



# ACP Outreach Grants

---

*Grantee Meeting*

*Thursday, April 11, 2024, 2:00 PM EDT*

# Welcome

Joy Sears, Grants Management Officer

# Opening Remarks

Miriam Montgomery, Consumer Affairs & Outreach Division, Chief

# Chairwoman Rosenworcel's ACP Update to Members of Congress



Federal Communications Commission Chairwoman Jessica Rosenworcel talks about the infrastructure law's investments in affordable, accessible high-speed internet from the South Court Auditorium on the White House complex in Washington, Monday, Feb. 14, 2022. (AP Photo/Susan Walsh)

POLITICS

## FCC, White House urge Congress to renew high-speed internet subsidy



BY SUSAN CARPENTER | WASHINGTON, D.C.  
UPDATED 3:41 AM PT APR. 02, 2024 | PUBLISHED 2:00 AM PT APR. 02, 2024

[fcc.gov/document/chairwoman-rosenworcel-update-members-congress-regarding-affordable-connectivity-1](https://www.fcc.gov/document/chairwoman-rosenworcel-update-members-congress-regarding-affordable-connectivity-1)

# ACP Partner Op-Eds



Policy Solutions

OUR ADVOCACY

HLA and More Than 70 Organizations, Individuals Urge Congress to Extend the Affordable Connectivity Program (ACP) in the Next Appropriations Legislation

ONLINE EDUCATION

TODAY'S STUDENTS



INSIDE ALABAMA POLITICS NEW MEMBER PROFILES COMMENTARY PODCASTS

## Op-Ed: Next Steps to Bridging Alabama's Digital Divide

APRIL 7, 2024 • COMMENTARY, NEWS



By Candi Williams, State Director, AARP Alabama



**CALL TO ACTION:** Share the Impact of ACP on consumers in your region.

# Agenda

Joy Sears, Grants Management Officer

# Agenda

Reimbursement Request Reminders	Joy Sears, Grants Management Officer
ACP Outreach Grants Monitoring	Lynn Bagorazzi, Grants Management Specialist
Grants Closeout Process	Joy Sears, Grants Management Officer
Final Federal Financial Report (FFR) Updates	Joy Sears, Grants Management Officer
Final Performance Progress Report (PPR) Updates	Gerard Williams, National Community Impact Manager
Outreach Partner & Consumer Resources	Chantal Virgile, National Community Impact Manager
Questions & Answers	David M. Pérez, National Community Impact Manager ( <i>Moderator</i> )
Wrap-up	Joy Sears, Grants Management Officer

# Reimbursement Request Reminders

Joy Sears, Grants Management Officer

# Reimbursement Requests During Wind-down

Federal Communications Commission  
Affordable Connectivity Outreach Grant Program  
Last updated: **March 2024**

## ACP Outreach Grant Program Reimbursement Request Documentation Instructions

**Instructions Release Date:** March 7, 2024

**Impacted Grant Programs:** All sub-programs under the ACP Outreach Grant Program: National Competitive Outreach Program (NCOP); Tribal Competitive Outreach Program (TCOP); Your Home, Your Internet Pilot Program (YHYI) Outreach Grants; and ACP Navigator Pilot Program (NPP) Outreach Grants.

### Background

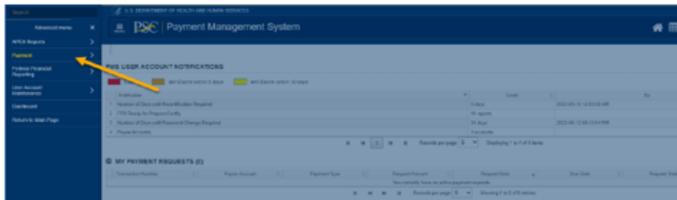
After February 8, 2024 and through April 30, 2024, all grant awards will have a funding restriction in the PMS. During this period, grant recipients are required to submit detailed documentation justifying the reimbursement request in the HHS Payment Management Services (PMS) for allowable costs incurred. Additionally, grant recipients are allowed to continue seeking reimbursements for ACP outreach and/or enrollment activities-related costs that were incurred through February 7, 2024 at 11:59 PM ET. In this situation, grant recipients are still required to submit an invoice and/or supporting documentation with a date to substantiate that such costs were incurred during a period when ACP outreach and/or enrollment activities were allowable (i.e., prior to February 8, 2024). The FCC will be responsible for determining cost reasonableness and allowability of costs prior to processing reimbursement requests. Grant recipients are reminded that advance or the prepayment of any future expenditures is unallowable. Additionally, failure to remain in good standing with grant reporting requirements, including the Grant Recipient Wind-down Guidance, may impact a grant recipient's ability to obtain FCC prior approval to drawdown on costs incurred.

