Coronavirus Capital Projects Fund
Annual Report User Guide

For Tribal Entities

July 2024

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Section I. Reporting Basics

a) Overview

This User Guide provides information on using Treasury's portal (portal) to submit the required Coronavirus Capital Projects Fund (CPF) Tribal Annual Reports. This User Guide is applicable to Tribal recipients.

This User Guide is a supplement to the Coronavirus Capital Projects Fund Compliance and Reporting Guidance for Tribal Entitites (Compliance and Reporting Guidance), which contains information on reporting requirements. Please visit Treasury's CPF webpage and CPF for Tribal Goverments webpage for the latest guidance and updates on programmatic and reporting topics.

This User Guide does not apply to State, Territorial, or Freely Associated State CPF recipients. A separate user guide has been created and published for use by those recipients.

Questions about CPF's reporting requirements should be submitted via email to CapitalProjectsFund@treasury.gov.

b) Contents of this User Guide

This User Guide contains detailed guidance and instructions for CPF Tribal Recipients to submit annual reports. All reporting must be submitted through the Reporting Portal. Tribes with limited or no internet access may submit the Annual Report via mail or e-mail. Reasonable accommodations will be met upon request. Please email CapitalProjectsFund@treasury.gov to request an accommodation.

This User Guide is not comprehensive and is meant to be used in conjunction with the Compliance and Reporting Guidance and other guidance posted to the CPF webpage.

c) Designating Key Roles in Managing CPF Reports Role Designations

At least one individual must be designated for each of the following five roles to manage the reporting process for their CPF award. The required roles are as follows:

- **Account Administrator** serves in the administrative role of maintaining the names of individuals who have been designated for roles in the portal. The Account Administrator is responsible for using the portal to provide the names of individuals designated to serve in the following roles: CPF Point of Contact for Reporting, Communications Only recipients, CPF Point of Contact for Submission, and CPF Authorized Representative. The Account Administrator is responsible for making any changes or updates to these designees over the award period. Finally, the Account Administrator is able to review and provide information for reports but they are not able to submit a report (as noted below, the Authorized Representative is the only designee with authority to submit a report). Treasury recommends that the Account Administrator identify an additional individual to serve as the Account Administrator to provide continuity in the event of staff changes, vacations, or other scenarios.

- **Communications Only** are individuals representing or related to recipients who do not need access to submissions or reports in the portal but do need to receive program communications. For example, a higher-level manager or executive overseeing a recipient's implementation of one or more CARES/ARP program may neither need nor want access to the portal but does need to have a contact record in Salesforce, does need to be affiliated with certain CARES/ARP program(s) in the portal, and does need to receive certain program communications.
- **Point of Contact for Reporting** acts as primary contact for receiving official Treasury notifications about CPF reporting including alerts about upcoming reporting requirements, and deadlines. The Point of Contact for Reporting is responsible for completing the CPF reports, but the portal will not allow them to certify and submit the reports. More than one individual may be designated as a Point of Contact for Reporting.
- **Point of Contact for Submission** can see and edit all records related to submission (i.e., application), but the portal will not allow them to certify and submit reports in the system. More than one individual may be designated as a Point of Contact for Submission.
- **Authorized Representative** is responsible for certifying and submitting official reports on behalf of the CPF recipient. Treasury will accept reports or other official communications only when submitted by the Authorized Representative. The Authorized Representative is also responsible for communicating with Treasury on such matters as extension requests and amendments of previously submitted reports. The official reports may include annual reports and final reports. The Authorized Representative can see/edit/submit all reports, for both submission and reporting.

For Accounts registered through Login.gov, please use the following link:

Treasury portal at
https://portal.treasury.gov/compliance/s/

For Accounts registered through ID.me, please use the following link:

Treasury portal at

https://portal.treasury.gov/cares/s/slt/s/slt

Some key items to note:

- Each designated individual must register with either Login.gov or ID.me to access the portal.
- If a designated individual has not previously registered an account, the designated individual should register through Login.gov. The following links include further instructions:
    - https://home.treasury.gov/system/files/136/Login.gov-User-Guide.pdf
    - https://login.gov/create-an-account/
    - https://login.gov/help/get-started/create-your-account/
- Designated individuals who have previously registered through ID.me may continue to access the portal through that method. The following link includes further instructions:
    - https://home.treasury.gov/system/files/136/TreasuryPortalRegInstructions.pdf
- An individual may be designated for multiple roles. For example, the individual designated as the Point of Contact for Reporting may also be designated as the Authorized Representative for Reporting.
- The same individual may be designated for all five roles.
- Multiple individuals can be designated for each role.
- An organization may make changes and updates to the list of designation individuals whenever needed. These changes must be processed by the Account Administrator.
- The designated individuals' names and contact information will be pre-populated in the "Recipient Profile" portion of the recipient's CPF reports, and users will be able to update the information, as necessary.

Please contact CapitalProjectsFund@treasury.gov for additional information on procedures for registering an account.

Section II. Navigation and Logistics

a) Login to Landing Page and Portal Navigation

After logging into the portal, the landing page (see Figure 1) displays brief introductions related to Treasury programs, including State and Local Fiscal Recovery Funds, Emergency Rental Assistance, Homeowner Assistance Fund, CPF, and Local Assistance and Tribal Consistency Fund.

Figure 1 – Landing Page

Step 1) Select *Compliance Reports* on the left side panel (Figure 1) to be taken to the "My Compliance Reports" page (see Figure 2). Reports created or previously submitted for any program by the user will be displayed on this screen and grouped according to the Treasury program.

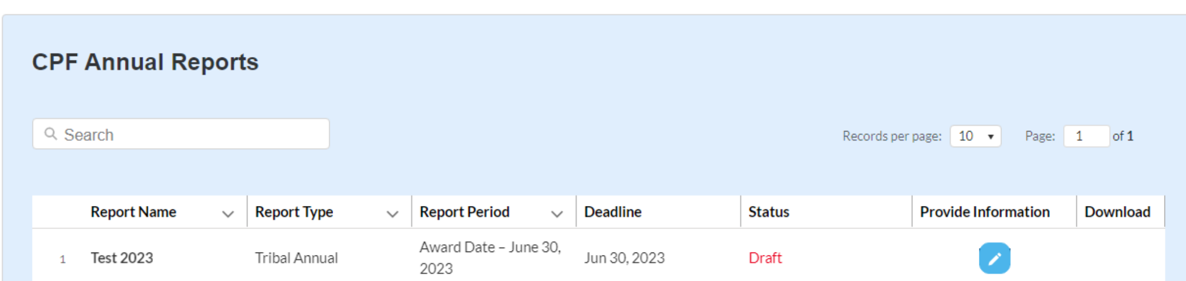


Figure 2 – My Compliance Reports Table

Step 2) Select the Annual Report shown on screen for the correct reporting period, by clicking on the *Provide Information* blue pencil icon (see Figure 2).

b) Helpful Tips/Shortcuts for Submitting Data to the Portal

The portal leads the user through a series of online forms that, when completed, will fulfill the Annual Reporting obligations. Inputs for these forms are described in detail below for each section of the report.

Inputs are validated by the portal to ensure that the data provided is consistent with expected format or description (e.g., entering 100 instead of "one hundred"). Manually entered data that does not satisfy the data validation rules is identified with an error message.

Note: An asterisk (*) indicates a required field. Entry into the field is required before saving or proceeding to the next screen.

- **Narrative Boxes**

  Providing data will require using narrative boxes. When filling out detailed narratives, the user is encouraged to type out responses in a word processing application (such as Microsoft Word) to minimize grammatical errors, track word count, and concisely answer all required narrative details. The user can then copy and paste the final written narratives directly into the text boxes.

  The text boxes (see 3) can be expanded by clicking and dragging the "//" icon in the bottom-right corner.

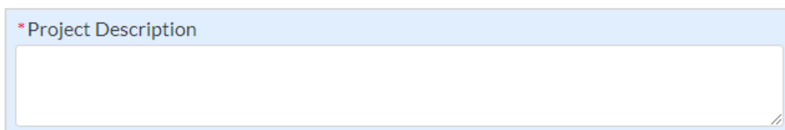


Figure 3 – Text Box Entry

c) Data Corrections and Resubmissions

Reports may be edited and submitted at any time during the reporting window. After a Recipient's submission has been certified and submitted in the system by the Authorized Representative, it can be corrected in the portal by selecting the *Unsubmit* button. Reports may be unsubmitted and resubmitted at any time before the reporting deadline. See Section IV for details on editing and revising data.

Section III. Tribal Annual Report

a) Reporting Requirements

Reporting will be due according to the schedule below (see Figure 4), which may be modified by Treasury with prior notice to recipients. The first annual report is due July 31, 2023, and must cover all use of CPF award funds from the date of award disbursement until June 30, 2023, including use of funds for approved Pre-Award costs (described at Section 3.B.5 of the Compliance and Reporting Guidance).

Report	Report Type	Period Covered	Due Date
1	Annual Report	All Obligations and Expenditures Through June 30, 2023 (Including Pre-Award Costs)	July 31, 2023
2	Annual Report	July 1, 2023 – June 30, 2024	July 31, 2024
3	Annual Report	July 1, 2024 – June 30, 2025	July 31, 2025
4	Annual Report	July 1, 2025 – June 30, 2026	July 31, 2026
5	Annual Report	July 1, 2026 – December 31, 2026	January 31, 2027
Final	Closeout Report	Full Period of Performance	120 days after End of Period of Performance

Figure 4 – Reporting Schedule

b) Key Concepts for Reporting

Recipients are required to provide information regarding obligations, expenditures, project status, and performance indicators and programmatic data for each specified use. The specific performance indicators and programmatic data needs are determined by the specified use(s) for which funds are being used.

There are five specified uses on which Recipients may expend funds:

- Broadband Infrastructure
- Digital Connectivity Technology
- Multi-Purpose Community Facility
- Purchasing Devices
- Other/Case by Case Approval

Note: Each specified use on which funds are planned to be or have been used should be included on the Annual Report.

c) Entering Information

Multiple tabs navigate through the Annual Report in the portal as follows:

- Instructions
- Recipient Information
- Program Administrative Expenses
- Specified Uses
- Review and Certification

The Navigation Bar on the left of the portal allows the user to move between screens (Figure 5).

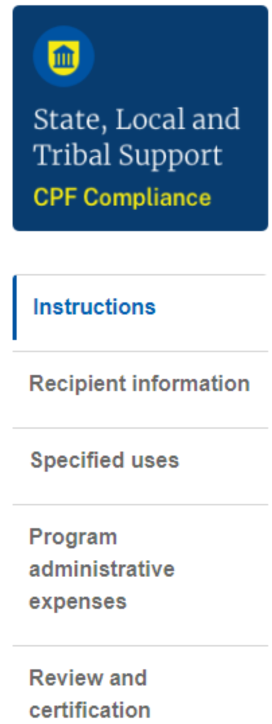


Figure 5 – Navigation Menu

1. Recipient Information

Upon login, the user will be directed to the *Recipient Information* tab. The *Recipient Information* tab verifies relevant information about the Recipient currently stored in the portal. On this tab, users should review and confirm key information about the Recipient that has been provided to Treasury through other CPF-related activities, such as the CPF application.

