	Number of Tribal Households connected to broadband infrastructure by fiber optic connection	←		

Tribal Households: A household with at least one household member that is Native American, Alaska Native, or Native Hawaiian. This indicator includes both served and unserved Tribal households.



# Broadband Infrastructure Key Indicators (3c)



Planning projects may enter **NA** for most of Section 3.

This indicator includes both **served and unserved Tribal households.**

**3c. Tribal Households At or Below 150% of the Poverty Line**

Number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure

Number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure at minimum speeds of at least 100/20

Number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure at minimum speeds of 25/3

Number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure by copper or DSL cable line

Number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure by wireless connection

Number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure by fiber optic connection

These two indicators should equal the number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure

These three indicators should equal the number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure

The indicator is the number of Tribal Households **within your proposed funded service area** who are classified as at or below 150% of the poverty line.



# Broadband Infrastructure Key Indicators (3d)



Planning projects may enter **NA** for most of Section 3.

This section refers to only **unserved Tribal CAI's**.

**3d. Tribal Community Anchor Institutions (CAIs)**

Number of Tribal CAIs connected to broadband infrastructure

Number of Tribal CAIs connected to broadband infrastructure at minimum speeds of at least 100/20

Number of Tribal CAIs connected to broadband infrastructure at minimum speeds of at least 25/3

Number of Tribal CAIs connected to broadband infrastructure by copper or DSL cable line

Number of Tribal CAIs connected to broadband infrastructure by wireless connection

Number of Tribal CAIs connected to broadband infrastructure by fiber optic connection

These two indicators should equal the number of Tribal CAIs connected to broadband infrastructure.

These three indicators should equal the number of Tribal CAIs connected to broadband infrastructure.

Tribal Community Anchor Institutions (CAI): Native American/Alaska Native/Native Hawaiian [support organizations](#) that provide outreach and support services to facilitate greater use of broadband service by vulnerable populations.





# Broadband Infrastructure Key Indicators (3e)



Planning projects may enter **NA** for most of Section 3.

This section refers to only **unserved Tribal Businesses.**

3e. Tribal Businesses

Number of Tribal Businesses connected to broadband infrastructure

Number of Tribal Businesses connected to broadband infrastructure at speeds of at least 100/20

Number of Tribal Businesses connected to broadband infrastructure at speeds of at least 25/3

Number of Tribal Businesses connected to broadband infrastructure by copper or DSL cable line

Number of Tribal Businesses connected to broadband infrastructure by wireless connection

Number of Tribal Businesses connected to broadband infrastructure by fiber optic connection

These two indicators should equal the number of Tribal Businesses connected to broadband infrastructure.

These three indicators should equal the number of Tribal Businesses connected to broadband infrastructure.

**Tribal Business:** 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.



# Broadband Use and Adoption Workforce Indicators (6a-6b)



Note that even though this section is called “Use and Adoption”,  
Planning projects still need to complete this section.

WORKFORCE INDICATORS		Year 2			
		Period 1 - Projected		Period 2 - Projected	
	QUESTIONS				
6a. Telework	Number of individuals with ability to telework prior to receiving TBCP grant funds				
	Number of individuals with ability to telework after receiving TBCP grant funds				
6b. New Positions	Number of new positions created				
	Number of new positions filled				

Most Planning projects will enter “NA” for 6. Telework.

Enter the number of **individuals** that are able to telework prior the commencement of funding.

Enter the number of **individuals** that you anticipate will be able to telework after the commencement of funding.

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

Refers to positions created or funded by the TBCP grant.



# Broadband Use and Adoption Workforce Indicators (6c-6d)



Planning projects may enter **NA** for 6c. And 6d.

6c. Participation in Workforce Development Trainings	Number of individuals who attended workforce development training event				
6d. Workforce Development Trainings	Number of workforce development training events held				

A training event that is funded by the TBCP grant.

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



# Type of Collaborators (11)



Complete Section 11 by entering all funded and unfunded project participants, alphabetically ordered by organization name. Add additional rows as needed.

TYPE OF COLLABORATORS				
11	Please list all projected funded and unfunded collaborators in table below.			
	COLLABORATORS			
	Collaborator Organization Type	Collaborator Organization Name	Collaborator POC Name	Collaborator POC Email
	Contractor			
	Subrecipient			
	Non-funded Collaborator			
I certify to the best of knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.				
Typed or printed name and title of Authorized Certifying Official:			Telephone (area code, number and extension):	

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

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

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



# How to Complete the Certification Section



The **AOR** should have the Grants Online role of **Recipient Authorized Representative (RAR)** and will forward the report to NTIA within Grants Online.

