



BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES

BTOP Project Reporting: PCC/SBA

William Maguire, NTIA

BTOP Recipient Post-Award Workshop
Chicago, IL
June 25, 2010



Goals and Agenda

Goals

- Identify of Quarter 2 performance reporting forms and process.
- Lessons Learned from Quarter 1 reporting to inform future reporting efforts.
- Provide overview.

Agenda

- Lessons Learned from Quarter 1:
 - American Recovery and Reinvestment Act (ARRA) Reporting.
 - Federal Financial Reporting.
- Post-Award Monitoring (PAM) System.
- Quarter 2 Performance Reporting.





Lessons Learned: American Recovery and Reinvestment Act Reporting

- **Maintain Current Registrations:** DUNS and CCR registrations must remain current and active. CCR registration expires after one year. Register with CCR and renew annually. Renewing the CCR, if it lapses, can take several weeks and prevent the recipient from filing a timely ARRA Report.
 - Maintain current point-of-contact information in CCR. If the recipient's registered point of contact (POC) has left the organization, the recipient may not receive notification that the CCR registration is about to expire.
 - The recipient should check its CCR regularly to ensure that its registration is not about to expire.
 - Refreshing the CCR can take a week or more once the recipient has begun the refresh process.





Lessons Learned: American Recovery and Reinvestment Act Reporting (cont.)

- **Jobs Created:** Use the Recovery Act methodology for computing the FTE total for jobs created or retained. Report the exact result – do not round figures.

$$\frac{\text{Total Number of Hours Worked and Funded by Recovery Act within Reporting Quarter}}{\text{Quarterly Hours in a Full-Time Schedule}} = \text{FTE total for report}$$

(ex. 13 weeks x 40 hrs/week, or 520 hours in a quarter)

- **Award Date:** Enter the exact date on which the Grants Officer signed the award, from your award documents.
- **Award and Project Descriptions:** Keep the Award Description short. Clearly and concisely describe the results the recipient intends to achieve.





Lessons Learned: American Recovery and Reinvestment Act Reporting (cont.)

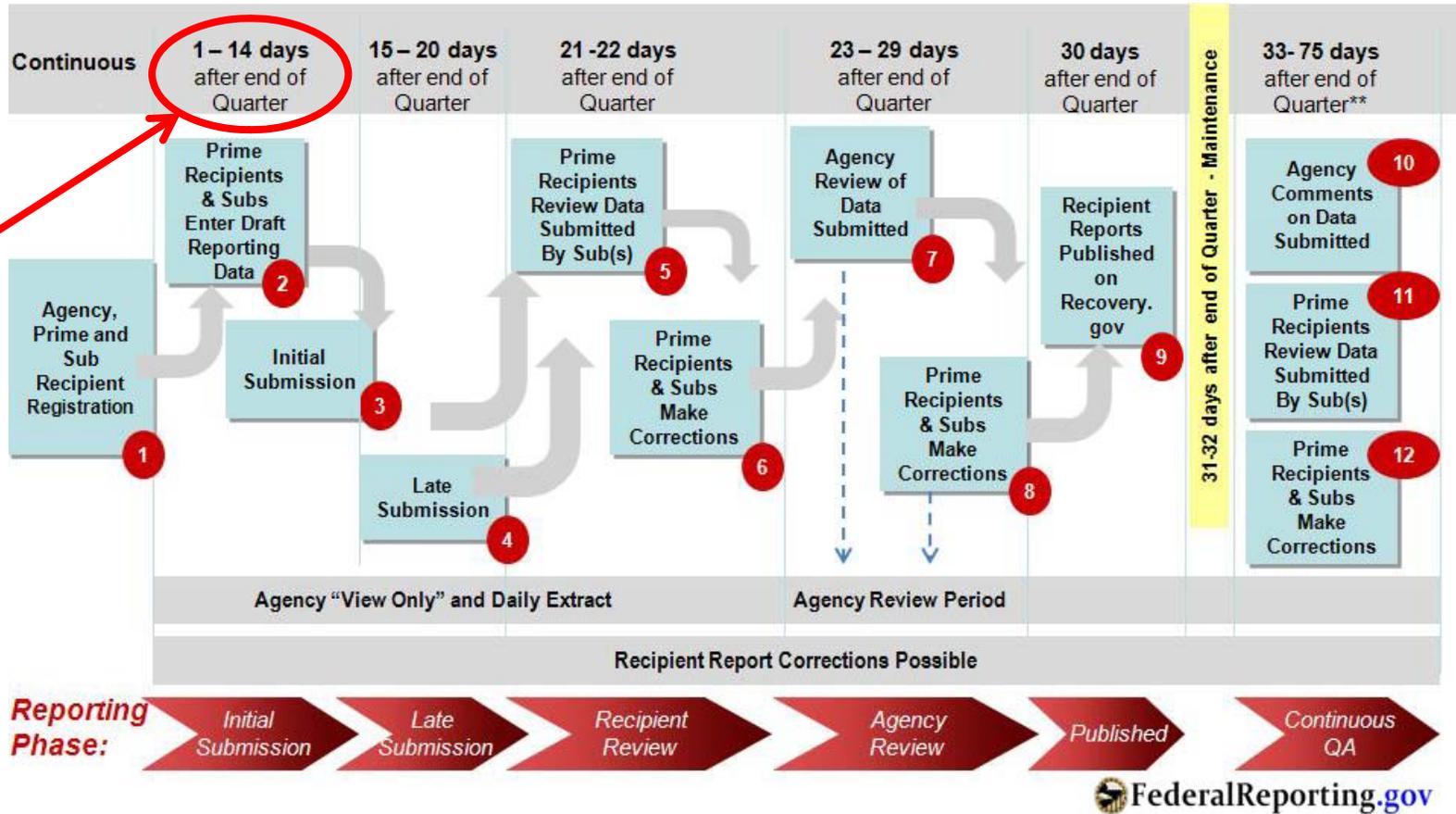
- **Jobs Description:** Describe jobs created or retained clearly and simply, and ensure that the number of jobs described is reasonable in light of the FTEs reported.
- **Code:** Activity code, award code, and funding code must be entered in the appropriate fields.
- **Subrecipient Reporting:** The subrecipient must correctly link its report to the prime recipient's DUNS number.
- **Multiple-Award Reporting:** If reporting for more than one award, ensure the information presented for each award is related to that award (e.g., avoid copy-and-paste duplication errors).
- **Copy Forward Function:** Each quarterly ARRA report will need to be linked to the report from the quarter before using the "Copy Forward" function. Please go to <http://www.Federalreporting.gov> and see *Chapter 10: Copy Forward and Copy Functions* of the User Guide for instructions on the use of this function.