Note: A consortium reporting on behalf of multiple Tribes should also review and confirm the information in the *Related Entities* table for each Tribe within the consortium.

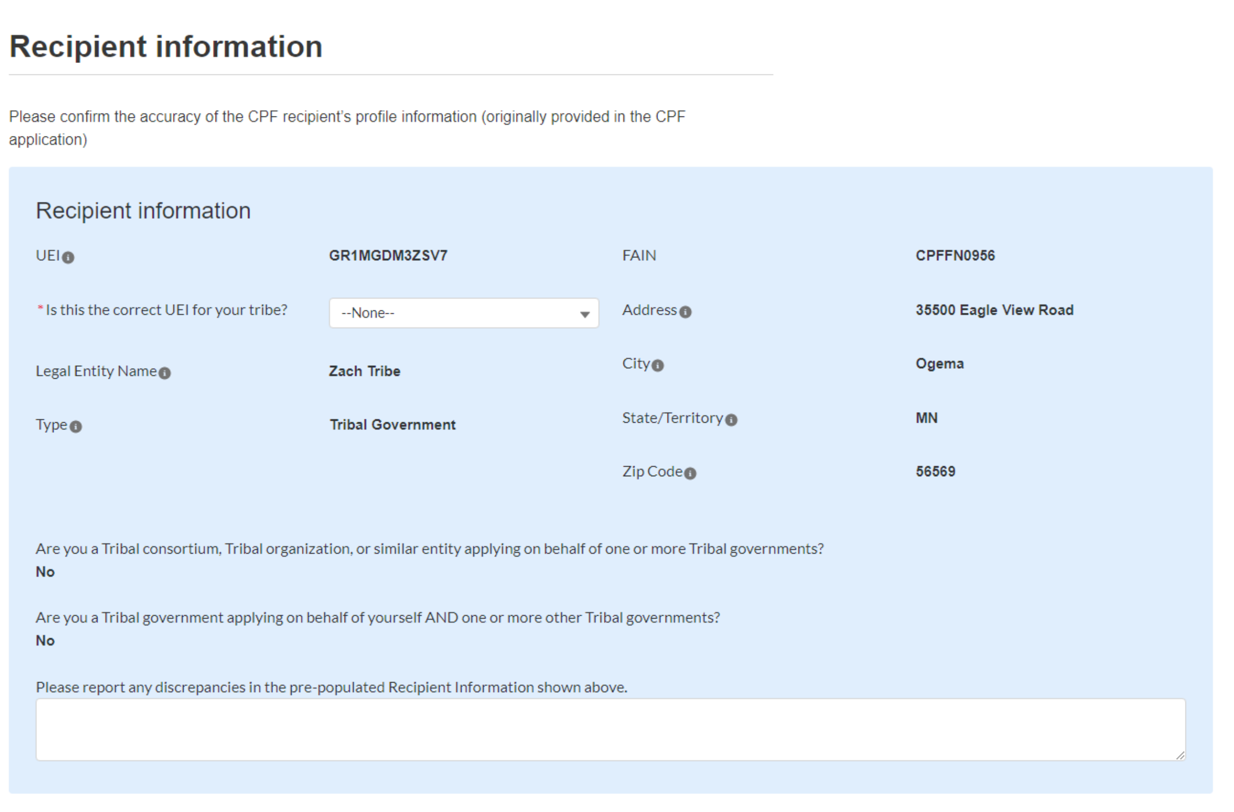
Step 1) Review and confirm the recipient information prepopulated from the CPF application file (see Figure).

Step 2) Confirm the Unique Entity ID (UEI), assigned to entities by SAM.gov. If the UEI is correct select “yes” from the dropdown menu. If the UEI is incorrect, select “no” from the dropdown menu and enter the correct UEI in the text box.

Note: A consortium reporting on behalf of multiple Tribes should also review and confirm the UEI in the *Related Entities* table for each Tribe within the consortium.

Step 3) If any of the information is incorrect, use the text box at the bottom of the screen to report discrepancies. Information on this screen can only be modified by Treasury staff.

Step 4) Click the *Save* button to save progress. Once all fields have been completed and reviewed, click the *Submit* button to verify the information and return to the dashboard.


Recipient information

Please confirm the accuracy of the CPF recipient's profile information (originally provided in the CPF application)

Recipient information

UEI	GR1MGDM3ZSV7	FAIN	CPFFN0956
* Is this the correct UEI for your tribe?	--None--	Address	35500 Eagle View Road
Legal Entity Name	Zach Tribe	City	Ogema
Type	Tribal Government	State/Territory	MN
		Zip Code	56569

Are you a Tribal consortium, Tribal organization, or similar entity applying on behalf of one or more Tribal governments?
No

Are you a Tribal government applying on behalf of yourself AND one or more other Tribal governments?
No

Please report any discrepancies in the pre-populated Recipient Information shown above.

Figure 6 – Recipient Information

b) Specified Uses

Recipients are required to enter all Specified Uses funded with CPF funds as part of their Annual Report.

Step 1) Select whether CPF funds will be supplemented by other sources of Federal or non-Federal funds from the drop down menu.

- *If yes*, enter the amount of funding from all non-CPF funding sources.

Note: A consortium reporting on behalf of multiple Tribes should select *yes* if one or more Tribes within the consortium are supplementing CPF with other sources of Federal or non-Federal funding.

If one or more Tribes within the consortium are supplementing CPF with other sources of Federal or non-Federal funding, enter the aggregate amount from all non-CPF funding sources.

Within the text box, the consortium should list out, by Tribe, the amount budgeted from non-CPF sources for each Tribe within the consortium.

Step 2) Select Specified Uses. To add a new Specified Use, select an option from the specified use dropdown menu and click "add" (Figure 8).

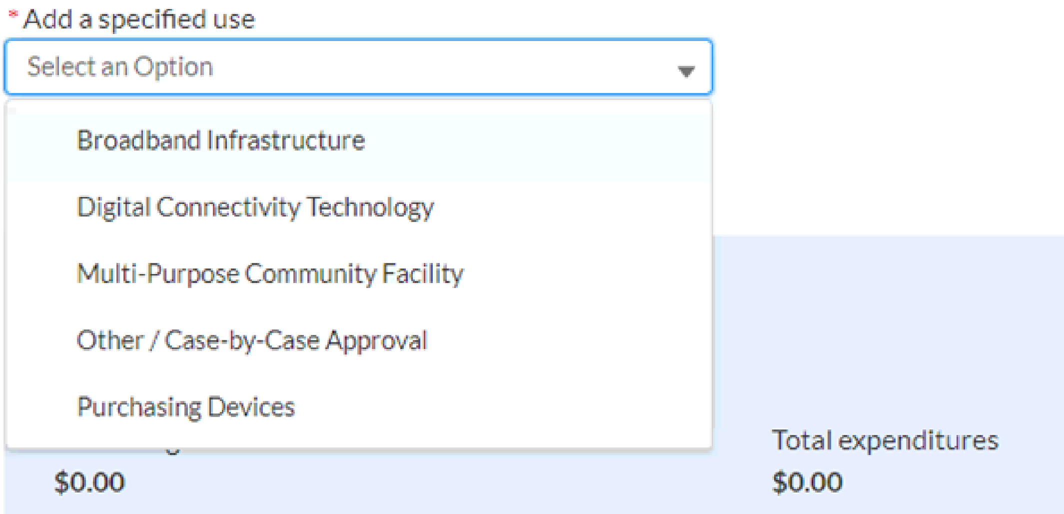


Figure 7 – Add a Specified Use

Once a Specified Use is entered, it is viewable in the My Specified Uses table and can be updated in future reporting periods (see Figure). The My Specified Uses table displays the following: Specified Use, Total Obligations, Total Expenditures, status, and associated Tribe (consortia only).

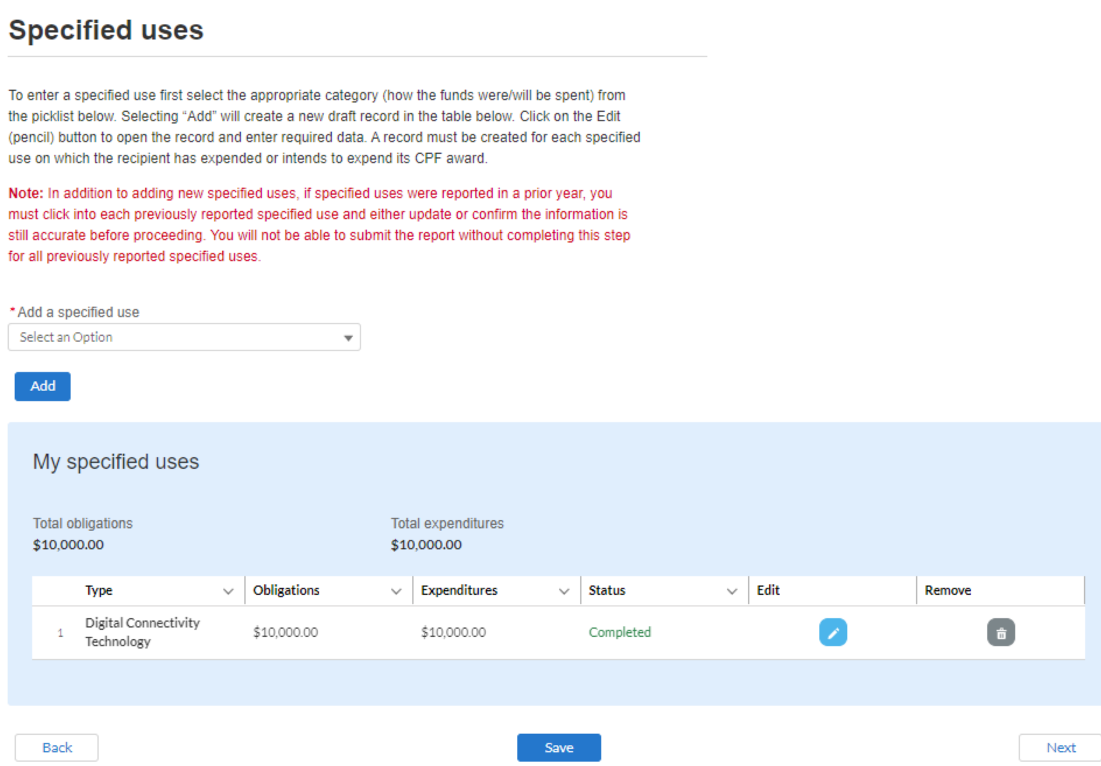


Figure 8 – Specified Uses

Note: A consortium reporting on behalf of multiple Tribes must also associate a Tribe to each specified use by selecting an option from the Tribe dropdown menu.