The FCC may also request additional documentation prior to approving reimbursement requests during this period. *If sufficient documentation has not been received and approved by the FCC within three business days, the payment request may automatically be rejected, and the request will need to be resubmitted in the PMS.* This is not a reflection of allowability, but rather a function of the PMS to ensure there are no outstanding payment requests in the system that cannot be changed by the FCC.

The last day to seek reimbursements and liquidate all final obligations is August 30, 2024.

### Steps for Submitting Documentation in the PMS

1. Select the Menu icon in the upper left banner, select Payment, and select Request for Payment.



- Starting February 8th, the FCC placed funding restrictions on all ACP outreach grant funds to confirm funds are properly used during wind-down.
- On March 7, 2024, the Consumer and Governmental Affairs Bureau (CGB) Grants Team released the *Reimbursement Request Documentation Instructions* via email and GrantSolutions. This document includes:
  - Background on the new reimbursement request review process;
  - Steps with screenshots for submitting documentation in PMS; and
  - Examples of supporting documentation that should be submitted to the FCC by cost categories.
- This new policy applies to all reimbursement requests, including those for expenses incurred prior to February 8th.
- New policy impacts:
  - The review process may take longer and require back and forth based on the documentation submitted.
  - Payment requests may take longer to process – no longer same or next day processing until approved.

# Reimbursement Requests Documentation

Federal Communications Commission  
Affordable Connectivity Outreach Grant Program  
Last updated: **March 2024**

**FC ACP** Affordable Connectivity Program

**Supporting Documentation by Category**

Below are examples of required documentation for various common cost categories. This is not intended to be an exhaustive list of all allowable costs or acceptable documentation.

Category	Examples of Supporting Documentation
Indirect Costs	Description of indirect cost calculation methodology used to determine amount charged. If applicable, the NICRA valid for dates the costs were incurred.
Management & Administration Costs (Personnel Salary)	Time & Attendance records for each employee that show specific hours/dates chargeable to the ACOGP versus other duties. This could include activities such as preparing and submitting programmatic and financial reports, establishing and/or maintaining inventory, or responding to official information requests such as audits. Documentation must include a description of activities performed by each employee.
Management & Administration Costs (FCC-initiated Monitoring Activities)	Time & Attendance records for each employee that show specific hours/dates chargeable to the ACOGP versus other duties. This could include activities such as preparing documentation, responding to requests, or participating in monitoring meetings with the FCC. Documentation must include a description of activities performed by each employee.
Contractual Costs	Executed contract with invoices that are clearly itemized, show the date(s) activities were performed, and total the requested reimbursed amount. Must include proof of payment (i.e. copies of dated checks, bank statements, etc.). Note: A screenshot of the payment in a financial management system is not sufficient. Description of work performed in alignment to the contract to support the reimbursement request.
Supplies/Travel Costs incurred prior to February 8, 2024	Invoices and/or receipts for purchases that are clearly dated, itemized, and total the requested reimbursed amount. Must include proof of payment (i.e. copies of dated checks, bank statements, etc.). Note: A screenshot of the payment in a financial management system is not sufficient.

- When submitting documentation ensure that the following information is included, but not limited to:
  - Invoices and timesheets demonstrating hours worked towards this grants versus other work, dates charged, and fringe (if applicable).
  - Contractual invoices that are clearly itemized, dates of activities performed, the types of activities completed that are charged to the grant.
  - Proof of payment made to confirm the funds requested are being reimbursed.
- If unallowable expenses are found in the reimbursement request, the recipient will be notified to submit a new request for the approved amount; the original request will be rejected once you have been notified.
  - The FCC is not able to partially fund a request in the system.

We appreciate your patience during this time. Know that the Grants Management Specialist is only doing their job and is often just the messenger.

