

## Infrastructure Annual Performance Progress Report Introduction

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### **SUBMISSION REQUIREMENTS:**

All Broadband Technology Opportunities Program (BTOP) grant recipients are required to complete an annual performance progress report. The attached performance progress report form must be completed and submitted after the end of every calendar year in the Post-Award Monitoring (PAM) System, and reports must be submitted separately for each BTOP award. The prime recipient is solely responsible for the accurate completion and timely submission of this form.

### **DEADLINE:**

All recipients are required to submit their annual performance progress report each year on January 30<sup>th</sup>, by 11:59pm ET. The timely submission of performance progress reports is a requirement of all BTOP awards as stated in the special award conditions. Incomplete submissions will be sent back to the recipient for further information. Annual reports are to be submitted in addition to the required quarterly report which is due concurrently. The reports are different in scope and must be answered separately.

### **COMPLETING THE PERFORMANCE PROGRESS REPORT:**

To begin preparing the performance progress report, the recipient should log into PAM and create a PPR report package for the relevant reporting period. The recipient should download the report template from PAM. As described in the attached instructions, PAM will pre-populate some of the information in the template with information already stored in PAM.

The BTOP performance progress report form consists of two main sections:

- Section 1: General Information
- Section 2: Report Data

Each question must be answered fully and accurately (within the specified word limits). If your answer to certain questions does not fit in the space provided, please provide additional information in a separate document or spreadsheet, using the format provided in the performance progress report form. If a particular question does not apply to your project, please write "N/A" or "0" in the response field. All fields should be filled out either with the requested data or "N/A." Please note that even if the only access to the information is through a subrecipient, contractor, and/or subcontractor, the prime recipient is responsible for collecting this information and submitting it to NTIA.

Please reference the attached line item instructions and the PAM User Guide for assistance. If you have additional questions, please contact your assigned Federal Program Officer.

### **DATA REVIEW:**

Program Office staff will be responsible for reviewing performance progress reports and may need to follow up with recipients regarding the submitted data. Recipients must promptly respond to any and all Program Office follow-up questions regarding the submitted data; in some cases, recipients will be required to revise and re-submit performance progress reports. The data provided will be compared to each recipient's Baseline Project Plan and will help the Program Office monitor the progress and performance of each BTOP project.

Once approved by the Program Office, all performance progress reports will be made publicly available via the Internet. To the extent that recipients believe that the information they are providing is confidential, recipients may make a request for such information to be kept private and identify any information they believe should not be released to the public. They should also provide both a redacted and an unredacted version of their report. Recipients should note, however, that the Recovery Act requires substantial transparency and that NTIA may not necessarily approve such requests. If NTIA does approve, the agency will keep such information private from public disclosure to the extent permitted by law, including the Freedom of Information Act, as amended (5 U.S.C. 552), the Trade Secrets Act, as amended (18 U.S.C. 1905), and the Economic Espionage Act of 1996 (18 U.S.C. 1831 et seq.).

RECIPIENT NAME:  
 AWARD NUMBER:  
 DATE:

OMB CONTROL NO. 0660-0037  
 EXPIRATION DATE: 12-31-2010

## Annual Performance Progress Report Questions for Infrastructure

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General Information				
		Page	of	Pages
1. Federal Agency and Organization Element to Which Report is Submitted	2. Award Identification Number	3. DUNS Number		
4. Recipient Organization (Name and complete address including county, congressional district, and zip code)				
5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the Last Annual Report of the Award Period?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>7. 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>				
7a. Typed or Printed Name and Title of Certifying Official		7c. Telephone ( <i>area code, number and extension</i> )		
		7d. Email Address		
7b. Signature of Certifying Official		7e. Date Report Submitted (MM/DD/YYYY)		

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**OVERALL PROJECT PERFORMANCE INDICATORS**

1. Please provide the following average cost figures for your project. Please review the instructions to determine how to calculate these figures. Write "0" in the second column and "N/A" in the third column if your project does not yet have this information. Depending on whether your project contains Middle Mile and/or Last Mile components, some metrics may not apply. Please provide a narrative description if the total is different from the target provided in your baseline plan (600 words or less).

Cost Indicator	Average Cost / Speed	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
Average cost per new mile (Middle Mile)		
Average cost per household passed (Last Mile)		
Average cost per subscriber (Last Mile)		
Maximum broadband speed advertised (Middle Mile)		
Maximum broadband speed advertised (Last Mile)		
Average broadband speed provided (Middle Mile)		
Average broadband speed provided (Last Mile)		

2. Please provide each facility name and type, the county where the facility is located, and census tract information for any facilities funded by your project during this annual reporting period. Report only facilities for which construction has been completed.

