



BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES

BTOP Performance Reporting

Public Computer Center and Sustainable Broadband Adoption Projects

July, 2010

Made Possible by the Broadband Technology Opportunities Program

Funded by the American Recovery and Reinvestment Act of 2009





Agenda

- Performance Progress Reporting (PPR) Overview and Completion Tips
- PPR Template Review
 - General Information (PCC and SBA)
 - Project Indicators for This Quarter
 - PCC
 - SBA
 - Project Indicators for Next Quarter (PCC and SBA)
 - Budget Details (PCC and SBA)
- Questions





Quarterly Performance Reporting Overview

Quarterly Performance Report Section	Description
1. General Information	<ul style="list-style-type: none">• Requires award-identifying information (e.g., DUNS, EIN, Recipient Organization Name, etc.)• Most of the information found in CD-450 form or report instructions• Must contain signature of Certifying Official for the report to be considered valid and complete.
2. Report Data Fields	<ul style="list-style-type: none">• Requires descriptions of project accomplishments and cumulative totals for project milestones, indicators (PCC) and activities (SBA)• Asks for actual data for current reporting quarter <u>and</u> projected data for next reporting quarter
3. Budget Data Fields	<ul style="list-style-type: none">• Requires cumulative actual expenditures for current reporting quarter, and anticipated expenditures for the next reporting quarter, as well as program income reporting, if applicable





Tips for the Completion of the Quarterly Performance Reports

- **Instructions:** Please make sure to review in detail all provided instructions before and during report completion.
- **Completeness:** All report fields should have data or narrative in them, as appropriate.
- **Consistency of Reported Data:** When filling out the performance reports, please ensure that the data provided is consistent with previously submitted reports.
- **Project Changes and Notifying the Program Office**
- **Public Reporting Implications**





Tips for the Completion of PCC-SBA Quarterly Performance Reports (Continued)

- **Definitions of Key Terms**
 - Outreach vs. Awareness
 - PCC vs. PC
- **Reporting of Cumulative Data**
 - Examples: Project Indicators, Budget Expenditures
 - Be aware of cumulative reporting of “average” numbers
- **Reporting of Total Budget Expenditures**
 - Federal funds and matching funds
- **Data Formats**
 - Numbers vs. Percentages





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PPR Template Overview – **PCC and SBA General Information**

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PCC/SBA General Information

General Information			
		Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted	2. Award Identification Number	3a. DUNS Number	
		3b. EIN	
4. Recipient Organization (Name and complete address including county, congressional district, and zip code)			

Reporting Element	Description
1. Federal Agency and Organization Element to Which Report is Submitted	Enter "Department of Commerce, National Telecommunications and Information Administration."
2. Award Identification Number	Enter your 10 digit grant award number listed on your award package CD-450 form.
3. DUNS and EIN	The numbers should match the DUNS and EIN numbers listed on your award package CD-450 form.
4. Recipient Organization	The data entered should match the data listed on your award package CD-450 form





PCC/SBA General Information

5. Current Reporting Period End Date <i>(MM/DD/YYYY)</i>	6. Is this the Last Report of the Award Period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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.		

Reporting Element	Description
5. Current Reporting Period End Date	Enter the last day of the current reporting period (06/30/2010)
6. Is this the Last report of the Award Period?	The last report is the final performance report submitted during the closeout of the grant, so enter "No" for this report.
7. Certification	Please enter all required contact information, and ensure that the form is signed by the Certifying Official.





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PPR Template Overview – PCC Project Indicators (This Quarter)

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PCC Project Indicators – This Quarter (1)

Project Indicators (This Quarter)

1. Please describe significant project accomplishments completed during this quarter (150 words or less).

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Reporting Element	Description
1. Please describe significant project accomplishments completed during this quarter	<ul style="list-style-type: none">• Include only accomplishments that took place during this reporting period.• Accomplishments can be described quantitatively or qualitatively.• For example, project accomplishments may include counts, percentages, targeted dates, time periods, or levels.• It could also describe a condition, a result, or a status.• Please limit narrative responses to 150 words or less.