# ACP Outreach Grants Monitoring

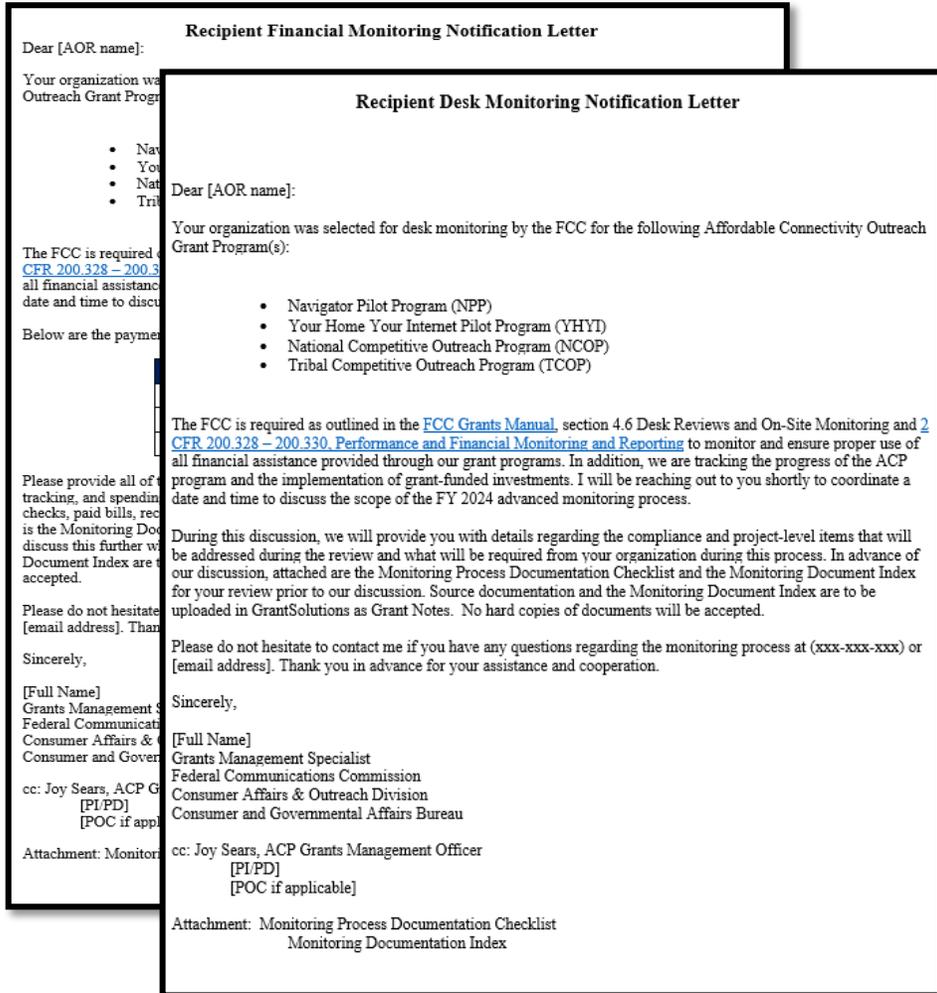
Lynn Bagorazzi, Grants Management Specialist

# Grants Monitoring Overview

- CGB is required to conduct monitoring of its ACP recipients to ensure proper use of funds per federal and program requirements, including 2 CFR 200; monitoring may be conducted during the period of performance or afterwards.
- CGB has decided to perform two types of monitoring:
  - Desk Review: A comprehensive review of the recipient’s full grant processes and policies to analyze the documentation and make recommendations regarding best practices, areas for improvement needing technical assistance, program requirements, and 2 CFR 200 compliance.
  - Financial Monitoring: Review of reimbursed payments to confirm expenses incurred for the drawdown are allowable and a reimbursement. This review will include a review of invoices, timesheets, activity descriptions, and time stamps, receipts, etc.
- Monitoring is conducted by the CGB Grants Team and requires recipients to send documentation; your assigned GMS will be the primary reviewer of all submitted documents.

Activity	Timeline
GMS issues monitoring notification to recipients/documentation requests	April 3 – April 26, 2024
Implement Monitoring Process: Financial monitoring and desk monitoring	April 29 – June 7, 2024
End of the Period of Performance per Grant Recipient Wind-down Guidance	April 30, 2024
Post Monitoring Activities: Corrective actions/resolution, final communications with recipients, post-monitoring report, technical assistance	June 10 – July 19, 2024
Closeout: Obtain final reports, final requests for payments, final documentation	August 30, 2024

# Grants Monitoring Notification Process



- CGB selected recipients for monitoring based on a risk assessment and random sampling.
- As a result, 22 recipients have been selected for either a desk review or financial monitoring. These recipients were sent a notification letter the week of April 8<sup>th</sup>.
- Your assigned GMS will follow-up with a meeting request after that letter has been submitted.
- Recipients must:
  - Coordinate a date and time with their GMS to discuss the scope of the advanced monitoring process.
  - Review the *Monitoring Process Documentation Checklist* attached to the Desk Monitoring Notification Letter.
  - Complete the *Monitoring Documentation Index Template* (attached).
  - Upload the requested documentation and the completed *Monitoring Documentation Index* into GrantSolutions as Grant Notes.
- Documentation requirements are different for desk review versus financial monitoring.

# Grants Monitoring Documentation Checklist

- The *Monitoring Process Documentation Checklist*, provided by the GMS, identifies which documents the recipients are to submit for desk reviews.
- Recipients can review the checklist provided to identify the documents that need to be uploaded to GrantSolutions as a Grant Note.
  - Do not focus on the name of the document provided in the checklist, focus on the type of content that would be in a similar document.
  - Recipients should already have this information on hand.
- Once all documents have been collected, recipients should use the *Monitoring Documentation Index Template* to organize those documents.
  - Multiple documents can be uploaded to a single Grant Note.

