ACP Outreach Grants

Grantee Kickoff:

Resources, Best Practices, Impact

June 22, 2023

1:00 – 4:00 PM EDT

Consumer & Governmental Affairs Bureau

Alejandro Roark, Bureau Chief
Consumer & Governmental Affairs
Federal Communications Commission

alejandro.roark@fcc.gov

@alejandroroark

Consumer & Governmental Affairs Bureau

Consumer Policy Division	Office of Intergovernmental Affairs	Office of Native Affairs & Policy	Disability Rights Office	Consumer Affairs & Outreach Division	Consumer Inquiries & Complaints Division	Web & Print Publishing Division

www.fcc.gov/consumer-governmental-affairs

Digital Equity in Practice

Availability

New Maps w/ Granular Data

BDC

Affordability

Bridging the Broadband Affordability Gap

ACP

Accessibility

Preventing Digital Discrimination

GN Docket No. 22-69

Impact

Inclusive Policy Process

Community Engagement & Impact

Affordable Connectivity Program

As of June 19, 2023

18,862,660

Total Households Enrolled

Tribal: 267,276 + Non-Tribal: 18,595,384

Agenda

CGB Grants Office Key Points of Contact	Miriam Montgomery
Grantee Welcome Guide & Expectations	Joy Sears
Grantee Payment/Drawdown Information	Vivian Hughes, HHS PMS
Performance & Progress Reporting Expectations	Miriam Montgomery
Break	
ACP Application Enhancement Update & Enrollment Walkthrough	Jamile Kadre
ACP Outreach Resources & Toolkit	Keyla Hernandez-Ulloa
Outreach Best Practices	Gerard Williams
Questions & Answers	Miriam Montgomery
Wrap-up	Alejandro Roark

Grants Office Key Points of Contact

Miriam Montgomery, Grants Program Officer

Grants Office POCs

Program Officer — Miriam Montgomery

- Focuses on pre-award activities such as NOFO development, application review materials, and grant program performance, impact, and evaluation during the post-award phase
- Post-award monitoring of program performance, including review of progress reports and attending site visits

Grants Management Officer — Joy Sears

- Oversees post-award financial administration and closeout of grants
- Focuses on post-ward monitoring of awarded grants, oversight to mitigate fraud, waste, and abuse
- Serves as the sole entity authorized to obligate the FCC to the expenditure of Federal funds or change the funding, duration, or other terms and conditions of an award

Grants Management Specialists — Lindsey Tomes, Tarsha Johnson

- Responsible for the day-to-day management of a portfolio of open grant awards
- Perform many of the activities described above on behalf of the GMO and is **the primary point of contact for the recipient when dealing with grant-related issues**

GMS Support — GrantSolutions

- Support FCC GMS' in the day-to-day management of open grant awards
- Provide subject matter expertise in various grants administration functions

Nat'l Community Impact Managers — Gerard Williams

- Support grant recipients in the execution of grant-funded activities, as requested
- Collect and share lessons learned and best practices from grantees as part of information sharing
- **Recipients will not have an assigned NCIM**; to connect with an NCIM, please contact your assigned GMS

Key Grantee Points of Contact

FCC ACP Affordable Connectivity Program

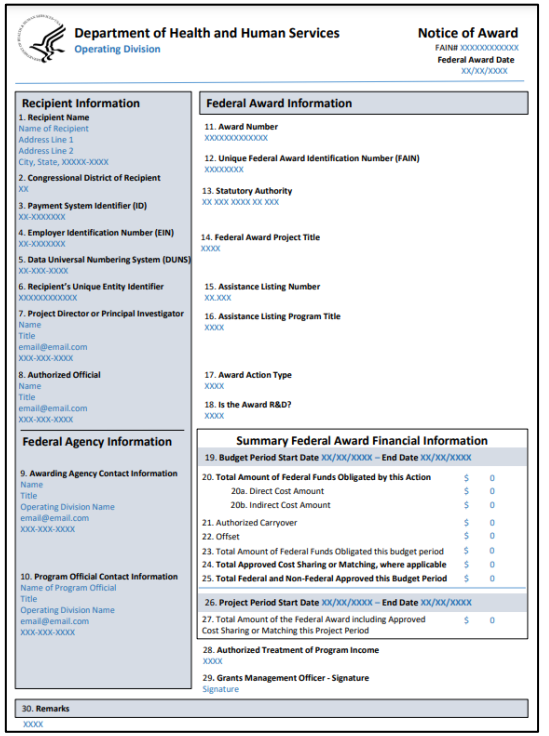
Authorized Organizational Representative (AOR)

Grantee Welcome Guide & Expectations

Joy Sears, Grants Management Officer

Notice of Award

- The grant recipient's Authorized Organization Representative (AOR) is responsible for reviewing and accepting the award in GrantSolutions (www.grantsolutions.gov)
- The Notice of Award (NOA) agreement must be signed and returned within **30 calendar days from the date the grant award agreement packet is received**; after 30 calendar days the Grants Management Officer (GMO) may unilaterally terminate the award.
- The AOR should always review the entire grant agreement, including the applicable terms and conditions and any special terms and conditions that have been included in the award agreement.
- The full text of any referenced regulation or term must always be reviewed to ensure the grant recipient fully understands the applicable authorities.



Department of Health and Human Services
Operating Division

Notice of Award
FAIN# XXXXXXXXXXX
Federal Award Date
XX/XX/XXXX

Recipient Information
1. Recipient Name
Name of Recipient
Address Line 1
Address Line 2
City, State, XXXXX-XXXX
2. Congressional District of Recipient
XX
3. Payment System Identifier (ID)
XX-XXXXXXX
4. Employer Identification Number (EIN)
XX-XXXXXXX
5. Data Universal Numbering System (DUNS)
XX-XXX-XXXX
6. Recipient's Unique Entity Identifier
XXXXXXXXXXX
7. Project Director or Principal Investigator
Name
Title
email@email.com
XXX-XXX-XXXX
8. Authorized Official
Name
Title
email@email.com
XXX-XXX-XXXX

Federal Agency Information
9. Awarding Agency Contact Information
Name
Title
Operating Division Name
email@email.com
XXX-XXX-XXXX
10. Program Official Contact Information
Name of Program Official
Title
Operating Division Name
email@email.com
XXX-XXX-XXXX

Federal Award Information
11. Award Number
XXXXXXXXXXXX
12. Unique Federal Award Identification Number (FAIN)
XXXXXXXX
13. Statutory Authority
XX XXX XXXX XX XXX
14. Federal Award Project Title
XXXX
15. Assistance Listing Number
XX.XXX
16. Assistance Listing Program Title
XXXX
17. Award Action Type
XXXX
18. Is the Award R&D?
XXXX

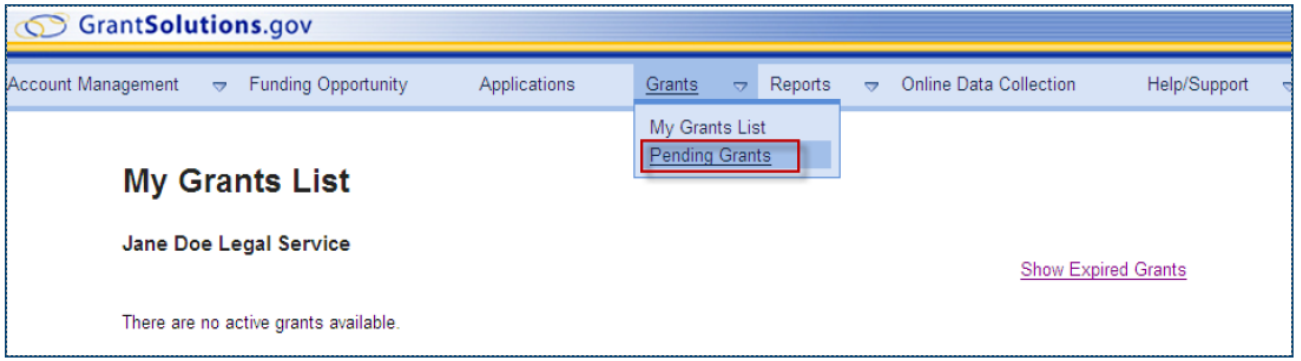
Summary Federal Award Financial Information
19. Budget Period Start Date XX/XX/XXXX – End Date XX/XX/XXXX
20. Total Amount of Federal Funds Obligated by this Action $ 0
20a. Direct Cost Amount $ 0
20b. Indirect Cost Amount $ 0
21. Authorized Carryover $ 0
22. Offset $ 0
23. Total Amount of Federal Funds Obligated this budget period $ 0
24. Total Approved Cost Sharing or Matching, where applicable $ 0
25. Total Federal and Non-Federal Approved this Budget Period $ 0
26. Project Period Start Date XX/XX/XXXX – End Date XX/XX/XXXX
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period $ 0
28. Authorized Treatment of Program Income
XXXX
29. Grants Management Officer - Signature
Signature
30. Remarks
XXXX

Reminder: Ensure the AOR is an active/current employee of the entity that is receiving the grant award. If the AOR listed in GrantSolutions is no longer with the organization, it is the entity's responsibility to update contact information in GrantSolutions by contacting the Help Desk.

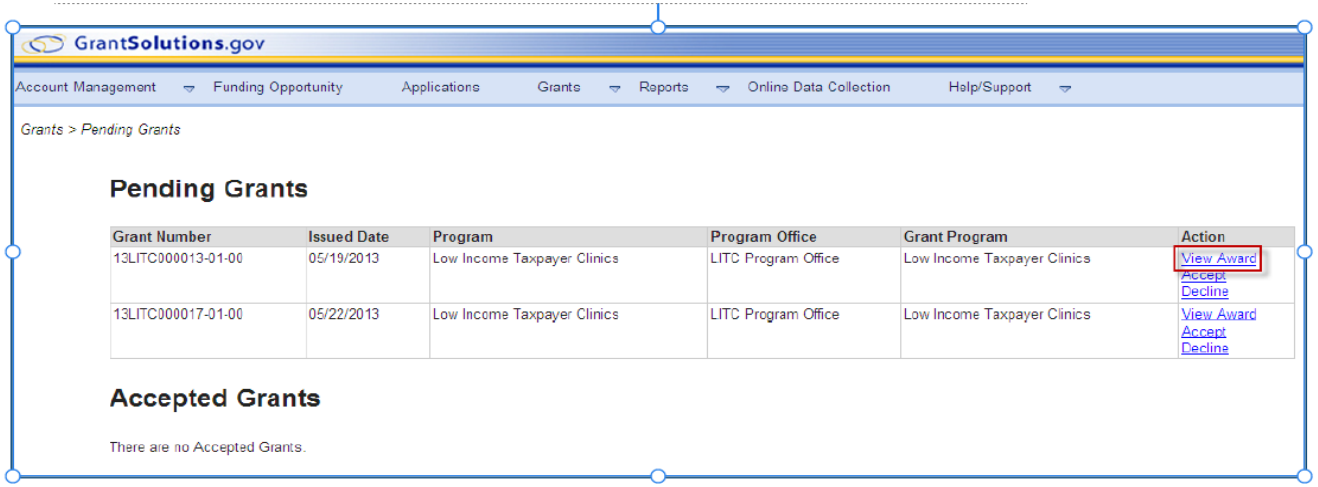
View a Pending Award

When a grant is awarded, the AOR must log into the GrantSolutions Grants Management Module (GMM) to View and Accept or Decline the award on behalf of their organization.

- To view a pending award:
  - Log into the GrantSolutions GMM (www.grantsolutions.gov).
  - The “My Grants List” screen displays. From the menu bar, select Grants – Pending Grants

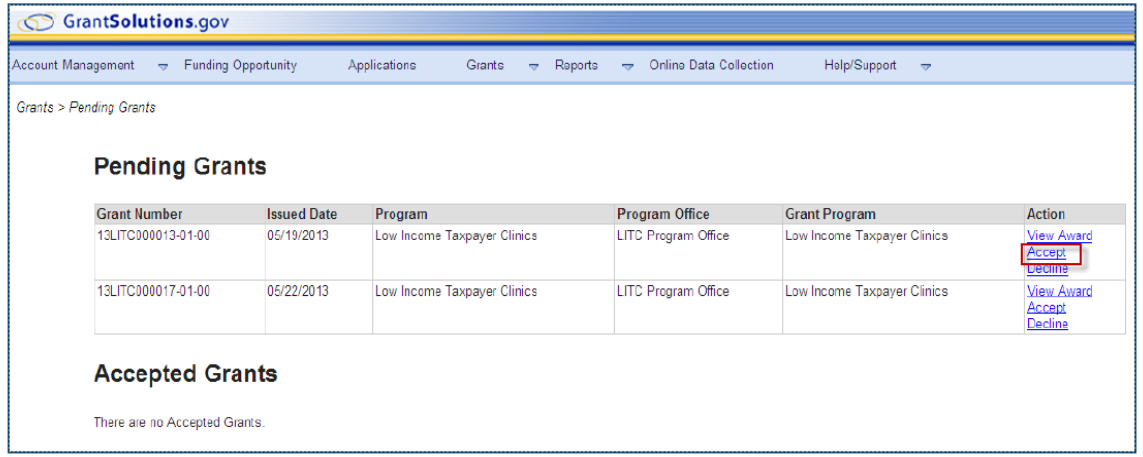


  - The “Pending Grants” screen appears. All grants awaiting acceptance are available from this screen. To view the Notice of Award (NOA), from the Action column click the link View Award.
  - The NOA opens as a PDF in a new window. The PDF may be saved or printed. When done viewing the award, click the X in the upper right corner to close the window and return to the “Pending Grants” screen.

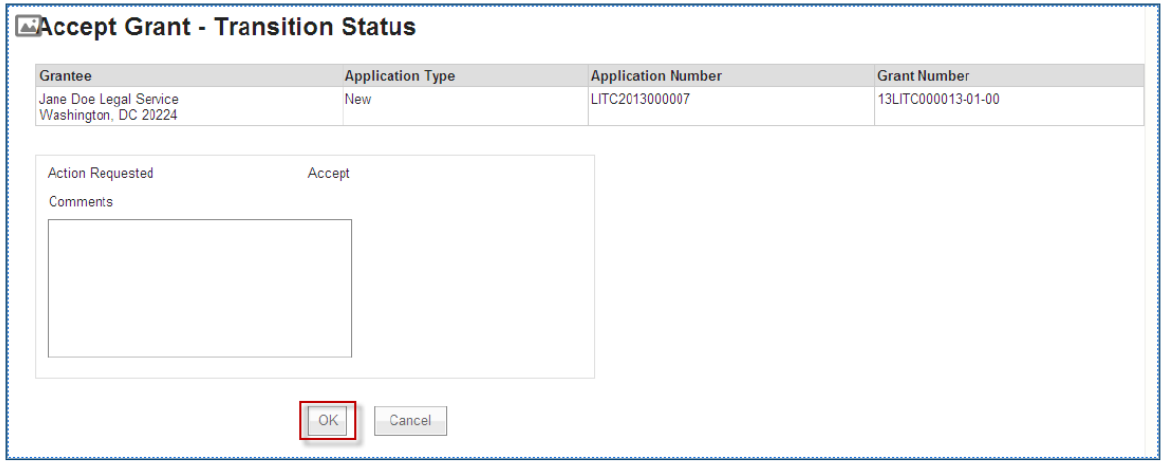


Accept a Pending Award

Step #1: To accept the award, from the Action column, click the Accept link.

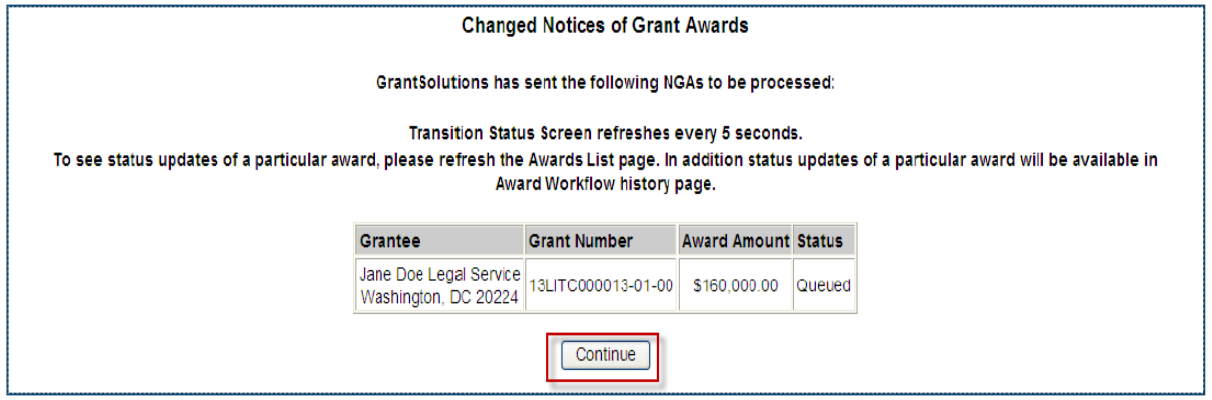


Step #2: The "Accept Grant – Transition Status" screen opens in a new window. Click the OK button.

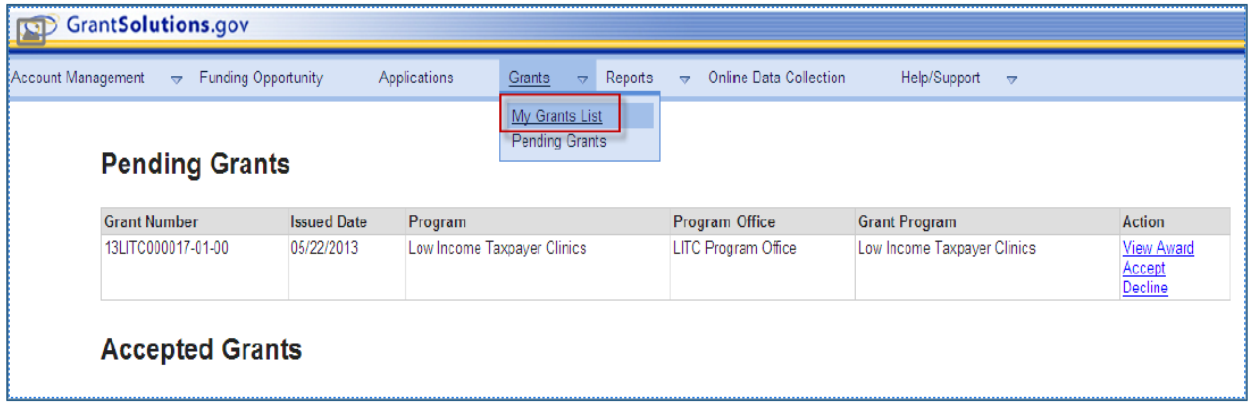


Accept a Pending Award (cont.)

Step #3: The “Changed Notices of Grant Awards” screen appears. Click the Continue button.

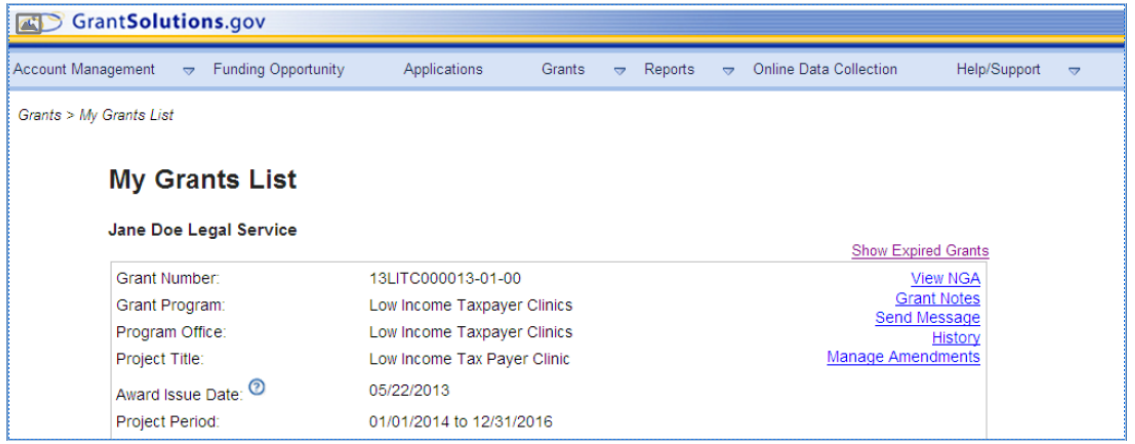


Step #4: The “Pending Grants” screen opens, and the accepted grant is removed from the list. To return to the “My Grants List” screen, select Grants – My Grants List from the menu bar.



