Broadband Technology Opportunities Program

BTOP Baseline Report for Infrastructure Projects

Version 2.0

Contents

Baseline Report Introduction

Dear BTOP Recipient,

As outlined in your grant special award conditions, you are required to submit a baseline report by November 15, 2010, containing a quarter-by-quarter timeline with details about key activities, milestones, and outcomes from your project.[1] We understand that your previously estimated milestones and key indicators may have changed as a result of Federal bidding requirements, special award conditions, new information, or other events. This report allows us to establish a common understanding of your project. The baseline report will be kept confidential except as required by law.

In addition to the baseline report, all grant recipients are also required to file a BTOP-specific quarterly performance report. This report is due on October 30, 2010. Quarterly performance reports are required by the American Recovery and Reinvestment Act of 2009. Under the Act, all entities receiving grant money must report quarterly on their use of the federal assistance and their progress in fulfilling the objections for which the funds were granted. Quarterly performance reports will be made publicly available via the Internet. The template for the first performance report and accompanying instructions will be provided separately.

Please complete the following baseline report forms, which request a variety of data about your project, including milestones and indicators of project success. You will report on this same information in your quarterly and annual reports and will be held responsible for meeting the targets that you set for yourself.

This baseline report consists of two components:

Milestone Categories:
All projects must be fully completed no later than three years following the date of the issuance of the award. Please use the table provided to indicate your anticipated percentage of completion by quarter for each year of your project. Year One begins with your award start date. The percentage of completion should be based primarily on the expenditure of your project budget (federal and matching funds) and should be reported cumulatively from award inception through the end of each quarter. Please also provide a brief description (100 words or less) of the primary activities involved in meeting each milestone (a single description should be provided for each milestone, covering all quarters in years one through three).

Key Indicators:
Please use the following table to provide anticipated key indicators and subscribers for your Infrastructure project. Except as indicated, information should be reported cumulatively from award inception through the end of the quarter or year.

Once completed, the baseline report should be e-mailed to your Program Officer no later than **November 15, 2010**. Please save your report using the naming format "BaselineReport_OrgName_DDMonthYY" (e.g., "BaselineReport_TwitchellTelecom_15November10").[2] E-mail the file to your Program Officer with "Baseline Project Plan" 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.

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[1] The special award condition describes the deadline as "within 45 days of the close of the first quarter," which would yield a deadline of Sunday, November 14, 2010. NTIA will consider the baseline report timely if filed by November 15, 2010.

[2] If you received multiple awards, you may use "BaselineReport_OrgName_AwardNumber_DDMonthYY."

Baseline Report Form

MILESTONES

INFRASTRUCTURE MILESTONE CATEGORIES													
All projects must be fully completed no later than three years following the date of the issuance of the award. Please use the table provided to indicate your anticipated percentage of completion by quarter for each year of your project. Year One begins with your award start date. For Round 2 BTOP recipients' baseline documents, the quarter ending September 30, 2010 is "Q1" and the quarter ending June 30, 2013 is "Q12." Please include any data attributable to the "carry-over" months (i.e., July-September 2013) in your baseline data for "Q12." The percentage of completion should be based primarily on the expenditure of your project budget (federal and matching funds) and should be reported cumulatively from award inception through the end of each quarter. For example, if you expect to complete a particular milestone within the first three quarters of your project, the third quarter and all subsequent quarters should state 100%. Please also provide a brief description (100 words or less) of the primary activities involved in meeting each milestone (a single description should be provided for each milestone, covering all quarters in years one through three). Please write "N/A" if your project does not include an activity. If necessary, please insert additional milestones at the bottom of the chart.													

MILESTONE CATEGORIES	YEAR 1				YEAR 2				YEAR 3				Primary Activities
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1. Overall Project													
2. Environmental Assessment													
3. Network Design													
4. Rights Of Way													
5. Construction Permits And Other Approvals													
6. Site Preparation													
7. Equipment Procurement													
8. Network Build (all components - owned, leased, IRU, etc.)													
9. Equipment Deployment													
10. Network Testing													
11. Other (please specify):													

KEY INDICATORS

INFRASTRUCTURE KEY INDICATORS												
Please use the following table to provide anticipated key indicators and subscribers for your Infrastructure project. Except as indicated, information should be reported cumulatively from award inception through the end of the quarter for Quarterly Indicators and for the end of the year for Annual Indicators. Please write "N/A" if your project does not include this indicator.												
QUARTERLY INDICATORS	YEAR 1				YEAR 2				YEAR 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1. New network miles deployed												
2. New network miles leased												
3. Existing network miles upgraded												
4. Existing network miles leased												
5. Number of miles of new fiber (aerial or underground)												
6. Number of new wireless links												
7. Number of new towers												
8. Number of new interconnection points												
9. Number of signed agreements with broadband wholesalers or last mile providers												
10. Number of potential agreements (i.e., agreements currently being negotiated) with broadband wholesalers or last mile providers (This number should NOT be reported cumulatively)												
11. Federal grant expenditures												
12. Matching funds expenditures												