PCC Project Indicators – This Quarter (2a-2i)

2. Please provide the percent complete for the following key milestones in your project. Write "N/A" in the second column if your project does not include this activity. If you provided additional milestones in your baseline plan, please insert them at the bottom of the table. Unless otherwise indicated in the instructions, 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 (100 words or less).

	Milestone	Percent Complete	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
2.a.	Overall Project		
2.b.	Equipment/Supply Purchases		
2.c.	Public Computer Centers Established		
2.d.	Public Computer Centers Improved		
2.e.	New Workstations Installed		
2.f.	Existing Workstations Upgraded		
2.g.	Outreach Activities		
2.h.	Training Programs		
2.i.	Other (please specify):		





PCC Project Indicators – This Quarter (2a-2i)

Reporting Element	Description
2. Key milestones – percent complete	<ul style="list-style-type: none">• Please provide the percent complete for each key milestones• Write "N/A" in the second column if project does not include this activity.• Please insert any additional milestones at the bottom of the table.• The percentage of completion should be based on budget expenditure• Report figures 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.





PCC Project Indicators – This Quarter (3)

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).

Reporting Element	Description
3. Challenges or Issues	<ul style="list-style-type: none">• Please describe any challenges or issues faced during this past quarter in achieving planned progress against the project milestones listed above. I• In particular, please identify any areas or issues where technical assistance from the BTOP program may be useful• In your narrative, indicate whether the issue remains or has been corrected or mitigated. If corrected or mitigated, indicate how the issue was resolved.• Please limit narrative responses to 150 words or less.





PCC Project Indicators – This Quarter (4)

4. Please provide actual total numbers to date or typical averages for the following key indicators, as specified in the question. Write "N/A" in the second column if your project does not include this activity. Unless otherwise indicated in the instructions, figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please provide a narrative description if the total is different from the target provided in your baseline plan (100 words or less).

	Indicator	Total	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
4.a.	New workstations installed and available to the public		
4.b.	Average users per week		
4.c.	Upgraded broadband connectivity at PCC		
4.d.	Establish broadband wireless connectivity at PCC		
4.e.	Number of additional hours per week an existing PCC is open to the public as a result of BTOP funds		





PCC Project Indicators – This Quarter (4a-4b)

Reporting Element	Description
4a. New workstations installed and available to the public	<ul style="list-style-type: none">• The total number of new workstations installed and available to the public.• This does not include existing workstations that were upgraded as part of your project.
4b. Average users per week	<ul style="list-style-type: none">• Identify the average number of PCC users per week.• To calculate this number, record the number of users in your center each week during the reporting period, eliminate any outlier numbers and then average for a given week.• Add these weekly figures together for a quarterly total.
4c. Upgraded broadband connectivity at PCC	<ul style="list-style-type: none">• Report the total number of PCCs that received upgraded broadband connectivity
4d. Establish broadband wireless connectivity at PCC	<ul style="list-style-type: none">• Report the total number of PCCs that established wireless broadband connectivity
4e. Number of additional hours per week an existing PCC is open to the public as a result of BTOP funds	





PCC Project Indicators – This Quarter (5)

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

Reporting Element	Description
5. Training Programs	<ul style="list-style-type: none"> • Please describe the training programs provided at each of your BTOP-funded PCCs. • Length of program should be provided on an hourly basis. • The number of training hours per program is calculated by multiplying the number of hours for each program by the number of participants. For example, if 10 people took a one hour class, that program provided 10 training hours.





