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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): |  |
| Date project completed (MM/DD/YY): |  |
| Note that a payment request is required to accompany a completion report |  |
| 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. Please describe, generally, the work done for the reporting period, including any outreach events, digital literacy classes provided (including subjects taught), (for broadband access) the type of access provided, and the number of hours access provided (hours of operation on a daily, weekly, or monthly basis) and so forth. |
|  |
| 1. Specific to the entire project, please list the milestones listed in your workplan and how you met those milestones. Please include timeframes. |
|  |
| 1. Please state the intention of the project, summarize the work done, and state how the work completed fulfilled the stated intention: |
|  |
| 1. (If applicable) If participation milestones for the period were not met, please provide a narrative regarding obstacles to meeting project participation goals. |
|  |
| 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 (for the entire project):** |
| |  |  |  |  | | --- | --- | --- | --- | | Projected number of participants | Number of participants who completed at least 8 hours of instruction or were provided access (N/A for call center projects) | 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:** | | | |
| **No.** | **DOCUMENT** | **DOCUMENT**  **SUBMITTED (YES/NO)** | **COMMENTS/NOTES** |
| A | For the reporting period - Class Schedule (Digital Literacy Projects) or Broadband Access Schedule | |  |  | | --- | --- | |  |  | |  |  | |  |
| B | For the reporting period - Class participation (Digital Literacy Projects) sign-in sheets | |  |  | | --- | --- | |  |  | |  |  | |  |
| C | For the project – Please provide a list of all computing devices purchased in the Budget Detail and Payment Request workbook, including device type information their serial numbers. For any take-home devices, indicate information on when the device was distributed (only distributed devices can be reimbursed for). |  |  |
| D | For the project - An itemized list of materials purchased and reimbursed for (at what amount – previous payment requests documentation can be provided) | |  |  | | --- | --- | |  |  | |  |  | |  |
| E | For the project - Project participants survey |  |  |
| F | For the project (optional) – Any photographs of activities and locations associated with the project. |  |  |

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