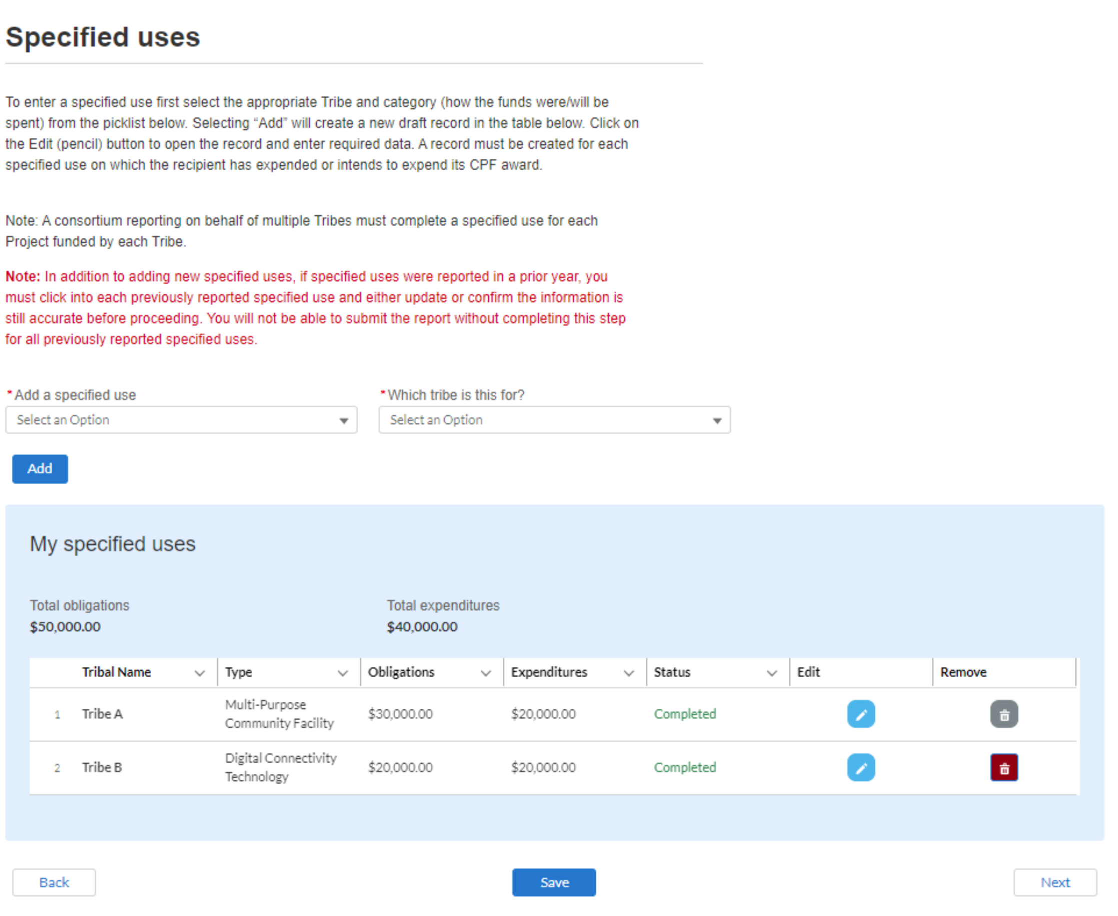


Figure 9 – Specified Uses, Tribal Consortium

Enter Specified Use Data

To enter data on Specified Uses, click "edit" (blue pencil icon).

For all Specified Uses

Step 1) Enter the project name.

Step 2) Enter the capital asset ownership type:

- Private
- Public-Private Partnership
- Tribal Government

- Co-operative
- Other (if “other” is selected, use the text box to describe the capital asset ownership type)

Step 3) Enter the following information:

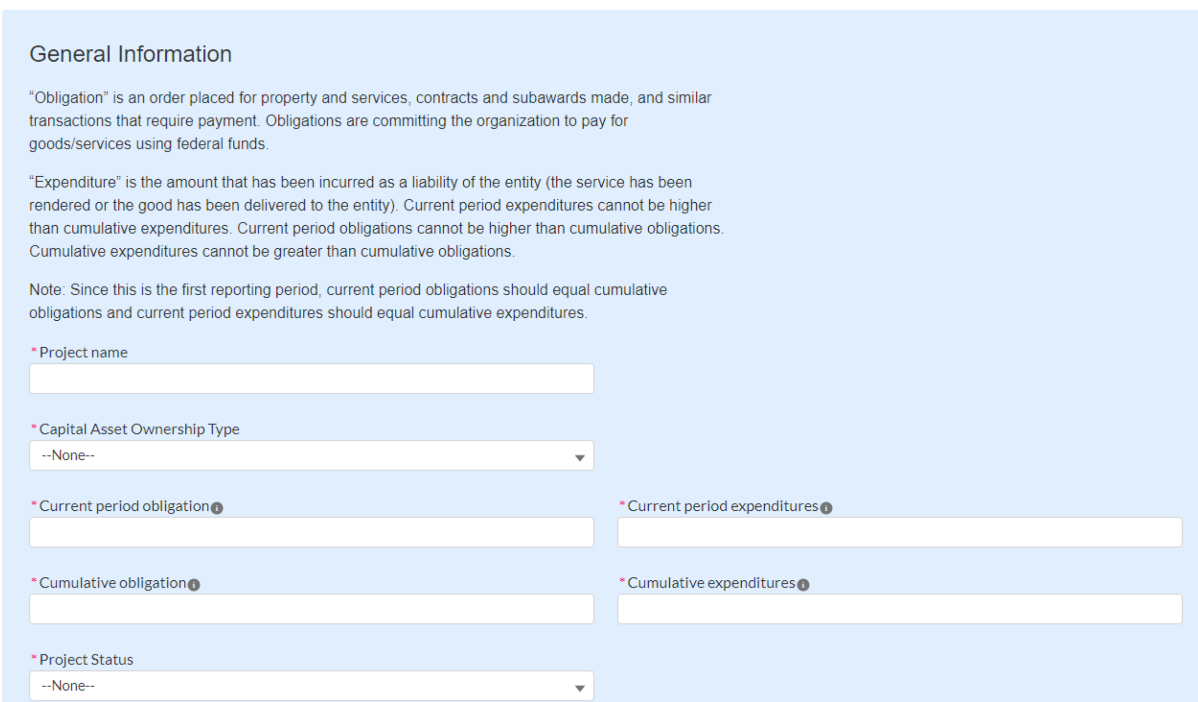
- Current Period Obligation
- Cumulative Obligations
- Current Period Expenditure
- Cumulative Expenditure

Note: For the first Annual Report, current period obligations should equal cumulative obligations and current period expenditures should equal cumulative expenditures. This is because, for the first Annual Report, “current period” and “cumulative” both include costs incurred from the award date through the end of the first reporting period.

Step 3) Provide a brief description with sufficient detail to provide an understanding of the goal(s) and major activities that will be funded by the CPF.

Step 4) Select the status of the project from the drop-down list. Options are:

- “Not Started”
- “Completed less than 50 percent”
- “Completed 50 percent or more”
- “Completed”
- “Cancelled”



General Information

“Obligation” is an order placed for property and services, contracts and subawards made, and similar transactions that require payment. Obligations are committing the organization to pay for goods/services using federal funds.

“Expenditure” is the amount that has been incurred as a liability of the entity (the service has been rendered or the good has been delivered to the entity). Current period expenditures cannot be higher than cumulative expenditures. Current period obligations cannot be higher than cumulative obligations. Cumulative expenditures cannot be greater than cumulative obligations.

Note: Since this is the first reporting period, current period obligations should equal cumulative obligations and current period expenditures should equal cumulative expenditures.

*Project name

*Capital Asset Ownership Type

--None--

*Current period obligation

*Current period expenditures

*Cumulative obligation

*Cumulative expenditures

*Project Status

--None--

Figure 10 – General Information for All Specified Use Types

For Broadband Infrastructure and Multi-Purpose Community Facility Projects

Step 1) For projects with status of “Not Started”, enter the following information:

- Projected construction start date
- Projected construction completion date
- Projected initiation of operations date

Step 2) For projects with completion status of “Completed less than 50 percent” or “Completed 50 percent or more”, enter the following information:

- Actual construction start date
- Projected construction completion date
- Projected initiation of operations date

Step 3) For projects with a status of “Completed”, enter the following information:

- Actual construction completion date
- Actual initiation of operations date

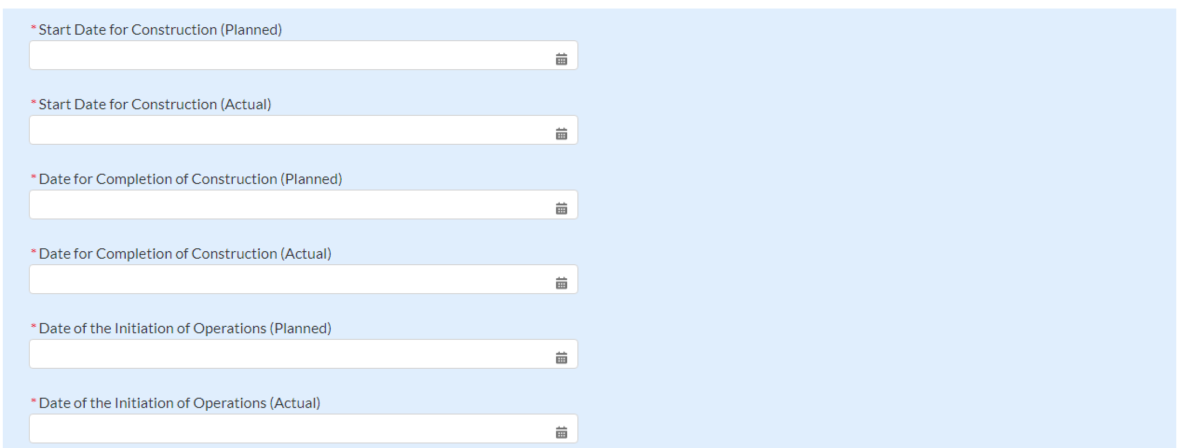
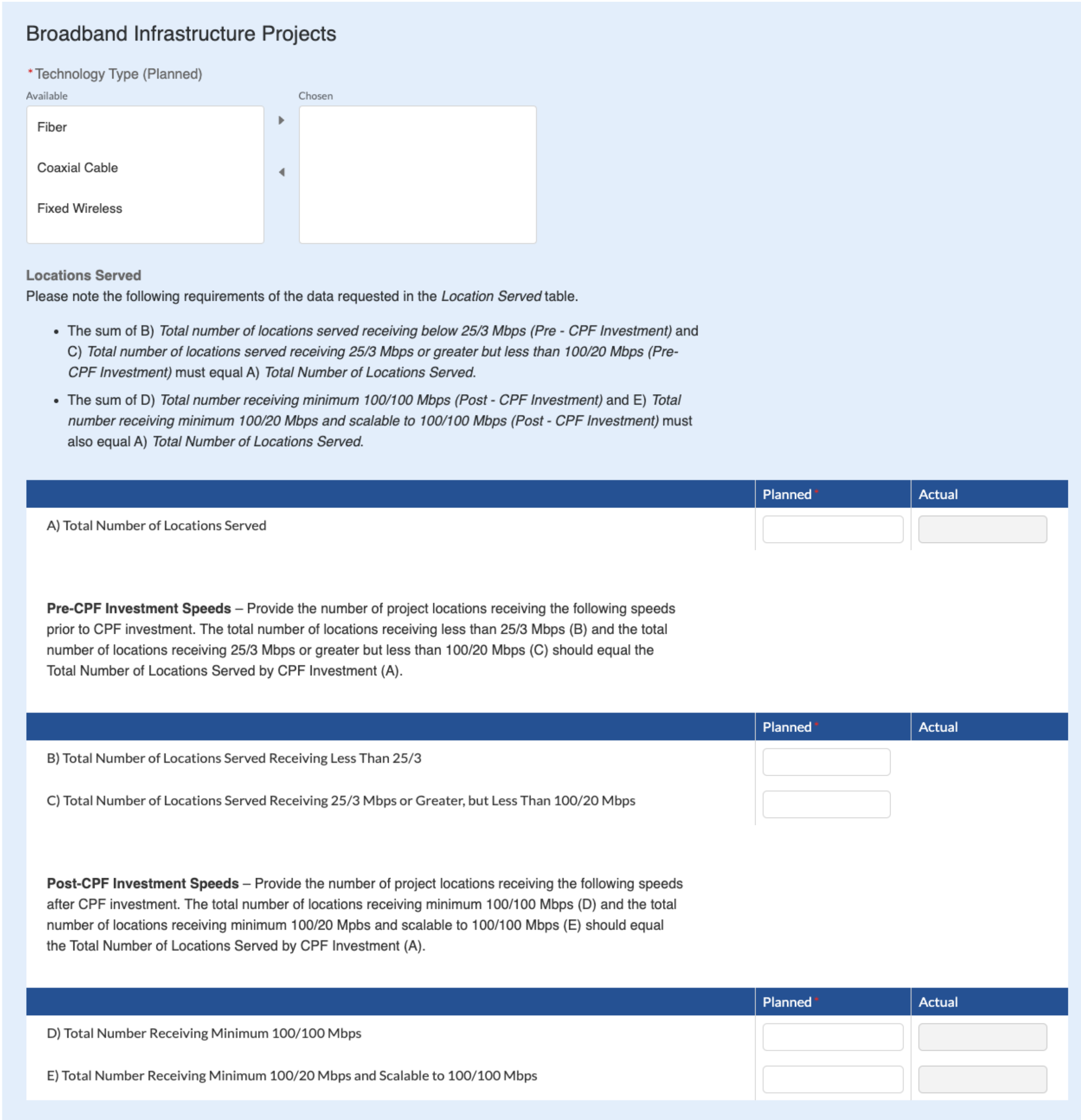

