



# ACP Outreach Grants

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*Final Reporting Requirements Office Hours*

*April 18, 2024*

*2:00 – 3:30 PM Eastern*

# Final Federal Financial Report (FFR) Updates

Joy Sears, Grants Management Officer

## What is the Federal Financial Report (FFR)/SF-425?

- The FFR is used to submit financial information about individual grant award expenditures.
- The report is cumulative from the start of the period of performance through the end of the reporting period.

## When is the FFR due?

- For FCC awards, the FFR is due on a quarterly basis.
- **Final FFR reports (January 1 – April 30, 2024) are due by 11:59PM ET by August 30, 2024.**
  - All active ACP outreach grant recipients are required to submit an FFR.
  - FFRs are prepared for all recipients in Payment Management Services (PMS).

## Where do I submit the FFR?

- All active grant recipients must submit the federal financial report (FFR) electronically in PMS at <https://pmsapp.psc.gov/pms/app/login>.
- For technical questions about the FFR, contact the PMS Help Desk at [PMSSupport@psc.hhs.gov](mailto:PMSSupport@psc.hhs.gov) or call 1-877-614-5533. The PMS help desk is opened Mon – Fri from 7 a.m. - 9 p.m. ET (except Federal Holidays).
- For PMS access issues, contact your PMS Account Liaison, Keishay Bulluck ([keishay.bulluck@psc.hhs.gov](mailto:keishay.bulluck@psc.hhs.gov)).
  - REMINDER: You must login to PMS every 60 days, or your account will be deactivated.

# Federal Financial Reports Do's and Don'ts

## Do's

- ✓ Submit the FFR quarterly and on-time in PMS to be considered a complete submission
  - ✓ If you have not submitted Q1, Q2, or Q3 please complete them this quarter as well; you will know because there is a FFR available for you in PMS
- ✓ Submit an FFR even if no funds have been expended
  - ✓ If no funds have been expended, the final allocation amount and cost-share, if applicable, should be completed – all other line items can be \$0
- ✓ Review, edit (as applicable) and submit the FFR available for your organization in PMS
- ✓ Have at least one preparer and certifier – if this is not in place update your account privileges (under the Menu tab) and go through the approval process again
  - ✓ Without a certifier the FFR will not be submitted to the FCC, and it will still be listed as delinquent
  - ✓ After a complete submission, the recipient will receive an email with the title “FFR Report Certified”

## Don'ts

- ✗ Do not submit the FFR in GrantSolutions
- ✗ Do not attempt to edit greyed out fields or contact the FCC if you cannot edit them – we are aware these are fields prepopulated by the system
- ✗ There is no need to contact the FCC if the performance period on the FFR in PMS is incorrect – this has no impact on your open grant award as the NOA in GrantSolutions is correct
- ✗ Do not wait to submit an FFR to draw down funds; you can draw down funds for reimbursable expenses incurred at anytime

# Reminders When Requesting Reimbursement



## What should I keep in mind when expending ACP Outreach grant funds?

- Funds can be drawn down in PMS on a reimbursement basis only per Notice of Funding Opportunity, Standard Terms and Conditions included in Notice of Award, and the FCC Grants Manual.
- Funds can only be expended for approved activities in accordance with approved project(s) and the Grant Recipient Wind-down Guidance.
- For awards with funding holds in addition to current funding restrictions:
  - Grantees that have funding holds cannot expend funds until these funding holds have been removed with FCC approval.
  - To remove funding holds, please work with your assigned Grants Management Specialist using the Amendment Request Form found at [www.fcc.gov/acp-grants-management](http://www.fcc.gov/acp-grants-management).
- For awards with subrecipients, contractors, and subcontractors:
  - Grantees can only expend on approved subrecipients, contractors, and/or expenditures.
  - Grantees that have funding holds on subrecipients, contractors, and/or expenditures cannot obligate nor expend until these funding holds have been removed with FCC approval.
  - Grantee's contractors and subrecipients must start process for SAM.gov registration for funding holds to be considered for removal.
- Grantees are now required to submit invoices, proof of payment and activity descriptions when drawing down on funds in PMS at <https://pmsapp.psc.gov/pms/app/login> for all reimbursement requests.

# Accessing FFR's

Payment Management System

### PMS USER ACCOUNT NOTIFICATIONS

Expired    Will Expire within 5 days    Will Expire within 10 days

	Notification	Count	By	Actions
1	FFR Delinquent Reports	1 reports		
2	FFR Ready for Prepare/Certify	1 reports		

# Navigating to the Federal Financial Report

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PSC | Payment Management System

Search

- Advanced menu ×
- APEX Reports >
- Federal Financial Reporting >**
- User Account Maintenance >
- Dashboard
- Return to Main Page

**PMS USER ACCOUNT NOTIFICATIONS**

Expired Will Expire within 5 days Will Expire within 10 days

Notification	
1	FFR Delinquent Reports
2	FFR Ready for Prepare/Certify

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PSC | Payment Management System

Search

- < Federal Financial Reporting ×
- FFR Grantee User Guide
- Federal Financial Report >**
- Upload Federal Financial Report

**PMS USER ACCOUNT NOTIFICATIONS**

Expired Will Expire within 5 days Will Expire within 10 days

# Federal Financial Report Search



## Payment Management System Federal Financial Report - Search

To search for a Federal Financial Report for a specific PAN or Federal Grant ID, enter the specific value. Both fields can be searched for partial matches by using an asterisk (\*). Select other optional fields to refine your search.

Payee Account Number (PAN):  

Federal Grant ID:  

Reporting Period:

Report Status:

Delinquent Reports:

Agency ID:

Form:

Clear Form

Search

Cancel

- FFR's can be searched based on different criteria's Ex. Payee Account, Grant Document Number, Awarding Agency, etc.
- After entering search criteria, select Search

# FFR Search Results

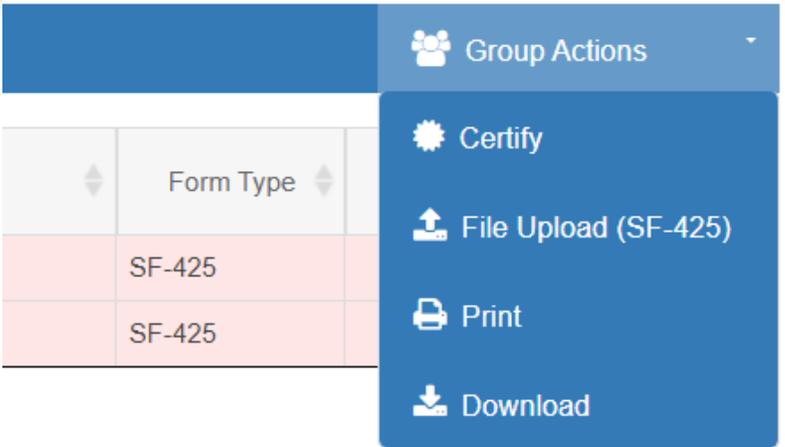
Search Results are now displayed  
Under Actions, select the review icon  to display the FFR

