ACP Outreach Grants

PPR Office Hours

January 17, 2024

1:00 – 2:00 PM 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

You are here

Performance Progress Reporting

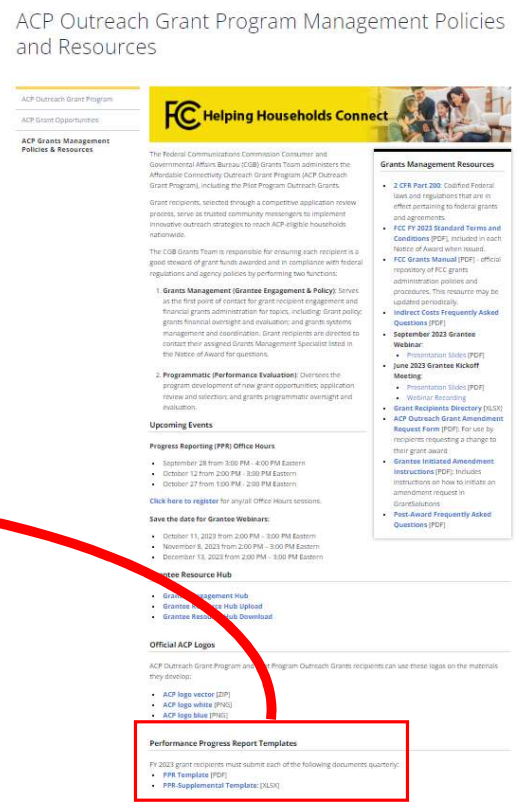
Performance reporting for FCC grants requires an Excel-based supplement to be submitted.

Available for download at:
www.fcc.gov/acp-grants-management

Performance Progress Report Templates

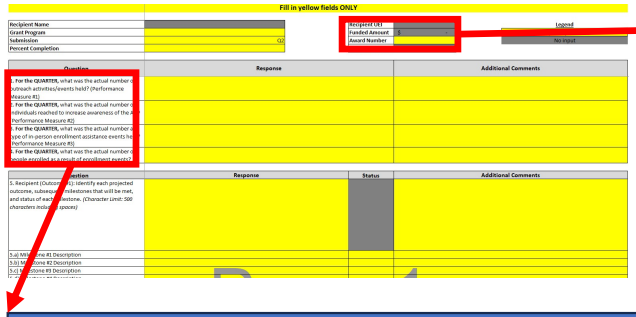
FY 2023 grant recipients must submit each of the following documents quarterly:

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



Recipients are required to attach their PPR-Supplemental inthe 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.

PPR Supplemental Template



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)

