INTERNET FOR ALL

Broadband Equity, Access, and Deployment Program

Semi-Annual Performance (Technical) Report v 1.2
Form

U.S. Department of Commerce

National Telecommunications and Information Administration

Broadband Equity, Access, and Deployment Program

Semi-Annual Performance (Technical) v 1.2 Report Form

This form will serve as a tool to capture the Broadband, Equity, Access, and Deployment (BEAD) Semi-Annual Performance (Technical) Report.[1]

The Semi-Annual Performance (Technical) Report for the Broadband Equity, Access, and Deployment Program is due on a semi-annual basis for the periods of July 1 - December 31 and January 1 - June 30 of each year. The Semi-Annual Report is due within thirty (30 days) after the end of each reporting period (*i.e.*, January 30 and July 30).

Technical progress reports shall contain information as prescribed in 2 C.F.R. § 200.329 (http://go.usa.gov/xkVgP) and Department of Commerce Financial Assistance Standard Terms and Conditions (dated November 12, 2020), Section A.01.

If you have any further questions, or require technical assistance, please reach out to your assigned Federal Program Officer.

As outlined in the BEAD NOFO, Section IV.B.7, not later than 1 year after receiving grant funds under this Section, and semiannually thereafter until the funds have been expended, an Eligible Entity shall submit to the Assistant Secretary a semiannual report, with respect to the 6-month period immediately preceding the report date, that tracks the progress the Eligible Entity is making against its approved plans. Any such report should include, at a minimum, the following information: (i) a description of how the Eligible Entity expended the grant funds; (ii) a description of each service provided with the grant funds and the status of projects or other eligible activities supported by such funds; (iii) a description of the locations at which broadband service was made or will be made available using the grant funds, the locations at which broadband service was utilized, and the comparative demographics of those served; and (iv) a certification that the Eligible Entity complied with the requirements of this Section and with any additional reporting requirements prescribed by the Assistant Secretary. The semiannual report must also include an SF-425.

[1] This document is intended solely to assist recipients in better understanding BEAD and complying with the requirements set forth in the Notice of Funding Opportunity (NOFO) for this program. This document does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, or the specific requirements set forth in the NOFO and incorporated into BEAD awards. In all cases, statutory and regulatory mandates, and the requirements set forth in the NOFO and relevant award documents, shall prevail over any inconsistencies contained in this document.

Contents

Section 1 – Overview

General Information

Recipient Legal Name	*Automatic*
Recipient Street Address	*Automatic*
Recipient City, State, Zip Code	*Automatic*
Federal Award Number	*Automatic*
Unique Entity Identification (UEI) Number	*Automatic*
Award Start Date	*Automatic*
Award End Date	*Automatic*
Report Submission Date	*Automatic*
Report Period Start Date	*Automatic*
Report Period End Date	*Automatic*
Final Report	*Y/N*

Summary

Instructions: Use these fields to highlight accomplishments, favorable developments, and challenges faced during the reporting period, in addition to anticipated accomplishments during the next reporting period. Please note that character limits are inclusive of spaces and punctuation throughout.

Please describe significant accomplishments from the Report Start Date (*i.e.*, January 1 or July 1) to the Report End Date (*i.e.*, June 30 or December 31) (3000 characters or less)	*Free Text*
Please describe favorable developments or best practices which enabled meeting time schedules and objectives sooner, or at less cost than anticipated, or produced more or different beneficial results than originally planned. (3000 characters or less)	*Free Text*
Please describe any challenges (*i.e.*, problems, delays, adverse conditions, cost overruns, high unit costs) to achieving activities from the Report Start Date (*i.e.*, January 1 or July 1) to the Report End Date (*i.e.*, June 30 or December 31) (3000 characters or less)	*Free Text*
Please describe significant accomplishments that you plan to complete during the next reporting period (3000 characters or less)	*Free Text*
Please report on your progress, including any significant accomplishments or issues, throughout your challenge process from the Report Start Date (*i.e.,* January 1 or July 1) to the Report End Date (*i.e.*, June 30 or December 31) (3000 characters or less).	
Please report on your progress, including any significant accomplishments or issues, throughout your subgrantee selection process from the Report Start Date (*i.e.,* January 1 or	

July 1) to the Report End Date (*i.e.*, June 30 or December 31) (3000 characters or less).	
Please report on your progress, including any significant accomplishments or issues, throughout your preparation for the Final Proposal from the Report Start Date (*i.e.,* January 1 or July 1) to the Report End Date (*i.e.*, June 30 or December 31) (3000 characters or less).	

Section 2 – Initial Planning Funds

Staffing of the State/Territory Broadband Office

Instructions: Use the field below to provide information on activities conducted during the reporting period.

Is the State/Territory Broadband Office fully staffed?	*Y/N*
If not, please explain when the State/Territory Broadband Office is expected to be fully staffed.	*Free Text*
When fully staffed, how many full-time equivalent (FTE) jobs do you expect to create or retain as a result of the BEAD Program Initial Planning Funds?	*Free Text*

Staffing Table

Instructions: Use the Excel-based ***BEAD Semi-Annual Report Attachment, IPF Staffing Tab*** to provide information on the positions funded, or expected to be funded, by the BEAD Program Initial Planning Funds. Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP). Please note that any changes in Key Personnel on an award should be submitted to UGAM@ntia.gov. Reporting Key Personnel in the corresponding table does not constitute an approval of any Key Personnel changes.

- **Position Title:** All personnel should be identified by position title and not employee name.
- **Position Type:** Select the type of position funded.
  - State/Territory Broadband Office Employee
  - Eligible Entity Employee (*i.e.*, State/Territory Employee outside of the State/Territory Broadband Office)
  - Contracted Support
- **FTE %:** Enter the level of effort (*i.e*., percent of their time charged to the BEAD Program Initial Planning Funds).

