



BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES

BTOP Quarterly and Annual Performance Reporting Webinar

PCC Projects

January 2011





Agenda

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





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





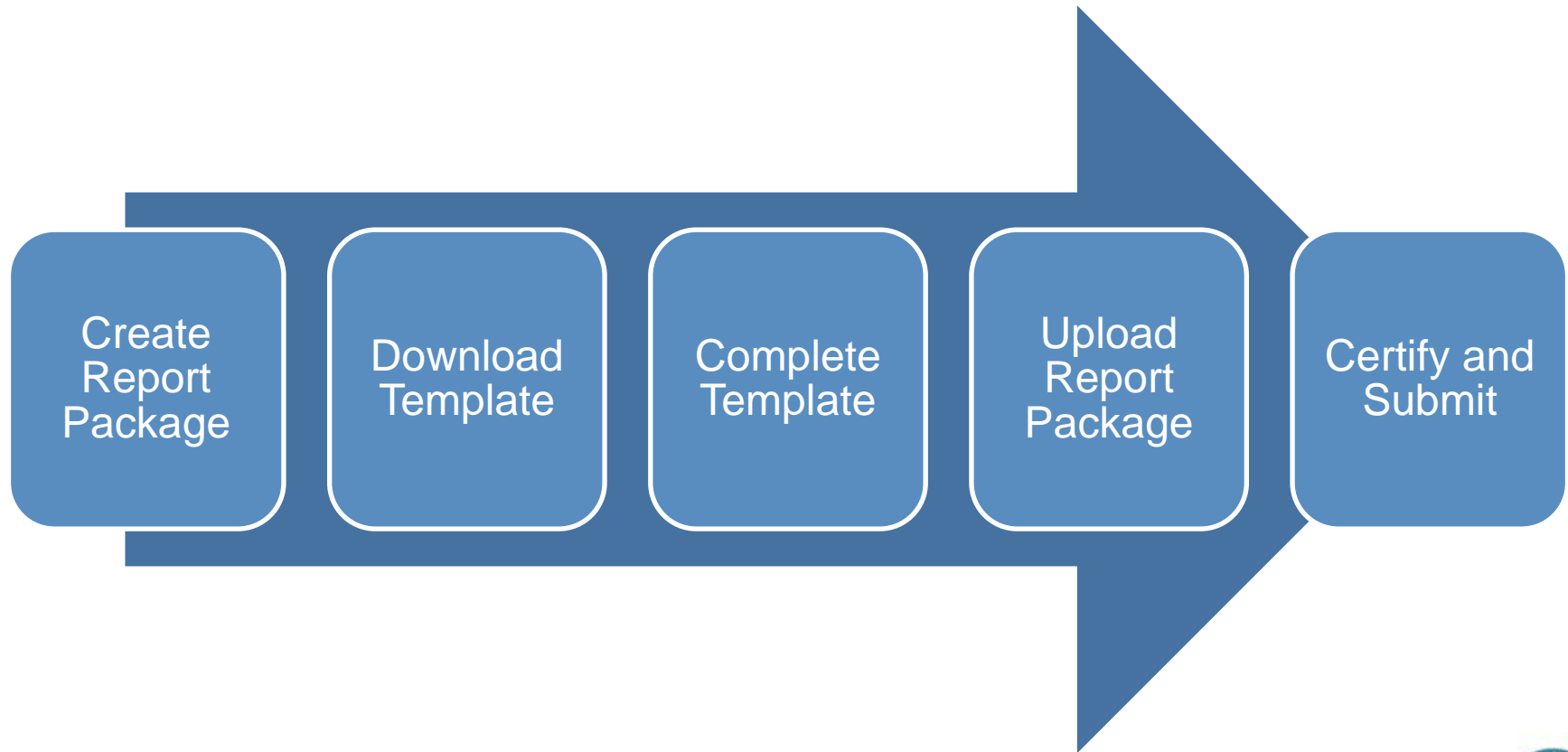
Recipients need to complete and submit both the Quarterly and Annual PPRs by January 30

- Deadline: January 30, 2011, 11:59 PM E.D.T.
- 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





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





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The Quarterly Performance Progress Report form consists of three main sections

Report Section	Description
General Information	<ul style="list-style-type: none">▪ Requires award-identifying information (e.g. DUNS, organization name, award number)▪ Information is populated by the PAM system
Report Data Fields	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ 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

QUARTERLY PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS		
General Information		
1. Federal Agency and Organizational Element to Which Report is Submitted	2. Award Identification Number	3. DUNS Number
4. Recipient Organization		
5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the last Report of the Award Period? <input type="radio"/> Yes <input type="radio"/> No	

Reporting Element	Instructions
1. – 5.	<ul style="list-style-type: none"> Pre-populated by the PAM system
6. Is this the last Report of the Award Period?	<ul style="list-style-type: none"> 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.	
7a. Typed or Printed Name and Title of Certifying Official	7c. Telephone (area code, number and extension)
	7d. Email Address
7b. Signature of Certifying Official	7e. Date Report Submitted (MM/DD/YYYY):

Reporting Element	Instructions
7a. – 7e. Certification	<ul style="list-style-type: none"> ▪ 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

Project Indicators (This Quarter)
1. Please describe significant project accomplishments completed during this quarter (600 words or less).