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

Enter the contact information of the AOR.

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

The Baseline Report should be signed by the AOR within Excel or as a PDF. The AOR may electronically sign, copy and paste a picture of the signature, or print and sign the report. If submitting a signed PDF, please also submit the Excel version to aid with data entry.



# PERFORMANCE (TECHNICAL) REPORT

---

# Overall Performance (Technical) Report Tips



- Refer to your **Baseline Report** and/or **previously submitted Performance (Technical) Reports** when completing this report.
- The reporting period should cover the previous **six months**; either October 1–March 31 or April 1–September 30.
  - Note: Your first Performance (Technical) Report may not encompass a full six months.
- Refer to the **TBCP Reporting Guidance and Instructions** document for detailed definitions and examples.
- Figures entered should be cumulative, from award inception, unless stated otherwise.
- Figures entered should capture the current award period. For example, if you are submitting your PPR for your October 30th due date, the data entered should be from April 30th-September 30.
- If an indicator does not apply to your project, write “**NA**”.



# How to Complete the Performance (Technical) Report (General)



General contact information for your organization.

Information entered should match your CD-450 (when applicable)

Award Number.

GENERAL INFORMATION			
GENERAL	Recipient Organization:		Award Identification Number:
	Recipient Street Address:		Report Submission Date (MM/DD/YYYY):
	City, State, Zip Code:	Period of Performance dates should match what is listed in the CD-450.	Final Report:
	DUNS/UEI Number:		Yes <input type="checkbox"/>
	Period of Performance Start Date (MM/DD/YYYY):	No <input type="checkbox"/>	
	Report Period Start Date (MM/DD/YYYY):	Period of Performance End Date (MM/DD/YYYY):	
	Report Period End Date (MM/DD/YYYY):		

Only the UEI Number will be accepted.

Provide the reporting period this report covers.

Check the “Yes” box if this is a final report.

Date submitted to GOL.





# Infrastructure Project Milestone Categories (1a-1f)



Planning projects may enter **NA** for most of Section 1.

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

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

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

The percentage of completion is based on the expenditure of your project budget. It should be reported cumulatively from the award start date through the end of each semi-annual reporting period.



# Infrastructure Project Milestone Categories (1g-1k)



Planning projects may enter **NA** for most of Section 1.

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

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)		

If applicable, the additional milestones should match what was submitted in line 1k. of the Baseline Report. Insert additional rows if needed.



# Infrastructure Project Milestone Categories (1l-1m)



**Planning projects must complete Section 1l and 1m.**

**1l. Please describe significant project accomplishments during this reporting period funded through TBCP grant. (600 words or less)**

List and describe major project achievements during the reporting period.

**1m. Please describe any challenges to achieving project accomplishments during this reporting period funded through TBCP grant. (600 words or less)**

List and describe any challenges your organization experienced during the reporting period.



# Network Build Progress (2a-2j)



Planning projects may enter **NA** for most of Section 2.

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

NETWORK BUILD PROGRESS		
	Total	Narrative (Describe reasons for variance from baseline plan or subsequent written updates provided to your Program Officer)
2a. Number of new fiber miles (aerial or underground)		
2b. Number of fiber miles leased		
2c. Number of existing fiber miles upgraded		
2d. Number of new wireless links		
2e. Number of new towers		
2f. Number of new interconnection points		
2g. Number of signed agreements with broadband wholesalers or last mile providers		
2h. Number of potential agreements (i.e., agreements currently being negotiated) with broadband wholesalers or last mile providers (This number should NOT be reported cumulatively)		
2i. Obtained licenses: 2.5 (EBS), 3.5 (CBRS)		
2j. Other (please specify)		

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

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

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

Any additional indicators listed here should match what was submitted in line 2j. of the Baseline Report. Insert additional rows as needed.



# Broadband Infrastructure Key Indicators (3a)



Planning projects may enter **NA** for most of Section 3.