Search Results (2)											Group Actions
<input type="checkbox"/>	Payee ▲	Federal Grant ID ▲	Agency ⇅	Report Type ⇅	Reporting Period End Date ▼	Reporting Period Due Date ⇅	Report Submit Date ⇅	Report Status ⇅	Form Type ⇅	Delinquent ⇅	Actions
<input type="checkbox"/>		ACOGP2340040	FCC/ACP	Quarterly	2023-09-30	2023-10-30		Report Available to be completed	SF-425		 
<input type="checkbox"/>		ACOGP2340040	FCC/ACP	Quarterly	2023-06-30	2023-07-30		Report Available to be completed	SF-425		 

Records per page 10 ▼ Displaying 1 to 2 of 2 items

Under the Group Actions, you can select group functionalities.

For instructions for downloading and uploading the FFR, please see attached manual.



The screenshot shows a 'Group Actions' dropdown menu with the following options: Certify, File Upload (SF-425), Print, and Download. The menu is overlaid on a table with two rows of SF-425 form types.

Federal Financial Report - Details

REPORT WORKFLOW: Report Available **Prepare Report** Certify Report Agency Review Completed

Prepare Report Report Details Status History Documents Revision History Notifications All Details

**FEDERAL FINANCIAL REPORT** (Prescribed by OMB A-102 and A-110)

1. Federal Agency and Organizational Element to Which Report is Submitted:

2. Federal Grant / Subaccount:

3. Recipient Organization (Name and complete address including Zip code):

4a. UEI:

4b. EIN:

5. Recipient Account Number or Identifying Number:  

**Block 1: Federal agency:** This read-only field will prepopulate to read “**FCC – Federal Communication Commission**”

**Block 2: Federal grant number:** This field will prepopulate the alpha-numeric grant number cited on your award document. Verify this grant number is correct. Grantees will complete one SF-425 for each grant number.

**Block 3: Recipient organization:** This field will prepopulate the grantee organization’s legal name and address and should match the name and address on the award document.

**Block 4a. UEI number:** This field will be prepopulated based on the UEI number provided by the awarding agency.

**Block 4b. EIN:** This field will prepopulate the grantee organization’s employer identification number (EIN).

**Block 5. Recipient account number:** This field should be populated by the grantee noting their recipient account number or organization’s identifier number.

# FFR Information Cont'd



6. Report Type:	Quarterly	
*7. Basis of Accounting:	Accrual	
8. Project/Grant Period:	From: 05/31/2023	To: 09/30/2024
9. Reporting Period End Date:	09/30/2023	

**Block 6: Report Type:** This field is prepopulated based on the requirements received from the awarding agency. The final SF-425 is due 120 days after the grantee has reported all federal expenses for all awards issued under the same grant number or after the grant period end date of the award. A grantee must draw all funds prior to the submission of the final FFR. Grantee is no longer eligible to draw down funds 120 days after the end of the period of performance and the grantee forfeits the remaining eligible balance.

**Block 7: Basis of accounting:** Mark the appropriate box to specify whether a cash or accrual basis was used for recording financial transactions related to the award.

- Cash basis of accounting refers to the accounting method in which expenses are recorded when they are paid.
- Accrual basis of accounting refers to the accounting method in which expenses are recorded when they are incurred.

**Block 8. Project/grant period (from/to):** This field will prepopulate with the time period covered by the grant number. Verify this information is correct.

**Block 9: Reporting period end date:** This field is prepopulated based on the requirements provided by the awarding agency. For final FFRs, the reporting period end dates shall be the end date of the project or grant period.

# FFR Information Cont'd

**\*10. Transactions:**

Cumulative

*(Use lines a-c for single or multiple grant reporting)*

**Federal Cash (on the GRANT LEVEL) for ACOGP2340040:**

a. Cash Receipts:

0.00



b. Cash Disbursements:

0.00



c. Cash on Hand (line a minus b):

0.00



**Block 10: Transactions:** Enter cumulative amounts from the date of the award's inception through the end date of the reporting period specified in "Block 9. Reporting period end date." The cumulative amount is calculated by adding all expenses incurred to date, including all previously reported expenses. Use "Block 12. Remarks" to provide further details or explanations necessary about information listed in this section.

### Federal Cash

**Block 10a. Cash receipts:** This field is prepopulated based on the current drawdown in Payment Management System.

- For quarterly reports, its based on all the drawdowns that occurred from the date of award thru the reporting period end date.
- For final reports, its based on all the drawdowns that occurred thru the liquidation period.

**Block 10b. Cash disbursements:** This field is prepopulated based on the last reported disbursements by the grantee.

- For quarterly reports, the field is editable.
- For final reports, the field is non-editable.

# FFR Information Cont'd

<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized:	250,000.00
e. Federal share of expenditures:	
f. Federal share of unliquidated obligations:	
g. Total Federal share (sum of lines e and f):	0.00
h. Unobligated balance of Federal funds (line d minus g):	250,000.00

## Federal Expenditures and Unobligated Balance

**Block 10d: Total federal funds authorized:** This field will pre-populated with the appropriate amount of federal funds authorized as of the reporting period end date. This information can also be found on the award documentation.

**Block 10e: Federal share of expenditures:** Enter the cumulative amount of federal fund expenditures. The cumulative amount is calculated by adding all expenses incurred to date. The cumulative amount includes all federal share of expenditures for the life of the grant.

**Block 10f: Federal share of unliquidated obligations:** If a grantee is using accrual/cash basis of accounting and submits a final SF-425, "Block 10f. Federal share of unliquidated obligations" should always be reported "\$0.00" because unliquidated obligations are not acceptable on final reports.

**Block 10g: Total federal share:** This field will prepopulate with the calculated sum of "Blocks 10e. Federal share of expenditures" and "10f. Federal share of unliquidated obligations."