Federal Communications Commission  
Consumer and Governmental Affairs Bureau

**FCC ACP** Affordable Connectivity Program

**Recipient Monitoring Process Documentation Checklist**

All documentation as described below is required for ACP Outreach Grant Program Desk Monitoring, unless otherwise noted. All requested documentation must be submitted electronically to FCC uploaded as a Grant Note in GrantSolutions (use as many as needed). Documentation is due to FCC no later than XX/XX/2024

Required Documents	Source	Documentation Required?
Debarment check confirmation (Sam.gov) – subrecipient, contractor, business name, and business owner	2 CFR 200.214 2 CFR Part 180	<input type="checkbox"/> Yes <input type="checkbox"/> No
Budget/Financial - General Ledger used to account for Program Payments and disbursement from such payments to meet eligible expenses and Budget Records	2 CFR 200.302	<input type="checkbox"/> Yes <input type="checkbox"/> No
Invoices/Receipts (including: Payroll, Timekeeping Records, Human Resources Records to support costs incurred for payroll expenses if paid)	2 CFR 200.302	<input type="checkbox"/> Yes <input type="checkbox"/> No
Personnel Documentation – including any invoice and contractual documentation (time sheets, evidence of indirect costs, copy of W-9 for independent contractors and contractors in general )	2 CFR 200.302 2 CFR 200.430 (i)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organizational Charts/Staff Lists (showing decision making and separation of duties)	2 CFR 200.303	<input type="checkbox"/> Yes <input type="checkbox"/> No
Policies and Procedures (to include but not limited to: Subrecipient Guide, Accounting Manual, Staff Training, Subrecipient Monitoring/Contract Oversight, Payment Submission, Conflict of Interest, Record Retention, etc.)	2 CFR 200.303	<input type="checkbox"/> Yes <input type="checkbox"/> No
Payment Policy/Procedures (how the entity reviews/processes payments for the grant program)	2 CFR 200.305	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cost Share Documentation (as applicable)	2 CFR 200.306 2 CFR 200.430 (i)(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change orders/amendments from contractors, vendors, and subrecipients, if applicable	2 CFR 200.308	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certificate of Insurance (as applicable for laptops, tablets, etc.)	2 CFR 200.310	<input type="checkbox"/> Yes <input type="checkbox"/> No
Procurement Policy/Procedures – *see below for the table of procurement documentation for procurements over \$250,000 as well as the top three contracts in terms of dollar value	2 CFR 200.317-327	<input type="checkbox"/> Yes <input type="checkbox"/> No
Documentation to support recipient’s data collection to meet its PPR and FFR requirements.	2 CFR 200.329	<input type="checkbox"/> Yes <input type="checkbox"/> No
Program Data or Milestones Completed (matching projected milestones in the approved application)	2 CFR 200.329 (c)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Subrecipient v. Contractor Determination	2 CFR 200.331	<input type="checkbox"/> Yes <input type="checkbox"/> No
Federal Award Identification in Subawards	2 CFR 200.332 (a)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Subrecipient Monitoring Policy (and any documented Subrecipient Monitoring activities including subrecipient risk assessments; Performance Calls (Bi-monthly, Monthly); Desk or Site Reviews; provision of technical assistance; any corrective actions taken; audit requirements are verified; resolution of any ACP-specific audit findings, etc., if applicable)	2 CFR 200.332 (b), (d) – (h)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Page 1 of 4

# Grants Monitoring Documentation Index

- Due to the number of documents required for monitoring, the *Monitoring Documentation Index* is a tool for recipients to name and track the submission of the electronic files.
- The Index will be a roadmap ensuring consistency for recipients and GMS during monitoring.
- The Index is an Excel workbook of three tabs to help recipients organize the required documents that must be submitted, as outlined in the *Monitoring Documentation Checklist*:
  - The **Instructions tab** provides instructions on how to name each document
  - The **Reference tab** provides examples
  - The **File Index tab** is where the recipient will create an inventory of those documents using the appropriate drop-down options.

