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# INTERNET FOR ALL

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## Broadband Infrastructure Program

Report Guidance and Instructions



U.S. Department of Commerce  
National Telecommunications and Information Administration

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# Broadband Infrastructure Program

## *Reporting Guidance and Instructions*

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## 1. Reports Overview

This document includes resources to help you complete and submit the required BIP Baseline, Performance (Technical), and Annual Reports. In addition to submitting a signed version of the report(s), please attach the Excel report to help expedite the Federal Program Officer's (FPO) review. Refer to the specific instructions section for guidance and examples to help you complete each report. Also, reference the Glossary of Report Terms and Definitions for explanations of BIP-specific terminology. **In addition to submitting a signed version of the report(s), please attach the Excel report to help expedite the Federal Program Officer's (FPO) review.**

The semi-annual financial report must be submitted on the [SF-425: Federal Financial Form \(FFR\)](#). Instructions for the FFR can be found linked in the form. Obligations and expenditures must be reported and should match the data reported in the Automated Standard Application for Payments (ASAP).

### Reporting Cadence

Reports are due according to the following cadences:

Report Type	Reporting Period	Submission Method
<b>Baseline Report</b>	Baseline <b>Due:</b> Within 45 days of issuance of a Categorical Exclusion (CE) decision memorandum or the publication of a signed Finding of No Significant Impact (FONSI)	<b>Form:</b> Baseline Report Submit via email to <a href="mailto:bbinfra@ntia.gov">bbinfra@ntia.gov</a> Copy: <a href="mailto:greports@nist.gov">greports@nist.gov</a>
<b>Semi-Annual Financial Report</b>	Oct. 1 – Mar. 31 <b>Due:</b> Every April 30 Apr. 1 – Sept. 30 <b>Due:</b> Every October 30	<b>Form:</b> SF-425 Federal Financial Report (FFR) Submit via email to <a href="mailto:greports@nist.gov">greports@nist.gov</a> Copy: <a href="mailto:bbinfra@ntia.gov">bbinfra@ntia.gov</a>
<b>Semi-Annual Performance (Technical) Report</b>	Oct. 1 – Mar. 31 <b>Due:</b> Every April 30 Apr. 1 – Sept. 30 <b>Due:</b> Every October 30	<b>Form:</b> Performance (Technical) Report Submit via email to <a href="mailto:greports@nist.gov">greports@nist.gov</a> Copy: <a href="mailto:bbinfra@ntia.gov">bbinfra@ntia.gov</a>
<b>Final Financial Report</b>	Cumulative award period	<b>Form:</b> SF-425 FFR

Report Type	Reporting Period	Submission Method
	Due: 120 days after end of project period	Submit via email to <a href="mailto:greports@nist.gov">greports@nist.gov</a> Copy: <a href="mailto:bbinfra@ntia.gov">bbinfra@ntia.gov</a>
<b>Final Performance (Technical) Report [Closeout Report]</b>	Cumulative award period Due: 120 days after end of project period	<b>Form:</b> Performance (Technical) Report Submit via email to <a href="mailto:greports@nist.gov">greports@nist.gov</a> Copy: <a href="mailto:bbinfra@ntia.gov">bbinfra@ntia.gov</a>
<b>Annual Report</b>	1 year period preceding report date Due: No later than 1 year after receiving grant funds; annually thereafter	<b>Form:</b> Annual Report Submit via email to <a href="mailto:bbinfra@ntia.gov">bbinfra@ntia.gov</a> Copy: <a href="mailto:greports@nist.gov">greports@nist.gov</a>

## 2. Baseline Report Instructions

General reminders as you fill out the Baseline Report:

- Year 1, Period 1 aligns to the current semi-annual period in which your award was made (April 1–September 30 or October 1–March 31). Year 1, Period 1 may not be a full six-month period. Use as many of the “Year” columns as needed to project through your project’s entire period of performance. Your project’s period of performance is listed in the CD-450.
- Each Period in your Baseline Report should correspond to six months and align to the Federal Fiscal Year semi-annual periods (with the exception of Year 1, Period 1, which may be less than 6 months).
- Click on the blue, hyperlinked words to view the definition of key terms.
- Please write “NA” if your project does not include a particular indicator or activity.

Question Number	Reporting Item	Instructions
<b>GENERAL INFORMATION</b>		
General	Recipient Organization	Please provide the general contact information about the recipient organization. Include the performance period start and end dates for your project.
	Recipient Street Address	
	City, State, Zip Code	
	DUNS/UEI Number	These fields should be consistent with the information on your CD-450.
	Performance Period Start Date (MM/DD/YYYY)	
	Performance Period End Date (MM/DD/YYYY)	
	Award Identification Number	
	Report Submission Date (MM/DD/YYYY)	Provide the date the report is sent to <a href="mailto:BBInfra@ntia.gov">BBInfra@ntia.gov</a> with <a href="mailto:greports@nist.gov">greports@nist.gov</a> copied.
	Report Period Start Date (MM/DD/YYYY)	Please align this date to the start of your period of performance, as listed in your CD-

Question Number	Reporting Item	Instructions
		450.
	Report Period End Date (MM/DD/YYYY)	Please report the date your FONSI or CE was issued as your report period end date.
	Final Report	Please check "No."
<b>INFRASTRUCTURE MILESTONE CATEGORIES</b>		
1a	1. <a href="#">Environmental Assessment</a>	<p>Please use the table provided to report your anticipated start and end dates for each infrastructure milestone category for your project.</p> <p>The calendar on the right-hand portion of the report will automatically update based on the start and end dates you report in each category.</p> <p>Please write 'N/A' if your project does not include an activity. If necessary, please add additional milestones at the bottom of the chart.</p> <p>If necessary, please add additional milestones to 1a.10 (Other).</p>
	2. <a href="#">Network Design</a>	
	3. <a href="#">Rights of Way</a>	
	4. Construction Permits and Other Approvals	
	5. <a href="#">Site Preparation</a>	
	6. <a href="#">Equipment Procurement</a>	
	7. <a href="#">Network Build</a> (all components - owned, leased, Infeasible Rights of Use, etc.)	
	8. <a href="#">Equipment Deployment</a>	
	9. <a href="#">Network Testing</a>	
	10. Other (please specify):	
<b>INFRASTRUCTURE MILESTONE CATEGORIES</b>		