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

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

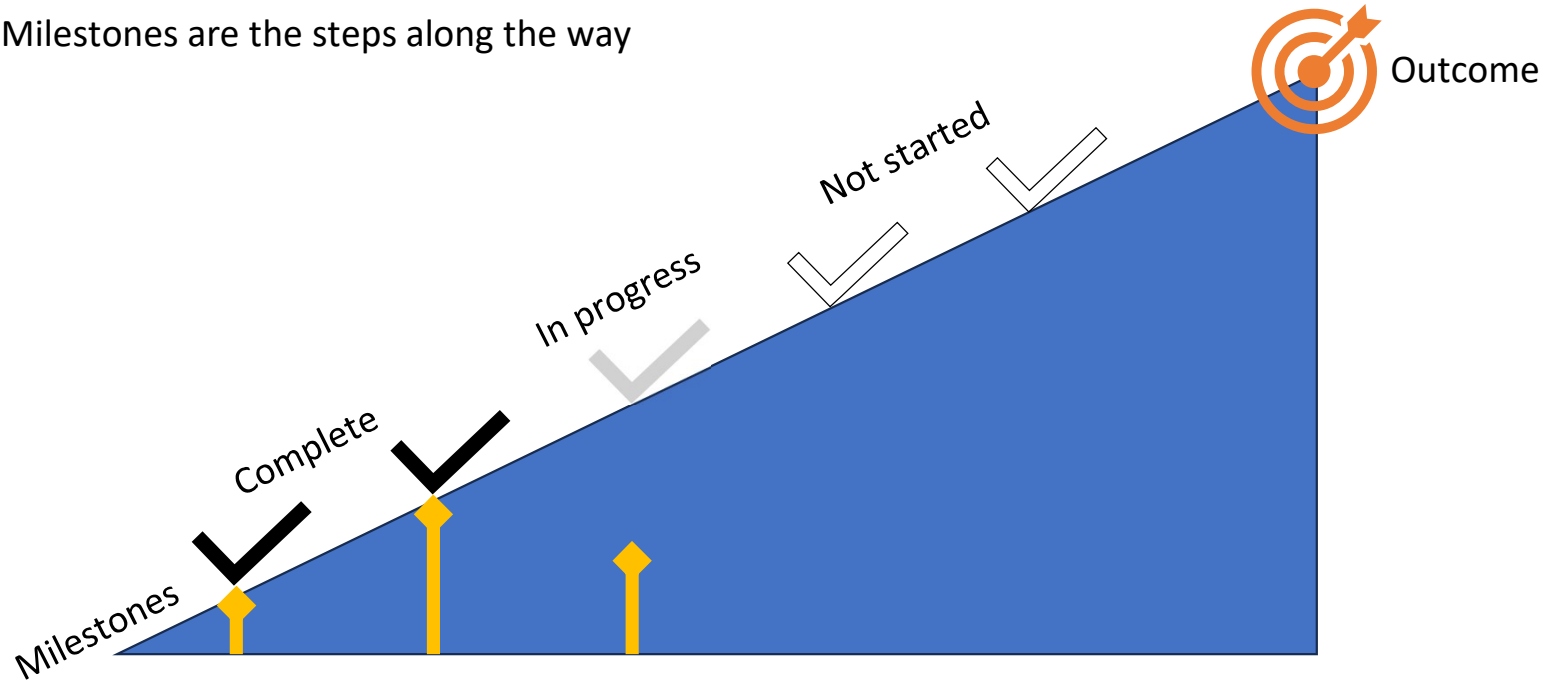
- Collect data as you go
- Follow instructions for renaming your excel file
- Provide rationale and descriptive text in comments