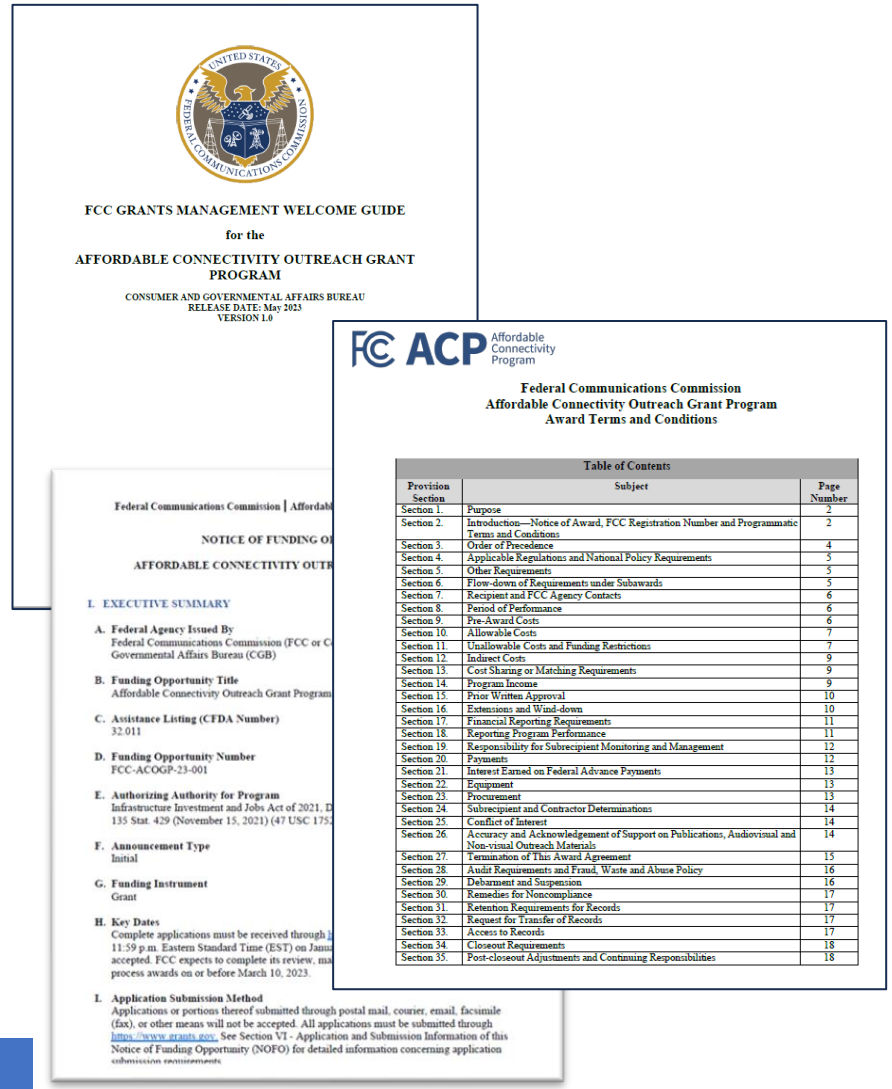
Accept a Pending Award (cont.)

Step #5: The “My Grants List” screen appears, and the accepted grant is available.



Federal Regulations & Program Requirements

- The FCC, grant recipients and subrecipients shall administer all ACP outreach grant awards in accordance with applicable statutes, federal regulations, executive orders (EOs), agency policies, and the Office of Management and Budget (OMB) uniform administrative guidance that may be associated to the expenditure of Federal funds.
- The combination of the following regulations provides the framework which your award must follow. It is imperative as a recipient receiving an FCC grant award that you review and understand these requirements.
  - **Federal Regulations (Uniform Guidance):** 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements.
  - **FCC Policies:** Second Report & Order applying to all ACP outreach grants and Third Report & Order, if applicable, for pilot programs. FY 2023 ACP Outreach Grant Program NOFO and FY 2023 Pilot Program Outreach Grants NOFO, as applicable.
  - **Award Terms and Conditions:** FCC Standard Terms & Conditions and Special Terms and Conditions, as applicable.
  - **FCC Grants Manual:** FCC grants management policies (will be updated periodically and publicly available starting the end of June 2023)



FCC GRANTS MANAGEMENT WELCOME GUIDE

for the

AFFORDABLE CONNECTIVITY OUTREACH GRANT PROGRAM

CONSUMER AND GOVERNMENTAL AFFAIRS BUREAU
RELEASE DATE: May 2023
VERSION 1.0

FCC ACP Affordable Connectivity Program

Federal Communications Commission
Affordable Connectivity Outreach Grant Program
Award Terms and Conditions

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Federal Communications Commission | Affordab

NOTICE OF FUNDING O

AFFORDABLE CONNECTIVITY OUTR

I. EXECUTIVE SUMMARY

A. Federal Agency Issued By
Federal Communications Commission (FCC or C
Governmental Affairs Bureau (CGB)

B. Funding Opportunity Title
Affordable Connectivity Outreach Grant Program

C. Assistance Listing (CFDA Number)
32.011

D. Funding Opportunity Number
FCC-ACOGP-23-001

E. Authorizing Authority for Program
Infrastructure Investment and Jobs Act of 2021, D
135 Stat. 429 (November 15, 2021) (47 USC 175

F. Announcement Type
Initial

G. Funding Instrument
Grant

H. Key Dates
Complete applications must be received through h
11:59 p.m. Eastern Standard Time (EST) on Janua
accepted. FCC expects to complete its review, ma
process awards on or before March 10, 2023.

I. Application Submission Method
Applications or portions thereof submitted through postal mail, courier, email, facsimile (fax), or other means will not be accepted. All applications must be submitted through https://www.grants.gov. See Section VI - Application and Submission Information of this Notice of Funding Opportunity (NOFO) for detailed information concerning application submission requirements.

These documents will be published on www.fcc.gov/acp-grants webpage.

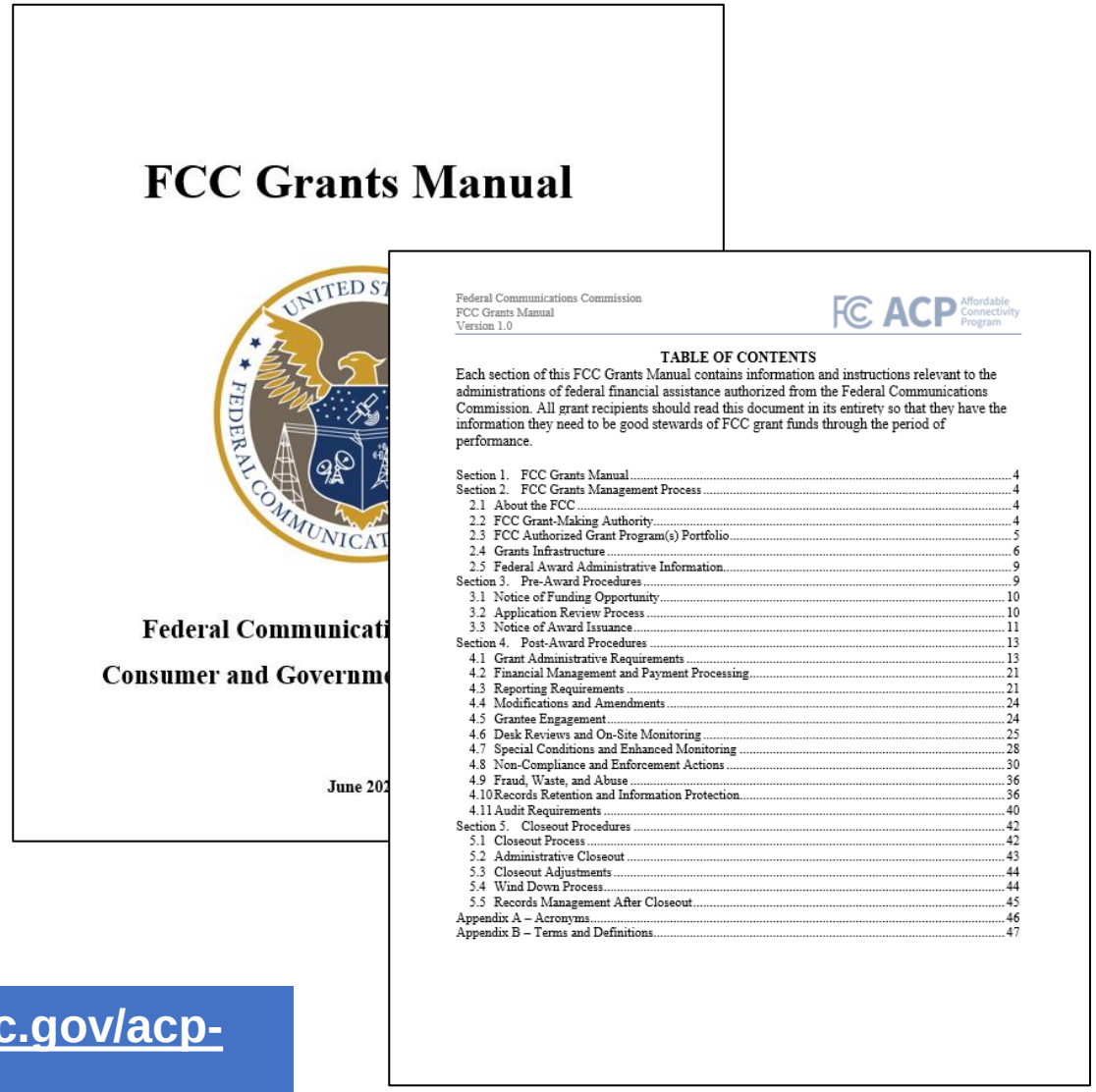
Award Terms & Conditions – Special Terms

- For some the Notice of Award may include special terms and conditions **at the very end of the document**, which may explain:
  - Unallowable costs that reduced the target allocation amount
  - Additional documentation needed such as cost-share/match, copy of the current Negotiated Indirect Costs Rate Agreement (NICRA), and revised budget forms due to further reduced costs
  - Funding holds that have been placed on your account in Payment Management Services (PMS)
  - Risk determinations that have been proactively made based on past performance
- Recipients are required to submit the requested information through GrantSolutions. Once the additional information is submitted an award modification will be issued clearing the special term.

Note: Final allocations are not subject to negotiation. If final allocations differ from target allocations, it is due to unallowable costs that were deducted following FCC's budget review.

FCC Grants Manual

- At the end of June 2023, the FCC will release the FCC Grants Manual at www.fcc.gov/acp-grants.
- FCC CGB developed the FCC Grants Manual to ensure grant recipients (grant recipients, recipients, or grantees) awarded grant funds understand the requirements of accepting an award.
- The Manual is the official repository of the policies and procedures for the administration of grants administered by the FCC.
- This document should serve as the primary reference and day-to-day management tool for FCC grant recipients and subrecipients in all financial management and grant administration matters.
- The manual may be updated periodically on the grant's webpage referenced above.



The FCC Grants Manual will be published on www.fcc.gov/acp-grants webpage.

Grants Systems Used by Grantees

All FCC ACP outreach grant recipients are required to maintain an active SAM.gov registration and maintain current information for the duration of an active federal award

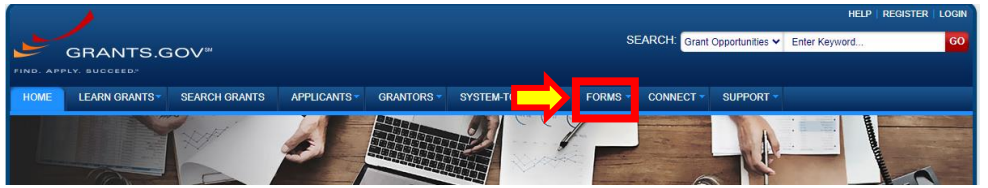
Grantees are required to register for an FCC Registration Number (FRN), using CORES. This 10-digit FRN is used to identify the registrant's business dealings with the FCC.

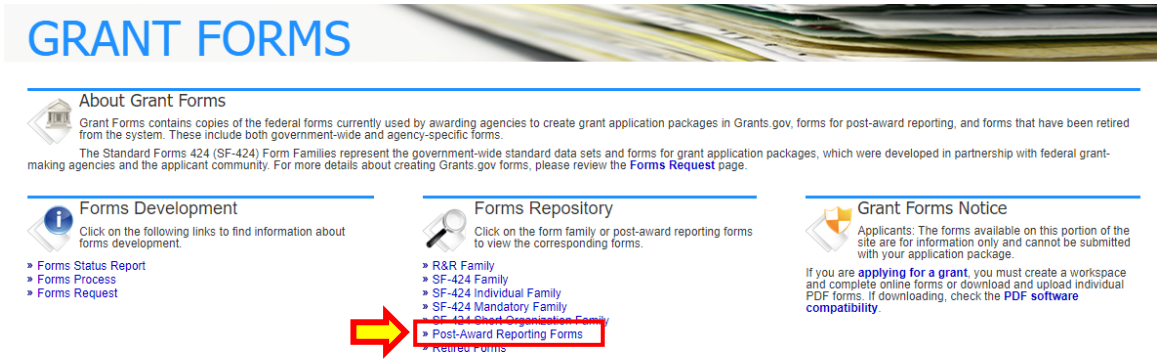
PMS is a shared-services platform that handles the grant payment requests and disbursement reporting activities. The FCC will use PMS to monitor award drawdowns and financial reporting requirements. Grant recipients will use PMS to drawdown allowable reimbursable funding through the period of performance.

GrantSolutions a shared-services comprehensive grants management system. The FCC uses GrantSolutions to review grant applications, issue Notices of Award, monitor reporting requirements, track grantee engagement, and close out grant awards. Grantees must use GrantSolutions to request technical assistance, submit amendment requests, submit performance reporting requirements, and engage with their assigned GMS.

Financial Reporting (FFR)

- The recipient will submit quarterly and final Federal Financial Reports (SF-425) in accordance with 2 CFR Part 215. The form and its instructions for completion can be found at Grants.gov under the Forms tab, “Post Award Reporting Forms”
- The SF-425 is a cumulative report; enter cumulative amounts from the start of the period of performance through the end date of the reporting period specified
- The SF-425 must be submitted electronically through: https://pmsapp.psc.gov/pms/app/login





Reporting cadence:

- Obligations and expenditures must be reported, per the required reporting schedule identified in the award AND must match PMS data:

PPR/FFR Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

POST-AWARD REPORTING FORMS: Export Data

Agency Owner	Form Name	Adobe Form	Form Schema	Form Items Description	Form Instructions	GG Version	OMB Number	OMB Expiration
Grants.gov	Disclosure of Lobbying Activities (SF-LLL)	PDF	Schema	FID	Instructions	1.2	4040-0013	02/28/2025
Grants.gov	Federal Financial Report (SF-425)	PDF	Schema	FID	Instructions	3.0	4040-0014	02/28/2025
Grants.gov	Federal Financial Report Attachment (SF-425A)	PDF	Schema	FID	Instructions	2.0	4040-0014	02/28/2025
Grants.gov	INSTRUCTIONS FOR THE SF-429 Real Property Status Report	PDF	Schema	FID		1.0	4040-0016	02/28/2025
Grants.gov	SF-270 Request for Advance or Reimbursement	PDF	Schema	FID	Instructions	1.0	4040-0012	01/31/2025
Grants.gov	SF-271 Outlay Report and Request for Reimbursement for Construction Programs	PDF	Schema	FID	Instructions	1.0	4040-0011	01/31/2025

First report due on **7/30/2023**.

Guidance on Award Amendments

- The FCC began awarding ACP Outreach Grant Program funds based on proposed applications and budget resubmissions
- No no-cost budget modifications or amendment requests will be accepted by the Commission until after July 30, 2023, when the first programmatic and financial reporting requirements are due
- These reporting requirements will set a baseline to ensure each grant recipient is executing against the approved projects and allow the CGB Grants Team to view the challenges faced to determine if an award amendment is appropriate

Reminder: Recipients must obtain prior written approval from the FCC GMS for proposed programmatic/budget change requests, unless otherwise provided by the terms and conditions of an FCC award. Requests for prior approval must be electronically via GrantSolutions. Requests requiring prior FCC approval are not effective unless and until approved in writing by the FCC.

Use of ACP Logo

Per Section 26 of the Standard Terms and Conditions:

> "ACP Outreach grantees and subrecipients must ensure that promotional materials created with FCC grant funding accurately reflect the ACP rules and requirements. A description of the ACP rules and requirements can be found on FCC's website at www.fcc.gov/acp, along with sample ACP promotional materials. If questions arise during the development or repurposing of ACP promotional materials, they can be addressed to your assigned Grants Management Specialist."

- In addition, **FCC requires that the awardee use ACP's official logo in all of their publications, posters, websites, and presentations resulting from this award**. The logo and rules for using the logo can be found on the ACP webpage.
- The FCC has selected the following ACP logos for use by ACP Outreach Grant Program and Pilot Program Outreach Grants recipients

- Electronic versions of these ACP logos are available at www.fcc.gov/acp-grants

Payment/Drawdown Information

Vivian Hughes, HHS Payment Management Services

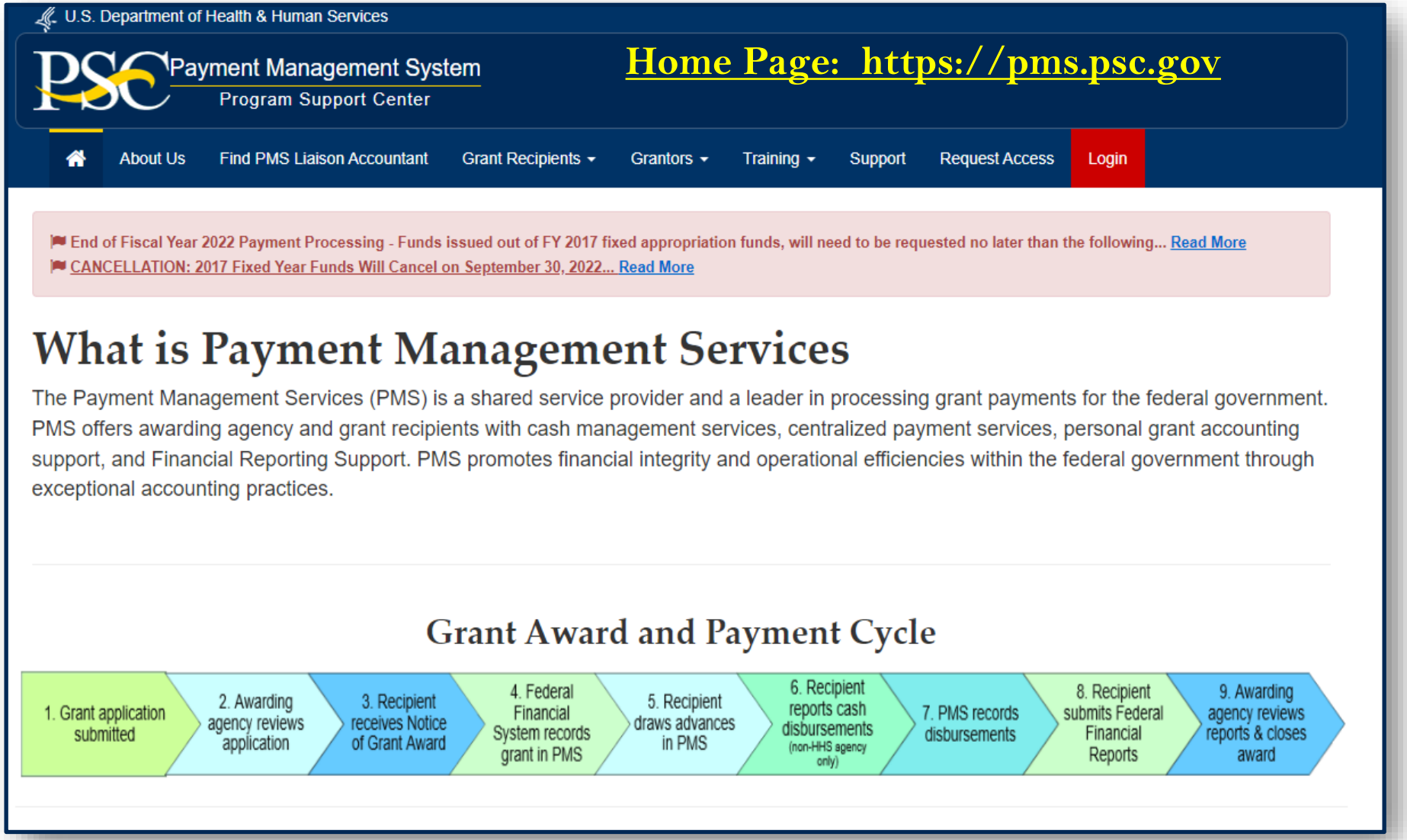
Set-up Banking Information in PMS System

- Payment of funds is made available through the Department of Health and Human Services (HHS) Payment Management Services (PMS)
- PMS is a full-service, grants payment, and cash management system. It provides awarding agencies and grant recipients with the tools to manage payment requests, disbursements, and reporting activities throughout the life of a grant
- Your organization has been established in PMS. You must submit a request for access to PMS (if you are new to PMS) or add the PMS PIN to your existing profile
- Once you have been granted access to the PMS PIN, please **submit a Direct Deposit Sign-Up Form (SF-1199A)**
- For more information on registering users in PMS, please refer to FCC Grant Systems section of the Welcome Guide

Reminder: ACP outreach grant payments to the recipient will be made on a reimbursement basis only. Advances will not be allowed.