SUBSCRIBER TYPE	SPEED TYPE	Total	Narrative (Describe reasons for variance from baseline plan or subsequent written updates provided to your Program Officer)
3a. Unserved Tribal Households	Number of Unserved Tribal Households connected to broadband infrastructure		Explain any <b>variance</b> in projection completion from the Baseline Report or other subsequent updates.
	Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 100/20		
	Number of Unserved Tribal Households connected to broadband infrastructure at speeds of at least 25/3		
	Number of Unserved Tribal Households connected to broadband infrastructure by copper or DSL cable line		
	Number of Unserved Tribal Households connected to broadband infrastructure by wireless connection		
	Number of Unserved Tribal Households connected to broadband infrastructure by fiber optic connection		

In the Total column, enter the **total number** for each subscriber and speed type for the reporting period. Report information cumulatively from award inception.

These two indicators should equal the number of Unserved Tribal Households connected to broadband infrastructure.

These three indicators should equal the number of Unserved Tribal Households connected to broadband infrastructure.



# Broadband Infrastructure Key Indicators (3b)



Planning projects may enter **NA** for most of Section 3.

This section is referring to all Tribal Households within the funded service area, **unserved and served.**

3b. Tribal Households	of Tribal Households connected to broadband infrastructure		
	Number of Tribal Households connected to broadband infrastructure at speeds of at least 100/20	←	These two indicators should equal the number of Tribal Households connected to broadband infrastructure.
	Number of Tribal Households connected to broadband infrastructure at speeds of at least 25/3		
	Number of Tribal Households connected to broadband infrastructure by copper or DSL cable line	←	These three indicators should equal the number of Tribal Households connected to broadband infrastructure.
	Number of Tribal Households connected to broadband infrastructure by wireless connection		
	Number of Tribal Households connected to broadband infrastructure by fiber optic connection		

In the Total column, enter the **total number** for each subscriber and speed type for the reporting period. Report information cumulatively from award inception.



# Broadband Infrastructure Key Indicators (3c)



Planning projects may enter **NA** for most of Section 3.

This section is referring to all Tribal Households At or Below 150% of the Poverty Line within the funded service area, **unserved and served.**

3c. Tribal Households At or Below 150% of the Poverty Line	Total Households At or Below 150% of the Poverty Line connected to broadband infrastructure		
	Total Households At or Below 150% of the Poverty Line connected to broadband infrastructure at minimum speeds of 25/3	These two indicators should equal the number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure.	
	Number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure at minimum speeds of 25/3		
	Number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure by copper or DSL cable line	These three indicators should equal the number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure.	
	Number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure by wireless connection		
	Number of Tribal Households At or Below 150% of the Poverty Line connected to broadband infrastructure by fiber optic connection		

In the Total column, enter the **total number** for each subscriber and speed type for the reporting period. Report information cumulatively from award inception.



# Broadband Infrastructure Key Indicators (3d)



Planning projects may enter **NA** for most of Section 3.

Remember that 3d. Tribal Community Anchor Institutions are defined as **unserved** prior to receiving TBCP funding.

3d. Tribal Community Anchor Institutions	Tribal Community Anchor Institutions connected to broadband infrastructure		
	Tribal Community Anchor Institutions connected to broadband infrastructure at minimum speeds of at least 100/20		
	Number of Tribal Community Anchor Institutions connected to broadband infrastructure at minimum speeds of at least 25/3		
	Number of Tribal Community Anchor Institutions connected to broadband infrastructure by copper or DSL cable line		
	Number of Tribal Community Anchor Institutions connected to broadband infrastructure by wireless connection		
	Number of Tribal Community Anchor Institutions connected to broadband infrastructure by fiber optic connection		

These two indicators should equal the number of Tribal CAIs connected to broadband infrastructure.

These three indicators should equal the number of Tribal CAIs connected to broadband infrastructure.

In the Total column, enter the **total number** for each subscriber and speed type for the reporting period. Report information cumulatively from award inception.





# Broadband Infrastructure Key Indicators (3e)



Planning projects may enter **NA** for most of Section 3.

Remember that 3e. Tribal Businesses are defined as **unserved** prior to receiving TBCP funding.

3e. Tribal Businesses

Tribal Businesses connected to broadband infrastructure		
Tribal Businesses connected to broadband infrastructure at speeds of at least 100/20		
Number of Tribal Businesses connected to broadband infrastructure at speeds of at least 25/3		
Number of Tribal Businesses connected to broadband infrastructure by copper or DSL cable line		
Number of Tribal Businesses connected to broadband infrastructure by wireless connection		
Number of Tribal Businesses connected to broadband infrastructure by fiber optic connection		

These two indicators should equal the number of Tribal Businesses connected to broadband infrastructure.

