



ACP Outreach Grants

PPR Office Hours

January 17, 2024

1:00 – 2:00 P M Eastern

PPR Submissions- Overview



Start Date	End Date	Report Due	Quarter #
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



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

Performance Progress Report Templates

FY 2023 grant recipients must submit each of the following documents quarterly:

- **PPR Template** [PDF]
- **PPR-Supplemental Template**: [XLSX]

Recipients are required to attach their PPR-Supplemental in the GrantSolutions Reporting Module on a quarterly basis. FFR and PPR reports are required, including partial calendar quarters, as well as in periods where no grant award activity occurs.



ACP Outreach Grant Program Management Policies and Resources

The screenshot shows the FCC ACP Outreach Grant Program Management Policies and Resources webpage. It includes sections for 'ACP Outreach Grant Program', 'ACP Grant Opportunities', and 'ACP Grants Management Policies & Resources'. The 'Grants Management Resources' section lists various documents and events, including the 'PPR Template' and 'PPR-Supplemental Template'. A red arrow points from the 'Performance Progress Report Templates' section in the screenshot to the corresponding text in the slide.

PPR Supplemental Template

Fill in yellow fields ONLY

Recipient Name		Recipient UEI		Logout
Grant Program		Funded Amount	\$	
Information		Award Number		
Percent Completion				

Question	Response	Additional Comments
1. For the QUARTER, what was the actual number of outreach activities/events held? (Performance Measure #1)		
2. For the QUARTER, what was the actual number of individuals reached to increase awareness of the ACP? (Performance Measure #2)		
3. For the QUARTER, what was the actual number and type of in-person enrollment assistance events held? (Performance Measure #3)		
4. For the QUARTER, what was the actual number of people enrolled as a result of enrollment events?		

Question	Response	Status	Additional Comments
5. Recipient (Outreach) identify each proposed outcome, subgoal, milestone, or deliverable that will be met, and status of each (approved, in progress, etc.)			

Recipient UEI	
Funded Amount	\$ -
Award Number	
Reporting Period	07/01/2023 - 09/30/2023

Grantees select their award number from a drop down list. UEI, Funded Amount, and Recipient Name all populate automatically

Question
1. For the QUARTER, what was the actual number of outreach activities/events held? (Performance Measure #1)
2. For the QUARTER, what was the actual number of individuals reached to increase awareness of the ACP? (Performance Measure #2)
3. For the QUARTER, what was the actual number and type of in-person enrollment assistance events held? (Performance Measure #3)
4. For the QUARTER, what was the actual number of people enrolled as a result of enrollment events?

NOTE: Questions 1-4 are now asking for actual performance numbers for **current reporting quarter only** (not baseline targets or year-to-date)



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

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, 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



