

# Sustainable Broadband Adoption 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 Fields

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.).

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## Annual Performance Progress Report Questions for Sustainable Broadband Adoption

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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 (area code, number and extension)		
		7d. Email Address		
7b. Signature of Certifying Official		7e. Date Report Submitted (MM/DD/YYYY)		

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<b>Project Indicators</b>				
1. Does your Sustainable Broadband Adoption (SBA) project foster a particular broadband technology or technologies? If so, please describe this technology (or technologies) (600 words or less).				
2a. Please list all of the broadband equipment and/or supplies you have purchased during the most recent calendar year using BTOP grant funds or other (matching) funds, including any customer premises equipment or end-user devices. If additional space is needed, please attach a list of equipment and/or supplies. Please also describe how the equipment and supplies have been deployed (100 words or less).				
<b>Manufacturer</b>	<b>Item</b>	<b>Unit Cost per Item</b>	<b>Number of Units</b>	<b>Narrative description of how the equipment and supplies were deployed</b>
<b>Totals</b>				
2b. To the extent you distribute equipment/supplies to beneficiaries of your project, please describe the equipment/supplies you distribute, the quantities distributed, and the specific populations to whom the equipment/supplies are distributed (600 words or less).				
3. For SBA access and training provided with BTOP grant funds, please provide the information below. Unless otherwise indicated in the instructions, figures should be reported <u>cumulatively</u> from award inception to the end of the most recent calendar year. For each type of training (other than open access), please count only the participants who <u>completed</u> the course.				
<b>Types of Access or Training</b>	<b>Number of People Targeted</b>	<b>Number of People Participating</b>	<b>Total Training Hours Offered</b>	
Open Lab Access			0	
Multimedia				
Office Skills				
ESL				
GED				
College Preparatory Training				
Basic Internet and Computer Use				
Certified Training Programs				
Other (please specify):				
<b>Total</b>				
4. Please describe key economic and social successes of your project during the past year, and why you believe the project is successful thus far (600 words or less).				
5. Please estimate the level of broadband adoption in the community(ies) and/or area(s) your project serves, explain your methodology for estimating the level of broadband adoption, and explain changes in the broadband adoption level, if any, since the project began.				
5a. Adoption Level (%):	Narrative description of level, methodology, and change from the level at project inception (600 words or less).			

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6. Please describe the two most common barriers to broadband adoption that you have experienced this year in connection with your project. What steps did you take to address them (600 words or less)?	
7. 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).	
8. Please describe any best practices/lessons learned that can be shared with other similar BTOP projects (900 words or less).	

## Sustainable Broadband Adoption Annual Performance Progress Report Instructions

### Line Item Instructions for the Performance Progress Report Attachment (BTOP Annual Report for Sustainable Broadband Adoption 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	The Certifying Official should be the AOR or

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		PPR template.	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 annual due dates.
<b>Project Indicators</b>			
1	Broadband Technology	Does your Sustainable Broadband Adoption (SBA) project foster a particular broadband technology or technologies? If so, please describe this technology (or technologies).	If your SBA project does not foster a particular broadband technology, please write "N/A."  Please limit narrative responses to 600 words or less.
2a	SBA Equipment	Please list all of the broadband equipment and/or supplies you have purchased during the most recent calendar year using BTOP grant funds or other (matching) funds, including any customer premises equipment or end-user devices. If additional space is needed, please attach a list of equipment and/or supplies. Please also describe how the equipment and supplies have been deployed.	Equipment is defined as tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.  Supplies are defined as all tangible personal property other than "equipment".  Please limit narrative responses (i.e., descriptions of use) to 100 words or less.
2b	SBA Equipment	To the extent you distribute equipment/supplies to consumers, please describe the equipment/supplies you distribute, the quantities distributed, and the	Please limit narrative responses to 600 words or less.

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		specific populations to whom the equipment/supplies are distributed.	
3	SBA Access and Training	For SBA access and training provided with BTOP grant funds, please provide the information below. For each type of training (other than open access), please count only the participants who <u>completed</u> the course.	<p>Recipients are not required to report upon hours of training provided during open access. This field has been pre-populated with a 0.</p> <p>For each type of training (other than open access), "Number of People Participating" is the number of individuals attending and completing a scheduled, teacher-led training program offered through the SBA project. Do not count participants who attended but did not complete the training.</p> <p>Participants may be counted more than once if they attended multiple types of training.</p> <p>You may specify additional types of training or access as needed.</p> <p>To calculate "Total Hours of Training Offered," multiply the hours per program by the number of participants. For example, if 10 people took a one hour class, that program provided 10 training hours.</p> <p>Please enter a "0" in each column if your project has not provided a particular type of training.</p>
4	Economic and Social Successes	Please describe key economic and social successes of your project during the past year, and why you believe the project is successful thus far.	You may reference other data provided in this report (key indicators) or provide additional information that is not included in your typical quarterly and annual reports. This may include statistics or objective data, but it may also include examples of individual successes experienced by your organization or the individuals benefiting from your program.



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			Please limit narrative responses to 600 words or less.
5	Adoption Level	Please estimate the level of broadband adoption in the community(ies) and/or area(s) your project serves, explain your methodology for estimating the level of broadband adoption, and explain changes in the broadband adoption rate, if any, since the project began.	<p>Methods for calculating the adoption level may include use of broadband provider statistics, surveys, or any other measurable data collection method. You should explain why your estimate and methodology are reasonable. You should also describe how the adoption level compares to the baseline adoption level that existed when your project was initiated.</p> <p>Please limit narrative responses to 600 words or less.</p>
6	Barriers to Adoption	Please describe the two most common barriers to broadband adoption that you have experienced this year in connection with your project. What steps did you take to address them?	<p>Provide two specific examples. For each, please explain either 1) how you have overcome the barrier or 2) how you are currently trying to overcome the barrier.</p> <p>Responses should be limited to 600 words or less.</p>
7	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.	<p>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."</p> <p>Please limit responses to 150 words or less.</p>
8	Best Practices	Please describe any best practices/lessons learned that can be shared with other similar BTOP projects, if any.	Responses should be limited to 900 words or less.

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