These three indicators should equal the number of Tribal Businesses connected to broadband infrastructure.

In the Total column, enter the **total number** for each subscriber and speed type for the reporting period. Report information cumulatively from award inception.



# Broadband Use and Adoption Workforce Indicators (6a-6b)



Note that even though this section is called “Use and Adoption”, Planning projects still need to complete this section.

Most Planning projects will enter “NA” for 6. Telework.

WORKFORCE INDICATORS			
	QUESTIONS	Total	Narrative (Describe reasons for variance from baseline plan or subsequent written updates provided to your Program Officer)
6a. Telework	Number of individuals with ability to telework prior to receiving TBCP grant funds		
	Number of individuals with ability to telework after receiving TBCP grant funds		
6b. New Positions	Number of new positions created		
	Number of new positions filled		

Total for this line item should match what was reported in 6a of the Baseline Report.

The methodology used to determine “ability to telework” is up to the Tribe’s discretion. Individuals may receive new access to broadband service in several ways, including by receiving a broadband subscription subsidy or an Internet-capable device. These examples would create the ability to telework.

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

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

**New positions** refers to new positions created or filled using TBCP funds.



# Broadband Use and Adoption Workforce Indicators (6c-6d)



Planning projects may enter NA for most of Section 6.

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

6c. Participation in Workforce Development Trainings	Number of individuals who attended workforce development training event	List the <b>total number</b> for each workforce indicator as of the end of the reporting period. Report information cumulatively from award inception.	
6d. Workforce Development Trainings	Number of workforce development training events held		



# Type of Collaborators Table (11)



Complete Section 11 by entering all funded and unfunded project participants, alphabetically ordered by organization name. Add additional rows as needed.

TYPE OF COLLABORATORS					
<p><u>Collaborators</u> are entities and/or organizations that participate in and contribute to the project.</p>					
Please list all projected funded and unfunded collaborators in table below.					
11	COLLABORATORS				
	Collaborator Organization Type	Collaborator Organization Name	Collaborator POC Name	Collaborator POC Email	
	Funded or Unfunded Collaboration				
					<p><u>Unfunded collaborators</u> are entities and/or organizations involved in collaborations on the grant project, but not funded through the grant.</p>

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



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



Planning Projects **must** complete the budget execution details in Section 12.

The **Total Funds Expended** column should equal (it is automated) the Federal Funds Expended column.

ACTUAL BUDGET	Federal Funds Expended	Total Funds Expended
12a. Administrative and legal expenses	\$ -	\$ -
12b. Land, structures, rights-of way, appraisals, etc.	\$ -	\$ -
12c. Relocation expenses and payments	\$ -	\$ -
12d. Architectural and engineering fees	\$ -	\$ -
12e. Other architectural and engineering fees	\$ -	\$ -
12f. Project inspection fees	\$ -	\$ -

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

In the **Federal Funds Expended** column, list the amount of grant funds expended on each budget element. The total listed should match the Federal expenditures reported in your SF-425.



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



Planning Projects **must** complete the budget execution details in Section 12.

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

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

**Total** is the Sum of Subtotal + 12l.



# Other Indicators (14)



Planning projects should enter **NA** in section 14.

OTHER INDICATORS				
14	Please use the following table to provide the maximum upload and download speed in Mbps for each question. Information should be reported as of the report date. Please write "N/A" if your project does not include this indicator.			
	Project Speed		Upload	Download
	Outcome	Questions		
	14a. Maximum available speed upon project completion	What is the maximum available speeds for Tribal Households in your eligible area?		
		What is the maximum available speeds for Tribal Businesses in your eligible area?		
		What is the maximum available speeds for Tribal CAIs in your eligible area?		

Note that Eligible Area is the same as your service area.



# How to Complete the Performance Technical Report (Certification)



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

The **AOR** should have the Grants Online role of **Recipient Authorized Representative (RAR)** and will forward the report to NTIA within Grants Online.

Enter in the contact information of the Certifying Official.

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

The Performance (Technical) Report should be signed by the AOR within Excel or as a PDF. The AOR may electronically sign, copy and paste a picture of the signature, or print and sign the report. If submitting a signed PDF, please also submit the Excel version to aid with data entry.