Facility Identifier/ Name	Facility Type	County	Census Tracts

3. Please identify (1) the total number of interconnection, peering, and/or transit agreements entered into during this annual reporting period; (2) the total number of agreements of each type that you are currently negotiating; and (3) whether you have denied any request for interconnection and if so, why. If you have not entered into any agreements, please write "N/A."

**Interconnection Agreements (600 words or less)**

**Peering and Transit Agreements (600 words or less)**

**CAPACITY, UTILIZATION, AND CAPABILITY INDICATORS**

4. Community Anchor Institutions: In the chart below, please provide information on the types of community anchor institutions capable of receiving service (i.e., anchor institutions connected to your network plus those passed by your

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network) as a result of BTOP funds.			
Type of Community Anchor Institution	Total Number Within Service Area	Type of Community Anchor Institution	Total Number Within Service Area
Schools (K-12)		Public Housing	
Libraries		Other Institutions of Higher Education	
Medical and Healthcare Providers		Other Community Support Organizations	
Public Safety Entities		Other Government Facilities	
Community Colleges		<b>Total Community Anchor Institutions</b>	

5. Please indicate the average increase in broadband speed provided to the community anchor institution customers as a result of your project, including a description of how this increase was calculated (600 words or less).

6. What retail services are being provided by this project? Please describe below. (600 words or less). As an attachment to this report, please provide pricing plans (in \$ per month) associated with each retail service  
 Retail services description:

7a. What network management policies (e.g., bandwidth limitations, traffic prioritizations) are in place for the services provided by your project? 7b. Have you ever limited or blocked consumers from accessing any lawful content, service, service provider, or application, or prevented any consumers from attaching any legal device to the network? If so, please explain why (300 words or less)?

8. If applicable, please provide the total number and the percentage of subscribers who have dropped the broadband service provided through this project (total number of households and/or businesses and the "churn rate") and the subscribers' reasons for discontinuing their service (600 words or less).

9. Please provide the following information regarding the number of fiber strand-miles:

Total Number of Strand-Miles	Total Number of Active Fiber Strand-Miles Used by Recipient	Total Number of Leased Fiber Strand-Miles	Total Number of Dark Fiber Strand-Miles	Total Number of Strand-Miles Being Built		
				Active	Leased	Dark

10. If you wholesale dark fiber, please list your wholesale customers and the number of fiber miles you currently are leasing to those customers:

11. Please provide the following information regarding the facility collocation capacity:

RECIPIENT NAME:  
AWARD NUMBER:  
DATE:

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<b>Total Facility (total square feet for all facilities)</b>	<b>Number of Square Feet Used by Recipient</b>	<b>Number of Square Feet Leased</b>	<b>Number of Square Feet Available</b>
<p>12. If you do not own collocation space, please describe how and where other network providers and/or customers interconnect with your network (600 words or less).</p>			
<p>13. To the extent that you have made any subcontracts or subgrants, please provide the number of subcontracts or subgrants that have been made to socially and economically disadvantaged small business (SDB) concerns as defined by section 8(a) of the Small Business Act, 15 U.S.C. 647, as modified by NTIA's adoption of an alternative small business size standard for use in BTOP. Please also provide the names of these SDB entities (150 words or less).</p>			
<p>14. Please describe any best practices/lessons learned that can be shared with other similar BTOP projects (900 words or less).</p>			

## Infrastructure Annual Performance Progress Report Instructions

### Line Item Instructions for the Performance Progress Report Attachment (BTOP Annual Report for Infrastructure Projects)

Question Number	Reporting Item	Instructions	Clarification and Definitions
General Information			
1	Federal Agency and Organizational Element to Which Report is Submitted	PAM will pre-populate this information in the PPR template.	“Department of Commerce, National Telecommunications and Information Administration.”
2	Award Identification Number	PAM will pre-populate this information in the PPR template.	This should match your 10 digit grant award number listed on your award package CD-450 form.
3	DUNS Number	PAM will pre-populate this information in the PPR template.	The number entered should match the Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number listed on your award package CD-450 form.
4	Recipient Organization	PAM will pre-populate this information in the PPR template.	The data entered should match the data listed on your award package CD-450 form.
5	Reporting Period End Date	PAM will pre-populate this information in the PPR template.	