**Block 10h: Unobligated balance of federal funds:** This field will prepopulate with the calculated difference of "Block 10d. Total federal funds authorized" and "Block 10g. Total federal share" based on prior period submissions. Upon reporting the current information, this block will recalculate to include the updated information.

# FFR Information Cont'd

## Recipient Share:

i. Total recipient share required:

j. Recipient share of expenditures:

k. Remaining recipient share to be provided (line i minus j):

## Recipient Share

**Block 10i: Total recipient share required:** If provided by the awarding agency, this field will be prepopulated with the appropriate amount of federal funds authorized as of the reporting period end date. Information can also be found on the award documentation.

**Block 10j: Recipient share of expenditures:** Enter the cumulative amount of federal fund expenditures. The cumulative amount is calculated by adding all expenses incurred to date. The cumulative amount includes all federal share of expenditures for the life of the grant.

**Block 10k: Remaining recipient share to be provided:** This field will prepopulate with the calculated difference of “Block 10i. Total recipient share required” and “Block 10j. Recipient share of expenditures”. Upon reporting the current information, this block will recalculate to include the updated information. Note: if the recipient share of expenditures are greater than recipient share required, then “\$0” will be reflected. Additionally, the grantee must ensure that they meet their matching requirements per the terms and condition of the grant.

# FFR Information Cont'd



## Program Income:

l. Total Federal program income earned:

m. Program income expended in accordance with the deduction alternative:

n. Program income expended in accordance with the addition alternative:

o. Unexpended program income (line l minus line m and line n):

## Program Income

**Block 10l: Total Federal Program Income Earned:** Enter the amount of Federal program income earned. Do not report any **program** income here that is being allocated as part of the recipient's cost sharing amount included in Line 10j.

**Block 10m: Program Income Expended in Accordance With the Deduction Alternative:** Enter the amount of program income that was used to reduce the Federal share of the total project costs.

**Block 10n: Program Income Expended in Accordance With the Addition Alternative:** Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.

**Block 10o: Unexpended Program income (Line 10l Minus Line 10m or Line 10n):** This field will prepopulate with the calculated difference of "Line 10l minus Line 10m or Line 10n". This amount equals the program income that has been earned but not extended, as of the reporting period end date.

# FFR Information Cont'd

## 11. Indirect Expense:

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
1. <input type="text"/>	0.00	<input type="text"/>				
2. <input type="text"/>	0.00	<input type="text"/>				
g. Totals:				0.00	0.00	0.00

**Indirect Expense:** Enter cumulative amounts from the date of the inception of the award through the end date of the reporting period specified in “Block 9. Reporting period end date.” The cumulative amount is calculated by adding all expenses incurred to date. Use the multiple rows to indicate separate types and rates. Use “Block 12. Remarks” to provide further details and explanations necessary about information listed in this section.

**Block 11a: Type If applicable:** The grantee should state whether the indirect cost rate(s) is (are) provisional, predetermined, final, or fixed.

**Block 11b: Rate If applicable:** Enter the indirect cost rate(s) in effect during the reporting period.

**Block 11c: Period from; period to; If applicable:** Enter the beginning and ending effective dates for the rate(s).

**Block 11d: Base If applicable:** Enter the amount of the base against which the rate(s) was (were) applied.

**Block 11e: Amount charged If applicable:** This field will prepopulate a calculation indicating the amount of indirect costs charged during the time period specified (11b x 11d). Verify this information is correct.

**Block 11f: Federal share If applicable:** Enter the federal share of the amount listed in “Block 11e. Amount charged.”

**Block 11g: If applicable Totals If applicable:** This field will pre-populate a calculation indicating the summed amounts of “Block 11d. Base,” “Block 11e. Amount charged,” and “Block 11f. Federal share.”

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

**Block 12: Remarks If applicable:** Use “Block 12. Remarks” to provide further details and explanations necessary about information listed in this report, specifically “Block 10. Transactions.” Use “Block 12. Remarks” to provide an explanation why the grantee is delinquent in submitting the SF-425.

# Signature by Preparer

*Prepared by:	<input type="text"/>
Phone No.:	+1 (xxx) 111-849
Email Address:	pms_it_support@psc.hhs.gov
Date Report Prepared:	11/06/2023
<b>Paperwork Burden Statement</b> According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 4040-0014. Public reporting burden for this collection of information is estimated to average 1 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PRA Reports Clearance Officer	
Standard Form:	425
OMB Approval Number:	4040-0014
Expiration Date:	02/28/2025
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

**Success** ✕  
Report has been successfully prepared.

From the dropdown, select your name as the preparer. All other fields are auto populated based on the information you provided when you requested access to PMS. Once you select Submit, the Success message box will appear. Select OK

# Signature by Certifier



**\*13. Certification:** By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

a. Typed or Printed Name and Title of Authorized Certifying Official:

\*b. Signature of Authorized Certifying Official:

c. Telephone (Area code, number and extension):

+1 (xxx) 111-849

d. Email Address:

pms\_it\_support@psc.hhs.gov

e. Date Report Submitted:

11/06/2023

## Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 4040-0014. Public reporting burden for this collection of information is estimated to average 1 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PRA Reports Clearance Officer

Standard Form:

425

OMB Approval Number:

4040-0014

Expiration Date:

02/28/2025

Edit Report

Certify

Cancel



# Signature by Certifier

**Block 13: Certification Mandatory:** The certifying official is the individual who has the knowledge and authority to certify that the figures reported on the SF-425 are accurate and complete.

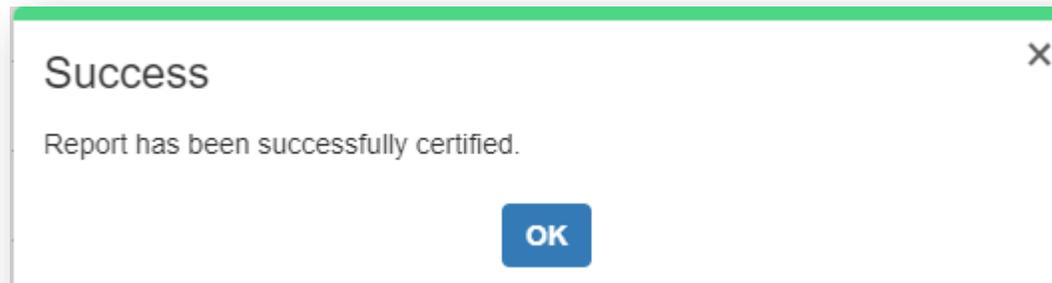
**Block 13a: Name and title of authorized certifying official:** This line item will be pre-populated with the certifying official's name and title.

