Project and Expenditure Report User Guide

Capital Projects Fund

U.S. DEPARTMENT OF THE TREASURY

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Section I. Reporting Basics

a) Overview

This User Guide provides information on using Treasury's portal (portal) to submit the required Coronavirus Capital Projects Fund (CPF) Project and Expenditure (P&E) reports. This User Guide is applicable to States, Territories, and Freely Associated States, which are required to provide quarterly reports. A separate user guide will be created for the submission of the Performance Report.

This User Guide does not apply to Tribal governments. A separate user guide will be created and published for use by Tribal governments.

This User Guide is a supplement to the Compliance and Reporting Guidance for States, Territories, and Freely Associated States (Compliance and Reporting Guidance), which contains information on reporting requirements. Please visit Treasury's CPF webpage for the latest guidance and updates on programmatic and reporting topics.

Each CPF recipient is required to submit periodic reports about each approved CPF Program, including current performance and financial information about the projects, subawards, and subrecipients covered under each CPF Program.

Questions about CPF's reporting requirements should be submitted via email to CapitalProjectsFund@treasury.gov.

b) Contents of this User Guide

This User Guide contains detailed guidance and instructions for CPF recipients to submit quarterly P&E reports. Required reports must be submitted via the portal. This User Guide is not comprehensive and is meant to be used in conjunction with the Compliance and Reporting Guidance and other guidance posted to the CPF webpage.

c) Designating Key Roles in Managing CPF Reports Role Designations

At least one individual must be designated for each of the following five roles to manage the reporting process for their CPF award. The required roles are as follows:

- **Account Administrator** serves in the administrative role of maintaining the names of individuals who have been designated for roles in the portal. The Account Administrator is responsible for using the portal to provide the names of individuals designated to serve in the following roles: CPF Point of Contact for Reporting, Communications Only recipients, CPF Point of Contact for Submission, and CPF Authorized Representative. The Account Administrator is responsible for making any changes or updates to these designees over the award period. Finally, the Account Administrator is able to review and provide information for reports but they are not able to submit a report (as noted below, the Authorized Representative is the only designee with authority to submit a report). Treasury recommends that the Account Administrator identify an additional individual to serve as the Account Administrator to provide continuity in the event of staff changes, vacations, or other scenarios.

- **Communications Only** are individuals representing or related to recipients who do not need access to submissions or reports in the portal but do need to receive program communications. For example, a higher-level manager or executive overseeing a recipient's implementation of one or more CARES/ARP program may neither need nor want access to the portal but does need to have a contact record in Salesforce, does need to be affiliated with certain CARES/ARP program(s) in the portal, and does need to receive certain program communications.
- **Point of Contact for Reporting** acts as primary contact for receiving official Treasury notifications about CPF reporting including alerts about upcoming reporting, requirements, and deadlines. The Point of Contact for Reporting is responsible for completing the CPF reports, but the portal will not allow them to certify and submit the reports. More than one individual may be designated as a Point of Contact for Reporting.
- **Point of Contact for Submission** can see and edit all records related to submission (application, grant/program plan(s), administrative fund changes, payment requests), but the portal will not allow them to certify and submit reports in the system. More than one individual may be designated as a Point of Contact for Reporting.
- **Authorized Representative** is responsible for certifying and submitting official reports on behalf of the CPF recipient. Treasury will accept reports or other official communications only when submitted by the Authorized Representative. The Authorized Representative is also responsible for communicating with Treasury on such matters as extension requests and amendments of previously submitted reports. The official reports may include special reports, monthly reports, quarterly reports, interim reports, and final reports. The Authorized Representative can see/edit/submit all reports, for both submission and reporting.

For Accounts registered through Login.gov, please use the following link:

Treasury portal at
https://portal.treasury.gov/compliance/s/

For Accounts registered through ID.me, please use the following link:

Treasury portal at

https://portal.treasury.gov/cares/s/slt/s/slt

Some key items to note:

- Each designated individual must register with either Login.gov or ID.me to access the portal.
- If a designated individual has not previously registered an account, the designated individual should register through Login.gov. The following links include further instructions:
    - https://home.treasury.gov/system/files/136/Login.gov-User-Guide.pdf
    - https://login.gov/create-an-account/
    - https://login.gov/help/get-started/create-your-account/
- Designated individuals who have previously registered through ID.me may continue to access the portal through that method. The following link includes further instructions:
    - https://home.treasury.gov/system/files/136/TreasuryPortalRegInstructions.pdf
- An individual may be designated for multiple roles. For example, the individual designated as the Point of Contact for Reporting may also be designated as the Authorized Representative for Reporting.
- The same individual may be designated for all five roles.
- Multiple individuals can be designated for each role.
- An organization may make changes and updates to the list of designation individuals whenever needed. These changes must be processed by the Account Administrator.
- The designated individuals' names and contact information will be pre-populated in the "Recipient Profile" portion of the recipient's CPF reports, and users will be able to update the information, as necessary.

Please contact CapitalProjectsFund@treasury.gov for additional information on procedures for registering an account.

Section II. Navigation and Logistics

a) Login to Landing Page and Portal Navigation

After logging into the portal, the landing page (see Figure 1) displays brief introductions related to Treasury programs available to the recipient, including State and Local Fiscal Recovery Funds, Emergency Rental Assistance, Homeowner Assistance Fund, CPF, and Local Assistance and Tribal Consistency Fund.

Figure 1 – Landing Page

Step 1) Select either *Compliance Reports* on the left side panel of the screen or *Go to Your Reports* on the bottom of the portal landing page to be taken to the "My Compliance Reports" page (see Figure 2). Reports created or previously submitted for any program by the user will be displayed on this screen and grouped according to the Treasury program.

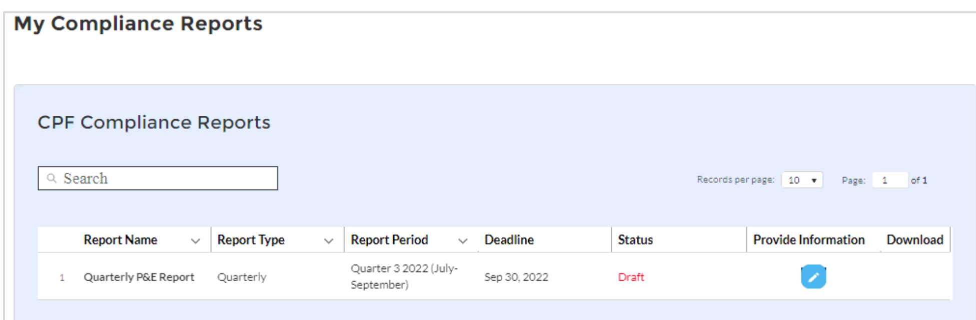


Figure 2 – My Compliance Reports

Step 2) Select the Quarterly P&E Report shown on screen for the correct reporting period, by clicking on the *Provide Information* blue pencil icon (see Figure 2).

The Navigation Bar (see

1) Can records be edited or updated after submission? How do I report changes?

Users can reopen and provide edits to their submitted Project and Expenditure Reports any time before the reporting deadline. Users will then be required to re-certify and submit the report to properly reflect any edits made.

2) How can users correct or edit pre-populated information or project information in the portal?

Please email CapitalProjectsFund@treasury.gov) on the left of the portal allows the user to freely move between screens.

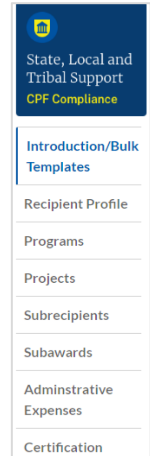


Figure 3 – Navigation Bar

b) Helpful Tips/Shortcuts for Submitting Data to the Portal

The portal leads the user through a series of online forms that, when completed, will fulfill the quarterly P&E reporting obligations. While navigating through the portal and entering required information, users will have the option of manually entering data directly into the portal or providing information via a bulk file upload that includes all relevant information in a Treasury approved process and format.

1) Manual Data Entry

Manual data entry requires the user to provide inputs as instructed on the screen. Manual inputs are described in detail below for each section of this user guide. **Note:** An asterisk (*) indicates a required field. Entry into the field is required before saving or proceeding to the next screen.

Inputs are validated by the portal to ensure that the data provided is consistent with expected format or description (e.g., entering 100 instead of "one hundred"). Manually entered data that does not satisfy the data validation rules is identified with an error message. Please see Appendix A – Bulk File Upload Overview.

- **Narrative Boxes**

  Providing data using the manual data entry option will require using narrative boxes. When filling out detailed narratives, the user is encouraged to type out responses in a word processing application (such as Microsoft Word) to minimize grammatical errors, track word count, and concisely answer all required narrative details. The user can then copy and paste the final written narratives directly into the text boxes.

  The text boxes (see Figure 4) can be expanded by clicking and dragging the "//" icon in the bottom-right corner.

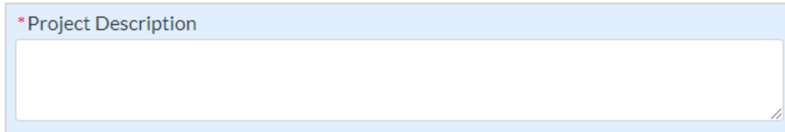


Figure 4 – Text Box Entry

2) **Bulk File Upload Templates**

Bulk file templates can be used to provide required information in the tabs listed here:

- Projects
- Subrecipients
- Subawards

When using the bulk upload option, users must provide the required information in specified formats and use the Treasury approved templates for each respective bulk upload. Templates are available separately or as a single zip file from selections available at the bottom of the *Introductions/Bulk Templates* screen. In addition, individual templates are available from relevant screens throughout the portal.

Please see Appendix A – Bulk File Upload Overview for complete guidance on using this function.

c) Data Corrections and Resubmissions

Reports may be edited and submitted at any time during the reporting window for data submitted using manual data entry or bulk file upload functionality. After a recipient's submission has been certified and submitted in the system by the Authorized Representative, it can be corrected in the portal by selecting the *Unsubmit* button. Reports may be unsubmitted and resubmitted at any time before the reporting deadline. See Section V for details on editing and revising data.

Section III. Reporting Requirements

a) Reporting Requirements

Reporting will be due according to the schedule (see Figure 5), which may be modified by Treasury with prior notice to recipients. The first quarterly P&E report is due October 31, 2022, and must cover all use of CPF award funds from the date of award disbursement until September 30, 2022, including use of funds for approved Pre-Award costs (described at Section 3.b.5 of the Compliance and Reporting Guidance).

Report	Report Type	Period Covered	Due Date
1†	P&E Q0,1,2,3	All Costs Incurred Until September 30, 2022 (Including Pre-Award Costs)	October 31, 2022†
2	P&E Q4	October 1, 2022 – December 31, 2022	January 31, 2023
3	P&E Q1	January 1, 2023 – March 31, 2023	April 30, 2023
4	P&E Q2	April 1, 2023 – June 30, 2023	July 31, 2023
P1	Performance	All Performance Until June 30, 2023	July 31, 2023
5	P&E Q3	July 1, 2023 – September 30, 2023	October 31, 2023
6	P&E Q4	October 1, 2023 – December 31, 2023	January 31, 2024
7	P&E Q1	January 1, 2024 – March 31, 2024	April 30, 2024
8	P&E Q2	April 1, 2024 – June 30, 2024	July 31, 2024
P2	Performance	July 1, 2023 - June 30, 2024	July 31, 2024
9	P&E Q3	July 1, 2024 – September 30, 2024	October 31, 2024
10	P&E Q4	October 1, 2024 – December 31, 2024	January 31, 2025
11	P&E Q1	January 1, 2025 – March 31, 2025	April 30, 2025
12	P&E Q2	April 1, 2025 – June 30, 2025	July 31, 2025
P3	Performance	July 1, 2024 - June 30, 2025	July 31, 2025
13	P&E Q3	July 1, 2025 – September 30, 2025	October 31, 2025
14	P&E Q4	October 1, 2025 – December 31, 2025	January 31, 2026
15	P&E Q1	January 1, 2026 – March 31, 2026	April 30, 2026
16	P&E Q2	April 1, 2026 – June 30, 2026	July 31, 2026
P4	Performance	July 1, 2025 - June 30, 2026	July 31, 2026
17	P&E Q3	July 1, 2026 – September 30, 2026	October 31, 2026
18	P&E Q4	October 1, 2026 – December 31, 2026	March 31, 2027
P5	Performance	July 1, 2026 - December 31, 2026	March 31, 2027

Figure 5 – Reporting Schedule

There are two types of CPF reporting requirements for States, Territories, and Freely Associated States.

† Recipients that have not received an initial CPF payment (either payments for Administrative Costs or Project Costs) on or before September 15, 2022, are exempted from Report 1 and should treat the January 31, 2022, report (Report 2) as their initial P&E Report.

- **Project and Expenditure Report (P&E)**: A quarterly report to provide information on projects funded, obligations, expenditures, project status, outputs, performance indicators, and other information.

- **Performance Report**: An annual report to provide information on and describe the outputs and outcomes of CPF Programs. Please see the CPF website for additional information that will be posted at a future date.

b) Key Concepts for Reporting

Recipients are required to provide information regarding the Program Plans, obligations, expenditures, project status, and use code specific performance indicators and programmatic data. The use code specific performance indicators and programmatic data needs are determined by the approved Program Plan that the project is associated with. A P&E report must be completed for all projects for which funds have been obligated during the period covered and continue through all periods covered throughout the duration of the period of performance. For example, if the project begins in November 2022, a recipient will submit the first P&E report for that project on January 31, 2023 (Report 2) and continue submitting reports through the end of the period of performance, with the final P&E report due March 31, 2027.

1) Programs

Each approved CPF Program is submitted as a Program Plan and is assigned one of four use codes:

- 1A – Broadband Infrastructure
- 1B – Digital Connectivity Technology
- 1C – Multi-Purpose Community Facility
- 2 – Case by Case Review

Recipients may have more than one approved CPF Program aligned to a single use code (e.g., two CPF Programs that are coded as 1A – Broadband Infrastructure). Each approved CPF Program can only align to a single use code (e.g., a CPF Program cannot be both 1A – Broadband Infrastructure and 1C – Multi-Purpose Community Facility).