PMS System Demo

PMS Home Page



PMS Dashboard

PMS USER ACCOUNT NOTIFICATIONS

Expired | Will Expire within 5 days | Will Expire within 10 days

	Notification	Count	By	Actions
1	FFR Ready for Prepare/Certify	2 reports		
2	Payee Accounts	3 accounts		
3	Number of Days until Recertification Required	349 days	2023-09-12 12:00:00 AM	
4	Number of Days until Password Change Required	49 days	2022-11-17 09:30:28 AM	

MY PAYMENT REQUESTS (18)

Transaction Number	Payee Account	Payment Type	Request Amount	Request Date	Due Date	Request Status	Actions
		ACH Payment	$ 5,000.00	2022-09-22 02:47:11 PM	2022-09-23	Pending Review	
		ACH Payment	$ 751.10	2022-09-13 06:08:31 PM	2022-09-14	Pending Review	
		ACH Payment	$ 1,020.63	2022-09-13 06:07:04 PM	2022-09-14	Pending Review	
		ACH Payment	$ 14,001.26	2022-09-13 06:05:45 PM	2022-09-14	Pending Review	
		ACH Payment	$ 502.04	2022-09-13 05:55:21 PM	2022-09-14	Pending Review	

REQUEST HISTORY (7)

Request ID	Request	Status	Assigned to	Comments	Create Date	Actions
	Update User Contact Info	Completed			2021-07-20 09:29:59 PM	
	Update User Contact Info	Completed			2020-11-18 04:08:40 PM	
	Update User Access	Completed			2020-11-16 03:44:39 PM	
	Update User Access	Dismissed			2020-11-16 03:36:59 PM	
	Add/Update Banking	Completed			2020-02-12 10:57:13 AM	

REQUESTING PAYMENTS

Payment requests may be submitted as often as needed:

✓ Daily
✓ Weekly
✓ Monthly
✓ Bi-monthly

Funds must be spent within three business days!

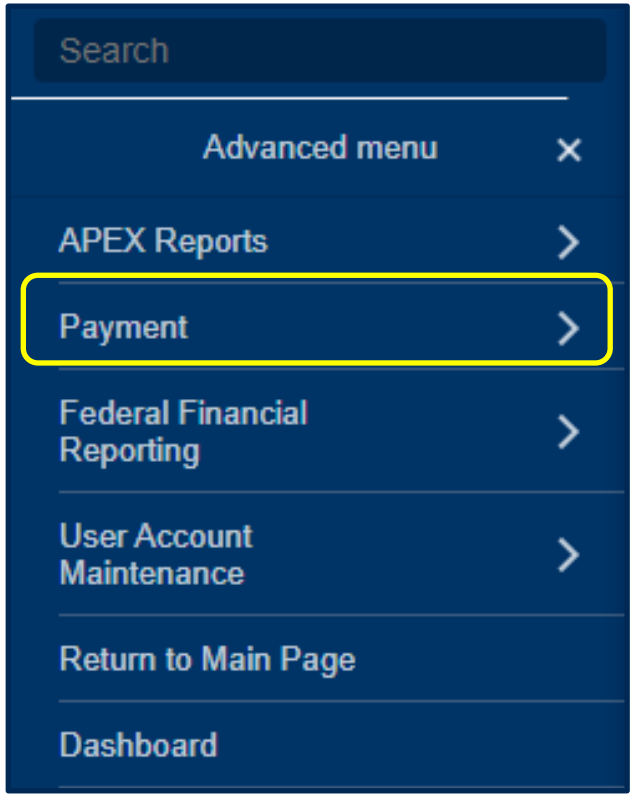
2 CFR § 200.305 - Federal payment.

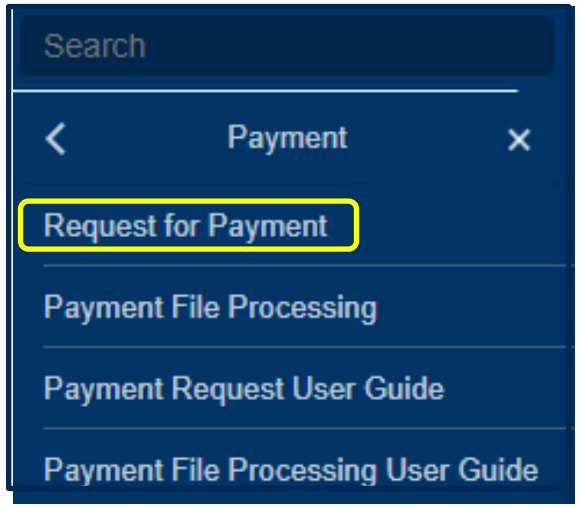
§ 200.305 Federal payment. Advance payments to a non-Federal entity must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the non-Federal entity in carrying out the purpose of the approved program or project. ...

Interest earned amounts up to $500 per year may be retained by the non-Federal entity for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment.

Entire Guideline can be found at https://www.govinfo.gov/content/pkg/CFR-2016-title2-vol1/pdf/CFR-2016-title2-vol1-sec200-304.pdf

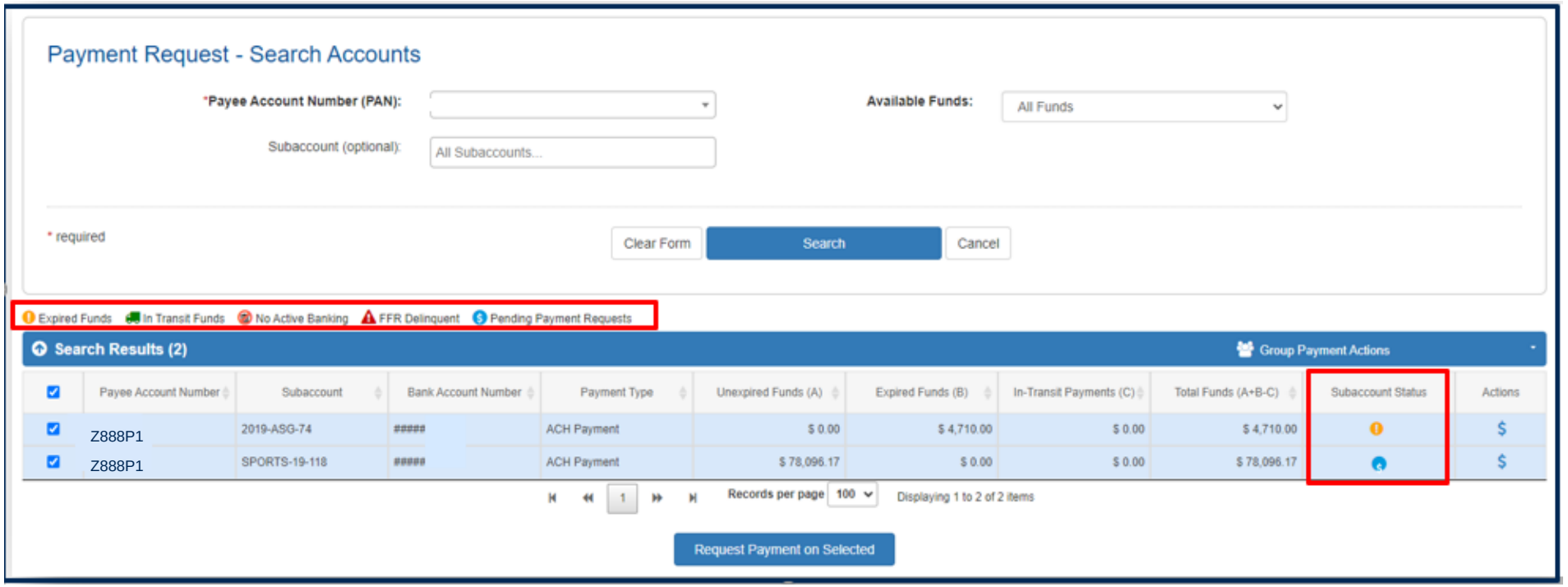
REQUESTING A PAYMENT *(from the dashboard)*



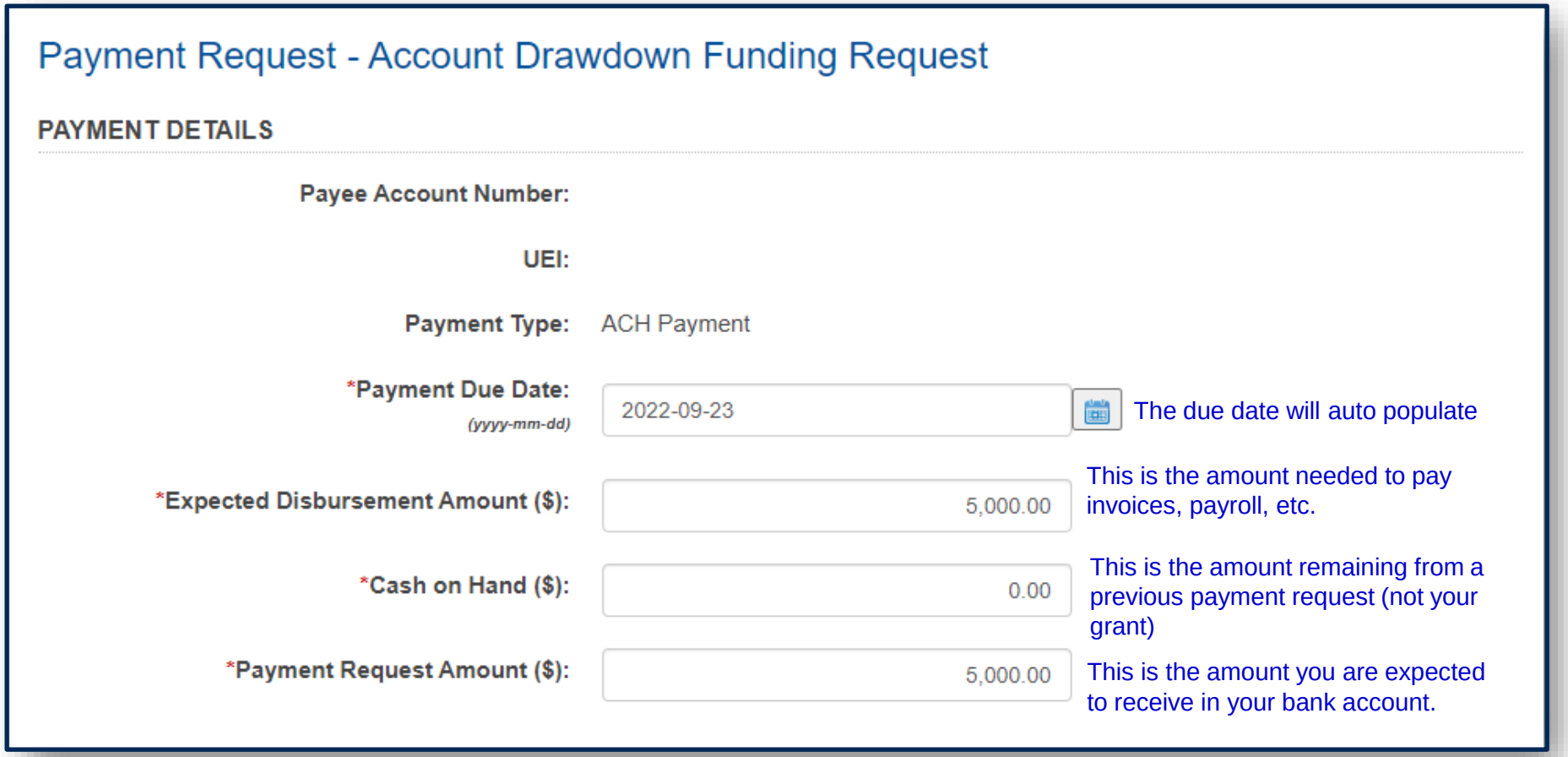


1. Select Menu (top left)
2. Select Payment
3. Select Request for Payment

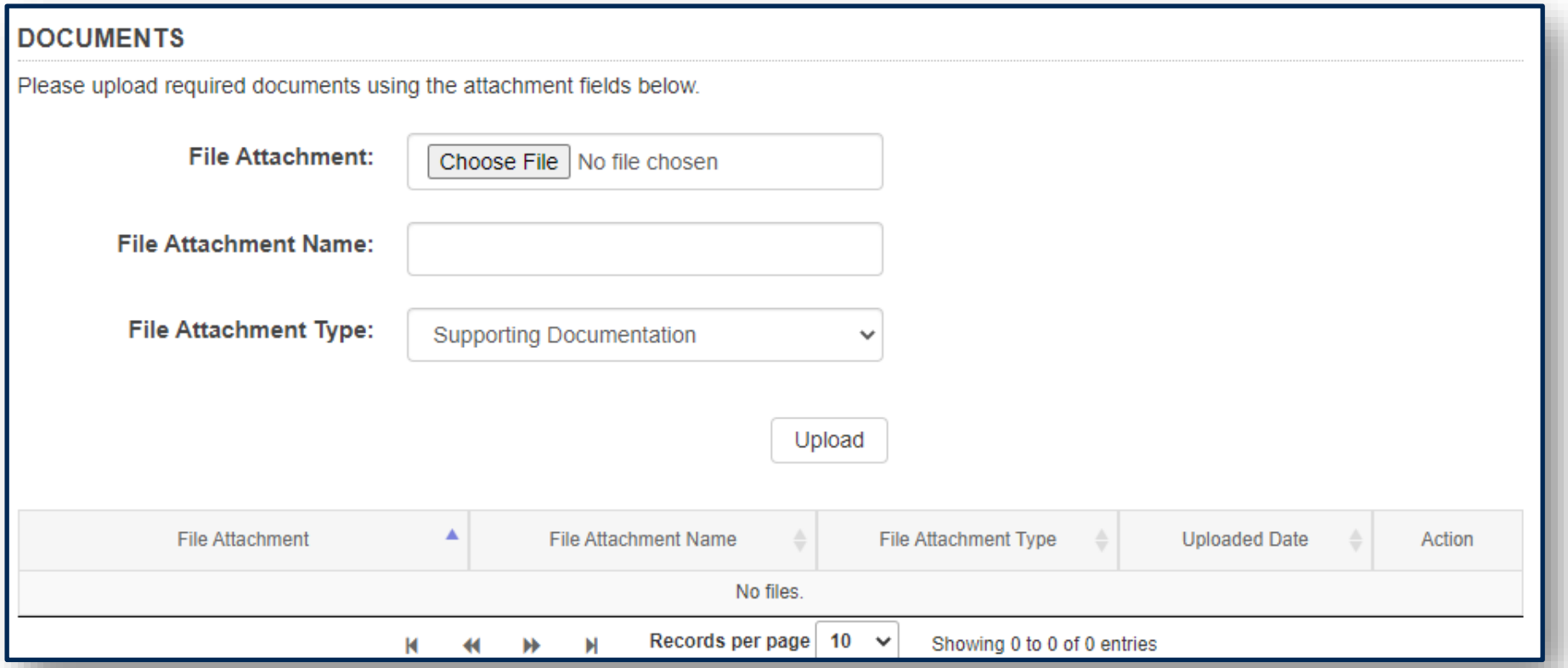
1. From the Payee Account Number (PAN) dropdown, select your PMS Account Number
2. Select Search
3. The listing of Payee Account Numbers and Subaccounts will appear
4. Select the sub-account(s) you are requesting a payment
5. Select Request Payment on selected



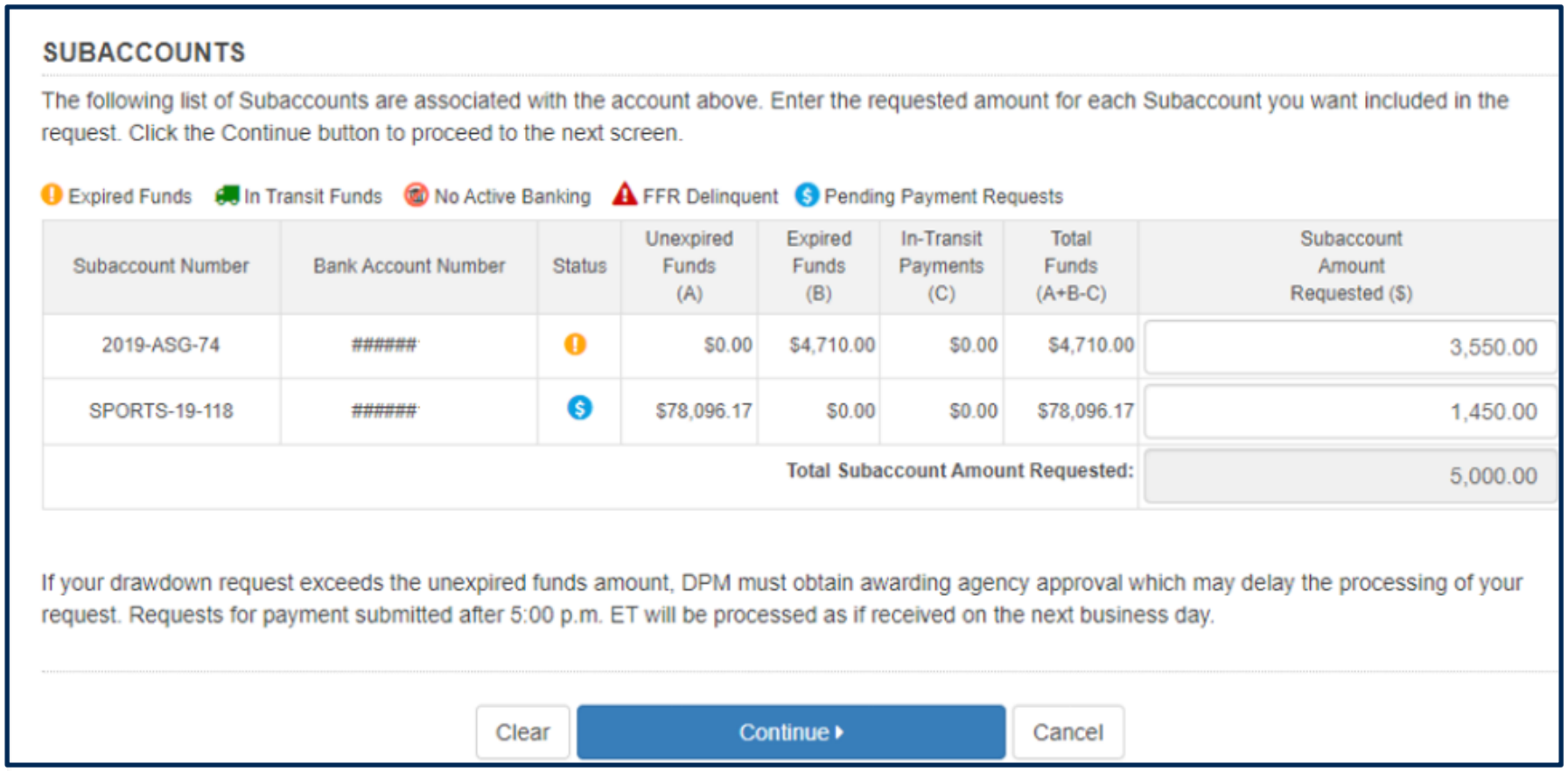
Enter the required fields on Payment Request



Supporting Documentation is optional
Do Not Submit any banking documents



Enter the amount for each subaccount listed. Total Subaccount Amount Requested must match the total amount you entered on the first screen



SUBACCOUNTS

The following list of Subaccounts are associated with the account above. Enter the requested amount for each Subaccount you want included in the request. Click the Continue button to proceed to the next screen.