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

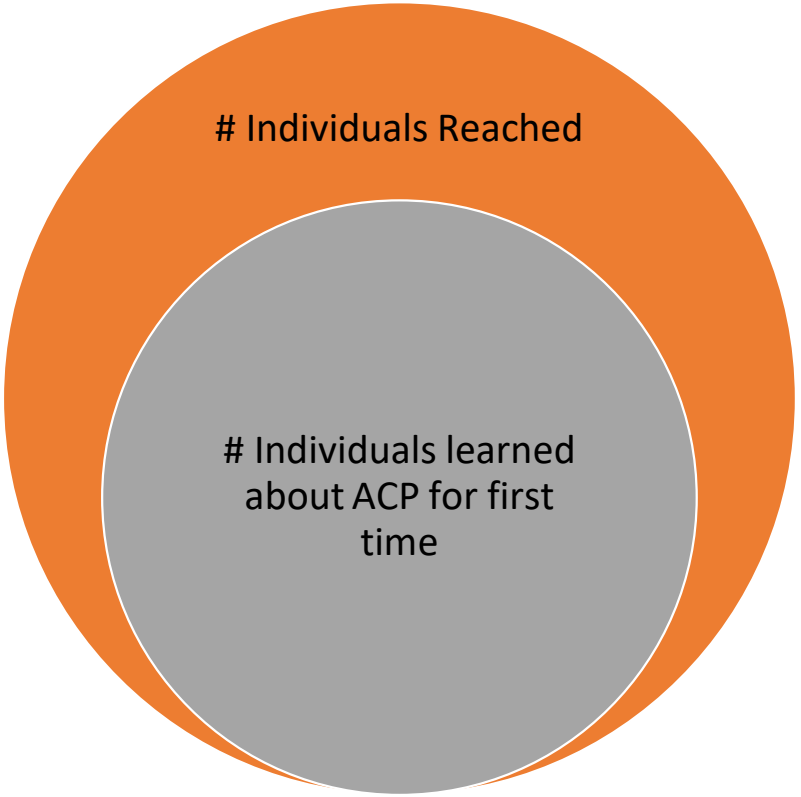
Outcomes and Milestones

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



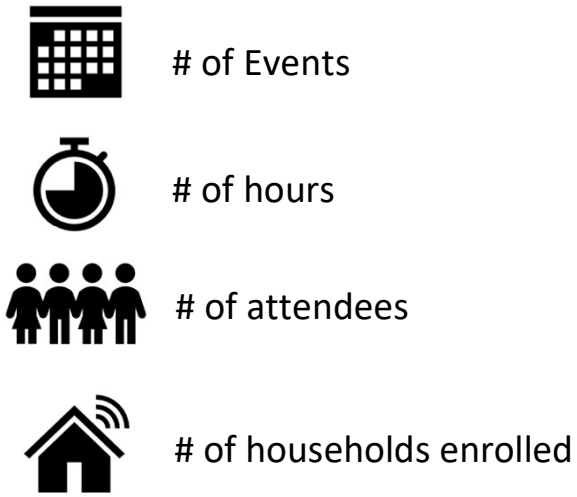
Data Detail Q12

Question	Number of Individuals Reached	Number of Individuals that learned about ACP for first time
12.a) Outreach Events		
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
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



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
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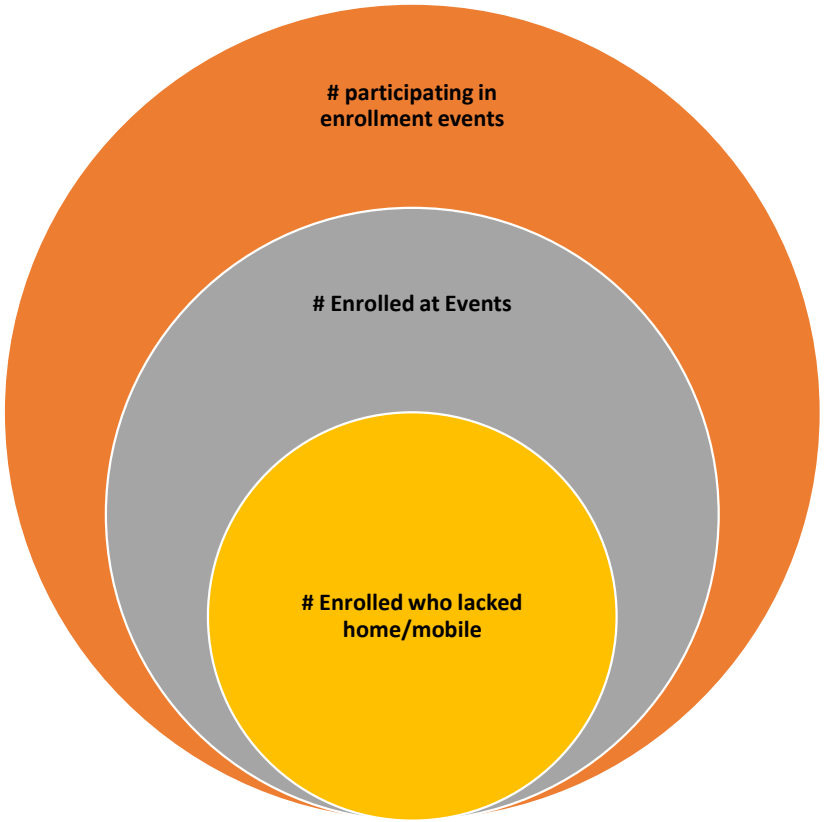
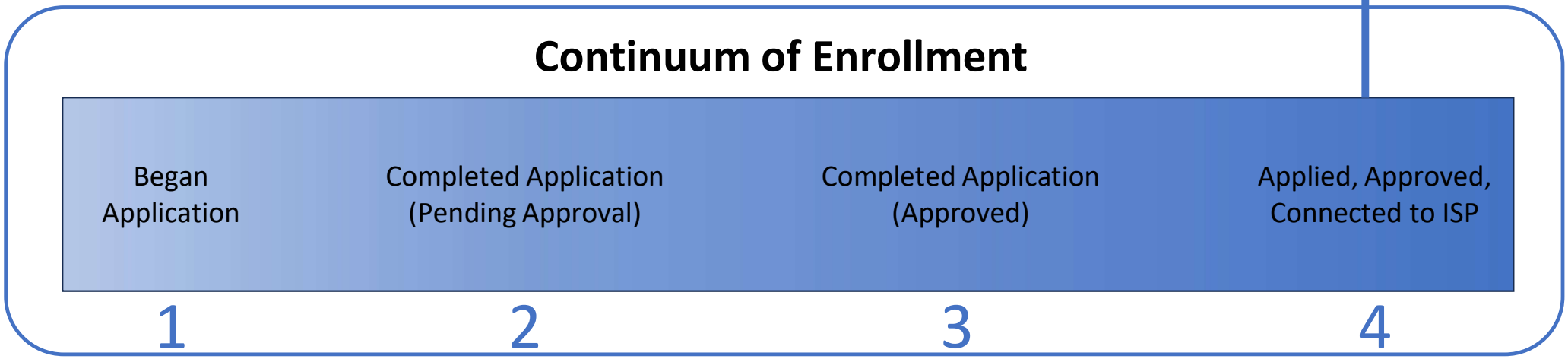