Reporting Element	Instructions
1. Project Accomplishments	<ul style="list-style-type: none">Describe significant project accomplishments during the quarterInclude only accomplishments that took place during this reporting periodAccomplishments can be described qualitatively or quantitatively (e.g. counts, percentages, targeted dates). It could also describe a condition, result or statusWhile 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).

	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	-	Progress reported in Question 4 below
2.c.	Public Computer Centers Established	-	Progress reported in Question 4 below

Reporting Element	Instructions
2a. Key Milestone – Overall Project	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 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 (600 words or less).

Reporting Element	Instructions
3. Challenges or Issues	<ul style="list-style-type: none">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 areas or issues where technical assistance from BTOP may be usefulPlease 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

4. 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).

	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 (NOT cumulative)		
4.c.	Number of PCCs with upgraded broadband connectivity		
	Number of PCCs with new broadband		

Reporting Element	Instructions
4a. – 4e.	<ul style="list-style-type: none"> 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. 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	Instructions
5. Training Programs	<ul style="list-style-type: none"> ▪ Describe the training programs provided at each of your BTOP-funded PCCs. ▪ Write "N/A" or "0" in the cell if project does not include the activity ▪ Add rows as needed ▪ Note: The number of training hours/program is calculated by multiplying the number of hours for each program by the number of participants





The Project Indicators section continues with data on future project indicators

Project Indicators (Next Quarter)

1. Please describe significant project accomplishments planned for completion during the next quarter (600 words or less).

Reporting Element	Instructions
1. Planned Project Accomplishments	<ul style="list-style-type: none">Describe significant project accomplishments planned for completion during the next quarterInclude only anticipated accomplishments that will take place during the next reporting periodAccomplishments can be described qualitatively or quantitatively (e.g. counts, percentages, targeted dates). It could also describe a condition, result or statusLimit responses to 600 words or less





Recipients should note anticipated progress on key milestones for the next quarter

2. Please provide the percent complete anticipated for the following key milestones in your project as of the end of the next quarter. Write "0" in the second column if your project does not include this activity. Figures should be reported cumulatively from award inception to the end of the next reporting quarter. Please provide a narrative description if the planned percent complete is different from the target provided in your baseline plan (300 words or less).

	Milestone	Planned Percent Complete	Narrative (describe reasons for any variance from baseline plan or any relevant information)
2.a.	Overall Project		
2.b.	Equipment / Supply Purchases	-	Milestone Data Not Required
2.c.	Public Computer Centers Established	-	Milestone Data Not Required

Reporting Element	Instructions
2a. Key Milestone – Overall Project	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Do enter data for these cells; the information is covered by Question 4





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).

Reporting Element	Instructions
3. Anticipated Challenges or Issues	<ul style="list-style-type: none">Describe any challenges or issues anticipated during the next quarter that may impact planned progress against the project milestones listedIn particular, please identify areas or issues where technical assistance from BTOP may be usefulLimit 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.

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 Cost	Matching Funds	Federal Funds	Total Costs	Matching Funds	Federal Funds
a. Personnel									
b. Fringe Benefits									

Reporting Element	Instructions
1a. – 1j.	<ul style="list-style-type: none"> 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:

Reporting Element	Instructions
2a. – 2b.	<ul style="list-style-type: none"> 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.





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The Annual Performance Progress Report form consists of two main sections

Report Section	Description
General Information	<ul style="list-style-type: none">▪ Requires award-identifying information (e.g. DUNS, organization name, award number)▪ Information is populated by the PAM system
Report Data Fields	<ul style="list-style-type: none">▪ 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 PUBLIC COMPUTER CENTERS		
General Information		
1. Federal Agency and Organizational Element to Which Report is Submitted	2. Award Identification Number	3. DUNS Number
4. Recipient Organization		
5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the last Annual Report of the Award Period? <input type="radio"/> Yes <input type="radio"/> No	

Reporting Element	Instructions
1. – 5.	<ul style="list-style-type: none"> Pre-populated by the PAM system
6. Is this the last Report of the Award Period?	<ul style="list-style-type: none"> 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.	
7a. Typed or Printed Name and Title of Certifying Official	7c. Telephone (area code, number and extension)
	7d. Email Address
7b. Signature of Certifying Official	7e. Date Report Submitted (MM/DD/YYYY):

Reporting Element	Instructions
7a. – 7e. Certification	<ul style="list-style-type: none"> ▪ 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 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).