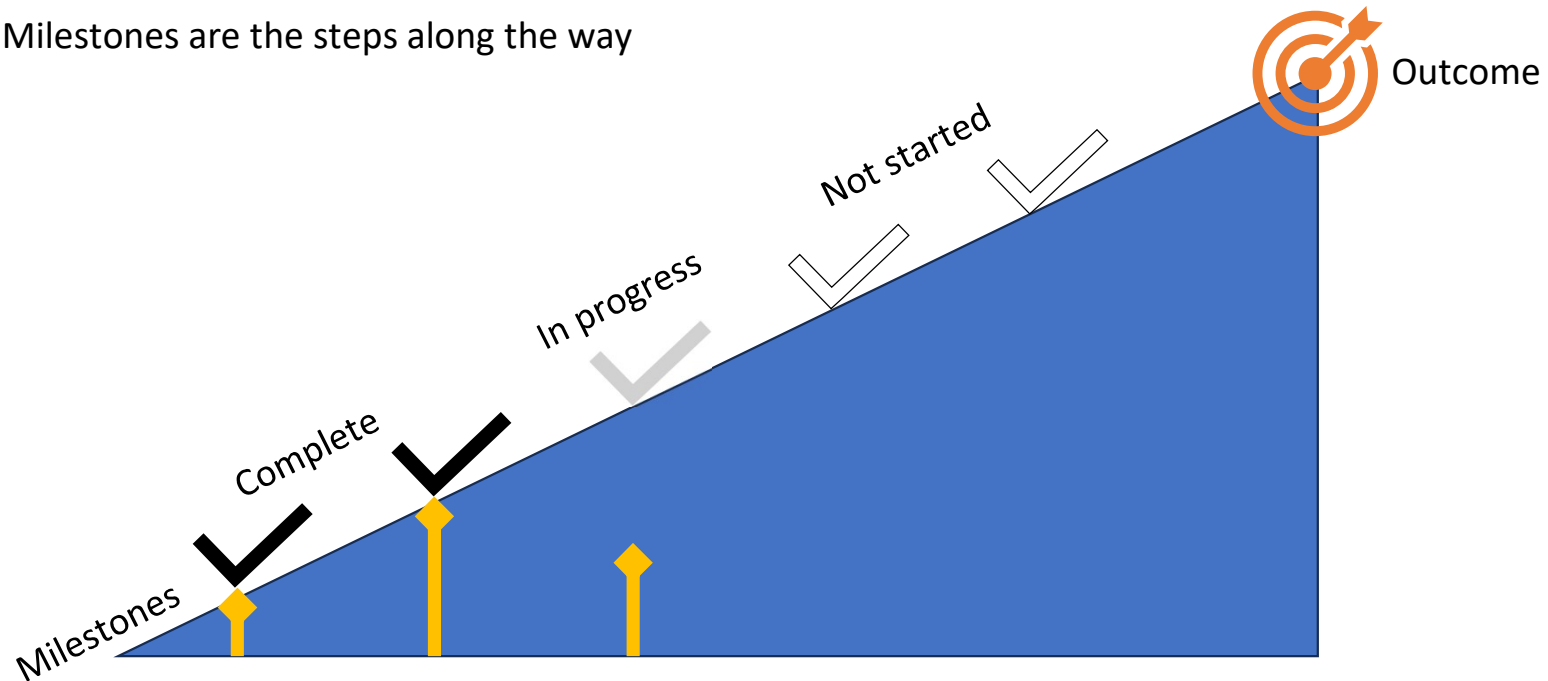
DON'T

- 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



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	3	0
12.b) Direct Mail	3	0
12.c) Consumer Research	5	4
12.d) Paid Media Campaign	5	4
12.e) Digital Campaign	8	0
12.f) Other - Please elaborate in the Additional Comments field	8	0



Data Detail- Q13: Units

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



of Events



of hours



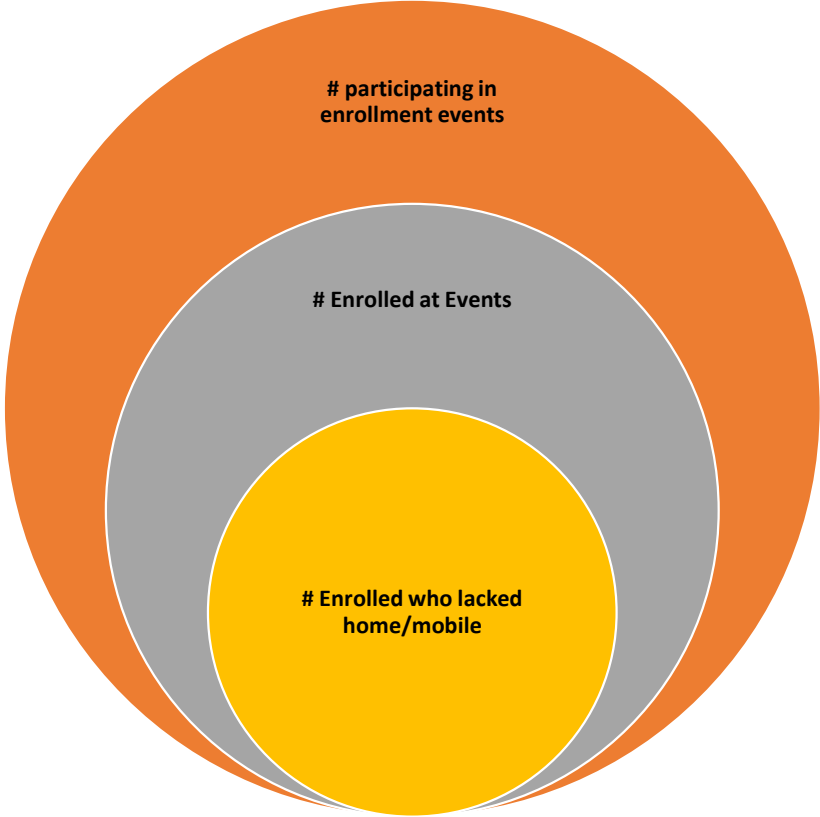
of attendees



of households enrolled

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





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

All Reports FFR **PPR**

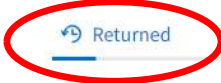
Past Reporting Periods 

Current Reporting Period 

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	View Report 

Upcoming Reporting Periods 

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
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 within 3 business days.
- **Submitted** 11/06/2023 03:04 PM EST

[View Submission](#)

Q&A

NEW: Post award Frequently Asked Questions (FAQs) recently published at:
[ACP Outreach Grant Program Management Policies and Resources | Federal Communications Commission](#)
[\(fcc.gov\)](#)

FCC ACP Affordable Connectivity Program

Helping Households Connect and Save

Enroll Today

www.GetInternet.gov