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| Grantee Name: |  |
| Project Name: |  |
| Project #: |  |
| Award Amount: |  |
| CASF Payments received to date ($): |  |
| Current Reporting Period (MM/YY – MM/YY): |  |
| Report Date (MM/DD/YY): |  |
| Ramp Up or Year 1 report? |  |
| Payment requested with this report (yes/no)? |  |
| Certification:I certify to the best of my knowledge that all statements and representations made in this report are true and correct under penalty of perjury. | Name:Signature: |

**Project Summary**

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| 1. (If applicable) describe any training or computer room set up including setting up any local network and/or devices during the reporting period.
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| 1. (If applicable) describe and software or software/network/online platform set up during the reporting period.
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| 1. (If applicable) list all outreach events during the reporting period. If submitting for payment, please update Table 8c in the Payment Detail and Budget Request workbook and leave this blank.
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| Date | Location | # Participants |
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| 1. (If applicable) describe other outreach activities (including production of flyers and similar material) during the reporting period.
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| 1. (If applicable) list out digital literacy classes during the reporting period. If submitting for payment, please update Table 8a in the Payment Detail and Budget Request workbook and leave this blank.
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| Date | Location | # Participants |
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| 1. (If applicable) provide a narrative regarding digital literacy classes – such as what subjects were taught, skills learned by the participants, outcomes, and any other relevant detail.
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| 1. (If applicable) For Broadband Access projects, describe the type of access provided and the number of hours access provided (hours of operation on a daily, weekly, or monthly basis). Please indicate method of tracking participation.
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| 1. (if applicable) If participation milestones for the period were not met, please provide a narrative regarding obstacles to meeting project participation goals.
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| 1. Please provide any other information specific to the project that you would like to convey to the Commission.
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| 1. **Project data – participation (to date):**
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| Projected number of participants | Number of participants who completed at least 8 hours of instruction or were provided access | Number of project participants who subsequently subscribed to broadband | Number of participants trained who received a device |
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| 1. **Project performance support documents (from the reporting period):**
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| **No.** | **DOCUMENT** | **DOCUMENT****SUBMITTED (YES/NO)** | **COMMENTS/NOTES** |
| A | Outreach materials (Broadband Access and Digital Literacy projects) |

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| B | Class Schedule (Digital Literacy Projects) |

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| C | Curriculum (Digital Literacy Projects) |

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| D | Class Participation (Digital Literacy Projects) class sign-in sheets  |

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| 1. **Documents required for payment, if being requested.**
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| **No.** | **DOCUMENT** | **DOCUMENT****SUBMITTED (YES/NO)** | **COMMENTS/NOTES** |
| A | Budget Detail and Payment Request completed (Required) |

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| B | Supporting Documentation such as invoices (Required) |

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