Position Title	Position Type	FTE %
Free Text	*Dropdown*	*%*

Publications, outreach, and communications support related to broadband planning, deployment, mapping, equity and adoption

Instructions: Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Have you conducted outreach (e.g., grants application webinar) and/or produced publications and communications support related to broadband planning, deployment, mapping, equity, and adoption (*e.g.*, reports, studies) funded by the BEAD Program Initial Planning Funds?	Y/N/NA

Publications, Outreach, and Communications Support Table

Instructions: Use the Excel-based ***BEAD Semi-Annual Report Attachment, IPF Engagement Tracking Tab*** to provide information on publications, outreach, and communications support: a) funded by the BEAD Program Initial Planning Funds; and b) during the reporting period. Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP).

- **Eligible Engagement:** Select from the drop down the eligible engagement category (*e.g.*, publications, outreach, and communications support)
- **Engagement Title:** Include a brief title of the publication, outreach, or communications support (*e.g.*, broadband adoption report; deployment planning informational flyer)
- **Engagement Type:** Select from the drop down the type of engagement (*i.e.*, virtual, print, in-person, other).
- **Engagement Date(s):** Include the date(s) of engagement (*e.g.*, publication) as MM/DD/YYYY.
- **Engagement Location:** If applicable, please include locations of where the support was disseminated. If the engagement was virtual, please include "virtual" and if available the link.
- **Target Audience:** Include a brief description of who the target audience of the publication, outreach, or communications support was for.
- **Target Audience Location:** Select from the dropdown the target audience location (*i.e.*, local, regional, statewide, NA).
- **# Engaged:** Include the estimated number of people reached by the engagement (*e.g.*, number of outreach material disseminated).
- **Notes:** If applicable, add additional context that may be important to understand the engagement, the topics the materials covered, etc. (Optional)

Eligible Engagement	Engagement Title	Engagement Type	Engagement Date(s)	Engagement Location	Target Audience	Target Audience Location	# Engaged	Notes
Dropdown	*Free Text*	*Dropdown*	*MM/DD/YYYY*	*Free Text*	*Free Text*	*Dropdown*	*Number*	*Free Text*

Technical assistance to current and potential subgrantees

Instructions: Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Have you conducted technical assistance to current and potential subgrantees (*e.g.*, workshops, events) funded by the BEAD Program Initial Planning Funds during the reporting period?	*Y/N/NA*

Technical Assistance Table

Instructions: Use the Excel-based ***BEAD Semi-Annual Report Attachment, IPF Engagement Tracking Tab*** to provide information on technical assistance: a) funded by the BEAD Program Initial Planning Funds; and b) during the reporting period. Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP).

- **Eligible Engagement:** Select from the drop down the eligible engagement category (*e.g.*, Technical Assistance)
- **Engagement Title:** Include a brief title of the technical assistance engagement (*e.g.*, subgrantee workshop; ISP informational event)
- **Engagement Type:** Select from the drop down the type of engagement (*i.e.*, virtual, in-person, other).
- **Engagement Date(s):** Include the date(s) of engagement (*e.g.*, date of workshop) as MM/DD/YYYY.
- **Engagement Location:** If applicable, please include the physical address of where the engagement took place. If the engagement was virtual, please include "virtual".
- **Target Audience:** Include a brief description of who the target audience of the technical assistance.
- **Target Audience Location:** Select from the dropdown the target audience location (*i.e.*, local, regional, statewide, NA).
- **# Engaged:** Include the estimated number of people reached by the engagement (*e.g.*, number of participants in technical assistance engagement).

- **Notes:** If applicable, add additional context that may be important to understand the engagement, the topics the materials covered, etc. (Optional)

Eligible Engagement	Engagement Title	Engagement Type	Engagement Date(s)	Engagement Location	Target Audience	Target Audience Location	# Engaged	Notes
Dropdown	*Free Text*	*Dropdown*	*MM/DD/YYYY*	*Free Text*	*Free Text*	*Dropdown*	*Number*	*Free Text*

Training for employees of the broadband program or office of the Eligible Entity or employees of political subdivisions of the Eligible Entity

Instructions: Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Have you conducted training for employees of the broadband program or office of the Eligible Entity or employees of political subdivisions of the Eligible Entity funded by the BEAD Program Initial Planning Funds during the reporting period?	*Y/N/NA*

Training Table

Instructions: Use the Excel-based ***BEAD Semi-Annual Report Attachment, IPF Engagement Tracking Tab*** to provide information on training: a) funded by the BEAD Program Initial Planning Funds; and b) during the reporting period. Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP).

- **Eligible Engagement:** Select from the drop down the eligible engagement category (*e.g.*, Training)
- **Engagement Title:** Include a brief title of the training engagement (*e.g.*, grants administration training)
- **Engagement Type:** Select from the drop down the type of engagement (*i.e.*, virtual, in-person, other).
- **Engagement Date(s):** Include the date(s) of engagement (*e.g.*, date of training) as MM/DD/YYYY.
- **Engagement Location:** If applicable, please include the physical address of where the engagement took place. If the engagement was virtual, please include "virtual".

- **Target Audience:** Include a brief description of who the target audience of the training.
- **Target Audience Location:** Select from the dropdown the target audience location (*i.e.*, local, regional, statewide, N/A).
- **# Engaged:** Include the estimated number of people reached by the engagement (*e.g.*, number of participants who participated in the training with the BEAD Program Initial Planning Funds).
- **Notes:** If applicable, add additional context that may be important to understand the engagement, the topics the materials covered, etc. (Optional)

Eligible Engagement	Engagement Title	Engagement Type	Engagement Date(s)	Engagement Location	Target Audience	Target Audience Location	# Engaged	Notes
Dropdown	*Free Text*	*Dropdown*	*MM/DD/YYYY*	*Free Text*	*Free Text*	*Dropdown*	*Number*	*Free Text*

Surveys of unserved, underserved, and underrepresented communities to better understand barriers to adoption

Instructions: Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Have you conducted surveys of unserved, underserved, and underrepresented communities to better understand barriers to adoption funded by the BEAD Program Initial Planning Funds during the reporting period?	*Y/N/NA*

Survey Table

Instructions: Use the Excel-based ***BEAD Semi-Annual Report Attachment, IPF Engagement Tracking Tab*** to provide information on surveys: a) funded by the BEAD Program Initial Planning Funds; and b) during the reporting period. Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP).