P&E reports are to be completed for each project. Each project is assigned to an approved CPF Program (see Figure 6). Each project can only be assigned to a single approved CPF Program, and will take on the same use code as the approved CPF Program. The use code of the approved CPF Program will dictate the use code specific performance indicators and programmatic data that must be submitted for all associated projects.

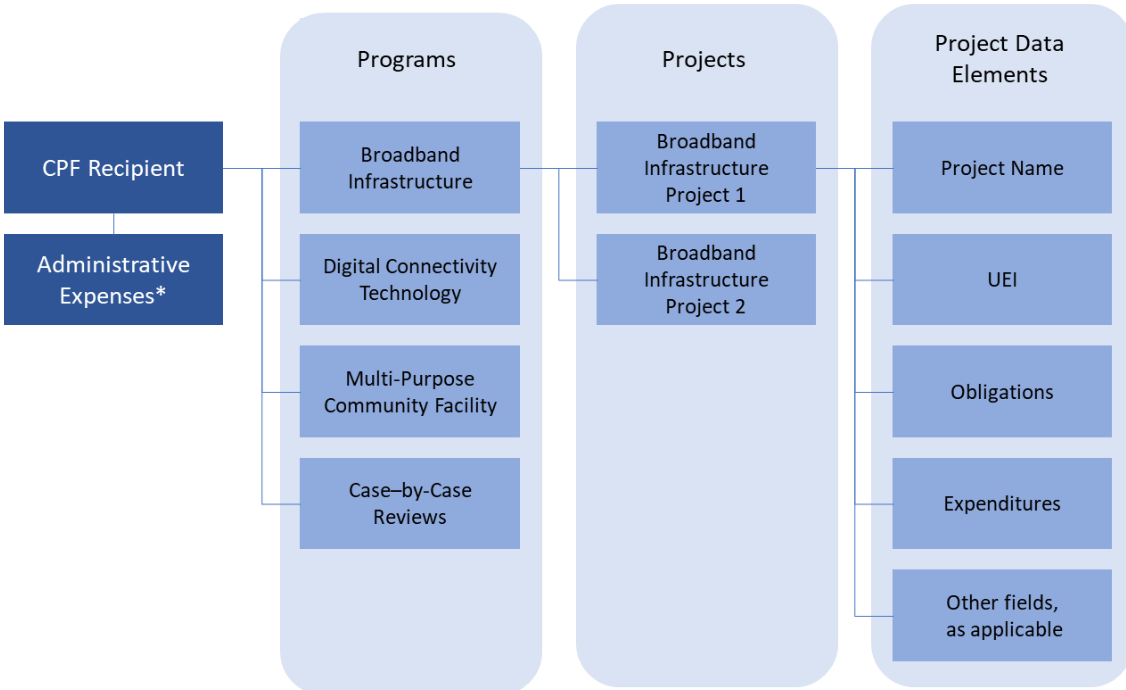


Figure 6 – CPF Program and Project Structure for an example 1A CPF Program Plan with two projects

**Program Administrative Expenses do not need to be broken down at the Project Level, and instead should be reported in the aggregate.*

2) Projects

A project is defined as a group of closely related activities that together are intended to achieve a specific goal or are directed toward a common purpose. As noted above, each project is assigned to a single CPF Program, though CPF Programs can include more than one project.

- Activities in a project can include new or existing services, funded in whole or in part by the CPF award.
- Recipients are required to report on projects included in each approved CPF Program, beginning after a project has been selected and a subaward has been executed (if applicable).
- Recipients are required to define projects at a sufficient level of granularity to be able to do any programmatic reporting that is required.
- For each project, recipients are asked to select the associated approved CPF Program. Each project must be assigned to one CPF Program.
- For each project, recipients need to track and report obligations and expenditures, as well as subrecipients and any subawards made.

3) Relationship Between Portal Components

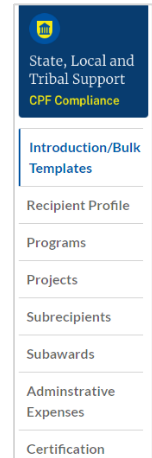


Figure 7 – Navigation Bar

When entering project information, it is important to understand how the separate components of information relate to each other. The portal is organized by tabs shown on the left-hand side of the screen (see Figure 7). Initial entry of information/data should be completed in sequential order (top to bottom) in the order the tabs appear in the left menu, to reduce errors or data issues. Each of these tabs are linked to prior tabs. For example, information first entered in the *Projects* screen should be consistent with the information subsequently entered in the *Subrecipients* and *Subawards* screens (i.e., cumulative obligations for subawards tied to a project entered in the *Subawards* screen should add up to the total obligations entered for the project in the *Projects* screen). After initial entry of information, users can go directly to any tab to update and edit information throughout the life of the project.

4) Relationship Between Projects, Subawards, and Subrecipients

A Program Plan will be comprised of one or more projects. Recipients should report on each project separately. Each project must be linked to at least one subaward and a subrecipient (for example, if the recipient is administering a competitive grant program). If the recipient is directly implementing a project, there may be instances where there is no subrecipient. Recipients should reach out to Treasury with questions about how to appropriately enter a project into the portal.

For example, Recipient A (e.g., a State) has one approved CPF Program for 1A – Broadband Infrastructure. In implementing the approved 1A Program, Recipient A competitively selected three projects: Project X, Project Y, and Project Z. Project X will be completed by Subrecipient 1 (e.g., an Internet Service Provider), and Projects Y and Z will be completed by Subrecipient 2. When completing reporting for the 1A Program, Recipient A will enter in three separate projects into the portal. Please see Figure 8 for a depiction of this example.

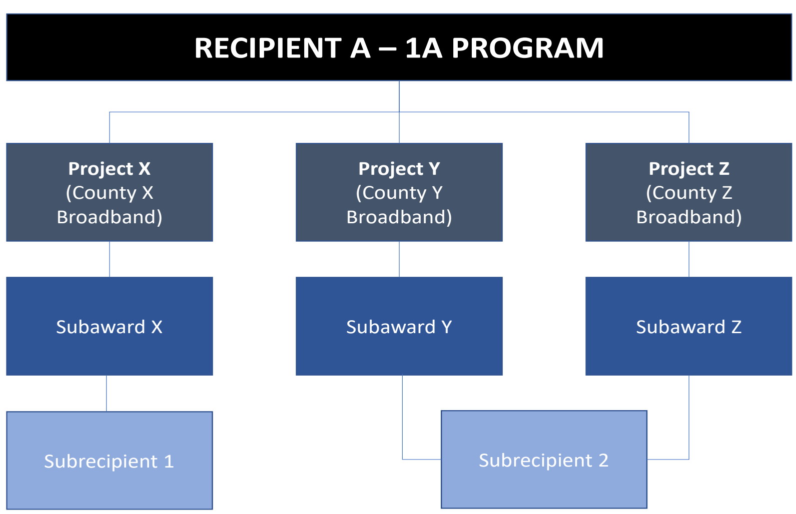


Figure 8 – Example relationship between Projects, Subawards, and Subrecipients

- A project can have multiple subawards and multiple subrecipients performing work.
- Most commonly a subaward will be associated with one subrecipient.
- In the portal, the linkage between the projects and the subawards, mapped to a subrecipient, will occur in the *Subawards* screens.
- A subrecipient can be assigned to one or multiple subawards (i.e., Subrecipient 2 in Figure 8).

Section IV. Project and Expenditure Report

The P&E report provides information on projects funded, subrecipients, subawards, and other information required from recipients. Multiple tabs navigate through the P&E report in the portal as follows:

- Introduction/Bulk Upload Templates
- Recipient Profile
- Programs
- Projects
- Subrecipients
- Subawards
- Program Administrative Expenses
- Certification

a) Introduction and Bulk Upload Templates

The *Introduction/Bulk Upload Templates* tab acts as a central location to download any or all of the relevant bulk upload templates from the system (see Figure 9). Individual templates are also available on the corresponding tab (e.g., the template for subawards is available on the *Introduction/Bulk Upload Templates* tab as well as on the *Subawards* tab).

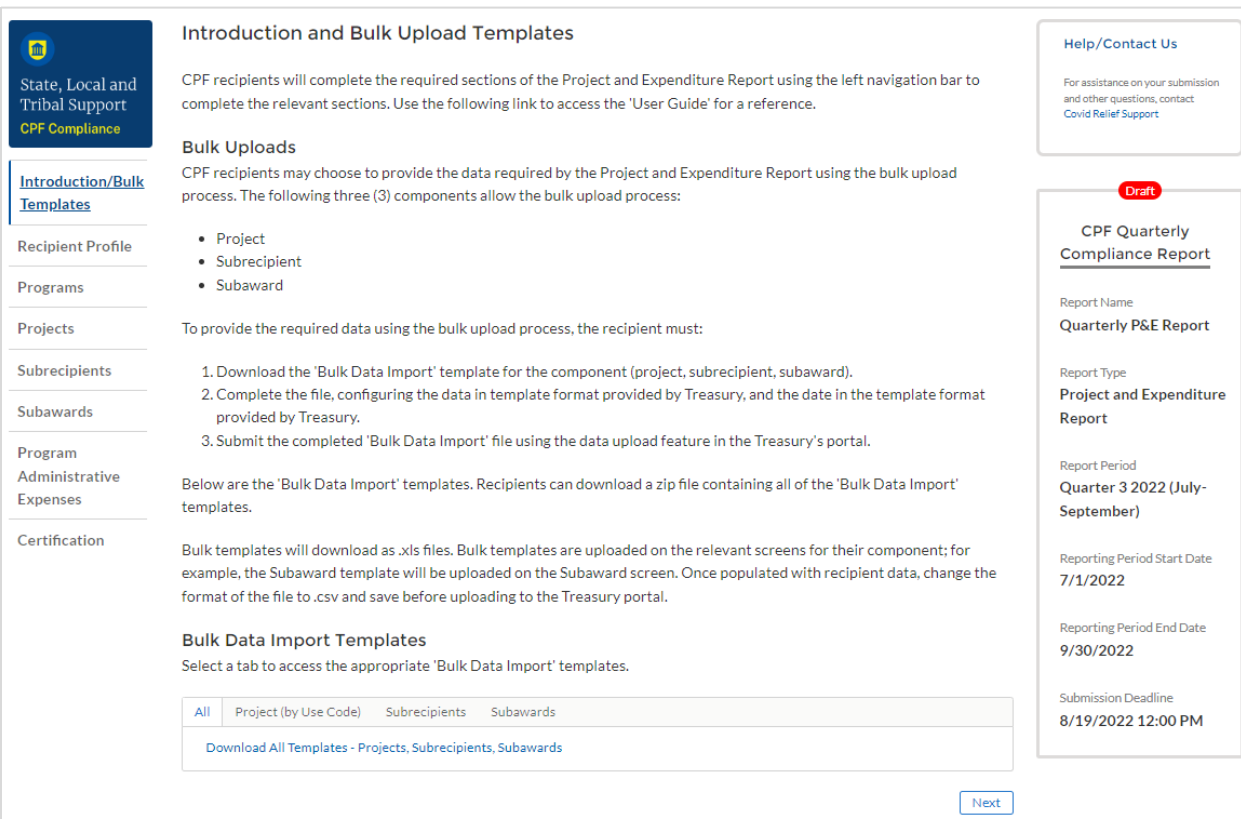


Figure 9 – Introduction and Bulk Upload Templates Screen

b) Recipient Profile

Upon login, the user will be directed to the *Recipient Profile* tab. The *Recipient Profile* tab verifies relevant information about the recipient currently stored in the portal. On this tab, users should review and confirm key information about the recipient that has been provided to Treasury through other CPF-related activities, such as the CPF application.

Step 1) Review and confirm the recipient information prepopulated from the CPF application file (see Figure 10).

Step 2) If any of the information is incorrect, use the text box to report discrepancies. Information on this screen can only be modified by Treasury personnel.

Step 3) Once all fields have been reviewed and verified, click the *Save Information* button to save, then click the *Next* button to proceed to the following tab.