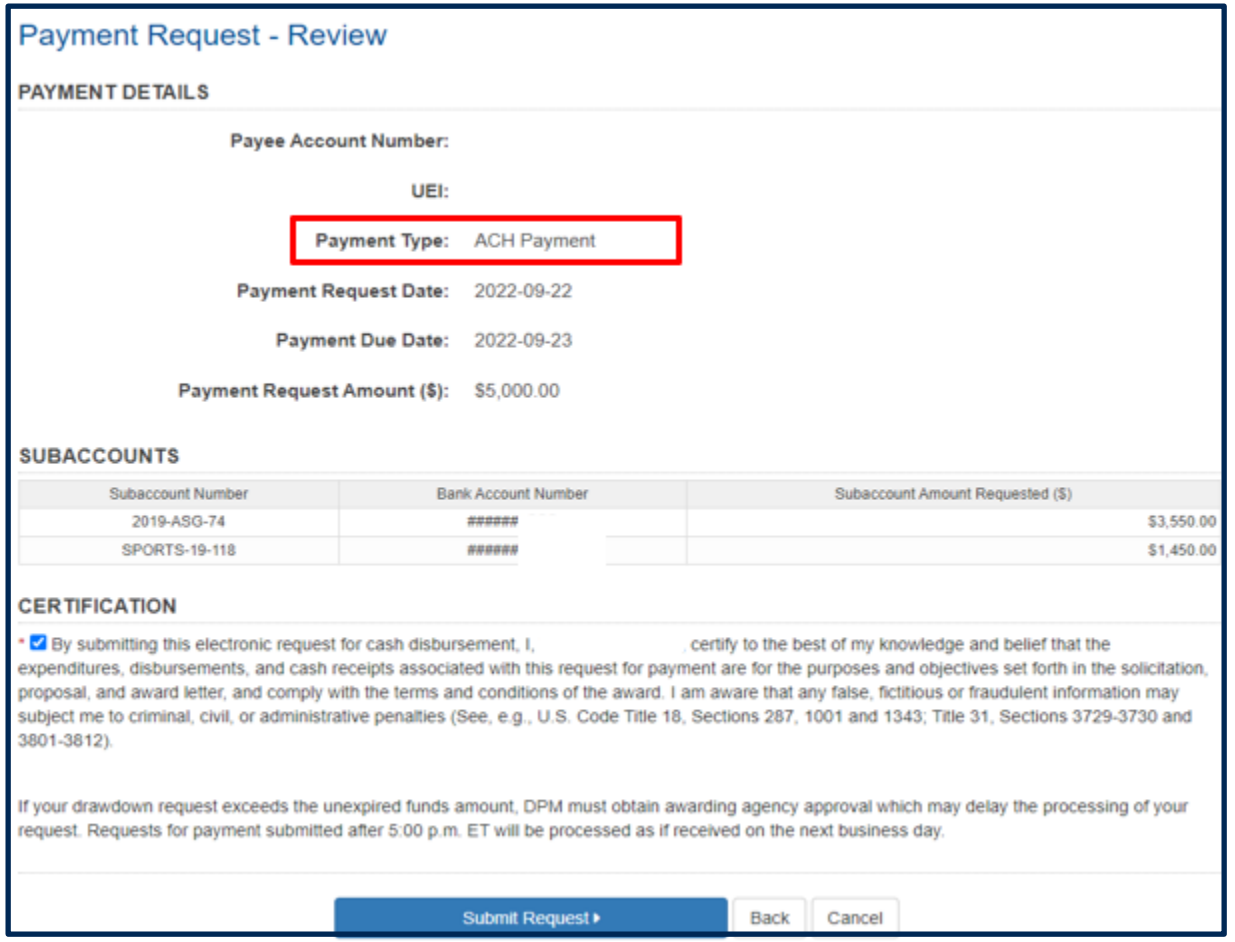
Expired Funds | In Transit Funds | No Active Banking | FFR Delinquent | Pending Payment Requests

Subaccount Number	Bank Account Number	Status	Unexpired Funds (A)	Expired Funds (B)	In-Transit Payments (C)	Total Funds (A+B-C)	Subaccount Amount Requested ($)
2019-ASG-74	######		$0.00	$4,710.00	$0.00	$4,710.00	3,550.00
SPORTS-19-118	######		$78,096.17	$0.00	$0.00	$78,096.17	1,450.00
						Total Subaccount Amount Requested:	5,000.00

If your drawdown request exceeds the unexpired funds amount, DPM must obtain awarding agency approval which may delay the processing of your request. Requests for payment submitted after 5:00 p.m. ET will be processed as if received on the next business day.

Clear | Continue ▸ | Cancel

Review information – Read certification statement – Select Check Box - Submit Request



Payment Request - Review

PAYMENT DETAILS

Payee Account Number:	
UEI:	
Payment Type:	ACH Payment
Payment Request Date:	2022-09-22
Payment Due Date:	2022-09-23
Payment Request Amount ($):	$5,000.00

SUBACCOUNTS

Subaccount Number	Bank Account Number	Subaccount Amount Requested ($)
2019-ASG-74	######	$3,550.00
SPORTS-19-118	######	$1,450.00

CERTIFICATION

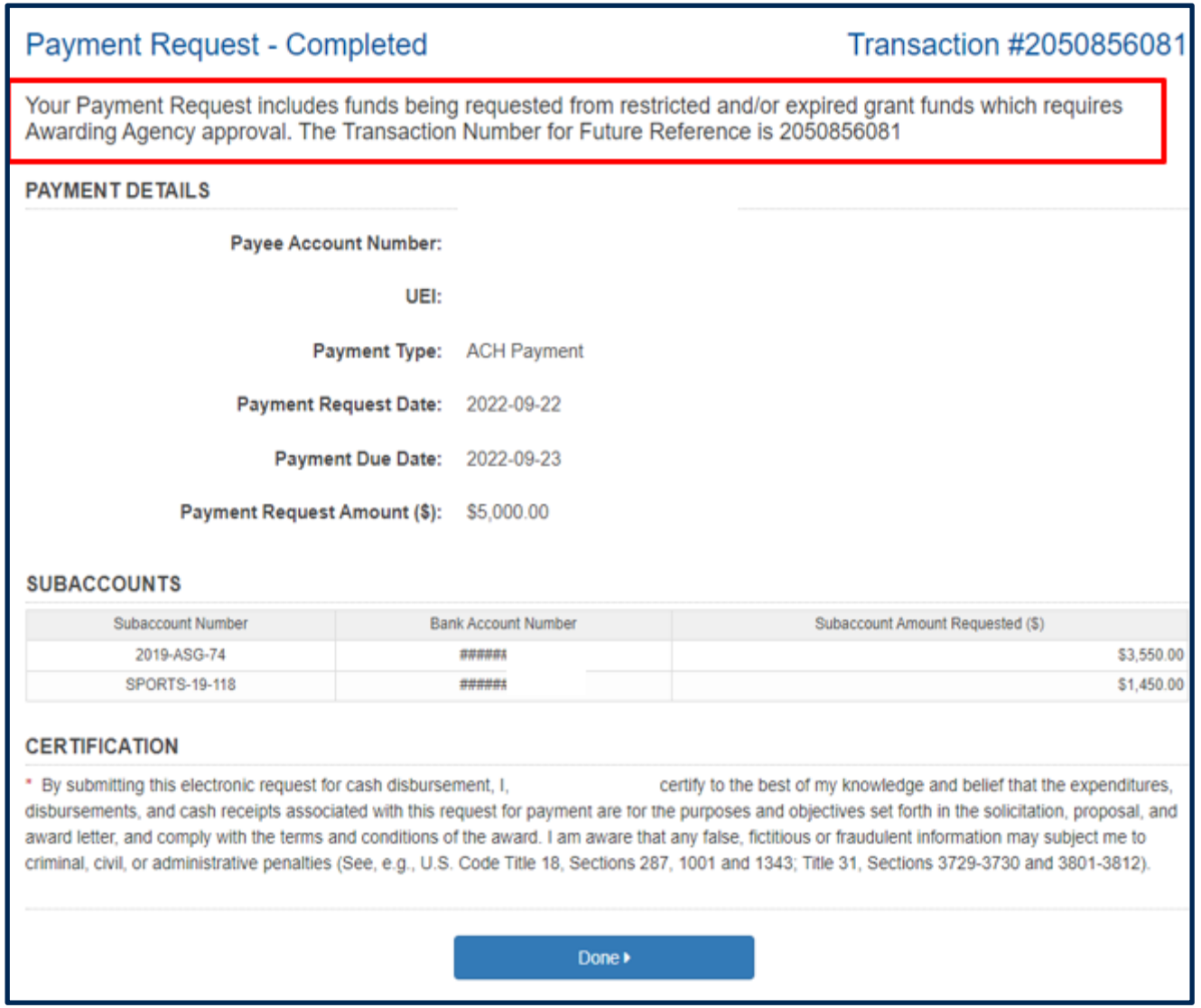
* ☑ By submitting this electronic request for cash disbursement, I, certify to the best of my knowledge and belief that the expenditures, disbursements, and cash receipts associated with this request for payment are for the purposes and objectives set forth in the solicitation, proposal, and award letter, and comply with the terms and conditions of the award. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil, or administrative penalties (See, e.g., U.S. Code Title 18, Sections 287, 1001 and 1343; Title 31, Sections 3729-3730 and 3801-3812).

If your drawdown request exceeds the unexpired funds amount, DPM must obtain awarding agency approval which may delay the processing of your request. Requests for payment submitted after 5:00 p.m. ET will be processed as if received on the next business day.

Submit Request ▸ | Back | Cancel

Payment Type:
- ACH Payment
- Domestic Wire Payment
- International Wire Payment

Payment Request has been submitted and Transaction Number will be provided. Select Done



Payment Request - Completed

Transaction #2050856081

Your Payment Request includes funds being requested from restricted and/or expired grant funds which requires Awarding Agency approval. The Transaction Number for Future Reference is 2050856081

PAYMENT DETAILS

Payee Account Number:

UEI:

Payment Type: ACH Payment

Payment Request Date: 2022-09-22

Payment Due Date: 2022-09-23

Payment Request Amount ($): $5,000.00

SUBACCOUNTS

Subaccount Number	Bank Account Number	Subaccount Amount Requested ($)
2019-ASG-74	######	$3,550.00
SPORTS-19-118	######	$1,450.00

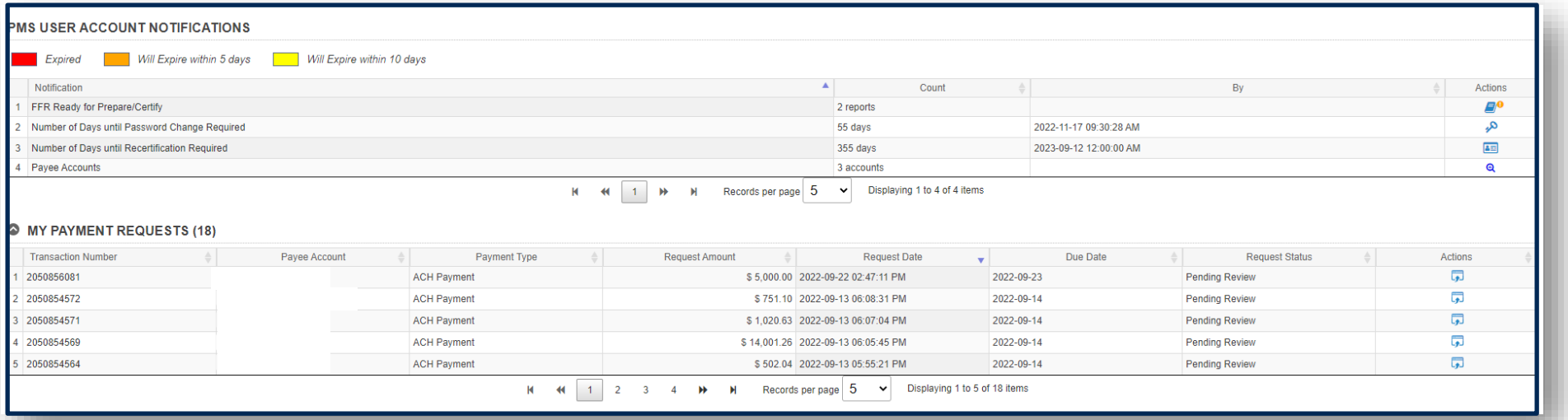
CERTIFICATION

* By submitting this electronic request for cash disbursement, I, certify to the best of my knowledge and belief that the expenditures, disbursements, and cash receipts associated with this request for payment are for the purposes and objectives set forth in the solicitation, proposal, and award letter, and comply with the terms and conditions of the award. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil, or administrative penalties (See, e.g., U.S. Code Title 18, Sections 287, 1001 and 1343; Title 31, Sections 3729-3730 and 3801-3812).

Done

Once you select Done, it will route you back to the Payment Screen.
To check the status of your submitted payment request, return to the ***Dashboard.***
The status will appear under ***Request Status***
For additional details, select the icon under ***Actions***

**Payments that do not hit the hold file for approval or are rejected will not be on the dashboard. Once payment is approved, it will be removed from your dashboard. You can check the APEX – Payment Transactions to view details



PMS USER ACCOUNT NOTIFICATIONS

Expired | Will Expire within 5 days | Will Expire within 10 days

	Notification	Count	By	Actions
1	FFR Ready for Prepare/Certify	2 reports		
2	Number of Days until Password Change Required	55 days	2022-11-17 09:30:28 AM	
3	Number of Days until Recertification Required	355 days	2023-09-12 12:00:00 AM	
4	Payee Accounts	3 accounts		

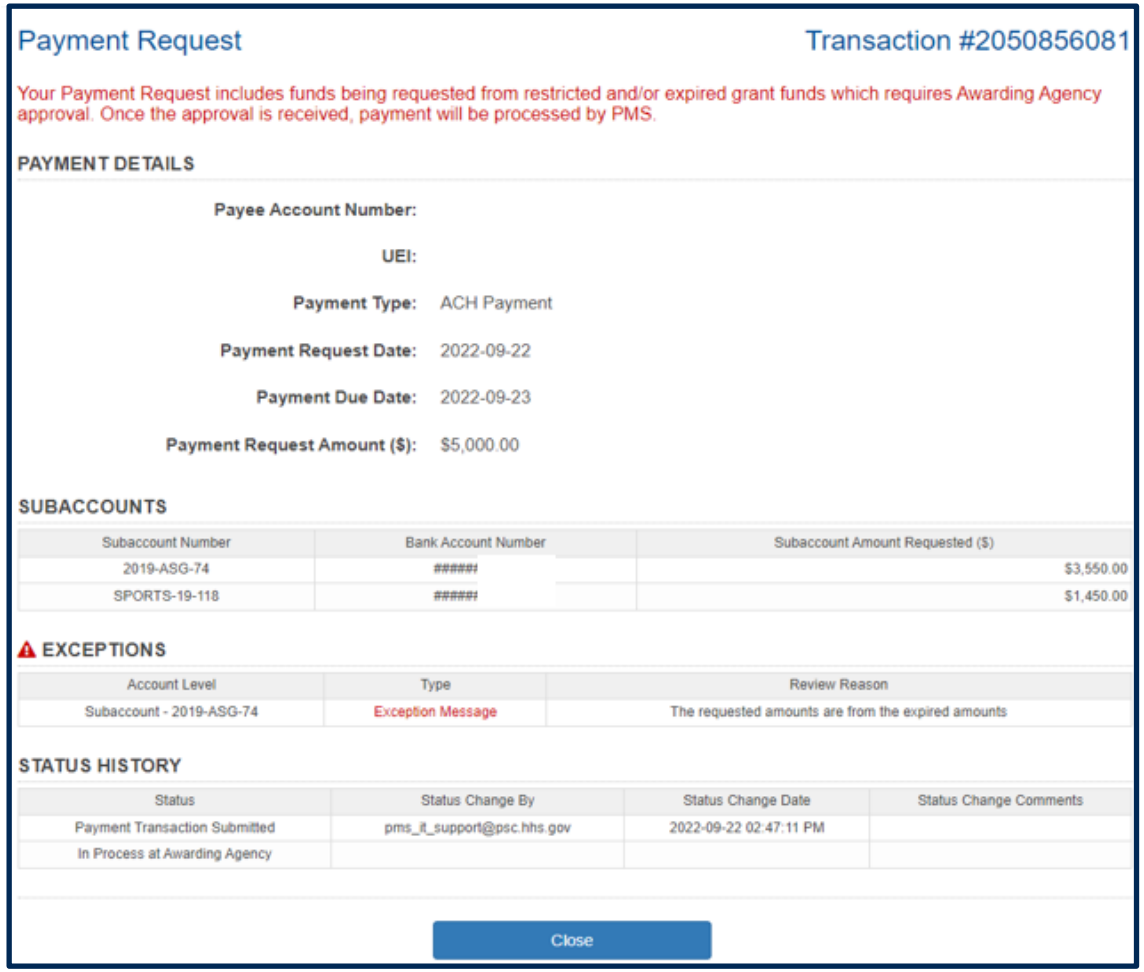
1 Records per page 5 Displaying 1 to 4 of 4 items

MY PAYMENT REQUESTS (18)

	Transaction Number	Payee Account	Payment Type	Request Amount	Request Date	Due Date	Request Status	Actions
1	2050856081		ACH Payment	$ 5,000.00	2022-09-22 02:47:11 PM	2022-09-23	Pending Review	
2	2050854572		ACH Payment	$ 751.10	2022-09-13 06:08:31 PM	2022-09-14	Pending Review	
3	2050854571		ACH Payment	$ 1,020.63	2022-09-13 06:07:04 PM	2022-09-14	Pending Review	
4	2050854569		ACH Payment	$ 14,001.26	2022-09-13 06:05:45 PM	2022-09-14	Pending Review	
5	2050854564		ACH Payment	$ 502.04	2022-09-13 05:55:21 PM	2022-09-14	Pending Review	

1 2 3 4 Records per page 5 Displaying 1 to 5 of 18 items

Review information and select Close when done



Payment Request

Transaction #2050856081

Your Payment Request includes funds being requested from restricted and/or expired grant funds which requires Awarding Agency approval. Once the approval is received, payment will be processed by PMS.