*Start Date for Construction (Planned)
*Start Date for Construction (Actual)
*Date for Completion of Construction (Planned)
*Date for Completion of Construction (Actual)
*Date of the Initiation of Operations (Planned)
*Date of the Initiation of Operations (Actual)

Figure 11 – Project Status Information for Broadband Instrastructure and Multi-Purpose Community Facility Specified Uses

Broadband Infrastructure Projects (see



Broadband Infrastructure Projects

* Technology Type (Planned)

Available	Chosen
Fiber Coaxial Cable Fixed Wireless	

Locations Served

Please note the following requirements of the data requested in the *Location Served* table.

- The sum of B) *Total number of locations served receiving below 25/3 Mbps (Pre - CPF Investment)* and C) *Total number of locations served receiving 25/3 Mbps or greater but less than 100/20 Mbps (Pre-CPF Investment)* must equal A) *Total Number of Locations Served.*
- The sum of D) *Total number receiving minimum 100/100 Mbps (Post - CPF Investment)* and E) *Total number receiving minimum 100/20 Mbps and scalable to 100/100 Mbps (Post - CPF Investment)* must also equal A) *Total Number of Locations Served.*

	Planned *	Actual
A) Total Number of Locations Served		

Pre-CPF Investment Speeds – Provide the number of project locations receiving the following speeds prior to CPF investment. The total number of locations receiving less than 25/3 Mbps (B) and the total number of locations receiving 25/3 Mbps or greater but less than 100/20 Mbps (C) should equal the Total Number of Locations Served by CPF Investment (A).

	Planned *	Actual
B) Total Number of Locations Served Receiving Less Than 25/3		
C) Total Number of Locations Served Receiving 25/3 Mbps or Greater, but Less Than 100/20 Mbps		

Post-CPF Investment Speeds – Provide the number of project locations receiving the following speeds after CPF investment. The total number of locations receiving minimum 100/100 Mbps (D) and the total number of locations receiving minimum 100/20 Mpbs and scalable to 100/100 Mbps (E) should equal the Total Number of Locations Served by CPF Investment (A).

	Planned *	Actual
D) Total Number Receiving Minimum 100/100 Mbps		
E) Total Number Receiving Minimum 100/20 Mbps and Scalable to 100/100 Mbps		

*If the sum of B and C or the sum of D and E do not add up to A, please provide an explanation.

Total Number of Funded Locations Served by Type

Please note the following requirements of the data requested in the *Total Number of Funded Locations Served by Type* table.

- The sum of F) *Total Number of Funded Locations Served by Type – Residential*, H) *Total Number of Funded Locations Served by Type – Business*, and I) *Total Number of Funded Locations Served by Type - Community Anchor Institution* must equal A) *Total Number of Locations Served.*
- G) *Total Number of Funded Locations Served by Type – Total Housing Units* must be greater than or equal to F) *Total Number of Funded Locations Served by Type – Residential*. For example, a project serves two locations: one single family home, and one apartment building with 10 apartments. When entering F), the number would be 2. When entering G, the number would be 11.

	Planned*	Actual
F) Residential		
F1) Total Housing Units		
G) Business		
H) Community Anchor Institution		

*Please use the box below to address the following items:

- If the sum of F, G, and H do not equal A, please provide an explanation.

*Is the provider participating in the FCC's Affordable Connectivity Program (ACP)?

--None--

Template upload for project location

Upload required document(s)

Upload files Or drop files

Figure)

Step 1) Select whether CPF funds are being used in conjunction with other sources of federal funding.

- If yes, enter the following information:
  - Program name of the other program providing federal funding
  - The Assistance listing number of the other program providing federal funding
  - The amount of of other federal funding obligated (by Assistance Listing)

Step 2) From the picklist, use the arrow to select which types of technology the project will use.

- Fiber

- Coaxial Cable
- Terrestrial Fixed Wireless
- Other
    - If Other, use the text box to describe what other types of technologies are being planned in the buildout to locations covered by the project

Step 3) (For projects marked as "Completed" only) From the picklist, use the arrow to select which types of technology the project actually used.

- Fiber
- Coaxial Cable
- Terrestrial Fixed Wireless
- Other
    - If Other, use the text box to describe what other types of technologies are being used in the buildout to locations covered by this project

Note: If the technology type (planned) and the technology type (actual) differ, provide an explanation of why they differ in the narrative box.

Step 4) Provide the number of locations the project is expected to serve in the fields listed below. A location is defined as a business or residential location at which fixed mass market broadband Internet access service is, or can be, installed.[1] For projects marked as "Completed", please update/validate the data to reflect the actual data for the completed project. The following data elements should be provided:

- Total number of funded locations the project plans to serve
    - Total number of funded locations to be served receiving less than 25/3 Mbps prior to CPF investment
    - Total number of funded locations to be served receiving 25/3 Mbps or greater but less than 100/20 Mbps prior to CPF investment

Note: The sum of the pre-CPF investment speed categories should be equal to the total number of funded locations the project is designed to serve. If the sum of the two categories is not equal to the number provided for the total number of funded locations the project is designed to serve, please explain in the text box provided.

Step 5) Provide the following information related to the planned buildout standards for speeds that will be provided as a result of the project receiving CPF investment. For projects marked as "Completed", please update/validate the data to reflect the actual data for the completed project.

The following data elements should be provided:

[1] Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program, WC Docket Nos. 19-195, 11-10, Third Report and Order, 36 FCC Rcd 1126, 1175 para. 126 (2021); 47 U.S.C. §641(1) and 47 CFR § 8.1(b).

- Total number of funded locations by speed (post-CPF investment): provide the number of locations the project plans to serve, categorized by speeds, in the fields listed below.
  - Total number of funded locations receiving minimum 100/100 Mbps
  - Total number of funded locations receiving minimum 100/20 Mbps and scalable to minimum 100/100 Mbps

Note: The sum of the post-CPF investment speed categories should equal the total number of locations provided in Step 5. If the sum of the two categories is not equal to the number provided for the total number of funded locations the project actually served, please explain in the text box provided.

Step 6) Populate the following table by providing information about the locations the project is designed to serve, including by the following location types. For projects marked as "Completed", please provide actual data for the completed project.

- Residential
  - Total Housing Units
- Business
- Community Anchor Institution

Note: The sum of the counts provided for Residential locations, Business locations, and Community Anchor Institution locations should be equal to the total number of locations provided in Step 5. If the sum of the three location types is not equal to the number provided for the total number of funded locations to be served by the project, please explain in the text box provided.

Treasury has determined location type categories according to guidance issued by the FCC in Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program. Each location should be classified as one of three types: *Residential*, *Business*, or *Community Anchor Institution*. Definitions to be used for classifying each location by type, as well as the definition for Housing Unit, can be found in Appendix A.

Step 7) (For projects marked as "Completed" only) Provide a list of speed tiers offered and corresponding non-promotional prices, including associated fees, for each speed tier of broadband service.

Step 8) State whether the provider is participating in the FCC's Affordable Connectivity Program (ACP). Select Yes or No.

- If no, provide an explanation of why the provider is not participating in ACP.

Broadband Infrastructure Projects

*Technology Type (Planned)

Available	Chosen
Fiber Coaxial Cable Fixed Wireless	

Locations Served

Please note the following requirements of the data requested in the *Location Served* table.

- The sum of B) *Total number of locations served receiving below 25/3 Mbps (Pre - CPF Investment)* and C) *Total number of locations served receiving 25/3 Mbps or greater but less than 100/20 Mbps (Pre-CPF Investment)* must equal A) *Total Number of Locations Served.*
- The sum of D) *Total number receiving minimum 100/100 Mbps (Post - CPF Investment)* and E) *Total number receiving minimum 100/20 Mbps and scalable to 100/100 Mbps (Post - CPF Investment)* must also equal A) *Total Number of Locations Served.*

