BTOP Quarterly and Annual Performance Reporting Webinar

SBA Projects

January 2011

Agenda

- Overview

- Quarterly PPR Template Guidance

- Annual PPR Template Guidance

- PAM Submission Process

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- Quarterly PPR Template Guidance

- Annual PPR Template Guidance

- PAM Submission Process

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
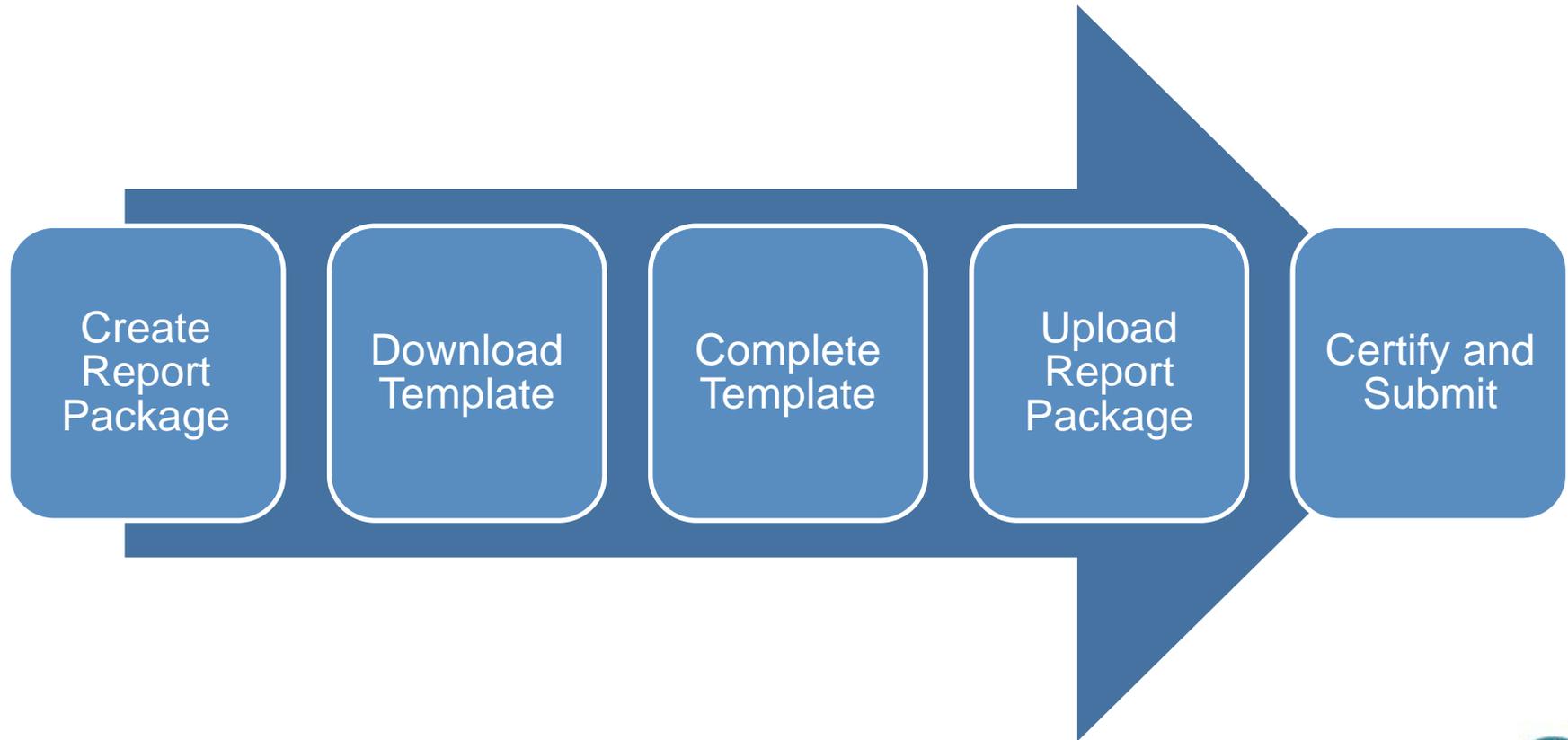
Recipients should follow all guidelines to ensure successful submission