**Block 13b: Signature of authorized certifying official:** The authorized certifying official must sign here; therefore, from the dropdown box, please select the authorized certifier.

**Block 13c: Telephone:** This line item is pre-populated with the telephone number (including area code and extension) for the individual listed in "Block 13a. Name and title of authorized certifying official."

**Block 13d: E-mail address:** This line item is pre-populated with the e-mail address of the individual listed in "Block 13a. Name and title of authorized certifying official."

**Block 13e: Date report prepared/submitted:** This line item is pre-populated based on when the grantee certifies the report in Payment Management System.



# FFR Submitted awaiting AA Approval



Search Results (2)											Group Actions
<input type="checkbox"/>	Payee ▲	Federal Grant ID ▲	Agency ⌵	Report Type ⌵	Reporting Period End Date ▼	Reporting Period Due Date ⌵	Report Submit Date ⌵	Report Status ⌵	Form Type ⌵	Delinquent ⌵	Actions
<input type="checkbox"/>		ACOGP2340040	FCC/ACP	Quarterly	2023-09-30	2023-10-30	2023-11-06	Report Certified/Pending Agency Approval	SF-425		

Once the FFR has been certified & submitted, it will route to FCC for review and approval/rejection

# Edit Submitted FFR

Search Results (2) Group Actions

<input type="checkbox"/>	Payee ▲	Federal Grant ID ▲	Agency ⇅	Report Type ⇅	Reporting Period End Date ▼	Reporting Period Due Date ⇅	Report Submit Date ⇅	Report Status ⇅	Form Type ⇅	Delinquent ⇅	Actions
<input type="checkbox"/>	██████	ACOGP2340040	FCC/ACP	Quarterly	2023-09-30	2023-10-30	2023-11-06	Report Certified/Pending Agency Approval	SF-425		

Submitted reports can be “revised” at any time. After you click the note pad icon under actions, you will be routed to the submitted report. At the top and bottom of the report, you will see “Edit Report”. Once you select it, fields are now re-opened for you to make changes.

All grayed out fields should update automatically.

## Federal Financial Report - Details



Click the **Edit Report** link or button to make new changes.

- [Preview Report](#)
- [Report Details](#)
- [Status History](#)
- [Documents](#)
- [Revision History](#)
- [Notifications](#)

**Paperwork Burden Statement**

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 4040-0014. Public reporting burden for this collection of information is estimated to average 1 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Health & Human Services, OS/OICIO/PRA, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PRA Reports Clearance Officer

Standard Form:	425
OMB Approval Number:	4040-0014
Expiration Date:	02/28/2025

## What should I remember when completing the Final FFR?

- The final reimbursement request must be submitted and processed in PMS to finalize the final FFR.
- The final FFR can be accessed in the PMS Federal Financial Report Module by May 30, 2024.
  - FFRs can be searched based on different criteria's Ex. Payee Account, Grant Document Number, Awarding Agency, etc.
- When preparing the final FFR, line items, the following line items must all match to hit “Submit.”
  - Block 10a. Cash receipts: This field is prepopulated based on the current drawdown in Payment Management System.
  - Block 10b. Cash disbursements: This field is prepopulated based on the last reported disbursements by the grantee.
  - Block 10e. Federal share of expenditures: Enter the cumulative amount of federal fund expenditures. The cumulative amount is calculated by adding all expenses incurred to date. The cumulative amount includes all federal share of expenditures for the life of the grant.
- Submit the final payment request and the final FFR in PMS before August 30, 2024.
  - Each recipient should confirm all previous quarterly submissions have been submitted as well to ensure full compliance.

# Final Performance Progress Reports (PPR) Updates

Gerard Williams, National Community Impact Manager

# PPR Submissions Overview

Start Date	End Date	Report Due	Report
4/1/2023	6/30/2023	7/30/2023	Q1 – Baseline*
7/1/2023	9/30/2023	10/30/2023	Q2
10/1/2023	12/31/2023	1/30/2024	Q3
1/1/2024	<b>4/30/2024</b>	<b>8/28/2024</b>	Final



Final PPRs will only be available for submission in GrantSolutions after the first closeout amendment is processed and accepted. The Excel Template is available as of April 11, 2024.

# Performance Progress Reporting

Performance reporting for FCC grants requires an **Excel-based supplement** to be submitted.

Available for download at:  
[www.fcc.gov/acp-grants-management](http://www.fcc.gov/acp-grants-management)

- Performance Progress Report (PPR)
  - **Final PPR-Supplemental Template** [XLSX]
  - **PPR Office Hours Presentation (01/2024)** [PDF]
  - **Grant Solutions User Guide - Submitting PPR Reports** [PDF]

Recipients are required to submit their final PPR-Supplemental in the GrantSolutions Reporting Module.

The screenshot shows the FCC Grants Management website with a navigation menu and a main content area. The navigation menu includes 'Monitor', 'Grants', 'Reports', 'Resources', and 'Forms'. The main content area is titled 'Grants Management Resources' and lists various documents and guides. A red box highlights the 'Reporting Resources' section, which includes:

- Federal Financial Report (FFR)
- **Grant Recipient Guide to PMS (PDF)**: Includes instructions on how to sign up for PMS and how to download funds for reimbursement
- **PMS Sample Letter (PDF)**: Provides personalized information needed to sign PMS accounts with the FCC grant award
- **PPR Office Hours Presentation (01/2024)** [PDF]
- Performance Progress Report (PPR)
- **Final PPR-Supplemental Template** [XLSX]
- **PPR Office Hours Presentation (01/2024)** [PDF]
- Grant Solutions User Guide - Submitting PPR Reports [PDF]

# Quarter 4 or Final?

- Grantees are **not required** to submit a standalone Quarterly PPR for the period 1/1/2024-3/31/2024. This period is covered as part of the **Final** report.
- Be sure that your **Final** report is submitted in the appropriate entry in GrantSolutions.