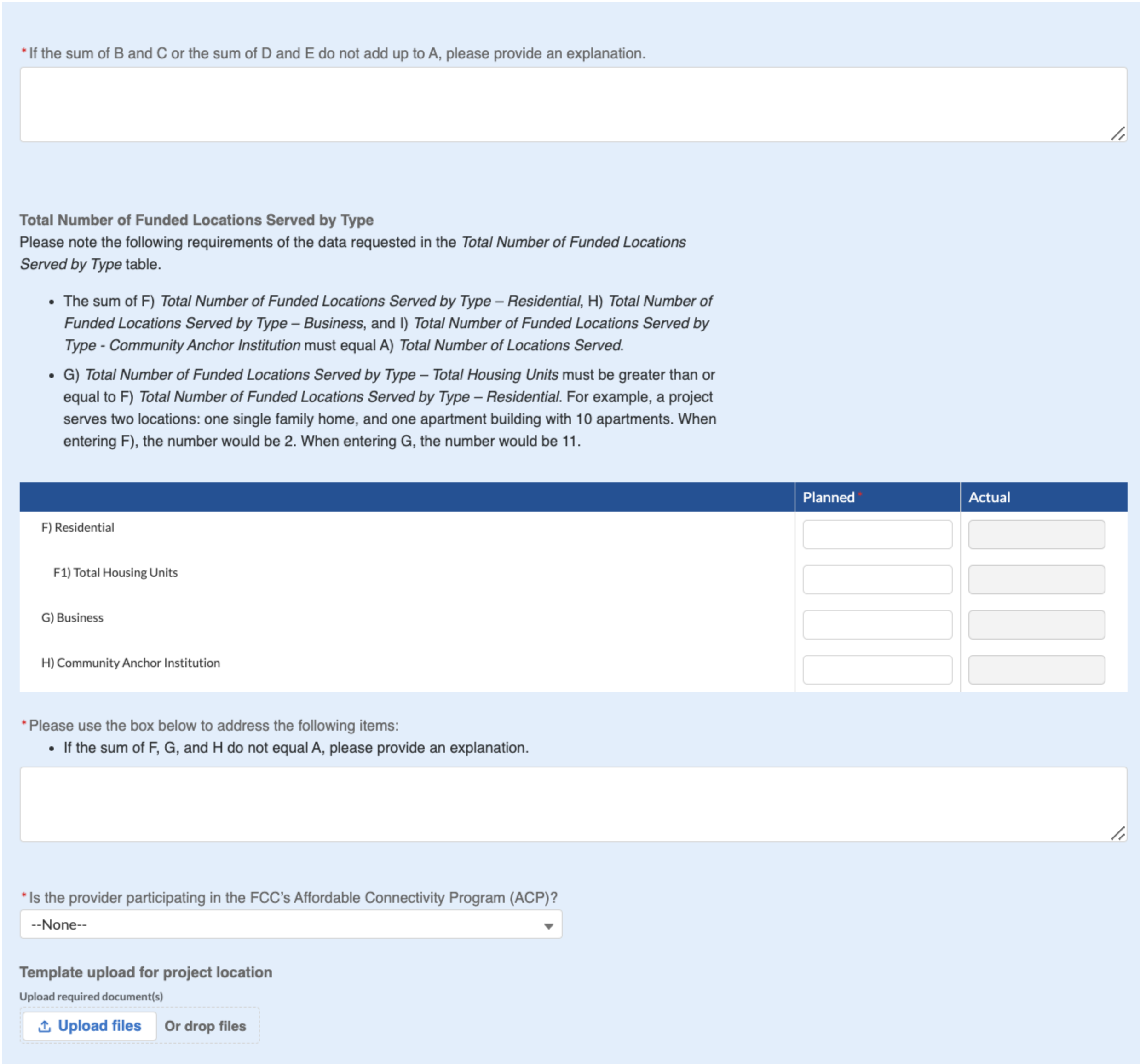
	Planned*	Actual
A) Total Number of Locations Served		

Pre-CPF Investment Speeds – Provide the number of project locations receiving the following speeds prior to CPF investment. The total number of locations receiving less than 25/3 Mbps (B) and the total number of locations receiving 25/3 Mbps or greater but less than 100/20 Mbps (C) should equal the Total Number of Locations Served by CPF Investment (A).

	Planned*	Actual
B) Total Number of Locations Served Receiving Less Than 25/3		
C) Total Number of Locations Served Receiving 25/3 Mbps or Greater, but Less Than 100/20 Mbps		

Post-CPF Investment Speeds – Provide the number of project locations receiving the following speeds after CPF investment. The total number of locations receiving minimum 100/100 Mbps (D) and the total number of locations receiving minimum 100/20 Mpbs and scalable to 100/100 Mbps (E) should equal the Total Number of Locations Served by CPF Investment (A).

	Planned*	Actual
D) Total Number Receiving Minimum 100/100 Mbps		
E) Total Number Receiving Minimum 100/20 Mbps and Scalable to 100/100 Mbps		


*If the sum of B and C or the sum of D and E do not add up to A, please provide an explanation.

Total Number of Funded Locations Served by Type

Please note the following requirements of the data requested in the *Total Number of Funded Locations Served by Type* table.

- The sum of F) *Total Number of Funded Locations Served by Type – Residential*, H) *Total Number of Funded Locations Served by Type – Business*, and I) *Total Number of Funded Locations Served by Type - Community Anchor Institution* must equal A) *Total Number of Locations Served.*
- G) *Total Number of Funded Locations Served by Type – Total Housing Units* must be greater than or equal to F) *Total Number of Funded Locations Served by Type – Residential.* For example, a project serves two locations: one single family home, and one apartment building with 10 apartments. When entering F), the number would be 2. When entering G, the number would be 11.

	Planned*	Actual
F) Residential		
F1) Total Housing Units		
G) Business		
H) Community Anchor Institution		

*Please use the box below to address the following items:

- If the sum of F, G, and H do not equal A, please provide an explanation.

*Is the provider participating in the FCC's Affordable Connectivity Program (ACP)?

--None--

Template upload for project location

Upload required document(s)

Upload files Or drop files

Figure 12 - Broadband Infrastructure Projects

Broadband Location Data

Step 9) For each location served by a project, the recipient must collect from the subrecipient (if applicable) and submit the following information to Treasury using the predetermined file format on the CPF website (Figure 14) that includes the following information (please see Appendix B for further details on these fields) by uploading it to the portal (Figure 15).

- Project Name
- Project identification number
- Latitude/longitude at the structure where service will be installed
  - **Process for Capturing Latitude/Longitude Data:** Treasury encourages using a commercially available GPS-encoded device

physically present at the location to generate the latitude/longitude data for each location to which service is to be installed. The location should be the structure that is the broadband serviceable location. More guidance regarding this preferred method, Geolocation with GPS in the Field, can be found in *Geolocation Methods*.

- Technology used to offer service at the location
  - Fiber
  - Coaxial Cable
  - Fixed Wireless
  - Other
    - If "Other", provide additional detail on the technology used to offer service at the location
- Location Type
  - Residential
    - If Residential, Number of Housing Units
  - Business
  - Community anchor institution
- Speed tier at the location pre-CPF investment
  - Below 25/3 Mbps
  - 25/3 Mbps or greater but less than 100/20 Mbps
- Speed and latency at the location post-CPF investment
  - Maximum download speed offered
  - Maximum download speed delivered
  - Maximum upload speed offered
  - Maximum upload speed delivered
  - Latency

- Standardized FCC Identifiers
  - Fabric ID # (Broadband Serviceable Fabric Locations)
  - FCC Issued Provider ID #

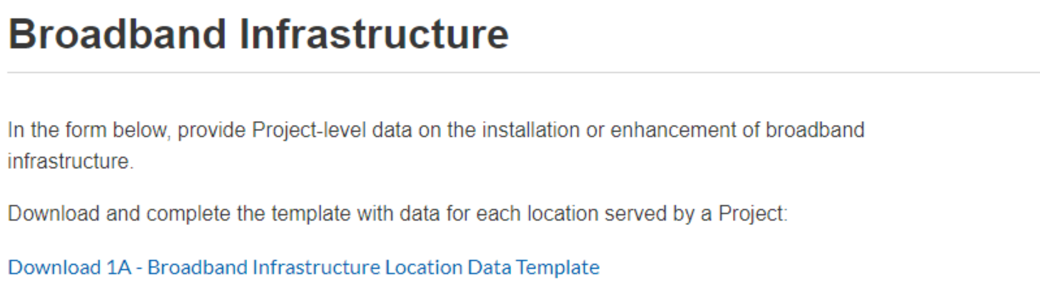
Speed and Latency

To ensure broadband infrastructure investments meet current and future cases and to promote consistency across federal agencies, Treasury adopts the compliance standards and testing protocols for speed and latency established and used by the Commission in multiple contexts, including the Connect America Fund and the Rural Digital Opportunity Fund.[2] In order to demonstrate continued compliance with these standards, subrecipients must perform speed and latency tests from the customer premises of an active

[2] See, e.g., Connect America Fund, WC Docket No. 10-90, Order, 33 FCC Rcd 6509 (WCB/WTB/OET 2018) (Performance Measures Order); Connect America Fund, Order on Reconsideration, WC Docket No. 10-90, 34 FCC Rcd 10109 (2019) (Performance Measures Reconsideration Order).

subscriber to a remote test server at an end-point consistent with the requirements for a Commission-designated IXP.[3]

In addition, 95 percent of latency measurements during testing windows must fall at or below 100 milliseconds round-trip time.[4] This approach ensures a connection that supports reasonably foreseeable real-time applications. In the limited circumstance where even a fiber deployment cannot achieve this latency threshold (for example in a remote territory), Treasury may expand the latency threshold for specific broadband infrastructure investments at the request of a recipient.

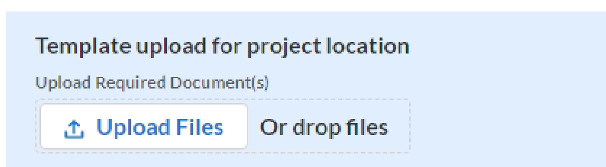

Broadband Infrastructure

In the form below, provide Project-level data on the installation or enhancement of broadband infrastructure.

Download and complete the template with data for each location served by a Project:

Download 1A - Broadband Infrastructure Location Data Template

Figure 13 – Download Broadband Infrastructure Location Data Template


Template upload for project location

Upload Required Document(s)

Upload Files Or drop files

Figure 14 – Upload Broadband Infrastructure Location Data Template

Step 10) Save and Submit Broadband Infrastructure specified use report.

Digital Connectivity Technology Projects (see Figure 16)

Step 1) Select one or more locations where devices will be distributed or installed from the options in the picklist:

- Tribal Government Buildings
- Administrative Headquarters
- Healthcare Facility
- School or Education Facility
- Community Center
- Library

[3] See Performance Measures Reconsideration Order, 34 FCC Rcd at 10114-16, paras. 17-19.
[4] See id., 34 FCC Rcd at 6527-28, para. 50.

- Other (if "other" is selected, provide additional detail on where devices will be distributed or installed)

Step 2) (For projects marked as "Completed" only) From the picklist, select the locations where devices were actually distributed or installed.

Step 3) Select device types for Digital Connectivity Technology Projects from the picklist:

- Public Wi-Fi equipment
- Other (if "other" is selected, provide additional detail on the device types being distributed or installed)

Step 4) (For projects marked as "Completed" only) From the picklist, select the device types that were actually distributed or installed.

Step 5) For each selected device type, provide:

- Total number of devices purchased (planned)
- Total Expenditure per device type (planned)

Step 6) Provide the estimated total number of individuals that will use the devices. (For projects marked as "Completed") Provide the actual total number of individuals using the aforementioned devices during the period of performance.

Step 7) For completed projects, if there is a difference between planned and actual, provide an explanation in the narrative box.

Step 8) Save and submit Digital Connectivity specified use report.

