BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES

BTOP Quarterly and Annual Performance Reporting Webinar

Infrastructure/CCI Projects

January 2011

Made Possible by the Broadband Technology Opportunities Program
Funded by the American Recovery and Reinvestment Act of 2009

Agenda

- Overview
- PAM Submission Process
- Quarterly PPR Template Guidance
- Annual PPR Template Guidance

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- Quarterly PPR Template Guidance
- Annual PPR Template Guidance

Recipients need to complete and submit both the Quarterly and Annual PPRs by January 30

- Deadline: January 30, 2011, 11:59 PM E.D.T
- As the deadline is over a weekend, we strongly encourage you to submit your reports early
- For substantive issues, please contact your assigned FPO
- For technical and password issues, please contact BTOP@ntia.doc.gov or 202-482-2048
  - In your e-mail or voicemail, please include the recipient name and award number
  - If having difficulty with a template, please attach the template to the e-mail
- Reset your password when prompted by the PAM system. If allowed to expire, the reset process can take up to 2 business days

The process for completing and submitting PPRs contains five major steps

Recipients should follow all guidelines to ensure successful submission

- Create the Report Package **first**. This step is always first in the process
- Download the template from the report package. Each template is customized to the Recipient
- Do **not** print, sign and scan the document. Recipients must submit a filled in version of the downloaded template
- Do **not** fill in the signature portion of the form. PAM will auto populate those fields upon submission.
- Fill out **all** editable fields with data or "0"/"N/A" if no data is available
- Note: Every recipient must fill out the Quarter 4 and Annual PPR forms. No narrative forms will be accepted.

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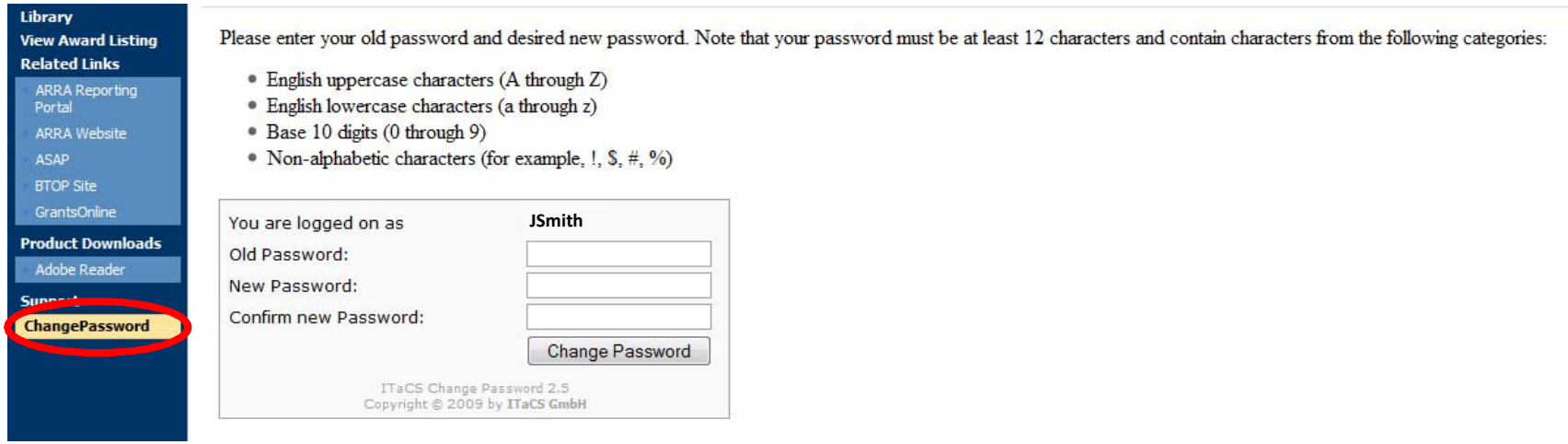
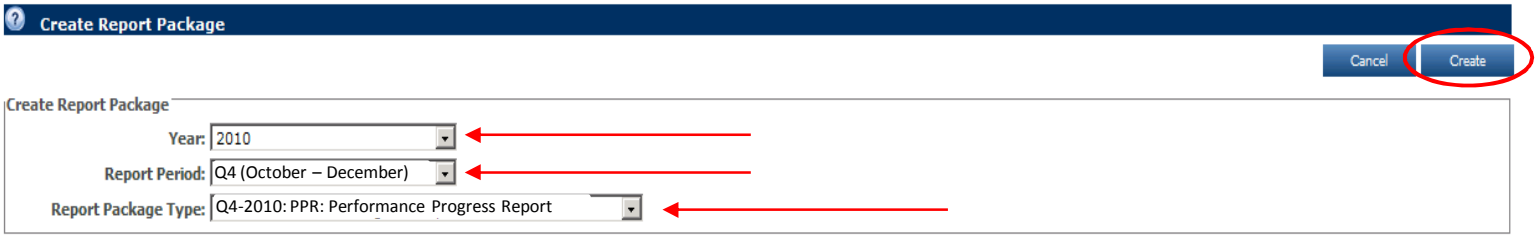
Change the password in order to maintain consistent access to PAM