TYPE	DUE DATE	REPORTING PERIOD
Quarterly PPR	08/29/2024 - Due in 5 months	01/01/2024 - 03/31/2024

TYPE	DUE DATE	REPORTING PERIOD
Final PPR	08/28/2024 - Due in 5 months	04/01/2024 - 04/30/2024

# PPR-Supplemental Template

**Fill in yellow fields ONLY**

Recipient Name		Recipient UEI		Legend
Grant Program		Funded Amount	\$	Performance Measure
Submission		Award Number		
Percent Completion				

Question	Response	Additional Comments
1. For the <b>FINAL ACTIVE OUTREACH PERIOD</b> (January 1-February 7, 2024), what was the actual number of outreach activities/events held? (Performance Measure #1)		
2. For the <b>FINAL ACTIVE OUTREACH PERIOD</b> (January 1-February 7, 2024), what was the actual number of individuals reached to increase awareness of the ACP? (Performance Measure #2)		
3. For the <b>FINAL ACTIVE OUTREACH PERIOD</b> (January 1-February 7, 2024), what was the actual number and type of in-person enrollment assistance events held? (Performance Measure #3)		
4. For the <b>FINAL ACTIVE OUTREACH PERIOD</b> (January 1-February 7, 2024), what was the actual number of people enrolled as a result of enrollment events?		

Response	Status	Additional Comments
5. Recipient (Output) - Identify each projected outcome, subgoal, or milestone that will be met, and dates of each milestone. (Character Limit: 500 characters incl. 2 spaces)		

6. Milestone #1 Description

<b>Recipient UEI</b>	
<b>Funded Amount</b>	\$ -
<b>Award Number</b>	
<b>Reporting Period</b>	1/1/2024-4/30/2024

Grantees select their award number (without any suffix such as “-00”) from a drop down list. UEI, Funded Amount, and Recipient Name all populate automatically



*What if the gray cells show “#Name?” or another error message?*

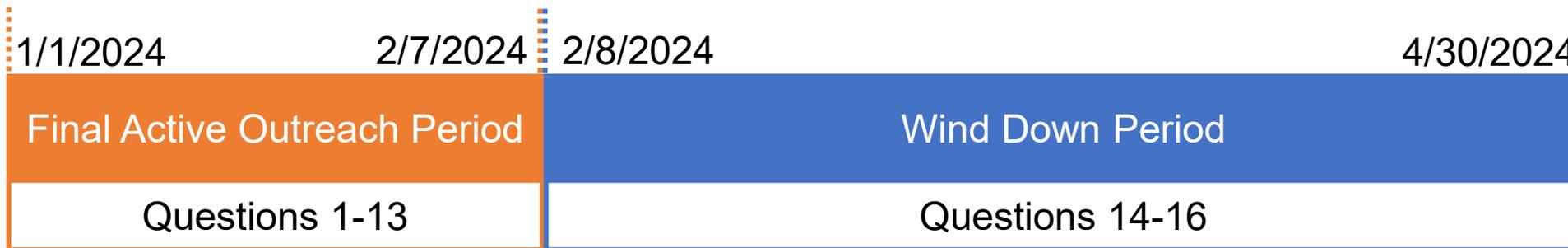
This sometimes occurs with older versions of Microsoft Excel. You can ignore this error- if your grant number is correct, we have access to all the other identifying information

**NOTE:** Questions 1-4 are now asking for actual performance numbers for *the final active outreach period only* (not baseline targets or year-to-date)

Question
1. For the <b>FINAL ACTIVE OUTREACH PERIOD</b> (January 1-February 7, 2024), what was the actual number of outreach activities/events held? (Performance Measure #1)
2. For the <b>FINAL ACTIVE OUTREACH PERIOD</b> (January 1-February 7, 2024), what was the actual number of individuals reached to increase awareness of the ACP? (Performance Measure #2)
3. For the <b>FINAL ACTIVE OUTREACH PERIOD</b> (January 1-February 7, 2024), what was the actual number and type of in-person enrollment assistance events held? (Performance Measure #3)
4. For the <b>FINAL ACTIVE OUTREACH PERIOD</b> (January 1-February 7, 2024), what was the actual number of people enrolled as a result of enrollment events?

# Final PPR: Reporting Period

- The Final PPR reporting period is 1/1/2024-4/30/2024
  - This differs from previous quarterly reports which covered 3-month periods
  - The Final PPR reporting period is bifurcated:
    - 1/1/2024-2/7/2024: Final Active Outreach Period
    - 2/8/2024-4/30/2024: Wind Down Period



The image shows a screenshot of a multi-page report, likely a spreadsheet or data table. The report is divided into three visible pages: Page 1, Page 2, and Page 3. Each page contains a grid of data with various columns and rows. The data appears to be organized into sections, possibly corresponding to the reporting periods mentioned in the text. The report includes headers and footers, and the data is presented in a structured, tabular format.

# Do's and Don'ts (1/2)

## DO

- Fill out the template file you receive
- Submit your report early
- Submit your report in the [Reporting section of GrantSolutions](#)



## DON'T

- Copy the template to a new file, complete an old template, or add rows or columns
- Miss your reporting deadline
- Submit your report via email or Grants Note



# Do's and Don'ts (2/2)

## DO

- Collect data as you go
- Follow instructions for renaming your excel file
- Provide rationale and descriptive text in comments



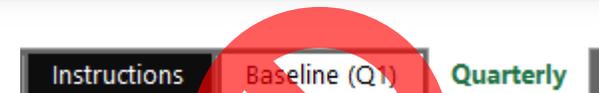
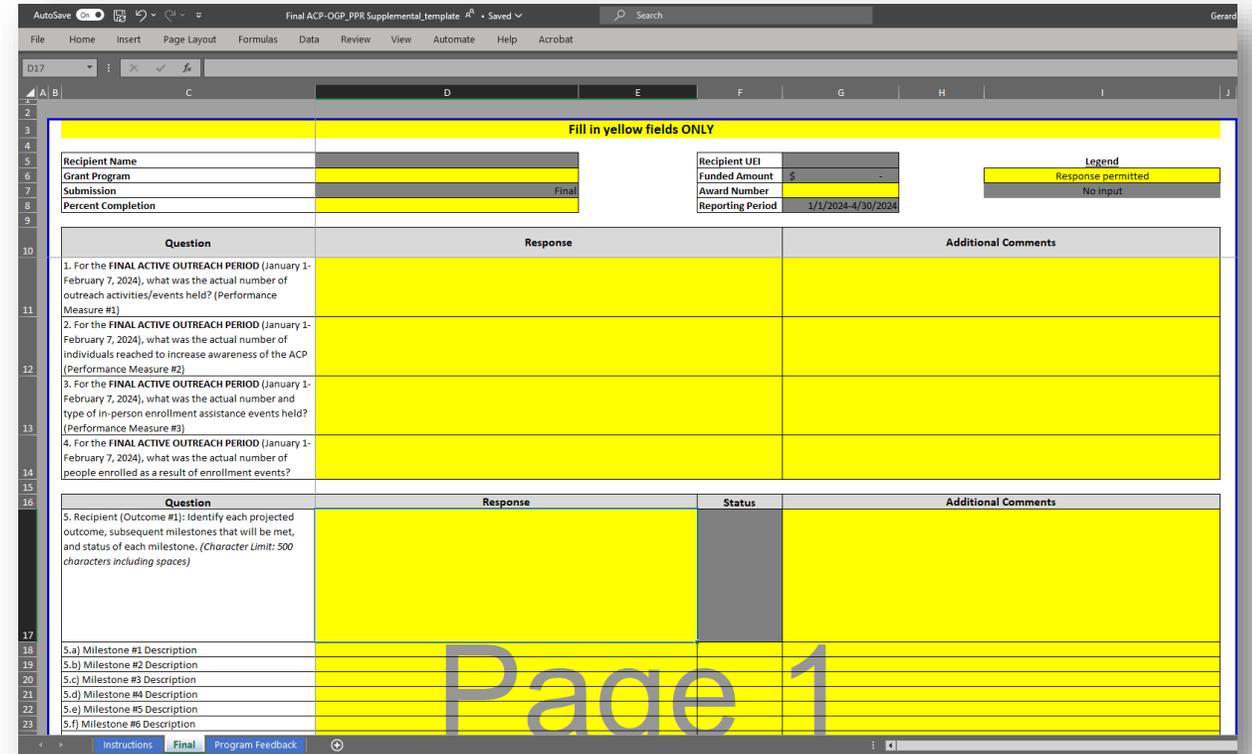
## DON'T