# ANNUAL REPORT

---

# Overall Annual Report Tips



- The reporting period should cover the corresponding project **year**.
- Refer to the **TBCP Reporting Guidance and Instructions** document for detailed instructions, definitions, and examples.
- If an indicator does not apply to your project, write “**NA**”.
- Additional guidance on how to complete Addendums A, B, and C will be distributed once the FCC broadband service maps are finalized. Please check-in with your assigned FPO to understand whether the addendums need to be submitted with your Annual Report.



# How to Complete the Annual Report (General)



Provide general contact information for your organization.

Information entered should match your CD-450 (when applicable)

Award Number.

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

Only the UEI Number will be accepted.

Provide the one-year period this report covers.

Date submitted to GOL.



# Annual Report (1-3)



Question 1 asks for the **total number** of project locations (Tribal households, Tribal CAIs, and Tribal businesses) you provided broadband service to using grant funds.

1	<p>Provide the number of locations or geographic areas at which broadband service was provided using the grant funds. (Please attach associated shapefiles of geographic areas) (600 words or less)</p> <p>Planning projects may put <b>NA</b> for question 1 if they are not providing broadband service and do not need to provide shapefiles.</p>
2	<p>Please describe each service provided with grant funds. (600 words or less)</p> <p>Describe project activities completed with grant funds during the reporting period.</p> <p>Planning projects <b>must</b> complete question 2.</p>
3	<p>If applicable, please list subcontractors and describe how they expended funds. (600 words or less)</p> <p>List every contractor that received grant funds for the purpose of obtaining goods and services. Report this item <b>cumulatively</b> from the effective award start date to the end of the reporting period.</p> <p><u>Subcontractor</u>: 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. <a href="#">2 CFR § 200.331</a> defines the characteristics indicative of a procurement relationship.</p>



# Annual Report (4-6)



4	<b>Please describe how the recipient and subrecipient (if applicable) expended the funds. (600 words or less)</b>	<p>If applicable, list the grant funds that were expended by the recipient and subrecipient during the reporting period.</p>
5	<b>If applicable, please list each subrecipients that received a subgrant through funding. (600 words or less)</b>	<p>If applicable, list every subrecipient that received a subaward to carry out part of the award during that reporting period. Write “NA” if you do not have subrecipients.</p>
6	<b>Please provide the barriers to broadband use and adoption or broadband infrastructure deployment work that you experienced during the reporting period of this award to date. What steps did you take to address them? (600 words or less)</b>	

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

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



# Annual Report (7-8)



NOFO Purpose Area:

Proposals to conduct planning, engineering, feasibility, or sustainability studies as part of the necessary steps to **develop a technological solution for broadband deployment.**

7	Please describe whether or not your organization connected NOFO purpose areas to broadband adoption and use or broadband infrastructure deployment work. (600 words or less)
8	Please describe your project's achieved accomplishments during this reporting period. (600 words or less)

Describe how your TBCP activities implemented within the past year align with the NOFO purpose areas.

List and describe the major achievements in this reporting period.



# Annual Report (Addendums A, B, & C)



## Addendums A, B, and C

Information entered should match your  
CD-450 (when applicable)

Provide general contact  
information about your  
organization.

Award number.

TRIBAL BROADBAND CONNECTIVITY PROGRAM REPORTS ADDENDUM A			
Recipient Organization:		Award Identification Number:	
Recipient Street Address:		Report Submission Date (MM/DD/YYYY):	
City, State, Zip Code:		DUNS/UEI Number:	
Reporting Period Start Date (MM/DD/YYYY):		Report Type:	Baseline Report <input type="checkbox"/>
Reporting Period End Date (MM/DD/YYYY):			Annual Report <input type="checkbox"/>

Date submitted  
to GOL.

Only the UEI  
Number will  
be accepted.

Select "Annual  
Report".



# Annual Report (Addendum A)



## Addendum A

Planning projects should enter **NA** in the first row of Addendum C.

Provide an updated count of **Households** within each of the eligible tribal block groups that has been connected to a broadband network as of the reporting end date.

Household Locations in the Service Area								
The Location ID is the Fabric ID associated with the Federal Communications Commission maps required by the Broadband Deployment Broadband Deployment Accuracy and Technology Availability (DATA) Act, Pub. L. No. 116-130, 134 Stat. 228 (2020) (codified at 47 U.S.C. §§ 641-646) (Broadband DATA Maps). The "location_id" data element is a unique identifier for the location served. A Location ID should be included for each location in the Broadband Serviceable Location Fabric when the Fabric is made available to filers. Number of units refers to one location that has multiple units within that one location. Please insert rows at the bottom of the table to report additional location data if needed.								
Location ID	Street Address	City	State	ZIP	Latitude	Longitude	Tribal Block Group	# of Units

Unique, FCC-issued identifier for locations served. The locations should match and conform to the [FCC Broadband Serviceable Location Fabric](#).