Reporting on Enrollment

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

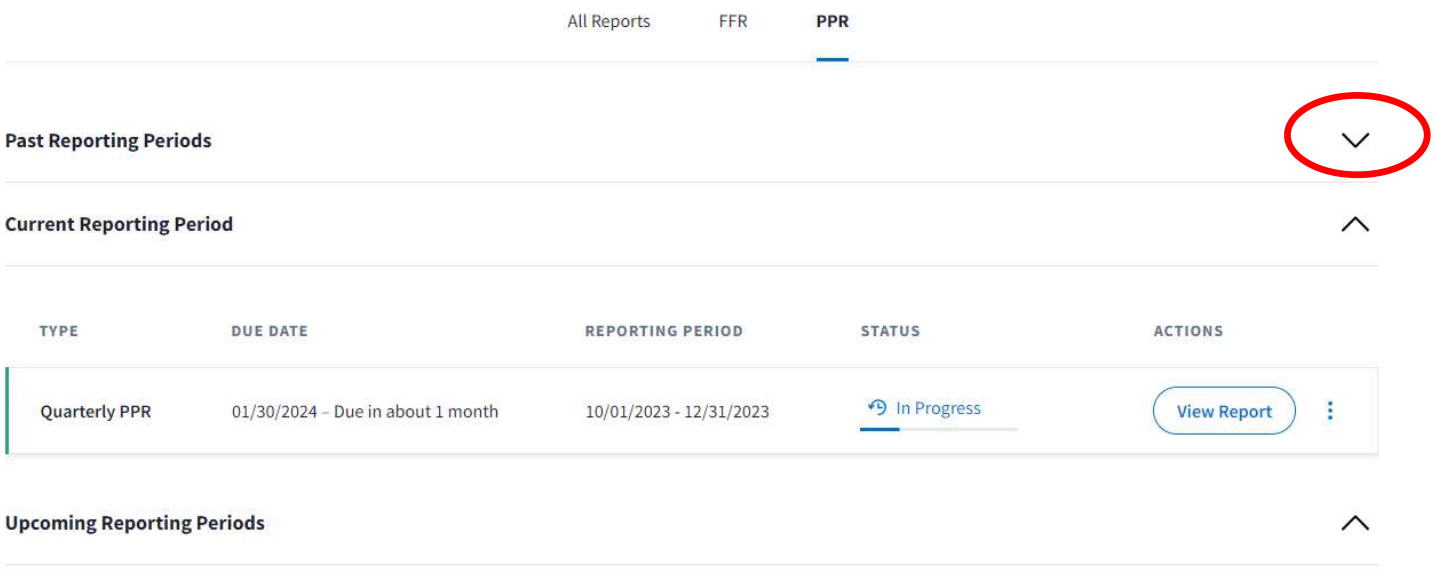
1. Applicant began the application process for the ACP;
2. Applicant completed the application process for the ACP and is awaiting approval status
3. Applicant completed the application process and was qualified for the ACP; and/or
4. Applicant was qualified for the ACP during the enrollment event AND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