- Estimate data after the fact
- Submit an unchanged PPR Supplemental file
- Provide data points (numerical data) in comments
- Don't email asking if we received or reviewed your report



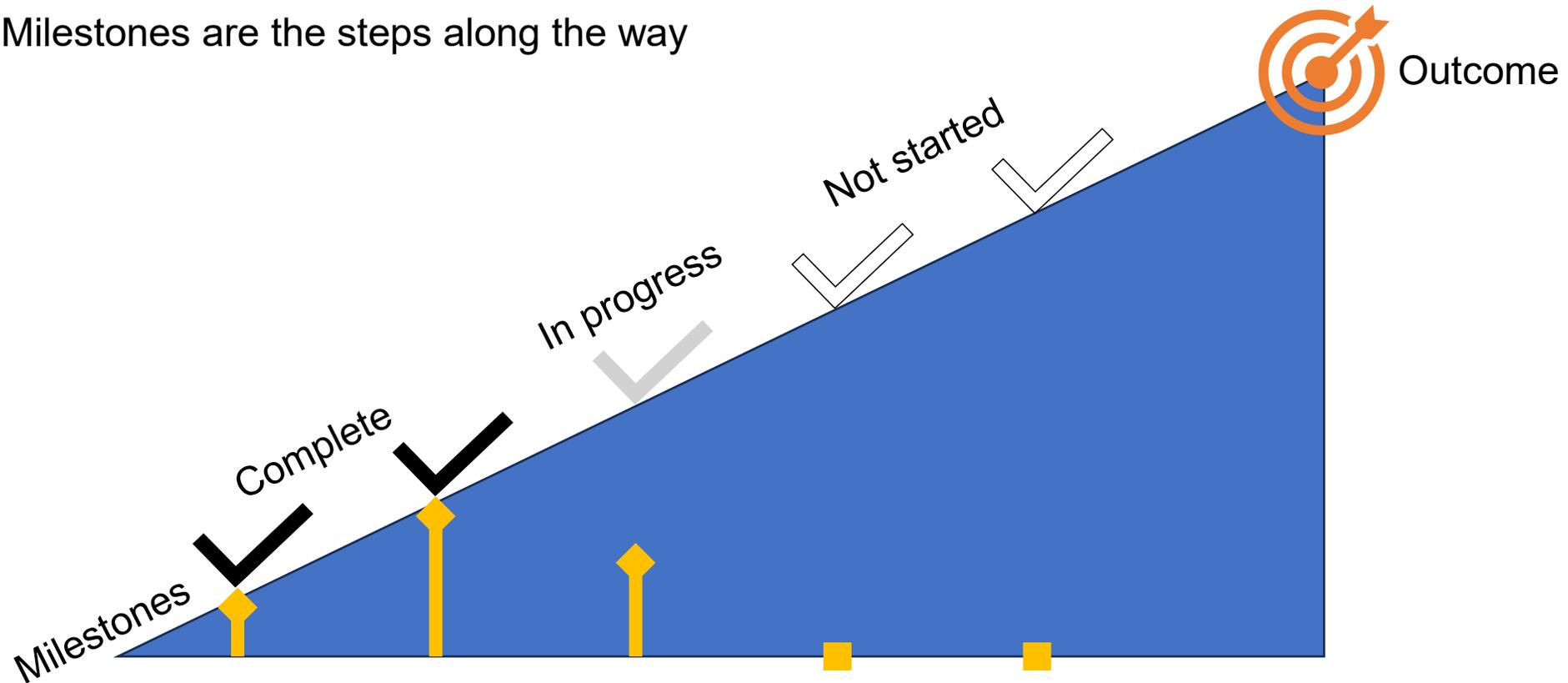
# Outdated vs Final Templates

- The Final Template has 3 worksheet tabs:
  - Instructions;
  - Final; and
  - Program Feedback.
- The tabs themselves are blue