Question Number	Reporting Item	Instructions
1b	1. Overall Project	<p>Please use the table provided to report the anticipated <b>percent completion</b> for each Milestone Category according to project year and period. Percentages should be based primarily on the expenditures of your project budget (and reported cumulatively rather than incrementally). Each row should end with 100% completion. Once the 100% mark is reached, continue to enter 100% for each subsequent cell in the row until you reach the year and period in which the project's period of performance ends, as stated in the CD-450.</p> <p><b>Example:</b></p> <p>If you expect to complete the Environmental Assessment within the first three reporting periods of your project, Year Two, Period One (Y2, P1) and all subsequent Years and Periods should state 100%, as follows:</p> <ul style="list-style-type: none"> <li>• Year 1, Period 1: 50%</li> <li>• Year 1, Period 2: 75%</li> <li>• Year 2, Period 1: 100%</li> <li>• All ensuing cells: 100%</li> </ul> <p>Please write "N/A" if your project does not include an activity. If necessary, please add additional milestones at the bottom of the chart.</p> <p>If necessary, please add additional milestones to 1b.11 (Other).</p>
	2. <a href="#">Environmental Assessment</a>	
	3. <a href="#">Network Design</a>	
	4. <a href="#">Rights of Way</a>	
	5. Construction Permits and Other Approvals	
	6. <a href="#">Site Preparation</a>	
	7. <a href="#">Equipment Procurement</a>	
	8. <a href="#">Network Build</a> (all components - owned, leased, Indefeasible Rights of Use, etc.)	
	9. <a href="#">Equipment Deployment</a>	
	10. <a href="#">Network Testing</a>	
	11. Other (please specify):	
<b>NETWORK BUILD PROGRESS</b>		
	a. Number of new <a href="#">fiber</a> miles (aerial or underground)	<p>Please use the table provided to report the anticipated <b>number of units</b> for each Network Build Progress indicator according to project year and period. Figures should be reported cumulatively rather than incrementally. Once the final figure is reached for each row, continue to enter the</p>
	b. Number of <a href="#">fiber miles leased</a>	

Question Number	Reporting Item	Instructions
2	c. Number of existing fiber miles upgraded	final figure for all subsequent cells in the row until you reach the year and period in which the project will close out.
	d. Number of <a href="#">new wireless links</a>	Please indicate whether the Network Build Progress indicator is <a href="#">middle-mile</a> , <a href="#">last-mile</a> , both, or neither using the drop-down menu in the column labeled Middle or Last Mile. If you are deploying middle- and last-mile fiber, report these numbers cumulatively.  <b>Example:</b>  You plan to deploy 100 miles of new fiber, 40 of which are middle-mile and 60 of which are last-mile. If you anticipate that 25 miles will be laid in Y2, P1, with another 25 miles laid in Y2, P2, and the remaining 50 miles be laid in Y3, P1, complete row 2a (Number of new fiber miles) as follows: <ul style="list-style-type: none"> <li>• Middle or Last Mile: Both</li> <li>• Year 2, Period 1: 25</li> <li>• Year 2, Period 2: 50</li> <li>• Year 3, Period 1: 100</li> <li>• All ensuing cells: 100</li> </ul> Please write “0” if your project does not include this indicator.  If necessary, please add additional milestones to 2j (Other).
	e. Number of <a href="#">new towers</a>	
	f. Number of <a href="#">new interconnection points</a>	
	g. Number of <a href="#">signed agreements</a> with broadband wholesalers or last-mile providers	
	h. Number of <a href="#">potential agreements</a> ( <i>i.e.</i> , agreements currently being negotiated) with broadband wholesalers or last-mile providers (This number should NOT be reported cumulatively)	
	i. Number of <a href="#">wireless licenses obtained</a>	
j. Other (please specify):		
<b>BROADBAND ACCESS KEY INDICATORS</b>		
	1. Number of Households <a href="#">passed/serviceable</a>	Please use the table provided to report the <b>number of units</b> for each indicator according to project year and period. Report all figures cumulatively. Once the final figure is reached for each row, continue to enter the final figure for all
	2. Households with <a href="#">new access</a>	

Question Number	Reporting Item	Instructions
3a. Unserved Households	3. Households with improved access	subsequent cells in the row until you reach the year and period in which the project will close out.
	4. Number of Households served with speeds of at least 25/3	The grayed rows are calculated fields that will auto-populate based on the entries for questions 2 and 3 of this Beneficiary Type. The 'Total number of Households served' is the sum of households with new access and households with improved access. You do not need to fill this out, as it generates for you.
	5. Number of Households served with speeds of at least 100/20	<p>Please write "0" if your project does not include this indicator.</p> <p><b>Example:</b></p> <p>If you plan to connect 150 households to broadband infrastructure, 100 of which will be connected in Y2, P1 and 50 of which will be connected in Y2, P2, complete 3a.2 as follows:</p> <ul style="list-style-type: none"> <li>• Year 2, Period 1: 100</li> <li>• Year 2, Period 2: 150</li> <li>• All ensuing cells: 150</li> </ul> <p>Use your best judgment to anticipate the number of households that will be connected to speeds of 25/3 and 100/20 or greater, respectively.</p>
3b. Businesses	1. Number of <a href="#">Businesses passed/serviceable</a>	Please use the table provided to report the <b>number of units</b> for each indicator according to project year and period. Report all figures cumulatively. Once the final figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the Year and Period in which the project will close out.
	2. Businesses with <a href="#">new access</a>	
	3. Businesses with improved access	
	4. Number of Businesses served with speeds of at least 25/3	
		The grayed rows are calculated fields that will auto-populate based on the entries for questions 2 and 3 of this Beneficiary Type. The 'Total number of Businesses served' is