If a location does not have an address, leave the address fields blank.

**Total number** of units of connection within that location

Ex: units within an apartment complex





# Annual Report (Addendum B)



## Addendum B

Planning projects should enter **NA** in the first row of Addendum C.

Provide an updated count of **Businesses** within each of the eligible tribal block groups that has been connected to a broadband network as of the reporting end date.

Refer to previous slide for clarification of requested information for each Addendum.

Business Locations in the Service Area								
The Location ID is the Fabric ID associated with the Federal Communications Commission maps required by the Broadband Deployment Accuracy and Technology Availability (DATA) Act, Pub. L. No. 116-130, 134 Stat. 228 (2020) (codified at 47 U.S.C. §§ 641-646) (Broadband DATA Maps). The "location_id" data element is a unique identifier for the location served. A Location ID should be included for each location in the Broadband Serviceable Location Fabric when the Fabric is made available to filers. Number of units refers to one location that has multiple units within that one location. Please insert rows at the bottom of the table to report additional location data if needed. Number of units refers to one location that has multiple units within that one location. Please insert rows at the bottom of the table to report additional location data if needed.								
Location ID	Street Address	City	State	ZIP	Latitude	Longitude	Tribal Block Group	# of Units



# Annual Report (Addendum C)



## Addendum C

Planning projects should enter **NA** in the first row of Addendum C.

Provide an updated count of **Community Anchor Institutions (CAIs)** within each of the eligible tribal block groups that have been connected to a broadband network as of the reporting end date.

Refer to previous slide for clarification of requested information for each Addendum.

Community Anchor Institutions (CAIs) Locations in the Service Area								
The Location ID is the Fabric ID associated with the Federal Communications Commission maps required by the Broadband Deployment Accuracy and Technology Availability (DATA) Act, Pub. L. No. 116-130, 134 Stat. 228 (2020) (codified at 47 U.S.C. §§ 641-646) (Broadband DATA Maps). The "location_id" data element is a unique identifier for the location served. A Location ID should be included for each location in the Broadband Serviceable Location Fabric when the Fabric is made available to filers. Number of units refers to one location that has multiple units within that one location. Please insert rows at the bottom of the table to report additional location data if needed.								
Location ID	Street Address	City	State	ZIP	Latitude	Longitude	Tribal Block Group	# of Units



# How To Complete the Annual Report (Certification)



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

The **AOR** should have the Grants Online role of **Recipient Authorized Representative (RAR)** and will forward the report to NTIA within Grants Online.

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

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

The Annual Report should be signed by the AOR within Excel or as a PDF. The AOR may electronically sign, copy and paste a picture of the signature, or print and sign the report. If submitting a signed PDF, please also submit the Excel version to aid with data entry.

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



**UPLOAD TO NOAA GOL**

---

# Report Submission Requirements



- ❑ Baseline Reports and Annual Reports must be submitted as **AARs** via NOAA GOL.
- ❑ Semi-Annual Performance (Technical) Reports must be submitted as **reports** via NOAA GOL.
- ❑ Step-by-step guidance on the submission of report forms and AARs to NOAA GOL can be found in the [GOL Grant Recipient User Manual](#).



# Submit an AAR via GOL



Log into Grants Online and click the **Awards** tab.

Click the **Search Awards** link. To find your award, either enter the Award Number or change the Award Status to “Open”. Click the **Search** button.

Click on the **Award Number** link that corresponds with the TBCP award you are submitting a Baseline Report for.

### Search Awards

Award Number:

Recipient Name:

Project Title:

Award Status:

PI-PD Last Name:

**Search** **Reset**

Please use the above fields to narrow down your search. Searches are not case-sensitive.  
Fields can be partially completed to get all matching results. Use % as wildcard in search string.

### Search Results

3 items found, displaying all items.1

Award Number	Org ID	Recipient Name	Project Title	Award Status	Principal Investigators-Project Directors
<a href="#">NA14NMF4720314</a>	1001227	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	TEST RECORD - Bycatch Avoidance Communication Netw...	Accepted	
<a href="#">NA16NMF4540019</a>	1001227	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	TEST RECORD - Coastwide Stock Structure of Atlanti...	Accepted	Mary Schmidlapp
<a href="#">NA14NMF4630090</a>	1001227	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	TEST RECORD - Long Island Sound Deep Water Derelic...	Expired	



# Submit an AAR via GOL



The Grants File launch page is displayed. Select **Create Award Action Request** from the Action drop-down menu. Click the **Submit** button.

