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| --- | --- |
| Grantee Name: |  |
| Project Name: |  |
| Project #: |  |
| Award Amount (Grant/Loan): |  |
| CASF Payments received to date ($): |  |
| Current Reporting Period (MM/YY – MM/YY): |  |
| Report Date (MM/DD/YY): |  |
| Project Completion Date (MM/DD/YY): |  |
| 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. **Total cost of the Project**.
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| 1. **Please summarize total Project cost**: Education and outreach efforts and materials; incentive computers and accompanying software; printers, routers, desks and chairs for the digital literacy learning environment; technical support for residents who receive incentive computers; work done in preparation and distribution of digital literacy curriculum; and for digital literacy instructors. If other costs were incurred please itemize.

*Note that all requests for reimbursement must have been detailed in the grant application for the referenced Project or in any supplemental and approved change to the Project budget.* |

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| 1. **Project milestones:** Please list Project milestones as identified in the Project application and the date each milestone was completed. Please provide a narrative description if the completion is different from the estimated targeted milestones as issued in your CASF application.
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| 1. **Project data – residents trained:**
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| --- | --- | --- | --- | --- |
| Number of Residents | Number of residents who completed at least 8 hours of instruction | Number of residents trained who received incentive computers | Number of residents trained who subscribe to broadband | Number of residents trained who are using devices at home |
|  |   |   |  |   |

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| 1. **Project data – public access:** If Grant funding was provided to support a computer lab and public access was provided to the computer lab, please provide an estimate of the number of residents who used the lab per Project month (outside of the ramp-up period).
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| 1. **Project performance support documents:**
 |
| **No.** | **DOCUMENT** | **DOCUMENT****SUBMITTED** | **COMMENTS/NOTES** |
| A | Outreach materials |

|  |  |
| --- | --- |
| ☐ | Yes |
| ☐ | No |

 |  |
| B | Class Schedule  |

|  |  |
| --- | --- |
| ☐ | Yes |
| ☐ | No |

 |  |
| C | Curriculum |

|  |  |
| --- | --- |
| ☐ | Yes |
| ☐ | No |

 |  |
| D | Class Participation (please list the number of participants in each class); please provide copies of all class sign-in sheets  |

|  |  |
| --- | --- |
| ☐ | Yes |
| ☐ | No |

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**Payment Reimbursement Detail**

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| Please itemize all expenses claimed for this reimbursement request. Please note that all requests for reimbursement must have been detailed in the grant application for the referenced Project or in any supplemental and approved change to the Project budget. Please use an accompanying Excel workbook if you have multiple entries per budget line item. |

For all material costs – Please provide the following for each item. Please submit proof of payment. Please note if purchase was used to satisfy the Applicant Match as detailed in the submitted application.

* description
* quantity (each)
* cost per item
* total cost

For any type of contract for services or software – Please provide a copy of the invoice or other proof of payment that lists relevant terms, such as length of service.

For Staff costs (either in-house or outside contractor) – Please provide the following for each item. If payment was made to an outside contractor, please provide invoices and/or other proofs of payment. If in-house Staff was used, please provide documentation of workforce expense relative to the grant.

* Total cost per budget line item (as detailed in the submitted Project application)
* Staff costs per hour and total hours employed, per budget line item
* For digital literacy instruction, please detail how many hours were for actual instruction and how many hours were for supporting activities. Please detail what the supporting activities were.
* Please breakout any matching funds as detailed in the submitted Project application

|  |  |  |  |
| --- | --- | --- | --- |
| *Adoption Activities/Items* | *Description* | *Quantity* | *Grant Funds* |
| **Education and outreach efforts and materials** |  |  |  |
| **Acceptable computers and devices (excluding smartphones) and software intended for use either in a computer lab or household** |  |  |  |
| **Printers for computer lab or other designated space for digital literacy** |  |  |  |
| **Routers** |  |  |  |
| **User digital literacy technical support (not network)** |  |  |  |
| **Desks and chairs to furnish a designated space for digital literacy instruction** |  |  |  |
| **Gathering, preparation and distributing digital literacy curriculum**  |  |  |  |
| **Digital literacy instructors** |  |  |  |
| **Others** |  |  |  |
|  | **Total** |  |  |