Question Number	Reporting Item	Instructions
	5. Number of Businesses served with speeds of at least 100/20	<p>the sum of businesses with new access and businesses with improved access. You do not need to fill this out, as the table generates it for you.</p> <p>Please write “0” if your project does not include this indicator.</p> <p>Please use your best judgment to anticipate the number of businesses that will be connected to speeds of 25/3 and 100/20 or greater, respectively.</p>
3c. Community Anchor Institutions (CAIs)	1. Number of <a href="#">CAIs passed/serviceable</a>	<p>Please use the table provided to report the <b>number of units</b> for each indicator according to project year and period. Report all figures cumulatively. Once the final figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the year and period in which the project will close out.</p> <p>The grayed rows are calculated fields that will auto-populate based on the entries for questions 2 and 3 of this Beneficiary Type. The ‘Total number of CAIs served’ is the sum of CAIs with new access and CAIs with improved access. You do not need to fill this out, as it generates for you.</p> <p><b>Please write “0” if your project does not include this indicator.</b></p> <p><b>Example:</b></p> <p>If you plan to connect 15 community anchor institutions, 10 of which will be connected in Y2, P1 and 5 of which will be connected in Y2, P2, complete 3c.2 as follows:</p> <ul style="list-style-type: none"> <li>• Year 2, Period 1: 10</li> <li>• Year 2, Period 2: 15</li> <li>• All ensuing cells: 15</li> </ul> <p>Please use your best judgment to anticipate the number of CAIs that will be connected</p>
	2. CAIs with <a href="#">new access</a>	
	3. CAIs with improved access	
	4. Number of CAIs served with speeds of at least 25/3	
	5. Number of CAIs served with speeds of at least 100/20	

Question Number	Reporting Item	Instructions
		to speeds of 25/3 and 100/20 or greater, respectively.
3d. Broadband Wholesalers or Last-Mile Providers	1. Number of Broadband wholesalers or last-mile providers passed/serviceable	<p>Please use the table provided to report the <b>number of units</b> for each indicator according to project year and period. Report all figures cumulatively. Once the final figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the year and period in which the project will close out.</p> <p>The grayed rows are calculated fields that will auto-populate based on the entries for questions 2 and 3 of this Beneficiary Type. The 'Total number of Broadband wholesalers or last-mile providers served' is the sum of Broadband wholesalers or last-mile providers with new access and Broadband wholesalers or last-mile providers with improved access. You do not need to fill this out, as it generates for you.</p> <p>Please write "0" if your project does not include this indicator.</p> <p>Please use your best judgment to anticipate the number of Broadband wholesalers that will be connected to speeds of 25/3 and 100/20 or greater, respectively.</p>
	2. Broadband wholesalers or last-mile providers with new access	
	3. Broadband wholesalers or last-mile providers with improved access	
	4. Number of Broadband wholesalers or last-mile providers served with speeds of at least 25/3	
	5. Number of Broadband wholesalers or last-mile providers served with speeds of at least 100/20	
<b>WORKFORCE INDICATORS</b>		
4a	1. Number of <a href="#">new positions</a> created	<p>Complete Section 4a by entering the anticipated <b>number of units</b> for each Workforce Indicator according to project year and period. Report all figures cumulatively. Once the final figure is reached for each row, continue to enter the final figure for all subsequent cells in the row until you reach the year and period in which the project will close out.</p>
	2. Number of <a href="#">new positions</a> filled	

Question Number	Reporting Item	Instructions
		'New Position' refers to a position that was created or funded by the BIP grant. A job is considered "filled" if someone has been hired. Please write "N/A" if your project does not include this indicator.
<b>CERTIFICATION</b>		
Certification	Typed or printed name and title of Authorized Certifying Official	Type the name and title of the Authorized Organization Representative (AOR).
	Signature of Certifying Official	The Baseline Report may be electronically signed by the AOR.  To sign the report electronically, you may either:  1. Use a certified electronic signature in Microsoft by following the instructions found <a href="#">here</a> .  Or  2. Export the report and sign using a certificate-based signature in a program such as Adobe Reader or Foxit. If you opt to submit a signed PDF, please remember to submit both the completed Excel document and signed PDF version.
	Telephone (area code, number, and extension)	Type the Authorized Certifying Official's phone number and extension, as applicable.  Preferred format: 555-123-4567 ext. 555
	Email Address	Type the Authorized Certifying Official's email address.
	Date	Insert the date the report was signed by the Authorized Certifying Official.  Preferred format: MM/DD/YYYY

### 3. Performance (Technical) Report Instructions

General reminders as you fill out the Performance (Technical) Report:

- Please write “N/A” if your project does not include a particular milestone category, indicator, or activity.

Question Number	Reporting Item	Instructions
<b>GENERAL INFORMATION</b>		
General	Recipient Organization	Please provide the general contact information about the recipient organization. Recipient organization and address should match the information listed in the CD-450. Include the performance period start and end dates for your project. Indicate yes or no if the report is the final closeout report.
	Recipient Street Address	
	City, State, Zip Code	
	DUNS/UEI Number	These fields should match the CD-450.
	Performance Period Start Date (MM/DD/YYYY)	
	Performance Period End Date (MM/DD/YYYY)	
	Award Identification Number	
	Final Report	Please check “No” if you are not closing out your BIP award by submitting the report. If this is your final report, please check “Yes.”
	Report Submission Date (MM/DD/YYYY)	Please provide the date the report will be submitted to <a href="mailto:GReports@nist.gov">GReports@nist.gov</a> with <a href="mailto:BBInfra@ntia.gov">BBInfra@ntia.gov</a> copied.
	Report Period Start Date (MM/DD/YYYY)	Provide the period this report covers.

