**Appendix 1**

**Broadband Adoption Account**

**Reporting Template**

[Grantee Name]

[Project Name]

[Report Name (Ramp Up, Year 1 Progress, or Year 2 Completion)]

[Date of Grant Approval]

[Date of Report]

|  |  |
| --- | --- |
| Total Award Amount for Project |  |
| Payment Request for this Period |  |
| CASF Adoption Payments received to date ($): |  |
| Project Completion Date (MM/DD/YY): |  |
| Certification: I, the undersigned, am a legal representative of the Applicant, and declare under penalty of perjury under the laws of the State of California that, to the best of my knowledge, all of the statements and representations made in this Report are true and correct. | Name:Signature: |

# Project Overview and Summary of Progress

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| 1. Provide a high-level description of the project and the overall goals the project is expected to achieve (including number of participants to be trained or provided access).
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| 1. Provide a description of the demographic makeup of the population the project is serving or intends to serve, the current adoption level, the current barriers to adoption, and how this project is increasing adoptions.
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| 1. Identify whether the expenses for this period, and the reimbursement being requested are at or below the application approved amount. If the requested reimbursement is above the application approved amount, detail why and provide justification for the increase expenses.
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| 1. For Digital Literacy Projects, provide a description of the classes offered during this period, including course length (if beyond the required 8-hour training), subject matter, and whether the application approved participation rate and course completion rate was met. **(NA for Ramp Up Report)**
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| 1. For Broadband Access projects, describe the type of access provided, the number of hours access was provided (hours of operation on a daily, weekly, or monthly basis), and whether the application approved participation rate was met. (NA for Ramp Up Report)
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| 1. Provide the number of new subscriptions that resulted from the project for this period.(NA for Ramp Up Report).How does this compare to the application approved subscription rate?
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| 1. For each milestone laid out in the approved work plan, identify whether all the milestones/ goals set for this period were achieved. Describe any additional project accomplishments for this reporting period.
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| 1. If any of the specific goals or milestones set for this period were not met, explain why.
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| 1. Provide a summary of all the outreach efforts made during this reporting period including any travel that was required. Were all the outreach events as proposed in your application carried out? If not, explain why.
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| 1. For all outreach efforts made during this reporting period, specify whether these efforts led to increased enrollments or participation in the project. If so, how many?
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| 1. Describe any partnerships formed with other organizations. Include a description of the partner’s mission, and their role within the project (financial or not). The Commission encourages grantees to coordinate with other agencies and leverage project funds from other non-CASF sources.
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| 1. If applicable, identify whether any changes or diversions from the approved work plan or budget are anticipated before the completion of the project. This includes any anticipated delays to the schedule or completion of project. If so, explain. Please refer to Section VI of the Administrative Manual on how to address any changes to the substantive terms and conditions of the approved grant.
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| 1. Identify any challenges that were met during the project during this reporting period, and the planned course of action to address the challenge.
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| 1. Identify any unexpected benefits observed during the project during this reporting period, if any.
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