Instructions Tab	Reference Tab	File Index Tab
<p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18</p> <p><b>Instructions:</b> After reviewing the documentation in Monitoring Process Documentation Checklist that your organization is required to maintain, recipients must utilize this file to organize your materials for submission. <i>This index must be submitted with all requested materials via GrantSolutions as a Grant Note.</i></p> <p>To organize your materials for submission, please complete the following:</p> <ul style="list-style-type: none"><li>• Organize your files by "Document Type" – a detailed description of each Document Type is available for your reference in the table available in the "References" tab titled "Figure 1a. Document Type Descriptions."</li><li>• Once your files are organized by "Document Type" use the following naming convention "Grant Number_Document Type_Document Number_File Name" to prepare them for submission (examples can be found in "Figure 2. Document Naming Conventions" on the "References" tab).<ul style="list-style-type: none"><li>▪ "Grant Number" is the number assigned to your grant for identification purposes and uses the following format "ACOGP234XXXX."</li><li>▪ "Document Type" is the different types of documents that your organization is required to submit. Use the appropriate option listed in the "Document Type" column of "Figure 1a. Document Type Descriptions."</li><li>▪ "Document Number" is a number you assign that indicates how many of each Document Type you are uploading.</li><li>▪ "File Name" is a name you assign to describe the contents of the file.</li></ul></li></ul> <p>After naming all files that are required for submission, please use "File Naming Index" tab to enter the name of each file into the "File Naming Index." The "File Naming Index" will be used by FCC as a reference to ensure all documentation has been submitted and will act as a guide for their review.</p> <p>To organize the "File Naming Index" complete the following:</p> <ul style="list-style-type: none"><li>• Enter the title of each file into the according to the name you assigned it using the "Grant Number_Document Type_Document Number_File Name" naming convention (examples can be found in "Figure 3. Filling Out the File Naming Index" on the "References" tab).</li><li>• Enter a brief description of what each file contains in the "Document Description" column, if it is not apparent from the file name. This may include dates, a subrecipient's name, or anything else that may provide further clarity to the FCC and indicate how the document supports the CFR documentation requirements.</li></ul> <p>Once all required files are entered into the "File Naming Index," navigate to GrantSolutions and your Grant Notes. Upload the "File Naming Index" along with all the files identified in the "File Naming Index" as a Grant Note titled "Desk Review Documentation." <i>Please note that you will need to "Choose File" and select "Upload" for each file required for submission within the GrantSolutions Grant Note. GrantSolutions does not accept .zip files or other compressed files. It is acceptable to submit multiple Grant Notes if you are unable to submit all files within one Grant Note.</i></p>		

- The FCC will use this process to ensure all documentation has been submitted and will act as a guide for review.
- A video explaining how to complete the *Monitoring Documentation Index* as a companion to the Index's instructions is posted at [www.fcc.gov/acp-grants-management](http://www.fcc.gov/acp-grants-management).

# Grants Closeout Process

Joy Sears, Grants Management Officer

# Grants Closeout Process Overview

- Without additional funding from Congress, grants awarded through the ACP Outreach Grant Program period of performance will end April 30, 2024, due to wind-down.
- The FCC recognizes the closeout process is happening earlier than anticipated. As a result, not meeting projected metrics, low drawdown rates, or not meeting match requirements will not factor into future funding considerations.

FCC Issues Series of Closeout Notices	FCC Initiates Closeout in GrantSolutions	Recipient Prepares Closeout Requirements	FCC Reviews Closeout Documents	Recipient Submits Final Closeout Notice	FCC Assesses Final Grant Performance
January to May 2024		To August 2024	August to October 2024		By December 2024
<ul style="list-style-type: none"> <li>• The FCC initiates wind-down and releases wind-down public notice</li> <li>• The <i>Grant Recipient Wind-down Guidance</i> is released, notifying grant recipients of grant impacts                             <ul style="list-style-type: none"> <li>✓ Recipient signature required</li> </ul> </li> <li>• The FCC issues Second Closeout Notices, which includes an overview of the closeout process and explains closeout requirements</li> </ul>	<ul style="list-style-type: none"> <li>• The FCC will issue an amendment in GrantSolutions changing the period of performance end date                             <ul style="list-style-type: none"> <li>✓ The recipient must accept the amendment in GrantSolutions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• By August 2024, the recipient is required to submit:                             <ul style="list-style-type: none"> <li>✓ Final payment request in the Payment Management Services (PMS)</li> <li>✓ Final Federal Financial Report (FFR) in PMS</li> <li>✓ Final Performance Progress Report (PPR) and PPR-Supplemental in GrantSolutions Reporting Module.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The FCC will review final FFR and PPR-Supplemental submissions to confirm:                             <ul style="list-style-type: none"> <li>✓ Final reporting requirements are complete and acceptable</li> <li>✓ All conditions of the grant award have been met</li> </ul> </li> <li>• Once all reporting requirements have been accepted, the FCC will issue a Final Closeout amendment and notice.</li> </ul>	<ul style="list-style-type: none"> <li>• The recipient must review the Final Closeout Notice. Acceptance assumes:                             <ul style="list-style-type: none"> <li>✓ The recipient agrees all terms have been met and the grant can be closed</li> <li>✓ The recipient agrees all final payment requests have been submitted and any unused funds may be de-obligated at FCC discretion</li> <li>✓ The recipient understands that the FCC may continue monitoring grants and may request additional information post-closeout</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The FCC will prepare a final Closeout Reporting for FCC leadership using:                             <ul style="list-style-type: none"> <li>✓ Feedback collected from recipients, including considering all success stories collected throughout the period of performance</li> <li>✓ Analysis of all final reporting requirement submissions</li> </ul> </li> </ul>

# 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.

# Final FFR Key Takeaways

## 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.



For more tips and tricks on the Final FFR, and an opportunity to get your questions answered, be sure to attend the upcoming Reporting Office Hours session on Thursday, April 18, 2024, from 2:00PM-3:30PM Eastern Time.