Question Number	Reporting Item	Instructions
	Report Period End Date (MM/DD/YYYY)	Performance (Technical) Reports should be submitted semi-annually for the periods October 1–March 31 and April 1–September 30.
<b>INFRASTRUCTURE MILESTONE CATEGORIES</b>		
1a	1. Overall Project	Please use the table provided to report your percentage of completion for the semi-annual reporting period of your project.
	2. <a href="#">Environmental Assessment</a>	
	3. <a href="#">Network Design</a>	
	4. <a href="#">Rights of Way</a>	
	5. <a href="#">Construction Permits</a> and Other Approvals	In the <b>Percent Complete</b> column, indicate the percentage of completion for cumulative activities conducted with BIP grant funds. The percentage of completion 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 reporting period.
	6. <a href="#">Site Preparation</a>	
	7. <a href="#">Equipment Procurement</a>	
	8. <a href="#">Network Build</a> (all components - owned, leased, Indefeasible Rights of Use, etc.)	If a milestone has been 100% completed in a previous reporting period, continue to report that indicator as 100% in all subsequent performance reports through project closeout. For example, if you complete the Environmental Assessment in Year 1, Period 2, enter 100% in the Percent Complete column for the Environmental Assessment indicator for all subsequent performance reports
	9. <a href="#">Equipment Deployment</a>	
	10. <a href="#">Network Testing</a>	
		In the <b>Narrative</b> column, provide a brief description (300 words or fewer) of the primary activities involved in meeting project milestones. Activities described should encompass all previous reporting periods. If your percent completion differs from the percent completion projections in your baseline plan or subsequent written updates to your FPO, explain the reasons for this variance.  <b>Example:</b>

Question Number	Reporting Item	Instructions
	11. Other (please specify):	<p>If half of your Environmental Assessment was completed in Y1, P1 and half was completed in Y2, P2, complete that row for Y1, P1 and Y2, P2 as follows:</p> <ul style="list-style-type: none"> <li>• Year 1, Period 1 Report: 50%</li> <li>• Year 1, Period 2 Report: 100%</li> <li>• All subsequent performance reports: 100%</li> </ul> <p>Please write “N/A” if your project does not include an activity. If necessary, please insert additional milestones at the bottom of the chart.</p>
1b	<a href="#">Project accomplishments</a>	Please describe significant project accomplishments during this reporting period funded through BIP grant (600 words or less).
1c	Project challenges	Please describe any challenges to achieving project accomplishments during this reporting period funded through BIP grant (600 words or less).
<b>NETWORK BUILD PROGRESS</b>		
	<p>a. Number of new <a href="#">fiber</a> miles (serial or underground)</p> <p>b. Number of <a href="#">fiber miles leased</a></p> <p>c. Number of existing fiber miles upgraded</p> <p>d. Number of <a href="#">new wireless links</a></p> <p>e. Number of <a href="#">new towers</a></p>	<p>Please use the <b>Total</b> column to report the total number for each network build indicator. Report information cumulatively from award inception through the end of the reporting period. Select whether each network build progress is <a href="#">middle-mile</a>, <a href="#">last-mile</a>, both, or N/A utilizing the dropdown.</p> <p>In the <b>Narrative</b> column please provide a description if the percent complete differs from the target provided in your baseline plan. (300 words or less).</p> <p>Please write “N/A” if your project does not include this indicator.</p> <p><b>Example:</b></p>

Question Number	Reporting Item	Instructions
2	f. Number of new <a href="#">interconnection points</a>	If you constructed 50 miles of fiber in Y2, P1, and 75 miles of fiber in Y2, P2, line 2a (number of new fiber miles) of the Y2, P1 and Y2, P2 performance reports should be completed as follows: <ul style="list-style-type: none"> <li>• Year 2, Period 1 Report: 50</li> <li>• Year 2, Period 2 Report: 125</li> </ul>
	g. Number of <a href="#">signed agreements</a> with broadband wholesalers or last-mile providers (include names of broadband wholesalers or last-mile providers in the narrative column)	
	h. Number of <a href="#">potential agreements</a> ( <i>i.e.</i> , agreements currently being negotiated) with broadband wholesalers or last-mile providers (This number should NOT be reported cumulatively)	
	i. Number of wireless <a href="#">licenses obtained</a>	
	j. Other (please specify):	
<b>BROADBAND ACCESS KEY INDICATORS</b>		
	1. Number of Households <a href="#">passed/serviceable</a>	Please use the <b>Total</b> column to report the total number for each subscriber and access type. Report information cumulatively from award inception through the end of the reporting period.
	2. Households with <a href="#">new access</a>	
	3. Households with improved access	The grayed rows are calculated fields that will auto-populate based on the entries for questions 2 and 3 of this Beneficiary Type. The 'Total number of Households served' is the sum of households with new access and households with improved access. You
	4. Number of Households served with speeds of at least 25/3	

Question Number	Reporting Item	Instructions
3a. Unserved Households	5. Numbers of Households served with speeds of at least 100/20	<p>do not need to fill this out, as it generates for you.</p> <p>In the <b>Narrative</b> column please provide a description if the total differs from the target provided in your baseline plan (300 words or less).</p> <p>Please write “0” if your project does not include this indicator.</p> <p><b>Example:</b></p> <p>If you connect 25 household in Y2, P1, 50 households in Y2, P2, and 10 households in Y3, P1 (a total of 85 unserved households connected), complete 3a.2 for the Y2, P1; Y2, P2; and Y3, P1 performance reports as follows:</p> <ul style="list-style-type: none"> <li>• Year 2, Period 1 Report: 25</li> <li>• Year 2, Period 2 Report: 75</li> <li>• Year 3, Period 1 Report: 85</li> </ul>
3b. Businesses	<p>1. Number of <a href="#">Businesses passed/serviceable</a></p> <p>2. Businesses with <a href="#">new access</a></p> <p>3. Businesses with improved access</p> <p>4. Number of Businesses served with speeds of at least 25/3</p> <p>5. Number of Businesses served with speeds of at least 100/20</p>	<p>Please use the <b>Total</b> column to report the total number for each <b>indicator</b>. Report information cumulatively from award inception through the end of the reporting period.</p> <p>The grayed rows are calculated fields that will auto-populate based on the entries for questions 2 and 3 of this Beneficiary Type. The ‘Total number of Businesses served’ is the sum of businesses with new access and businesses with improved access. You do not need to fill this out, as it generates for you.</p> <p>In the <b>Narrative</b> column please provide a description if the total differs from the target provided in your baseline plan (300 words or less).</p> <p>Please write “0” if your project does not include this indicator.</p>