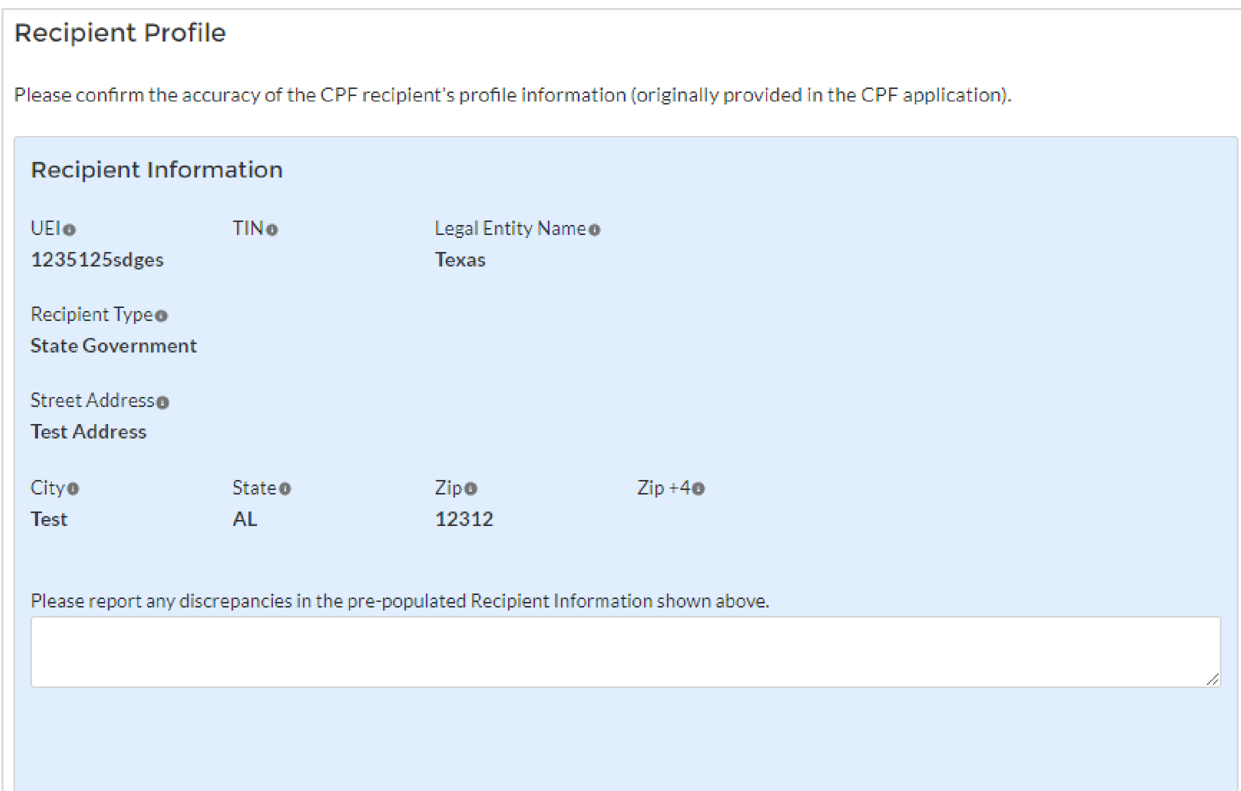
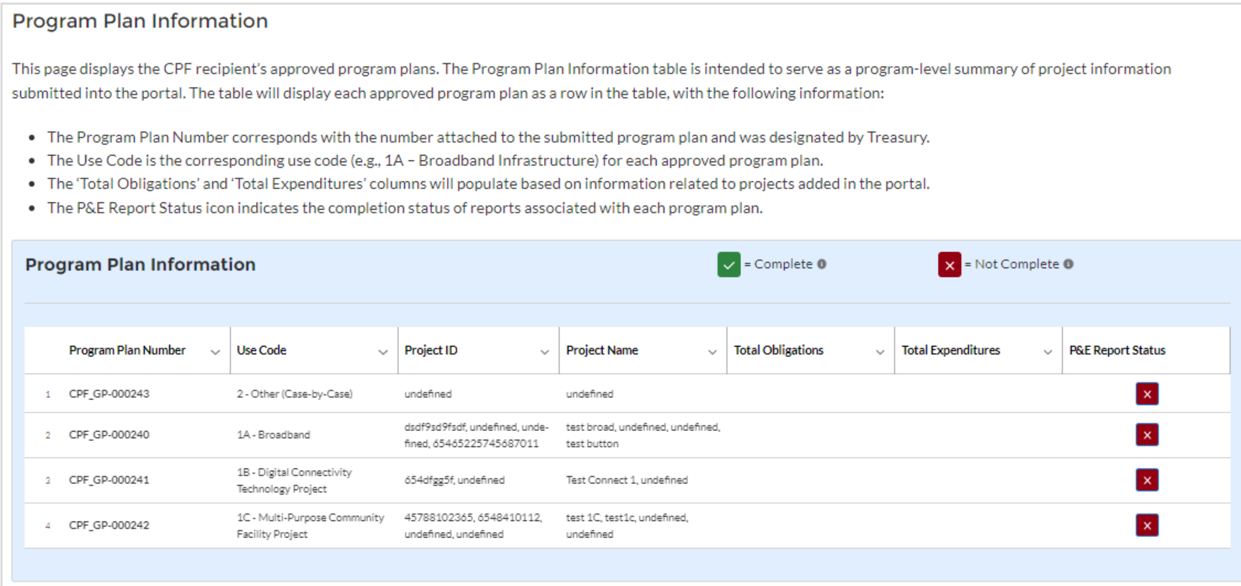


Figure 10 – Recipient Information

c) Programs

This tab displays the recipient's approved CPF Program information and displays the Program Plan Number, Program Use Code, Project ID, Project Name, Total Obligations, Total Expenditures, and P&E Report Status (see Figure 11) for each approved CPF Program. For example, if the recipient submitted and received approval from Treasury for two Program Plans, this table will have two lines: one for each approved CPF Program.



Program Plan Information

This page displays the CPF recipient's approved program plans. The Program Plan Information table is intended to serve as a program-level summary of project information submitted into the portal. The table will display each approved program plan as a row in the table, with the following information:

- The Program Plan Number corresponds with the number attached to the submitted program plan and was designated by Treasury.
- The Use Code is the corresponding use code (e.g., 1A – Broadband Infrastructure) for each approved program plan.
- The 'Total Obligations' and 'Total Expenditures' columns will populate based on information related to projects added in the portal.
- The P&E Report Status icon indicates the completion status of reports associated with each program plan.

Program Plan Information = Complete = Not Complete

	Program Plan Number	Use Code	Project ID	Project Name	Total Obligations	Total Expenditures	P&E Report Status
1	CPF_GP-000243	2 - Other (Case-by-Case)	undefined	undefined			✕
2	CPF_GP-000240	1A - Broadband	dsdf9sd9fsdf, undefined, undefined, 65465225745687011	test broad, undefined, undefined, test button			✕
3	CPF_GP-000241	1B - Digital Connectivity Technology Project	654dfgg5f, undefined	Test Connect 1, undefined			✕
4	CPF_GP-000242	1C - Multi-Purpose Community Facility Project	45788102365, 6548410112, undefined, undefined	test 1C, test1c, undefined, undefined			✕

Figure 11 – Program Plan Information

As information on projects for each CPF Program is entered in the portal, the Program Plan Information table will populate with relevant and applicable information. For example, Total Obligations and Total Expenditures are auto calculated to sum the amounts entered into each project entry screen for projects associated with each CPF Program. The Program Status indicator will show a green check icon when reporting requirements for all projects associated with a CPF Program have been completed.

d) Projects

Recipients are required to enter all projects funded with CPF funds as part of their P&E report. Recipients are required to report on projects included in each approved CPF Program, beginning after a project has been selected and a subaward has been executed (if applicable). Once projects are entered, they are viewable in the My Projects table and can be updated in future reporting periods (see Figure 12).

The My Projects table displays the following for each project entered: Project Name, Recipient Project ID, Program Plan Number, Total Obligations, Total Expenditures, and Use Code. Total obligation and total expenditure amounts are summed from project information entered on the project entry screens. To go directly to a project to edit or add information, click the blue pencil icon.

For Project Status, the green check icon indicates all required fields have been answered, including programmatic data, and at least one subaward is linked to the project.

For Project Status, the red x icon indicates that not all required fields have been answered or no subawards have been linked to the project.

To add a new project from this screen, click the *Add Project* button. Refreshing the browser screen may be necessary to see new entries.

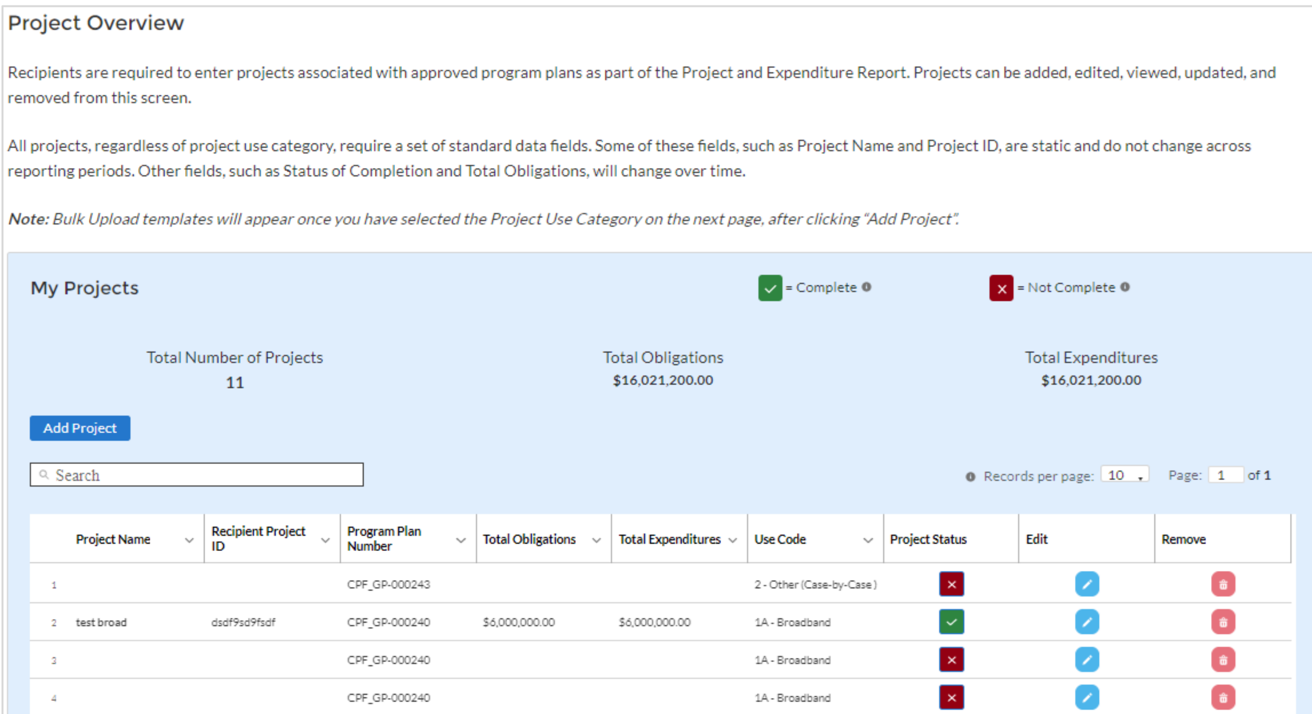


Figure 12 – My Projects Screen Example

1) Key Considerations

The following considerations should be kept in mind when planning and entering project data:

- All projects require a set of "standard" data fields. Some of these fields, such as Project Name and Recipient Project ID, are static and do not change across reporting periods; this means once these fields are entered during the initial creation of the project in the reporting system, this field will not need to be filled out again in future reports. Other fields, such as Status of Completion and Total Obligations, will require updates and/or new information in each P&E report. The portal will clearly indicate which fields need to be updated with each P&E report.

- There are two ways to enter project information – manual data entry and bulk upload. Bulk upload templates are specific to the CPF Program's use code. Users may upload information for multiple projects within the Use Code template simultaneously. Appendix A provides step by step instructions for using the bulk upload option.

NOTE: Due to the different data collected across use codes, bulk upload templates are unique and cannot be used on other use codes.

2) Adding a New Project Manually

The *General Project Information* tab displays the project information. This tab is the same for all use codes.

Step 1) Select the CPF Program from the picklist (see Figure 13 and Figure 14).

Step 2) Enter the project name.

Step 3) Enter a unique project identification number assigned to the project. This number is determined by the recipient. Each project must have a unique number; do not use duplicate project numbers for multiple projects.

Step 4) Provide a 3-5 sentence description of the project, including an overview of the project's purpose, and major activities.

For projects with the Use Code 1A, recipients should also provide a complete list of counties where households, businesses, and community anchor institutions that are to be served by the broadband project are located.

Step 5) Select the type of owner for the capital asset from the drop-down list. Options are:

- Private
- State Government
- Municipal or Township Government
- County Government
- Tribal Government
- Co-operative
- Other (e.g., Public Private Partnership, Non-Profit, other structure, etc.)

Step 6) If Other is selected, provide additional details and/or a narrative description of the capital asset ownership type.

Step 7) Provide the total amount of **CPF funding** budgeted for the project.

Step 8) Provide total amount budgeted for the project from all funding sources, including but not limited to, non-CPF federal funding sources and private funding sources.

Step 9) The following information pertains to additional federal funding sources used for the project, if applicable.

- Is CPF funding used in conjunction with other federal funding? Select Yes or No
    - If Yes,
        - Provide the Program Name and Assistance Listing number of the other program(s) providing federal funding.
        - Provide the amount of the other federal funding obligated (by Assistance listing).
        - Is the other federal funding subject to the requirements of the Davis-Bacon Act? Select Yes or No.

Step 10) Enter the total dollar value of the following as they relate to **project costs** (no administrative costs should be included in project submissions; administrative costs should be accounted for on a subsequent tab at the grant level). If funds have not been obligated or expended during the current reporting period, enter “0”. Note – please ensure that Current Period Obligations are less than or equal to Cumulative Obligations for each project. The portal will otherwise return an error.

- Current Period Obligations
- Cumulative Obligations
- Current Period Expenditure
- Cumulative Expenditure

Step 11) Provide a brief description of the major activities on which funds were expended during the reporting period, including costs related to community engagement and any other Ancillary Costs.