- Download the template from the report package. Each template is customized for each Recipient

- Do **not** print, sign and scan the document. Recipients must upload a completed 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"/"NA" if no data is available

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- PAM Submission Process

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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 overall 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

The General Information section requires award identifying information

QUARTERLY PERFORMANCE PROGRESS REPORT FOR SUSTAINABLE BROADBAND ADOPTION		
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. ▪ An "electronic signature" is generated when the form is uploaded and submitted from the specific PAM account.

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 ▪ While this field is limited to 600 words or fewer, you may attach an additional document to this report through PAM.

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 report, please insert them at the bottom of the table. 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 any other relevant information)
2.a.	Overall Project		
2.b.	Equipment / Supply Purchases	-	Progress reported in Question 4 below
2.c.	Awareness Campaigns	-	Progress...

Reporting Element	Instructions
2a. Key Milestone – Overall Project	▪ Provide percent complete for the overall project (based on budget expenditure) ▪ Provide a narrative description if percent complete is different from the target provided in the baseline plan
2b. – 2f. Key Milestones	▪ Do not enter data for these cells; the information is covered by Question 4

This section allows recipients to identify any challenges or issues faced

> 3. 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. ▪ In particular, please identify areas or issues where technical assistance from BTOP may be useful ▪ Please indicate whether the issues remains or has been corrected/mitigated. If corrected/mitigated, indicate how the issue was resolved. ▪ While this field is limited to 600 words or fewer, you may attach an additional document to this report through PAM.

The SBA form requires recipients to provide data on BTOP-funded activities

4a. In the chart below, please provide the requested information on your BTOP grant-funded SBA activities. Please also provide a short description of the activity (600 words or less). Figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please ensure that the numbers of new household subscribers and business or community anchor institution (CAI) subscribers reflected in the "Total" row represent the unduplicated number of new subscribers that can be attributed to your SBA project as a whole.

Name of the SBA Activity	Location of SBA Activity	Description of Activity (600 words or less)	Size of Target Audience	Actual Number of Participants	New Subscribers: Households	New Subscribers: Businesses and/or CAIs
Total:						

[Add SBA Activity]   [Remove SBA Activity]

Reporting Element	Instructions
4a. Funded Activities	▪ Please note that the Project Indicators of the new SBA Quarterly PPR form are different from the Key Indicators in the Baseline Report. Please see the Appendix slides for details

Recipients should also provide information about subscribers

4b. Please describe your method for determining the number of households, businesses, and/or (CAIs) subscribing to broadband as a result of your SBA programs (600 words or less).

4c. Please provide a narrative explanation if the total number of new subscribers is different from the targets provided in your baseline plan (600 words or less).

4d. Please provide the number of households and the number of businesses and CAIs receiving discounted broadband service as result of BTOP funds.

Households:	Businesses and CAIs :

Reporting Element	Instructions
4b. – 4d.	▪ Please note that the Project Indicators of the new SBA Quarterly PPR form are different from the Key Indicators in the Baseline Report. Please see the Appendix slides for details

The Project Indicators section continues with 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 anticipated for the following key milestones in your project as of the end of the next quarter. Write "0" in the second column if your project does not include this activity. If you provided additional milestones in your baseline report, please insert them at the bottom of the table. Figures should be reported cumulatively from award inception to the end of the next reporting quarter. Please provide a narrative description if the planned 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 any other relevant information)
2.a.	Overall Project		
2.b.	Equipment Purchases	0	Milestone Data Not Required
2.c.	Awareness Campaigns	0	Milestone Data Not Required