PAYMENT DETAILS

Payee Account Number:

UEI:

Payment Type: ACH Payment

Payment Request Date: 2022-09-22

Payment Due Date: 2022-09-23

Payment Request Amount ($): $5,000.00

SUBACCOUNTS

Subaccount Number	Bank Account Number	Subaccount Amount Requested ($)
2019-ASG-74	######	$3,550.00
SPORTS-19-118	######	$1,450.00

EXCEPTIONS

Account Level	Type	Review Reason
Subaccount - 2019-ASG-74	Exception Message	The requested amounts are from the expired amounts

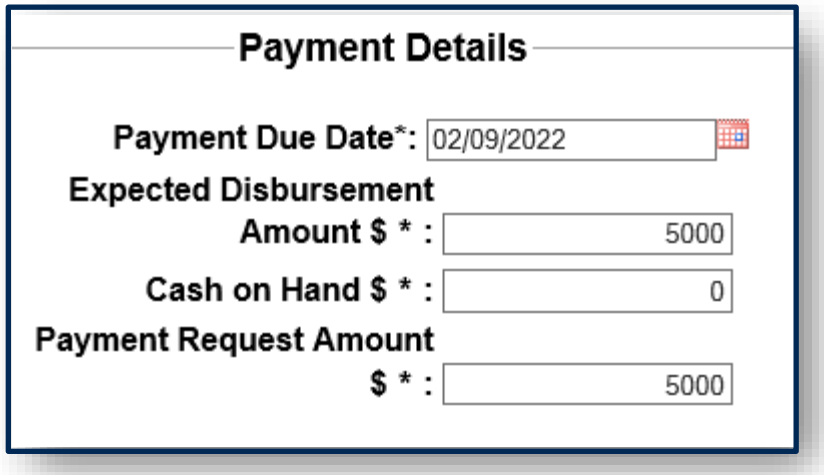
STATUS HISTORY

Status	Status Change By	Status Change Date	Status Change Comments
Payment Transaction Submitted	pms_it_support@psc.hhs.gov	2022-09-22 02:47:11 PM	
In Process at Awarding Agency			

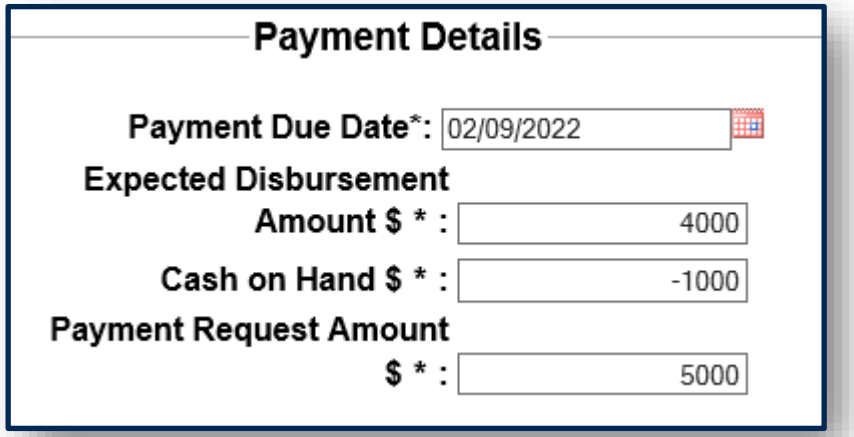
Close

TYPES OF PAYMENT REQUESTS

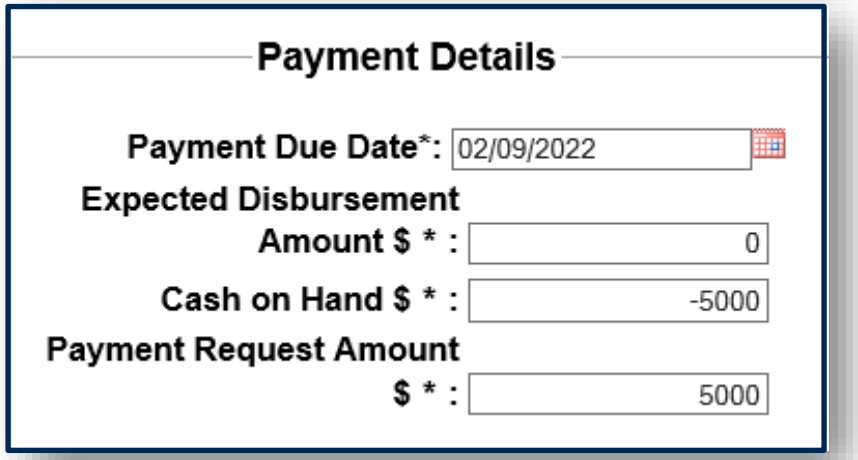
Advanced Requests



Combination Requests

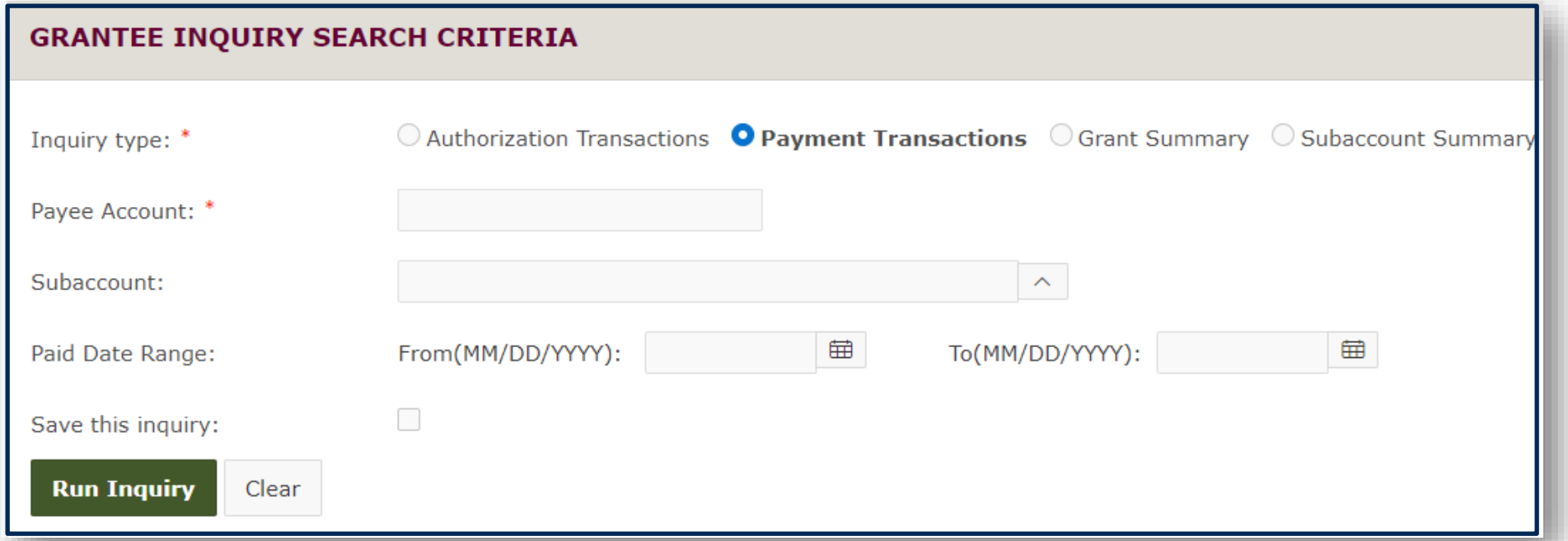


Reimbursable Requests



Payment Transactions

Payment History including payments deposited, payments rejected and returned funds



1. Select your Inquiry Type
2. Enter your Payee Account (PAN)
3. Enter other data (if desired)
4. Select “Run Inquiry”

Payment Data

PAYEE ACCOUNT	PAYMENT TYPE	TRANSACTION CODE	SUBACCOUNT	SUBACCOUNT REQUESTED AMOUNT	TOTAL PAYMENT REQUEST AMOUNT	REQUEST DATE	PAYMENT DUE DATE	POST DATE	DEBIT DATE	SCHEDULE NUMBER	PAYMENT STATUS	COMMENTS	REQUESTER
Z888P1	ACH	Z27	90MPPG002504	$0.00	$1,784,226.66	09/08/2022	09/09/2022	-	-	-	Payment Rejected	Awarding Agency Rejection and/or FFR Deliquency	
Z888P1	ACH	Z27	90NWC30012C3	$0.00	$1,784,226.66	09/08/2022	09/09/2022	-	-	-	Payment Rejected	Awarding Agency Rejection and/or FFR Deliquency	
Z888P1	ACH	Z27	90SAPG009203	$0.00	$1,784,226.66	09/08/2022	09/09/2022	-	-	-	Payment Rejected	Awarding Agency Rejection and/or FFR Deliquency	
Z888P1	ACH	927	2101MNCILC	$517,509.00	$12,305,111.75	09/07/2022	09/08/2022	09/07/2022	09/08/2022	93735	Payment Processed	-	
Z888P1	ACH	927	CCDD20	$50,847.43	$12,305,111.75	09/07/2022	09/08/2022	09/07/2022	09/08/2022	93735	Payment Processed	-	

T/C (Transaction Codes)

916 = Fed Wire “Same” Day Payments
927 = ACH “Next:” Day Payments
Z27 = Payment was rejected
T27 = Payment returned by Bank
PNT = Banking completed

Internet Access

Payment Management Services
Home Page
https://pms.psc.gov

Hours of Operation

Monday through Friday:
5:00 a.m. until 11:00 p.m. EST

Saturday and Sunday:
9:00 a.m. until 9:00 p.m. EST

Help Desk Number

Telephone #: 877/614-5533
E-Mail: PMSSupport@psc.hhs.gov

PMS Federal Holidays

Payment Management Services is considered an Essential Government Office due to the nature of its business activities. This means as a general rule, PMS remains open for business year-round except Federal Holidays and bank holidays.

Payment Management Services is closed on the following Federal holidays

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Juneteenth Day
Fourth of July
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

PMS Support/HELP DESK

You can submit a ticket online and access more services using the Self-Help Web Portal at https://gditshared.servicenowservices.com/hhs_pms.

Benefits include:

- Access to solutions at your own convenience through Frequently Asked Questions (FAQs)
- Use of a knowledge database to search for answers to your questions
- Track status of online service request ticket via the Web Portal
- ONE-DHHS Help Desk utilizes a comprehensive trouble ticket software package that facilitates troubleshooting and detecting problem trends.

INSIDER TIPS FOR MAKING THE PMS PROCESS WORK SMOOTHLY FOR YOU

1. In accordance with OMB Circulars A-102 and A-110, grant funds are to be requested for immediate disbursement needs. Requests for reimbursement may be at any time. Grantees should not be holding excess cash. Funds may be requested as often as needed during our regular business hours.
2. Promptly return any unused funds you will not spend within three business days.
3. Be sure to submit the Federal Financial Report (FFR) Federal Cash Transaction Report (FCTR) and/or the Federal Financial Report (FFR) on time, if applicable.
4. Promptly respond to PMS requests for information. PMS cannot release your funds until it receives the information.
5. Be accurate; this goes without saying. Review your Federal Cash Transaction Report (FCTR), if applicable, each quarter and reconcile any differences with your records.
6. Contact PMS for issues regarding your draw-down requests, cash management rules, Federal Financial Report and Federal Cash Transaction Report (FCTR). These are the areas where PMS can be of service to you. **Always have your PMS account number (PAN) or EIN handy and stated on all correspondences**.
7. Always check our web page (https://pms.psc.gov) for PMS updates, closings, etc.

Training Sessions

Payment Management Services hosts **Webinar Training Sessions** for grant recipient organizations throughout the year. Webinar Training Sessions will feature training on system access, completing a payment request, performing account inquiries, requesting reports, completing the Federal Financial Report and Federal Financial Cash Transaction Report. A question-and-answer period will be provided at the conclusion of each webinar. Training Sessions are two (2) hours long. No cost to attend.

Information can be found on our we page under "Training"

Grantee's Webinar Training Schedule (U.S. Eastern Time)

Dates are now available on the web page

Questions regarding training can be sent to PMS_Training@psc.hhs.gov

Performance Progress Reporting

Miriam Montgomery, Grants Program Officer

Why Performance Reporting?

@ the Grantee-level

- Used to determine grantee's progress against approved project outcomes
- Enables review of financial expenditures against grant accomplishments
- Captures project accomplishments
- Captures possible challenges and areas where technical assistance may be needed

@ the Program-level

- Demonstrates program impact using structured data across recipients
- Allows for progress reporting against grant program objectives and supporting measures as described in the applicable NOFO

Performance reporting serves dual purposes!

Performance Progress Reporting

Performance reporting for FCC grants is a two-part submission:

- ☑ Performance Progress Report Form (SF-PPR; sent directly to recipients and available at www.fcc.gov/acp-grants)
- ☑ FCC's PPR-Supplement (Sent directly to recipients and available at www.fcc.gov/acp-grants)

Reporting cadence:

PPR/FFR Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

Similar reporting cadence as quarterly FFR submissions. First report due on **7/30/2023**.

Recipients are required to attach both their completed PPR and PPR-Supplemental in GrantSolutions on a quarterly basis. FFR and PPR reports are required, including partial calendar quarters, as well as in periods where no grant award activity occurs.

PPR v. PPR Supplement

PPR

PPR submissions should include:

- A brief narrative of overall project status
- A summary of project expenditures and accomplishments
- A description of any potential issues that may affect project completion
- Additional information as appropriate, to include an explanation of cost overruns or high costs

PPR is a PDF form and includes a text box to provide FCC-requested information

PPR Supplement

PPR Supplement should include:

- Grant program measurement data
  - Outreach-related measures; and/or
  - Enrollment-related measures
- Intended outcomes and supporting milestones
  - Grantees can have up to 5 outcomes and each outcome can have up to 8 milestones
  - For entities that received less funding than their requested amount, this will be their opportunity to update outcomes and milestones based on awarded funds

PPR-Supplement is an Excel-based form that enables structured data collection and reporting across recipients to gauge program impact

PPR - Screenshots

SF-PPR: Fillable portion of the template

Print Form

PERFORMANCE PROGRESS REPORT
SF-PPR

		Page of Pages
1.Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS Number 3b. EIN
4. Recipient Organization (Name and complete address including zip code)		5. Recipient Identifying Number or Account Number
6. Project/Grant Period Start Date: *(Month, Day, Year)* / End Date: *(Month, Day, Year)*	7. Reporting Period End Date *(Month, Day, Year)*	8. Final Report? ☐ Yes ☐ No 9. Report Frequency ☐ *annual* ☐ *semi-annual* ☐ *quarterly* ☐ *other* *(If other, describe:)*
10. Performance Narrative *(attach performance narrative as instructed by the awarding Federal Agency)*		
11. Other Attachments *(attach other documents as needed or as instructed by the awarding Federal Agency)*		
12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.		
12a. Typed or Printed Name and Title of Authorized Certifying Official		12c. Telephone *(area code, number and extension)* 12d. Email Address
12b. Signature of Authorized Certifying Official		12e. Date Report Submitted *(Month, Day, Year)* 13. Agency use only

SF-PPR: Instructions

***Performance Progress Report (PPR)* Instructions**

The *Performance Progress Report (PPR)* is a standard, government-wide performance progress reporting format used by Federal agencies to collect performance information from recipients of Federal funds awarded under all Federal programs that exceed $100,000 or more per project/grant period, excluding those that support research. General instructions for completing the *PPR* are contained below. For further instructions on completing the *PPR*, please contact the agency's points of contact specified in the "Agency Contacts" section of your award document.

Report Submissions

1. The recipient must submit the *PPR* cover page and any of the forms (*PPR A-F*), which the Federal agency requires, as specified in the award terms and conditions.
2. The *PPR* must be submitted to the attention of the agency's points of contact specified in the "Agency Contacts" section of the award document in accordance with the requirements established in the award document.
3. If additional space is needed to support the *PPR*, supplemental pages should be attached. The additional pages must indicate the following at the top of each page: Federal Grant or other Identifying Award Number, Recipient Organization, DUNS Number, EIN, and period covered by the Report. Page numbers should be used if a particular page is used more than once.

Reporting Requirements

1. All recipients of grants or cooperative agreements awarded under all Federal programs that exceed $100,000 or more per project/grant period, excluding those that support research, are required to submit a *PPR* in accordance with the terms established in the award document.
2. The *PPR* must be submitted at least once yearly, on a quarterly, semi-annual, or annual basis, as directed by the awarding Federal agency in the award document. A final *PPR* shall be required at the completion of the award agreement.
3. For interim *PPRs*, the following reporting period end dates shall be used: 3/31; 6/30; 9/30; and or 12/31. For final *PPRs*, the reporting period end date shall be the end date of the project/grant period.

PPR, Page 2

4. PPRs are due 30 days after the end of each reporting period. Final PPRs are due no later than 120 days after the period of performance.

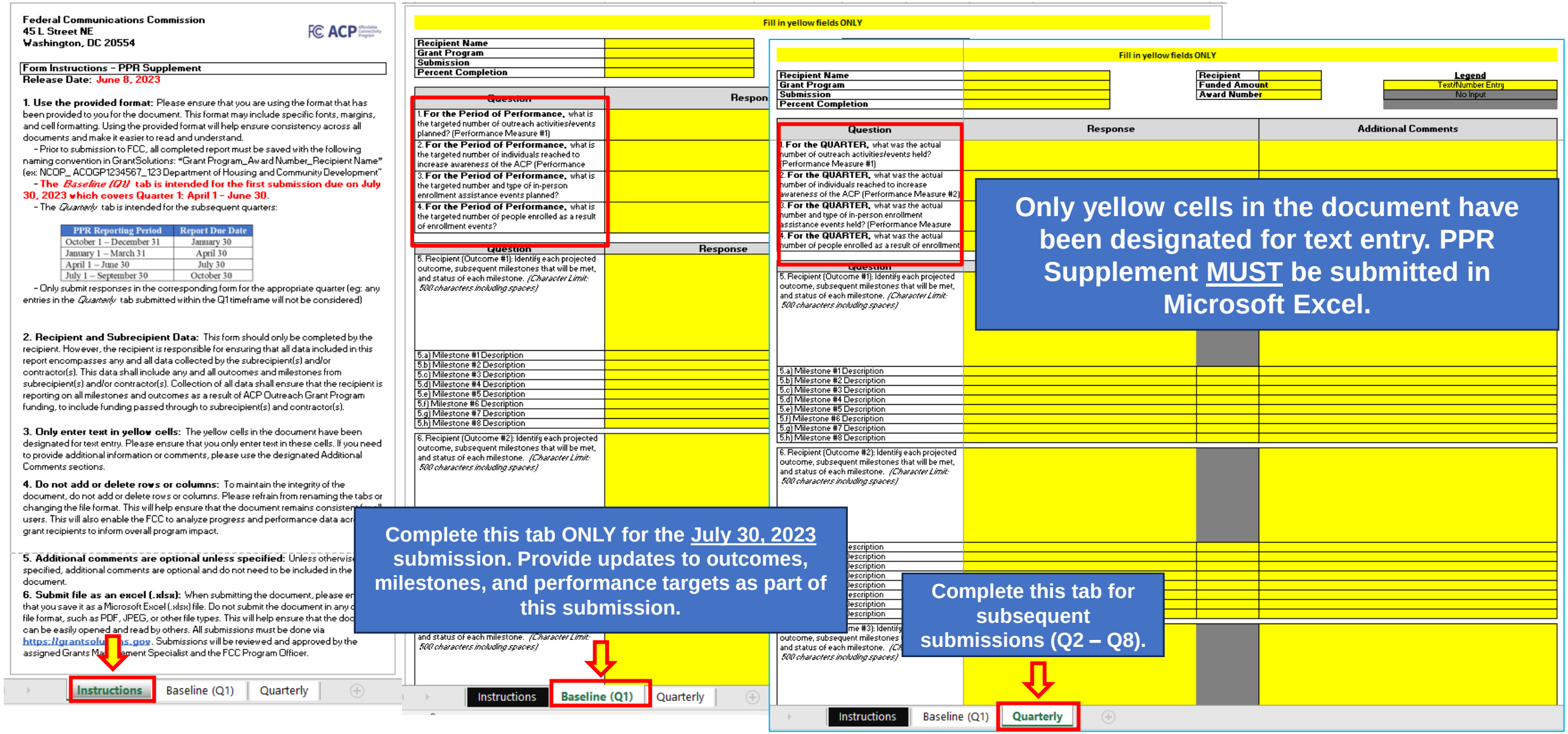
4. The frequency of required reporting is stated in the solicitation and award documents. Interim *PPRs* are due not later than 45 days after the end of each reporting period. Final *PPRs* are due not later than 90 days after the end of the reporting period end date.

Performance Progress Report

Item	Data Elements	Line Item Instructions for SF-PPR
1	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2	Federal Grant or Other Identifying Number Assigned by the awarding Federal agency	Enter the grant/award number contained in the award document.
3a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4	Recipient Organization	Enter the name of recipient organization and address, including zip code.
5	Recipient Account Number or Account Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the awarding Federal agency.
6	Project/Grant Period	Indicate the project/grant period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project/grant period (e.g., 5 years) that are funded in increments known as budget periods or funding periods. These are typically annual increments. Please enter the project/grant period, not the budget period or funding period.
7	Reporting Period End Date	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30; and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
8	Final Report	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 6.
9	Report or Frequency	Select the appropriate term corresponding to the requirements contained in the award document. "Other" may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular A-110.
10	Performance Narrative	Attach performance narrative as instructed by the awarding Federal agency.
11	Other Attachments	Attach other documents as needed or as instructed by the awarding Federal agency.

1. All ACP Outreach Grant recipients are required to submit a PPR.
2. Reminder, PPRs are due on a quarterly basis.

PPR Supplement - Screenshots



Federal Communications Commission
45 L Street NE
Washington, DC 20554

Form Instructions – PPR Supplement
Release Date: June 8, 2023

1. Use the provided format: Please ensure that you are using the format that has been provided to you for the document. This format may include specific fonts, margins, and cell formatting. Using the provided format will help ensure consistency across all documents and make it easier to read and understand.
- Prior to submission to FCC, all completed report must be saved with the following naming convention in GrantSolutions: "Grant Program_Award Number_Recipient Name" (ex: NCOP_ ACOGP1234567_123 Department of Housing and Community Development"
- **The *Baseline (Q1)* tab is intended for the first submission due on July 30, 2023 which covers Quarter 1: April 1 – June 30.**
- The *Quarterly* tab is intended for the subsequent quarters:

PPR Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

- Only submit responses in the corresponding form for the appropriate quarter (eg: any entries in the *Quarterly* tab submitted within the Q1 timeframe will not be considered)

2. Recipient and Subrecipient Data: This form should only be completed by the recipient. However, the recipient is responsible for ensuring that all data included in this report encompasses any and all data collected by the subrecipient(s) and/or contractor(s). This data shall include any and all outcomes and milestones from subrecipient(s) and/or contractor(s). Collection of all data shall ensure that the recipient is reporting on all milestones and outcomes as a result of ACP Outreach Grant Program funding, to include funding passed through to subrecipient(s) and contractor(s).