- **Eligible Engagement:** Select from the drop down the eligible engagement category (*e.g.*, Surveys)
- **Engagement Title:** Include a brief title of the survey engagement (*e.g.*, survey of [county])
- **Engagement Type:** Select from the drop down the type of engagement (*i.e.*, virtual, in-person, other).

- **Engagement Date(s):** Include the date(s) of engagement (*e.g.*, date of survey completion) as MM/DD/YYYY.
- **Engagement Location:** If applicable, please include the physical address of where the engagement took place. If the engagement was virtual, please include "virtual".
- **Target Audience:** Include a brief description of who the target audience of the survey was.
- **Target Audience Location:** Select from the dropdown the target audience location (*i.e.*, local, regional, statewide).
- **# Engaged:** Include the estimated number of people reached by the engagement (*e.g.*, number of surveys received).
- **Notes:** If applicable, add additional context that may be important to understand the engagement, the topics the materials covered, etc. (Optional)

Eligible Engagement	Engagement Title	Engagement Type	Engagement Date(s)	Engagement Location	Target Audience	Target Audience Location	# Engaged	Notes
Dropdown	*Free Text*	*Dropdown*	*MM/DD/YYYY*	*Free Text*	*Free Text*	*Dropdown*	*Number*	*Free Text*

Local Coordination

Instructions: Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Have you conducted stakeholder coordination/outreach events funded by the BEAD Program Initial Planning Funds during the reporting period?	*Y/N/NA*

Local Coordination Event Table

Instructions: Use the Excel-based ***BEAD Semi-Annual Report Attachment, IPF Engagement Tracking Tab*** to provide information on local coordination: a) funded by the BEAD Program Initial Planning Funds; and b) during the reporting period. Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP).

- **Eligible Engagement:** Select from the drop down the eligible engagement category (*e.g.*, Local Coordination)

- **Engagement Title:** Include a brief title of the location coordination engagement (*e.g.*, outreach workshop for teachers)
- **Engagement Type:** Select from the drop down the type of engagement (*i.e.*, virtual, in-person, other).
- **Engagement Date(s):** Include the date(s) of engagement (*e.g.*, date of outreach workshop) as MM/DD/YYYY.
- **Engagement Location:** If applicable, please include the physical address of where the engagement took place. If the engagement was virtual, please include "virtual".
- **Target Audience:** Include a brief description of who the target audience of the stakeholder coordination/outreach event.
- **Target Audience Location:** Select from the dropdown the target audience location (*i.e.*, local, regional, statewide).
- **# Engaged:** Include the estimated number of people reached by the engagement (*e.g.*, number of participants in the workshop).
- **Notes:** If applicable, add additional context that may be important to understand the engagement, the topics the materials covered, etc. (Optional)

Eligible Engagement	Engagement Title	Engagement Type	Engagement Date(s)	Engagement Location	Target Audience	Target Audience Location	# Engaged	Notes
Dropdown	*Free Text*	*Dropdown*	*MM/DD/YYYY*	*Free Text*	*Free Text*	*Dropdown*	*Number*	*Free Text*

Subgrantees

Instructions: Use the field below to provide information on the subgrantees funded by the Initial Planning Funds. If you select N (No), please leave the corresponding table blank.

Do you have subgrantees funded by the BEAD Program Initial Planning Funds?	*Y/N*

Subgrantee Table

Instructions: Use the Excel-based ***BEAD Semi-Annual Report Attachment, IPF Subgrantees Tab*** to provide information on the subgrantees funded by the BEAD Program Initial Planning Funds. Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP).

- **Subgrantee:** Include the legal name of the subgrantee.
- **Minority Business Enterprise:** Indicate if the subgrantee is a Minority Business Enterprise.
- **Women's Business Enterprise:** Indicate if the subgrantee is a Women's Business Enterprise.
- **Labor Surplus Area Firm:** Indicate if the subgrantee is a Labor Surplus Area Firm.
- **Award Start Date:** Include the start date of the subaward.
- **Award End Date:** Include the end date of the subaward.
- **Awarded Funds:** Include the total amount of the subaward.
- **Expenditures to Date:** Include the total expenditures of the subaward to date.
- **Balance:** Include the awarded funds minus the expenditures to date.
- **Percent Work Complete:** Indicate the estimated percent of work completed for the specific subaward.
- **Description of Work:** Provide a brief description of the work in the subaward.

Subgrantee Table

Subgrantee	Minority Business Enterprise	Women's Business Enterprise	Labor Surplus Area Firm	Award Start Date	Award End Date	Awarded Funds	Expenditures to Date	Balance	Percent Work Complete	Description of Work
Free Text	*Dropdown*	*Dropdown*	*Dropdown*	*MM/DD/YYYY*	*MM/DD/YYYY*	*$*	*$*	*$*	*%*	*Free Text*

Contracts

Instructions: Use the field below to provide information on all contracts funded by BEAD Initial Planning funds. If you select N (No), please leave the corresponding table blank.

Do you have contracts funded by the BEAD Program Initial Planning funds?	*Y/N*

Contractor Table

Instructions: Use the Excel-based ***BEAD Semi-Annual Report Attachment, IPF Contracts Tab*** to provide information on the contracts funded by the BEAD Program Initial Planning Funds. Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP).

- **Contractor:** Include the legal name of the contractor.
- **Minority Business Enterprise:** Indicate if the contractor is a Minority Business Enterprise.
- **Women's Business Enterprise:** Indicate if the contractor is a Women's Business Enterprise.
- **Labor Surplus Area Firm:** Indicate if the contractor is a Labor Surplus Area Firm.
- **RFP Issued:** Include if the RFP for the contract has been issued yet.
- **Contract Executed:** Include if the contract has been executed yet.
- **Contract Amount (Federal Funds):** Include the federal funds included in the contract amount.
- **Percent Work Complete:** Indicate the estimated percent of work completed for the specific contract.
- **Description of Work:** Provide a brief description of the Statement of Work.

