BROADBAND OFFICE

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ISP ARPA Annual Report Policy Notice

Background

Each SCBBO grant agreement includes a provision that Grantees must provide annual reports to ORS.

Objective

The objective of this policy notice is to streamline annual reporting requirements across all ARPA grant programs administered by the SCBBO. As a result, Grantees will utilize their post construction list data and fill out a form that summarizes results of their analysis as required under each grant agreement. Grantees are encouraged to contact the SCBBO at broadband@ors.sc.gov if there are any questions upon review of this policy notice.

Annual Report Requirements

As part of the grant agreement, Grantees agreed to provide the service locations or addresses capable of receiving internet service. Grantees also agreed to track and submit an annual report, in the format as required by ORS, to ORS on or before June 30 (year varies based on grant program), with such report including address-specific information for all homes passed, the number of homes passed, the take rate (i.e., the percentage of potential subscribers that are offered the service and agree to subscribe to the service), and Grantee's updated FCC submission of BSL fabric data. "Homes Passed" for purposes of the Grant is defined as those BSLs listed in the funding agreement for the project that can receive internet service at minimum speeds of 100/20, scalable to 100/100 Mbps within ten (10) days of making such request to the Grantee. Grantees further agreed to survey those that do not subscribe to ascertain the reason they are not subscribing to service and to provide the survey results to ORS. Grantees also agreed to submit the annual reports for three years upon the completion of their project(s), based on the following schedule:

Grant Program	Year 1 Due by Date	Year 2 Due by Date	Year 3 Due by Date
ARPA ADGP 2.0	June 30, 2024	June 30, 2025	June 30, 2026
ARPA SLFRF 1.0	June 30, 2025	June 30, 2026	June 30, 2027
ARPA CPF 1.0	June 30, 2026	June 30, 2027	June 30, 2028
ARPA SLFRF 3.0	June 30, 2027	June 30, 2028	June 30, 2029

Instructions

First Annual Reporting Data Submission -

Grantee must download the "Post Construction List of Addresses Annual Report Template" from the SCBBO corresponding grant program webpage. Once downloaded, open the file, and select the Illustrative Example tab. Use the drop down in the top left corner to select the Grant Program for which Grantee is submitting. Download and use the corresponding project-specific Post Construction List of Addresses uploaded to Citrix Sharefile (the SCBBO-generated location list located with project closeout reporting documentation), to complete columns A-P of the template.

Pro Tip: Column headings A-P are identical between the "Post Construction List of Addresses" and "Post Construction List of Addresses Annual Report Template" file. Therefore, Grantees may copy and paste values from the post construction list into the Annual Report Template. **Do not change any values within columns A-P to update data from project closeout.** Complete column Q to indicate the locations that are subscribed to service **as of March 1st, to include February's Billing Cycle, of the annual reporting year**. The SCBBO anticipates Column Q may differ from columns M, O, and P as grantee subscribers may fluctuate over time with some consumers subscribing and others canceling service over the course of a given annual reporting cycle. Grantees must upload their completed project-specific file (using the template provided), to their Citrix Sharefile "Annual Report" folder for the appropriate grant program by the due date listed in this policy notice. A separate annual report submission is due for each individual grant award under a given grant program.

Annual Reporting Narrative Submission –
Along with uploading a completed Post Construction List of Addresses Annual Report file to the appropriate Citrix Sharefile Folder by the due date listed in this policy notice, Grantees must also summarize their findings by filling out a form linked here: https://forms.office.com/g/8bBBHBZeNr

Key data fields provided on the form are listed below, Grantees must have their Post Construction List of Addresses Annual Report spreadsheet filled out and uploaded to Citrix **before** filling out the online form.

Data fields from Annual Report Form

Field Name	Description
Grant Program	ADGP 2.0, ARPA SLFRF 1.0, ARPA CPF 1.0, ARPA SLFRF 3.0
Project Number	XXX-XX (required only for ARPA SLFRF 1.0, ARPA CPF 1.0, and ARPA SLFRF 3.0 reports)
ISP Organization Name	As listed in Grant Agreement
Contact Name	The individual with whom SCBBO may contact with any follow up questions
Contact Email	The email address of the individual with whom SCBBO may contact with any follow up questions
Take Rate	As calculated in completed Annual Report Template and entered into the form
How does the take rate for this project compare to your average take rate for South Carolina?	Compare and contrast the funded project against other project builds and their associated take rates
Describe how you conducted the survey, what delivery mechanism was used to distribute and obtain survey responses from consumers in the funded area?	Provide a narrative that describes how you conducted the survey along with the delivery mechanism used for distribution and receipt of survey responses.
Number of Surveys Distributed	The actual number of surveys distributed
Number of Responses Received	The actual number of survey responses obtained
Please choose from the list provided the number 1 reason consumers have not taken service based on your survey results?	Upon review of the survey responses, choose the option that best fits with the number 1 reason consumers have not taken service
Please choose from the list provided the number 2 reason consumers have not taken service based on your survey results?	Upon review of the survey responses, choose the option that best fits with the number 2 reason consumers have not taken service

Please choose from the list provided the number 3 reason consumers have not taken service based on your survey results?	Upon review of the survey responses, choose the option that best fits with the number 3 reason consumers have not taken service
In Grantee's own words, why have consumers not subscribed to Service?	Provide a narrative that describes why consumers have not subscribed to service
What types of actions or strategies may the Grantee utilize to bolster the Take Rate moving forward?	Provide a narrative that describes any additional actions or strategies may be taken to increase the take rate moving forward.
Would you like to collaborate with the ORS Digital Opportunity Department (DOD), to bolster adoption and use?	Indicate whether you would like to collaborate with the DOD to further bolster broadband adoption and use activities in the funded area

<u>Years 2 and 3 (2nd and 3rd) Annual Reporting Submission -</u>
Grantees must utilize the previously submitted (i.e., Year 1 for Year 2) Annual Reporting template to complete fields R and S based on the last submission (i.e., 2nd annual report will capture subscribers between 1st report and 2nd report dates). Grantees must upload the file to Citrix with a new file name so as not overwrite the previously submitted report(s). Along with the completed Post Construction List of Addresses Annual Report file, Grantees must also summarize their finding by filling out the annual report form, as explained herein, for the additional yearly submissions.