A screenshot of a web application interface for "Grants File - NA16NMF4540019". The breadcrumb trail at the top reads "Advisories >> Search Awards >> Grants File - NA16NMF4540019". The main heading is "Grants File - NA16NMF4540019". Below this, the "Id:" is 2574623 and the "Status:" is Accepted. The "Action:" label is next to a dropdown menu that is open, showing options: "Please select an action", "Create Award Action Request" (highlighted in blue), "View Accounting Details", and "View/Manage Award-related Personnel". A blue arrow points from the "Your Comments:" label to the dropdown menu. To the right of the dropdown menu is a red-outlined "Submit" button. Below the dropdown menu is a "Spell Check" button. At the bottom of the form is a "Save Comment" button.

# Submit an AAR via GOL



The Award Action Request Index page is displayed. You will see a list of hyperlinked AARs available for your award. Click the **Other** link.

## Award Action Request Index - NA18GOT9980014

- \* No Cost Extension - Prior Approval Required
- [Extension to Close Out](#)
- [Change in Principal Investigator/Project Director](#)
- [Change in Key Person Specified in the Application](#)
- [Satisfy Specific Conditions](#)
- [Transfer of Funds Budgeted for Participant Support Costs to Other Categories of Expense](#)
- Re-budget - Prior Approval Required
- [Pre-Award Costs More than 90 Days](#)
- [Submit Additional Closeout Documents](#)
- [Other](#)

- [No Cost Extension - Prior Approval Waived \(Research Terms and Conditions\)](#)
- [Change in Scope](#)
- [Foreign Air Carrier for Travel](#)
- [Disengagement for More Than 3 Months, or 25% Reduction by Project Director or PI](#)
- [Inclusion of Costs Requiring Prior Approval in Cost Principles](#)
- [\\* Subaward, Transfer or Contract Out Work Under the Award if Not Described in the Approved Application](#)
- [Rebudget - Prior Approval Waived \(Research Terms and Conditions\)](#)
- [\\* Termination by Consent](#)

**Grantees:**

Please note that the above listing contains all the possible Award Action Requests that can be created on this Award. While the ability to create these Award Action Requests is given to all grantee users, they can only be forwarded to the agency by the Authorized Representative.

\* Note: Award Action Requests marked with an \* will always result in an amendment to the award (if approved). Other requests generally result in a notification of approval. However, request may result in an amendment at the discretion of the Grants Officer. See guidance document for more information.

[Guidance](#)

[Return to Main](#)





# Submit an AAR via GOL



The Other Award Action Request page is displayed and ready for completion. Enter the required data elements then click the **Save** button.

1) Provide sufficient information in the description and justification textboxes. Then, click **Save**.

2) Once “Save” is clicked, attach Baseline Report Form or Annual Report Form here.

3) Then click Save and Start Workflow

The RAR will finish the remaining submission process.

**Other - NA17OAR4590018**

**Attachments:**

No attachments.

Add new Attachment: [\[+\]](#)  
Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.  
[Large File Guidance](#)

**Other**  
[Guidance](#)

Description of other award action request required. (Please provide description and justification. Attachments are optional.)

Description\*

Justification\*

**Award Action Request Report**

**Save | Save and Start Workflow | Cancel**

Example text for each data element is below:

**Description:** Baseline Report / Annual Report

**Justification:** Baseline Report / Annual Report to satisfy SAC



# Submit an AAR via GOL



1. To submit the Report, the Recipient Authorized Representative (RAR) should log into Grants Online and click the **Inbox** tab.
2. Click the **Tasks** link.
3. Locate the correct task and click the **View** link.
4. The launch page for the selected task is displayed. Select the “**Forward AAR to Agency**” option.
5. Click the **Submit** button.



# Submit a Performance Progress Report via GOL



The Semi-Annual Performance (Technical) Reports must be submitted as **Reports** via NOAA GOL. There are several ways to find the reports tied to your award, but one of the easiest is to click “Search Awards” under the Awards tab. Then click the search box to see all Progress Reports.

**Inbox** **Awards** **Account Management** **Help**

Welcome to Grants Online Arthur Rep25. You are logged in to Atbe10.