Quarter 2 – ARRA Reporting Timeline

The initial ARRA reporting deadline is July 14, 2010.





Lessons Learned: Federal Financial Reporting

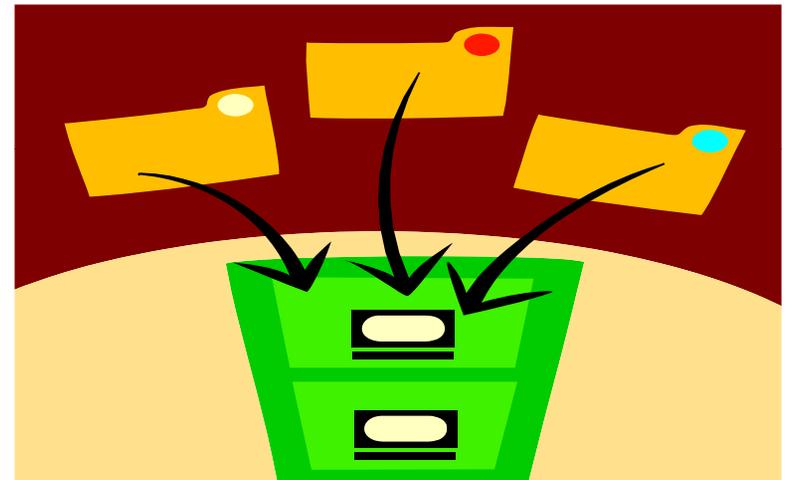
- **Completeness:** Ensure that values are entered into all necessary fields.
 - For example, even if no Federal funds were expended during the quarter, the recipient should still make sure to report on Federal funds authorized, total Federal share, unobligated balance of Federal funds, total recipient share required, remaining recipient share to be provided.
- **Recipient Share:** Where noted, please make sure to provide information on the recipient share of expenditures (e.g., match), *not* only the Federal share.
- **Project/Grant Period:** This is the period of performance stated in your award documents and any amendments that affect your project start/end dates.
- **Grantee Webinar:** Participate in the webinar for Second Quarter reporting for specific guidance on completing the SF-425 .





In Quarter 2, recipients will use the Post-Award Monitoring System for document submissions

- The Post-Award Monitoring system (PAM) is a new online system for post-award documentation management.
- Screen shots shown in this presentation are illustrative only.
- PAM will allow BTOP recipients to submit post-award reports and documentation to FPOs for review and submission to the respective Grants Office (NIST or NOAA).
- PAM will enable recipients to both download and complete templates for certain reports and forms, as well as attach certain documentation directly for Program Office review.
- All completed and reviewed documentation will remain in PAM; this will provide both the recipient and the program office a central location for all post-award documentation.