3. Only enter text in yellow cells: The yellow cells in the document have been designated for text entry. Please ensure that you only enter text in these cells. If you need to provide additional information or comments, please use the designated Additional Comments sections.

4. Do not add or delete rows or columns: To maintain the integrity of the document, do not add or delete rows or columns. Please refrain from renaming the tabs or changing the file format. This will help ensure that the document remains consistent for all users. This will also enable the FCC to analyze progress and performance data across grant recipients to inform overall program impact.

5. Additional comments are optional unless specified: Unless otherwise specified, additional comments are optional and do not need to be included in the document.

6. Submit file as an excel (.xlsx): When submitting the document, please ensure that you save it as a Microsoft Excel (.xlsx) file. Do not submit the document in any other file format, such as PDF, JPEG, or other file types. This will help ensure that the document can be easily opened and read by others. All submissions must be done via https://grantsolutions.gov. Submissions will be reviewed and approved by the assigned Grants Management Specialist and the FCC Program Officer.

Instructions | Baseline (Q1) | Quarterly

Fill in yellow fields ONLY

Recipient Name	
Grant Program	
Submission	
Percent Completion	

Question	Response
1. **For the Period of Performance,** what is the targeted number of outreach activities/events planned? (Performance Measure #1)	
2. **For the Period of Performance,** what is the targeted number of individuals reached to increase awareness of the ACP (Performance	
3. **For the Period of Performance,** what is the targeted number and type of in-person enrollment assistance events planned?	
4. **For the Period of Performance,** what is the targeted number of people enrolled as a result of enrollment events?	
5. Recipient (Outcome #1): Identify each projected outcome, subsequent milestones that will be met, and status of each milestone. *(Character Limit: 500 characters including spaces)*	
5.a) Milestone #1 Description	
5.b) Milestone #2 Description	
5.c) Milestone #3 Description	
5.d) Milestone #4 Description	
5.e) Milestone #5 Description	
5.f) Milestone #6 Description	
5.g) Milestone #7 Description	
5.h) Milestone #8 Description	
6. Recipient (Outcome #2): Identify each projected outcome, subsequent milestones that will be met, and status of each milestone. *(Character Limit: 500 characters including spaces)*	

Instructions | Baseline (Q1) | Quarterly

Fill in yellow fields ONLY

Recipient Name	
Grant Program	
Submission	
Percent Completion	

Recipient	
Funded Amount	
Award Number	

Legend: Text/Number Entry; No Input

Question	Response	Additional Comments
1. **For the QUARTER,** what was the actual number of outreach activities/events held? (Performance Measure #1)		
2. **For the QUARTER,** what was the actual number of individuals reached to increase awareness of the ACP (Performance Measure #2)		
3. **For the QUARTER,** what was the actual number and type of in-person enrollment assistance events held? (Performance Measure		
4. **For the QUARTER,** what was the actual number of people enrolled as a result of enrollment		
5. Recipient (Outcome #1): Identify each projected outcome, subsequent milestones that will be met, and status of each milestone. *(Character Limit: 500 characters including spaces)*		
5.a) Milestone #1 Description		
5.b) Milestone #2 Description		
5.c) Milestone #3 Description		
5.d) Milestone #4 Description		
5.e) Milestone #5 Description		
5.f) Milestone #6 Description		
5.g) Milestone #7 Description		
5.h) Milestone #8 Description		
6. Recipient (Outcome #2): Identify each projected outcome, subsequent milestones that will be met, and status of each milestone. *(Character Limit: 500 characters including spaces)*		

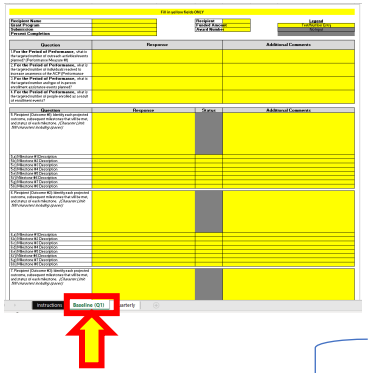
Instructions | Baseline (Q1) | Quarterly

Only yellow cells in the document have been designated for text entry. PPR Supplement MUST be submitted in Microsoft Excel.

Complete this tab ONLY for the July 30, 2023 submission. Provide updates to outcomes, milestones, and performance targets as part of this submission.

Complete this tab for subsequent submissions (Q2 – Q8).

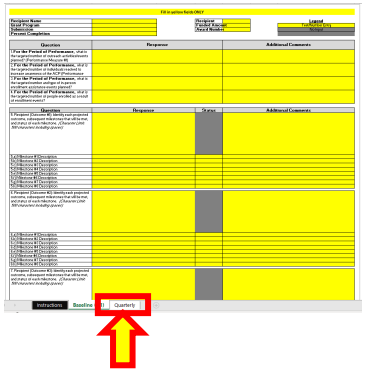
PPR Supplement – Baseline Tab



Complete the entire "Baseline (Q1)" Tab as part of the July 30, 2023 submission.

- The Baseline Tab will need to be completed to represent Q1 reporting
- Once grantees submit their initial PPR Supplemental, future grantee progress will be tracked against Baseline information that was submitted in July 2023
  - Grantees will not be able to update Baseline (Q1) data in future PPR Supplemental submissions
- Below are data elements that are found in the Baseline (Q1) tab that will not be repeated/requested as part of future quarterly submissions:
  1. **For the Period of Performance**, what is the targeted number of outreach activities/events planned? (*Performance Measure #1*)
  2. **For the Period of Performance**, what is the targeted number of individuals reached to increase awareness of the ACP? (*Performance Measure #2*)
  3. **For the Period of Performance**, what is the targeted number and type of in-person enrollment assistance events planned? (*Performance Measure #3*)
  4. **For the Period of Performance**, what is the targeted number of people enrolled as a result of enrollment events?
- **Questions 5 – 15** will be repeated in subsequent quarterly submissions as they are meant to demonstrate grant-funded progress/accomplishments that took place during the reporting period

PPR Supplement – Quarterly Tab



- Unlike the Baseline Tab that is completed and submitted for Q1, Quarterly Tab will be submitted for subsequent quarterly submissions
  - Final PPR Supplement submission will be due 120 days post end of performance period
- For Q2 – Q8, the FCC will **only** review information provided under the Quarterly Tab to represent progress during the reporting period
  - Reminder: FFR quarterly submissions represent cumulative obligations and expenditures
- All questions under this Tab must be completed fully each quarter

Key Takeaways:

1. Baseline Tab should capture target numbers for the Period of Performance and actual numbers for the reporting period (May – June, 2023) as applicable
2. All recipients must submit the Baseline Tab for the first quarterly submission (Due: July 30,2023)
3. All recipients must submit the Quarterly Tab for all subsequent quarterly submissions (Q2 – Q8)
4. PPR-Supplements must be submitted via GrantSolutions as an Excel-based attachment only

Break

(We will resume in 5 minutes)

ACP Application Enhancement Update & Enrollment Walkthrough

Jamile Kadre, Telecommunications Access Policy Division, Wireline Competition Bureau

Enhancements ★

FCC ACP Affordable Connectivity Program

Over the last few months, the Commission and USAC have made a number of enhancements to help streamline the National Verifier application process for consumers, including:

- Streamlining the account creation process by not requiring the consumer to sign back in after creating an account;
- Updating the identify verification section to clarify that providing the last four digits of your SSN will likely result in faster processing, that the identity check does not affect the consumer's credit, and which types of government IDs are acceptable
- Updating error messages that consumers receive so that it is easier for consumers to understand the action they need to take and why they have received an error while applying and simplifying the language outlining document requirements, with acceptable documentation examples added

During the walkthrough, application enhancements will be marked with a blue star (★).

Enhancements (cont.)

- Reducing the number of steps that a consumer must take before finding out their eligibility
  - For those who can qualify through a data-match with an eligibility database, applicants now only have 3 steps before learning if they qualify
  - Program selection now only requires 1 question for the majority of applicants, asking them to select if they qualify for Medicaid and/or SNAP
- Simplifying the consumer certification language and process to one step, requiring only 1 written confirmation
- Automatically moving an applicant to the next step of the application once they create an account
- Giving applicants explicit instructions to sign up with a provider once they are approved
- Simplifying the application process for mobile phone users; and
- Transitioning the application landing page to GetInternet.gov or AccedeaInternet.gov for Spanish speakers.
  - AffordableConnectivity.gov will remain a resource for consumers, participating providers, and digital navigators.

Consumer Application Process

- Consumers can qualify to participate in the ACP through their participation in certain qualifying programs (such as SNAP and Medicaid) or if their income is at or below 200% of the Federal Poverty Guidelines
- Once qualified, consumers sign up with a participating service provider of their choice to receive service
- Consumers can complete these steps by either qualifying directly through the National Verifier or by working through the process with their desired service provider

An official website of the United States government Here's how you know

English Sign in

We've made some updates: This is now an official FCC website. View the previous non-FCC content.

Save on your internet bill

With the FCC's Affordable Connectivity Program, you can save on your bill and may be able to get high-speed internet for free.

Apply

What are the program benefits?

- Service discount up to $30/month
- Service discount up to $75/month on qualifying Tribal lands
- Device discount up to $100 for a qualifying device

How can I qualify?

- You, or your child or dependent are enrolled in government programs like Medicaid, SNAP, WIC, or others, or,
- Based on your household income

Learn more about how you qualify.

How do I sign up?

1 | Apply

Apply now. We'll help you every step of the way.

Apply

2 | Get internet

Contact an internet company to get your benefit.

FCC ACP Affordable Connectivity Program

Fill out your information

Home address where you will get internet

It cannot be a P.O. Box.

Street Number and Name

Street Number and Name

Apartment, Unit, etc.

Apt, Unit, etc.

City or Town

City or Town

State or Territory

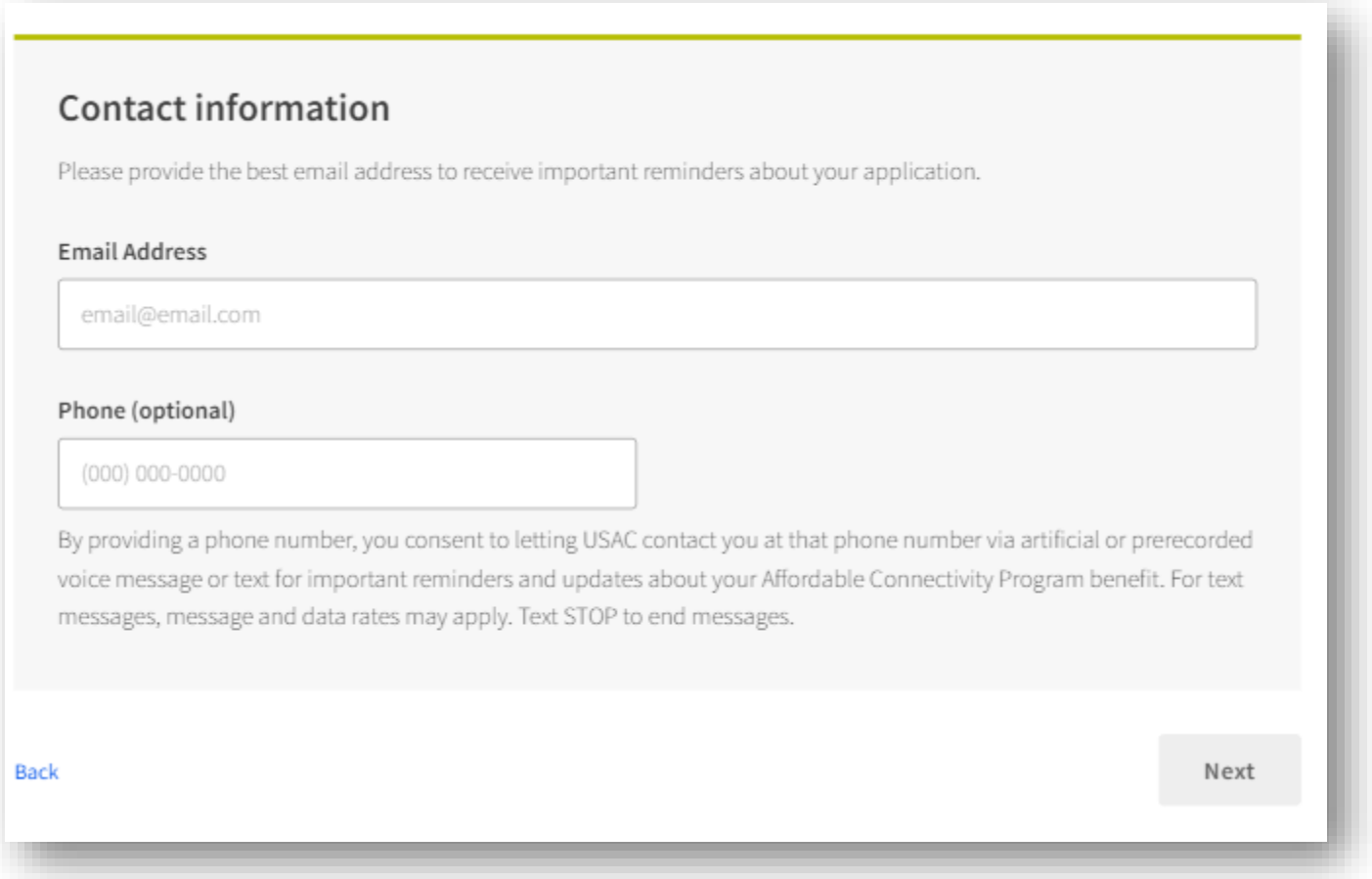
State or Territory

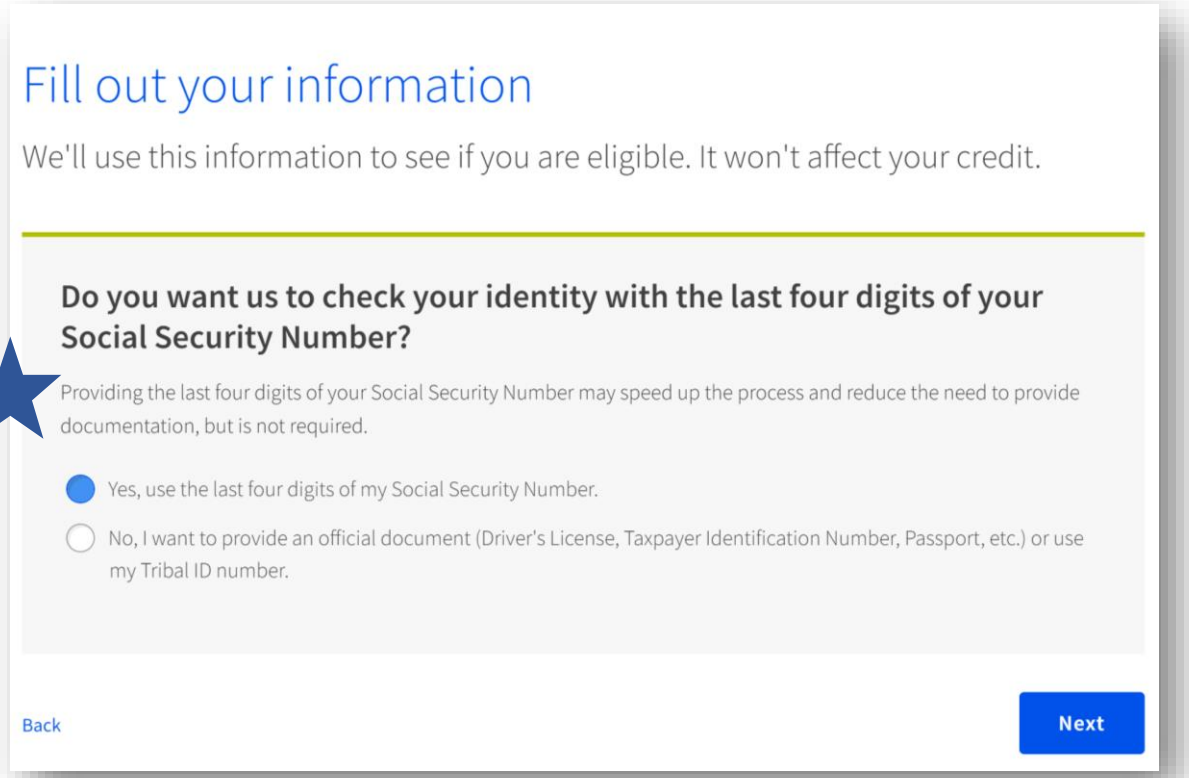
Zip Code

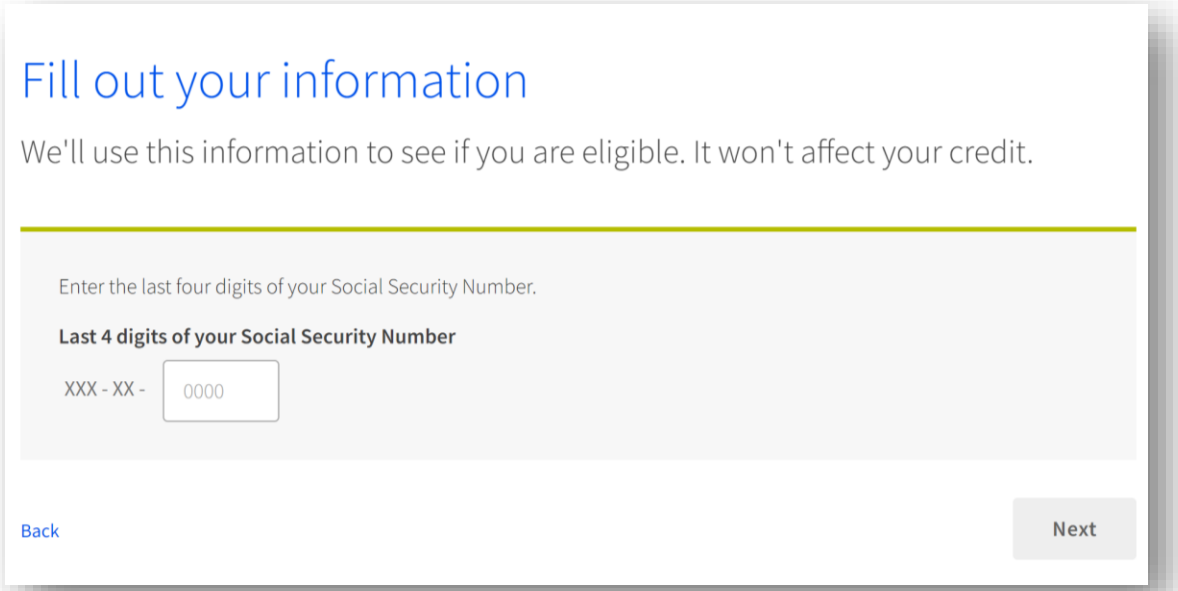
00000

My mailing address is different than my home address.

FCC ACP Affordable Connectivity Program


Contact information
Please provide the best email address to receive important reminders about your application.
Email Address
email@email.com
Phone (optional)
(000) 000-0000
By providing a phone number, you consent to letting USAC contact you at that phone number via artificial or prerecorded voice message or text for important reminders and updates about your Affordable Connectivity Program benefit. For text messages, message and data rates may apply. Text STOP to end messages.
Back
Next





Consumers can verify their identity using the last four digits of their Social Security Number (SSN), Tribal ID number, or other government ID. Providing their SSN will likely result in faster processing of their application.

FCC ACP Affordable Connectivity Program

Fill out your information

We'll use this information to see if you are eligible. It won't affect your credit.

Do you want us to check your identity with the last four digits of your Social Security Number?

Providing the last four digits of your Social Security Number may speed up the process and reduce the need to provide documentation, but is not required.

- ○ Yes, use the last four digits of my Social Security Number.
- ● No, I want to provide an official document (Driver's License, Taxpayer Identification Number, Passport, etc.) or use my Tribal ID number.

Back | Next

Fill out your information

What form of identification would you like to use?

You can use your Tribal ID number or any valid Government ID issued by the United States or another country as long as it has your full name, date of birth, and is not expired.

Other Government Identification

Please choose one from the list:

Select

- Select
- Driver's License
- Military ID
- Passport
- Taxpayer Identification Number
- Tribal Identification Number
- Other Government ID

Back | Next

You can see examples of forms of identification if you click the drop-down menu.

Fill out your information

We'll use this information to see if you are eligible. It won't affect your credit.

