BTOP Performance Reporting

Infrastructure Projects

July, 2010

Agenda

- Performance Progress Reporting (PPR) Overview and Completion Tips

- PPR Template Review
    - General Information
    - Project Indicators (This Quarter)
    - Project Indicators (Next Quarter)
    - Budget Details

- Questions

Quarterly Performance Reporting Overview

Quarterly Performance Report Section	Description
1. General Information	• Requires award-identifying information (e.g., DUNS, EIN, Recipient Organization Name, etc.) • Most of the information found in CD-450 form or report instructions • Must contain signature of Certifying Official for the report to be considered valid and complete.
2. Report Data Fields	• Requires descriptions of project accomplishments and cumulative totals for project milestones and indicators • Asks for actual data for current reporting quarter and projected data for next reporting quarter
3. Budget Data Fields	• Requires cumulative actual expenditures for current reporting quarter, and anticipated expenditures for the next reporting quarter, as well as program income reporting, if applicable

Tips for the Completion of Infrastructure Quarterly Performance Reports

- **Instructions:** Please make sure to review in detail all provided instructions before and during report completion.

- **Completeness:** All report fields should have data or narrative in them, as appropriate.

- **Consistency of Reported Data:** When filling out the performance reports, please ensure that the data provided is consistent with previously submitted reports.

- **Data Formats**
  - Numbers vs. Percentages

- **Project Changes and Notifying the Program Office**

- **Public Reporting Implications**

Tips for the Completion of Infrastructure Quarterly Performance Reports (Continued)

- **Definitions of Key Terms**
  - New Network Miles vs. Number of Miles of Fiber
  - Number of Signed Agreements vs. Number of Agreements in Negotiation
  - Subscribers Receiving NEW vs. IMPROVED Access
  - Maximum vs. Average Speed

- **Reporting of:**
  - Speed Tiers and Number of Subscribers
  - Community Anchor Institutions
  - Cumulative Data
  - Total Budget Expenditures (Federal vs. Match Funds)

PPR Template Overview – **General Information**

General Information

General Information				
		Page	of	Pages
1. Federal Agency and Organization Element to Which Report is Submitted	2. Award Identification Number	3a. DUNS Number		
		3b. EIN		
4. Recipient Organization (Name and complete address including county, congressional district, and zip code)				

Reporting Element	Description
1. Federal Agency and Organization Element to Which Report is Submitted	Enter "Department of Commerce, National Telecommunications and Information Administration."
2. Award Identification Number	Enter your 10 digit grant award number listed on your award package CD-450 form.
3. DUNS and EIN	The numbers should match the DUNS and EIN numbers listed on your award package CD-450 form.
4. Recipient Organization	The data entered should match the data listed on your award package CD-450 form

General Information

5. Current Reporting Period End Date *(MM/DD/YYYY)*	6. Is this the Last Report of the Award Period?	☐ Yes ☐ No
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.		

Reporting Element	Description
5. Current Reporting Period End Date	Enter the last day of the current reporting period (06/30/2010)
6. Is this the Last report of the Award Period?	The last report is the final performance report submitted during the closeout of the grant, so enter "No" for this report.
7. Certification	Please enter all required contact information, and ensure that the form is signed by the Certifying Official.

PPR Template Overview –
Project Indicators (This Quarter)

Project Indicators – This Quarter (1)

Project Indicators (This Quarter)
1. Please describe significant project accomplishments during this quarter (150 words or less).

Reporting Element	Description
1. Project Accomplishments	• Please describe significant project accomplishments during the quarter. • Include only accomplishments that took place during this reporting period. • Accomplishments can be described quantitatively or qualitatively (e.g., counts, percentages, targeted dates, time periods, or levels). It could also describe a condition, a result, or a status.

Project Indicators – This Quarter (2a-2k)

2. Please provide the percent complete for the following key milestones in your project. Write "N/A" in the second column if your project does not include this activity. If you provided additional milestones in your baseline plan, please insert them at the bottom of the table. Unless otherwise indicated in the instructions, figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please provide a narrative description if the percent complete is different from the target provided in your baseline plan (100 words or less).

	Milestone	Percent Complete	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)

Reporting Element	Description
2. Key milestones – percent complete	• Please provide the percent complete for each key milestones • Write "N/A" in the second column if project does not include this activity. • Please insert any additional milestones at the bottom of the table. • The percentage of completion should be based on budget expenditure • Report figures cumulatively from award inception to the end of the most recent reporting quarter. • Please provide a narrative description if the percent complete is different from the target provided in your baseline plan.

