BTOP Quarterly and Annual Performance Reporting Webinar

PCC Projects

January 2011
Agenda

- Overview
- Quarterly PPR Template Guidance
- Annual PPR Template Guidance
- PAM Submission Process
Agenda

- Overview
- 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

- 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:

1. Create Report Package
2. Download Template
3. Complete Template
4. Upload Report Package
5. Certify and Submit
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 submit a filled in 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
Agenda

- Overview
  - Quarterly PPR Template Guidance
  - Annual PPR Template Guidance
  - PAM Submission Process
# The Quarterly Performance Progress Report Form consists of three main sections

<table>
<thead>
<tr>
<th>Report Section</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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

<table>
<thead>
<tr>
<th>QUARTERLY PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
</tr>
<tr>
<td>1. Federal Agency and Organizational Element to Which Report is Submitted</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>4. Recipient Organization</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>5. Current Reporting Period End Date (MM/DD/YYYY)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. – 5.</td>
<td>▪ Pre-populated by the PAM system</td>
</tr>
<tr>
<td>6. Is this the last Report of the Award Period?</td>
<td>▪ Check “Yes” or “No”</td>
</tr>
</tbody>
</table>
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**

- **7b. Signature of Certifying Official**

- **7c. Telephone (area code, number and extension)**

- **7d. Email Address**

- **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

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 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).

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Percent Complete</th>
<th>Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.a. Overall Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.b. Equipment / Supply Purchases</td>
<td>-</td>
<td>Progress reported in Question 4 below</td>
</tr>
<tr>
<td>2.c. Public Computer Centers Established</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

### Reporting Element Instructions

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 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 (300 words or less) |
| 2b. – 2i. 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. Challenges or Issues

- Describe any challenges or issues faced during this past quarter in achieving planned progress against the Overall Project progress noted in 2a.
- In particular, please identify any areas or issues where technical assistance from the BTOP program 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 PCC form requires recipients to provide data on accessibility and use for computer centers.

Please provide actual total numbers to date or typical averages for the following key indicators, as specified in the question. Write “0” in the Total column and “N/A” in the Narrative column if your project does not include this activity. Unless otherwise indicated below, figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please provide a narrative explanation if the total is different from the target provided in your baseline plan (300 words or less).

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Total</th>
<th>Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.a.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.b.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.c.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.d.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reporting Element** | **Instructions**
---|---
4a. – 4e. | Please note that the Project Indicators of the new PCC Quarterly PPR form are different from the Key Indicators in the Baseline Report. Please see the Appendix slide for details
PCC recipients should also provide information about training programs offered

### 5. Training Programs

<table>
<thead>
<tr>
<th>Name of Training Program</th>
<th>Length of Program (per hour basis)</th>
<th>Number of Participants per Program</th>
<th>Number of Training Hours per Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- *Add Training Program*
- *Remove Training Program*

**Reporting Element**

<table>
<thead>
<tr>
<th><strong>Instructions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe the training programs provided at each of your BTOP-funded PCCs.</td>
</tr>
<tr>
<td>Write “N/A” or “0” in the cell if project does not include the activity</td>
</tr>
<tr>
<td>Add rows as needed</td>
</tr>
<tr>
<td>Note: The number of training hours/program is calculated by multiplying the number of hours for each program by the number of participants</td>
</tr>
</tbody>
</table>
The Project Indicators section continues with data on future project indicators

### 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.

### Reporting Element Instructions

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 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. – 2i. Key Milestones           | - Do enter data for these cells; the information is covered by Question 4   |
Potential challenges and issues for the project are also captured

### Reporting Element Instructions

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 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 the BTOP program may be useful  
                                       ▪ Limit responses to 600 words or less |
The Budget section of the form contains activity-based expenditure and revenues data.

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.

<table>
<thead>
<tr>
<th>Cost Classification</th>
<th>Total Cost (plan)</th>
<th>Matching Funds (plan)</th>
<th>Federal Funds (plan)</th>
<th>Total Cost</th>
<th>Matching Funds</th>
<th>Federal Funds</th>
<th>Total Costs</th>
<th>Matching Funds</th>
<th>Federal Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Personnel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Reporting Element Instructions

- 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 slide to complete this section.
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:

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 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. |
Agenda

- Overview
- Quarterly PPR Template Guidance
- Annual PPR Template Guidance
- PAM Submission Process
The annual performance progress report form consists of two main sections:

<table>
<thead>
<tr>
<th>Report Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>- Requires award-identifying information (e.g. DUNS, organization name, award number)</td>
</tr>
<tr>
<td></td>
<td>- Information is populated by the PAM system</td>
</tr>
<tr>
<td>Report Data Fields</td>
<td>- Requires descriptions of project accomplishments and cumulative totals for project milestones and indicators</td>
</tr>
<tr>
<td></td>
<td>- Asks for actual data for current reporting quarter and projected data for next reporting quarter</td>
</tr>
</tbody>
</table>
The General Information section requires award identifying information

<table>
<thead>
<tr>
<th>General Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Federal Agency and Organizational Element to Which Report is Submitted</td>
<td>2. Award Identification Number</td>
</tr>
<tr>
<td>4. Recipient Organization</td>
<td></td>
</tr>
<tr>
<td>5. Current Reporting Period End Date (MM/DD/YYYY)</td>
<td>6. Is this the last Annual Report of the Award Period?</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>7a. – 7e. Certification</td>
<td>- PAM system will auto-populate this section upon submission</td>
</tr>
<tr>
<td></td>
<td>- An “electronic signature” is generated when the form is uploaded and</td>
</tr>
<tr>
<td></td>
<td>submitted from the specific PAM account.</td>
</tr>
</tbody>
</table>
The Project Indicators section begins by identifying the project’s purpose

1. Are you establishing new Public Computer Centers (PCCs) or improving existing PCCs?
   - New
   - Improved
   - Both

2. How many PCCs were established or improved, and what type of institution(s) were they associated with? Please provide actual total numbers to date. Figures should be reported cumulatively from award inception to the end of the most recent calendar year. Recipients should only count the PCCs that were fully established or in which improvements have been fully completed in that year (that is, partial improvements should not be counted).

