BTOP Quarterly and Annual Performance Reporting Webinar

SBA 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 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.
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>
<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 overall 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>
<tr>
<td>Budget Data Fields</td>
<td>▪ Requires cumulative actual expenditures for current reporting quarter and anticipated expenditures for the next reporting quarter</td>
</tr>
<tr>
<td></td>
<td>▪ Includes program income reporting, if applicable</td>
</tr>
</tbody>
</table>
The General Information section requires award identifying information

![General Information 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 submitted from the specific PAM account.</td>
</tr>
</tbody>
</table>
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).

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project Accomplishments</td>
<td>- Describe significant project accomplishments during the quarter</td>
</tr>
<tr>
<td></td>
<td>- Include only accomplishments that took place during this reporting period</td>
</tr>
<tr>
<td></td>
<td>- Accomplishments can be described qualitatively or quantitatively (e.g. counts, percentages, targeted dates). It could also describe a condition, result or status</td>
</tr>
<tr>
<td></td>
<td>- While this field is limited to 600 words or fewer, you may attach an additional document to this report through PAM.</td>
</tr>
</tbody>
</table>

Made Possible by the Broadband Technology Opportunities Program
Funded by the American Recovery and Reinvestment Act of 2009
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 reasons for any variance from 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. Awareness Campaigns</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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

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.

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>4a. Funded Activities</td>
<td>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</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>4b. – 4d.</td>
<td>▪ 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</td>
</tr>
</tbody>
</table>
The Project Indicators section continues with data on future project indicators

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Planned Project Accomplishments</td>
<td>▪ Describe significant project accomplishments planned for completion during the next quarter</td>
</tr>
<tr>
<td></td>
<td>▪ Include only anticipated accomplishments that will take place during the next reporting period</td>
</tr>
<tr>
<td></td>
<td>▪ Accomplishments can be described qualitatively or quantitatively (e.g. counts, percentages, targeted dates). It could also describe a condition, result or status</td>
</tr>
<tr>
<td></td>
<td>▪ Limit responses to <strong>600 words or less</strong></td>
</tr>
</tbody>
</table>
Recipients should note anticipated progress on key milestones for the next quarter

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

<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 BTOP may be useful  
▪ Limit responses to **600** words or less |
The Budget section of the form contains activity-based expenditure and revenues data

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

<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>
</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 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**

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Federal Agency and Organizational Element to</td>
</tr>
<tr>
<td>Which Report is Submitted</td>
</tr>
<tr>
<td>2. Award Identification Number</td>
</tr>
<tr>
<td>3. DUNS Number</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>

Is this the last Report of the Award Period?

Yes  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>
</table>
| 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

<table>
<thead>
<tr>
<th>Reporting Element</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Broadband Technology</td>
<td>▪ Provide narrative description of technology (or technologies) fostered by the project.</td>
</tr>
<tr>
<td></td>
<td>▪ If the project does not foster a particular broadband technology, please write “N/A”</td>
</tr>
<tr>
<td></td>
<td>▪ While this field is limited to 600 words or fewer, you may attach an additional document to this report through PAM.</td>
</tr>
</tbody>
</table>
Recipients should list BTOP funded equipment used and deployed

### 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

<table>
<thead>
<tr>
<th>Types of Access or Training</th>
<th>Number of People Targeted</th>
<th>Number of People Participating</th>
<th>Total Training Hours Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Lab Access</td>
<td></td>
<td></td>
<td>0</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

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.

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 (%): 

<table>
<thead>
<tr>
<th>Narrative description of level, methodology, and change from the level at project inception (600 words or less).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

### Reporting Element Instructions

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

- Overview
- Quarterly PPR Template Guidance
- 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
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

- 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**

- **Reporting Guidance**
  [http://www2.ntia.doc.gov/reporting](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.