Contractor Table

Contractor	Minority Business Enterprise	Women's Business Enterprise	Labor Surplus Area Firm	RFP Issued	Contract Executed	Contract Amount (Federal Funds)	Percent Work Complete	Description of Work
Free Text	*Dropdown*	*Dropdown*	*Dropdown*	*Dropdown*	*Dropdown*	*$*	*%*	*Free Text*

Section 3 – Initial Proposal Funding Request Funds

Instructions: Use the field below to provide information on the Initial Proposal Funding Request. If you select N (No), please move onto the next section.

Has your Initial Proposal Funding Request been approved and have you received IPFR funding?	*Y/N*

Staffing of the State/Territory Broadband Office

Instructions: Use the field below to provide information on activities conducted during the reporting period.

Is the State/Territory Broadband Office fully staffed?	*Y/N*
If not, please explain when the State/Territory Broadband Office is expected to be fully staffed.	*Free Text*
When fully staffed, how many full-time equivalent (FTE) jobs do you expect to create or retain as a result of the BEAD Program Initial Proposal Request Funds?	*Free Text*

Staffing Table

Instructions: Use the Excel-based ***BEAD Semi-Annual Report Attachment, IPFR Staffing Tab*** to provide information on the positions funded, or expected to be funded, by the BEAD Program Initial Proposal Funding Request Funds. Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP). Please note that any changes in Key Personnel on an award should be submitted to UGAM@ntia.gov. Reporting Key Personnel in the corresponding table does not constitute an approval of any Key Personnel changes.

- **Position Title:** All personnel should be identified by position title and not employee name.
- **Position Type:** Select the type of position funded.
    - State/Territory Broadband Office Employee
    - Eligible Entity Employee (*i.e.*, State/Territory Employee outside of the State/Territory Broadband Office)
    - Contracted Support
- **FTE %:** Enter the level of effort (*i.e*., percent of their time charged to the BEAD Program Initial Planning Funds).

Position Title	Position Type	FTE %
Free Text	*Dropdown*	%

Publications, outreach, and communications support related to broadband planning, deployment, mapping, equity and adoption

Instructions: Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Have you conducted outreach (e.g., grants application webinar) and/or produced publications, outreach, and communications support related to broadband planning, deployment, mapping, equity, and adoption (*e.g.*, reports, studies) funded by the BEAD Program Initial Proposal Funding Request Funds?	Y/N/NA

Publications, Outreach, and Communications Support Table

Instructions: Use the Excel-based ***BEAD Semi-Annual Report Attachment, IPFR Engagement Tracking Tab*** to provide information on publications, outreach, and communications support: a) funded by the BEAD Program Initial Proposal Funding Request Funds; and b) during the reporting period. Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP).

- **Eligible Engagement:** Select from the drop down the eligible engagement category (*e.g.*, publications, outreach, and communications support)
- **Engagement Title:** Include a brief title of the publication, outreach, or communications support (*e.g.*, broadband adoption report; deployment planning informational flyer)
- **Engagement Type:** Select from the drop down the type of engagement (*i.e.*, virtual, print, in-person, other).
- **Engagement Date(s):** Include the date(s) of engagement (*e.g.*, publication) as MM/DD/YYYY.
- **Engagement Location:** If applicable, please include locations of where the support was disseminated. If the engagement was virtual, please include "virtual" and if available the link.
- **Target Audience:** Include a brief description of who the target audience of the publication, outreach, or communications support was for.
- **Target Audience Location:** Select from the dropdown the target audience location (*i.e.*, local, regional, statewide, NA).
- **# Engaged:** Include the estimated number of people reached by the engagement (*e.g.*, number of outreach material disseminated).
- **Notes:** If applicable, add additional context that may be important to understand the engagement, the topics the materials covered, etc. (Optional)

Eligible Engagement	Engagement Title	Engagement Type	Engagement Date(s)	Engagement Location	Target Audience	Target Audience Location	# Engaged	Notes
Dropdown	*Free Text*	*Dropdown*	*MM/DD/YYYY*	*Free Text*	*Free Text*	*Dropdown*	*Number*	*Free Text*

Technical assistance to current and potential subgrantees

Instructions: Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Have you conducted technical assistance to current and potential subgrantees (*e.g.*, workshops, events) funded by the BEAD Program Initial Proposal Funding Request Funds during the reporting period?	*Y/N/NA*

Technical Assistance Table

Instructions: Use the Excel-based ***BEAD Semi-Annual Report Attachment, IPFR Engagement Tracking Tab*** to provide information on technical assistance: a) funded by the BEAD Program Initial Proposal Funding Request Funds; and b) during the reporting period. Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP).

- **Eligible Engagement:** Select from the drop down the eligible engagement category (*e.g.*, Technical Assistance)
- **Engagement Title:** Include a brief title of the technical assistance engagement (*e.g.*, subgrantee workshop; ISP informational event)
- **Engagement Type:** Select from the drop down the type of engagement (*i.e.*, virtual, in-person, other).
- **Engagement Date(s):** Include the date(s) of engagement (*e.g.*, date of workshop) as MM/DD/YYYY.
- **Engagement Location:** If applicable, please include the physical address of where the engagement took place. If the engagement was virtual, please include "virtual".
- **Target Audience:** Include a brief description of who the target audience of the technical assistance.
- **Target Audience Location:** Select from the dropdown the target audience location (*i.e.*, local, regional, statewide, NA).

