



BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES

BTOP Project Reporting: Infrastructure

Jean Rice (NTIA) and William Ball (NOAA)

BTOP Recipient Post-Award Workshop

Chicago, IL

June 25, 2010





Goals and Agenda

Goals

- Identify Lessons Learned from Quarter 1 reporting to inform future reporting efforts.
- Provide overview of Quarter 2 performance reporting forms and process.

Agenda

- Lessons Learned from Quarter 1
 - American Recovery and Reinvestment Act (ARRA) Reporting
 - Federal Financial Reporting
- Post-Award Monitoring (PAM) System
- Quarter 2 Performance Reporting
- Question and Answer





Lessons Learned: American Recovery and Reinvestment Act Reporting

- **Maintain Current Registrations:** DUNS and CCR registrations must remain current and active. CCR registration expires after one year. Register with CCR and renew annually. Renewing the CCR, if it lapses, can take several weeks and prevent the recipient from filing a timely ARRA Report.
 - Maintain current point-of-contact information in CCR. If the recipient's registered POC has left the organization, the recipient may not receive notification that the CCR registration is about to expire.
 - The recipients should check its CCR regularly to ensure that its registration is not about to expire.
 - Refreshing the CCR can take a week or more once the recipient has begun the refresh process.





Lessons Learned: American Recovery and Reinvestment Act Reporting (cont.)

- **Jobs Created:** Use the Recovery Act methodology for computing the FTE total for jobs created or retained. Report the exact result – do not round figures.

$$\frac{\text{Total Number of Hours Worked and Funded by Recovery Act within Reporting Quarter}}{\text{Quarterly Hours in a Full-Time Schedule (ex. 13 weeks x 40 hrs/week, or 520 hours in a quarter)}} = \text{FTE total for report}$$

- **Award Date:** Enter the exact date on which the Grants Officer signed the award, from your award documents.
- **Award and Project Description:** Keep the Award Description short. Clearly and concisely describe the results the recipient intends to achieve.





Lessons Learned: American Recovery and Reinvestment Act Reporting (cont.)