Project Indicators – This Quarter (3)

> 3. To the extent not covered above, please describe any challenges or issues faced during this past quarter in achieving planned progress against the project milestones listed above. In particular, please identify any areas or issues where technical assistance from the BTOP program may be useful (150 words or less).

Reporting Element	Description
3. Challenges or Issues	• Please describe any challenges or issues faced during this past quarter in achieving planned progress against the project milestones listed above. I • In particular, please identify any areas or issues where technical assistance from the BTOP program may be useful • In your narrative, indicate whether the issue remains or has been corrected or mitigated. If corrected or mitigated, indicate how the issue was resolved. • Please limit narrative responses to 150 words or less.

Project Indicators – This Quarter (4)

4. Please report the following information regarding network build progress. Write "N/A" in the second column if your project does not include this activity. Unless otherwise indicated in the instructions, figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please provide a narrative description if the total is different from the target provided in your baseline plan (100 words or less).

Indicator	Total	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
New network miles deployed		
New network miles leased		
Existing network miles upgraded		
Existing network miles leased		
Number of miles of new fiber (aerial or underground)		
Number of new wireless links		
Number of new towers		
Number of interconnection points		

Project Indicators – This Quarter (4 - continued)

Reporting Element	Description
4 . Network Build Progress Indicators	- Provide information regarding network build progress. - Write "N/A" in the second column if your project does not include this activity. - Figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. - Provide a narrative description if the total is different from the target provided in your baseline plan. - 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." - For indicators asking about "miles" (e.g., "New network miles deployed,"" Number of miles of fiber," etc.), please include both last mile and middle mile infrastructure. - In all instances, "new" means infrastructure that did not pre-exist and was purchased using BTOP funds.

Project Indicators – This Quarter (5a)

For questions 5 and 6, please include information relating to agreements that you are negotiating or have entered into, or that your subrecipient, contractor, or subcontractor is negotiating or entered into.	
5a. If applicable, please provide the following information with regard to agreements with broadband wholesalers and/or last mile providers as a result of your project.	
Indicators	
Number of signed agreements with broadband wholesalers or last mile providers	
Number of agreements currently being negotiated with broadband wholesalers or last mile providers	
Average term of signed agreements	

Reporting Element	Description
5a. Agreements	• If applicable, please provide the following information with regard to agreements with broadband wholesalers and/or last mile providers as a result of your project. • Enter total number of signed agreements since inception, the number of agreements currently in negotiation, and the average term of the agreements. • Signed agreements include only finalized agreements that have been signed by both parties.

Project Indicators – This Quarter (5b-c)

> 5b. Please list the names of the wholesale and last mile providers with whom you have signed agreements.
> Providers:
>
> 5c. What wholesale services are being provided by this project? Please describe below. As an attachment to this report, please provide pricing plans (in $ per month) associated with each wholesale service provided by your project.
> Wholesale services description:

Reporting Element	Description
5b. Names of Providers	• Please list the wholesale and last mile providers with whom you have signed agreements.
5c. Provided Services	• What wholesale services are being provided by this project? Please describe below. As an attachment to this report, please provide pricing plans (in $ per month) associated with each wholesale service provided by your project.

Project Indicators – This Quarter (5d)

> 5d. If you have designated a third party to operate all or a portion of your network, please provide the name and contact information for this third party, indicate if this entity is a subrecipient, contractor, and/or subcontractor, and describe with specificity the portion of your network that this third party operates (150 words or less).

Reporting Element	Description
5d. Third Party Network Operator	• If you have designated a third party to operate all or a portion of your network, please provide the name and contact information for this third party. • Indicate if this entity is a subrecipient, contractor, and/or subcontractor. • Describe with specificity the portion of your network that this third party operates.

Project Indicators – This Quarter (6)

6. 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. Unless otherwise indicated in the instructions, figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please provide a narrative description if the total is different from the target provided in your baseline plan (100 words or less).

Subscriber Type	Access Type	Total	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
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 are available and the number of subscribers for each		

Project Indicators – This Quarter (6 - continued)

Reporting Element	Description
6. 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 to the end of the most recent reporting quarter. • Data related to broadband wholesalers/last mile providers will generally apply to middle mile 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. • NOTE: Providers or subscribers receive "improved access" to the extent that they are receiving a faster broadband connection than they had previously.	
Broadband Wholesalers or Last Mile Providers	• Provide information regarding providers or subscribers receiving new access (did not previously subscribe to broadband), providers or subscribers receiving improved access, and providers receiving access to dark fiber • Identify the speed tiers that are available and the number of providers or subscribers for each.