# 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. The top navigation bar includes 'ACF Outreach Grant Program', 'ACF Grant Opportunities', and 'ACF Grants Management Policies & Resources'. The main content area is titled 'Helping Households Connect' and features a 'Jump To:' section with links for 'Monitoring', 'Compliance', 'Reporting', 'Resources', and 'Forms'. Below this, there are sections for 'Grants Management Resources' and 'Grants Monitoring'. The 'Grants Monitoring' section includes a 'Reporting Resources' box with the following items:

- 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?

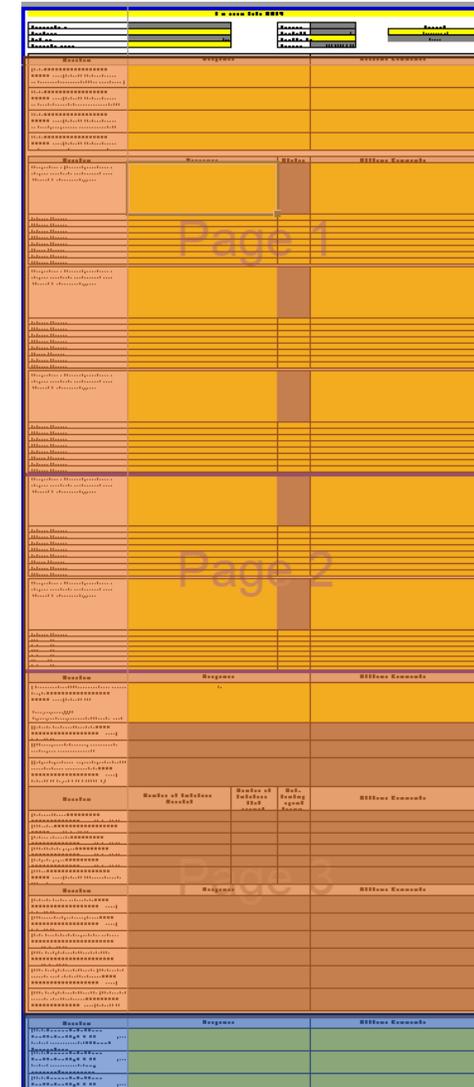
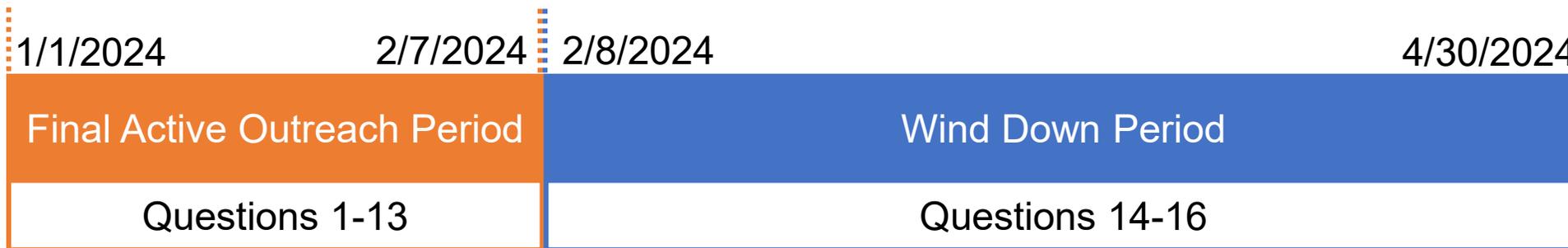
- Grantees are **not required** to submit a standalone Quarterly PPR for the period 1/1/2024-3/31/2024. This period is covered as part of the **Final** report.
- Be sure that your **Final** report is submitted in the appropriate entry in GrantSolutions.