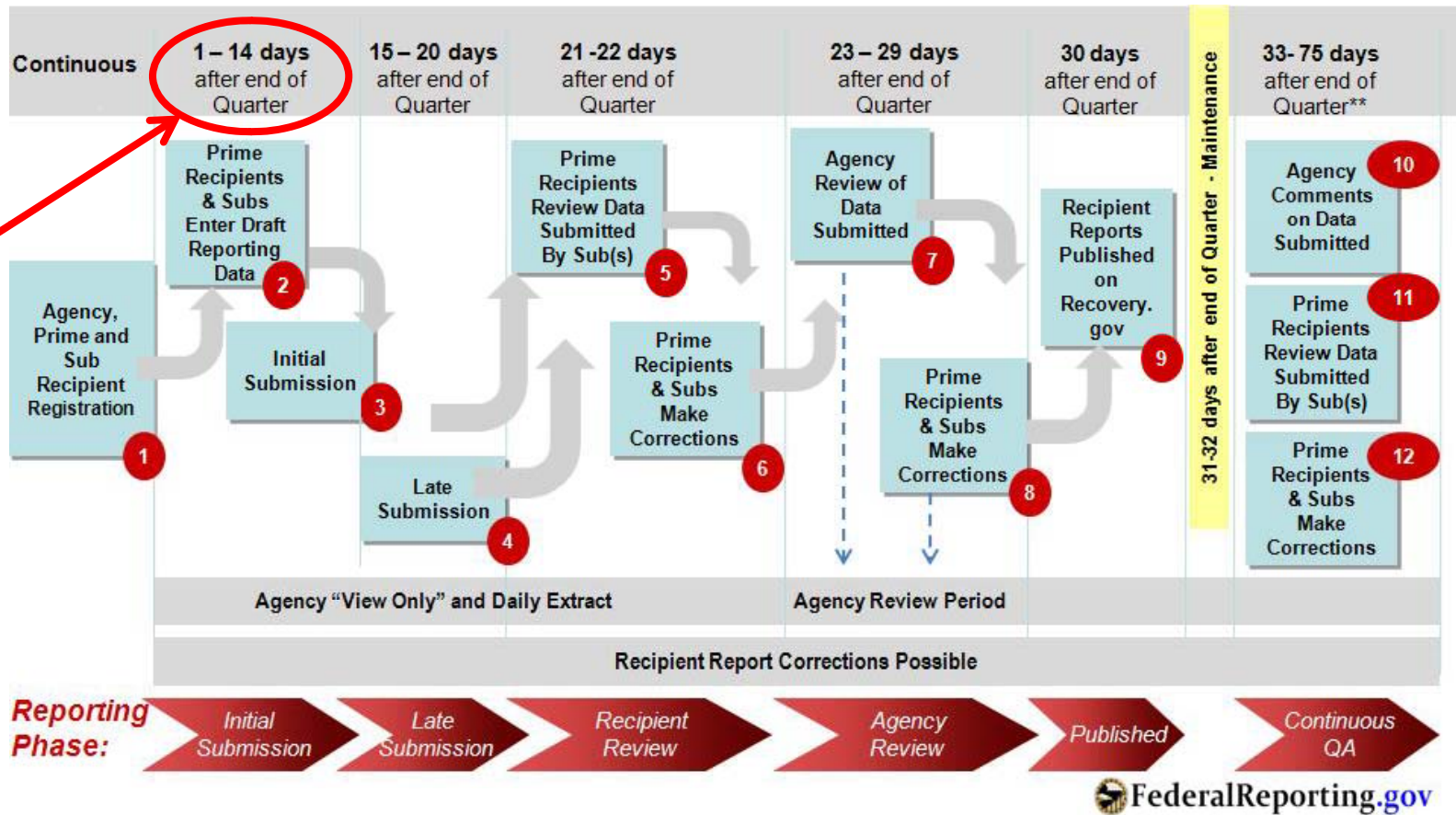
- **Jobs Description:** Describe jobs created or retained clearly and simply, and ensure that the number of jobs described is reasonable in light of the FTEs reported.
- **Code:** Activity code, award code, and funding code must be entered in the appropriate fields.
- **Subrecipient Reporting:** The subrecipient must correctly link its report to the prime recipient's DUNS number.
- **Multiple-Award Reporting:** If reporting for more than one award, ensure the information presented for each award is related to that award (e.g., avoid copy-and-paste duplication errors).
- **Copy Forward Function:** Each quarterly ARRA report will need to be linked to the report from the quarter before using the "Copy Forward" function. Please go to <http://www.Federalreporting.gov> and see *Chapter 10: Copy Forward and Copy Functions* of the User Guide for instructions on the use of this function.





Quarter 2 – ARRA Reporting Timeline

The initial ARRA reporting deadline is July 14, 2010.