PAM will serve as the single location for all post-award documentation submissions for PCC-SBA recipients.





Recipient begins the process by logging into the PAM system

508 Accessibility Statement
The Department of Commerce is committed to providing access to our web pages for individuals with disabilities, both members of the public and Federal employees. To meet this commitment, we will comply with the requirements of Section 508 of the Rehabilitation Act. Section 508 requires that individuals with disabilities, who are members of the public seeking information or services from us, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless ensure that Federal employees with disabilities have access to and use of information and data by Federal employees who are not individuals with disabilities, unless...

Connect to pam-test2.egovse...
The server pam-test2.egovservices.net at pam.bah.com requires a username and password.

User name: PAM\

Password:

Remember my password

OK Cancel

Login
You are accessing a U.S. Government (USG) Information System (IS) that is provided for authorized use only. By using this IS you consent to the following conditions:

- The USG routinely monitors communications occurring on this IS, and any device attached to this IS, for purposes including, but not limited to, penetration testing, COMSEC monitoring, network defense, quality control, and employee misconduct, law enforcement, and counterintelligence investigations.
- At any time, the USG may inspect and/or seize data stored on this IS and any device attached to this IS.
- Communications occurring on or data stored on this IS, or any device attached to this IS, are not private. They are subject to routine monitoring and search.
- Any communications occurring on or data stored on this IS, or any device attached to this IS, may be disclosed or used for any USG-authorized purpose.
- Security protections may be utilized on this IS to protect certain interests that are important to the USG. For example, passwords, access cards, encryption or biometric access controls provide security for the benefit of the USG. These protections are not provided for your benefit or privacy and may be modified or eliminated at the USG's discretion.

Login

Waiting for https://pam-test2.egovservices.net:8443/Pages/Default.aspx...





The award page provides high-level information on the award

If uploading a new report, the recipient will select the "Create Report Package" button.

Post Award Monitoring > Award Home Page

Select Award: NT10BIX5570007 Recovery Act - ION Upstate New York Rural Broadband Initiative

Create Report Package

Award Information			
Award #:	NT10BIX5570007 Recovery Act - ION Upstate New York Rural Broadband Initiative	First Report Due:	
Award Period:	12/1/2009 - 11/30/2012	Final Report Due:	
Project Type:	Mapping	Total Federal Funding:	\$0.00
Organization Name:	ION Hold Co.,LLC	Total Non-Federal Funding:	\$9,931,154.00
Project Title:	Recovery Act - ION Upstate New York Rural Broadband Initiative		

File Inbox: No Files found. Alerts: No Alerts found.

Active Report(s): No Active Reports found.





On the next screen, the recipient will start to create the “Report Package”

Define the Report Package by specifying year, report period, and report type (PPR, FFR, AAR, or Other).