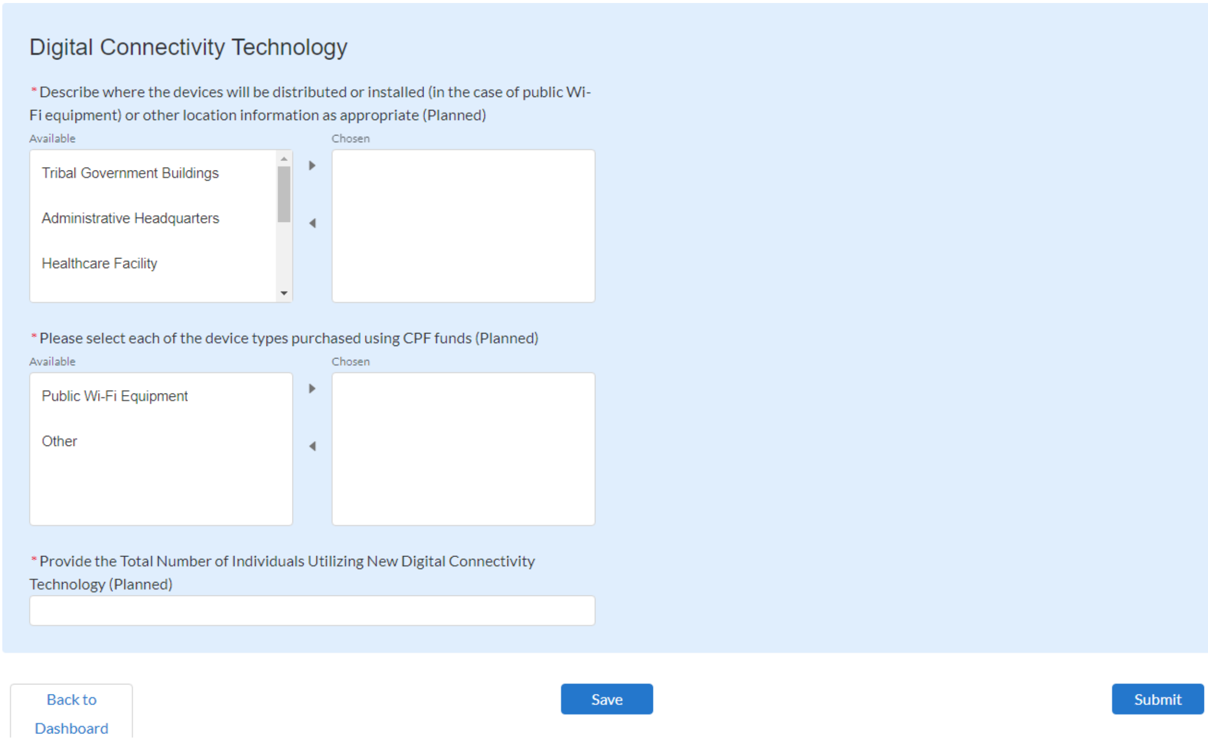


Figure 15 – Digital Connectivity Technology Projects

Multi-Purpose Community Facility Projects (see Figure 17)

Step 1) Provide the planned physical address of the multi-purpose community facility funded by the CPF. If more than one facility is being funded, provide the physical address of EACH multi-purpose community facility.

- For projects marked as "Completed", provide the actual physical address of the multi-purpose community facility(ies) funded by the CPF.

Note: The address should be the physical location of the facility(ies) funded and should not be a PO Box.

Step 2) Select the type(s) of investment from the picklist. If more than one facility is being funded, select any investment types applicable to the facilities.

- New construction, to include acquisition of property for development
- Renovation/expansion of existing structure, to include acquisition of existing structures for renovation/ expansion

Step 3) (For projects marked as "Completed" only) From the picklist, select the actual type of investment.

Step 4) Select the type of features in the multi-purpose community facility. If more than one facility is being funded, select any features applicable to the facilities.

- Classroom/Educational Facility
- Computer Lab
- Multi-purpose space
- Telemedicine room
- Other (if "other" is selected, specify the type of feature provided by the Multi-Purpose Community Facility)

Step 5) (For projects marked as "Completed" only) From the picklist, select the actual type(s) of facility(ies) funded.

Step 6) (For projects marked as "Completed" only) Provide the number of individuals utilizing the capital asset during the period of performance.

Step 7) For completed projects, if there is a difference between planned and actual, provide an explanation in the narrative box.

Step 8) Save and submit Multi-Purpose Community Facility specified use report.

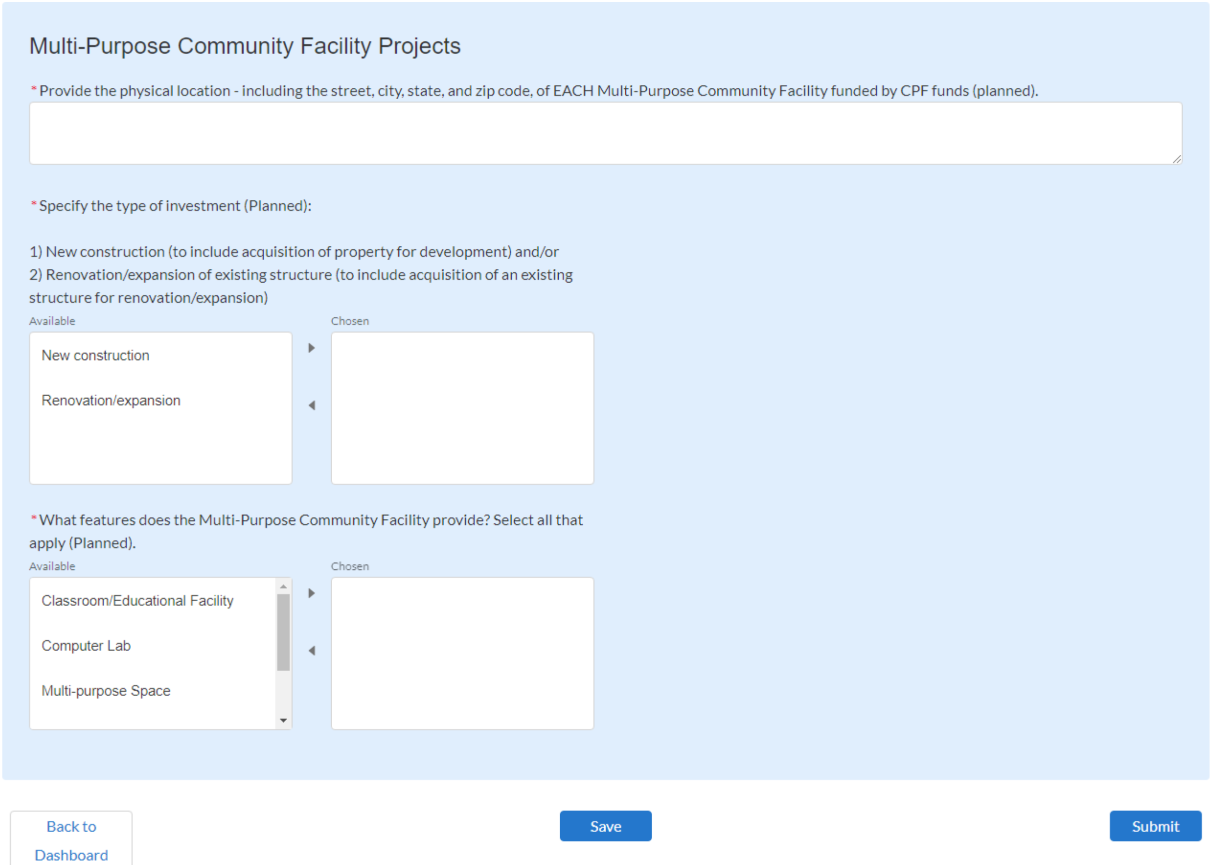


Figure 16 – Multi-Purpose Community Facility Projects

Purchasing Devices Projects (see Figure 18)

Step 1) Select where devices will be distributed from picklist:

- Tribal Government Buildings
- Administrative Headquarters
- Healthcare Facility
- School or Education Facility
- Community Center
- Library
- Other (if "other" is selected, provide additional detail on where devices will be distributed)

Once a project is marked as "Completed", an additional field will appear that will allow the recipient to select the locations where the recipient actually distributed devices. Please update/validate the data to reflect the actual data for the completed project.

Step 2) Select the type of devices purchased using CPF funds from the picklist:

- Laptops
- Tablets
- Desktop Computers
- Other (if “other” is selected, specify the type of device purchased)

Once a project is marked as “Completed”, an additional field will appear that will allow the recipient to select the actual devices that were purchased and distributed. Please update/validate the data to reflect the actual data for the completed project.

Step 3) For each selected device type, provide:

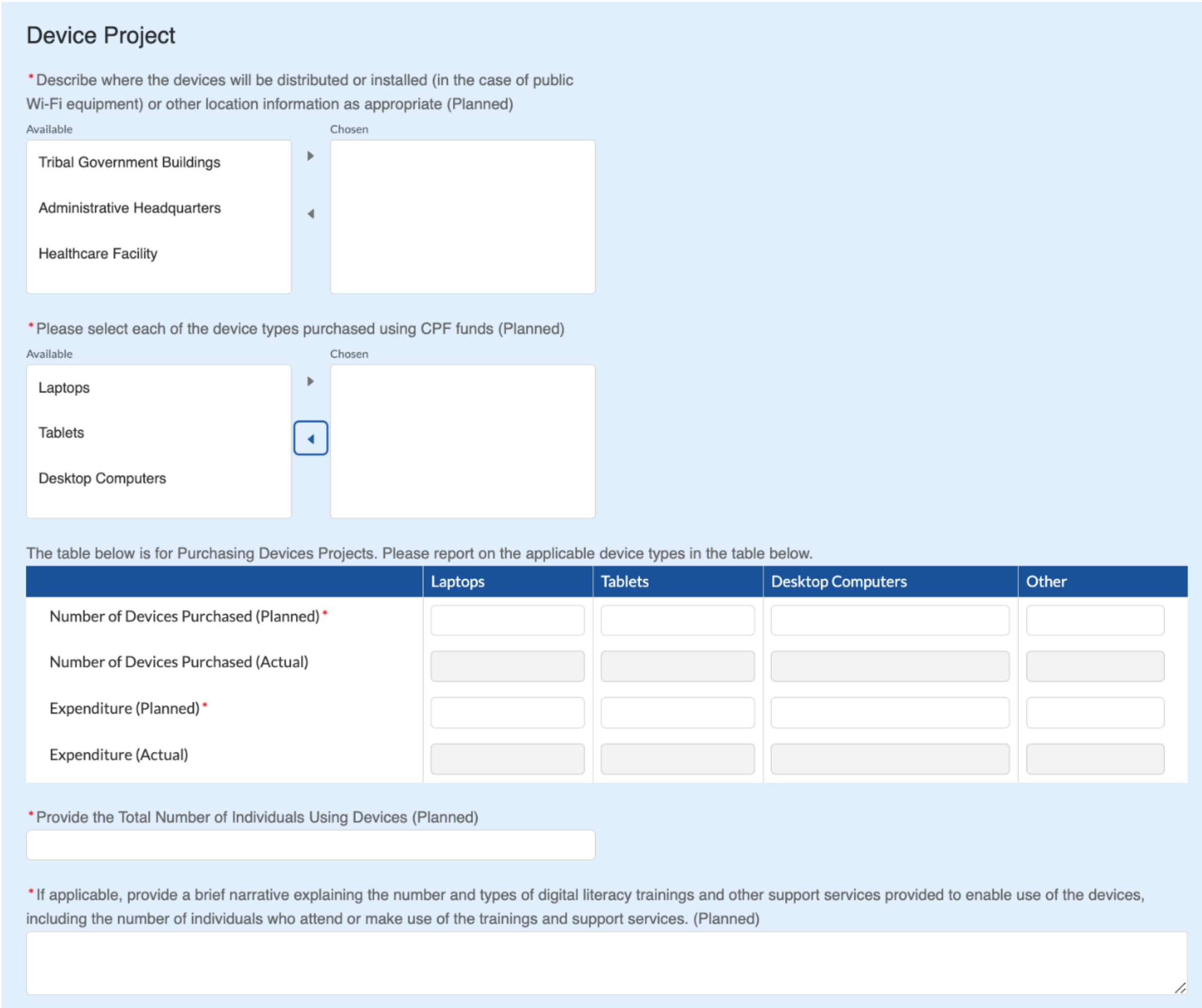
- Total number of devices purchased (planned)
- Total Expenditure per device type(planned)
- Total number of individuals using devices (planned)

Once a project is marked as “Completed”, an additional field will appear that will allow the recipient to provide the actual number of devices that were purchased, the actual expenditure per device type, and the actual number of individuals using the devices. Please update/validate the data to reflect the actual data for the completed project.