Question Number	Reporting Item	Instructions
<p>3c. Community Anchor Institutions (CAIs)</p>	<p>1. Number of <a href="#">CAIs passed/serviceable</a></p>	<p>Please use the <b>Total</b> column to report the total number for each indicator. Report information cumulatively from award inception through the end of the reporting period.</p>
	<p>2. CAIs with <a href="#">new access</a></p>	
	<p>3. CAIs with improved access</p>	<p>The grayed rows are calculated fields that will auto-populate based on the entries for questions 2 and 3 of this Beneficiary Type. The 'Total number of CAIs served' is the sum of CAIs with new access and CAIs with improved access. You do not need to fill this out, as it generates for you.</p> <p>In the <b>Narrative</b> column please provide a description if the total differs from the target provided in your baseline plan (300 words or less).</p> <p>Please write "0" if your project does not include this indicator.</p> <p><b>Example:</b></p> <p>If you connect three CAIs in Y2, P1, two CAIs in Y2, P2, and five CAIs in Y3, P1 (a total of 10 CAIs), complete the first line of 3c.2 for the Y2, P1 Performance Report, Y2, P2 Performance Report, and Y3, P1 Performance Report as follows:</p> <ul style="list-style-type: none"> <li>• Year 2, Period 1 Report: 3</li> <li>• Year 2, Period 2 Report: 5</li> <li>• Year 3, Period 1 Report: 10</li> </ul>
	<p>4. Number of CAIs served with speeds of at least 25/3</p>	
	<p>5. Number of CAIs served with speeds of at least 100/20</p>	
<p>3d. Broadband Wholesalers or Last Mile Providers</p>	<p>1. Number of Broadband wholesalers or last-mile providers passed/serviceable</p>	<p>Please use the <b>Total</b> column to report the total number for each indicator. Report information cumulatively from award inception through the end of the reporting period.</p>
	<p>2. Broadband wholesalers or last-mile providers with <a href="#">new access</a></p>	
	<p>3. Broadband wholesalers or last-mile providers with improved access</p>	<p>The grayed rows are calculated fields that will auto-populate based on the entries for questions 2 and 3 of this Beneficiary Type. The 'Total number of Broadband wholesalers or last-mile providers served' is the sum of Broadband wholesales or</p>

Question Number	Reporting Item	Instructions
	4. Number of Broadband wholesalers or last-mile providers served with speeds of at least 25/3	last-mile providers with new access and improved access.  In the <b>Narrative</b> column please provide a description if the total differs from the target provided in your baseline plan (300 words or less).  Please write "0" if your project does not include this indicator.
	5. Number of Broadband wholesalers or last-mile providers served with speeds of at least 100/20	
<b>INFRASTRUCTURE BUDGET EXECUTION DETAILS</b>		
4	a. Administrative and legal expenses	Please use the table provided to detail the total amount of funds expended for each budget element, including detailed disbursements of Federal funds obligated. Report figures cumulatively from the effective award start date to the end of the applicable reporting period.  The Federal Funds, Non-Federal Funds, and Total Budget (Federal plus Non-Federal) columns should align to your approved budget within your SF-424C. These amounts should not change between reporting periods unless your budget was amended through the Grants Office.  In the <b>Federal Funds Expended to Date column</b> , list the amount of grant funds expended on each budget element. The total listed should match the Federal expenditures reported in your SF-425. If you have non-Federal funds to document, please update the Non-Federal Funds Expended to Date column.  The <b>Total Funds Expended</b> column should equal the Federal Funds and Non-Federal Funds Expended to Date columns.
	b. Land, structures, <a href="#">rights-of-way</a> , appraisals, etc.	
	c. Relocation expenses and payments	
	d. Architectural and engineering fees	
	e. Other architectural and engineering fees	
	f. Project inspection fees	
	g. Site work	
	h. Demolition and removal	
	i. Construction	
	j. Equipment	

Question Number	Reporting Item	Instructions
	k. Miscellaneous	
	l. Subtotal	
	m. Contingencies	
	n. Totals	
<b>OTHER INDICATORS</b>		
5a	1. Number of <a href="#">new positions</a> created	Please use the table provided to report the total for each workforce indicator. List the projected total for each period.
	2. Number of <a href="#">new positions</a> filled	<p>'New Position' refers to a position that was created or funded by the BIP grant. A position is considered "filled" if someone has been hired. The projected totals should be cumulative from the award's inception.</p> <p>Please write "N/A" if your project does not include this indicator.</p> <p>In the <b>Narrative</b> column please provide a description if the total differs from the target provided in your baseline plan (300 words or less).</p>
6a	Maximum available speed upon project completion	In the table provided please provide the maximum available upload and download speed for each <a href="#">indicator</a> provided.
<b>CERTIFICATION</b>		
	Typed or printed name and title of Authorized Certifying Official	Type the name and title of the Authorized Organization Representative (AOR).
	Signature of Certifying Official	<p>The Performance (Technical) Report may be electronically signed by the AOR.</p> <p>To sign the report electronically, you may</p>