Step 12) Select the status of the project from the drop-down list. Options are:

- “Not Started”
- “Less than 50 percent complete”
- “More than 50 percent complete”
- “Completed”

Step 13) For projects with status of “Not Started”, enter the following information:

- Projected construction start date
- Projected construction completion
- Projected initiation of operations date

Step 14) For projects with completion status of “Less than 50 percent complete” or “More than 50 percent complete”, enter the following information:

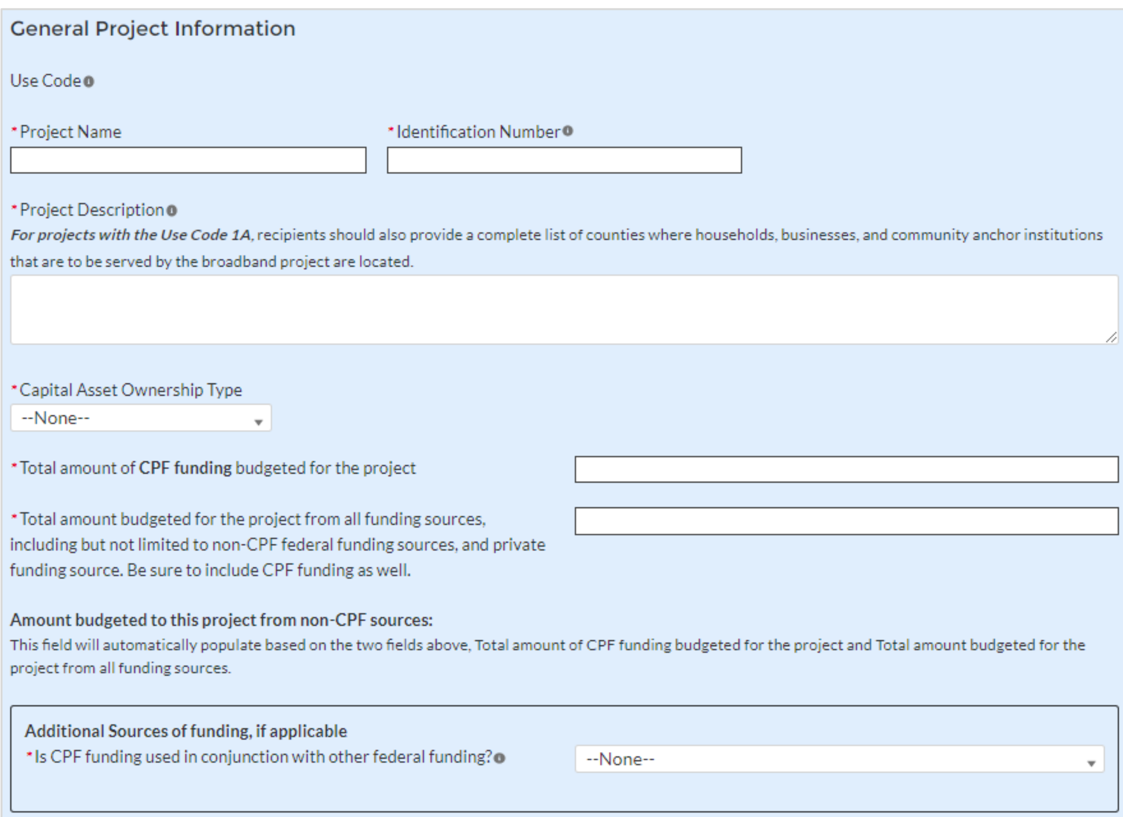
- Actual construction start date
- Projected construction completion
- Projected initiation of operations date

Step 15) For projects with a status of "Complete", enter the following information:

- Actual construction completion
- Have operations been initiated? Yes or No
  - If Yes, provide the date operations were initiated
  - If No, provide an explanation

Step 16) If applicable, provide the following information in regard to the Special Statutory Matching Funds section.

- Is CPF funding used as a recipient's non-federal share (also known as "matching funds") for certain other federal programs as specifically permitted under statute? Select Yes or No.
  - If Yes,
    - Provide the Program Name and Assistance Listing of the other federal program that is being matched, as well as the statutory citation permitting CPF funds to be used as non-federal matching funds.
    - Provide the total amount of CPF funds being used as matching funds.
    - Provide a brief description of the project, including the total anticipated costs for the project from all funding sources.


General Project Information

Use Code

*Project Name

*Identification Number

*Project Description

For projects with the Use Code 1A, recipients should also provide a complete list of counties where households, businesses, and community anchor institutions that are to be served by the broadband project are located.

*Capital Asset Ownership Type

--None--

*Total amount of **CPF funding** budgeted for the project

*Total amount budgeted for the project from all funding sources, including but not limited to non-CPF federal funding sources, and private funding source. Be sure to include CPF funding as well.

Amount budgeted to this project from non-CPF sources:

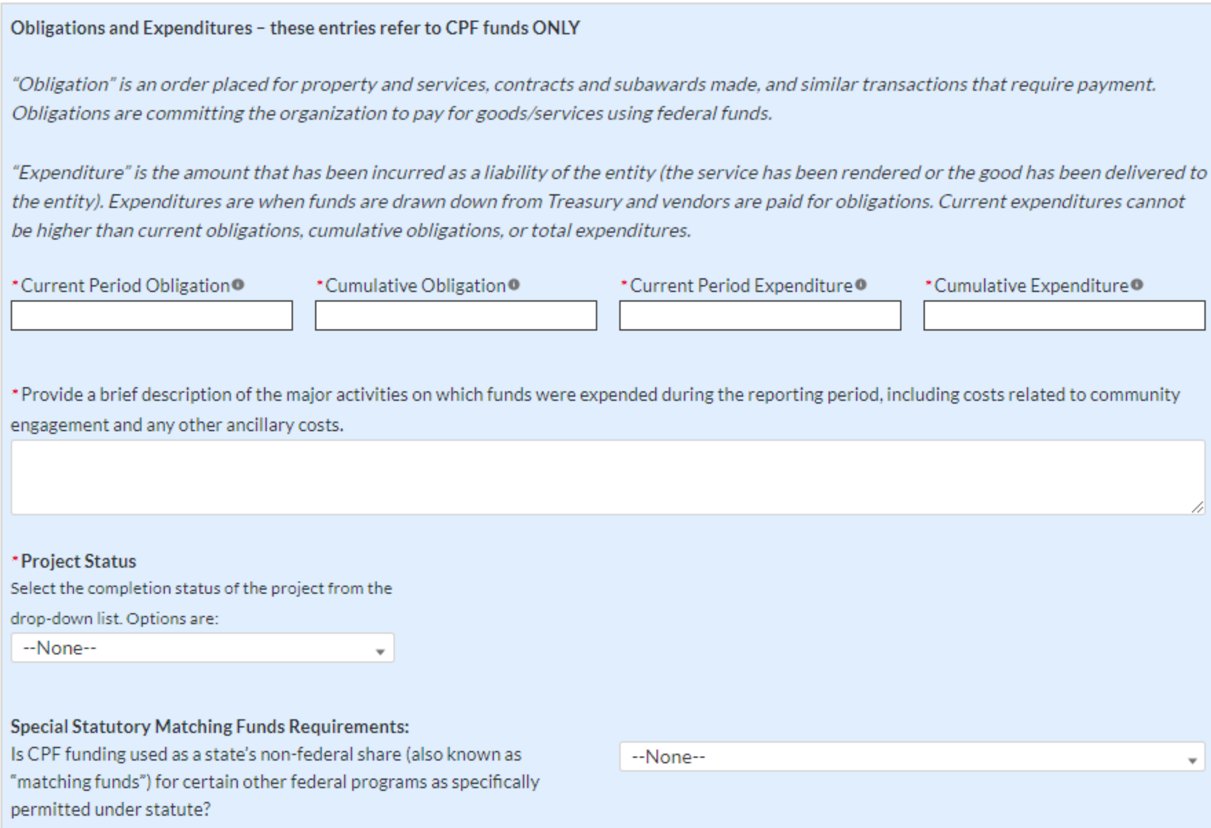
This field will automatically populate based on the two fields above, Total amount of CPF funding budgeted for the project and Total amount budgeted for the project from all funding sources.

Additional Sources of funding, if applicable

*Is CPF funding used in conjunction with other federal funding?

--None--

Figure 13 – General Project Information


Obligations and Expenditures – these entries refer to CPF funds ONLY

"Obligation" is an order placed for property and services, contracts and subawards made, and similar transactions that require payment. Obligations are committing the organization to pay for goods/services using federal funds.

"Expenditure" is the amount that has been incurred as a liability of the entity (the service has been rendered or the good has been delivered to the entity). Expenditures are when funds are drawn down from Treasury and vendors are paid for obligations. Current expenditures cannot be higher than current obligations, cumulative obligations, or total expenditures.

*Current Period Obligation | *Cumulative Obligation | *Current Period Expenditure | *Cumulative Expenditure

*Provide a brief description of the major activities on which funds were expended during the reporting period, including costs related to community engagement and any other ancillary costs.

***Project Status**
Select the completion status of the project from the drop-down list. Options are:
--None--

Special Statutory Matching Funds Requirements:
Is CPF funding used as a state's non-federal share (also known as "matching funds") for certain other federal programs as specifically permitted under statute?
--None--

Figure 14 – General Project Information continued

Step 17) For projects with total cumulative obligations greater than $5 million, enter the following information (see Figure 15).

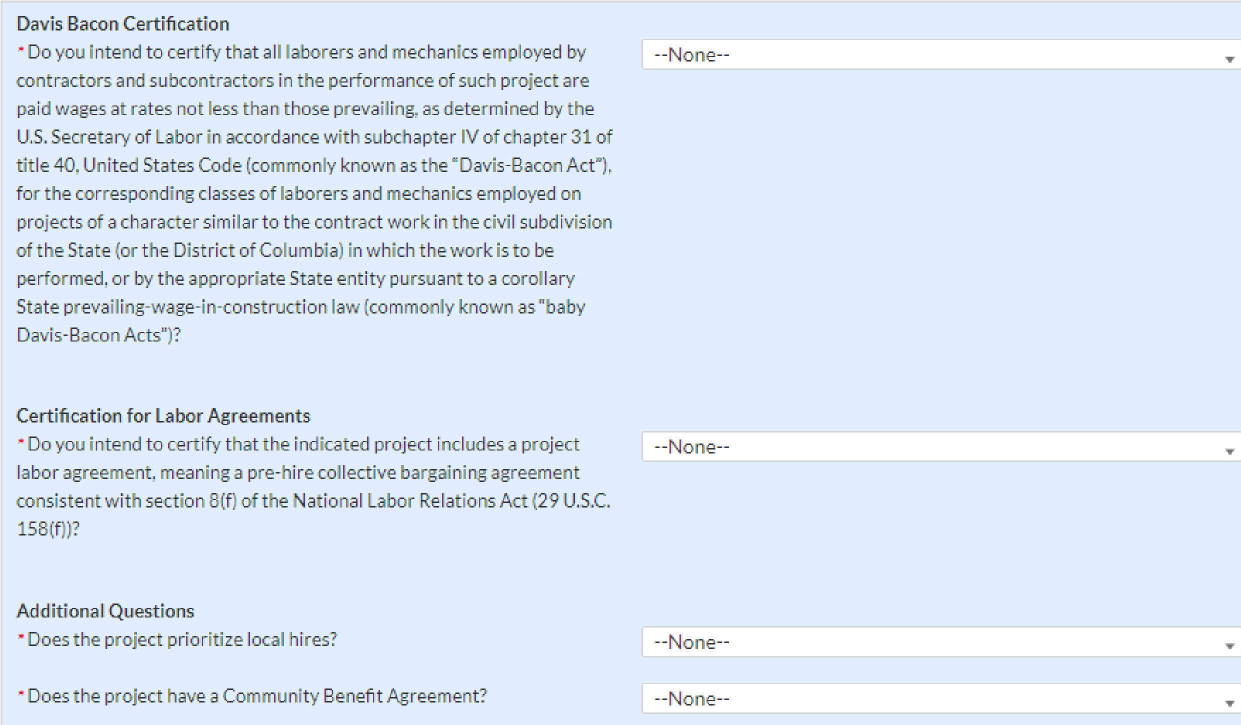
- Davis Bacon Certification
  - Do you intend to certify that 'all laborers and mechanics employed by contractors and subcontractors in the performance of such project are paid wages at rates not less than those prevailing, as determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly known as the "Davis-Bacon Act"), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed, or by the appropriate State entity pursuant to a corollary State prevailing-wage-in-construction law (commonly known as "baby Davis-Bacon Acts")? Select Yes or No.
    - If no, provide the following Project Employment and Local Impact Report
      - Number of contractors and sub-contractors working on the project
      - Number of employees on the project hired directly

            - Number of employees on the project hired through a third party
            - Wages and benefits of workers by classification
            - Are any of the wages at rates less than those prevailing? Select Yes or No

- Certification for Labor Agreements
    - Do you intend to certify that 'the indicated project includes a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f))? Select Yes or No.
        - If No, provide the following information for the Project Workforce Continuity Plan.
            - How will the recipient ensure the project has access to a sufficient supply of appropriately skilled and unskilled labor to ensure high-quality construction throughout the life of the project, including a description of any required professional certifications and/or in-house training, registered apprenticeships or labor-management partnership training programs, and partnerships like unions, community colleges, or community-based groups?
            - How will the recipient minimize risks of labor disputes and disruptions that would jeopardize timeliness and cost-effectiveness of the project?
            - How will the recipient provide a safe and healthy workplace that avoids delays and costs associated with workplace illnesses, injuries, and fatalities, including descriptions of safety training, certification, and/or licensure requirements for all relevant workers (e.g., OSHA 10, OSHA 30)?
            - Will workers on the project receive wages and benefits that will secure an appropriately skilled workforce in the context of the local or regional labor market?
        - Does the project have a completed project labor agreement? Select Yes or No.

- Additional Questions
    - Does the project prioritize local hires? Select Yes or No
    - Does the project have a Community Benefit Agreement? Select Yes or No
        - If Yes, provide a description of the Community Benefit Agreement

Step 18) When the above information is entered, click the *Save Information* button to stay on this screen and continue adding information, or click the *Next and Save* button to proceed to the following screen.



Davis Bacon Certification

* Do you intend to certify that all laborers and mechanics employed by contractors and subcontractors in the performance of such project are paid wages at rates not less than those prevailing, as determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly known as the "Davis-Bacon Act"), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed, or by the appropriate State entity pursuant to a corollary State prevailing-wage-in-construction law (commonly known as "baby Davis-Bacon Acts")? --None--

Certification for Labor Agreements

* Do you intend to certify that the indicated project includes a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f))? --None--

Additional Questions

* Does the project prioritize local hires? --None--

* Does the project have a Community Benefit Agreement? --None--

Figure 15 – Programmatic Data for Projects

3) Enter Programmatic Data by Use Code

The following programmatic data is required for each corresponding project use code. Please note that not all data elements will be required in each quarterly P&E report and that the frequency of submission will vary depending on the data element, the project status, and other components. *Note: Fields labeled "Actual" become required when project status is marked as "Complete".*

Use Code 1A – Broadband Infrastructure Projects (see Figure 16)

Step 1) From the picklist, select from the following types of technology the project plans to use.