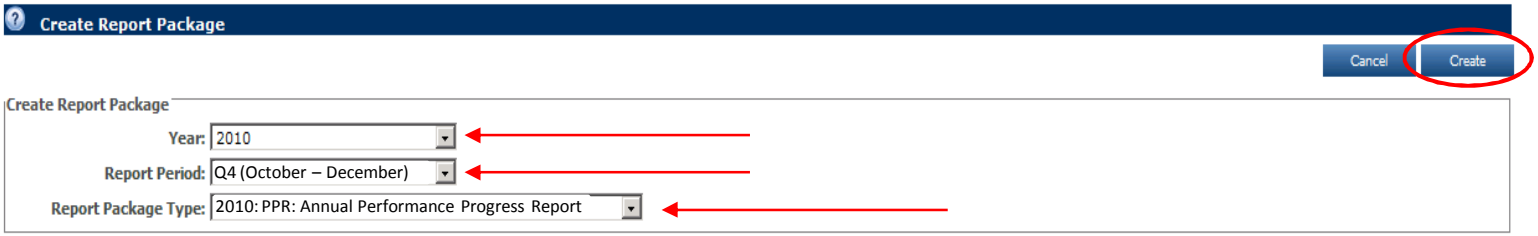
Navigate to the "Award Home Page" or "Report Package" tab and click "Create Report Package"

Use the drop-down menus to select the Year, Reporting Period and the Report Type

- For either report package, you must select "Q4 (October-December)" from the Report Period drop down menu. Both the annual and quarterly reports will be considered part of the Q4 reporting period.
- Quarterly



