BTOP Project Reporting: PCC/SBA

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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:
- 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](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.
The award page provides high-level information on the award.

If uploading a new report, the recipient will select the “Create Report Package” button.
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).

...and clicking “Create.”
The recipient will complete the forms offline and upload the completed forms to PAM
Once documents are uploaded, the recipient can review the uploads and select “Submit”
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:

<table>
<thead>
<tr>
<th>Project Indicators (This Quarter)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Please describe significant project accomplishments during this quarter (150 words or less).</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Name of the SBA Activity</th>
<th>Location of SBA Activity</th>
<th>Description of Activity (100 words or less)</th>
<th>Size of Target Audience</th>
<th>Actual Number of Participants</th>
<th>New Subscribers (Households and/or businesses)</th>
</tr>
</thead>
</table>

**PCC Quarterly Performance Report**

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

<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>
</table>

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.**

<table>
<thead>
<tr>
<th>COST CLASSIFICATION</th>
<th>Total Cost (plan)</th>
<th>Matching Funds (plan)</th>
<th>Federal Funds (plan)</th>
<th>Total Costs</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>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>b. Fringe Benefits</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>c. Travel</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
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
  - Financial Report (SF-425)
  - Performance Progress Report
  - Baseline Report (first award quarter only)

<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>January 1 – March 31</th>
<th>Quarter 2</th>
<th>April 1 – June 30</th>
<th>Quarter 3</th>
<th>July 1 – September 30</th>
<th>Quarter 4</th>
<th>October 31 – December 31</th>
</tr>
</thead>
</table>

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