Lessons Learned: Federal Financial Reporting

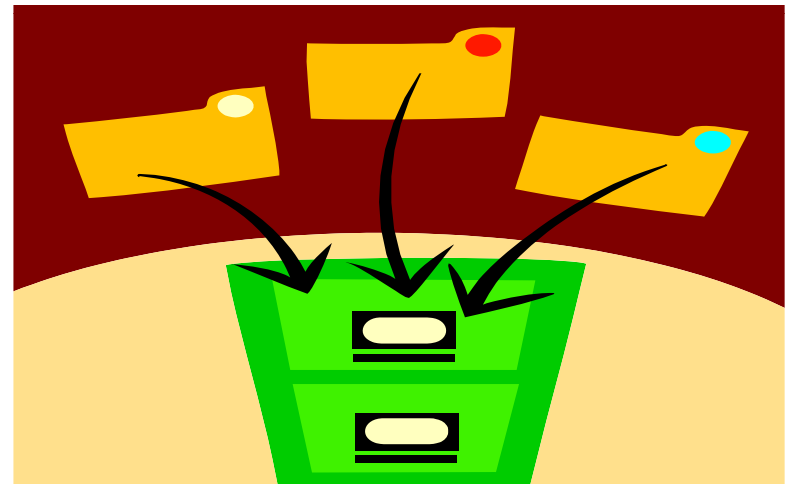
- **Completeness:** Ensure that values are entered into all necessary fields.
 - For example, even if no Federal funds were expended during the quarter, the recipient should still make sure to report on Federal funds authorized, total Federal share, unobligated balance of Federal funds, total recipient share required, remaining recipient share to be provided.
- **Recipient Share:** Where noted, please make sure to provide information on the recipient share of expenditures (e.g., match), *not* only the Federal share.
- **Project/Grant Period:** This is the period of performance stated in your award documents and any amendments that affect your project start/end dates.
- **Grantee Webinar:** Participate in the webinar for Second Quarter reporting for specific guidance on completing the SF-425 .





In Quarter 2, recipients will use the Post-Award Monitoring System for document submissions

- The Post-Award Monitoring system (PAM) is a new online system for post-award documentation management.
- Screen shots shown in this presentation are illustrative only.
- PAM will allow BTOP recipients to submit post-award reports and documentation to FPOs for review and submission to the respective Grants Office (NIST or NOAA).
- PAM will direct recipients to GOL to submit Federal Financial reports and Award Action requests.
- PAM will enable recipients to both download and complete templates for certain reports and forms, as well as attach certain documentation directly for Program Office review.
- All completed and reviewed documentation will remain in PAM; this will provide both the recipient and the program office a central location for all post-award documentation.





GOL Award Package

- From the Grants File Homepage, you may view summary grant information such as your federal funding amount, your award period date, and Program Office contact information
- You may also access your award package and your award file from this page

Grant Information			
CFDA Number:	11.557	Award Period:	01/01/2010 - 12/31/2012
Program Officer:	Laura Pettus	Program Officer Phone:	202-482-4509
Total Federal Funding:		Total Non Federal Funding:	
Organization Name:		Electronic Recipient:	Yes
SF-425 Frequency: (after 3/31/2009)	Quarterly Full Report	SF-272 Frequency: (before 4/1/2009)	Not Required - Not ASAP - Use SF-270
Progress Report Frequency:	Quarterly	SF-269 Frequency: (before 4/1/2009)	Comprehensive reports required
Final Reports Due On:	03/31/2013	Final Progress Report:	Comprehensive - a last interim report is required
Project Title:	TEST RECORD - Recovery Act -		
Principal Investigators-Project Directors:	None Designated		
Program Office:	Broadband		
Program Officer Email:	testemail@		
Multi-Year:	Yes		
ASAP Recipient:	No		
Closeout Date:	N/A		

Sub Documents			
Type	ID	Title	Status
Award Package	2181573	TEST RECORD - Recovery Act - Commonwealth of Penns...	Accepted: RecipientAdministratorActions - In Progress
Award File 0	2180157	TEST RECORD - Recovery Act - Commonwealth of Penns...	Accepted

Export options: [Excel](#)

BTOP Recipient Doc
June 24 - 25, 2010





GOL Award Package

- To access, follow the link from your Grants File page and click "Go to Award Package Details Page"

Status: Accepted: RecipientAdministratorActions - In

[Go to Award Package Details Page >>](#)

This document currently has no tasks assigned to you

▶ [Workflow History](#)