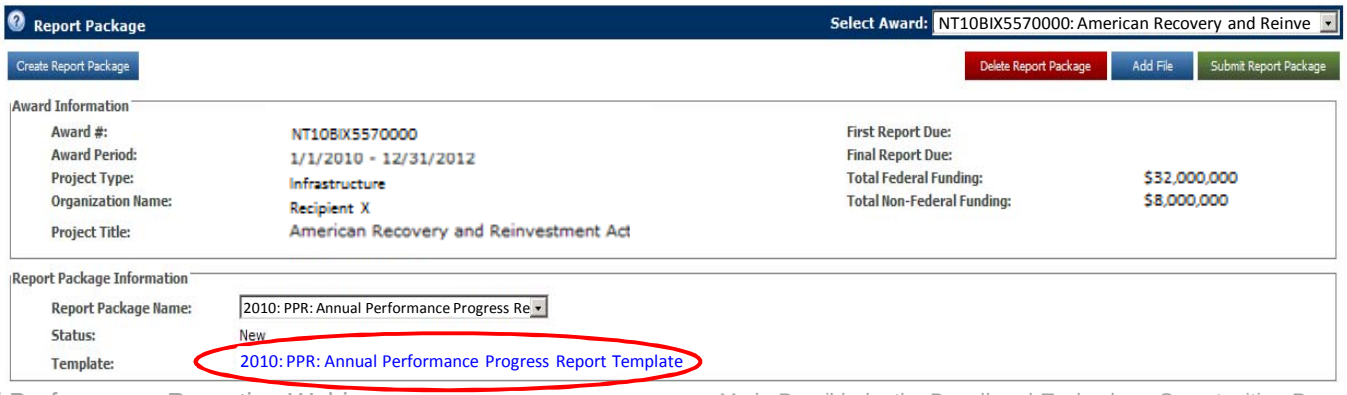
- Annual



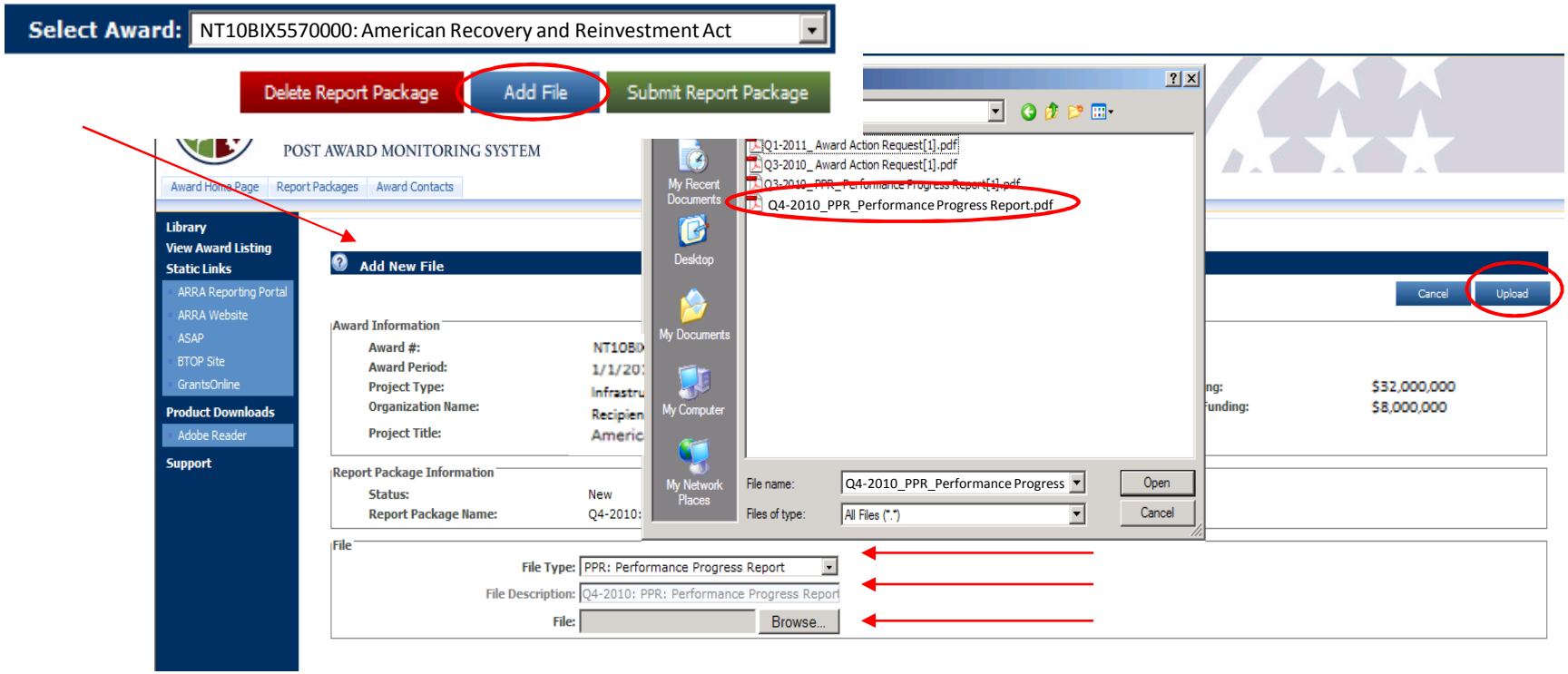
Download the appropriate template by clicking on the hyperlinked blue text

- Quarterly

- Annual

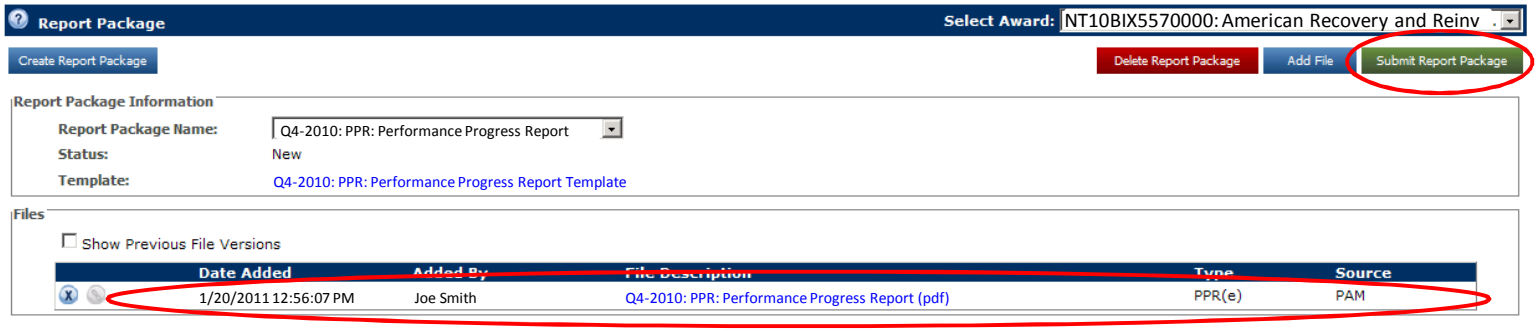