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PPR Template Overview – **SBA Project Indicators (This Quarter)**

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SBA Project Indicators – This Quarter (1)

Project Indicators (This Quarter)

1. Please describe significant project accomplishments completed during this quarter (150 words or less).

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Reporting Element	Description
1. Please describe significant project accomplishments completed during this quarter	<ul style="list-style-type: none">• Include only accomplishments that took place during this reporting period.• Accomplishments can be described quantitatively or qualitatively.• For example, project accomplishments may include counts, percentages, targeted dates, time periods, or levels.• It could also describe a condition, a result, or a status.• Please limit narrative responses to 150 words or less.





SBA Project Indicators – This Quarter (2)

2. Please provide the percent complete for the following key milestones in your project. Write "N/A" in the second column if your project does not include this activity. If you provided additional milestones in your baseline plan, please insert them at the bottom of the table. Unless otherwise indicated in the instructions, 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 (100 words or less).

	Milestone	Percent Complete	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
2.a.	Overall Project		
2.b.	Equipment Purchases		
2.c.	Awareness Campaigns		
2.d.	Outreach Activities		
2.e.	Training Programs		
2.f.	Other (please specify):		





SBA Project Indicators – This Quarter (2)

Reporting Element	Description
2. Key milestones – percent complete	<ul style="list-style-type: none">• Please provide the percent complete for each key milestones• Write "N/A" in the second column if project does not include this activity.• Please insert any additional milestones at the bottom of the table.• The percentage of completion should be based on budget expenditure• Report figures 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.





SBA Project Indicators – This Quarter (3)

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).

Reporting Element	Description
3. Challenges or Issues	<ul style="list-style-type: none">• Please describe any challenges or issues faced during this past quarter in achieving planned progress against the project milestones listed above. I• In particular, please identify any areas or issues where technical assistance from the BTOP program may be useful• In your narrative, indicate whether the issue remains or has been corrected or mitigated. If corrected or mitigated, indicate how the issue was resolved.• Please limit narrative responses to 150 words or less.





SBA Project Indicators – This Quarter (4a)

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)
Total					

Reporting Element	Description
4a. SBA Activities	<ul style="list-style-type: none"> • Figures should be reported cumulatively • Describe the area (e.g., town/city, state) that your SBA program targets. • Provide a short description of the SBA program(s). • Provide the number of individuals targeted by your SBA activity in each location. • Provide the number of <u>actual</u> participants in each activity • Indicate the number of new broadband subscriptions in the identified area since the start of your project.





SBA Project Indicators – This Quarter (4b-c)

4b. Please describe your method for determining number of households and/or businesses subscribing to broadband as a result of your SBA programs (100 words or less).

4c. Please provide a narrative description if the total number of new subscribers is different from the targets provided in your baseline plan (100 words or less).

Reporting Element	Description
4b. Method for Determining New Subscribers	<ul style="list-style-type: none"> • Please describe your method for determining number of households and/or businesses subscribing to broadband as a result of your SBA programs. • 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.
4c. Difference from Baseline	<ul style="list-style-type: none"> • If the number of new subscribers this quarter differs from that stated in the baseline, provide a narrative description of the discrepancy





SBA Project Indicators – This Quarter (4d)

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

Households:

Businesses:

Reporting Element	Description
4d. Discounted Broadband Service	<ul style="list-style-type: none">• Please provide the number of households and the number of businesses receiving discounted broadband service as result of BTOP funds.• Clearly differentiate between households and businesses





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PPR Template Overview – **PCC and SBA Project Indicators for NEXT Quarter**

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PCC/SBA Project Indicators – Next Quarter (1)

Project Indicators (Next Quarter)

1. Please describe significant project accomplishments planned for completion during the next quarter (150 words or less).

Reporting Element	Description
1. Planned Project Accomplishments	<ul style="list-style-type: none">• Include only anticipated accomplishments that will take place during the next reporting period.• Accomplishments can be described quantitatively or qualitatively.• For example, project accomplishments may include counts, percentages, targeted dates, time periods, or levels. It could also describe a condition, a result, or a status.