Institutions	Established	Improved	Total
Schools (K-12)			
Libraries			

Reporting Element	Instructions
1. Project Purpose	<ul style="list-style-type: none"> Identify whether the project establishes new PCCs, improves existing PCCs, or both
2. Associated Institutions	<ul style="list-style-type: none"> 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

3. Please complete the following chart for each PCC established or improved using BTOP funds. Please provide actual total numbers to date.

3.a. New PCCs

New PCC Address	Number of Workstations Available to the Public	Total Hours of Operation per 120-hour Business Week	Total Hours of Operation per 48-hour Weekend	Speed of Broadband Access to Facility (Mbps)	Average Number of Users per Week

3.b. Improved PCCs

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.	
3a. New PCCs	<ul style="list-style-type: none"> Complete the table and provide cumulative numbers from inception to end of most recent calendar year
3b. Improved PCCs	<ul style="list-style-type: none"> 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

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

Open Lab Time Other Training

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

Reporting Element	Instructions
4a. – 4b. PCC Primary Use	<ul style="list-style-type: none">▪ Provide the primary uses of the PCCs funded by the BTOP award (select all that apply)▪ If the primary use is neither "open lab time" or "training" please check "other" and use 4b. to describe





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).

Manufacturer	Items	Unit Cost per Item	Number of Units	Narrative description of how the equipment and supplies were deployed
Totals:				

Add Equipment

Remove Equipment

Reporting Element	Instructions
5. PCC Equipment and/or Supplies	<ul style="list-style-type: none"> 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.

Types of Access or Training	Number of People Targeted	Number of People Participating	Total Hours of Training Offered
Open Lab Access			0
Multimedia			
Office skills			
ESL			

Reporting Element	Instructions
6. PCC Access and Training	<ul style="list-style-type: none"> 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).

Reporting Element	Instructions
7a. Economic Recovery	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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).

Reporting Element	Instructions
9. Best Practices	<ul style="list-style-type: none">Describe any best practices or lessons learned that can be shared with other similar BTOP projects.Limit narrative response to 900 words or less





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Change the password in order to maintain consistent access to PAM

Library
View Award Listing
Related Links
ARRA Reporting Portal
ARRA Website
ASAP
BTOP Site
GrantsOnline
Product Downloads
Adobe Reader
Support
ChangePassword

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:

ITaCS Change Password 2.5
Copyright © 2009 by ITaCS GmbH





Navigate to the “Award Home Page” or “Report Package” tab and click “Create Report Package”

The image displays two screenshots of the BroadbandUSA web application interface. The top screenshot shows the 'Award' tab selected, with a 'Create Report Package' button circled in red. The bottom screenshot shows the 'Report Package' tab selected, with a 'Create Report Package' button also circled in red. Both screenshots show a navigation menu on the left and a 'Select Award' dropdown menu.





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

Create Report Package

Cancel Create

Create Report Package

Year: 2010

Report Period: Q4 (October - December)

Report Package Type: Q4-2010: PPR: Performance Progress Report

- Annual

Create Report Package

Cancel Create

Create Report Package

Year: 2010

Report Period: Q4 (October - December)

Report Package Type: 2010: PPR: Annual Performance Progress Report





Download the appropriate template by clicking on the hyperlinked blue text

- Quarterly

Report Package Select Award: NT10BIX5570000: American Recovery and Reinvestme

Create Report Package Delete Report Package Add File Submit Report Package

Award Information

Award #:	NT10BIX5570000	First Report Due:	
Award Period:	1/1/2010 - 12/31/2012	Final Report Due:	
Project Type:	Infrastructure	Total Federal Funding:	\$32,000,000
Organization Name:	Recipient X	Total Non-Federal Funding:	\$8,000,000
Project Title:	American Recovery and Reinvestment Act		

Report Package Information

Report Package Name: Q4-2010: PPR: Performance Progress Report

Status: New

Template: [Q4-2010: PPR: Performance Progress Report Template](#)

- Annual

Report Package Select Award: NT10BIX5570000: American Recovery and Reinvestme

Create Report Package Delete Report Package Add File Submit Report Package

Award Information

Award #:	NT10BIX5570000	First Report Due:	
Award Period:	1/1/2010 - 12/31/2012	Final Report Due:	
Project Type:	Infrastructure	Total Federal Funding:	\$32,000,000
Organization Name:	Recipient X	Total Non-Federal Funding:	\$8,000,000
Project Title:	American Recovery and Reinvestment Act		

Report Package Information

Report Package Name: 2010: PPR: Annual Performance Progress Re

Status: New

Template: [2010: PPR: Annual Performance Progress Report Template](#)