Full name as it appears on your identification

Enter the name you have on your official documents like Social Security Card or Government ID. This should be your full legal name, not a nickname.

First Name

First Name

Middle Name (optional)

Middle Name

Last or Family Name

Family Name

Date of Birth

Month

MM

Day

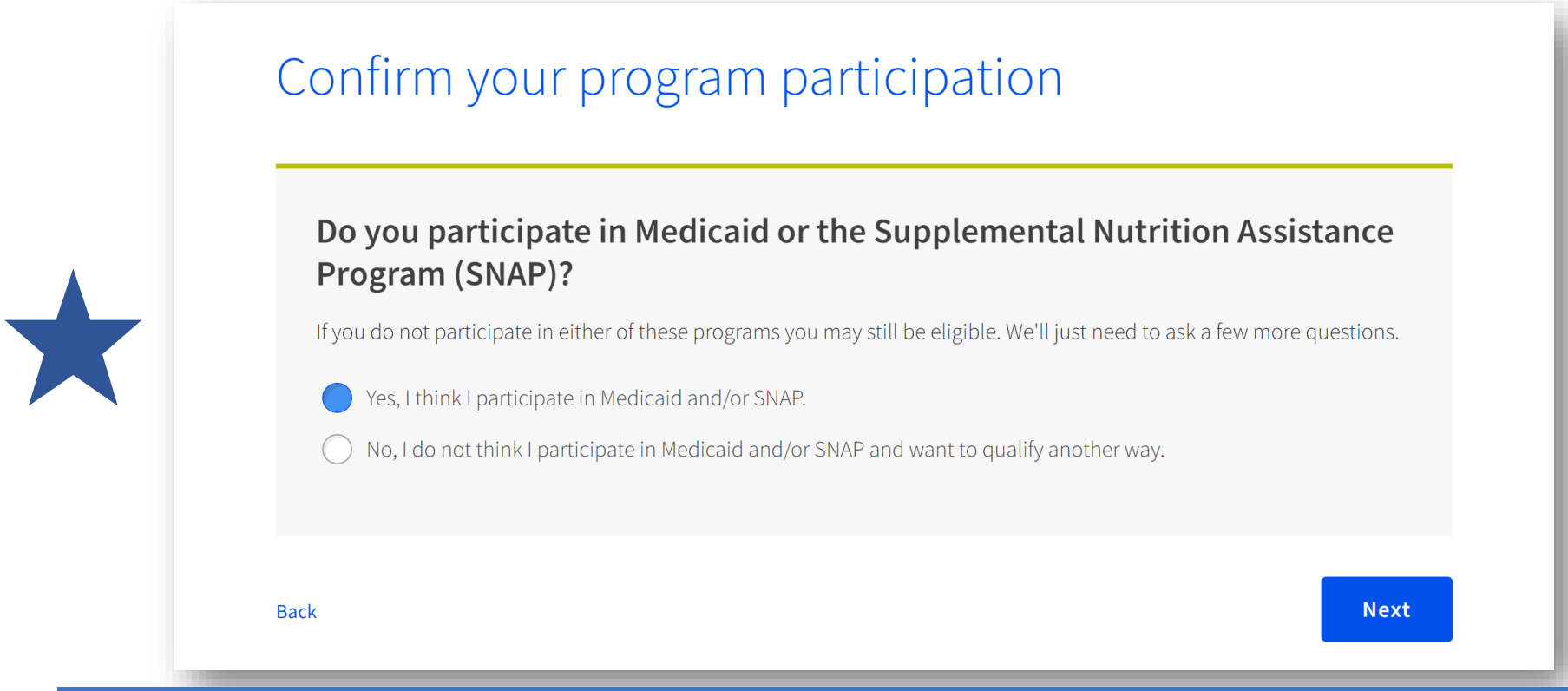
DD

Year

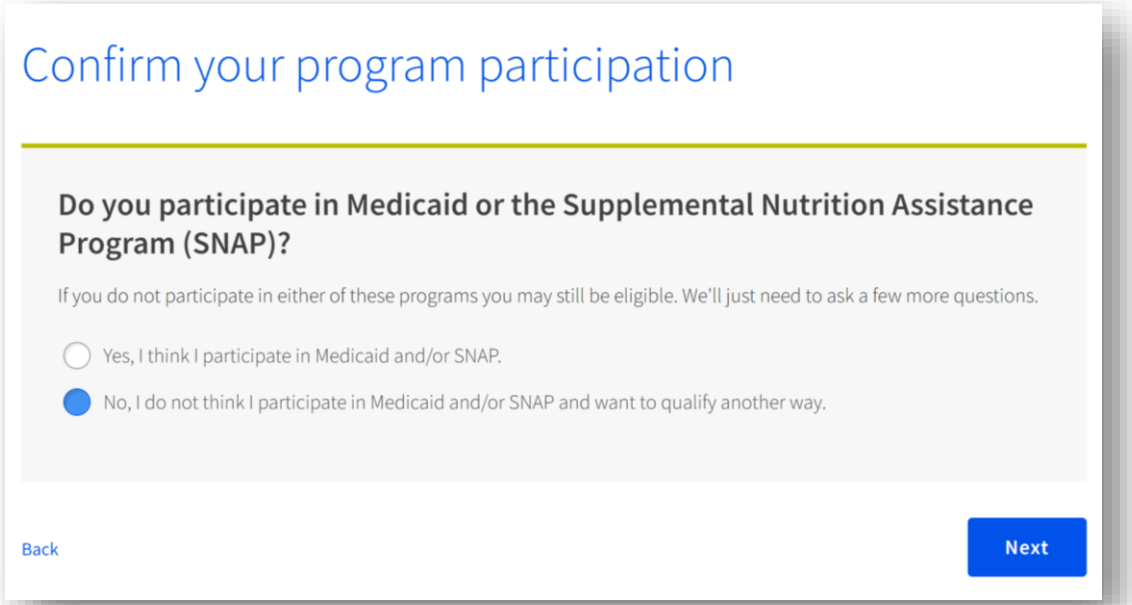
YYYY

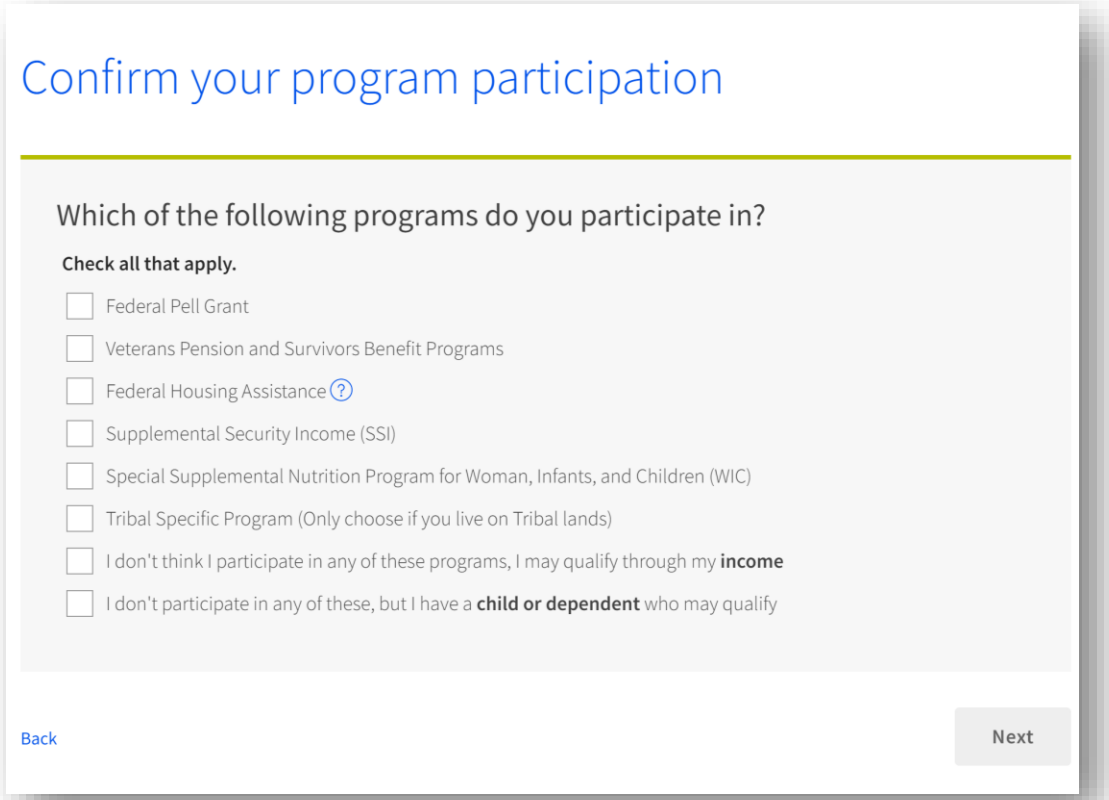
FCC ACP Affordable Connectivity Program

Consumers must enter their first and last name as it appears on official documents. Entering a middle name is optional. Consumers must enter their date of birth.



Consumers will answer “Yes” or “No” if they think that they participate in Medicaid or SNAP. Because the majority of consumers qualify based on their participation in Medicaid or SNAP, being asked this question early in the application helps simplify the application process for the consumer.



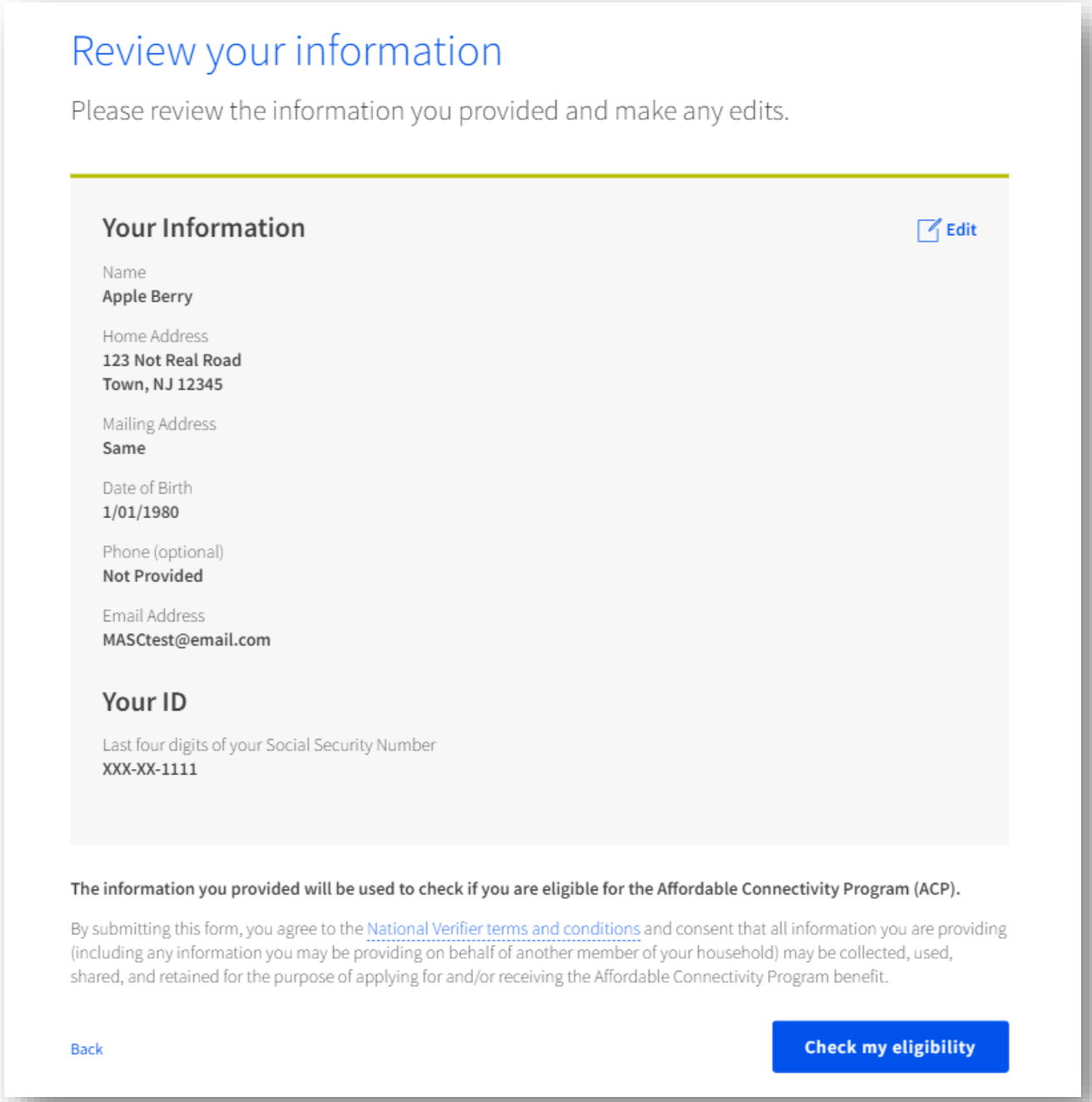


If a consumer selects “No” to participating in Medicaid or SNAP, they can select another qualifying program. If they do not participate in a qualifying program, they can qualify through their income or a child or dependent.

Note that USAC has federal data connections with:

- Centers for Medicare and Medicaid Services (CMS) to verify participation in Medicaid,
- United States Department of Housing and Urban Development (HUD) to verify participation in federal housing assistance programs such as public housing and housing choice voucher programs,
- United States Department of Education (ED) to verify applicant participation in Federal Pell Grant, and
- United States Department of Veteran Affairs (VA) to verify participation in qualifying Veterans Pension and Survivors Benefit programs.

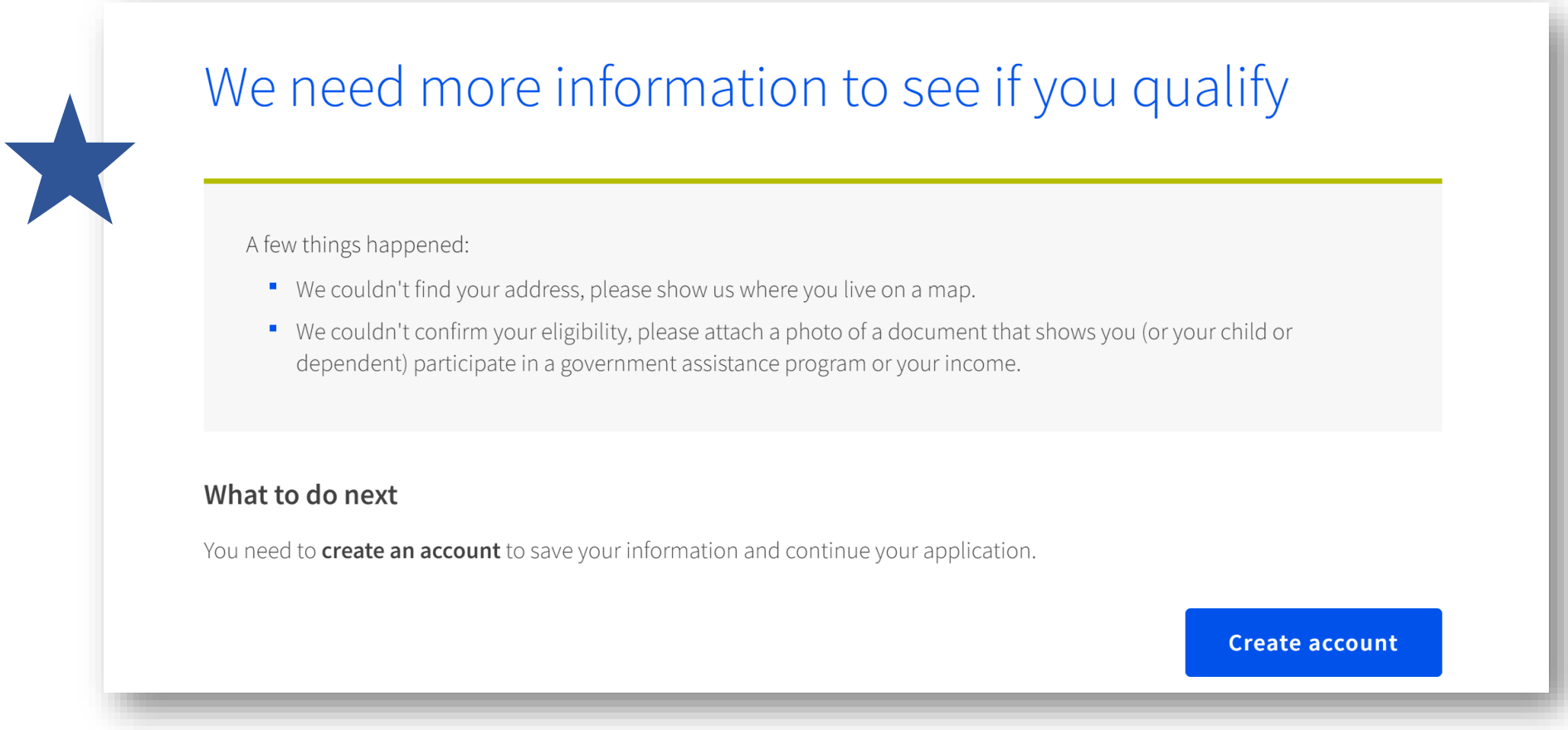
https://www.usac.org/about/affordable-connectivity-program/acp-processes/check-consumer-eligibility/database-connections/



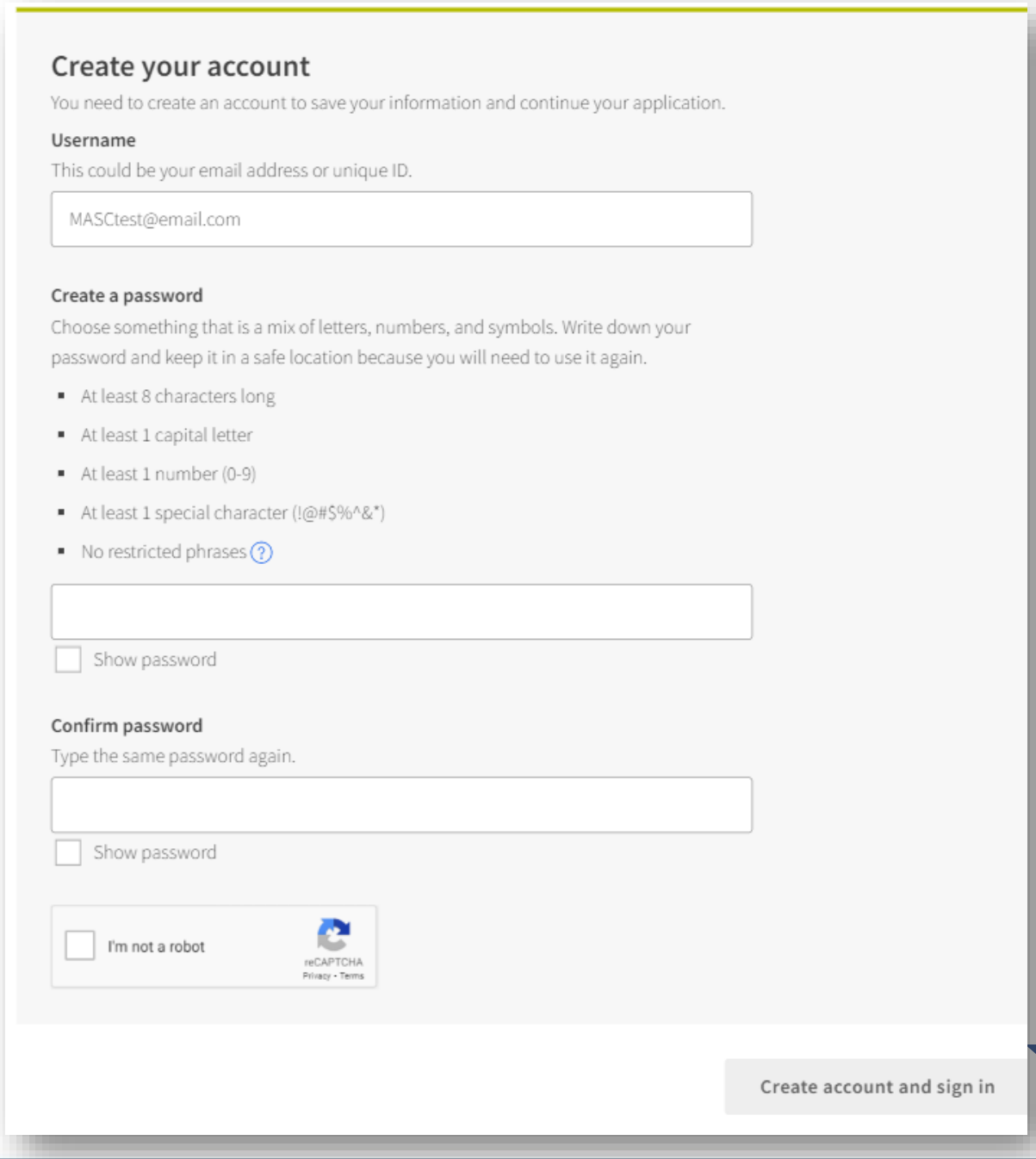
FCC ACP Affordable Connectivity Program

Consumers must review the information they provided and can make edits directly in this page.