Click the "Add File" button to begin the process of uploading your completed template

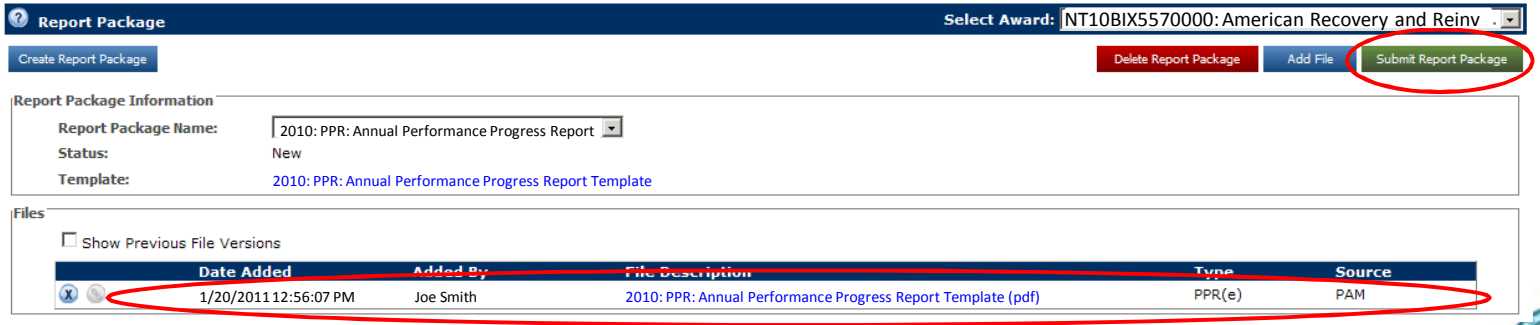


Submit the Report Package by clicking the green button once template is successfully uploaded