Step 4) Provide a narrative description of the number and types of digital literacy trainings and other support services provided to enable use of the devices, if applicable.

Step 5) For completed projects, if there is a difference between planned and actual locations and/or device types, provide an explanation in the narrative box.

Step 6) Save and submit specified use report.



Device Project

*Describe where the devices will be distributed or installed (in the case of public Wi-Fi equipment) or other location information as appropriate (Planned)

Available: Tribal Government Buildings; Administrative Headquarters; Healthcare Facility

Chosen:

*Please select each of the device types purchased using CPF funds (Planned)

Available: Laptops; Tablets; Desktop Computers

Chosen:

The table below is for Purchasing Devices Projects. Please report on the applicable device types in the table below.

	Laptops	Tablets	Desktop Computers	Other
Number of Devices Purchased (Planned) *				
Number of Devices Purchased (Actual)				
Expenditure (Planned) *				
Expenditure (Actual)				

*Provide the Total Number of Individuals Using Devices (Planned)

*If applicable, provide a brief narrative explaining the number and types of digital literacy trainings and other support services provided to enable use of the devices, including the number of individuals who attend or make use of the trainings and support services. (Planned)

Figure 17 – Purchasing Devices Projects

Other/Case-by-Case Approval

For Projects submitted for Case-by-Case Review, Treasury will work with the Recipient to develop metrics and performance measures for the associated Projects. As one component of their submission, Recipients will be asked to provide performance measures for review by Treasury. Performance indicators proposed should include both output and outcome measures.

Step 1) Provide a description of the Project and major activities on which funds were expended during the reporting period.

Step 2) Upload a file consistent with the metrics and performance measures agreed upon for the recipient's specific case-by-case review (see Figure 19).

Step 3) Save and submit specified use report.

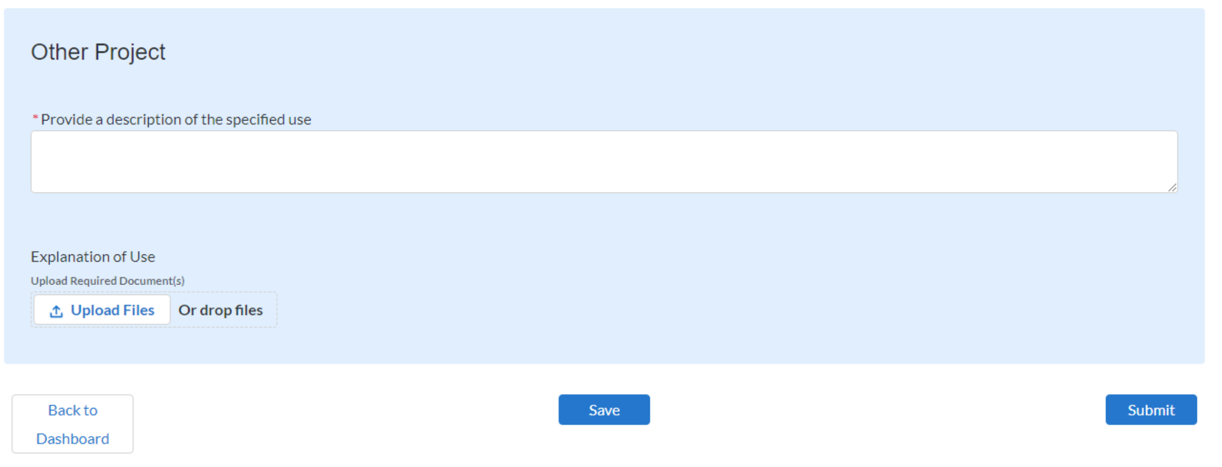


Figure 18 – Instructions for Other/Case-by-Case Approval Projects

c) Program Administrative Expenses

a. Recipients are required to report on program administrative expenses in the aggregate rather than separated out by Specified Use (see Figure 7). Program administrative expenses mean the costs associated with completing the application, including the grant plan, and costs related to complying with grant administration and audit requirements, including both direct and indirect administrative costs. The data provided in this section should reflect the sum of all program administrative expenses incurred by the Recipient related to administration of the CPF grant.

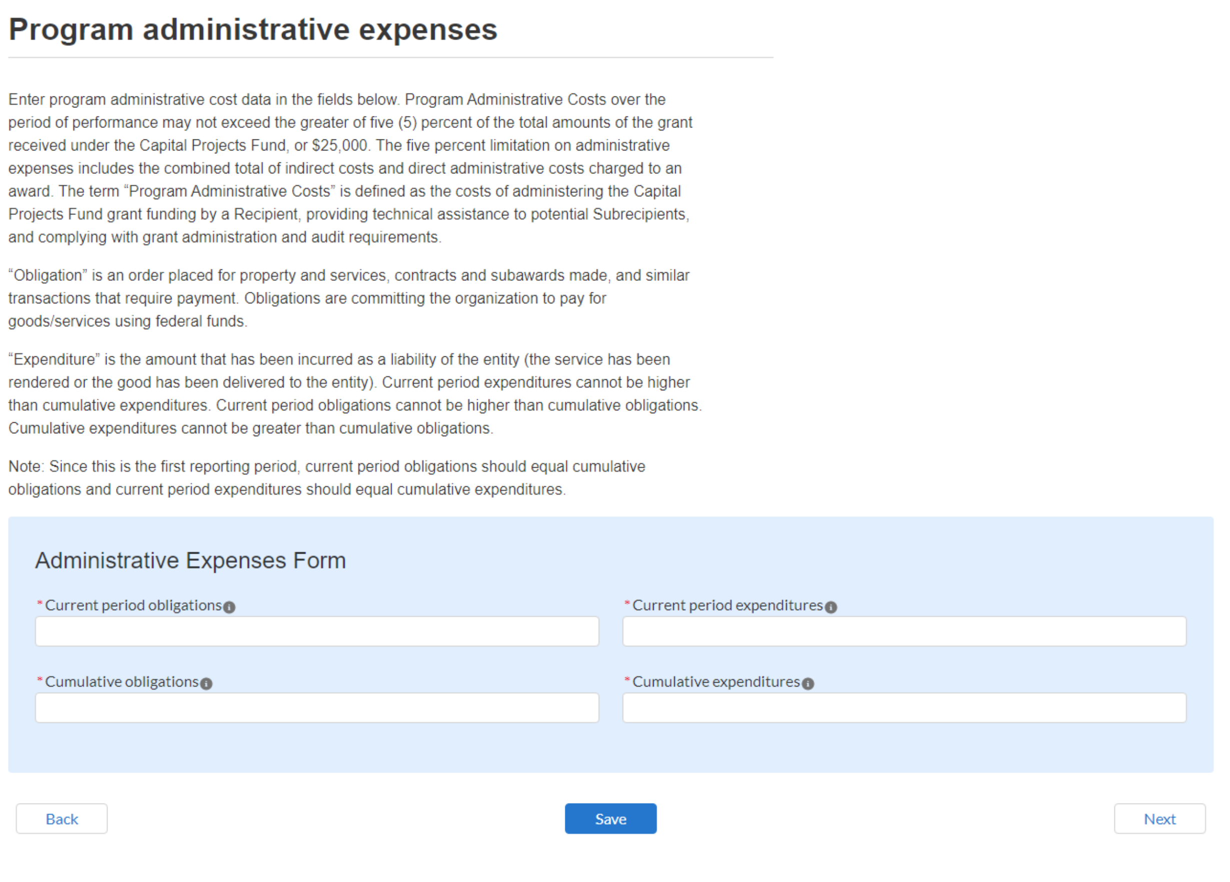
Note: For a consortium reporting on behalf of multiple Tribes, the administrative expenses should include all administrative expenses for all Tribes within the consortium.

Step 1) Enter the following:

- Current Period Obligation
- Cumulative Obligation
- Current Period Expenditure
- Cumulative Expenditure

Note: For the first Annual Report, current period obligations should equal cumulative obligations and current period expenditures should equal cumulative expenditures. This is because, for the first Annual Report, “current period” and “cumulative” both include costs incurred from the award date through the end of the first reporting period.

Step 2) Once all fields have been reviewed and verified, click the Save button to save, then click the Next button to proceed to the following tab.



Program administrative expenses

Enter program administrative cost data in the fields below. Program Administrative Costs over the period of performance may not exceed the greater of five (5) percent of the total amounts of the grant received under the Capital Projects Fund, or $25,000. The five percent limitation on administrative expenses includes the combined total of indirect costs and direct administrative costs charged to an award. The term "Program Administrative Costs" is defined as the costs of administering the Capital Projects Fund grant funding by a Recipient, providing technical assistance to potential Subrecipients, and complying with grant administration and audit requirements.

"Obligation" is an order placed for property and services, contracts and subawards made, and similar transactions that require payment. Obligations are committing the organization to pay for goods/services using federal funds.

"Expenditure" is the amount that has been incurred as a liability of the entity (the service has been rendered or the good has been delivered to the entity). Current period expenditures cannot be higher than cumulative expenditures. Current period obligations cannot be higher than cumulative obligations. Cumulative expenditures cannot be greater than cumulative obligations.

Note: Since this is the first reporting period, current period obligations should equal cumulative obligations and current period expenditures should equal cumulative expenditures.

Administrative Expenses Form

*Current period obligations

*Current period expenditures

*Cumulative obligations

*Cumulative expenditures

Back

Save

Next

Figure 19 – Program Administrative Expenses

Certifying and Submitting the Annual Report

1) Certification

The Authorized Representative must certify the Annual Report. By certifying this submission, the Authorized Representative is confirming that all reported information is accurate and approved for submission. Individuals who are not designated as an Authorized Representative will not be able to certify and submit reports.

Step 1) Review prior screens and entered information to verify the accuracy of the record.

Step 2) Validate that there are no system identified errors. Figure indicates an error has been identified with an error where the current period obligation for administrative funds exceeds the cumulative obligation. Figure shows a "Complete" status, and the system will allow submission of the report.

Review and certification

Review

Total Obligations:
$500,000.00

Total Expenditures:
$240,000.00

Total specified uses:
5

Program Overview Status

Note: You must provide at least one specified use. Please verify all specified uses before attempting to certify and submit.

