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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. |
|  |
| 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. |
| |  |  |  | | --- | --- | --- | | Date | Location | # Participants | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| 1. (If applicable) describe other outreach activities (including production of flyers and similar material) during the reporting period. |
|  |
| 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. |
| |  |  |  | | --- | --- | --- | | Date | Location | # Participants | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| 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. |
|  |
| 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. |
|  |
| 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):** |
| |  |  |  |  | | --- | --- | --- | --- | | 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):** | | | |
| **No.** | **DOCUMENT** | **DOCUMENT**  **SUBMITTED (YES/NO)** | **COMMENTS/NOTES** |
| A | Outreach materials (Broadband Access and Digital Literacy projects) | |  |  | | --- | --- | |  |  | |  |  | |  |
| B | Class Schedule (Digital Literacy Projects) | |  |  | | --- | --- | |  |  | |  |  | |  |
| C | Curriculum (Digital Literacy Projects) | |  |  | | --- | --- | |  |  | |  |  | |  |
| D | Class Participation (Digital Literacy Projects) class sign-in sheets | |  |  | | --- | --- | |  |  | |  |  | |  |

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