- Fiber
- Coaxial Cable
- Terrestrial Fixed Wireless
- Other
  - If Other, use the text box to describe what other types of technologies are being planned in the buildout to locations covered by the project

Step 2) (For projects marked as "Complete") From the picklist, select from the following options the project actually used.

- Fiber
- Coaxial Cable

- Terrestrial Fixed Wireless
- Other
  - If Other, use the text box to describe what other types of technologies are being used in the buildout to locations covered by this project

Step 3) Input the total miles of fiber planned to be deployed by the project.

Step 4) (For projects marked as "Complete") Input the total miles of fiber actually deployed.

Step 5) Provide the number of locations the project plans expected to serve in the fields listed below. A location is defined as a business or residential location at which fixed mass market broadband Internet access service is, or can be, installed.[1] The recipient should provide data based on the project plan. For projects marked as "Complete", please update/validate the data to reflect the actual data for the completed project. The following data elements should be provided:

- Total number of funded locations the project plans to serve
  - Total number of funded locations to be served receiving less than 25/3 Mbps prior to CPF investment
  - Total number of funded locations to be served receiving 25/3 Mbps or greater but less than 100/20 Mbps prior to CPF investment

Note: The sum of the pre-CPF investment speed categories should be equal to the total number of funded locations the project is designed to serve. If the sum of the two categories is not equal to the number provided for the total number of funded locations the project is designed to serve, please explain in the text box provided.

Step 6) Provide the following information related to the planned buildout standards for speeds that will be provided as a result of the project receiving CPF investment. For projects marked as "Complete", please update/validate the data to reflect the actual data for the completed project. The following data elements should be provided:

- Total number of funded locations by speed (post-CPF investment): provide the number of locations the project plans to serve, categorized by speeds, in the fields listed below.
  - Total number of funded locations receiving minimum 100/100 Mbps
  - Total number of funded locations receiving minimum 100/20 Mbps and scalable to minimum 100/100 Mbps

Note: The sum of the post-CPF investment speed categories should equal the total number of locations provided in Step 5. If the sum of the two categories is

[1] Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program, WC Docket Nos. 19-195, 11-10, Third Report and Order, 36 FCC Rcd 1126, 1175 para. 126 (2021); 47 U.S.C. §641(1) and 47 CFR § 8.1(b).

not equal to the number provided for the total number of funded locations the project actually served, please explain in the text box provided.

Step 7) Populate the following table by providing information about the locations the project is designed to serve, including by the following location types. For projects marked as "Complete", please provide actual data for the completed project.

- Residential
  - Total Housing Units
- Business
- Community Anchor Institution

Note: The sum of the counts provided for Residential locations, Business locations, and Community Anchor Institution locations should be equal to the total number of locations provided in Step 5. If the sum of the three location types is not equal to the number provided for the total number of funded locations to be served by the project, please explain in the text box provided.

Treasury has determined location type categories according to guidance issued by the FCC in [Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program]. Each location should be classified as one of three types: *Residential*, *Business*, or *Community Anchor Institution*. Please note that recipients will also capture each location as a unique latitude/longitude point.

Definitions to be used for classifying each location by type, as well as the definition for Housing Unit, can be found below.

- Residential Location: A residential location is defined by the FCC as a location that is or contains "housing units" or "group quarters" based on the U.S. Census Bureau's definition of these terms.[2] For all locations identified as "residential," the recipient must also document the total number of "housing units" at that location.

- Housing Unit: A housing unit is defined by the Census Bureau as a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live and eat separately from any other persons in the building and which have direct access from the outside of the building or through a common hall. Multiple housing units in a single structure at a single street address or latitude/longitude point, such as apartment buildings, must be reported in a single record. Recipients should include the number of units of the building in the Number of Housing Units field. Please note that recipients will be required to provide latitude/longitude information that conforms with location information in the FCC's Broadband Serviceable Location Fabric

[2] *See* Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program, WC Docket Nos. 19-195, 11-10, Third Report and Order, 36 FCC Rcd 1126, 1175 para. 127 (2021)(Third Report and Order).

(Fabric)[3] and should report multiple housing units in a single structure in a single record with a single latitude/longitude consistent with the data in the Fabric.

While the Census Bureau does not classify group quarters, such as college dormitories, as housing units, the FCC has determined to include group quarters in the definition of residential structures, which is a departure from the previously-used definitions, because they believe this will be more consistent with the intention of the Broadband DATA Act.[4]

Further guidance can be found at FCC.gov/BroadbandData/Resources.

- Business Location: A business location is defined as a non-residential structure on a property without residential locations that would expect to demand internet access services.[5] Recipients should only report the locations of businesses that they would expect to demand mass market broadband Internet access service, which typically are small businesses. Recipients should not report the locations of larger businesses that purchase or would be expected to purchase dedicated high-capacity transmission services, such as business data services (also known as special access).

  For purposes of deciding what business locations "count," recipients should consider the nature of the service offered to the location. A "small business" would typically subscribe to mass market "best efforts" broadband Internet access service.[6] This does not mean the business actually is subscribing to this service, but rather this is a location where the carrier is commercially offering mass market broadband Internet access service to end users and would provide this type of service if the customer requested it, with no charges or delays attributable to the extension of the network of the provider. This includes the initiation of fixed broadband internet access service through routine installation that can be completed not later than 10 business days after the date on which the service request is submitted.[7]

  Community Anchor Institution: A community anchor institution means an entity, such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher education, public housing organization,[8] or community support organization that facilitates greater use of broadband service by vulnerable populations, including, but not limited to, low-income individuals, unemployed individuals, children, the incarcerated, and aged individuals.

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[3] Information on the Fabric, including how to access the locations data in it, is available at: FCC.gov/BroadbandData

[4] Third Report and Order, 36 FCC Rcd 1126, 1175 para. 127.

[5] *See* Establishing the Digital Opportunity Data Collection; Modernizing the FCC Form 477 Data Program, WC Docket Nos. 19-195, 11-10, Third Report and Order, 36 FCC Rcd 1126, 1175 para. 128 (2021).

[6] *See* Wireline Competition Bureau Provides Guidance to Carriers Receiving Connect America Fund Support Regarding Their Broadband Location Reporting Obligations, Docket No 10-90, 31 FCC Rcd 12900, para. 55 (2016).

[7] See 47 CFR 1.7001(a)(17).

[8] This term is used broadly and includes any public housing agency, HUD-assisted housing organizations or Tribal housing organization.

Broadband Infrastructure Projects

*Technology Type (Planned)

Available	Chosen
Fiber	
Coaxial Cable	
Fixed Wireless	
Other	

*Total Miles of Fiber Deployed (Planned)

Locations Served

Please note the following requirements of the data requested in the *Location Served* table.

- The sum of B) *Total number of locations served receiving below 25/3 Mbps (Pre - CPF Investment)* and C) *Total number of locations served receiving 25/3 Mbps or greater but less than 100/20 Mbps (Pre- CPF Investment)* must equal A) *Total Number of Locations Served.*
- The sum of D) *Total number receiving minimum 100/100 Mbps (Post - CPF Investment)* and E) *Total number receiving minimum 100/20 Mbps and scalable to 100/100 Mbps (Post - CPF Investment)* must also equal A) *Total Number of Locations Served.*

	Planned*	Actual
A) Total Number of Locations Served		
B) Total Number of Locations Served Receiving Less Than 25/3 Mbps (Pre - CPF Investment)		
C) Total Number of Locations Served Receiving 25/3 Mbps or Greater, but Less Than 100/20 Mbps (Pre- CPF I		
D) Total Number Receiving Minimum 100/100 Mbps (Post - CPF Investment)		
E) Total Number Receiving Minimum 100/20 Mbps and Scalable to 100/100 Mbps (Post - CPF Investment)		

Total Number of Funded Locations Served by Type

Please note the following requirements of the data requested in the *Total Number of Funded Locations Served by Type* table.

- The sum of F) *Total Number of Funded Locations Served by Type – Residential,* H) *Total Number of Funded Locations Served by Type – Business,* and I) *Total Number of Funded Locations Served by Type - Community Anchor Institution* must equal A) *Total Number of Locations Served.*
- G) *Total Number of Funded Locations Served by Type – Total Housing Units* must be greater than or equal to F) *Total Number of Funded Locations Served by Type – Residential.* For example, a project serves two locations: one single family home, and one apartment building with 10 apartments. When entering F), the number would be 2. When entering G, the number would be 11.

	Planned*	Actual
F) Total Number of Funded Locations Served by Type - Residential		
G) Total Number of Funded Locations Served by Type - Total Housing Units		
H) Total Number of Funded Locations Served by Type - Business		
I) Total Number of Funded Locations Served by Type - Community Anchor Institution		

*Is the provider participating in the FCC's Affordable Connectivity Program (ACP)? --None--

Project Location

For projects marked as "Complete", location-specific data is required for each project and should be provided in the predetermined file format shown in the document linked below.

Upload Required Doc(s)

Upload Files Or drop files

Download 1A - Broadband Infrastructure Location Data Template

Figure 16 – Project Use Code 1A - Broadband Infrastructure Projects

Step 8) (For projects marked as "Complete") Provide a file upload of speed tiers offered and corresponding non-promotional prices, including associated fees, for each speed tier of broadband service.

Information regarding speed tiers offered and corresponding non-promotional prices, including associated fees, for each speed tier of broadband service is not required for the October 2022 P&E. Treasury will issue more information about the timing and format for submitting this data in a future version of this User Guide.

Step 9) State whether the provider is participating in the FCC's Affordable Connectivity Program (ACP). Select Yes or No.

Step 10) (For projects marked as "Complete") For each location served by a project, the recipient must collect from the subrecipient and submit the following information to Treasury using the predetermined file format on the CPF website that includes the following information (please see Appendix C for further details on these fields). The predetermined file format also requests project-level data be provided at the top of the file; project-level information provided in this file should match the information provided in the portal.

- Project Name
- Project identification number
- (Once available) the corresponding Fabric ID from the FCC Broadband Serviceable Location Fabric for the location
- Latitude/longitude at the structure where service will be installed
    - **Process for Capturing Latitude/Longitude Data:** Treasury encourages using a commercially available GPS-encoded device physically present at the location to generate the latitude/longitude data for each location to which service is to be installed. The location should be the structure that is the broadband serviceable location. More guidance regarding this preferred method, Geolocation with GPS in the Field, can be found in *Geolocation Methods*.

- Technology used to offer service at the location
    - Fiber
    - Coaxial Cable
    - Fixed Wireless
    - Other
        - If "Other", provide additional detail on the technology used to offer service at the location
- Location Type
    - Residential

        - If Residential, Number of Housing Units
    - Business
    - Community anchor institution
- Speed tier at the location pre-CPF investment
    - Below 25/3 Mbps
    - 25/3 Mbps or greater but less than 100/20 Mbps
- Speed and latency at the location post-CPF investment
    - Maximum download speed offered
    - Maximum download speed delivered
    - Maximum upload speed offered
    - Maximum upload speed delivered
    - Latency

Speed and Latency

To ensure broadband infrastructure investments meet current and future cases and to promote consistency across federal agencies, Treasury adopts the compliance standards and testing protocols for speed and latency established and used by the Commission in multiple contexts, including the Connect America Fund and the Rural Digital Opportunity Fund.[9] In order to demonstrate continued compliance with these standards, subgrantees must perform speed and latency tests from the customer premises of an active subscriber to a remote test server at an end-point consistent with the requirements for a Commission-designated IXP.[10]

In addition, 95 percent of latency measurements during testing windows must fall at or below 100 milliseconds round-trip time.[11] This approach ensures a connection that supports reasonably foreseeable real-time applications. In the limited circumstance where even a fiber deployment cannot achieve this latency threshold (for example in a remote territory), Treasury may expand the latency threshold for specific broadband infrastructure investments at the request of a recipient.

Use Code 1B - Digital Connectivity Performance Technology Projects (see Figure 17)

Step 1) Provide the address(es) or other location information where the recipient plans to distribute and/or install devices.

[9] See, e.g., Connect America Fund, WC Docket No. 10-90, Order, 33 FCC Rcd 6509 (WCB/WTB/OET 2018) (Performance Measures Order); Connect America Fund, Order on Reconsideration, WC Docket No. 10-90, 34 FCC Rcd 10109 (2019) (Performance Measures Reconsideration Order).
[10] See Performance Measures Reconsideration Order, 34 FCC Rcd at 10114-16, paras. 17-19.
[11] See id., 34 FCC Rcd at 6527-28, para. 50.

Step 2) (For projects marked as "Complete") Provide the address(es) or other location information where the recipient actually distributed and or/installed devices.

Step 3) Populate the table for Digital Connectivity Technology Projects for the following device types. For each device type, provide the number of devices the project is designed to purchase and the planned expenditure. Once a project is marked as "Complete", provide the actual number of devices that were purchased and the actual expenditure.