- Quarterly

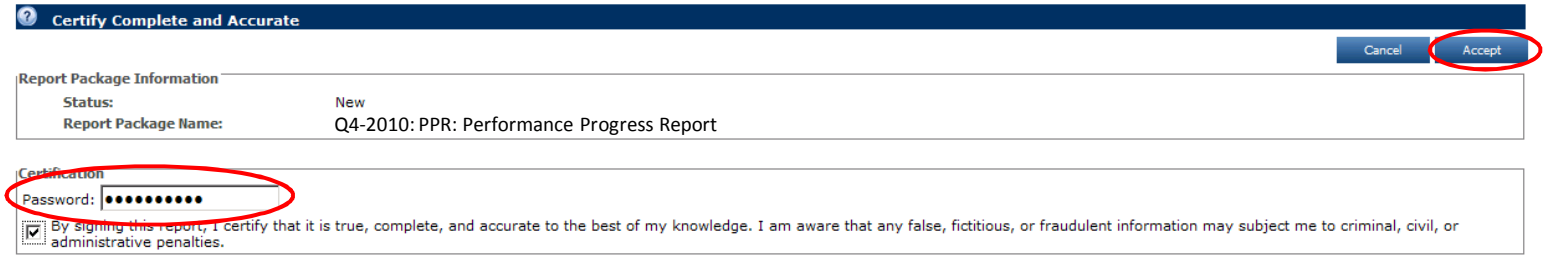


- Annual

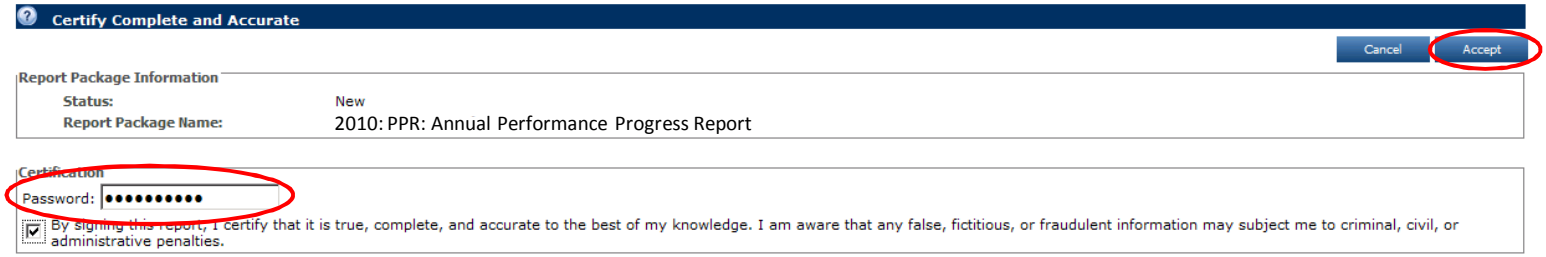


Certify that the Report Package is complete and accurate to finalize submission

- Please use your PAM password to certify the submission
- Quarterly

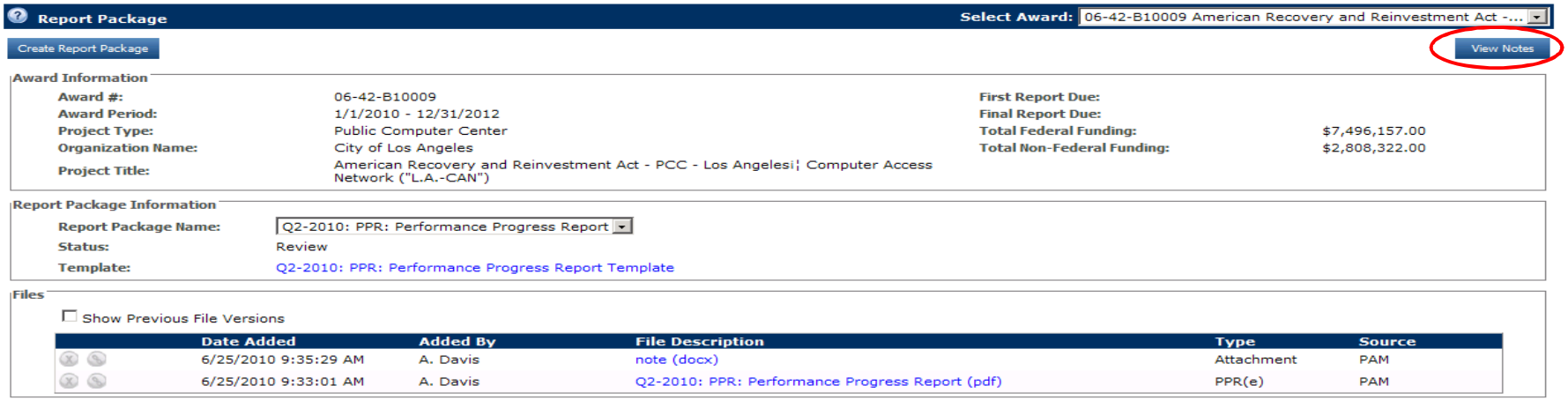


- Annual

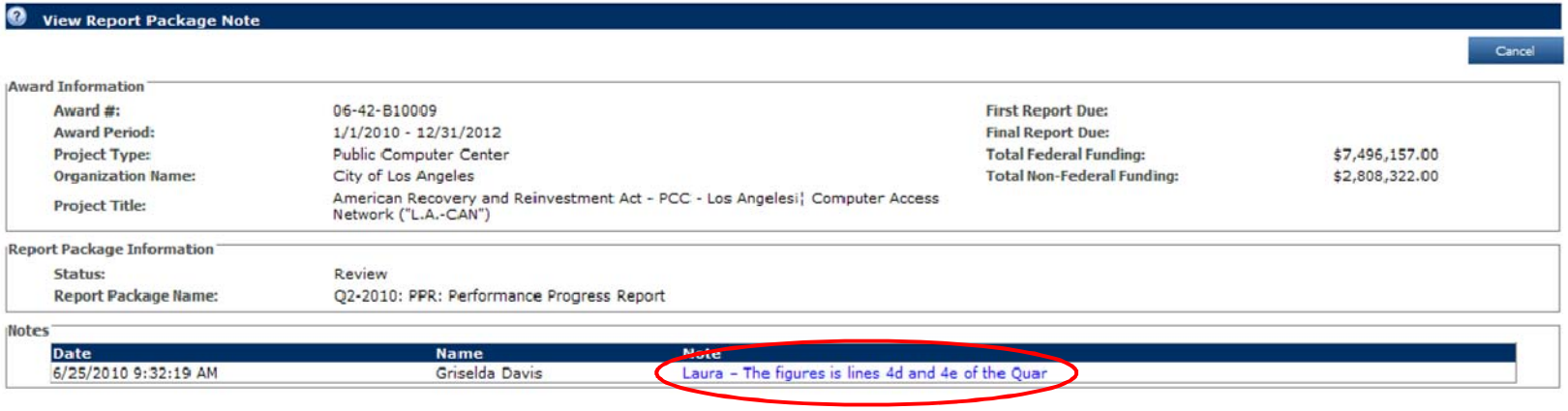


Check notes from the FPO if the report package is returned for edits

- If no notes are available for view, contact your FPO and ask for any comments or edits



Click the blue link under "Note" to view the full text of the note from the FPO



View Report Package Note

Cancel

Award Information

Award #:	06-42-B10009	First Report Due:	
Award Period:	1/1/2010 - 12/31/2012	Final Report Due:	
Project Type:	Public Computer Center	Total Federal Funding:	$7,496,157.00
Organization Name:	City of Los Angeles	Total Non-Federal Funding:	$2,808,322.00
Project Title:	American Recovery and Reinvestment Act - PCC - Los Angelesi¦ Computer Access Network ("L.A.-CAN")		