Post Award Monitoring > Create Report Package

Create Report Package

Cancel Create

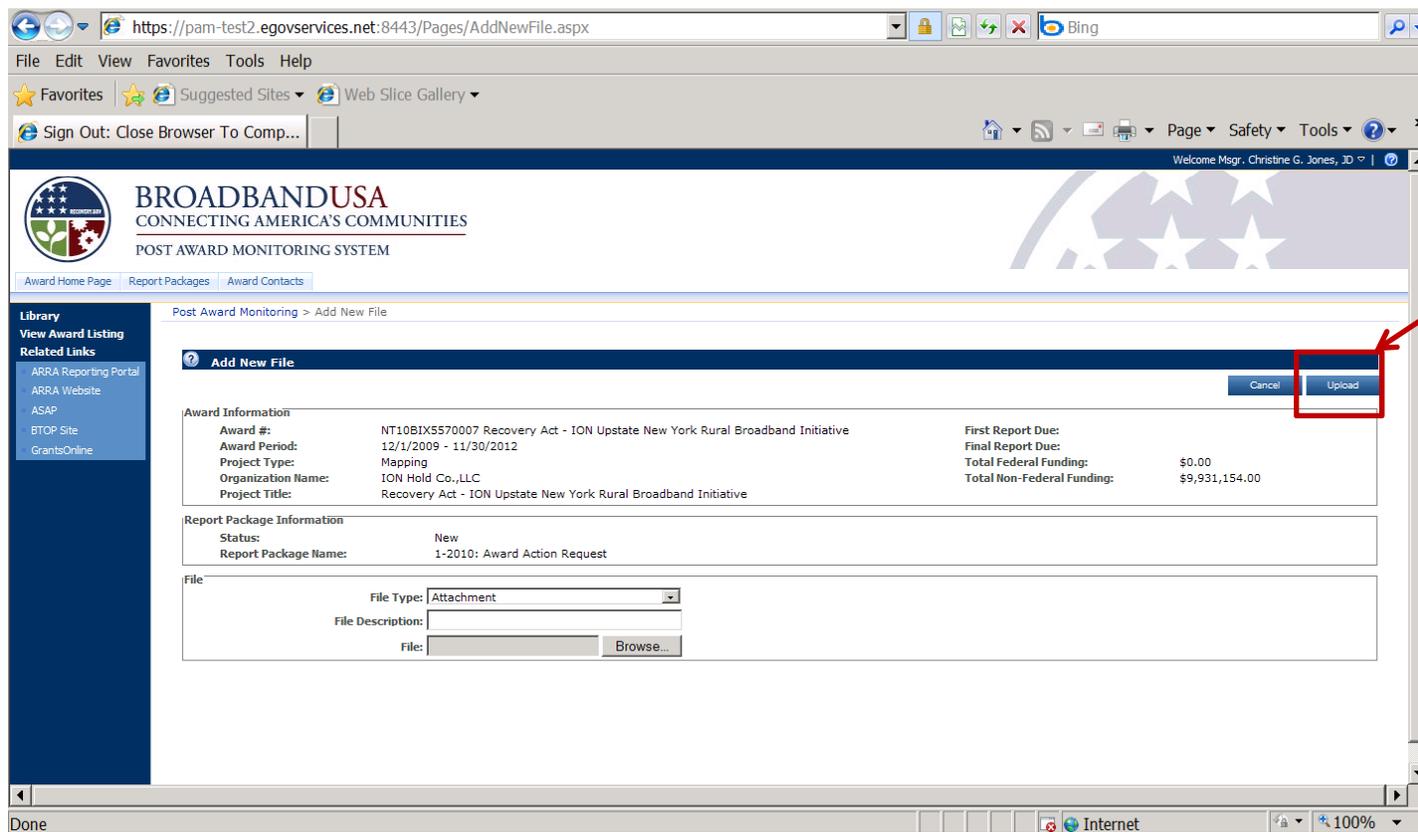
Award Information	
Award #:	NT10BIX5570007 Recovery Act - ION Upstate New York Rural Broadband Initiative
Award Period:	12/1/2009 - 11/30/2012
Project Type:	Mapping
Organization Name:	ION Hold Co.,LLC
Project Title:	Recovery Act - ION Upstate New York Rural Broadband Initiative

Report Package Information	
Year:	2010
Report Period:	NA
Report Package Type:	Award Action Request

...and clicking “Create.”



The recipient will complete the forms offline and upload the completed forms to PAM



https://pam-test2.egovservices.net:8443/Pages/AddNewFile.aspx

File Edit View Favorites Tools Help

Sign Out: Close Browser To Comp...

Welcome Msgr. Christine G. Jones, JD

BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES
POST AWARD MONITORING SYSTEM

Award Home Page | Report Packages | Award Contacts

Post Award Monitoring > Add New File

Add New File [Cancel] [Upload]

Award Information

Award #:	NT10BIX5570007 Recovery Act - ION Upstate New York Rural Broadband Initiative	First Report Due:	
Award Period:	12/1/2009 - 11/30/2012	Final Report Due:	
Project Type:	Mapping	Total Federal Funding:	\$0.00
Organization Name:	ION Hold Co.,LLC	Total Non-Federal Funding:	\$9,931,154.00
Project Title:	Recovery Act - ION Upstate New York Rural Broadband Initiative		

Report Package Information

Status:	New
Report Package Name:	1-2010: Award Action Request

File

File Type: Attachment

File Description:

File: [Browse...]

Upload button





Once documents are uploaded, the recipient can review the uploads and select “Submit”

The screenshot shows the 'Report Package' page in the BroadbandUSA Post Award Monitoring System. The page title is 'Report Package' and the selected award is 'NT10BIX5570007 Recovery Act - ION Upstate New York Rural Broadband Initiative'. The 'Submit' button is highlighted with a red box and a red arrow pointing to it.