PROJECTED NUMBER OF SUBSCRIBERS		YEAR 1				YEAR 2				YEAR 3			
SUBSCRIBER TYPE	ACCESS TYPE	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
13. Please provide the data according to the type of subscriber. Write "N/A" if your project does not pass or serve a particular subscriber type. Figures should be reported cumulatively from award inception.													
13a. Please provide the following information if you are offering middle mile services to broadband wholesalers/last mile providers.													
Broadband Wholesalers or Last Mile Providers	Providers with signed agreements receiving new access												
	Providers with signed agreements receiving improved access												
	Providers with signed agreements receiving access to dark fiber												
	Please identify the speed tiers that will be available and the estimated number of providers for each												
13b. Please provide the following information if you are offering services to community anchor institutions.													
Community Anchor Institutions (including Government institutions)	Total subscribers served												
	Subscribers receiving new access												
	Subscribers receiving improved access												
	Please identify the speed tiers that will be available and the estimated number of subscribers for each												
13c. Please provide the following information if you are offering last mile services to homes and businesses.													
Residential/Households	Entities passed												
	Total subscribers served												
	Subscribers receiving new access												
	Subscribers receiving improved access												
	Please identify the speed tiers that will be available and the estimated number of subscribers for each												

Businesses	Entities passed														
	Total subscribers served														
	Subscribers receiving new access														
	Subscribers receiving improved access														
	Please identify the speed tiers that will be available and the estimated number of subscribers for each														

ANNUAL INDICATORS	YEAR 1	YEAR 2	YEAR 3
1. Average cost per new mile (Middle Mile)			
2. Average cost per household passed (Last Mile)			
3. Average cost per subscriber (Last Mile)			
4. Projected maximum broadband speed to be advertised			
5. Projected average broadband speed to be provided			
6. Please list the counties within each state where your grant-funded infrastructure will be deployed. Please also list the Census tracts that comprise your service area(s).			

COMMUNITY ANCHOR INSTITUTIONS

7. Please provide information on the types of community anchor institutions you intend to connect 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		**Total Community Anchor Institutions**	

DARK FIBER

8. If you plan to wholesale dark fiber, please provide the anticipated number of wholesale customers and the number of fiber miles you intend to lease to those customers.

PROJECT PLAN
9. Please complete the attached BTOP Comprehensive Community Infrastructure Baseline Project Plan.　　　□ Attached

Baseline Report Instructions

Line Item Instructions for the Baseline Report Attachment
(BTOP Baseline Report for Infrastructure Projects)

Question Number	Reporting Item	Instructions	Clarifications and Definitions
Milestone Categories			
1	Overall Project	All projects must be fully completed no later than three years following the date of the issuance of the award. Please use the table provided to indicate your anticipated percentage of completion by quarter for each year of your project. Year One begins with your award start date.	This field should include all milestones and activities associated with your project; it is therefore based on the expenditure of your entire project budget.
2	Environmental Assessment	For Round 2 BTOP recipients' baseline documents, the quarter ending September 30, 2010 is "Q1" and the quarter ending June 30, 2013 is "Q12." Please include any data attributable to the "carry-over" months (i.e., July-September 2013) in your baseline data for "Q12."

The percentage of completion should be based primarily on the expenditure of your project budget (federal and matching funds) and should be reported cumulatively from award inception through the end of each quarter. For example, if you expect to complete a particular milestone within the first three quarters of your project, the third quarter and all subsequent quarters should state 100%.

Please also provide a brief description (100 words or less) of the primary activities involved in meeting each milestone (a single description should be provided for each milestone, covering all quarters in years one through three).

Please write "N/A" if your project does not include an | Environmental assessment activities include all the necessary steps to complete your environmental assessment (if you received a categorical exclusion, please write "N/A.") This can include hiring a consultant to assist with the process. |
3	Network Design		Network design includes all activities to finalize the network design submitted with your application.
4	Rights of Way		Rights of way include all activities associated with identifying and finalizing right of way agreements.
5	Construction Permits and Other Approvals		Construction permits and other approvals include all activities associated with identifying and obtaining necessary construction permits, licenses, or other approvals.
6	Site Preparation		Site preparation includes all activities associated with preparing construction and deployment sites, including all surveys, clearing land, etc.

Question Number	Reporting Item	Instructions	Clarifications and Definitions
7	Equipment Procurement	activity. If necessary, please insert additional milestones at the bottom of the chart.	Equipment procurement includes all activities associated with identifying and procuring necessary equipment for your project. This includes the equipment needed for construction or upgrades, as well as network equipment that will be deployed.
8	Network Build (all components – owned, leased, IRU, etc.)		Network build includes all aspects of building your network once all of the necessary agreements, permits, and licenses are obtained and the build sites are prepared.
9	Equipment Deployment		Equipment deployment includes all activities associated with the installation of equipment that supports your network inside and outside plant.
10	Network Testing		Network testing includes all activities necessary to test the completed network; this includes testing the network itself and testing processes required to run the network successfully.
11	Other		If your project includes specific milestones that do not fit into one of the categories defined above, please specify those specific milestones and provide the requested completion data.