6	Is this the last annual report of the award period?	Check yes or no.	
7a	Certifying Official	PAM will pre-populate this information in the PPR template.	The Certifying Official should be the AOR or the Principal Investigator/Project Manager designated by the AOR.
7b	Certifying Official Signature	PAM will add this information electronically when the report is submitted.	
7c	Telephone Number	PAM will pre-populate this information in the PPR template.	
7d	Email Address	PAM will pre-populate this information in the PPR template.	
7e	Report Submission Date	PAM will add this information electronically when the report is submitted.	Reports are to be submitted by the quarterly due dates.
Overall Project Performance Indicators			
1	Cost Indicators	Please provide the following average cost figures for your project. Please review the instructions to determine how to calculate these figures. Write "0" in the second column and "N/A" in the third column if your project does not yet have this information. Depending on whether your project contains Middle Mile and/or Last Mile components, some metrics may not apply. Please provide a narrative description if the total is different from the target provided in your baseline plan.	Average Cost Per New Mile (pertains only to middle mile projects) is defined as the cumulative direct capital costs associated with the installation of the middle mile transmission infrastructure divided by the route miles the transmission infrastructure traverses. The capital costs are derived from transmission infrastructure such as conduit, cables and the labor used to install this

			<p>transmission infrastructure. The capital costs do not include network access (e.g., core network routers), customer premise equipment (CPE), building/facility construction, test equipment, billing and operational support systems, and/or any additional professional services. Recipients that do not have a middle mile component do not need to provide this statistic.</p> <p>Average Cost Per Household (pertains only to Last Mile projects or to the Last Mile component of combined last mile/middle mile projects) is defined as the cumulative direct capital costs associated with the installation of the last mile transmission infrastructure to the households in the areas(s) divided by the number of households to which that infrastructure makes service available. The capital costs are derived from transmission infrastructure such as distribution and remote terminals (e.g., DSLAM, B/GPON), conduit, cables, wireless transceivers, antennas and the labor used to install the transmission infrastructure. The capital costs do not include any costs associated with CPE, CPE installation services, building/facility/tower construction, test equipment, billing and operational support systems and/or any additional professional services. Recipients that</p>
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			<p>do not have a last mile component do not need to provide this statistic.</p> <p>Average Cost Per Subscriber (pertains only to last mile projects or to the last mile component of combined last mile/middle mile projects) is defined as the cumulative direct capital costs associated with the installation of the last mile transmission infrastructure to the households in the service areas(s) divided by the number of households subscribing to broadband service delivered over that last mile transmission infrastructure. The capital costs are derived from transmission infrastructure such as distribution and remote terminals (e.g., DSLAM, B/GPON), conduit, cables, wireless transceivers, antennas and the labor used to install the transmission infrastructure. The capital costs do not include any costs associated with CPE, CPE installation services, building/facility/tower construction, test equipment, billing and operational support systems and/or any additional professional services. Recipients that do not have a last mile component do not need to provide this statistic.</p> <p>Maximum broadband speed advertised is the highest speed that you or your subrecipients advertise as available through the BTOP-funded</p>
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			<p>network. This metric is relevant to both middle mile and last mile network components.</p> <p>Average broadband speed provided is the average speed that you and your subrecipients provide on the BTOP-funded network, taking into account fast and slow periods. This metric is relevant to both middle mile and last mile network components.</p> <p>To create parity between the numerator (costs) and the denominator (miles/households/subscribers), recipients should only count the costs of those parts of the network for which deployment is complete. For example: if no portion of a middle mile network is available for service then there should be no miles of network or cost per mile to report. Similarly, when a portion of the network is available for service, then the route miles (for a middle mile network) or the number of households (for a last mile network) associated with the completed portion the network should be used as the denominator and only those portions of the costs associated with the completed portion of the network should be used in the numerator to calculate the metric.</p> <p>If actual costs are higher or lower than projected in your baseline plan,</p>
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			<p>please provide a narrative response to explain the variance.</p> <p>Please limit narrative responses to 600 words or less.</p>
2	Funded Facilities	<p>Please provide each facility name and type, the county where the facility is located, and census tract information for any facilities funded by your project during this annual reporting period. Report only facilities for which construction has been completed.</p>	<p>A funded facility is defined as any building or enclosure that is 1) used to house equipment/facilities used by the network, and 2) an allowable expense funded by the grant.</p> <p>If your project did not fund any facilities during this reporting period, please write "N/A."</p>
3	Interconnection, Peering and Transit Agreements	<p>Please identify (1) the total number of interconnection, peering, and/or transit agreements entered into during this annual reporting period; (2) the total number of agreements of each type that you are currently negotiating; and (3) whether you have denied any request for interconnection and if so, why. If you have not entered into any agreements, please mark "N/A."</p>	
Capacity, Utilization, and Capability Indicators			
4	Community Anchor Institutions	<p>Community Anchor Institutions: In the chart below, please provide information on the types of community anchor institutions capable of receiving service (i.e., anchor institutions connected to your network plus those passed by your network) as a result of BTOP funds.</p>	<p>For each type of community anchor institution, please provide the total number within the service area.</p> <p>Anchor institutions are "connected" to the extent that no further infrastructure needs to be built, and no additional equipment (other than CPE) needs to</p>