Consumers must consent to the eligibility check.



If USAC is unable to verify a consumer's eligibility or if they have an existing application in progress, they will receive specific information on what they'll need to do next based on their specific situation.



FCC ACP Affordable Connectivity Program

Their next step is to create an account or sign into their existing account to complete their application.

If a consumer needs to create an account, they will enter a username and password.

If a consumer already has an account, they will be asked to sign in.

After creating the account or signing in, the consumer will automatically be signed in and will continue to the next step in their application.

FCC ACP Affordable Connectivity Program

Confirm Your Location

Show us that your address is right.

This is the information you gave us.

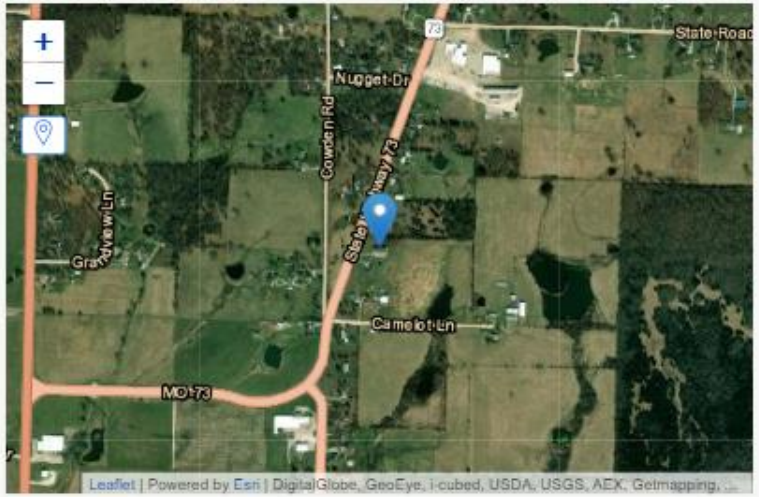
Address: 123 NOT REAL ROAD,
TOWN, NJ 12345

If you see a typo in your address, fix it here.

You have until **7/2/2023** to confirm your address. If you miss the deadline, you will need to submit a new application.

How to Find Your Address +

Confirm where you live by double clicking on the map or use the (+) button to zoom in. Drop a pin once you find your address.



If you do not zoom in enough, you will not be able to drop a pin.

Latitude **Longitude**

Note: If you live on Tribal lands, this information will be used to confirm you qualify for the enhanced Tribal benefit.

Next

Here we see an example of one type of information a consumer might need to confirm.

We Could Not Confirm Your Eligibility

ⓘ You have until **7/2/2023** to provide documentation to confirm your eligibility. If you miss this deadline, you will need to submit a new application.

If you think you may have entered any of your information (such as a name, date of birth, or address) incorrectly, or would like to add a child or dependent, fix it here.

Are you or someone in your household in any of these?

Choose one.

- ○ SNAP (Supplemental Nutrition Assistance Program) or Food Stamps
- ○ Medicaid
- ○ Supplemental Security Income (SSI)
- ○ Federal Housing Assistance
- ○ Veterans Pension and Survivors Benefit Programs
- ○ Federal Pell Grant in the current award year
- ○ Free and Reduced-Price School Lunch or Breakfast Program, or enrollment in a USDA Community Eligibility Provision School in the current school year
- ○ Special Nutrition Program for Women, Infants, and Children (WIC)
- ○ Tribal Specific Program (only choose if you live on Tribal lands)
- ○ I don't participate in one of these programs, I want to qualify through my income.

Back | Save | Next

Document Requirements

Provide a document that includes:

- Your name, or your dependent's name
- The name of the qualifying program, such as SNAP
- The name of the government, Tribal entity, or program administrator that issued the document
- An issue date within the last 12 months or expiration date (in the future)

Document examples:

- Benefit award letter
- Statement of benefits
- Benefit verification letter
- Screenshot of online benefits portal

Upload your documents

- You can use the following file types: .jpg, .jpeg, .png, .pdf, or .gif
- Make sure that your file is not too large. The size limit is 10MB.
- If you are using a phone, you can take a photo of your document and upload it.

Choose file

Willingly giving false or fraudulent information to get Lifeline or ACP benefits is punishable by law and can result in fines, jail time, de-enrollment, or being barred from the program.

Back | Save | Next

FCC ACP Affordable Connectivity Program

Here is another example, this time of a consumer whose eligibility could not be confirmed.

By signing your name below, you agree with the following statements:

Qualifications

I or someone in my household currently gets benefits from a program that qualifies for the Affordable Connectivity Program, or my annual household income is 200% or less than the Federal Poverty Guidelines.

Internet company notification

I understand that I must tell my internet company within 30 days:

- if my household no longer qualifies for the Affordable Connectivity Program or
- if I move to a new address.

Only one benefit per household allowed

I understand that my household can only receive one monthly service benefit and one device discount (desktop, laptop, or tablet) through the Affordable Connectivity Program, and to the best of my knowledge, my household is not getting more than one service benefit and one device discount.

Potential impact on your bill if program ends

I understand that the Affordable Connectivity Program is a federal government benefit that reduces my internet service bill, and my household will be subject to the internet company's undiscounted general rates, terms, and conditions if my household continues to subscribe to the service after the conclusion of the Affordable Connectivity Program.

How your information will be used

I agree that all of the information I provide on this form may be collected, used, shared, and retained by the Affordable Connectivity Program Administrator (Universal Service Administrative Company) for the purposes of applying for and/or receiving the Affordable Connectivity Program benefit.

- I agree that my state or Tribal government may share information about my benefits for a qualifying program with the Affordable Connectivity Program Administrator if required by law and this information will be used only to help find out whether I can get an Affordable Connectivity Program benefit.

Check eligibility at any time

The Affordable Connectivity Program Administrator or my service provider may check whether I still qualify at any time.

Must meet recertification deadline

In order to confirm that I still qualify for the Affordable Connectivity Program benefit, I understand that I have to respond to a recertification request by the deadline or I will be removed from the Affordable Connectivity Program and my benefit will stop.

Your Signature

Type your name below

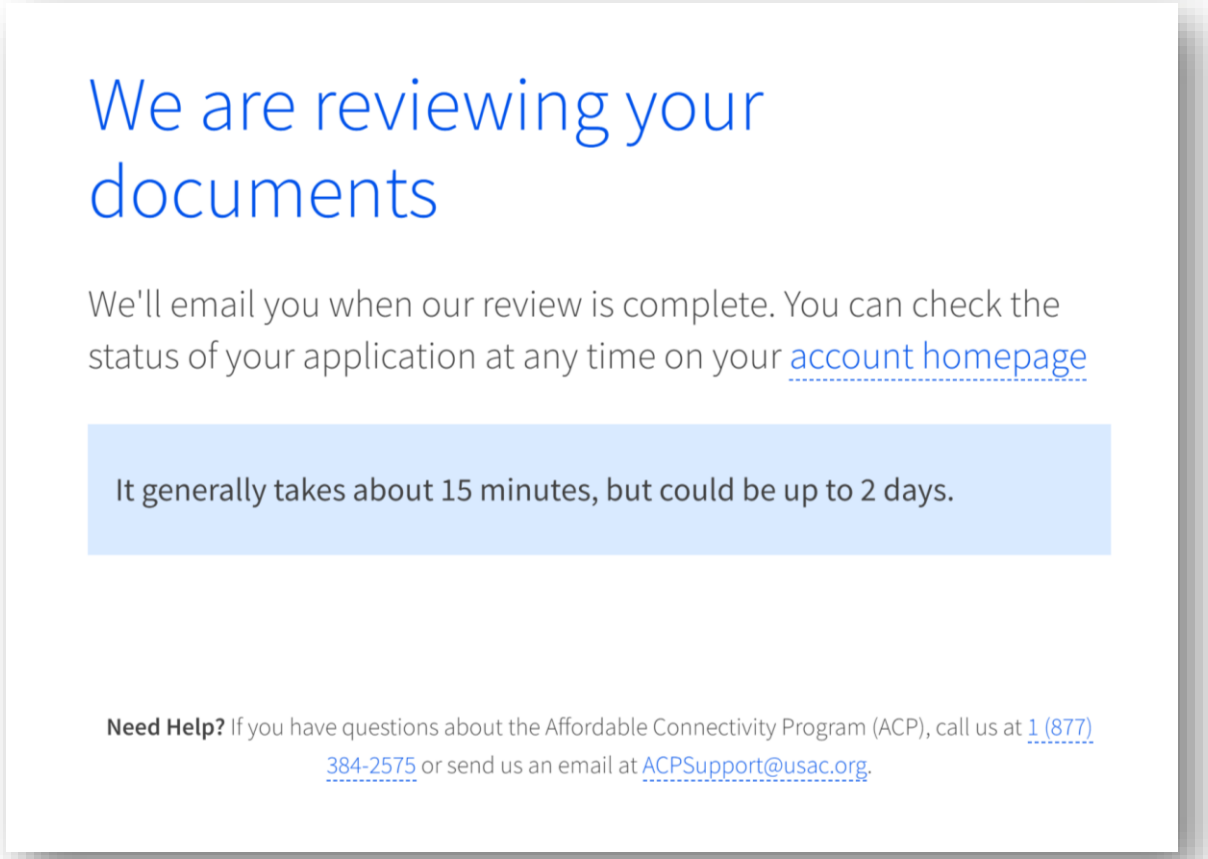
Apple Berry

I understand this is a digital signature, and this is the same as if I signed my name with a pen.

Back

Submit

Here we see the statements that an applicant has to agree with. Consumers only have to sign once at the end.



This is the message a consumer who needs to provide additional documentation will see.

Most documentation is reviewed in 15 minutes, regardless of the type of documentation submitted. However, there are some instances where it may take us longer. For example, if documents are submitted outside of business hours (9 a.m. to 9 p.m. ET Monday - Sunday) it will be queued up for review the following day. There are other cases where documentation needs to be escalated for further review.

Contact an internet company to get your benefit

You're approved to get your benefit. **Sign up by August 16, 2023**.

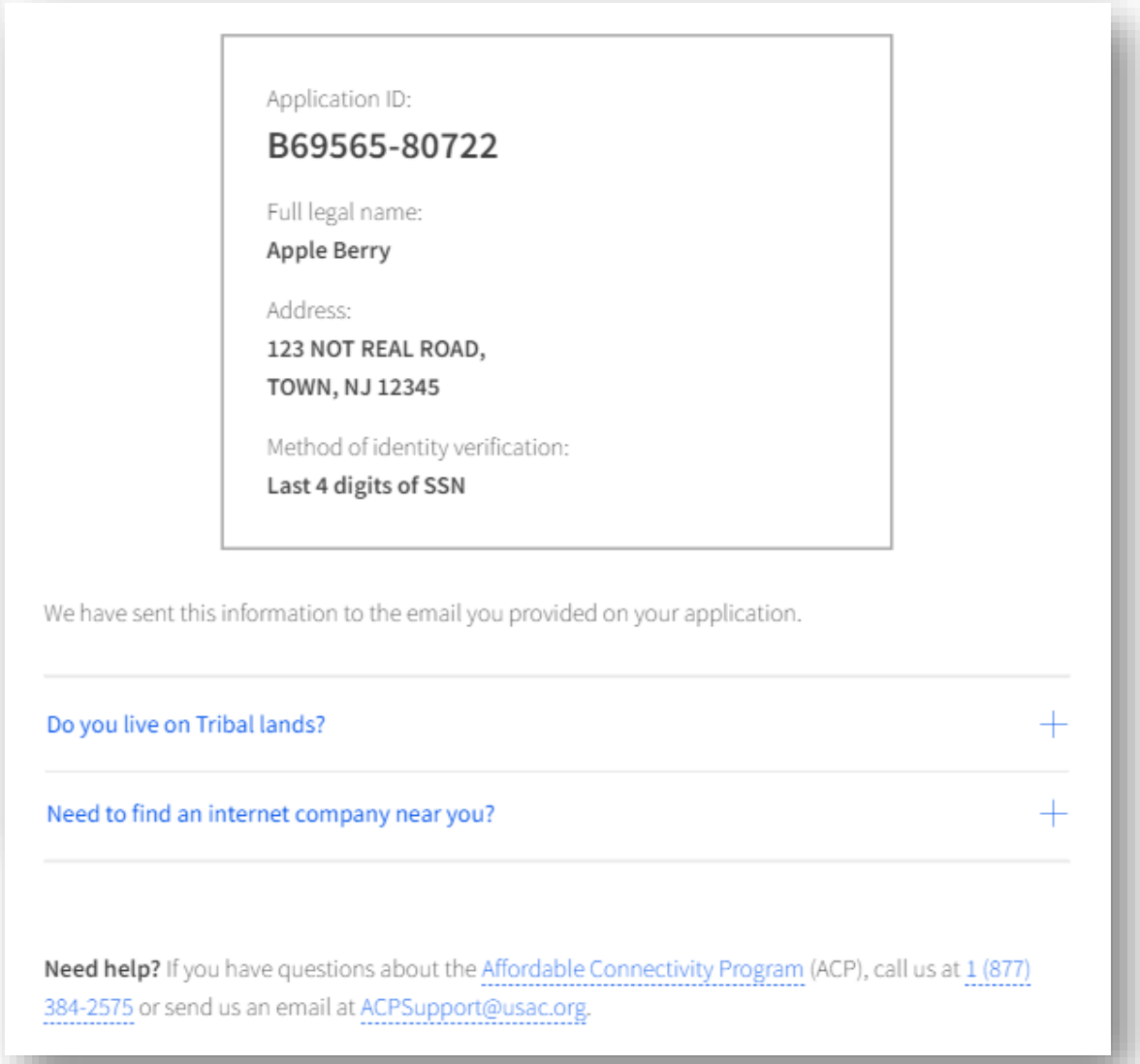
What to do next

If you already have internet

Contact your internet company and say, "I have been approved for the Affordable Connectivity Program and would like to apply it to my service." Then, give them the information below.

If you don't currently have internet

Find an internet company that can provide service to your address and say, "I have been approved for the Affordable Connectivity Program and would like to sign up for internet." Then, give them the information below.



If USAC is able to verify a consumer's eligibility, they will receive notice that they qualify for the benefit.

Welcome APPLE

The National Verifier is a tool to help you confirm your eligibility for the Lifeline Program and/or the Affordable Connectivity Program (ACP).

Get Started | Need Help?

Do you need to start an application?

To start an application for either ACP or Lifeline, select one of the blue buttons below. If you are interested in recieving an ACP and Lifeline benefit, select "Start Lifeline Application".

Do you already have an application?

You can check the My Applications table below to see if you already have an application. To return to an incomplete application, select the "Return to Application" button. If you need to edit an application, please review the "Need Help" section.

Start Lifeline Application | Start ACP Application

My Applications

Here are all your applications from the last 180 days. You can start a new application when your last one expires.

Return to Application

Application Type	Application ID	Application Created	Expiration Date	Status
Affordable Connectivity (ACP)	B69565-80722	05/18/2023	08/16/2023	Qualified

FCC ACP Affordable Connectivity Program

Resources

- Visit our consumer-facing website AffordableConnectivity.gov for more information
- Video demonstration of the new consumer application
- Screenshots of different workflows in the new consumer application
- Updated online application instructions are available in English and 9 other languages

Important to note here the distinction between AffordableConnectivity.gov and GetInternet.gov. The former has more general resources and information, and the latter is directed towards the application only.

Stay Informed

- Find upcoming trainings and other resources on the ACP Learn page
- **Questions?** Email ACProgram@usac.org
  - The ACP Support Center is available by email at ACPSupport@usac.org or phone (877) 384-2575 seven days a week from 9 a.m. – 9 p.m. ET

ACP Outreach Resources & Toolkit

Keyla Hernandez-Ulloa, Deputy Chief of Consumer Affairs & Outreach Division

FCC ACP Affordable Connectivity Program

How can the FCC Support Your Outreach Efforts?

CAOD Role

- To assist with scheduling an FCC speaker at a virtual event. Email ACPSpeakers@fcc.gov
- To support print requests that are in addition to materials covered by your budget as part of your award agreement. E-mail ACPInfo@fcc.gov
- To provide train-the-trainer sessions for your staff. Email ACPSpeakers@fcc.gov
- To address general inquiries related to outreach. Email outreach@fcc.gov

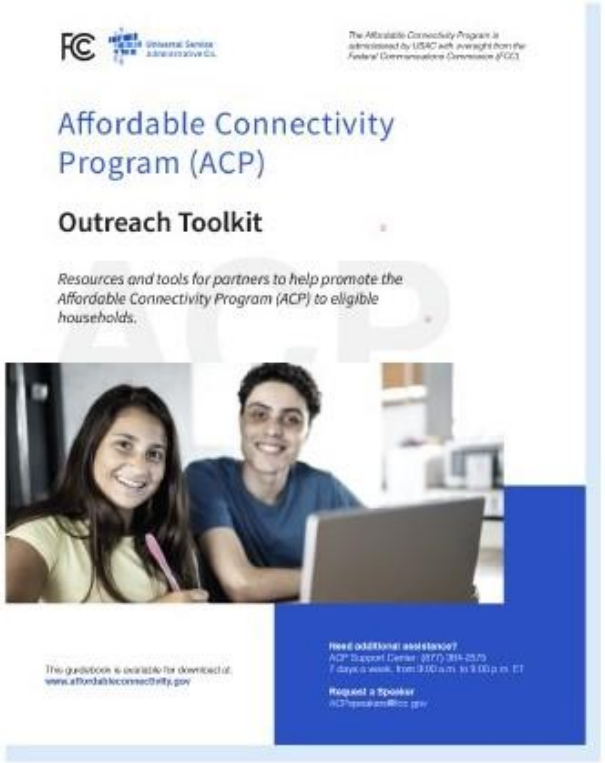
ACP Outreach Toolkit

Social	Printables	Videos and PSAs
• Logos • Social Media Images • Draft Posts • Newsletter Insert • Draft Press Release	• Fact Sheet • Flyer • 9” x 5” Info Card • ¼ Page Handout • Poster/Infographic	• ASL Video • Overview Video • Audio PSAs

The ACP Outreach Toolkit can be accessed at:
www.affordableconnectivity.gov/community-resources/

ACP Outreach Resources

Outreach Toolkit



Full page Flyers

Social Media Graphics

Free Printed Toolkit Items

- By request to acpinfo@fcc.gov
- Format your toolkit print requests as follows:

  Request 500 Fact Sheets (English) and 250 Fact Sheets (Spanish) to:

  Mary Smith

  230 Main Street

  Anytown, USA 90210

- Allow 2-3 weeks for UPS Delivery

Free Virtual ACP Presentations

- Good for gatherings of consumer groups or those who interact with eligible households.
- Please schedule three to four weeks in advance.
- Email acpspeakers@fcc.gov

Stay up to date

- Join our mailing list for additional information and an invitation to a free, monthly virtual briefing
- Send an email to outreach@fcc.gov
- Log into our webpage at fcc.gov/outreach

FCC ACP Affordable Connectivity Program

Resources

- **FCC's ACP Consumer Hub**: www.fcc.gov/ACP
- **Help Line:** Call the ACP Support Center at (877) 384-2575 or send an email to ACPSupport@usac.org
- **Consumer FAQ:** www.fcc.gov/affordable-connectivity-program-consumer-faq
- **Toolkit:** www.affordableconnectivity.gov/community-resources/
- **Accessibility:** FCC504@fcc.gov
- **To apply**: www.getinternet.gov
- **Contact**: ACPinfo@fcc.gov

Outreach Best Practices

Gerard Williams, National Community Impact Manager

Share Your Stories

- Events
  - How can we amplify your reach or contribute to your events?
- Success Stories
  - What impact is the ACP having in people's lives?
  - Outreach Materials
- Program Feedback
  - What is and isn't working?

Q&A

Miriam Montgomery, Grants Program Officer

FCC ACP
Affordable
Connectivity
Program
Helping Households Connect and Save
Enroll Today
www.GetInternet.gov