	Specified Use	Status	Project Name	Total Obligations	Total Expenditures
1	Broadband Infrastructure	Completed	Broadband Project 1	$100,000.00	$25,000.00
2	Digital Connectivity Technology	Draft	Digital Connectivity Project	$100,000.00	$100,000.00
3	Purchasing Devices	Completed	Device Program	$100,000.00	$100,000.00
4	Multi-Purpose Community Facility	Completed	MPCF 1	$100,000.00	$15,000.00
5	Other / Case-by-Case Approval	Completed	Other Project	$100,000.00	$0.00

Figure 20 – Report Validation with Errors

Review and certification

Review

Total Obligations:
$500,000.00

Total Expenditures:
$240,000.00

Total specified uses:
5

Program Overview Status

	Specified Use	Status	Project Name	Total Obligations	Total Expenditures
1	Broadband Infrastructure	Completed	Broadband Project 1	$100,000.00	$25,000.00
2	Digital Connectivity Technology	Completed	Digital Connectivity Project	$100,000.00	$100,000.00
3	Purchasing Devices	Completed	Device Program	$100,000.00	$100,000.00
4	Multi-Purpose Community Facility	Completed	MPCF 1	$100,000.00	$15,000.00
5	Other / Case-by-Case Approval	Completed	Other Project	$100,000.00	$0.00

Figure 21 – Project Overview Status with No Errors

Step 3) Review the Authorized Representative's Name, Title, Telephone Number, and E-Mail Address.

Step 4) Review certification language.

Step 5) A confirmation box appears confirming the intention to submit (see Figure 22).

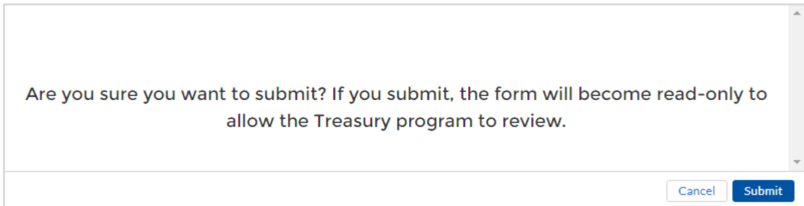


Figure 22 – Submission Verification

Step 6) Click the *Certify and Submit* button to complete the entry.

Section IV. Editing and Revising Your Data

This section provides instructions for providing updates and revisions to information submitted as part of previous Annual Reports. Please note that unless initiated by Treasury staff, users will not have the ability to make any edits to submitted reports after the reporting deadline. All edits or changes must be reflected in the next available report.

Specified uses entered into the system can be edited or deleted before final submission. To edit a specified use, click on the edit button (blue pencil icon) next to the specified use. To delete a specified use, use the *Delete* (pink trash can icon) (see Figure 23).

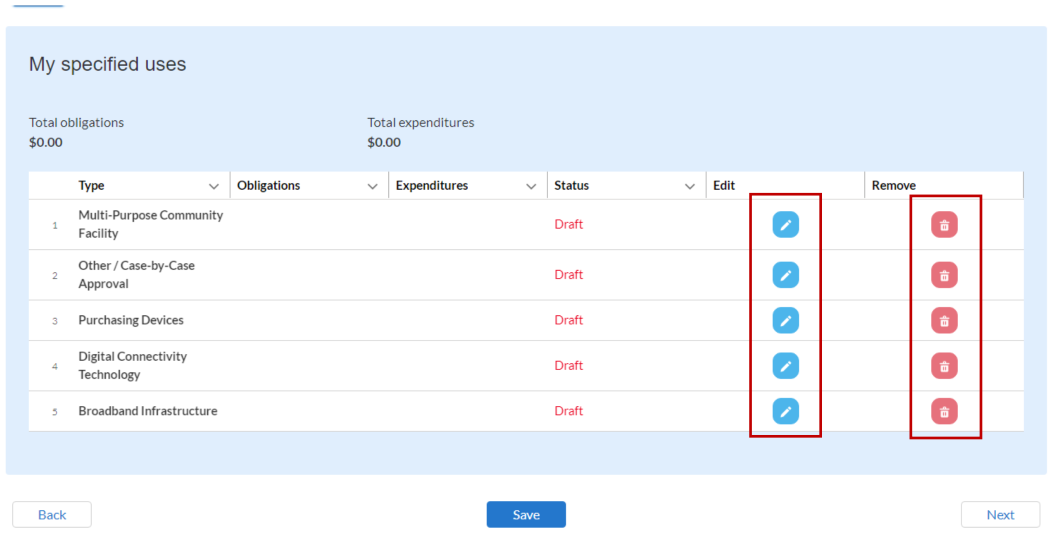


Figure 23 – Edit and Remove Specified Uses

Users may edit information prior to the submission deadline. If a report is already submitted, users will need to un-submit the report by clicking the "Unsubmit" button in the "Record details" window on the right sidebar to edit or delete a project record, and may do so until the due date of the report (Figure 24).

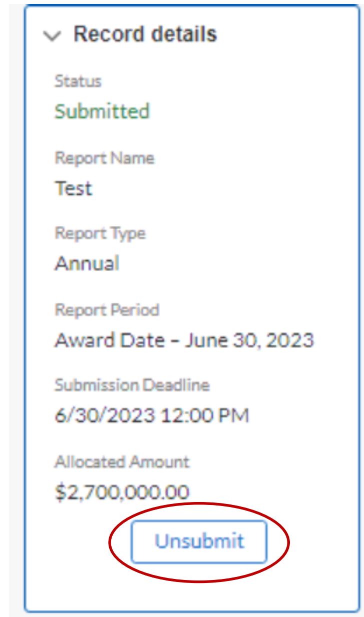


Figure 24 – Unsubmit Report Button

Appendix A – Definitions of Broadband Infrastructure Locations by Type

Treasury has determined location type categories according to guidance issued by the FCC in Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program. Each location should be classified as one of three types: Residential, Business, or Community Anchor Institution. Definitions are as follows:

- Residential Location: A residential location is defined by the FCC as a location that is or contains "housing units" or "group quarters" based on the U.S. Census Bureau's definition of these terms.[5] For all locations identified as "residential," the recipient must also document the total number of "housing units" at that location.

- Housing Unit: A housing unit is defined by the Census Bureau as a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live and eat separately from any other persons in the building and which have direct access from the outside of the building or through a common hall. Multiple housing units in a single structure at a single street address or latitude/longitude point, such as apartment buildings, must be reported in a single record. Recipients should include the number of units of the building in the Number of Housing Units field. Please note that recipients will be required to provide latitude/longitude information that conforms with location information in the FCC's Broadband Serviceable Location Fabric (Fabric)[6] and should report multiple housing units in a single structure in a single record with a single latitude/longitude consistent with the data in the Fabric.

  While the Census Bureau does not classify group quarters, such as college dormitories, as housing units, the FCC has determined to include group quarters in the definition of residential structures, which is a departure from the previously-used definitions, because they believe this will be more consistent with the intention of the Broadband DATA Act.[7]

  Further guidance can be found at FCC.gov/BroadbandData/Resources.

- Business Location: A business location is defined as a non-residential structure on a property without residential locations that would expect to demand internet access services.[8] Recipients should only report the locations of businesses that they would expect to demand mass market broadband Internet access service, which typically are small businesses. Recipients should not report the locations of larger businesses that

[5] *See* Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program, WC Docket Nos. 19-195, 11-10, Third Report and Order, 36 FCC Rcd 1126, 1175 para. 127 (2021)(Third Report and Order).
[6] Information on the Fabric, including how to access the locations data in it, is available at: FCC.gov/BroadbandData
[7] Third Report and Order, 36 FCC Rcd 1126, 1175 para. 127.
[8] *See* Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program, WC Docket Nos. 19-195, 11-10, Third Report and Order, 36 FCC Rcd 1126, 1175 para. 128 (2021).

purchase or would be expected to purchase dedicated high-capacity transmission services, such as business data services (also known as special access).

For purposes of deciding what business locations "count," recipients should consider the nature of the service offered to the location. A "small business" would typically subscribe to mass market "best efforts" broadband Internet access service.[9] This does not mean the business actually is subscribing to this service, but rather this is a location where the carrier is commercially offering mass market broadband Internet access service to end users and would provide this type of service if the customer requested it, with no charges or delays attributable to the extension of the network of the provider. This includes the initiation of fixed broadband internet access service through routine installation that can be completed not later than 10 business days after the date on which the service request is submitted.[10]

Community Anchor Institution: A community anchor institution means an entity, such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher education, public housing organization,[11] or community support organization that facilitates greater use of broadband service by vulnerable populations, including, but not limited to, low-income individuals, unemployed individuals, children, the incarcerated, and aged individuals.

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[9] *See* Wireline Competition Bureau Provides Guidance to Carriers Receiving Connect America Fund Support Regarding Their Broadband Location Reporting Obligations, Docket No 10-90, 31 FCC Rcd 12900, para. 55 (2016).
[10] See 47 CFR 1.7001(a)(17).
[11] This term is used broadly and includes any public housing agency, HUD-assisted housing organizations or Tribal housing organization.

Appendix B – CPF Broadband Infrastructure Location Data Template

The downloadable template covers fields related to broadband infrastructure project location.

Field Name	Definition	Required / Optional / Conditional	List Values	Data Type	Max Length
Project Name	Name of the project	Required	n/a	Text	100
Identification Number	Identification number assigned to project by recipient	Required	n/a	Text	20
Fabric ID Number	Site specific fabric identification number from the FCC broadband funded locations map that corresponds with the location in the field provided	Required	n/a	Text	20
Location Latitude	Latitude data for the location to which service is installed	Required	n/a	Number	20
Location Longitude	Longitude data for the location to which service is installed	Required	n/a	Number	20
Provider ID Number	FCC-provided ID for Providers that will align with the entity that files or will file BDC data.	Required	n/a	Text	20
Technology Type at Location	Type of technology at location	Required	Fiber, Coaxial Cable, Fixed Wireless, Other	Picklist	n/a
If Other, Specify	Explanation of Other type of technology (Planned)	Conditional	n/a	Number	20
Location Type	Type of location	Required	Residential; Business; Community Anchor Institution	Picklist	n/a
Housing Units at Location	Number of housing units at residential locations	Required	n/a	Number	20
Speed Pre-Investment	Internet speed prior to CPF investment	Required	Below 25/3 Mbps; 25/3 Mbps or greater but less than 100/20 Mbps	Picklist	n/a
Maximum Download Speed Offered at Location Post-Investment	Maximum download speed offered/advertised at this location post CPF investment	Required	n/a	Text	20
Maximum Download Speed Delivered at Location Post-Investment	Maximum Download Speed Delivered at Location Post-Investment	Required	n/a	Text	20
Maximum Upload Speed Offered at Location Post-Investment	Maximum upload speed offered at location Post Investment	Required	n/a	Text	20
Maximum Upload Speed Delivered at Location Post-Investment	Maximum upload speed delivered at location post-investment	Required	n/a	Text	20

Field Name	Definition	Required / Optional / Conditional	List Values	Data Type	Max Length
Latency Delivered at Location Post-Investment	Latency delivered at location post-investment	Required	n/a	Text	20

Revision Log

Version	Date Published	Summary of changes
1	07/10/2023	Initial Release
2	06/29/2024	Updated to reorganize User Guide sections to match the order in which data is entered on the report.

THE DEPARTMENT OF THE TREASURY

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