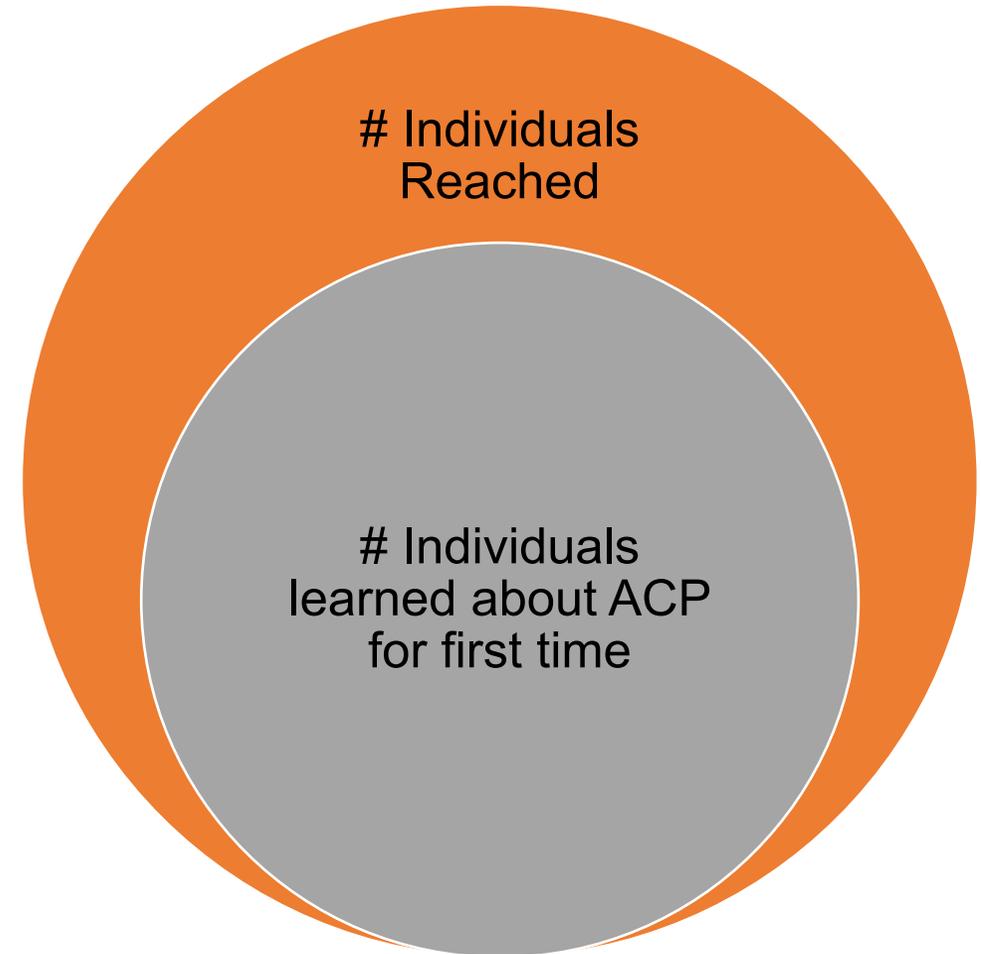
# Outcomes and Milestones

- Questions 5-9 involve Outcomes and Milestones
  - Outcomes are the target goal for the work
  - Milestones are the steps along the way

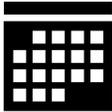


## Data Detail Q12

Question	Number of Individuals Reached	Number of Individuals that learned about ACP for first time
12.a) Outreach Events		
12.b) Direct Mail		
12.c) Consumer Research		
12.d) Paid Media Campaign		
12.e) Digital Campaign		
12.f) Other - Please elaborate in the Additional Comments field		

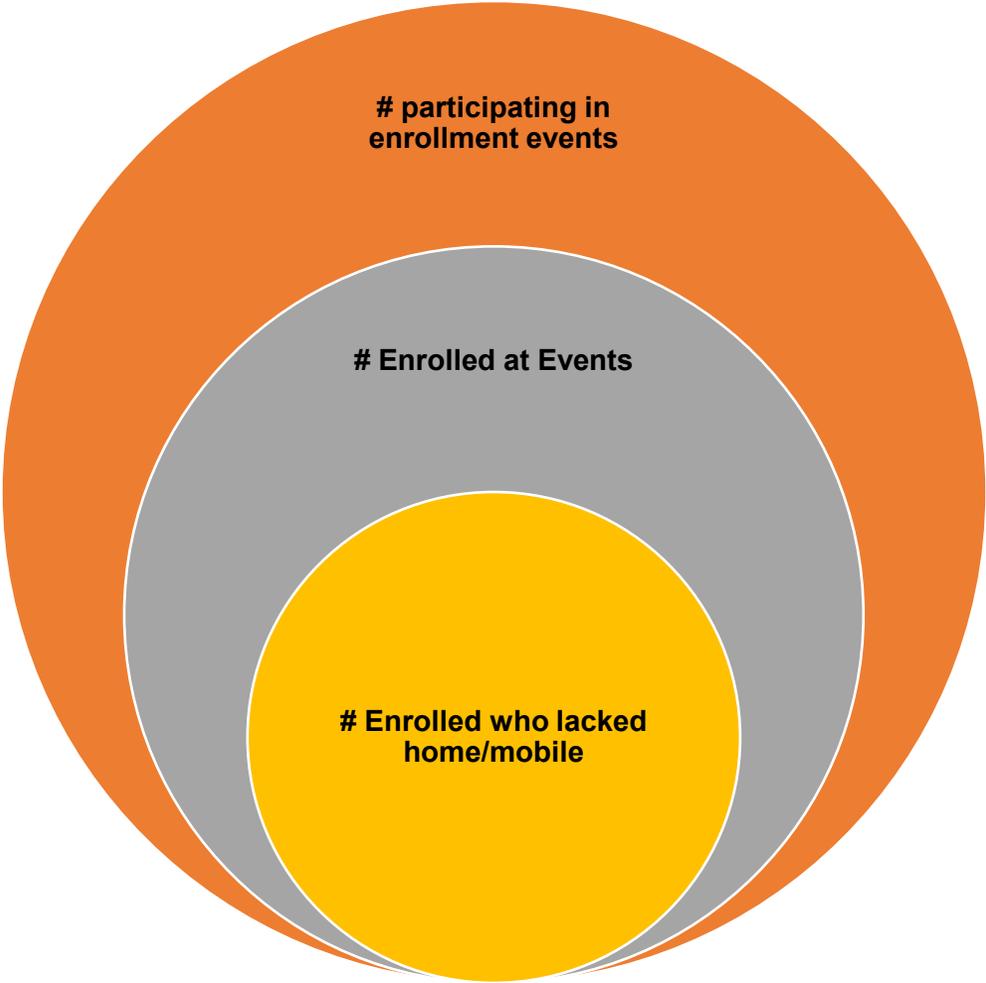


# Data Detail- Q13: Units

Question		# of Events
13.a) Total Number of Enrollment Events Held		# of hours
13.b) Personnel Hours Spent Executing Events		# of attendees
13.c) Number of Individuals that Participated in Enrollment Events		# of households enrolled
13.d) Number of Eligible Households Enrolled in the ACP		
13.d).i) Number of Eligible Households Enrolled (from 13.d) who lacked access to home and mobile broadband internet		
13.d).ii) Number of Eligible Households Enrolled (From 13.d) who lacked access to home broadband internet		

# Data Detail- Q13- Size

Question
13.a) Total Number of Enrollment Events Held
13.b) Personnel Hours Spent Executing Events
13.c) Number of Individuals that Participated in Enrollment Events
13.d) Number of Eligible Households Enrolled in the ACP
13.d).i) Number of Eligible Households Enrolled (from 13.d) who lacked access to home and mobile broadband internet
13.d).ii) Number of Eligible Households Enrolled (From 13.d) who lacked access to home broadband internet



# Reporting on Enrollment

For Performance Progress Reporting (PPR) Purposes, “Enrollment” may mean any one of the following:

1. Applicant began the application process for the ACP;
2. Applicant completed the application process for the ACP and is awaiting approval status
3. Applicant completed the application process and was qualified for the ACP; and/or
4. Applicant was qualified for the ACP during the enrollment event AND connected their benefit with an ISP.