Report Package Information

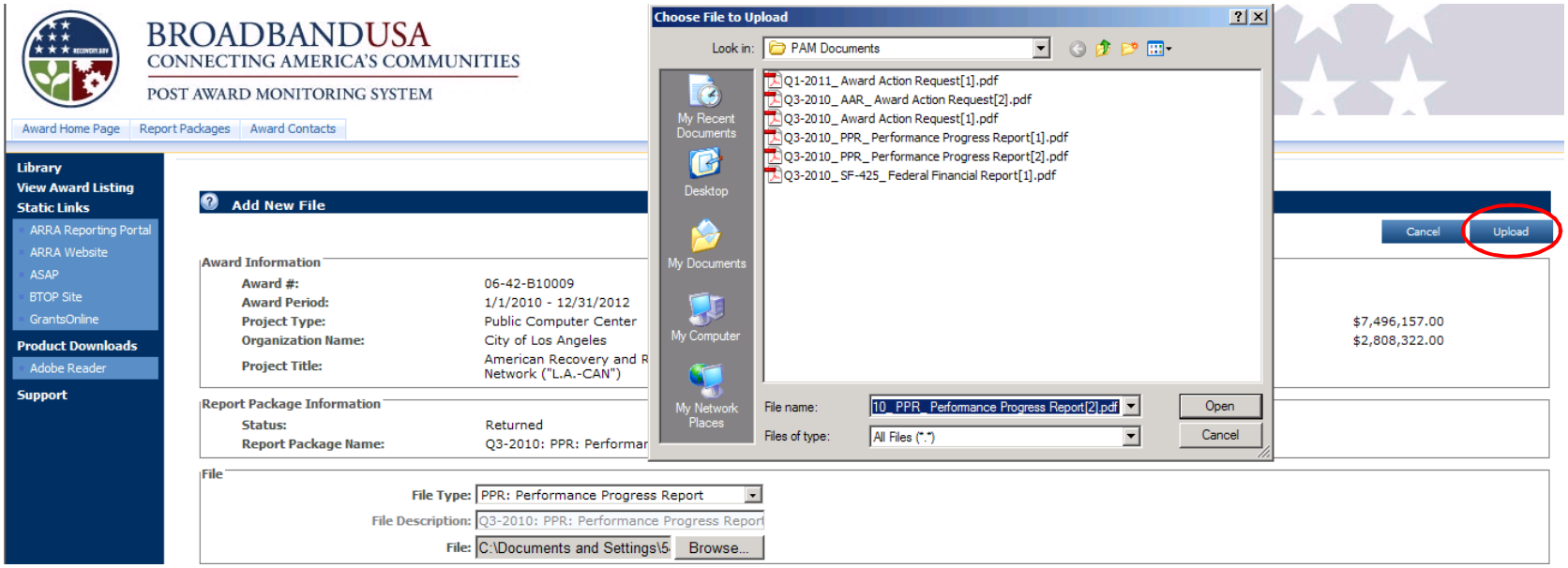
Status:	Review
Report Package Name:	Q2-2010: PPR: Performance Progress Report

Notes

Date	Name	Note
6/25/2010 9:32:19 AM	Griselda Davis	Laura – The figures is lines 4d and 4e of the Quar

Finalize revised report and resubmit to the Program Office for review

- The PAM System does not allow previous versions of the template to be deleted. Please assign a different name to the revised template to differentiate between the original and the revised.



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The Quarterly Performance Progress Report form consists of three main sections

Report Section	Description
General Information	▪ Requires award-identifying information (e.g. DUNS, organization name, award number) ▪ Information is populated by the PAM system
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
Budget Data Fields	▪ Requires cumulative actual expenditures for current reporting quarter and anticipated expenditures for the next reporting quarter ▪ Includes program income reporting, if applicable

General Information section requires award identifying information

QUARTERLY PERFORMANCE PROGRESS REPORT FOR BROADBAND INFRASTRUCTURE PROJECTS		
General Information		
1. Federal Agency and Organizational Element to Which Report is Submitted	2. Award Identification Number	3. DUNS Number
4. Recipient Organization		
5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the last Report of the Award Period? ◯ Yes ◯ No	

Reporting Element	Instructions
1. – 5.	▪ Pre-populated by the PAM system
6. Is this the last Report of the Award Period?	▪ Check "Yes" or "No"

In addition, the section requires certification of the accuracy of the information

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.	
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):

Reporting Element	Instructions
7a. – 7e. Certification	▪ PAM system will auto-populate this section upon submission

The Project Indicators section allows recipients to capture the past quarter's accomplishments

Project Indicators (This Quarter)
1. Please describe significant project accomplishments completed during this quarter (600 words or less).

Reporting Element	Instructions
1. Project Accomplishments	▪ Describe significant project accomplishments during the quarter ▪ Include only accomplishments that took place during this reporting period ▪ Accomplishments can be described qualitatively or quantitatively (e.g. counts, percentages, targeted dates). It could also describe a condition, result or status ▪ Limit responses to 600 words or less

Recipients should also note the progress made on each key project milestone

2. Please provide the percent complete for the following key milestones in your project. Write "0" in the Percent Complete column and "N/A" in the Narrative 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 (300 words or less).

	Milestone	Percent Complete	Narrative (describe reasons for any variance from baseline plan or subsequent written updates provided to your program officer)
2a.	Overall Project		
2b.	Environmental Assessment		
2c.	Network Design		
2d.	Rights of Way		

Reporting Element	Instructions
2a. – 2k. Key Milestones – Percent Complete	▪ Provide percent complete for each key milestone (based on budget expenditure) ▪ Write "N/A" or "0" in the cell if project does not include the activity ▪ Insert any additional milestones at the bottom of the table ▪ Provide a narrative description if percent complete is different from the target provided in the baseline plan (in 300 words or less)

This section also allows recipients to identify any challenges or issues faced

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 (600 words or less).