PCC/SBA Project Indicators – Next Quarter (2)

Reporting Element	Description
2. Anticipated Milestone Completion	<ul style="list-style-type: none">• Please provide the percent complete anticipated all milestones in next quarter.• Write "N/A" in the second column if your project does not include this activity.• Please insert any additional milestones at the bottom of the table.• Figures should be reported cumulatively from award inception to the end of the most recent reporting quarter.• The percentage of completion for each milestone should be based primarily on the expenditure of your project budget.• Please provide a narrative description if the planned percent complete is different from the target provided in your baseline plan.





PCC Project Indicators – Next Quarter (2)

2. Please provide the percent complete anticipated for the following key milestones in your project as of the end of the next quarter. Write "N/A" in the second column if your project does not include this activity. Unless otherwise indicated in the instructions, figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please provide a narrative description if the planned percent complete is different from the target provided in your baseline plan (100 words or less).

	Indicators	Planned Percent Complete	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
2.a.	Overall Project		
2.b.	Equipment/Supply Purchases		
2.c.	Public Computer Centers Established		
2.d.	Public Computer Centers Improved		
2.e.	New Workstations Installed		
2.f.	Existing Workstations Upgraded		
2.g.	Outreach Activities		
2.h.	Training Programs		
2.i.	Other (please specify):		





SBA Project Indicators – Next Quarter (2)

2. Please provide the percent complete anticipated for the following key milestones in your project as of the end of the next quarter. Write "N/A" in the second column if your project does not include this activity. If you provided additional milestones in your baseline plan, please insert them at the bottom of the table. Unless otherwise indicated in the instructions, figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please provide a narrative description if the planned percent complete is different from the target provided in your baseline plan (100 words or less).

	Milestone	Planned Percent Complete	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
2.a.	Overall Project		
2.b.	Equipment Purchases		
2.c.	Awareness Campaigns		
2.d.	Outreach Activities		
2.e.	Training Programs		
2.f.	Other (please specify):		





PCC/SBA Project Indicators – Next Quarter (3)

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 (150 words or less).

Reporting Element	Description
3. Anticipated Challenges or Issues	<ul style="list-style-type: none">• Provide information on any challenges, incidents, barriers or issues that you have encountered.• In your narrative, indicate whether the issue remains or has been corrected or mitigated. If corrected or mitigated, indicate how the issue was resolved.





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PPR Template Overview – PCC and SBA Budget Execution Details

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PCC Budget Execution Details

Activity Based Expenditures (Public Computer Centers)									
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 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
d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
e. Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
f. Contractual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
i. Total Direct Charges (sum of a through h)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
j. Indirect Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS (sum of i and j)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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:					





PCC/SBA Budget Execution Details – Actual and Anticipated Budget Costs

- For each line item, please provide details on:
 1. Budget for the entire project, including total budget, the matching funds component and the federal funds component
 2. Actual disbursements of both matching funds and federal funds from project inception through end of this quarter (actual)
 3. Anticipated disbursements of both matching funds and federal funds from project inception through end of next quarter (anticipated).
- **Important note:** Please ensure that the actual and anticipated figures are reported cumulatively from award inception to the end of the applicable reporting quarter.





PCC/SBA Budget Execution Details – Program Income

- Provide the program income you listed in your application budget and actuals to date through the end of the reporting period.
- Program income is gross income earned by the recipient from Federally supported activities.
 - Recipients are required to account for program income related to projects financed in whole or in part with Federal funds.
 - Program income excludes interest earned on advances and includes, but is not limited to, income from service fees, conference fees, sale of commodities, usage or rental fees, and royalties on patents and copyrights.
- Proceeds from the sale of real and personal property purchased in whole or in part with Federal funds is not program income and shall be handled in accordance with the property management provisions set forth in the award.
- Recipients have no obligation to the Federal Government with respect to program income earned from license fees and royalties copyrighted material, patents, patent applications trademarks, and inventions produced under the award.





Questions?