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

# 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



Page 1

Page 2

# Changes to Final PPR-Supplemental Template

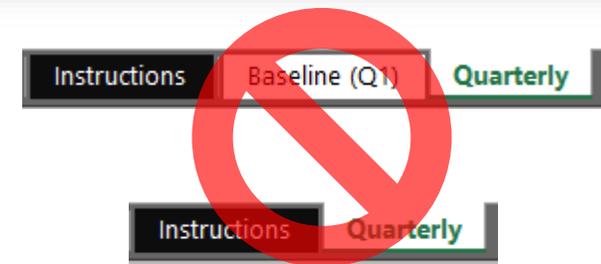
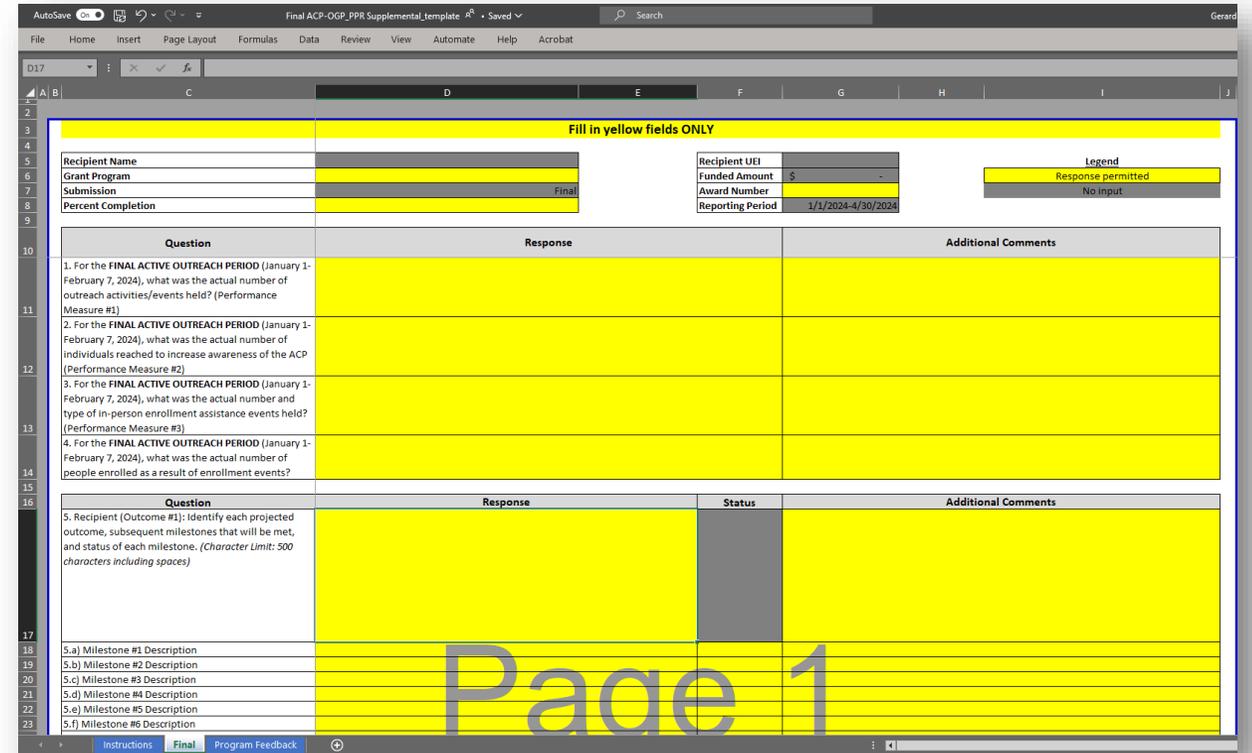
- Final PPR submissions must use the Final PPR-Supplemental Template (Excel)
  - Available to download at [www.fcc.gov/acp-grants-management](http://www.fcc.gov/acp-grants-management)
- Changes include:
  - Additional worksheet tab “Program Feedback”
  - Changes to Reporting Period based on new Project End Date
  - Revisions to questions 14-16



All Final PPRs must use the Final PPR-Supplemental Template. Final PPRs submitted using outdated or modified templates will be returned without review.

# Outdated vs Final Templates

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



# 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

# PPR-Supplemental Template

**Fill in yellow fields ONLY**

Recipient Name		Recipient UEI		Legend
Grant Program		Funded Amount	\$	
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

<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

**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?

 **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

# Common Errors on PPR

## Consistency issues

- Responses to questions 1-4 in the PPR are supported by responses throughout the rest of the template. Please read carefully and make sure that your responses are consistent with one another.

## Incorrect template

- Please be sure that you are using the **Final** PPR Supplemental template (blue worksheet tabs)



## File format errors

- The PPR supplemental is a Microsoft Excel document. There is no requirement to submit a word, PDF, or other text format. The required SF-PPR is generated automatically by submitting via GrantSolutions.