Report Package
Select Award: NT10BIX5570007 Recovery Act - ION Upstate New York Rural Broadband Initiative

Create Report Package [Delete] [Add File] [Submit]

Award Information

Award #:	NT10BIX5570007 Recovery Act - ION Upstate New York Rural Broadband Initiative	First Report Due:	
Award Period:	12/1/2009 - 11/30/2012	Final Report Due:	
Project Type:	Mapping	Total Federal Funding:	\$0.00
Organization Name:	ION Hold Co.,LLC	Total Non-Federal Funding:	\$9,931,154.00
Project Title:	Recovery Act - ION Upstate New York Rural Broadband Initiative		

Report Package Informat

Report Package Name: 1-2010: Award Action Reques
Status: New
Template: 1-2010: Award Action Request Template
Active Report:

Files

Show Previous File Versions

Date Added	Added By	File Name	Type	Source
5/10/2010 3:33:03 PM	C. Jones	1 Award Action Request	AAR(e)	GMIS





Goals of Quarterly Performance Reporting

- Ensure that project is being implemented as described in the award documents.
- Monitor project progress and timeliness.
- Track and ensure compliance with BTOP requirements.
- Facilitate transparency in use of Recovery Act funding.
- Provide opportunity for recipients to highlight BTOP project accomplishments.
- Identify potential areas for technical assistance.





Importance of Narrative Questions

- Value of meaningful responses to narrative questions:
 - Support the Administration's dedication to transparency and openness in government reporting.
 - Ensure public understanding of Recovery Act funding.
 - Highlight how Recovery Act funding is changing lives, stimulating the economy, and impacting communities.

- PCC and SBA projects Quarterly Performance Report narratives:

Project Indicators (This Quarter)
1. Please describe significant project accomplishments during this quarter (150 words or less).





Performance Report Improvements

- The Quarterly Performance Report builds on the Baseline Report format, and incorporates recipient feedback to provide more thorough and robust reporting instructions.
- Data elements clarified in Quarterly Performance Report:
 - PCCs established vs. PCCs improved.
 - Workstations installed vs. workstations upgraded.
 - Outreach vs. Awareness.





Noteworthy Calculations

- Calculating the Number of Training Hours per Program (PCC):
 - Length of program should be provided on an hourly basis.
 - Calculated by multiplying the number of hours for each program by the number of participants.
- Calculating the Number of New Subscribers (SBA):
 - Indicate the number of new broadband subscriptions in the identified area since the start of your project.
 - A new subscriber is defined as a household or business that did not subscribe to broadband prior to the start of your project.
 - Methods for calculating the number of subscribers may include use of broadband provider statistics, surveys, interviews, campaign attendance records, or any other measurable data collection method.





Report format designed to gather data on unique aspects of your project

SBA Quarterly Performance Report

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 (100 words or less). Unless otherwise indicated in the instructions, figures should be reported cumulatively from award inception to the end of the most recent reporting quarter.

Name of the SBA Activity	Location of SBA Activity	Description of Activity (100 words or less)	Size of Target Audience	Actual Number of Participants	New Subscribers (Households and/or Businesses)

PCC Quarterly Performance Report

5. Training Programs. In the chart below, please describe the training programs provided at each of your BTOP-funded PCCs.

Name of Training Program	Length of Program (per hour basis)	Number of Participants per Program	Number of Training Hours per Program





Budget Reporting

- Activity-based expenditure section of the Quarterly Performance Report directs recipients to report on:
 1. Budget for the entire project.
 2. Actual budget figures from project inception through end of the current reporting period.
 3. Anticipated actuals from project inception through end of the *next* reporting period.

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 Costs	Matching Funds	Federal Funds	Total Costs	Matching Funds	Federal Funds
a. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
b. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
c. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0





Quarterly Performance Reports identify potential areas for Technical Assistance

- NTIA will rely on information provided in Performance Reports to ensure recipients have access to necessary programmatic support.
- Information provided in the Performance Report will be used in webinars, conference calls, and specialized assistance for recipients.

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 (150 words or less).





Reminder: Reporting Requirements

- BTOP recipients are required to submit the following reports each calendar quarter:
 - ARRA Report
 - Performance Progress Report
 - Financial Report (SF-425)
 - Baseline Report (first award quarter only)

Quarter 1	January 1 – March 31	Quarter 3	July 1 – September 30
Quarter 2	April 1 – June 30	Quarter 4	October 31 – December 31

Report Type	Reporting Deadline	Where to Submit?
ARRA Report	10 th day after end of the quarter (2Q10 deadline extended to July 14)	FederalReporting.gov
Financial Report (SF-425)	30 th day after end of the quarter	Grants Office
BTOP-Specific Quarterly Performance Progress Report	30 th day after end of the quarter	NTIA BTOP Program Office
BTOP-Specific Baseline Report	30 th day after end of the first full award quarter only	NTIA BTOP Program Office





Questions?