- **# Engaged:** Include the estimated number of people reached by the engagement (*e.g.*, number of participants in technical assistance engagement).
- **Notes:** If applicable, add additional context that may be important to understand the engagement, the topics the materials covered, etc. (Optional)

Eligible Engagement	Engagement Title	Engagement Type	Engagement Date(s)	Engagement Location	Target Audience	Target Audience Location	# Engaged	Notes
Dropdown	*Free Text*	*Dropdown*	*MM/DD/YYYY*	*Free Text*	*Free Text*	*Dropdown*	*Number*	*Free Text*

Training for employees of the broadband program or office of the Eligible Entity or employees of political subdivisions of the Eligible Entity

Instructions: Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Have you conducted training for employees of the broadband program or office of the Eligible Entity or employees of political subdivisions of the Eligible Entity funded by the BEAD Program Initial Proposal Funding Request Funds during the reporting period?	*Y/N/NA*

Training Table

Instructions: Use the Excel-based ***BEAD Semi-Annual Report Attachment, IPFR Engagement Tracking Tab*** to provide information on training: a) funded by the BEAD Program Initial Proposal Funding Request Funds; and b) during the reporting period. Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP).

- **Eligible Engagement:** Select from the drop down the eligible engagement category (*e.g.*, Training)
- **Engagement Title:** Include a brief title of the training engagement (*e.g.*, grants administration training)

- **Engagement Type:** Select from the drop down the type of engagement (*i.e.*, virtual, in-person, other).
- **Engagement Date(s):** Include the date(s) of engagement (*e.g.*, date of training) as MM/DD/YYYY.
- **Engagement Location:** If applicable, please include the physical address of where the engagement took place. If the engagement was virtual, please include "virtual".
- **Target Audience:** Include a brief description of who the target audience of the training.
- **Target Audience Location:** Select from the dropdown the target audience location (*i.e.*, local, regional, statewide, N/A).
- **# Engaged:** Include the estimated number of people reached by the engagement (*e.g.*, number of participants who participated in the training with the BEAD Program Initial Proposal Funding Request Funds).
- **Notes:** If applicable, add additional context that may be important to understand the engagement, the topics the materials covered, etc. (Optional)

Eligible Engagement	Engagement Title	Engagement Type	Engagement Date(s)	Engagement Location	Target Audience	Target Audience Location	# Engaged	Notes
Dropdown	*Free Text*	*Dropdown*	*MM/DD/YYYY*	*Free Text*	*Free Text*	*Dropdown*	*Number*	*Free Text*

Surveys of unserved, underserved, and underrepresented communities to better understand barriers to adoption

Instructions: Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Have you conducted surveys of unserved, underserved, and underrepresented communities to better understand barriers to adoption funded by the BEAD Program Initial Proposal Funding Request Funds during the reporting period?	*Y/N/NA*

Survey Table

Instructions: Use the Excel-based ***BEAD Semi-Annual Report Attachment, IPFR Engagement Tracking Tab*** to provide information on surveys: a) funded by the BEAD Program Initial Proposal Planning Request Funds; and b) during the reporting period.

Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP).

- **Eligible Engagement:** Select from the drop down the eligible engagement category (*e.g.*, Surveys)
- **Engagement Title:** Include a brief title of the survey engagement (*e.g.*, survey of [county])
- **Engagement Type:** Select from the drop down the type of engagement (*i.e.*, virtual, in-person, other).
- **Engagement Date(s):** Include the date(s) of engagement (*e.g.*, date of survey completion) as MM/DD/YYYY.
- **Engagement Location:** If applicable, please include the physical address of where the engagement took place. If the engagement was virtual, please include “virtual”.
- **Target Audience:** Include a brief description of who the target audience of the survey was.
- **Target Audience Location:** Select from the dropdown the target audience location (*i.e.*, local, regional, statewide).
- **# Engaged:** Include the estimated number of people reached by the engagement (*e.g.*, number of surveys received).
- **Notes:** If applicable, add additional context that may be important to understand the engagement, the topics the materials covered, etc. (Optional)

Eligible Engagement	Engagement Title	Engagement Type	Engagement Date(s)	Engagement Location	Target Audience	Target Audience Location	# Engaged	Notes
Dropdown	*Free Text*	*Dropdown*	*MM/DD/YYYY*	*Free Text*	*Free Text*	*Dropdown*	*Number*	*Free Text*

Local Coordination

Instructions: Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Have you conducted stakeholder coordination/outreach events funded by the BEAD Program Initial Proposal Funding Request Funds during the reporting period?	*Y/N/NA*

Local Coordination Event Table

Instructions: Use the Excel-based ***BEAD Semi-Annual Report Attachment, IPFR Engagement Tracking Tab*** to provide information on local coordination: a) funded by the BEAD Program Initial Proposal Funding Request Funds; and b) during the reporting period. Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP).

- **Eligible Engagement:** Select from the drop down the eligible engagement category (*e.g.*, Local Coordination)
- **Engagement Title:** Include a brief title of the location coordination engagement (*e.g.*, outreach workshop for teachers)
- **Engagement Type:** Select from the drop down the type of engagement (*i.e.*, virtual, in-person, other).
- **Engagement Date(s):** Include the date(s) of engagement (*e.g.*, date of outreach workshop) as MM/DD/YYYY.
- **Engagement Location:** If applicable, please include the physical address of where the engagement took place. If the engagement was virtual, please include "virtual".
- **Target Audience:** Include a brief description of who the target audience of the stakeholder coordination/outreach event.
- **Target Audience Location:** Select from the dropdown the target audience location (*i.e.*, local, regional, statewide).
- **# Engaged:** Include the estimated number of people reached by the engagement (*e.g.*, number of participants in the workshop).
- **Notes:** If applicable, add additional context that may be important to understand the engagement, the topics the materials covered, etc. (Optional)

Eligible Engagement	Engagement Title	Engagement Type	Engagement Date(s)	Engagement Location	Target Audience	Target Audience Location	# Engaged	Notes
Dropdown	*Free Text*	*Dropdown*	*MM/DD/YYYY*	*Free Text*	*Free Text*	*Dropdown*	*Number*	*Free Text*

Subgrantees

Instructions: Use the field below to provide information on the subgrantees funded by the BEAD Program Initial Proposal Funding Request Funds. If you select N (No), please leave the corresponding table blank.