Question Number	Reporting Item	Instructions	Clarifications and Definitions
Quarterly Indicators			
1-12	Quarterly Indicators	Please use the following table to provide anticipated key indicators for your Infrastructure project. Except as indicated, information should be reported cumulatively from award inception through the end of the quarter. Please write "N/A" if your project does not include this indicator.	Please provide the total numbers for each quarterly indicator; for indicators that do not apply, please write "N/A." For indicators asking about "miles" (e.g., "New network miles deployed," etc.), please include both last mile and middle mile infrastructure. In all instances, "new" means infrastructure that did not pre-exist and was deployed as part of the BTOP project. If the project involves activities such as lighting existing dark fiber, upgrading electronics, upgrading existing fiber, or otherwise improving speed and/or performance of existing fiber, please include such upgrades under the indicator for "Existing network miles upgraded." Signed agreements include only finalized agreements that have been signed by both parties. Potential agreements include agreements currently in negotiation. Please report this indicator on a quarterly, non-cumulative basis. Federal grant expenditures are grant money expended on a quarterly basis for the life of the project.
13a-c	Number of Subscribers	Please use the following table to provide anticipated subscribers for your Infrastructure project. Information should be reported cumulatively from award inception through the end of the quarter.	Please provide the requested information for each relevant subscriber type. If your project does not include a particular type of subscriber, please write "N/A." Data related to broadband wholesalers/last mile providers and will generally apply to middle mile

Question Number	Reporting Item	Instructions	Clarifications and Definitions
			projects, while data related to businesses and residential/households will generally apply to last mile projects. Data related to community anchor institutions may apply to both middle mile and last mile projects. Broadband Wholesalers or Last Mile Providers: Please provide the number of providers with signed agreements receiving new access (did not previously subscribe to broadband) and those receiving improved access, and those receiving access to dark fiber; please also identify the speed tiers that will be available and the estimated number of providers or subscribers for each. Community Anchor Institutions (including Government institutions): Please provide information regarding the total subscribers served (connected), subscribers receiving new access (did not previously subscribe to broadband), and subscribers receiving improved access; please also identify the speed tiers that will be available and the estimated number of providers or subscribers for each. Businesses and Residential/Households: Please provide information regarding the total number of entities passed (not connected), total subscribers served (connected), subscribers receiving new access (did not previously subscribe to broadband), and subscribers receiving improved access; please also identify the speed tiers that will be available and the estimated number of subscribers for each. Providers or subscribers receive "improved access" to the extent that they are receiving a faster broadband connection than they had previously.

Question Number	Reporting Item	Instructions	Clarifications and Definitions
Annual Indicators			
1-6	Annual Indicators	Please use the following table to provide anticipated key indicators for your Infrastructure project. Information should be reported cumulatively from award inception through the end of the year. Please write "N/A" if your project does not include this indicator.	Please provide the requested information for each annual indicator; for indicators that do not apply, please write "N/A." General definitions for cost per mile, cost per household, and cost per subscriber are provided below. For this baseline report, please provide the projected information as of the end of each annual reporting period. Each calculation should be based upon total direct capital and construction costs from award inception through the end of the annual reporting period, divided by total progress (miles, households, or subscribers) from award inception through the end of the annual reporting period. Average Cost Per Mile (pertains only to Middle Mile projects) is defined as the direct capital costs associated with the installation of the middle mile transmission infrastructure divided by the route miles the transmission infrastructure will traverse. The capital costs are derived from transmission infrastructure such as conduit, cables and the labor used to install this 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. 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 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

Question Number	Reporting Item	Instructions	Clarifications and Definitions
			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.
			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 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.
7	Community Anchor Institutions		For each type of community anchor institution, please provide the total number within the service area. A network is "connected" to an anchor institution to the extent that no further infrastructure needs to be built, and no additional equipment (other than CPE) needs to be installed, in order to provide service to that entity. Anchor institutions that are

Question Number	Reporting Item	Instructions	Clarifications and Definitions
			"passed" by your network, i.e., anchor institutions that require a network build and/or additional equipment installed before service may be provided, should not be included in this calculation.
8	Dark Fiber	If you plan to wholesale dark fiber, please provide the anticipated number of wholesale customers and the number of fiber miles you intend to lease to those customers.	Insert number of dark fiber miles leased and names of customers. If not applicable, please enter "N/A".
9	Project Plan	Please complete the attached BTOP Comprehensive Community Infrastructure Baseline Project Plan.	Check "Attached" when you have completed the attachment.