- Laptops
- Tablets
- Desktop computers
- Public Wi-Fi equipment
- Other

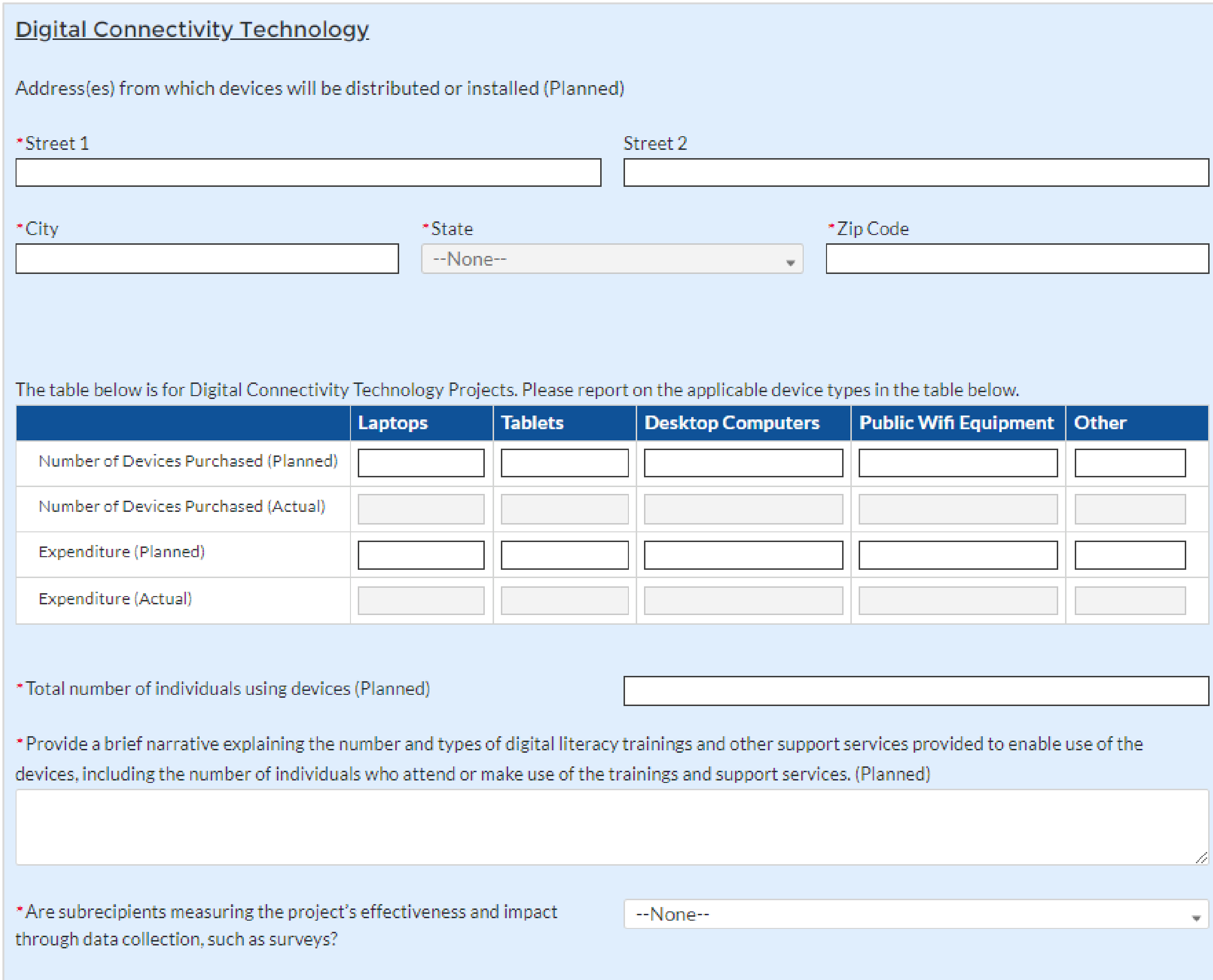
Step 4) Provide the estimated total number of individuals that will use the devices*.*

Step 5) (For projects marked as "Complete") Provide the actual total number of individuals using the aforementioned devices during the period of performance.

Step 6) Provide a brief narrative explaining the planned number and types of digital literacy trainings and other support services provided to enable use of the devices, including the number of individuals who attend or make use of the trainings and support services.

Step 7) (For projects marked as "Complete") Provide a brief narrative explaining the actual number and types of digital literacy trainings and other support services provided to enable use of the devices, including the number of individuals who attended or made use of the trainings and support services.

Step 8) (For projects marked as "Complete") Are subrecipients measuring the Project's effectiveness and impact through data collection, such as surveys? Select Yes or No.



Digital Connectivity Technology

Address(es) from which devices will be distributed or installed (Planned)

*Street 1 | Street 2

*City | *State --None-- | *Zip Code

The table below is for Digital Connectivity Technology Projects. Please report on the applicable device types in the table below.

	Laptops	Tablets	Desktop Computers	Public Wifi Equipment	Other
Number of Devices Purchased (Planned)					
Number of Devices Purchased (Actual)					
Expenditure (Planned)					
Expenditure (Actual)					

*Total number of individuals using devices (Planned)

*Provide a brief narrative explaining the number and types of digital literacy trainings and other support services provided to enable use of the devices, including the number of individuals who attend or make use of the trainings and support services. (Planned)

*Are subrecipients measuring the project's effectiveness and impact through data collection, such as surveys? --None--

Figure 17 – Digital Connectivity Technology for Project Use Code 1B

Use Code 1C - Multi-Purpose Community Facility Projects (see Figure 18)

Note – Treasury recommends that 1C projects only have one address per project entry. If a project includes multi-purpose community facility investments at multiple addresses, please contact Treasury to discuss the approach for entering projects into the portal.

Step 1) Provide the planned physical address of the multi-purpose community facility funded by the Project.

Step 2) (For projects marked as "Complete") Provide the actual physical address of the multi-purpose community facility funded by the Project

Step 3) Select the type of investment from the picklist.

- New construction, to include acquisition of property for development
- Renovation/expansion of existing structure, to include acquisition of existing structures for renovation/ expansion

Step 4) Populate the table for type and number of features in the multi-purpose community facility.

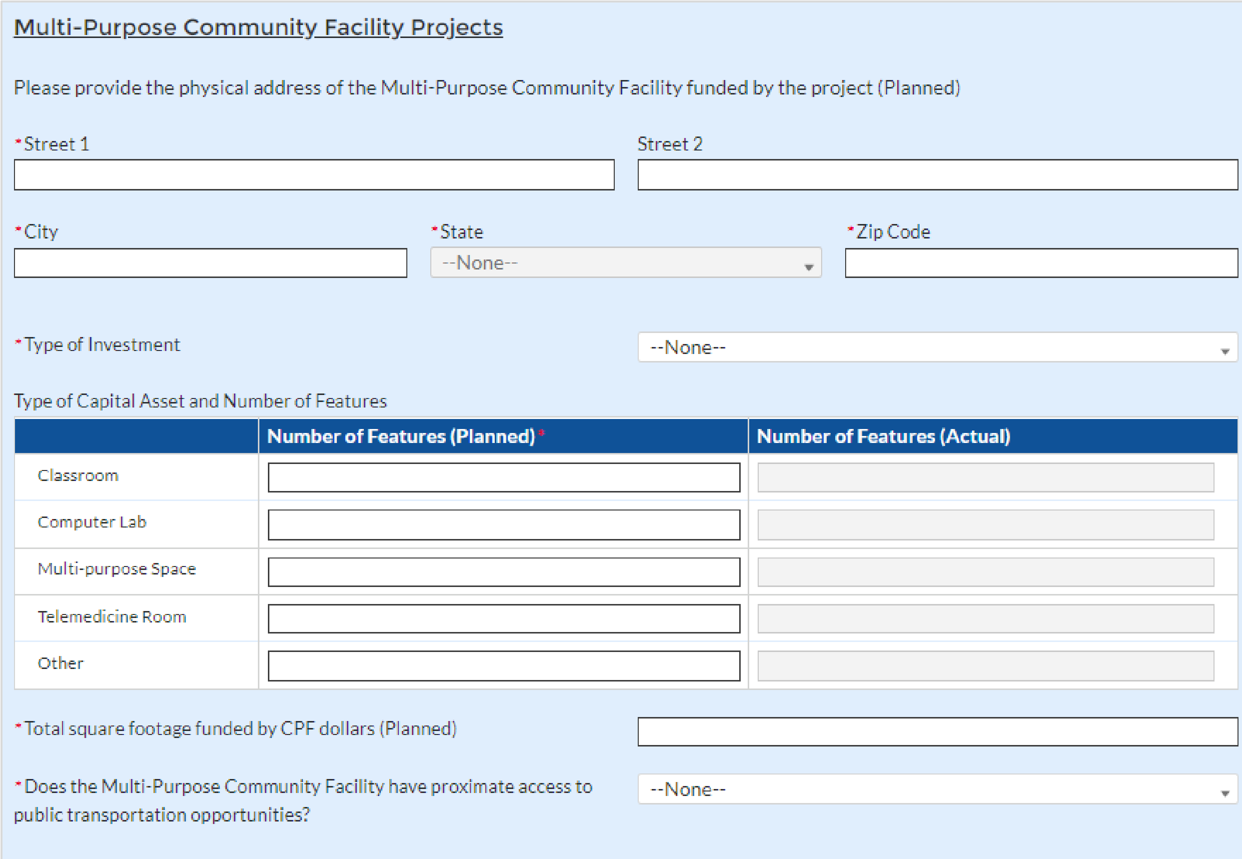
- Classroom
- Computer Lab
- Multi-purpose space
- Telemedicine room
- Other
  - If Other, specific the type of capital asset and number of features

Step 5) Provide the total square footage planned to be funded by CPF dollars.

Step 6) (For projects marked as "Complete") Provide the total square footage actually funded by CPF dollars.

Step 7) (For projects marked as "Complete") Does the multi-purpose community facility have proximate access to public transportation? Select Yes or No.

Step 8) (For projects marked as "Complete") Provide the number of individuals utilizing the capital asset during the period of performance.


Multi-Purpose Community Facility Projects

Please provide the physical address of the Multi-Purpose Community Facility funded by the project (Planned)

*Street 1

Street 2

*City

*State

--None--

*Zip Code

*Type of Investment

--None--

Type of Capital Asset and Number of Features

	Number of Features (Planned)*	Number of Features (Actual)
Classroom		
Computer Lab		
Multi-purpose Space		
Telemedicine Room		
Other		

*Total square footage funded by CPF dollars (Planned)

*Does the Multi-Purpose Community Facility have proximate access to public transportation opportunities?

--None--

Figure 18 – Multi-Purpose Community Facility Projects Input

Use Code 2 - Case by Case Projects (see Figure 19)

For Program Plans submitted for Case-by-Case Review, Treasury will work with recipients to develop metrics and performance measures for the Program Plan and associated projects. As one component of their submission, recipients will be asked to provide proposed metrics and performance measures for review by Treasury. Performance indicators proposed should include both output and outcome measures. Recipients are encouraged to use logic models[12] to identify their output and outcome measures. All proposed metrics and measures are subject to final review and approval by Treasury.

Step 1) Enter projects using the manual or bulk upload method. Refer to Appendix A for additional information related to the bulk file upload process.

[12] A logic model is a tool that depicts the intended links between program investments and outcomes, specifically the relationships among the resources, activities, outputs, outcomes, and impact of a program. More information about logic models can be found in *Managing For Results: The Performance Management Playbook for Federal Awarding Agencies*.

Step 2) Upload a file consistent with the metrics and performance measures agreed upon for the recipient's specific case-by-case review (see Figure 19).

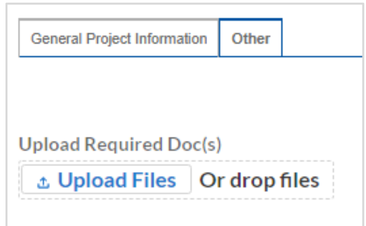


Figure 19 – Instructions for Project Use Code 2 – Case by Case

e) Subrecipient

The *Subrecipient* tab allows users to enter the required information about each subrecipient that has received at least one subaward of federal funding to execute projects supporting the CPF Program. Entry of subrecipient information requires the following information (see Figure 20). For bulk upload instructions specific to this tab, see Appendix A.

Note: Subrecipient entry must be completed prior to beginning the data entry for the Subawards module.

Step 1) Enter the following about each subrecipient:

- Unique Entity Identifier
- Tax ID Number (TIN or EIN)
- Name
- POC Name
- POC Phone Number
- POC Email Address
- Address Line 1
- Address Line 2 - optional
- Address Line 3 - optional
- City
- State
- Zip
- Zip+4 – optional

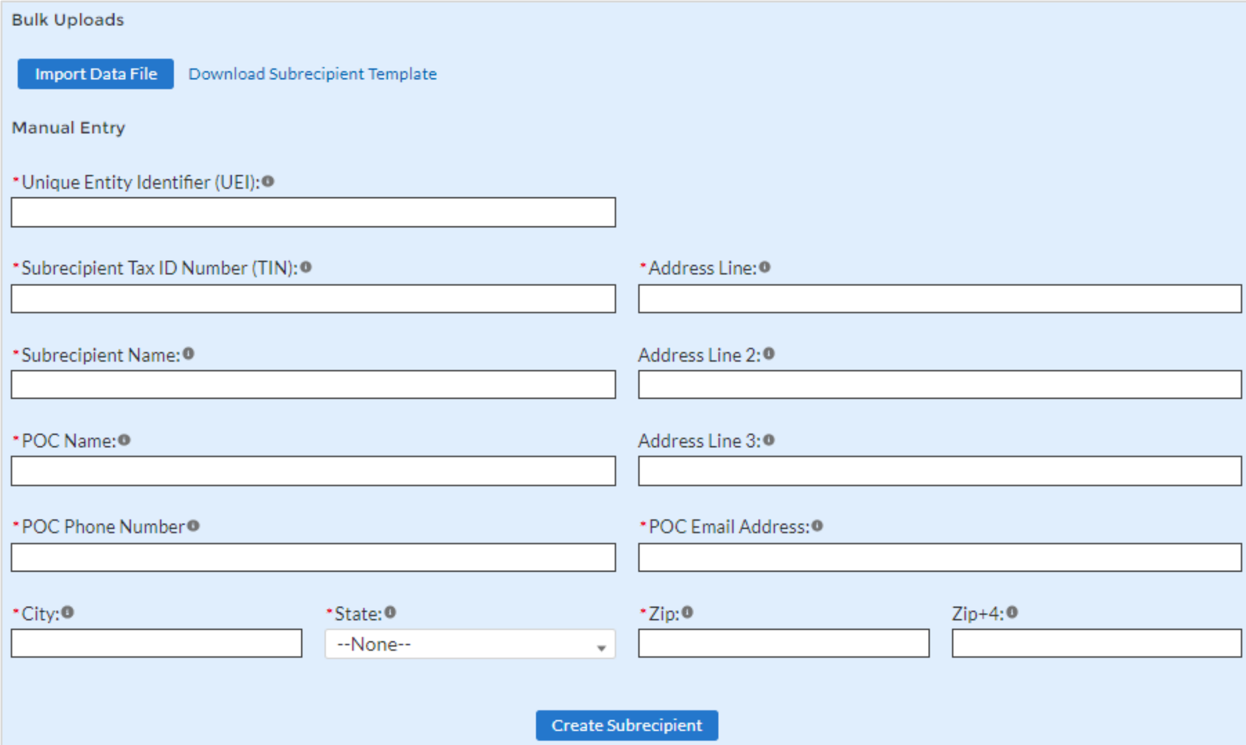


Figure 20 – Subrecipient Entry

Step 2) At the bottom of the page, click the *Create Subrecipient* button to save the record and return to Subrecipient screen.