Question Number	Reporting Item	Instructions
Certification		either: 1. Use a certified electronic signature in Microsoft by following the instructions found <a href="#">here</a> . Or 2. Export the report and sign using a certificate-based signature in a program such as Adobe Reader or Foxit. If you opt to submit a signed PDF, please remember to submit both the completed Excel document and/or signed PDF version.
	Telephone (area code, number, and extension)	Type the Authorized Certifying Official's phone number and extension, as applicable.  Preferred format: 555-123-4567 ext. 555
	Email Address	Type the Authorized Certifying Official's email address.
	Date	Insert the date the report was signed by the Authorized Certifying Official.  Preferred format: MM/DD/YYYY

## 4. Annual Report Instructions

Question Number	Reporting Item	Instructions
<b>GENERAL INFORMATION</b>		
	Recipient Organization	Please provide the general contact information about the recipient

Question Number	Reporting Item	Instructions
General	Recipient Street Address	organization. Include the performance period start and end dates for your project.
	City, State, Zip Code	
	DUNS/UEI Number	This should match your CD-450.
	Award Identification Number	
	Performance Period Start (MM/DD/YYYY)	
	Performance Period End (MM/DD/YYYY)	
	Report Submission Date (MM/DD/YYYY)	Please provide the date that the report will be submitted to <a href="mailto:BBInfra@ntia.gov">BBInfra@ntia.gov</a> with <a href="mailto:GReports@nist.gov">GReports@nist.gov</a> copied.
	Report Period Start Date (MM/DD/YYYY)	Provide the period this report covers.  The Annual Report should be submitted not later than one year after receiving grant funds, and annually thereafter until the funds have been expended.
	Report Period End Date (MM/DD/YYYY)	
1	Please describe significant project accomplishments during this period (600 words or less).	List and describe your project’s major accomplishment during this reporting period and/or anything you would like the Program Office to be aware of.
2	Please describe each service provided with BIP grant funds (600 words or less).	Describe each service you provided with the BIP grant funds.

Question Number	Reporting Item	Instructions
3a	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)	Provide the total number of locations with broadband service using BIP funds. Attach all associated shapefiles for your locations.
3b	BIP Reports Addendum A	Using the Excel spreadsheet template titled "BIP Reports Addendum A", please provide an updated count of Households within each of the eligible census block groups along with their Location ID that you connected to your network in column titled '# of Units'. The locations should match and conform to the Federal Communications Commission (FCC) Broadband Serviceable Location Fabric, which is a unique identifier of the geographic coordinates, and where available, the address(es) associated with each location.
3c	BIP Reports Addendum B	Using the Excel spreadsheet template titled "BIP Reports Addendum B", please provide an updated count of Businesses within each of the eligible census block groups along with their Location ID that you connected your network in column titled '# of Units'. The locations should match and conform to the Federal Communications Commission (FCC) Broadband Serviceable Location Fabric, which is a unique identifier of the geographic coordinates, and where available, the address(es) associated with each location.
3d	BIP Reports Addendum C	Using the Excel spreadsheet template titled "BIP Reports Addendum C", please provide an updated count of Community

Question Number	Reporting Item	Instructions
		<p>Anchor Institutions (CAIs) within each of the eligible census block groups along with their Location ID that you connected to your network in column titled '# of Units'. The locations should match and conform to the Federal Communications Commission (FCC) Broadband Serviceable Location Fabric, which is a unique identifier of the geographic coordinates, and where available, the address(es) associated with each location.</p>
4	<p>If applicable, please list each subrecipient that received a subgrant from the covered partnership and a description of the specific project for which the grant funds were provided. (600 words or less).</p>	<p>List each subrecipient that received a subgrant from the covered partnership and a description of the specific project for which the grant funds were provided.</p>
<b>CERTIFICATION</b>		
Certification	<p>Typed or printed name and title of Authorized Certifying Official</p>	<p>Type the name and title of the Authorized Organization Representative (AOR).</p>
	<p>Signature of Certifying Official</p>	<p>The Annual Report may be electronically signed by the AOR.</p> <p>To sign the report electronically, you may either:</p> <ol style="list-style-type: none"> <li>1. Use a certified electronic signature in Microsoft by following the instructions found <a href="#">here</a>.</li> </ol> <p>Or</p> <ol style="list-style-type: none"> <li>2. Export the report and sign using a certificate-based signature in a program such as Adobe Reader or Foxit. If you opt to submit a signed PDF, please remember</li> </ol>

Question Number	Reporting Item	Instructions
		to submit both the completed Excel document and signed PDF version.
	Telephone (area code, number, and extension)	Type the Authorized Certifying Official's phone number and extension, as applicable.  Preferred format: 555-123-4567 ext. 555
	Email Address	Type the Authorized Certifying Official's email address.
	Date	Insert the date the report was signed by the Authorized Certifying Official.  Preferred format: MM/DD/YYYY

## 5. Glossary of Report Terms and Definitions

Reporting Item	Clarifications and Definitions
<b>Access</b>	The ability of individuals to connect to the Internet via device. It includes both fixed broadband technologies and wireless broadband technologies.
<b>Agreement</b>	A collaborative and legally binding arrangement between two parties.
<b>Assistant Secretary</b>	The Assistant Secretary of Commerce for Communications and Information.
<b>Broadband/Broadband Service</b>	Broadband internet access service as defined in <a href="#">47 CFR § 8(b)</a> . 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.
<b>Business</b>	All regulated entities that participate in commercial, industrial, or professional activities earning a profit.
<b>Challenge, Issue, or Barrier</b>	Any obstacle, incident, or adverse circumstance that arises in the course of project activities that impedes overall project goals, completion, timelines, or milestones.
<b>Commission</b>	The Federal Communications Commission (FCC)
<b>Community Anchor Institution (CAI)</b>	As defined in 47 USC § 1721, the term "community anchor institution" means a public school, a public or multi-family housing authority, a library, a medical or healthcare provider, a community college or other institution of higher education, a State library agency, and any other nonprofit or governmental community support organization.
<b>Construction Permits and Other Approvals</b>	All activities associated with identifying and obtaining necessary construction permits, licenses, or other approvals.