**ASAP Enrollment Request**

**Manage Recipient Users**

**SF-425A for Multiple Awards**

**Search Awards**

**Search Reports**

**Awards**

**- ASAP Enrollment Request -**

Request enrollment in the Automated Standard

**- Manage Recipient Users -**

The Manage Recipient Users feature allows you to modify or disassociate users within your organization an approved Award Action Request and that change

**- SF-425A for Multiple Awards -**

View, create or replace SF-425 Cash Flow Federal

**- Search Awards -**

The Search Awards feature allows you to find Awards

**Federal Program Officers and Grants Management**

Once you find an award, you can navigate to its dropdown box of the Grant File launch page.

**Grantees**

If you leave the search criteria blank, you will receive actions that you can take are listed in the Action 'Not Delinquent' should be entered and submitted

**- Search Reports -**

The Search Reports feature allows you to search Office (GMD only), Assigned Program Officer, Report Status column heading twice will order the results

### Search Financial and Project Progress Reports

**Award Number :**

**Recipient Name :**

**Report Period Start Date Range :**  -  ☐ Include reports with no Start Date(SF425)

**Report Period End Date Range :**  -  ☐ Include reports with no End Date(SF270)

**Program Officer Name :**   
(First Name or Last Name)

**Report Type :**

- ☐ Progress Reports
- ☐ Financial Reports
- ☐ SF270 Reports
- ☒ All Reports

**Report Status :**

- ☐ Delinquent Only
- ☐ Delinquent and Not Delinquent (all unsubmitted reports)
- ☐ Submitted (not yet Accepted)
- ☐ Accepted
- ☒ All Reports

**Search** **Reset**



# Submit a Performance Progress Report via GOL



The page below is displayed when the **Performance Progress Report Details Page** link is selected.

**Performance Progress Report - NA16GOT9980034**

**Attachments:**

No attachments.

**a.** Add new Attachment: [-]

Filename: \*  No file chosen **b.**

**c.** Description: \*

**d.**

**A.** Upload your completed PPR using the attachment [+] button

**B.** Choose the file you want to attach. (In this case your Performance (Technical) Report)

**C.** Include a short description of the attachment in the Description field

**D.** Click the Save Attachment button



# Submit a Performance (Progress) Report via GOL



Enter  
clarifying  
comments if  
appropriate.

Use the "Add new Attachment: [+]" link to attach the report.

Clarifying comments:

**Spell Check**

Verify the accuracy  
of the following  
data elements:  
Reporting Period\*,  
Due Date, and  
whether or not this  
is the Final Report.

**Reporting Period \***

10/01/2015-03/31/2016

**Due Date**

04/30/2016

**Final Report**

☐ Yes ☒ No

**Recipient Principal Investigators/Project Directors:**

Nothing found to display. [Submitting?](#)



# Submit a Performance (Progress) Report via GOL



Click the **Save and Start Workflow** button.

You will receive a pop-up box asking if you wish to proceed. Click the **OK** button.

The RAR will finish the remaining submission process.

**Recipient Principal Investigators/Project Directors:**  
One item found.1

Name	Telephone	Submitting	Submitting?
		N	

**Recipient Authorized Representatives:**  
[One item found.1](#)

Name	Telephone

[Submitted On:](#)  
[Accepted On: N/A](#)

[Save](#) [Save and Start Workflow](#) [Cancel](#)

# Submit a Performance (Progress) Report via GOL



Once the report has been completed and reviewed, it is ready to send to NTIA. Reports should be submitted by the Recipient Authorized Representative (RAR) by following these steps:

1. To submit the Report, the RAR should log into Grants Online and click the **Inbox** tab.
2. Click the **Tasks** link.
3. Locate the correct task and click the **View** link.
4. The launch page for the selected task is displayed. Select the “**Forward Progress Report to Agency**” option.
5. Click the **Submit** button.



If you need assistance with the GOL platform, contact the Grants Online Help Desk at:

- ❑ GrantsOnline.HelpDesk@noaa.gov or
- ❑ (240) 533-9533, between the hours of 8:00 a.m. and 6:00 p.m. Eastern Time, Monday through Friday, excluding Federal holidays.
- ❑ [GOL HelpDesk](#)



- Are there any questions or concerns regarding the Baseline, Performance (Technical), or Annual Reports?



# THANK YOU

---

Questions? Contact us at [tbcp@ntia.gov](mailto:tbcp@ntia.gov).