<table>
<thead>
<tr>
<th>Institutions</th>
<th>Established</th>
<th>Improved</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools (K-12)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Libraries</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reporting Element | Instructions
--- | ---
1. Project Purpose | Identify whether the project establishes new PCCs, improves existing PCCs, or both
2. Associated Institutions | Note the number of PCCs established/improved and what type of institution(s) they are associated with
| Figures should be reported cumulatively from award inception to end of most recent calendar year
Recipients should list information about PCCs established or improved using BTOP funds

### Reporting Element Instructions

Please note: for “3.a. New PCCs” and “3.b. Improved PCCs” you may either add additional rows to accommodate each PCC or you may attach an additional document to this report through PAM.

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3a. New PCCs</strong></td>
<td>▪ Complete the table and provide cumulative numbers from inception to end of most recent calendar year</td>
</tr>
</tbody>
</table>
| **3b. Improved PCCs** | ▪ Complete the table and provide cumulative numbers from inception to end of most recent calendar year  
▪ Include only the PCCs whose improvements have been fully completed that year |
The form asks recipients to describe the primary use of the BTOP funded PCCs

4a. Please check the primary uses of the PCCs funded by this award. (Check all that apply.)

- Open Lab Time
- Other
- Training

4b. If "other," please specify the primary use of the PCCs:

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>4a. – 4b. PCC Primary Use</td>
<td>§ Provide the primary uses of the PCCs funded by the BTOP award (select all</td>
</tr>
<tr>
<td></td>
<td>that apply)</td>
</tr>
<tr>
<td></td>
<td>§ If the primary use is neither “open lab time” or “training” please check “other”</td>
</tr>
<tr>
<td></td>
<td>and use 4b. to describe</td>
</tr>
</tbody>
</table>
PCC recipients are required to capture the broadband equipment/supplies purchased

5. Please list all of the PCC broadband equipment and/or supplies you have purchased during the past 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 (600 words or less).

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Items</th>
<th>Unit Cost per Item</th>
<th>Number of Units</th>
<th>Narrative description of how the equipment and supplies were deployed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals:

Add Equipment

Remove Equipment

---

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 5. PCC Equipment and/or Supplies | ▪ 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. |
Additionally the Annual report captures types of access and training provided at the PCCs

6. For PCC access and training provided with BTOP grant funds, please provide the information below. Figures should be reported cumulatively from award inception to the end of the most recent calendar year.

<table>
<thead>
<tr>
<th>Types of Access or Training</th>
<th>Number of People Targeted</th>
<th>Number of People Participating</th>
<th>Total Hours of Training Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Lab Access</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multimedia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office skills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reporting Element**

**Instructions**

- Complete the table using figures reported cumulatively from award inception to the end of the most recent calendar year
- Participants may be counted more than once if they attended multiple types of training
- Insert any additional types of training at the bottom of the table
Recipients should describe how the PCC promotes economic recovery in the service area

7. Please describe how your Public Computer Center(s) promotes economic recovery in your area, such as through providing job training, access to job searches, online course offerings, certifications and the like (600 words or less).

8. To the extent that you have made any subcontracts or sub grants, please provided 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).

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 7a. Economic Recovery | ▪ Describe how the PCC promotes economic recovery, such as providing job training, access to job searches, online course offerings, certifications etc.  
▪ Limit narrative descriptions to 600 words or less |
| 8. Small Business Concern | ▪ Identify all sub-recipients and contractors that are socially and economically disadvantaged small business concerns, if applicable  
▪ Limit narrative descriptions to 150 words or fewer. You may also attach an additional document to this report through PAM. |
Finally, the form requests small business concerns and best practices information.

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

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 9. 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 |
Agenda

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- Annual PPR Template Guidance
- PAM Submission Process
Change the password in order to maintain consistent access to PAM

Please enter your old password and desired new password. Note that your password must be at least 12 characters and contain characters from the following categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphabetic characters (for example, !, $, #, %)

You are logged on as: JSmith
Old Password: [ ]
New Password: [ ]
Confirm new Password: [ ]
Change Password
Navigate to the “Award Home Page” or “Report Package” tab and click “Create Report Package”
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
  - Q4-2010: PPR: Performance Progress Report Template

- Annual
  - 2010: PPR: Annual Performance Progress Report Template
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

![Certify Complete and Accurate](Q4-2010: PPR: Performance Progress Report)
- Annual

![Certify Complete and Accurate](2010: PPR: Annual Performance Progress Report)
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 PCC 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:
    4.c. Number of PCCs with upgraded broadband connectivity
    4.d. Number of PCCs with new broadband wireless connectivity
    4.e. Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds
    Note that 4.e. is different from the Baseline Report “Annual Indicator” regarding total hours of weekday and weekend operation.

    Round 2 awardees will NOT be required to provide data on these Baseline Report “Key Indicator” “Quarterly Indicators:"
    3. Number of Training Participants
    4. Number of Training Hours

    Instead, both Round 1 and Round 2 awardees will provide detailed information on the individual “Name of Training Program,” “Length of Program (per hour basis),” and “Number of Training Hours per Program.” You may add additional rows to accommodate each training program or you may attach an additional document to this report through PAM.
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. 5**
    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.