<p><b>Contractor</b></p>	<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. Per <a href="#">2 CFR § 200.331</a>, 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"> <li>(1) Provides the goods and services within normal business operations;</li> <li>(2) Provides similar goods or services to many different purchasers;</li> <li>(3) Normally operates in a competitive environment;</li> <li>(4) Provides goods or services that are ancillary to the operation of the Federal program; and</li> <li>(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.</li> </ul>
<p><b>Covered Broadband Project</b></p>	<p>A competitively and technologically neutral project for the deployment of fixed broadband service that provides qualifying broadband service in an eligible service area.</p>
<p><b>Covered Partnership</b></p>	<p>A partnership between: (A) a State, or one or more political subdivisions of a State; and (B) a provider of fixed broadband service. A provider of broadband service that is part of a covered partnership is not required to be designated as an eligible telecommunications carrier pursuant to section 214(e) of the Communications Act of 1934 (47 U.S.C. § 214(e)).</p>
<p><b>Department</b></p>	<p>The Department of Commerce (DOC)</p>
<p><b>Deployment</b></p>	<p>The delivery of broadband networks, devices, or infrastructure through which broadband services can be accessed.</p>
<p><b>Eligible Service Area/Funded Service Area</b></p>	<p>A census block in which broadband service is not available at one or more households or businesses in the census block, as determined by the Assistant Secretary on the basis of: (i) the maps created under section 802(c)(1) of the Communications Act of 1934 (47 U.S.C. § 642(c)(1)); or (ii) if the maps described in subparagraph (i) are not available, the most recent information available to the Assistant Secretary, including information provided by the Commission.</p>

<b>Environmental Assessment</b>	Environmental assessment activities include all the necessary steps to complete your environmental assessment.
<b>Equipment</b>	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.
<b>Equipment Deployment</b>	All activities associated with the installation of equipment that supports your network inside and outside the plant.
<b>Equipment Procurement</b>	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.
<b>Existing</b>	Activities or project elements already in duration at the outset of the period of grant performance.
<b>Existing network miles upgraded</b>	Cumulative number of existing network miles upgraded
<b>Fiber</b>	The technology used to transmit information through strands of fiber made of glass or plastic over long distances.
<b>Fiber Miles Leased</b>	Fiber leased from a separate entity for the purpose of completing the proposed network.
<b>Improved Access</b>	The cumulative number of subscribers that were previously served ( <i>i.e.</i> , had broadband connectivity of 25/3 Mbps or greater) and are now receiving access to improved broadband services as the result of BIP activities.
<b>Interconnection Points</b>	Physical connection points where traffic is routed from one network to another. An interconnection point occurs when you connect middle mile to the backhaul.
<b>Internet Device</b>	A device that is used to connect to the internet including, but not limited to, laptops, personal computers, tablets, or smartphones.

<b>Last mile</b>	Communications technology that bridges the transmission distance between the broadband service provider infrastructure and the customer premises equipment.
<b>Lease</b>	A contract where one party grants a right to use a property or land to another party in return for consideration and for a specific period of time.
<b>Location ID</b>	Unique FCC-issued identifier for locations served. This is associated with the FCC's <a href="#">Broadband Serviceable Location Fabric</a> .
<b>Middle Mile</b>	Describes the network infrastructure that connects last mile ( <i>i.e.</i> , local) networks to other network service providers, major telecommunications carriers, and the greater internet. It does not typically connect the majority of end-users.
<b>Milestone/Project Milestone</b>	A scheduled point or event in a project signifying the completion of a major deliverable or a phase of work.
<b>Network</b>	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.
<b>Network Build</b>	The architecture and design of the overall planned broadband network to be deployed.
<b>Network Build Progress</b>	Percent completion of the overall planned broadband network, as a percentage of total project funds required to complete the planned network.
<b>Network Design</b>	Network design includes all activities to finalize the network design submitted with your application.
<b>Network Testing</b>	All activities necessary to test the completed network; this includes testing the network itself and testing processes required to run the network successfully.

<p><b>New Access</b></p>	<p>The cumulative number of subscribers receiving access to qualifying broadband services (25/3 Mbps or greater) in an eligible service area for the first time (<i>i.e.</i>, previously had no broadband connectivity or connectivity of less than 25/3 Mbps). For example, a household with 12/1 Mbps that is upgraded to 25/3 with BIP funds would count as “new access”.</p>
<p><b>New Position</b></p>	<p>A position that was created or funded by the BIP 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.</p>
<p><b>New Towers</b></p>	<p>Towers that are 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.).</p>
<p><b>New Wireless Links</b></p>	<p>A wireless transmission comprised of a source node (transmitter) to a destination node (receiver) that exists due to BIP 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.</p>
<p><b>Number of Units</b></p>	<p>Total number of units of connection within one location. Example: An apartment complex with one location address but has multiple units where there is broadband service.</p>
<p><b>Obtained Licenses</b></p>	<p>Cumulative number for licenses for the electromagnetic spectrum obtained. Includes EBS (Educational Broadband Service) and CBRS (Citizens Broadband Radio Service).</p>
<p><b>Overall Project</b></p>	<p>All milestones and activities associated with your project; based on the expenditure of your entire project budget.</p>
<p><b>Passed/Serviceable</b></p>	<p>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).</p>