Click the “Add File” button to begin the process of uploading your completed template

Select Award: NT10BIX5570000: American Recovery and Reinvestment Act

Delete Report Package **Add File** Submit Report Package

POST AWARD MONITORING SYSTEM

Award Home Page Report Packages Award Contacts

Library
View Award Listing
Static Links
ARRA Reporting Portal
ARRA Website
ASAP
BTOP Site
GrantsOnline
Product Downloads
Adobe Reader
Support

Add New File

Award Information
Award #: NT10BIX5570000
Award Period: 1/1/2010
Project Type: Infrastructure
Organization Name: Recipient
Project Title: American Recovery and Reinvestment Act

Report Package Information
Status: New
Report Package Name: Q4-2010: Performance Progress Report

File name: Q4-2010_PPR_Performance Progress Files of type: All Files (*.*)

File Type: PPR: Performance Progress Report
File Description: Q4-2010: PPR: Performance Progress Report
File: Browse...

ng: \$32,000,000
unding: \$8,000,000

Cancel **Upload**





Submit the Report Package by clicking the green button once template is successfully uploaded

- Quarterly

Report Package Select Award: NT10BIX5570000: American Recovery and Reinv

Create Report Package Delete Report Package Add File **Submit Report Package**

Report Package Information

Report Package Name: Q4-2010: PPR: Performance Progress Report
Status: New
Template: Q4-2010: PPR: Performance Progress Report Template

Files

Show Previous File Versions

Date Added	Added By	File Description	Type	Source
1/20/2011 12:56:07 PM	Joe Smith	Q4-2010: PPR: Performance Progress Report (pdf)	PPR(e)	PAM

- Annual

Report Package Select Award: NT10BIX5570000: American Recovery and Reinv

Create Report Package Delete Report Package Add File **Submit Report Package**

Report Package Information

Report Package Name: 2010: PPR: Annual Performance Progress Report
Status: New
Template: 2010: PPR: Annual Performance Progress Report Template

Files

Show Previous File Versions

Date Added	Added By	File Description	Type	Source
1/20/2011 12:56:07 PM	Joe Smith	2010: PPR: Annual Performance Progress Report Template (pdf)	PPR(e)	PAM





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 Cancel Accept

Report Package Information

Status: New
Report Package Name: Q4-2010: PPR: Performance Progress Report

Certification

Password: ●●●●●●●●

By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties.

- Annual

? Certify Complete and Accurate Cancel Accept

Report Package Information

Status: New
Report Package Name: 2010: PPR: Annual Performance Progress Report

Certification

Password: ●●●●●●●●

By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties.





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

Report Package Select Award: 06-42-B10009 American Recovery and Reinvestment Act -...

Create Report Package [View Notes](#)

Award Information

Award #:	06-42-B10009	First Report Due:	
Award Period:	1/1/2010 - 12/31/2012	Final Report Due:	
Project Type:	Public Computer Center	Total Federal Funding:	\$7,496,157.00
Organization Name:	City of Los Angeles	Total Non-Federal Funding:	\$2,808,322.00
Project Title:	American Recovery and Reinvestment Act - PCC - Los Angeles; Computer Access Network ("L.A.-CAN")		

Report Package Information

Report Package Name: Q2-2010: PPR: Performance Progress Report

Status: Review

Template: Q2-2010: PPR: Performance Progress Report Template

Files

Show Previous File Versions

	Date Added	Added By	File Description	Type	Source
	6/25/2010 9:35:29 AM	A. Davis	note (docx)	Attachment	PAM
	6/25/2010 9:33:01 AM	A. Davis	Q2-2010: PPR: Performance Progress Report (pdf)	PPR(e)	PAM





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.

The screenshot displays the BroadbandUSA Post Award Monitoring System (PAM) interface. The main page shows the system's header with the logo and navigation tabs for 'Award Home Page', 'Report Packages', and 'Award Contacts'. A sidebar on the left contains sections for 'Library', 'Static Links', 'Product Downloads', and 'Support'. The main content area is titled 'Add New File' and contains 'Award Information' and 'Report Package Information' sections. An 'Add New File' dialog box is open, showing a file explorer view of the 'PAM Documents' folder. The dialog lists several PDF files, with '10_PPR_Performance Progress Report[2].pdf' selected. The 'File name' field is populated with this selected file name, and the 'Files of type' is set to 'All Files (*.*)'. The 'Upload' button in the dialog is circled in red. Below the dialog, the 'File' section shows the 'File Type' as 'PPR: Performance Progress Report' and the 'File Description' as 'Q3-2010: PPR: Performance Progress Report'. The 'File' path is 'C:\Documents and Settings\5\Browse...'. On the right side of the main page, there are two numerical values: '\$7,496,157.00' and '\$2,808,322.00', and a 'Cancel' button.





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.