CD-450 Items	
<input checked="" type="checkbox"/>	Department of Commerce Financial Assistance Standard Terms and
<input type="checkbox"/>	Government Wide Research Terms and Conditions
<input type="checkbox"/>	Bureau Specific Administrative Standard Award Conditions
<input checked="" type="checkbox"/>	Award Specific Special Award Conditions
<input checked="" type="checkbox"/>	Line Item Budget (File Attached)
<input type="checkbox"/>	15 CFR Part 14, Uniform Administrative Requirements for Grants and Ag Nonprofit, and Commercial Organizations
<input checked="" type="checkbox"/>	15 CFR Part 24, Uniform Administrative Requirements for Grants and
<input type="checkbox"/>	OMB Circular A-21, Cost Principles for Educational Institutions
<input checked="" type="checkbox"/>	OMB Circular A-87, Cost Principles for State, Local, and Indian Triba
<input type="checkbox"/>	OMB Circular A-122, Cost Principles for Nonprofit Organizations
<input type="checkbox"/>	48 CFR Part 31, Contract Cost Principles and Procedures
<input checked="" type="checkbox"/>	OMB Circular A-133, Audits of States, Local Governments, and Nonp
<input checked="" type="checkbox"/>	Department of Commerce Pre-Award Notification Requirements for G 73 FR 7696 (February 11, 2008).
<input checked="" type="checkbox"/>	American Recovery and Reinvestment Act of 2009 - DoC Standard T
<input checked="" type="checkbox"/>	Other(s)

📁 **Attachments:**





Award File

- Your award file contains the application and associated documents submitted during the Pre-award phase of your project
- These include financial documents, team resumes, diagrams, and certifications
- To access this page, follow the link from your Grants File page

Associated Documents				
Type	ID	Title	Status	Program Officer
Grants File	2180156		Accepted	
Export options: Excel				
Attachments to Award File and Sub Documents				
Name	Description	Created Date	Docur	
GrantApplication.xml	Application attachment from Grants.gov	12/18/2009	Applic.	





Award Action Requests: How to Submit

- Select "Create Award Action Request" from the "Action" drop-down on your Grants File Homepage and click "Submit"
- Click the link for the appropriate type and enter information and upload attachments relevant to that particular Award Action Request

Action: Please select an action ←

Your Comments: Please select an action
Create Award Action Request
Create SF270
View Accounting Details
View/Manage Award-related Personnel





Award Action Requests: Example

- Select the relevant Special Award Condition (BTOP- Wide, Environmental) from the drop-down menu
- In the "Justification" comments box, indicate how you have fulfilled the SAC and click "Save" a
- The "Attachments" link will appear for uploading the necessary documents
- Click "Save and Start Workflow" to initiate the submission of your Award Action Request

Note: The Attachments link does not appear until the document is successfully saved.

Satisfied Special Award Conditions

[Guidance](#)

SAC Name* ←

SAC Description

Due Date

Justification* →





Award Action Requests: Official Submission

- The AOR should log in to GrantsOnline
 - Select the "Inbox" tab
 - Select "Tasks"
 - Select the "View" link next to the appropriate task
 - On the following page, you may use the "Action" drop-down menu to view the request or forward to the Program Office
 - Select the desired action, enter and save any comments, and click "Submit"

The screenshot shows a web form with the following elements:

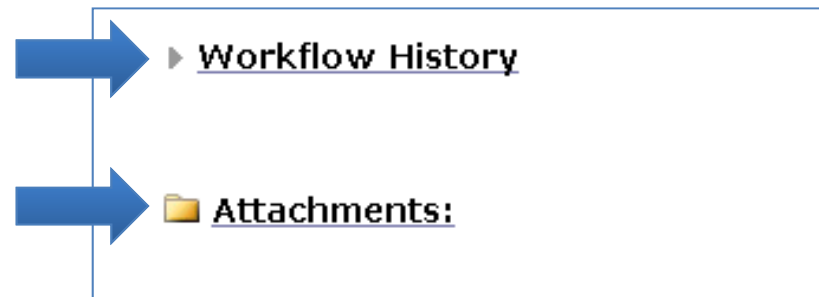
- Action:** A dropdown menu with the text "Please select an action". The dropdown is open, showing options: "Please select an action", "Forward To Agency", "View/Edit Award Action Request details", and "Withdraw Award Action Request".
- Your Comments:** A large text input area.
- Submit:** A blue button with a blue arrow pointing to it from the right.
- Spell Check:** A blue button located below the text area.
- Save Comment:** A blue button with a blue arrow pointing to it from the left.