Step 3) Subrecipients entered into the system are shown at the bottom portion of the screen (see Figure 21).

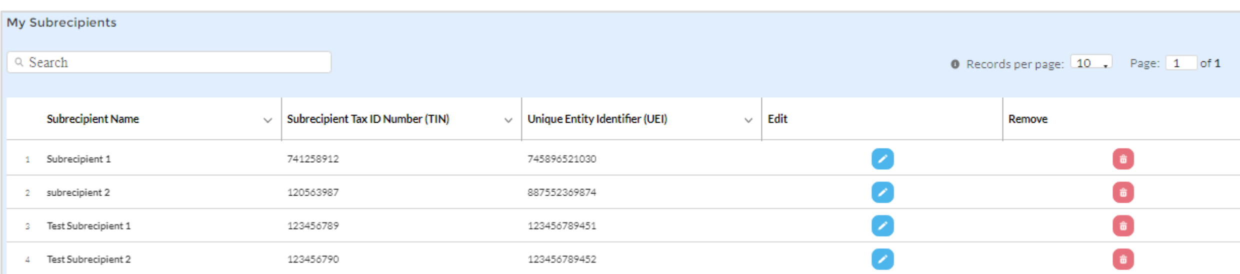


Figure 21 – My Subrecipients List

f) Subawards

The *Subawards* tab allows users to enter the required information regarding subawards of federal funding for contracts made by the recipient under the CPF Program (see Figure 22).

> **Note:** Subaward entry can only be completed after Project and Subrecipient entries are completed.

Step 1) Enter the following:

- Project Name from picklist
- Subrecipient Name from picklist
- Subaward Number
- Total Award Amount
- Subaward Date
- Period of Performance Start Date
- Period of Performance End Date

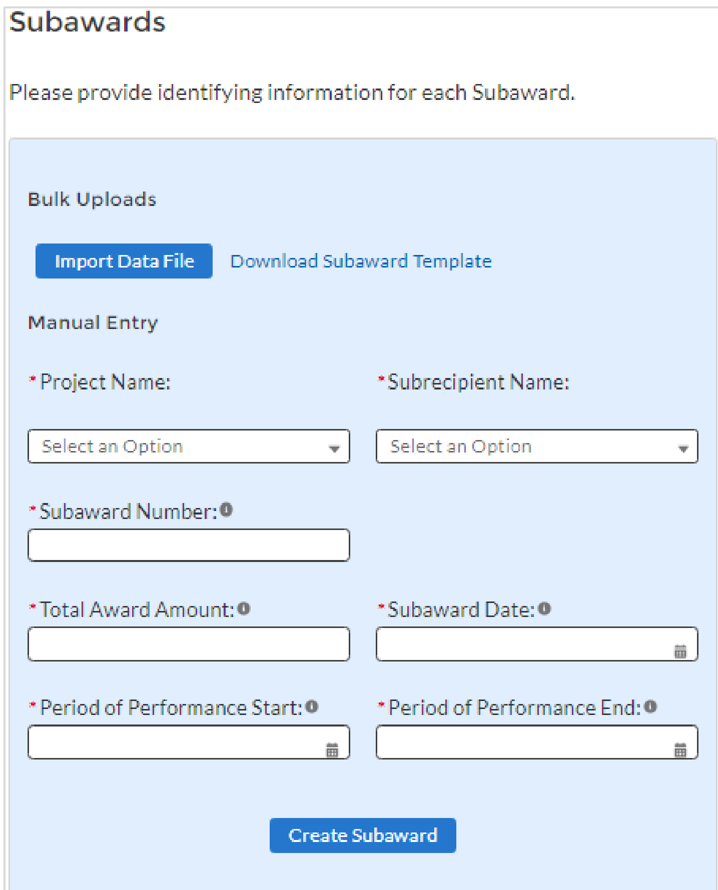


Figure 22 – Subaward Entry

Step 2) At the bottom of the page, click the *Create Subaward* button to save the record and return to the *Subrecipient* screen.

Step 3) Subrecipients entered into the system are shown at the bottom portion of the screen (see Figure 23).

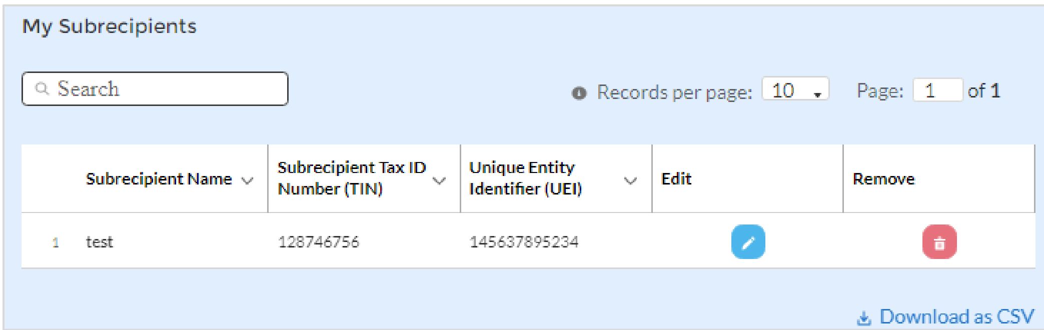
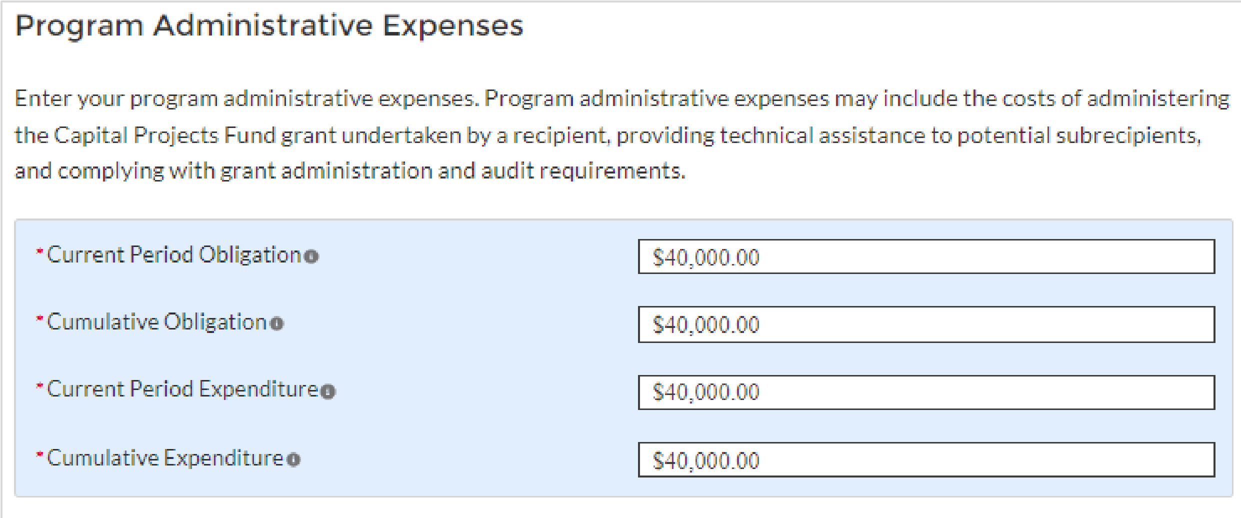


Figure 23 – Subrecipient List

g) Program Administrative Expenses

a. Recipients are required to report on program administrative expenses in the aggregate (see Figure 24). Program administrative expenses do not need to be broken down at the Project level. Program administrative expenses mean the costs associated with completing the application and grant plan (including Program Plans), and costs related to complying with grant administration and audit requirements, including both direct and indirect administrative costs. The data provided in this section should reflect the sum of all program administrative expenses incurred by the recipient related to administration of the CPF grant.

Step 1) Enter the following:
- Current Period Obligation
- Cumulative Obligation
- Current Period Expenditure
- Cumulative Expenditure


Program Administrative Expenses

Enter your program administrative expenses. Program administrative expenses may include the costs of administering the Capital Projects Fund grant undertaken by a recipient, providing technical assistance to potential subrecipients, and complying with grant administration and audit requirements.

*Current Period Obligation	$40,000.00
*Cumulative Obligation	$40,000.00
*Current Period Expenditure	$40,000.00
*Cumulative Expenditure	$40,000.00

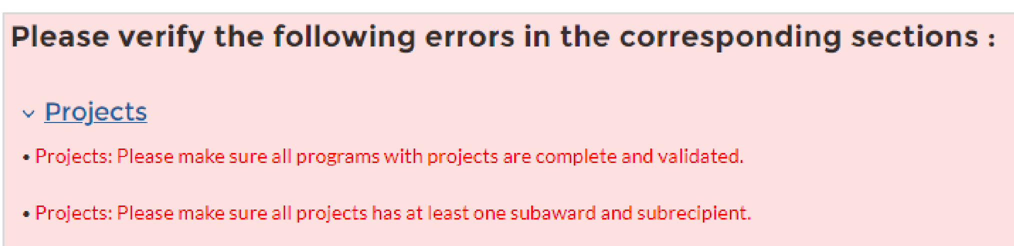
Figure 24 – Program Administrative Expenses

h) Certification

The Authorized Representative must certify the Project and Expenditure Report. By certifying this submission, the Authorized Representative is confirming that all reported information is accurate and approved for submission (see Figure 25 and Figure 26). Individuals who are not designated as an Authorized Representative will not be able to certify and submit reports.

Step 1) Review prior screens and entered information to verify the accuracy of the record.

Step 2) Validate that there are no system identified errors. Figure 25 indicates an error has been identified with the project status due to a missing subaward and an incomplete project under a program. Figure 26 shows a "Complete" status, and the system will allow submission of the report.


Please verify the following errors in the corresponding sections :

Projects

- Projects: Please make sure all programs with projects are complete and validated.
- Projects: Please make sure all projects has at least one subaward and subrecipient.

Figure 25 – Report Validation with Errors

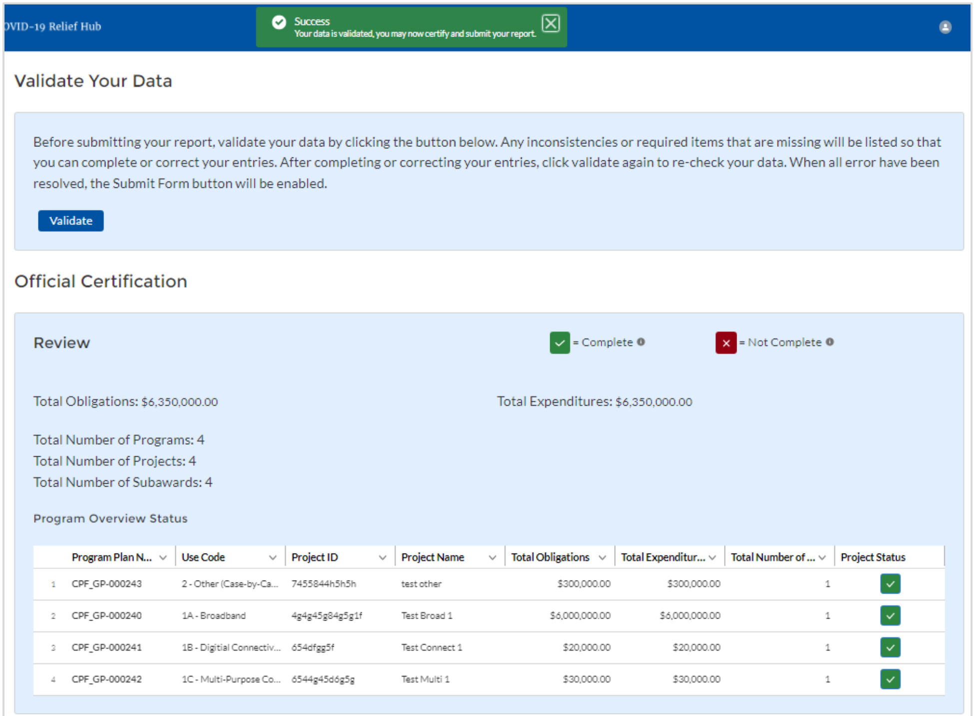


Figure 26 – Project Overview Status with No Errors

Step 3) Review the Authorized Representative's Name, Title, Telephone Number, and E-Mail Address.

Step 4) Review certification language.

Step 5) A confirmation box appears confirming the intention to submit (see Figure 27).

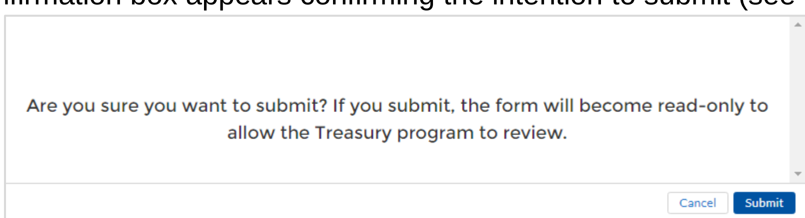


Figure 27 – Submission Verification

Step 6) Click the *Certify and Submit* button to complete the entry.

Section V. Editing and Revising Your Data

This section provides instructions for providing updates and revisions to information submitted as part of previous Project and Expenditure Reports. Please note that unless initiated by Treasury staff, users will not have the ability to make any edits to submitted reports after the reporting deadline. All edits or changes must be reflected in the next available report.