Do you have subgrantees funded by the BEAD Program Initial Proposal Funding Request Funds?	*Y/N*

Subgrantee Table

Instructions: Use the Excel-based ***BEAD Semi-Annual Report Attachment, IPFR Subgrantees Tab*** to provide information on the subgrantees funded by the BEAD Program Initial Proposal Funding Request Funds. Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP).

- **Subgrantee:** Include the legal name of the subgrantee.
- **Minority Business Enterprise:** Indicate if the subgrantee is a Minority Business Enterprise.
- **Women's Business Enterprise:** Indicate if the subgrantee is a Women's Business Enterprise.
- **Labor Surplus Area Firm:** Indicate if the subgrantee is a Labor Surplus Area Firm.
- **Award Start Date:** Include the start date of the subaward.
- **Award End Date:** Include the end date of the subaward.
- **Awarded Funds:** Include the total amount of the subaward.
- **Expenditures to Date:** Include the total expenditures of the subaward to date.
- **Balance:** Include the awarded funds minus the expenditures to date.
- **Percent Work Complete:** Indicate the estimated percent of work completed for the specific subaward.
- **Description of Work:** Provide a brief description of the work in the subaward.

Subgrantee Table

Subgrantee	Minority Business Enterprise	Women's Business Enterprise	Labor Surplus Area Firm	Award Start Date	Award End Date	Awarded Funds	Expenditures to Date	Balance	Percent Work Complete	Description of Work
Free Text	*Dropdown*	*Dropdown*	*Dropdown*	*MM/DD/YYYY*	*MM/DD/YYYY*	*$*	*$*	*$*	*%*	*Free Text*

Contracts

Instructions: Use the field below to provide information on all contracts funded by BEAD Initial Proposal Funding Request funds, including all non-deployment projects. If you select N (No), please leave the corresponding table blank.

Do you have contracts funded by the BEAD Program Initial Proposal Funding Request funds?	*Y/N*

Contractor Table

Instructions: Use the Excel-based ***BEAD Semi-Annual Report Attachment, IPFR Contracts Tab*** to provide information on the contracts funded by the BEAD Program Initial Proposal Funding Request Funds. Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP).

- **Contractor:** Include the legal name of the contractor.
- **Minority Business Enterprise:** Indicate if the contractor is a Minority Business Enterprise.
- **Women's Business Enterprise:** Indicate if the contractor is a Women's Business Enterprise.
- **Labor Surplus Area Firm:** Indicate if the contractor is a Labor Surplus Area Firm.
- **RFP Issued:** Include if the RFP for the contract has been issued yet.
- **Contract Executed:** Include if the contract has been executed yet.
- **Contract Amount (Federal Funds):** Include the federal funds included in the contract amount.
- **Percent Work Complete:** Indicate the estimated percent of work completed for the specific contract.
- **Description of Work:** Provide a brief description of the Statement of Work.

Contractor Table

Contractor	Minority Business Enterprise	Women's Business Enterprise	Labor Surplus Area Firm	RFP Issued	Contract Executed	Contract Amount (Federal Funds)	Percent Work Complete	Descriptio n of Work
Free Text	*Dropdown*	*Dropdown*	*Dropdown*	*Dropdown*	*Dropdown*	*$*	*%*	*Free Text*

Non-Deployment Projects

Instructions: Use the field below to provide information on the eligible non-deployment activities funded by Initial Proposal Funding Request Funds. If you select N (No), please leave the corresponding table blank.

Have you conducted any of the following BEAD funding eligible non-deployment activities: **1. User training with respect to cybersecurity, privacy, and other digital safety matters;** **2. Remote learning or Telehealth services/facilities;** **3. Digital literacy/upskilling (from beginner-level to advanced);** **4. Computer science, coding and cybersecurity education programs;** **5. Implementation of Eligible Entity digital equity plans (to supplement, but not to duplicate or supplant, Planning Grant funds received by the Eligible Entity in connection with the Digital Equity Act of 2021);** **6. Broadband sign-up assistance and programs that provide technology support;** **7. Multi-lingual outreach to support adoption and digital literacy;** **8. Education of incarcerated people to promote pre-release digital literacy, job skills, online job-acquisition skills, etc.;** **9. Digital navigators;** **10. Direct subsidies for use toward broadband subscription, where the Eligible Entity shows the subsidies will improve affordability for the end user population (and to supplement, but not to duplicate or supplant, the subsidies provided by the Affordable Connectivity Program);** **11. Costs associated with stakeholder engagement, including travel, capacity-building, or contract support; and** **12. Other IPFR-approved necessary costs to carry out programmatic activities of an award, not to include ineligible costs described in Section V.H.2 of the BEAD NOFO.**	*Y/N*

Instructions: If you selected Y (Yes) to the previous question, indicating that you conducted eligible non-deployment activities funded by Initial Proposal Request Funds, please use these fields to highlight accomplishments, favorable developments, and challenges faced during the reporting period for the specified nondeployment activities, in addition to anticipated accomplishments during the next reporting period. Please note that character limits are inclusive of spaces and punctuation throughout.

Please describe significant accomplishments from the Report Start Date (*i.e.*, January 1 or July 1) to the Report End Date (*i.e.*, June 30 or December 31) (3000 characters or less). Please reference specific nondeployment projects in your response.	*Free Text*
Please describe favorable developments or best practices which enabled meeting time schedules and objectives sooner, or at less cost than anticipated, or produced more or different beneficial results than originally planned. (3000 characters or less). Please reference specific nondeployment projects in your response.	*Free Text*
Please describe any challenges (*i.e.*, problems, delays, adverse conditions, cost overruns, high unit costs) to achieving activities from the Report Start Date (*i.e.*, January 1 or July 1) to the Report End Date (*i.e.*, June 30 or December 31) (3000 characters or less). Please reference specific nondeployment projects in your response.	*Free Text*
Please describe significant accomplishments that you plan to complete during the next reporting period (3000 characters or less). Please reference specific nondeployment projects in your response.	*Free Text*

Non-Deployment Projects Table

Instructions: If you answered Y (Yes) to the previous questions, indicating that you conducted eligible non-deployment activities funded by Initial Proposal Request Funds, please use the Excel-based ***BEAD Semi-Annual Report Attachment, IPFR Non-Deployment Projects Tab*** on the non-deployment projects implemented by the Eligible Entity funded by the BEAD Program Initial Proposal Funding Request Funds. Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP).