## Comment confusion

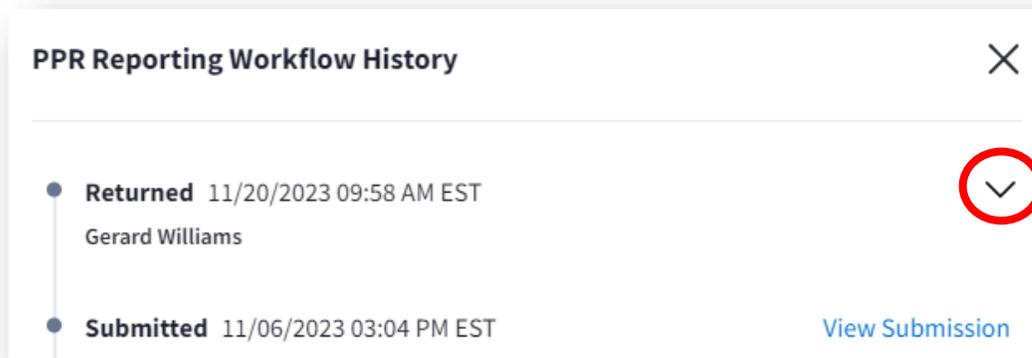
- Although comments do not supplant data in the response column, please be sure your comments are clear and consistent with the data you are reporting. Conflicting comments may lead to a return and resubmission of your PPR.



For more tips and tricks on the Final PPR, and an opportunity to get your questions answered, be sure to attend the upcoming Reporting Office Hours session on Thursday, April 18, 2024, from 2:00PM-3:30PM Eastern Time.

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

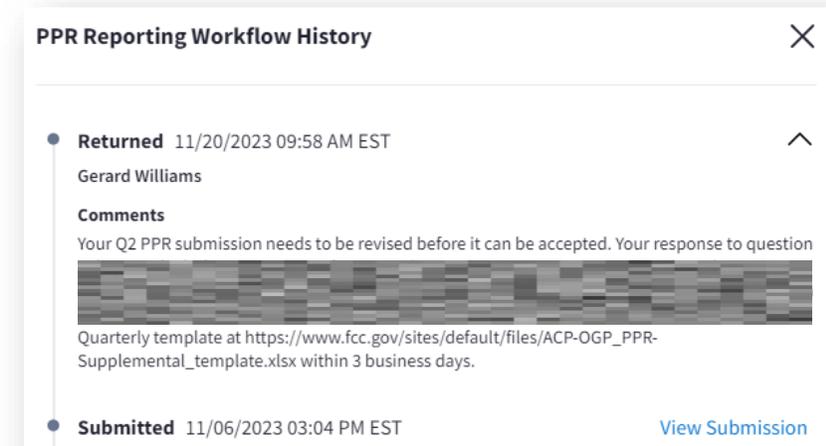
- If your PPR submission is returned for some reason, you can find comments by clicking on the “Status” of your submission, then clicking the arrow beside the return action



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  
**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.
- **Submitted** 11/06/2023 03:04 PM EST

[View Submission](#)

# Outreach Partner & Consumer Resources

Chantal Virgile, National Community Impact Manager

# Outreach Partner and Consumer Resources



- **FCC ACP Grants Management Website:** [www.fcc.gov/acp-grants-management](http://www.fcc.gov/acp-grants-management)
  - Find grant-related announcements and resources, including the new ACP Monitoring Documentation Index Tutorial.
- **FCC ACP Website:** [www.fcc.gov/acp](http://www.fcc.gov/acp)
  - **ACP Wind-Down Fact Sheets:** Overview in multiple languages, Consumer Protections-specific, Opt-in/Opt-out specific
  - **ACP Wind-Down FAQs:** recently updated and refreshed on an ongoing basis based on recurring questions
  - **December ACP Survey Results:** highlights the success of the ACP and the impact the end of this program will have on working families (<https://www.fcc.gov/document/survey-68-acp-households-had-inconsistent-or-zero-connectivity>)
- **ASL Hotline:** consumers who are Deaf or Hard of Hearing may contact 844-432-2275
- **ACP List of Participating Providers:** searchable by State/Territory, broadband service type, consumer support phone number, and consumer website address ([www.fcc.gov/affordable-connectivity-program-providers](http://www.fcc.gov/affordable-connectivity-program-providers))
- **FCC Virtual Speakers:** CAOD is available to educate outreach partners and consumers on wind-down matters. E-mail request to [acpspeakers@fcc.gov](mailto:acpspeakers@fcc.gov). Include date and time and number of audience members
- **USAC ACP Support Center:** 877-384-2575
- **FCC's Consumer Complaint Center:** Consumers can continue to file complaints through the FCC's Consumer Complaint Center at: <https://consumercomplaints.fcc.gov> about ACP billing and service issues

# Q&A

Consumer and Governmental Affairs Bureau (CGB)

# Wrap Up

Joy Sears, Grants Management Officer

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