			<p>be installed, in order to provide service to that entity.</p> <p>Anchor institutions are “passed” to the extent that they could reasonably obtain service using the grant recipient’s facilities, either directly from the grant recipient or via a third-party service provider, but additional network deployment and/or additional equipment installation is necessary in order to provide service.</p>
5	Broadband Speed Service Increase	Please indicate the average increase in broadband speed associated with the community anchor institution customers as a result of your project, including a description of how this increase was calculated.	Please limit narrative responses to 600 words or less.
6	Retail Pricing Plans	As an attachment to this report, please provide pricing plans (in \$ per month) for the retail services provided by your project.	<p>Please provide information for all retail services offered by your organization.</p> <p>Please limit narrative responses to 600 words or less.</p>
7	Network Management Policies	What network management policies (e.g., bandwidth limitations, traffic prioritizations) are in place for the services provided by your project? Have you ever limited or blocked consumers from accessing any lawful content, service, service provider, or application, or prevented any consumers from attaching any legal device to the network? If so, please explain why.	<p>Please provide information on your network management policies for all services offered by your organization.</p> <p>Please limit narrative responses to 300 words or less. If your answer does not fit in the space provided, please indicate in the form that additional information is provided in a separate document and upload that document.</p>

8	Dropped Service	If applicable, please provide the total number and the percentage of subscribers who have dropped the broadband service provided through this project (total number of households and/or businesses and the "churn rate") and the subscribers' reasons for discontinuing their service. This will apply to most last mile providers.	To calculate the churn rate, divide the number of subscribers lost by the total number of subscribers you have at the end of the period and multiply by 100.  Please limit narrative responses to 600 words or less.
9	Fiber	Please provide information regarding the number of fiber strand-miles.	Provide information on the total number of fiber strand-miles you have and the total number you use, lease or have dark. For example, two strands of fiber that run for 30 miles constitute 60 strand-miles.  Provide information on the total number of fiber strand-miles being built that will be active, leased or dark.
10	Dark Fiber	If you wholesale dark fiber, please list the names of your wholesale customers and the number of fiber strand-miles you currently lease.	Insert number of dark fiber strand-miles leased and names of customers. If not applicable, please enter "N/A".
11	Collocation	Please provide information regarding your facility collocation capacity.	Insert total facility capacity in square feet you use, lease, and have available.
12	Collocation	If you do not own collocation space, please describe how and where other network providers and/or customers interconnect with your network.	If you do not own collocation space and another network provider or customer is only connecting core network equipment at a location not owned by you, please provide: the actual location of the equipment

			<p>location and/or point of interconnection; the owner of the alternate location (e.g. Internet Exchange Point, POP); and a description of how the interconnection occurs.</p> <p>Please limit narrative responses to 600 words or less.</p>
13	Small Business Concern	To the extent that you have made any subcontracts or subgrants, please provide the number of subcontracts or subgrants that have been made to socially and economically disadvantaged small business (SDB) concerns as defined by section 8(a) of the Small Business Act, 15 U.S.C. 647, as modified by NTIA's adoption of an alternative small business size standard for use in BTOP. Please also provide the names of these SDB entities.	BTOP defines a "socially and economically disadvantaged small business concern as "a firm, together with its controlling interests and affiliates, with average gross revenue not exceeding \$40 million for the preceding three years, and that meets the definition of a socially and economically disadvantaged small business concern under the Small Business Act."
14	Best Practices	Please describe any best practices/lessons learned that can be shared with other similar BTOP projects.	Please limit responses to 900 words or less.

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 Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 3.94 hours 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