Reminder: Consumers must connect their benefit with an ISP before February 7 at 11:59PM Eastern to enroll before the enrollment freeze

## Continuum of Enrollment



# Program Feedback Worksheet

- Substantive short answer questions soliciting feedback about outreach and enrollment activities and overall grant program administration.
- Most responses limited to 700 characters (see below for example)

*Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus*



Stay tuned for an invitation from your NCIM for a voluntary Open House session to share your Program Feedback in real time the week of April 22<sup>nd</sup>

Fill in yellow fields ONLY			
Recipient Name	Select Grant Number on 'Final' Tab	Recipient UEI	Select Grant Number on 'Final' Tab
Grant Program	Enter on 'Final' Tab	Funded Amount	Select Grant Number on 'Final' Tab
Submission	Final	Award Number	Enter on 'Final' Tab
Percent Completion	Enter on 'Final' Tab		

Question	Response
1. Over the entire period of performance of the grant, what type of outreach and enrollment activity did you find to be <b>most</b> impactful? Please describe those activities and describe how/why they were so impactful. (Character Limit: 700 characters including spaces)	
2. Over the entire period of performance of the grant, what type of outreach and enrollment activity did you find to be <b>least</b> impactful? Please briefly describe those activities, how/why they were not impactful, and any mitigation strategies you employed. (Character Limit: 700 characters including spaces)	
3. Over the entire period of performance of the grant, what aspects of your overall grants administration experience did you find to be the <b>most efficient and effective</b> ? What about those areas made them stand out?	
4. Over the entire period of performance of the grant <i>excluding the ACP Wind Down</i> , what aspects of your overall grants administration experience did you find to be the <b>most challenging</b> ? What about those areas made them challenging? (Character Limit: 700 characters including spaces)	
5. If the FCC were to implement a similar outreach-focused grants program in the future, what recommendations would you make? (Character Limit: 700 characters including spaces)	
6. What overall lessons did you learn throughout this grant program or in your experience with the ACP that you'd like to share with the FCC for future program improvements? (Character Limit: 700 characters including spaces)	
7. Provide an abstract of overall accomplishments <b>directly attributable to ACP Outreach Grant funds</b> . These abstracts may be shared publicly by the FCC. (Character Limit: 700 characters including spaces)	

Page 1

# GrantSolutions- Tips and Tricks

- Because PPRs are due 30 days after the end of the reporting period, be sure that you click on “Past Reporting Periods” to find the right submission link

The screenshot shows a web interface for reporting. At the top, there are tabs for 'All Reports', 'FFR', and 'PPR', with 'PPR' being the active tab. Below the tabs, there are three main sections: 'Past Reporting Periods', 'Current Reporting Period', and 'Upcoming Reporting Periods'. The 'Past Reporting Periods' section is highlighted with a red circle around a downward-pointing chevron icon. Below this, there is a table with the following data:

TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTIONS
Quarterly PPR	01/30/2024 – Due in about 1 month	10/01/2023 - 12/31/2023	In Progress	<a href="#">View Report</a>

# GrantSolutions-Tips and Tricks

TYPE	DUE DATE	REPORTING PERIOD	STATUS
Quarterly PPR	12/05/2023 – Due 15 days ago	07/01/2023 - 09/30/2023	 Returned

- If your PPR submission is returned for some reason, you can find comments by clicking on the “Status” of your submission, then clicking the arrow beside the return action

PPR Reporting Workflow History

- **Returned** 11/20/2023 09:58 AM EST  
Gerard Williams
- **Submitted** 11/06/2023 03:04 PM EST

[View Submission](#)



PPR Reporting Workflow History

- **Returned** 11/20/2023 09:58 AM EST  
Gerard Williams
- **Submitted** 11/06/2023 03:04 PM EST

**Comments**  
Your Q2 PPR submission needs to be revised before it can be accepted. Your response to question

Quarterly template at [https://www.fcc.gov/sites/default/files/ACP-OGP\\_PPR-Supplemental\\_template.xlsx](https://www.fcc.gov/sites/default/files/ACP-OGP_PPR-Supplemental_template.xlsx) within 3 business days.

[View Submission](#)

# Q&A

**NEW:** For Final Reporting Requirements and Closeout Resources Visit:  
[ACP Outreach Grant Program Management Policies and Resources | Federal Communications Commission \(fcc.gov\)](#)

April

# Upcoming Meetings

2024

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

15	16	17	18	19
			<p><b>Final PPR &amp; FFR Office Hours</b> For all Grantees <b>2:00 - 3:30 PM EDT</b> Joy Sears &amp; Gerard Williams</p>	
<p><b>22</b></p> <p><b>Closeout Open House</b> NCIM: Chantal Virgile Local &amp; Regional Grantees in ET/CT <b>10:30 - 11:30 AM EDT</b></p> <p><b>Closeout Open House</b> NCIM: Chantal Virgile Local &amp; Regional Grantees in MT/PT <b>2:00 - 3:00 PM EDT</b></p>	<p><b>23</b></p>	<p><b>24</b></p> <p><b>Closeout Open House</b> NCIM: David M. Pérez Nonprofit Grantees in ET <b>11:00 - 11:59 AM EDT</b></p> <p><b>Closeout Open House</b> NCIM: David M. Pérez Nonprofit Grantees in CT/MT/PT <b>2:00 - 3:00 PM EDT</b></p>	<p><b>25</b></p> <p><b>Closeout Open House</b> NCIM: Gerard Williams State, Tribal, &amp; Territorial Grantees <b>2:30 - 3:30 PM EDT</b></p>	<p><b>26</b></p>

# Thank You

Consumer Affairs and Outreach Division  
Consumer & Governmental Affairs Bureau