Reporting Element	Instructions
3. Challenges or Issues	▪ Describe any challenges or issues faced during this past quarter in achieving planned progress against the project milestones listed in 2a. – 2k. ▪ In particular, please identify areas or issues where technical assistance from BTOP may be useful ▪ Please indicate whether the issues remain or have been corrected/mitigated. If corrected/mitigated, indicate how the issue was resolved. ▪ Limit responses to 600 words or less

Additionally, recipients should calculate comprehensive network build progress

4. Please report the following information regarding network build progress. Write "0" in the Total column and "N/A" in the Narrative 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 (600 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		

Reporting Element	Instructions
4. Network Build Progress (Indicators)	▪ Provide information regarding network build progress. Figures should be reported cumulatively from award inception to end of most recent quarter ▪ Write "0" and "N/A" if project does not include the activity ▪ Provide a narrative description if percent complete is different from the target provided in the baseline plan (in 600 words or less) ▪ "Miles" includes last mile and middle mile infrastructure ▪ "New" means infrastructure that was not pre-existing

Agreements with wholesalers and network operators should be noted

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 (in quarters)	

5b. Please list the names of the wholesale and last mile providers with whom you have signed agreements (100 words of less). 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 product (100 words of less). Wholesale services description:

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 sub recipient, contractor, and/or subcontractor, and describe with specificity the portion of your network this this third party operates (600 words or less).

Reporting Element	Instructions
5a. Agreements	▪ Enter information regarding agreements (note: "signed" means finalized)
5b. Names of Providers	▪ List the wholesale and last mile providers with whom you signed agreements
5c. Provided Services	▪ Describe wholesale services provided (Provide pricing plans as attachment)
5d. Third Party Network Operator	▪ Provide name and contact info, specify portion operated and identify relationship

Recipients should provide key data with regards to subscribers

6. Please provide the data according to the type of subscriber. Write "0" in the Total column and "N/A" in the Narrative column 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 (300 words of 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		

Reporting Element	Instructions
6. Subscriber Data	▪ Provide data according to type of subscriber (in 300 words or less) ▪ Write "0"/"N/A" if your project does not pass or serve a particular subscriber type. ▪ Figures should be reported cumulatively from award inception to end of most recent reporting quarter. ▪ Subscribers: Broadband Wholesalers/Last Mile Providers, Community Anchor Institutions, Residential/Household, Businesses

This section also allows the recipient to provide additional offerings information

7. Please describe any special offerings you may provide (600 words or less).
8a. Have your network management practices changed over the last quarter? ◯ Yes ◯ No
8b. If so, please describe the changes (300 words or less).

Reporting Element	Instructions
7. Special Offerings	▪ Please describe any special offerings the project provides ▪ If project provides offerings not captured above, list them here ▪ Narrative should be 600 words or less
8a. – 8b. Network Management Practices	▪ Describe changes to network management practices since last quarter, if applicable ▪ If not applicable, please write "N/A" ▪ Narrative should be 300 words or less

Lastly, recipients will provide key data on Community Anchor Institutions

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. Figures should be reported for the most recent reporting quarter only (NOT cumulatively). 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 (300 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

Add Institution | Remove Institution

Reporting Element	Instructions
9. Community Anchor Institutions (CAI)	▪ Provide a list by service area of the CAIs connected to your network as a result of BTOP funds (Figures should be reported for the most recent reporting quarter only (NOT cumulatively)) ▪ Provide a short narrative with examples of how institution is using BTOP-funded infrastructure (in 300 words or less) ▪ Add rows as needed and enter "0" or "N/A" if no information is available

The PPR requires recipients to capture data on future project indicators

Project Indicators (Next Quarter)
1. Please describe significant project accomplishments planned for completion during the next quarter (600 words or less).

Reporting Element	Instructions
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 qualitatively or quantitatively (e.g. counts, percentages, targeted dates). It could also describe a condition, result or status ▪ Limit responses to 600 words or less

Recipients should note anticipated progress on key milestones for the next quarter

2. Please provide the percent complete for the following key milestones in your project. Write "0" in the Planned Percent Complete column and "N/A" in the Narrative 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 next reporting quarter. Please provide a narrative description if the percent complete is different from the target provided in your baseline plan (300 words or less).

	Milestone	Planned Percent Complete	Narrative (describe reasons for any variance from baseline plan or any other relevant information)
2a.	Overall Project		
2b.	Environmental Assessment		
2c.	Network Design		
	Rights-of-Way		

Reporting Element	Instructions
2a. – 2k. Key Milestones – Percent Complete	▪ Provide anticipated percent complete for each key milestone (based on budget expenditure) ▪ Write "N/A" or "0" in the cell if project does not include the activity ▪ Insert any additional milestones at the bottom of the table ▪ Provide a narrative description if percent complete is different from the target provided in the baseline plan

Potential challenges and issues for the project are also captured

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 (600 words or less).