Reporting Element	Instructions
2a. Key Milestone – Overall Project	▪ Provide anticipated percent complete for each key milestone (based on budget expenditure) ▪ Provide a narrative description if percent complete is different from the target provided in the baseline plan ▪ Narrative should be 300 words or less
2b. – 2f. Key Milestones	▪ Milestone Data is Not Required

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

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

Activity Based Expenditures (Sustainable Broadband Adoption)

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. Personnel									

Reporting Element	Instructions
1a. – 1j.	▪ Provide details on your total budget, cumulative actual expenditures, and cumulative anticipated expenditures (include both federal and matching funds) ▪ Figures should be reported cumulatively from award inception to the end of the most recent calendar year ▪ Please see detailed instructions on the Appendix slides to complete this section.

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Recipients should also provide information on Program Income

2. Program Income: Please provide the program income you listed in your application budget and actuals to date through the end of the reporting period.	
a. Application Budget Program Income:	b. Program Income to Date:

Reporting Element	Instructions
2a. – 2b.	▪ Do NOT provide program income you listed in your application budget, as the instructions state. Instead, report the program income as determined in your executed CD-450 Financial Assistance Award or the most recently executed Award Amendment for a No-Cost Budget Modification, within the reporting period. ▪ As noted above, the actuals to date should be the same as noted on the FFR.

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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

The General Information section requires award identifying information

ANNUAL PERFORMANCE PROGRESS REPORT FOR SUSTAINABLE BROADBAND ADOPTION		
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"

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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. - An "electronic signature" is generated when the form is uploaded and submitted from the specific PAM account.

The Project Indicators section begins by asking about fostering broadband technology

PROJECT INDICATORS

1. Does your Sustainable Broadband Adoption (SBA) project foster a particular broadband technology or technologies? If so, please describe this technology (or technologies) (600 words or less).

Reporting Element	Instructions
1. Broadband Technology	▪ Provide narrative description of technology (or technologies) fostered by the project. ▪ If the project does not foster a particular broadband technology, please write "N/A" ▪ While this field is limited to 600 words or fewer, you may attach an additional document to this report through PAM.

Recipients should list BTOP funded equipment used and deployed

2a. Please list all of the broadband equipment and/or supplies you have purchased during the most recent calendar year using BTOP grant funds or other (matching) funds, including any customer premises equipment or end-user devices. If additional space is needed, please attach a list of equipment and/or supplies. Please also describe how the equipment and supplies have been deployed (100 words or less).

Manufacturer	Item	Unit Cost per Item	Number of Units	Narrative description of how the equipment and supplies were deployed
		0	0	
Totals		0	0	
	Add Equipment		Remove Equipment	

2b. To the extent you distribute equipment/supplies to beneficiaries of your project, please describe the equipment/supplies you distribute, the quantities distributed, and the specific populations to whom the equipment/supplies are distributed (600 words or less).

Reporting Element	Instructions
2a. SBA Equipment	▪ List ONLY equipment, as defined by federal guidelines (and NOT supplies) purchased using BTOP funds or matching funds, including customer premises/end-user equipment. ▪ Describe how the equipment and supplies have been deployed ▪ You may either add rows to this form or attach an additional document to this report through PAM. ▪ Please see detailed instructions on the Appendix slide to complete this section.
2b. SBA Equipment	▪ Describe the equipment/supplies you distribute, quantities distributed and populations to whom distributed. ▪ Limit narrative responses to 600 words or less

Information on SBA access and training provided with BTOP grant funds is required

3. For SBA access and training provided with BTOP grant funds, please provide the information below. Unless otherwise indicated in the instructions, figures should be reported <u>cumulatively</u> from award inception to the end of the most recent calendar year. For each type of training (other than open access), please count only the participants who <u>completed</u> the course.

Types of Access or Training	Number of People Targeted	Number of People Participating	Total Training Hours Offered
Open Lab Access			0
Multimedia			
Office Skills			
ESL			

Reporting Element	Instructions
3. SBA Access and Training	- Provide information on type of access/training, number of people targeted, number of people participating, and total training hours offered - Note: The number of training hours/program is calculated by multiplying the number of hours for each program by the number of participants

The form allows recipients to capture and share the project's successes over the year

> 4. Please describe key economic and social successes of your project during the past year, and why you believe the project is successful thus far **(600 words or less)**.

