|  |  |
| --- | --- |
| Grantee Name: |  |
| Project Name: |  |
| Project #: |  |
| Award Amount (Grant/Loan): |  |
| CASF Payments received to date ($): |  |
| Date of Report (MM/DD/YY): |  |
| Current Reporting Period (MM/YY – MM/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 Progress Summary**

|  |
| --- |
| 1. Describe project accomplishments during this reporting period |
|  |
| 1. Identify project milestones and the percent complete to date. State the percentage of residents to receive at least 8 hours of training Provide a narrative description if the percent complete is different from the estimated targeted milestones as issued in your CASF application. |
|  |

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| --- |
| Please itemize all expenses claimed for this reimbursement request in the table below. Include also all source documentation, receipts and invoices along with any other necessary forms of substantiation. |

Payment Request Summary

|  |  |  |  |
| --- | --- | --- | --- |
| *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** |  |  |

\* The maximum subsidy for computers is $250 per device.