Project Indicators – This Quarter (6 - continued)

Community Anchor Institutions (including Government institutions)	Total subscribers served		
	Subscribers receiving new access		
	Subscribers receiving improved access		
	Please identify the speed tiers that are available and the number of subscribers for each		

Reporting Element	Description
6. Community Anchor Institutions (including Government Institutions)	• Provide information regarding the total providers or subscribers served (connected), providers or subscribers receiving new access (did not previously subscribe to broadband), and providers or subscribers receiving improved access. • Identify the speed tiers that are available and the number of providers or subscribers for each.

Project Indicators – This Quarter (6 - continued)

Residential/ Households	Entities passed		
	Total subscribers served		
	Subscribers receiving new access		
	Subscribers receiving improved access		
	Please identify the speed tiers that are available and the number of subscribers for each		

Reporting Element	Description
6. Residential/ Household	• Provide information regarding the total number of entities passed (not connected), total providers or subscribers served (connected), providers or subscribers receiving new access (did not previously subscribe to broadband), and providers or subscribers receiving improved access. • Identify the speed tiers that are available and the number of providers or subscribers for each.

Project Indicators – This Quarter (6 - continued)

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

Reporting Element	Description
6. Businesses	• Provide information regarding the total number of entities passed (not connected), total providers or subscribers served (connected), providers or subscribers receiving new access (did not previously subscribe to broadband), and providers or subscribers receiving improved access. • Identify the speed tiers that are available and the number of providers or subscribers for each.

Project Indicators – This Quarter (7-8)

> 7. Please describe any special offerings you may provide (150 words or less).
>
> 8. Have your network management practices changed over the last quarter? If so, please describe the changes (150 words or less).

Reporting Element	Description
7. Special Offerings	• Please describe any special offerings you may provide. • If you have special offerings not captured above, please describe them here.
8. Network Management Practices	• Have your network management practices changed over the last quarter? If so, please describe the changes. • If your network practices have not changed, please write "N/A."

Project Indicators – This Quarter (9)

9. Community Anchor Institutions:

Using the table below, please provide a list by service area of the community anchor institutions (including Government institutions) connected to your network as a result of BTOP funds. Unless otherwise indicated in the instructions, figures should be reported cumulatively from award inception to the end of the most recent calendar year. Also indicate whether your organization is currently providing broadband service to the anchor institution. Finally, provide a short narrative description with examples of how institutions are using BTOP-funded infrastructure (100 words or less).

Institution Name	Service Area (town or county)	Type of Anchor Institution (as defined in your baseline)	Are you also the broadband service provider for this institution? (Yes/No)	Narrative description of how anchor institutions are using BTOP-funded infrastructure

Project Indicators – This Quarter (9 – continued)

Reporting Element	Description
9 . Community Anchor Institutions	• Provide a list by service area of the community anchor institutions (including Government institutions) connected to your network as a result of BTOP funds. • For each anchor institution, provide the institution name, service area (town, county, etc.), and the type of anchor institution (as defined in your baseline report). • Community anchor institutions may include: schools (K-12), libraries, medical and healthcare providers, public safety entities, community colleges, public housing, other institutions of higher education, other community support organizations, and other government facilities. • 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 "passed" by your network, but will require a network build and/or additional equipment installed before service may be provided should **not** be included in this calculation.

PPR Template Overview –
Project Indicators (Next Quarter)

Project Indicators – Next Quarter (1)

1. Please describe significant project accomplishments planned for completion during the next quarter (150 words or less).

Reporting Element	Description
1. Planned Project Accomplishments	• Describe significant project accomplishments planned for completion during the next quarter. • Include only anticipated accomplishments that will take place during the next reporting period. • Accomplishments can be described quantitatively or qualitatively. • For example, project accomplishments may include counts, percentages, targeted dates, time periods, or levels. It could also describe a condition, a result, or a status.

Project Indicators – Next Quarter (2)

2. Please provide the percent complete for the following key milestones in your project. Write "N/A" in the second column if your project does not include this activity. If you provided additional milestones in your baseline plan, please insert them at the bottom of the table. Unless otherwise indicated in the instructions, figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please provide a narrative description if the percent complete is different from the target provided in your baseline plan (100 words or less).