Workflow History

- If an award action request is returned to you in GOL, there will likely be comments attached in GrantsOnline to further explain why it was returned
- These comments are attached in the “Workflow History” area which is attached to most documents in GrantsOnline
- Select the “Workflow History” link to view details about a request you have submitted





Goals of Quarterly Performance Reporting

- Ensure that project is being implemented as described in the award documents.
- Monitor project progress and timeliness.
- Track and ensure compliance with BTOP requirements.
- Facilitate transparency in use of Recovery Act funding.
- Provide opportunity for recipients to highlight BTOP project accomplishments.
- Identify potential areas for technical assistance.





Importance of Narrative Questions

- Value of meaningful responses to narrative questions:
 - Support the Administration's dedication to transparency and openness in government reporting
 - Ensure public understanding of Recovery Act funding
 - Highlight how Recovery Act funding is changing lives, stimulating the economy, and impacting communities
- Infrastructure narratives:

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

9. Community Anchor Institutions

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





Performance Report Improvements

- The Quarterly Performance Report builds on the Baseline Report format, and incorporates recipient feedback to provide more thorough and robust reporting instructions.
- Data elements clarified in Quarterly Performance Report:

Reporting Item	Additional Information
Community Anchor Institutions	<ul style="list-style-type: none">■ 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.





Performance Report Improvements (cont.)

Reporting Item	Additional Information
Non-discrimination and interconnection	<ul style="list-style-type: none">▪ List the names of the wholesale and Last Mile providers with whom you have signed agreements.▪ Describe the wholesale services provided by this project.▪ 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 that this entity is a subrecipient, contractor, and/or sub-contractor, and describe with specificity the proportion of your network that this third party operates.





Performance Report Improvements (cont.)

Reporting Item	Additional Information
New and Improved Access to Subscribers	<ul style="list-style-type: none">▪ Subscribers Receiving New Access are those subscribers who did not receive broadband prior to project inception, but who now subscribe to broadband as a result of your BTOP project.▪ Subscribers Receiving Improved Access are those subscribers that did previously receive broadband, but their access has improved as a result of your BTOP project.▪ Providers or subscribers receive "improved access" to the extent that they are receiving a faster broadband connection than they had previously.





Report format designed to gather data on unique aspects of your project

- Infrastructure Quarterly Performance Report

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		





Budget Reporting

- Activity-based expenditure section of the Quarterly Performance Report directs recipients to report on:
 1. Budget for the entire project
 2. Actual budget figures from project inception through end of the current reporting period
 3. Anticipated actuals from project inception through end of the *next* reporting period

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





Quarterly Performance Reports identify potential areas for Technical Assistance

- NTIA will rely on information provided in Performance Reports to ensure recipients have access to necessary programmatic support.
- Information provided in the Performance Report will be used in webinars, conference calls, and specialized assistance for recipients.

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).





Reminder: Reporting Requirements

- BTOP recipients are required to submit the following reports each calendar quarter:
 - ARRA Report
 - Performance Progress Report
 - Financial Report (SF-425)
 - Baseline Report (first award quarter only)

Quarter 1	January 1 – March 31	Quarter 3	July 1 – September 30
Quarter 2	April 1 – June 30	Quarter 4	October 31 – December 31

Report Type	Reporting Deadline	Where to Submit?
ARRA Report	10 th day after end of the quarter (2Q10 deadline extended to July 14)	FederalReporting.gov
Financial Report (SF-425)	30 th day after end of the quarter	Grants Office
BTOP-Specific Quarterly Performance Progress Report	30 th day after end of the quarter	NTIA BTOP Program Office
BTOP-Specific Baseline Report	30 th day after end of the first full award quarter only	NTIA BTOP Program Office





Questions?