- **Non-Deployment Project Name:** Indicate the Eligible Entity assigned project name.
- **Non-Deployment Project ID:** Indicate the Eligible Entity assigned unique identifier. See Appendix A for naming convention.
- **Non-Deployment Project Categorization ID:** Include the project category that best describes the non-deployment activity. Please enter the number of the corresponding project category listed below.

Project Category ID	Project Category
1	User training with respect to cybersecurity, privacy, and other digital safety matters
2	Remote learning or telehealth services/facilities
3	Digital literacy/upskilling (from beginner-level to advanced)
4	Computer science, coding and cybersecurity education programs

5	Implementation of Eligible Entity digital equity plans (to supplement, but not to duplicate or supplant, Planning Grant funds received by the Eligible Entity in connection with the Digital Equity Act of 2021)
6	Broadband sign-up assistance and programs that provide technology support
7	Multi-lingual outreach to support adoption and digital literacy
8	Digital navigators
9	Prisoner education to promote pre-release digital literacy, job skills, online job acquisition skills, etc.
10	Direct subsidies for use toward broadband subscription, where the Eligible Entity shows the subsidies will improve affordability for the end user population (and to supplement, but not to duplicate or supplant, the subsidies provided by the Affordable Connectivity Program)
11	Costs associated with stakeholder engagement, including travel, capacity-building, or contract support
12	Other the IPFR-approved necessary costs to carry out programmatic activities of an award, not to include ineligible costs described in Section V.H.2 of the BEAD NOFO

- **Impact Metric(s):** Indicate what metric(s) will be tracked to measure the impact of the non-deployment project. Please select up to 4 impact metrics per project. Do not select the same impact metric more than once. See Appendix B for impact metric list.
- **Project Approval:** Indicate whether the project was approved in your Initial Planning Funds (IPF) or Initial Proposal Funding Request (IPFR). If Neither is selected, provide additional information in the Notes column.
- **Non-Deployment Project Funds Allocation:** Indicate the expected percentage of total non-deployment funds allocated for the project.
- **Non-Deployment Project Overall Completion:** Indicate the overall completion percentage of the non-deployment project.
- **Non-Deployment Project Status:** Indicate the status (stage) of the non-deployment project (e.g., Not Started, Delayed, In Progress, Complete, Terminated).
- **Funds Expended:** Indicate the amount of funds that have been expended toward the project at the end of the reporting period.
- **Budget/Scope Modified:** Indicate if the non-deployment project has an approved budget/scope modification from the previous reporting period.
    - If yes, provide additional context surrounding the reason for the budget modification and the amount it was modified by in the Notes column.
- **Disbursements to Date:** Indicate the amount of federal funds disbursed to the project to date.
- **Drawdowns to Date:** Indicate the amount of funding drawn down for the project to date.
- **Notes:** If applicable, add additional context that may be important to understand the non-deployment project. (Optional)

Non-Deployment Project Name	Non-Deployment Project ID	Non-Deployment Project Categorization ID	Impact Metric(s)	Non-Deployment Project Approval	Non-Deployment Project Funds Allocation	Non-Deployment Project Overall Completion	Non-Deployment Project Status	Funds Expended	Budget/ Scope Modified	Disbursements to Date	Drawdowns to Date	Notes (Optional)
Free Text	*String*	*Dropdown*	*Dropdown*	*Dropdown*	*%*	*%*	*Dropdown*	*$*	*Dropdown*	*$*	*$*	*Free Text*

Section 4 – Use of Funds

Initial Planning Funds

Instructions: Use the table provided to provide the following information about your planned and actual use of funds over the course of the BEAD Program:

- **Budget for Entire Project:** Indicate planned federal, non-federal, and total funds to be expended over the course of the BEAD Program, broken down by cost classification. This should align with the approved SF-424C (*e.g.*, Column Total (Planned) should match column a (Total Cost) on the SF-424C; if field 17 on the SF-424C is 100%, every field in Non-Federal Funds (Planned) should be "0"). If you do not plan to expend funds in a cost classification, put "0" in the corresponding field.
- **Actuals from Project Inception through End of Current Reporting Period:** Indicate cumulative actual expenditures (*i.e.*, costs that have been incurred and recorded as expenditures), broken down by cost classification. If you have not expended funds in a cost classification, put "0" in the corresponding field.

Budget for Entire Project	Actuals from Project Inception through End of Current Reporting Period

Cost Classification	Non-Federal Funds (Planned)	Federal Funds (Planned)	Total (Planned)	Non-Federal Funds	Federal Funds	Total	Percent of Federal Funds Expended (Cumulative)
Administrative and legal expenses	$	$	$	$	$	$	%
Land, structures, rights-of way, appraisals, etc.	$	$	$	$	$	$	%
Relocation expenses and payments	$	$	$	$	$	$	%
Architectural and engineering fees	$	$	$	$	$	$	%
Other architectural and engineering fees	$	$	$	$	$	$	%
Project inspection fees	$	$	$	$	$	$	%
Site work	$	$	$	$	$	$	%
Demolition and removal	$	$	$	$	$	$	%
Construction	$	$	$	$	$	$	%
Equipment	$	$	$	$	$	$	%
Miscellaneous	$	$	$	$	$	$	%
Subtotal	$	$	$	$	$	$	%
Contingencies	$	$	$	$	$	$	%
Totals	$	$	$	$	$	$	%

Initial Proposal Funding Request

Instructions: Use the field below to provide information on the Initial Proposal Funding Request. If you select N (No), please leave the corresponding table blank.