Reporting Element	Instructions
4. Economic and Social Successes	▪ Describe key economic and social success of the project during the past year and why you believe the project is successful thus far ▪ May reference other data provided in this report or provide additional information that is not included in the typical Quarterly or Annual reports ▪ Limit narrative response to 600 words or less

Recipients should note adoption level and any barriers to adoption faced

> **5. Please estimate the level of broadband adoption in the community(ies) and/or area(s) your project serves, explain your methodology for estimating the level of broadband adoption, and explain changes in the broadband adoption level, if any, since the project began.**
>
> | 5a. Adoption Level (%): | Narrative description of level, methodology, and change from the level at project inception (600 words or less). |
> |---|---|
> | | |
>
> **6. Please describe the two most common barriers to broadband adoption that you have experienced this year in connection with your project. What steps did you take to address them (600 words or less)?**
>
> | |
> |---|
> | |

Reporting Element	Instructions
5. Adoption Level	- Estimate the level of broadband adoption in the community(ies) and/or area(s) your project serves (Include methodology for estimation) - Provide a narrative description if adoption rate has changed from baseline rate - Limit narrative response to 600 words or less
6. Barriers to Adoption	- Describe the two most common barriers to broadband adoption - For each, please explain either how you have overcome the barrier or how you are currently trying to overcome the barrier - Limit narrative response to 600 words or less

Finally, the form requests small business concerns and best practices information

> 7. 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)
>
> 8. Please describe any best practices / lessons learned that can be shared with other similar BTOP projects (900 words or less).

Reporting Element	Instructions
7. Small Business Concern	▪ Identify all sub-recipients and contractors that are socially and economically disadvantaged small business concerns, if applicable ▪ Limit narrative response to 150 words or fewer. You may also attach an additional document to this report through PAM.
8. 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

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Change the password in order to maintain consistent access to PAM

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

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![BroadbandUSA - Connecting America's Communities logo]

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

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.

Resources:

- PAM Site http://btoppam.ntia.doc.gov/

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

Questions?

Appendix: Additional Guidance

- Quarterly PPR:
  - Project Indicators Q.4
    Please note that the Project Indicators of the new SBA Quarterly PPR form are different from the Key Indicators in the Baseline Report. Please provide the new information requested to the best of your ability.
    Round 1 awardees will NOT be required to provide summary data on these Baseline Report "Key Indicator" "Quarterly Indicators:" New subscribers (households and/or businesses); Individuals reached with awareness campaigns

    Round 1 awardees will NOT be required to provide summary data on these Baseline Report "Key Indicator" "Quarterly Indicators:" New subscribers: households; New Subscribers: businesses and community anchors

    Instead, both Round 1 and Round 2 awardees will provide detailed information on the individual "Name of SBA Activity," Location of SBA Activity," Description of Activity," Size of Target Audience," "Actual Number of Participants, "New Subscribers: Households," and "New Subscribers: Business and/or CAIs."

    You may add additional rows to accommodate each SBA activity or you may attach an additional document to this report through PAM. Please add a "Totals" row if you attach a separate report.

Appendix: Additional Guidance

- Quarterly PPR:
  - Budget Q1a. – 1j.

    Please refer to the "Federal Financial Report Instructions" for the Federal Financial Report (FFR or SF-425) when reporting data. Whether the figures are based on a cash or accrual accounting system, the total of "Actuals from Project Inception through End of Current reporting Period" for this quarter should be reported exactly the same as the information you provide in the FFR for this quarter.

- Annual PPR:
  - Project Indicators Q.2

    Equipment is defined as having a unit cost of $5,000 or more. This does not depend on whether the expense of the item is included in the "Equipment" or "Supplies" Object Class Category of the project budget SF-424.