	Milestone	Planned Percent Complete	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
2a.	Overall Project		
2b.	Environmental Assessment		
2c.	Network Design		
2d.	Rights of Way		
2e.	Construction Permits and Other Approvals		
2f.	Site Preparation		
2g.	Equipment Procurement		
2h.	Network Build (all components - owned, leased, IRU, etc.)		
2i.	Equipment Deployment		
2j.	Network Testing		
2k.	Other (please specify):		

Project Indicators – Next Quarter (2)

Reporting Element	Description
2. Anticipated Milestone Completion	• Provide the percent complete for the following key milestones in your project. • Write "N/A" in the second column if your project does not include this activity. • The percentage of completion for each milestone should be based primarily on the expenditure of your project budget, and the percentages should be reported cumulatively from award inception through the end of the each quarter. • If you provided additional milestones in your baseline plan, please insert them at the bottom of the table. • Figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. • Provide a narrative description if the percent complete is different from the target provided in your baseline plan.

Project Indicators – Next Quarter (3)

> 3. Please describe any challenges or issues anticipated during the next quarter that may impact planned progress against the project milestones listed above. In particular, please identify any areas or issues where technical assistance from the BTOP program may be useful (150 words or less).

Reporting Element	Description
3. Anticipated Challenges or Issues	• Please describe any challenges or issues anticipated during the next quarter that may impact planned progress against the project milestones listed above. • In particular, please identify any areas or issues where technical assistance from the BTOP program may be useful.

PPR Template Overview –
Budget Execution Details

Budget Execution Details

Activity Based Expenditures (Infrastructure)									
1. Please provide details below on your total budget, cumulative actual expenditures (for the period ending the current quarter), and cumulative anticipated expenditures (for the period ending next quarter) for each line item, including detailed disbursements of both matching funds and federal funds from project inception through end of this quarter (actual) or next quarter (anticipated). Actual and anticipated figures should be reported cumulatively from award inception to the end of the applicable reporting quarter.									
Budget for Entire Project				**Actuals from Project Inception through End of Current Reporting Period**			**Anticipated Actuals from Project Inception through End of Next Reporting Period**		
COST CLASSIFICATION	**Total Cost (plan)**	**Matching Funds (plan)**	**Federal Funds (plan)**	**Total Costs**	**Matching Funds**	**Federal Funds**	**Total Costs**	**Matching Funds**	**Federal Funds**
a. Administrative and legal expenses	$0	$0	$0	$0	$0	$0	$0	$0	$0
b. Land, structures, rights-of-way, appraisals, etc.	$0	$0	$0	$0	$0	$0	$0	$0	$0
c. Relocation expenses and payments	$0	$0	$0	$0	$0	$0	$0	$0	$0
d. Architectural and engineering fees	$0	$0	$0	$0	$0	$0	$0	$0	$0
e. Other architectural and engineering fees	$0	$0	$0	$0	$0	$0	$0	$0	$0
f. Project inspection fees	$0	$0	$0	$0	$0	$0	$0	$0	$0
g. Site work	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Demolition and removal	$0	$0	$0	$0	$0	$0	$0	$0	$0
i. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
j. Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
k. Miscellaneous	$0	$0	$0	$0	$0	$0	$0	$0	$0
l. SUBTOTAL (add a through k)	$0	$0	$0	$0	$0	$0	$0	$0	$0
m. Contingencies	$0	$0	$0	$0	$0	$0	$0	$0	$0
TOTALS (sum of l and m)	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
2. Program Income: Please provide the program income you listed in your application budget and actuals to date through the end of the reporting period.									
a. Application Budget Program Income:				b. Program Income to Date:					

Budget Execution Details – Actual and Anticipated Budget Costs

- For each line item, please provide details on:

  1. Budget for the entire project, including total budget, the matching funds component and the federal funds component

  2. Actual disbursements of both matching funds and federal funds from project inception through end of this quarter (actual)

  3. Anticipated disbursements of both matching funds and federal funds from project inception through end of <u>next</u> quarter (anticipated).

- **Important note**: Please ensure that the actual and anticipated figures are reported cumulatively from award inception to the end of the applicable reporting quarter.

Budget Execution Details – Program Income

- Provide the program income you listed in your application budget and actuals to date through the end of the reporting period.

- Program income is gross income earned by the recipient from Federally supported activities.
  - Recipients are required to account for program income related to projects financed in whole or in part with Federal funds.
  - Program income excludes interest earned on advances and includes, but is not limited to, income from service fees, conference fees, sale of commodities, usage or rental fees, and royalties on patents and copyrights.

- Proceeds from the sale of real and personal property purchased in whole or in part with Federal funds is not program income and shall be handled in accordance with the property management provisions set forth in the award.

- Recipients have no obligation to the Federal Government with respect to program income earned from license fees and royalties copyrighted material, patents, patent applications trademarks, and inventions produced under the award.

Questions?