Has your Initial Proposal Funding Request been approved and have you received IPFR funding?	*Y/N*

Instructions: Use the table provided to provide the following information about your planned and actual use of funds over the course of the BEAD Program:

- **Budget for Entire Project:** Indicate planned funds to be expended over the course of the BEAD Program, broken down by cost category. This should align with the approved Initial Proposal Funding Request, Consolidated Budget Form (*e.g.*, the Total (Planned) for Personnel should match the total in the Personnel tab of the Consolidated Budget Form; the Total (Planned) for Contractor Costs should match the total in column D of the Contractor Table in the Contractual/Subawards tab of the Consolidated Budget Form; the Total (Planned) for Subrecipient Costs should match the total in column D of the Subrecipient Table in the Contractual/Subawards tab of the Consolidated Budget Form; the Total (Planned) for Subrecipient Cost Share/Matching should match the total in column F of the Subrecipient Table in the Contractual/Subawards tab of the Consolidated Budget Form). If you do not plan to expend funds in a cost classification, put “0” in the corresponding field.

- **Actuals from Project Inception through End of Current Reporting Period:** Indicate cumulative actual expenditures (*i.e.*, costs that have been incurred and recorded as expenditures), broken down by cost category. If you have not expended funds in a cost category, put “0” in the corresponding field.

Budget for Entire Project		**Actuals from Project Inception through End of Current Reporting Period**	
Cost Category	**Total (Planned)**	**Total**	**Percent of Federal Funds Expended (Cumulative)**
a. Personnel	*$*	*$*	*%*
b. Travel	*$*	*$*	*%*
c. Equipment	*$*	*$*	*%*
d. Supplies	*$*	*$*	*%*
e. Contractual/Subawards			
Contractual Table			
Contractor Costs	*$*	*$*	*%*
Subrecipient Table			
Subrecipient Costs	*$*	*$*	*%*
Subrecipient Cost Share/Matching	*$*	*$*	*N/A*
f. Construction	*$*	*$*	*%*
g. Other Direct Costs	*$*	*$*	*%*
h. Indirect Costs			
Federal Funds	*$*	*$*	*%*

Non-Federal Funds	*$*	*$*	*%*

Section 5 – Supplementary Information

Instructions: Use the fields below to provide additional information on your project. If you have nothing to report, please put “N/A” in the corresponding field.

Is there any additional information that you would like to share or that you think would be useful to assess your award (*e.g.*, status and/or results of your Challenge Process and Subgrantee Selection Process; additional details of the description of each service provided with the grant funds and the status of projects or other eligible activities supported by such funds; a description of the locations at which broadband service was made or will be made available using the grant funds, the locations at which broadband service was utilized, and the comparative demographics of those served; etc.)? (3000 characters or less)	*Free Text*
Does the project team anticipate any changes to the Project Plan for broadband planning? Please note that NTIA will need to approve changes to the Project Plan before they can be implemented. (3000 characters or less)	*Free Text*

Certification

I certify to the best of my knowledge and belief that this report is a correct and complete description of activities undertaken for the purposes set forth in the award documents. ***I certify to the best of knowledge and belief that during the reporting period, the Eligible Entity has complied with the requirements of Section 60102 of the Infrastructure Act and the reporting requirements contained in the BEAD NOFO.***	
Authorized Certifying Official	*Free Text*
Date	*Automatic*
Telephone (area code, number, and extension)	*Free Text*
Email Address	*Free Text*

Appendix A: Eligible Entity Project Naming Convention

The Project Identifier (ID) is the link between CSV files and is essential to post-award reporting; therefore, it is crucial to name projects consistently. The naming convention is as follows:

Agency-Program-State-Project-Subproject

The "agency" uses the four-character OPM codes.[2] NTIA has been assigned code **CM61.**

The "program" identifier is chosen by each agency; this program uses **BEAD.**

The "state" refers to the two-letter USPS abbreviation of the Eligible Entity state or territory.

The "project" and "sub-project" components are chosen by each Eligible Entity. Each project may consist of multiple sub-projects. The use of sub-projects is optional.

The full project identifier should be used for all inter-agency efforts, e.g., permitting, Final Proposal reporting, and post-award reporting.

All elements may consist of upper- and lower-case letters, digits, and periods. The case is not significant, i.e., Bead and BEAD refer to the same program. The project and sub-project components should contain no more than 10 characters each.

For example, a BEAD project in Hawaii might use the project identifier: CM61-BEAD-HI-1234X-7, while a project funded by the state of Louisiana may use CM61-BEAD-LA-5678-9.

[2] Open Government : Data - OPM.gov

Appendix B: Non-Deployment Projects Impact Metrics

The following impact metrics have been developed for EE-implemented non-deployment projects, which align with the Project Category ID.

Education and Digital Literacy:

- Number of education/digital literacy programs funded by BEAD (e.g., computer science, coding, cybersecurity education)
- Number of participants in BEAD-funded education/digital literacy programs
- Number of digital literacy training events held with BEAD funds
- Number of outreach activities conducted (e.g., public service announcements) on cybersecurity, privacy, and other digital safety matters through BEAD funding
- Total number of individuals engaged through outreach efforts on cybersecurity, privacy, and other digital safety matters through BEAD funding

Access:

- Number of digital inclusion programs funded by BEAD
- Number of full-time staff for digital inclusion programming funded by BEAD
- Number of languages offered for digital skills programs funded by BEAD
- Number of subscription subsidies provided through BEAD funding
- Hours of training/support services provided through BEAD funding

Workforce and Other:

- Number of workforce development programs funded by BEAD (e.g., apprenticeships, on the job training, work based learning, business resource networks, training provider curriculum)
- Number of participants enrolled in BEAD-funded workforce development programs
- Total number of training hours delivered to participants in BEAD-funded workforce development programs
- Number of credentials issued by BEAD-funded workforce programs
- Number of outreach activities conducted (e.g., public service announcements) to engage participants in BEAD-funded workforce development programs
- Average hourly wage of participants who gain employment post-BEAD-funded workforce development program
- Number of working-age adults with a skill certification or college degree
- Number of telehealth visits