<p><b>Percent of Milestones Complete</b></p>	<p>The percentage of completion for each milestone should be based primarily on the expenditure of your project budget, and the percentages should be reported cumulatively from award inception through the end of each reporting period. For example, if you complete a particular milestone within the first period of your project, the next period and all subsequent periods should state 100%.</p>
<p><b>Physically Connected</b></p>	<p>Objects embedded with sensors or actuators that are connected to a broadband service network.</p>
<p><b>Potential Agreements</b></p>	<p>Agreements currently in negotiation with broadband wholesalers and/or last-mile providers.</p>
<p><b>Procurement</b></p>	<p>The act of buying goods and services for the purpose of carrying out project activities</p>
<p><b>Project Accomplishments</b></p>	<p>Include only accomplishments that took place during the reporting period. Accomplishments may include counts, percentages, targeted dates, time periods, or levels. A project accomplishment could also refer to a condition, a result, or a status. Please limit narrative responses to 600 words or less.</p>
<p><b>Qualifying Broadband Service</b></p>	<p>Broadband service with: (i) a download speed of not less than 25 megabits per second; (ii) an upload speed of not less than 3 megabits per second; and (iii) a latency sufficient to support real-time, interactive applications. For purposes of this program, NTIA will interpret the 25/3 standard to mean the ability to provide 25 Mbps downstream and 3 Mbps upstream simultaneously to every household in the eligible service area. NTIA will interpret latency to mean 95 percent or more of all peak period measurements of network round trip latency [<i>i.e.</i>, the total round-trip latency between the customer premises and the closest designated Internet core peering interconnection point] are at or below 100 milliseconds.</p>
<p><b>Rights of Way</b></p>	<p>All activities associated with identifying and finalizing right of way agreements.</p>
<p><b>Served</b></p>	<p>Refers to the number of entities connected to infrastructure at speeds of at least 25/3 Mbps.</p>

<b>Signed Agreements</b>	Signed agreements with broadband wholesalers and/or last mile providers since the inception of the project.
<b>Site Preparation</b>	All activities associated with preparing construction and deployment sites, including all surveys, clearing land, etc.
<b>State</b>	Any State of the United States, the District of Columbia, Puerto Rico, American Samoa, Guam, the United States Virgin Islands, the Northern Mariana Islands, and any other territory or possession of the United States.
<b>Subrecipient</b>	<p>Subrecipient means an entity, usually but not limited to non-Federal entities, that 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 <a href="#">2 CFR § 200.1</a>)</p> <p>Per <a href="#">2 CFR § 200.331</a>, 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"> <li>(1) Determines who is eligible to receive what Federal assistance;</li> <li>(2) Has its performance measured in relation to whether objectives of a Federal program were met;</li> <li>(3) Has responsibility for programmatic decision-making;</li> <li>(4) Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and</li> <li>(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.</li> </ul>
<b>Subscriber(s)</b>	An individual who possesses and makes use of a subscription for broadband internet access.
<b>Subscription</b>	An arrangement for providing, receiving, or making use of something of a continuing or periodic nature, including, but not limited to, broadband internet access.

<p><b>Target Oversubscription Rate</b></p>	<p>The ratio of a network's maximum potential demand to its contracted rates.</p>
<p><b>Unserviced</b></p>	<p>With respect to a household, means: (A) the household lacks access to qualifying broadband service; and (B) no broadband provider has been selected to receive, or is otherwise receiving, Federal or State funding subject to enforceable build out commitments to deploy qualifying broadband service in the specific area where the household is located by dates certain, even if such service is not yet available, provided that the Federal or State agency providing the funding has not deemed the service provider to be in default of its buildout obligations under the applicable Federal or State program. Qualifying broadband service is defined as 25/3 Mbps or greater.</p>
<p><b>Wire Line Connection</b></p>	<p>Objects embedded with sensors or actuators that are connected to a broadband service network through a physical filament (e.g., copper, DSL).</p>
<p><b>Wireless Connection</b></p>	<p>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).</p>

## Appendix A: Annual Report Addenda Guidance

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### *Annual Report Addenda Overview*

Annual reports have addenda attached to allow grant recipients to report on updated counts of households, businesses, and community anchor institutions (CAIs) within each of their project's eligible census blocks. Using the [Federal Communications Commission \(FCC\) Broadband Serviceable Locations](#) (FCC Fabric), grant recipients must report the LocationID(s) associated with each location served as a result of the Federal grant. The LocationID for a broadband serviceable location is available in the FCC Fabric associated with the FCC 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).

Grant recipients and subrecipients must obtain a license agreement from CostQuest Associates (CQA) for access to the FCC Fabric. Grant recipients and subrecipients can obtain access to the FCC Fabric by sending an email to the FPO assigned to the award. Additional information about the available Tier License Agreement with CQA can be found on the [BroadbandUSA website](#).

### *Using the FCC Broadband Location Fabric*

The FCC Fabric dataset assigns a unique LocationID to all locations in the United States and its Territories where fixed broadband Internet access service is or could be installed. Grant recipients must provide the LocationID or location information for all households, businesses, and CAIs served as a result of the grant to sufficiently complete the annual report for the grant program. LocationIDs can be provided for all locations listed in the FCC Fabric. However, if grant recipients identify locations that are missing from the FCC Fabric, grant recipients should provide the street address, city, state, zip code, longitude and latitude coordinates, census block, and number of units for each missing location as required by the annual report addenda.

To complete the addenda, recipients (or subrecipients, as applicable) will run an export of the locations in the service area covered by the Federal grant. The export should only include LocationIDs for households, businesses, and CAIs in the service area funded by the Federal grant. For more information on how to run an export, please consult the [FCC Help Center website](#). Once the export is run, grant recipients will attach the export to the annual report and sign each addendum attesting to the accuracy of the attached information. For all locations listed in the FCC Fabric, the LocationID will be sufficient to complete the addenda. If there are locations that are not listed in the FCC Fabric, the recipient should manually input all information requested on the associated addendum, including street address, city, state, zip code, latitude and longitude coordinates, census block, and number of units.

### **Fabric Challenge Process – Submitting Unlisted Locations**

Grant recipients and subrecipients should submit challenges to the FCC Fabric if locations served by the Federal grant do not appear in the FCC Fabric. To do so, grant recipients and subrecipients should consult the [FCC Help Center website](#). Challenges can be submitted individually or in bulk. Please note, not all challenges are accepted.