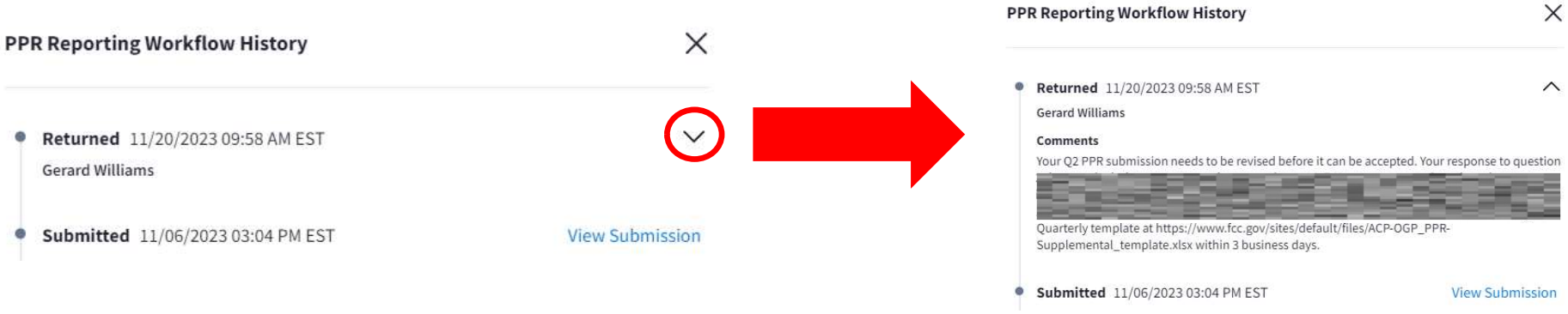
GrantSolutions- Tips and Tricks

- 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



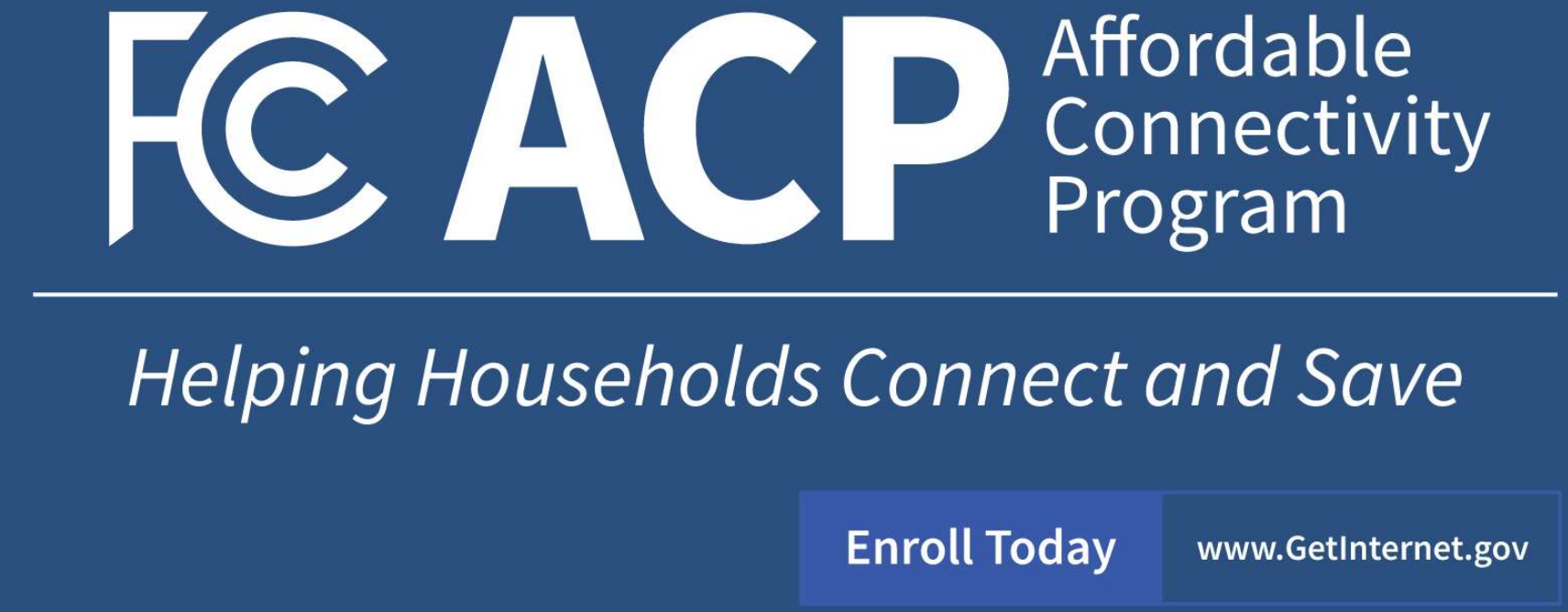
GrantSolutions-Tips and Tricks

- 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



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