Reporting Element	Instructions
3. Anticipated Challenges or Issues	▪ Describe any challenges or issues anticipated during the next quarter that may impact planned progress against the project milestones listed ▪ In particular, please identify areas or issues where technical assistance from BTOP may be useful ▪ Limit responses to 600 words or less

Final section of the form contains activity-based expenditure and revenues data

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 Cost	Matching Funds	Federal Funds	Total Costs	Matching Funds	Federal Funds
a. Administrative and legal expenses									

Reporting Element	Instructions
1a. – 1m.	▪ Provide details on your total budget, cumulative actual expenditures, and cumulative anticipated expenditures (incl. federal and matching funds) ▪ Figures should be reported cumulatively from award inception to the end of the most recent calendar year
2a. – 2b.	▪ Provide program income you listed in your application budget and actuals to date through the end of the reporting period

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- Annual PPR Template Guidance

The Annual Performance Progress Report form consists of two main sections

Report Section	Description
General Information	▪ Requires award-identifying information (e.g. DUNS, organization name, award number) ▪ Information is populated by the PAM system
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

General Information section requires award identifying information

ANNUAL PERFORMANCE PROGRESS REPORT FOR BROADBAND INFRASTRUCTURE PROJECTS		
General Information		
1. Federal Agency and Organizational Element to Which Report is Submitted	2. Award Identification Number	3. DUNS Number
4. Recipient Organization		
5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the last Annual Report of the Award Period? ◯ Yes ◯ No	

Reporting Element	Instructions
1. – 5.	▪ Pre-populated by the PAM system
6. Is this the last Report of the Award Period?	▪ Check "Yes" or "No"

In addition, the section requires certification of the accuracy of the information

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.	
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):

Reporting Element	Instructions
7a. – 7e. Certification	▪ PAM system will auto-populate this section upon submission

The Annual report primarily captures overall project indicators, such as cost figures

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		

Reporting Element	Instructions
1. Cost Indicators	▪ Provide the following average cost figures for your project. ▪ Write "0" in the second column and "N/A" in the third column if your project does not yet have this information ▪ Use cumulative costs to date for each of the metrics: Cost per Mile, Cost per Household, and Cost per Subscriber. (Only count the costs of those parts of the network for which deployment is complete)

Recipients should list funded facilities and provider agreements

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

Add Facility Remove Facility

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)

Reporting Element	Instructions
2. Funded Facilities	▪ Provide facility information for facilities for which construction has been completed. If the project does not fund any facilities, please write "N/A"
3. Interconnection, Peering and Transit Agreements	▪ List names of providers with whom you have entered into interconnection, peering and/or transit agreements during this annual reporting period ▪ If you have not entered into any agreements, please mark "N/A."

Additionally the Annual report captures service capacity for Community Anchor Institutions

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 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		Total Community Anchor Institutions	

Reporting Element	Instructions
4. Community Anchor Institutions	▪ Provide information on the types of CAIs capable of receiving service as a result of BTOP funds ▪ For each type, provide the total number with the service area

The form allows recipients to indicate broadband speed increases and retail pricing

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:

Reporting Element	Instructions
5. Broadband Speed Service Increase	▪ Indicate average increase in broadband speeds associated with CAI customers as a result of your project ▪ Limit narrative response to 600 words or less
6. Retail Pricing Plans	▪ Provide information for all retail services offered by the project ▪ Attach pricing plans to the report package ▪ Limit narrative response to 600 words or less

Recipients should note network management policies and subscriber churn rate

7a. What network management policies (e.g., bandwidth limitations, traffic prioritization) 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).

Reporting Element	Instructions
7a. – 7b. Network Management Policies	▪ Provide information on your network management policies for all services offered ▪ Limit narrative response to 300 words or less
8. Dropped Service	▪ Provide the total number and percentage of subscribers who have dropped the broadband service provided through this project and reasoning ▪ Limit narrative response to 600 words or less

Fiber and dark fiber data should also be captured in the form

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:						

Reporting Element	Instructions
9. Fiber	▪ Provide information regarding the number of fiber strands the project has and use, lease or have dark ▪ Provide information regarding the number of fiber strands that will be active, leased or dark
10. Dark Fiber	▪ If you wholesale dark fiber, please list the names of wholesale customers and the number of fiber miles you currently lease

Recipients should provide information on facilitation collocation capacity

11. Please provide the following information regarding the facility collocation capacity:			
Total Facility (total square feet for all facilities)	Number of Square Feet Used by Recipient	Number of Square Feet Leased	Number of Square Feet Available

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).

Reporting Element	Instructions
11. Collocation Capacity	▪ Provide information regarding your facility collocation capacity ▪ Insert total facility capacity in square feet used, leased or available
12. Collocation	▪ If project does not own collocation space, please describe how and where other network providers and/or customers interconnect with your network ▪ Limit narrative response to 600 words or less

Finally, the form requests subcontracting and best practices information

13. To the extent that you have made any subcontracts or sub grants, please provide the number of subcontracts or sub grants 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).

14. Please describe any best practices/lessons learned that can be shared with other similar BTOP projects (900 words or less).

Reporting Element	Instructions
13. Small Business Concern	▪ Identify any subcontracts or subgrants that have been made to socially and economically disadvantaged small business concerns, if applicable ▪ Limit narrative response to 150 words or less
14. Best Practices	▪ Describe any best practices or lessons learned that can be shared with other similar BTOP projects. ▪ Limit narrative response to 900 words or less

Resources:

- PAM Site http://btoppam.ntia.doc.gov/
- Reporting Guidance http://www2.ntia.doc.gov/reporting

Questions?