

January 2010

State Broadband Data & Development Grant Program Quarterly Report Content

Directions: Please answer all questions completely. If you have questions, please do not hesitate to call your assigned Federal Program Officer. **Please note that each grantee's quarterly report will be made publicly available on the broadband mapping section of www.ntia.doc.gov.**

Broadband Mapping:

1. Describe progress made against goals, objectives, and milestones detailed in the approved project plan. In regard to these goals, please provide the specific information listed below.
 - A. Broadband Provider Data:
 - a. Please provide the name of each broadband provider that you have identified as providing service in your state. (Use attached spreadsheet.)
 - b. For each such provider, provide the following information on the attached spreadsheet:
 - i. Have you contacted the provider to provide data?
 - ii. Have you reached agreement for data sharing (signed NDA or other agreement)?
 - iii. Has the provider supplied you with a complete set of data?
 - iv. Have you completed validation of these data sets?
 - c. Have you encountered challenges with any providers that indicate that these providers may refuse to participate in this project? If so, describe the discussions to date with each of these providers. (Answer below.)
 - B. If you are additionally collecting data through other means (e.g. data extraction, extrapolation, etc.), please describe both your progress to date and the relevant activities to be undertaken in the future. (Answer below.)
 - C. Verification Activities:
 - a. Please name the verification activities you plan to implement. (Answer below.)
 - b. If you have begun verification activities, please describe the status of these activities. If not, what is your projected timeline for beginning and completing activities? (Answer below.)
 - D. Staffing:
 - a. How many jobs have been created or retained as a result of this project? (Use the same figure that you utilized in your ARRA report). (Use attached spreadsheet.)
 - b. Is the project currently fully staffed? If not, please describe the expected dates that you expect to hire the staff positions named above. Please also describe how any lack of staffing will impact the project's timeline. (Answer in spreadsheet and below.)

- c. When fully staffed, how many full-time equivalent (FTE) jobs do you expect to create or retain as a result of this project? (Use attached spreadsheet.)
 - d. Please provide the title and percentage of FTE for each job. (Use attached spreadsheet.)
 - E. Subcontracts: If you plan to subcontract any portion of your work, please provide the following information on the attached spreadsheet for each subcontract greater than \$25,000.
 - a. Purpose of the subcontract.
 - b. Name of Vendor (enter "Not Selected" if no vendor has been selected)
 - c. Has an RFP been released (if applicable)? (Y, N, NA) If so, when?
 - d. Has the project team executed a contract with the selected vendor? (Y,N) If so, please provide:
 - 1. Start/end dates of contract
 - 2. Contract value
 - a. Federal Portion
 - b. In-kind Portion
 - F. Please describe the status of any project milestone that has not been included in the information provided above. (Answer below.)
 - G. Please describe any challenge or obstacle that you have encountered and detail the mitigation strategies the project team is employing. (Answer below.)
- 2. Funding:
 - a. How much federal grant funding has been expended as of the end of the last quarter, and how much funding remains? (Use attached spreadsheet.)
 - b. How much of the matching funds have been expended as of the end of the last quarter, and how much funding remains? (Use attached spreadsheet.)
 - c. For any funds expended for a subcontract, please identify the name of the subcontractor and the amount. An example is provided in the template. (Use attached spreadsheet.)
 - d. Hardware/Software: Has the project team purchased the software/hardware described in the application? If so, please list. Please note any hardware/software that has not yet been purchased and explain why it has not been purchased. (Answer below.)
 - e. Data Sets: Has the project team purchased the data sets described in the application? If so, please list. Please note any data set that has not yet been purchased and explain why it has not been purchased. (Answer below.)
- 3. Please provide any other information that you think would be useful to NTIA as it assesses your broadband mapping project. (Answer below.)

Broadband Planning:

1. If the project received funding for broadband planning, please describe progress made against all goals, objectives, and milestones detailed in the approved project plan. Be sure to include a description of each major activity/milestone that you plan to complete and your current status. (Answer below.)
2. Please describe any challenge or obstacle that you have encountered and detail the mitigation strategies the project team is employing. (Answer below.)
3. Does the project team anticipate any changes to the current project plan for broadband planning? If so, please describe these anticipated changes. Please note that NTIA will need to approve changes to the project plan before they can be implemented. (Answer below.)
4. Funding:
 - a. How much grant funding has been expended as of the end of the last quarter, and how much funding remains? (Use attached spreadsheet.)
 - b. How much of the matching funds have been expended as of the end of the last quarter, and how much funding remains? (Use attached spreadsheet.)
 - c. For any funds expended for a subcontract, please identify the name of the subcontractor and the amount. An example is provided in the template. (Use attached spreadsheet.)
5. Please provide any other information that you think would be useful to NTIA as it assesses your broadband planning project. (Answer below.)

NOTE: This document contains collection of information requirements subject to the Paperwork Reduction Act (PRA). Notwithstanding any other provision of law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the PRA unless that collection of information displays a currently valid OMB control number. The estimated response time for this document is 4 hours. The response time includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this estimate or any other aspects of this collection of information, including suggestions for reducing the length of this document, to the National Telecommunications and Information Administration, Attn: Milton Brown, mbrown@doc.gov, (202) 482-1816.