



**DRAFT**

## **Broadband Technology Opportunities Program**

# **BTOP Narrative Report for Infrastructure Projects**

**March 30, 2010**

**Version 1.0**

*Prepared for:*

**National Telecommunications and Information Administration**  
Broadband Technology Opportunities Program (BTOP) Office  
U.S. Department of Commerce  
Washington, DC 20230





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## Performance Progress Report Introduction

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Dear BTOP Recipient,

As outlined in your grant award conditions, you are required to submit two reports by April 30, 2010. The first, required by the American Recovery and Reinvestment Act of 2009, is your first quarterly performance progress report. Under the Act, all entities receiving grant money must report quarterly on their use of the federal assistance and their progress in fulfilling the obligations for which the funds were granted. These reports will be made publicly available via the Internet. The second required report, which will not be made publicly available, is a baseline report. As a special award condition of your grant, you are required to submit baseline project plans and details regarding key outputs and outcomes from your project. The format for the baseline report and accompanying instructions will be provided separately.

Please complete the following performance progress report, which requests information about your project, including activities completed to date and associated expenditures, and activities and expenditures planned for the next quarter.

Once completed, the performance progress report should be e-mailed to your Program Officer no later than **April 30, 2010**. Please save your report using the naming format "1stQtrProgressReport\_OrgName\_DDMonthYY" (e.g., "1stQtrProgressReport\_TwitchellTelecom\_30April10"). E-mail the file to your Program Officer with "1<sup>st</sup> Quarter Progress Report" as the subject line. Your Program Officer may follow up with you to discuss your report.

Please do not hesitate to contact your Program Officer with any questions.



## FIRST PERFORMANCE PROGRESS REPORT First Quarter 2010

1. Recipient Organization (Name and complete address including zip code)	2. Award Identification Number
<b>3. Performance Narrative (Q1)</b> <i>Please describe your project activities and progress for the first quarter of 2010. This should include a description of federal expenditures to date, key milestones, the primary activities needed to accomplish those milestones, significant project accomplishments, and any delays or challenges. Please use the milestone categories provided in your baseline report (e.g., environmental assessment, design, rights of way) to structure your answer. (500 words or less)</i>	
<b>4. Performance Projections (Q2)</b> <i>Please describe your anticipated project activities and progress for the next quarter. This should include a description of federal expenditures, key milestones, the primary activities needed to accomplish those milestones, significant project accomplishments, and any potential delays or challenges you foresee. Please use the milestone categories provided in your baseline report (e.g., environmental assessment, design, rights of way) to structure your answer. (500 words or less)</i>	
<b>5. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.</b>	
5a. Typed or Printed Name and Title of Authorized Certifying Official	5c. Telephone (area code, number and extension)
	5d. Email Address
5b. Signature of Authorized Certifying Official	5e. Date Report Submitted (Month, Day, Year)

According to the Paperwork Reduction Act, as amended, no person is required to respond to, nor shall any person be subject to 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. Public reporting burden for this collection of information is estimated to average 1 hour and 30 minutes per response, including 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 the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Anthony G. Wilhelm, Director, Broadband Technology Opportunities Program, Office of Telecommunications and Information Applications, National Telecommunications and Information Administration, U.S. Department of Commerce (DOC), 1401 Constitution Avenue, N.W., HCHB, Room 4887, Washington, D.C. 20230.