



STATE OF HAWAII  
Department of Commerce and Consumer Affairs  
Cable Television Division  
Phone: (808) 586-2620  
Email: [bbdata@dcca.hawaii.gov](mailto:bbdata@dcca.hawaii.gov)

## **ANNUAL BROADBAND SERVICE REPORT**

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### **GENERAL INSTRUCTIONS**

#### **QUESTIONS**

If you have any questions after reading these instructions, please contact the Department of Commerce and Consumer Affairs, Cable Television Division (DCCA/CATV) at (808) 586-5620 or by email at [bbdata@dcca.hawaii.gov](mailto:bbdata@dcca.hawaii.gov).

#### **WHO MUST SUBMIT**

DCCA/CATV Form BB-1 Annual Broadband Service Report must be completed and filed with DCCA/CATV by each cable operator, telecommunications carrier, or telecommunications common carrier that provides broadband service in the State of Hawaii, except for commercial mobile radio service providers. (HRS §440J-2).

#### **WHEN TO SUBMIT**

DCCA/CATV Form BB-1 must be received by DCCA/CATV on March 1 of each year. For due dates that fall on a Saturday, Sunday, or legal holiday, forms must be submitted by the next business day.

#### **HOW TO SUBMIT**

Submit Microsoft Excel version of DCCA/CATV Form BB-1 by email to: [bbdata@dcca.hawaii.gov](mailto:bbdata@dcca.hawaii.gov).  
A separate report (worksheet) must be submitted for each county in which the reporting entity offers broadband service.

#### **COPIES OF FORM AND INSTRUCTIONS**

Copies of the reporting form in spreadsheet format (XLS) and instructions in portable document format (PDF) and are available on DCCA's website as follows:

- **Reporting Forms in Excel**

[http://www.hawaii.gov/dcca/broadband/hrs-chapter-440j/DCCA-CATV\\_FORM\\_BB-1\\_2-2013.xls](http://www.hawaii.gov/dcca/broadband/hrs-chapter-440j/DCCA-CATV_FORM_BB-1_2-2013.xls)

- **Instruction Forms**

[http://www.hawaii.gov/dcca/broadband/hrs-chapter-440j/DCCA-CATV\\_FORM\\_BB-1\\_INSTRUCTIONS\\_2-2013.pdf](http://www.hawaii.gov/dcca/broadband/hrs-chapter-440j/DCCA-CATV_FORM_BB-1_INSTRUCTIONS_2-2013.pdf)

Data cannot be entered interactively on the website.

#### **CONFIDENTIALITY OF INFORMATION**

Information reported on Form DCCA/CATV BB-1 will be protected from disclosure as provided in HRS §440J-3.

## REPORTING INSTRUCTIONS

### PART 1. RESPONDENT IDENTIFICATION

- **Company name** – Enter the name of the reporting entity.
- **Doing business as (dba)** – Enter the name used as a dba for the reporting entity.
- **Report Date** – Enter the year in which the report is being filed.
- **Report Resubmission** – A resubmission is required whenever an error is found in a previous report submitted for the same time period. A resubmission must be done regardless if an error was discovered by a respondent or requested by DCCA/CATV. If the report is being resubmitted, enter “Yes” and provide an explanation for the resubmission. If the report being submitted is not a resubmission, enter “No.”
- **Company Information Has Changed** – If respondent information has not changed, enter “No.” If respondent information has changed since previous report, enter “Yes” and indicate the information that has changed.
- **Mailing Address** – Enter mailing address of the reporting entity.
- **Contact Information** – Enter the name, telephone number, and email address of the contact person for the reporting entity concerning information shown in the report. The contact person should be the person most knowledgeable of the specific data reported.
- **Counties Offered Broadband Service** – Name the counties in which the reporting entity offers broadband service.
- **Monthly Broadband Service Price (Purchased Individually Without Discounts)** – Enter the monthly price charged for broadband service by the reporting entity during the reporting period if priced individually without any discounts.
- **Certification** – The certification section at the bottom of the form shall be completed and executed by the person filing the report on behalf of the reporting entity.

### PART 2. SUBMISSION OR RESUBMISSION OF COUNTY REPORT(S)

- **Submission** – Submit a separate worksheet for each county designated on the spreadsheet tabs.
- **Resubmission** – Submit a complete first page of DCCA/CATV Form BB-1 and a worksheet for each affected county. Report only the affected line(s) on the worksheet, entering the revised data and using the same line number(s) used in the original submission.

### PART 3. COUNTY WORKSHEET DETAIL

- **Percentage That Cannot Be Serviced at Broadband Speed Threshold** – Submit a spreadsheet using the corresponding spreadsheet tab(s) for each county in which the reporting entity provides broadband service. Do not submit a worksheet for a county in which no broadband service is offered. For each census block number listed, enter the percentage of households, addresses, or tax map key parcels in that census block that cannot be serviced by the reporting entity at the broadband speed threshold. (HRS §440J-2). The broadband speed threshold is the highest speed threshold defined or established in the most recent broadband progress report issued by the Federal Communications Commission (FCC) to Congress. (HRS §440J-1). Report percentages for the thirty day period preceding the March I filing date of the current report by the reporting entity. Do not include any individually identifiable personal or private information of broadband service subscribers.
- **Comments** – Please provide comment for individual census blocks if there are unusual aspects of the data reported.