Projects entered into the system can be edited or deleted before final submission. To edit a project, open the project from the My Projects screen. To delete a project, use the *Delete Project* Button (pink trash can icon) (see Figure 28). Users may edit project information prior to the submission deadline. If a report is already submitted, users will need to un-submit the report to edit or delete a project record, and may do so until the due date of the report.

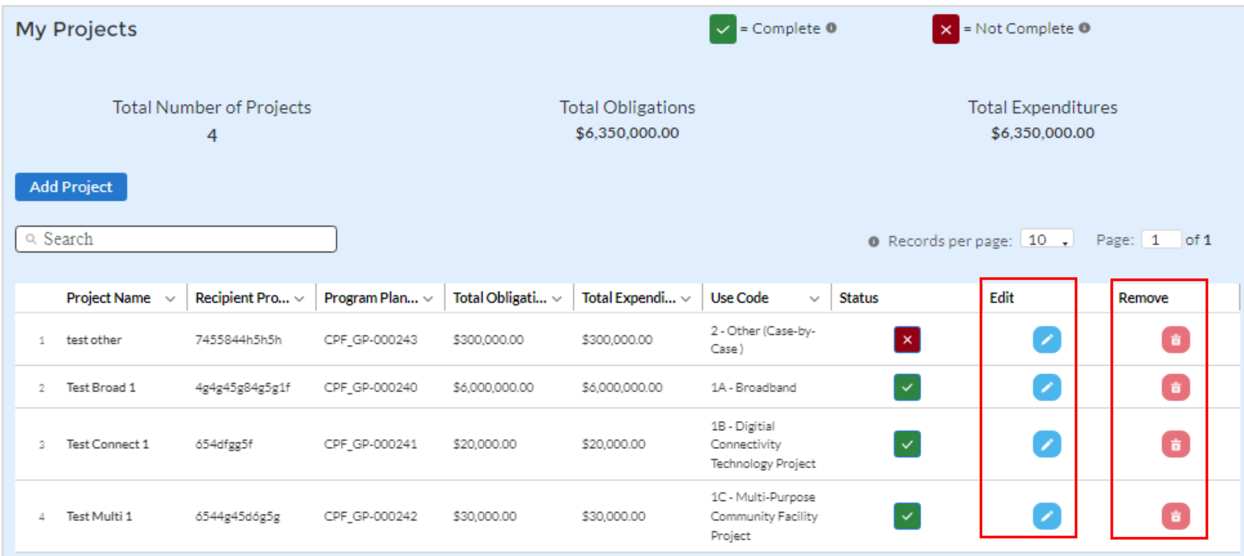


Figure 28 – Edit and Delete Project Screen

There are two ways to edit Project and Expenditure Report data:

- Manual Entry – using the portal's web-based forms to edit or change fields individually.
- Bulk Upload – using the bulk upload functionality in the different report modules to upload a file that updates many different existing records at one time.

a) Manual Entry

1) Projects

a. To edit data on the Project Overview page, click on the blue pencil icon. Doing so will open the "Edit Project" window (see Figure 29) where edits or changes can be entered into the available fields. Click the *Save Information* button for the edits to be accepted.

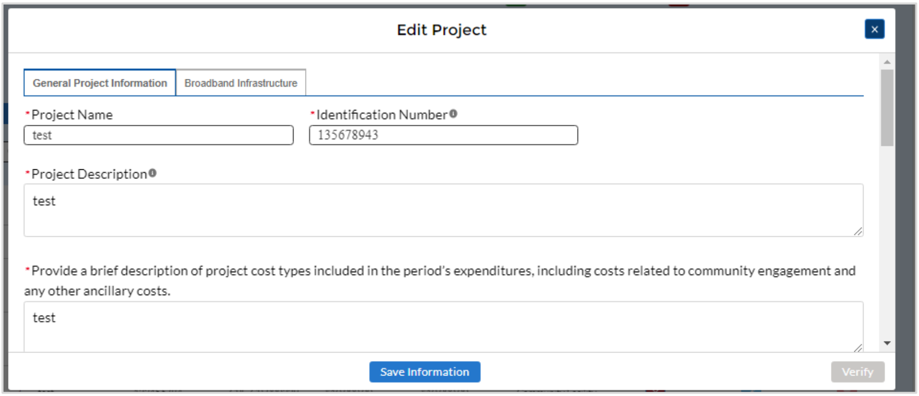


Figure 29 – Edit Project Window

b. To remove projects that have been created during the current reporting cycle, click the trash can icon button in the "Edit Project" window (see Figure 30). Deleting a project will automatically delete any subaward records associated with the project.

Status	Edit	Remove

Figure 30 – Edit or Remove a Project

c. Projects submitted as part of prior reports cannot be deleted. In order to remove CPF funding from a previously reported project:

- Edit the project's Total Cumulative Obligations and Total Cumulative Expenditures to be $0.00.
- Make corresponding edits to any associated Subawards by editing the "Subaward Amount (Obligation)" field to equal $0.00.

2) Subrecipient

Subrecipient information can be edited or removed by clicking on the appropriate icon (see Figure 31).

	Subrecipient Name	Subrecipient Tax ID Number (TIN)	Unique Entity Identifier (UEI)	Edit	Remove
1	test	128746756	145637895234		

Figure 31 – Edit Subrecipient Information

3) Subawards

Similarly, for editing previously entered subaward data, users will need to click on the blue pencil icon for a particular record.

Please note that editing the "Subaward Amount (Obligations)" field will trigger a requirement to provide a written explanation for the change. The explanation field should briefly explain the nature of the underlying change.

b) Bulk Upload

Similar to uploading date in bulk (as described in Appendix A), editing multiple records at one time may be done by using the bulk upload templates for the *Projects Overview* and *Subaward* screens. At this time, the records in the *Subrecipients* module must be updated manually.

The steps to make these edits using bulk upload templates are as follows:

Step 1) Populate the identifier field in the relevant bulk upload template for the records to be edited. Make sure that in each template the identifiers correspond with records that currently exist in the system. Use the "Download as CSV" function below in every module to easily view the recipient's record's identifiers in Excel. The unique identifier for each module is as follows:

- Project Overview: "Project ID"
- Subaward/Direct Payments: "Subaward ID"

Note: As described above, expenditure records created in past reporting periods will not be editable in the current P&E report. New records need to be created, entering either positive or negative values, to change the total amounts.

Step 2) Once the identifier is populated for the records to be edited, fill in the rest of template for both fields that are being edited, and fields that are not changing.

IMPORTANT: Editing with bulk upload replaces data in the entire record, not just the fields to be edited. If fields are left blank in the upload template, they will be flagged as errors or remain blank in the system.

Step 3) Validate data to ensure it is accurate and can be uploaded. After completing the bulk upload template that includes edits, upload the file as shown on screen. The instructions are as described in Appendix A.

Step 4) After uploading edits, verify records within the portal to ensure data was uploaded correctly. Edits can subsequently be made manually as well if additional changes need to be made.

Appendix A – Bulk File Upload Overview

a) Purpose

This Appendix provides an overview of the bulk file upload process. The five bulk file upload templates are listed below. The data requirements for each template can be found in Appendix B.

- 1A Broadband Infrastructure Template
- 1B Digital Connectivity Technology Template
- 1C Multi-Purpose Community Template
- Subrecipient Template
- Subaward Template

b) Template Description

Each of the bulk file upload templates contains instructions on how to populate the respective fields within each file. When adding content to each template, follow the "help" text cells, which will provide what is and is not permitted for each cell. All templates have the same structure as described below:

Row 1: Template Version

Row 2: Template Name

Row 3: Instructions: Brief description of the template constraints.

Row 4: Field ID: System identifier for field

Row 5: Required, Optional, or Conditional status: This row specifies if the field is required, optional, or conditional. When the column is required and data is not provided, the system will not allow the file data to be uploaded successfully. Optional fields may be left blank. Conditional fields become required depending on the entry of other fields.

Row 6: Field Name: Common name of field

Row 7: Field Help Text: Provides a description of the field. There are 2 types of fields: 1) an open value either text or numbers and 2) a picklist, which is a predefined list of values:

- Open Value: Any text, number, or currency field. Text for recipient name or a number that represents amounts. Most text types are free formats, the only expectation is for dates, each column that represents a date describes the accepted format. For any number field, it is not required to add "," to represent thousands and it is not required to add "$" to represent currency. Only add decimal "." when needed.
- Pick List: A picklist is predefined list of values that is accepted by the system. When the column is a pick list, row 7 provides the list of options that the system accepts. The picklist entry in the field must match exactly with the picklist value. If the respondent provides a value that is not in the predefined pick list, the

system will not accept the file and will flag as an error. Responses should not contain quotation marks.

Row 8: Submitted data. Row 8 is the beginning of submitted data entry. The system accepts 1 or many rows.

Note: Do not change the content of rows 1 through 7.

c) Bulk Upload Process

Tabs accepting bulk upload files are clearly marked in the portal and identified in this user guide. The template for each upload file is available on the *Introduction/Bulk Templates* tab for download and in the subsequent data entry tabs (see Figure 32).

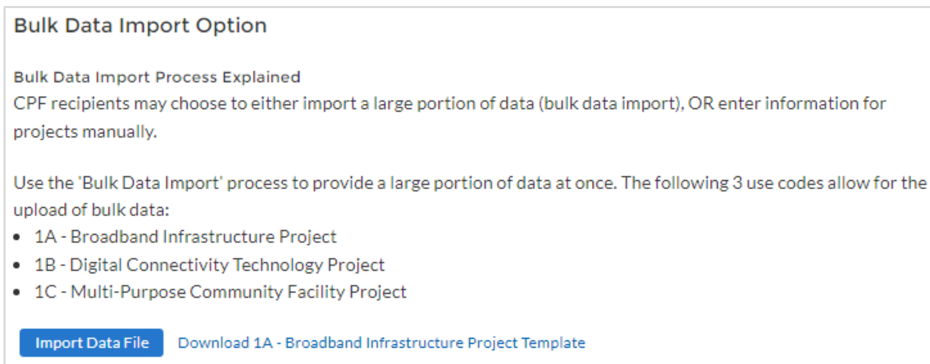


Figure 32 – Sample Bulk Upload Icon

The upload process includes the following steps:

Step 1) Download the template from the link provided in the web application section of the module.

Step 2) Open the template in Microsoft Excel.

Step 3) Add data starting with row 8, column B of the applicable template.

Step 4) Repeat with additional rows as needed.

Step 5) Save the template as a .CSV file.

Step 6) Click the Bulk Upload link to open the Bulk Upload box (see Figure 33).

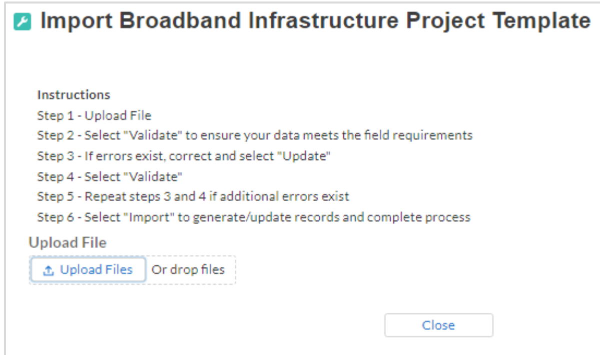


Figure 33 – Bulk Upload Pop Up 1

Step 7) Attach the .CSV file by clicking on *Upload Files* or drag the file to the designated area.

Step 8) A message will appear confirming that the file is uploaded (see Figure 34). Click *Done*.

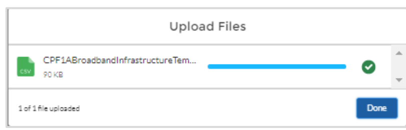


Figure 34 – Upload Files

Step 9) Click *Validate* to have the system verify the bulk upload does not have errors.

Step 10) If the system validation does not find any errors in the bulk upload, it will return a successful screen (see Figure 35).

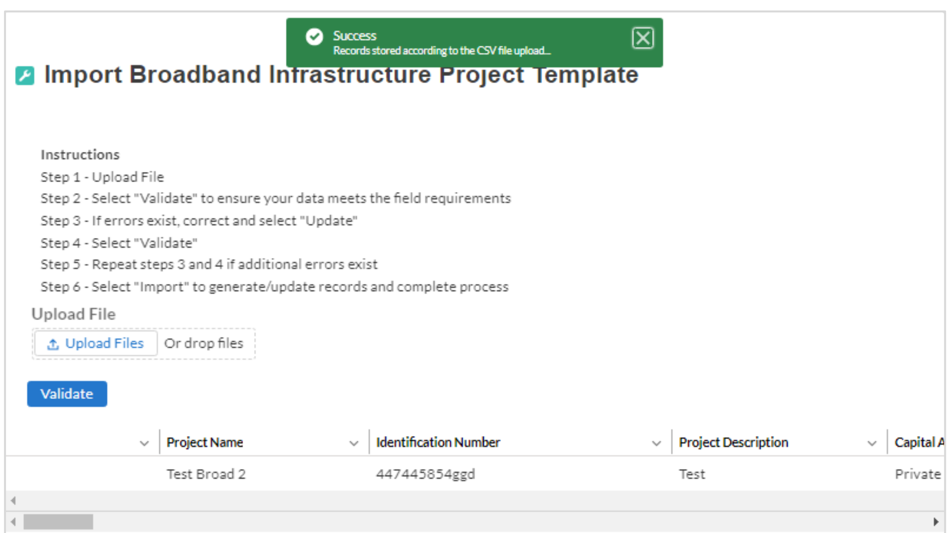


Figure 35 – Successful Bulk Upload Example

Step 11) If the system validation finds errors in the bulk upload, it will return the screen with the list of errors (see Figure 40). Update on screen by manually typing in the corrections in the value column or correct the error in the file and re-upload the corrected bulk upload file.

There are four common Bulk File Upload errors as described below:

- **Blank Required Data:** When a required field is left blank within the bulk upload file, the specific bulk upload file row and cell number is provided on the screen. In the example below, "Identification Number" was blank, and the error is located in Column C, Row 8 (see Figure 36).

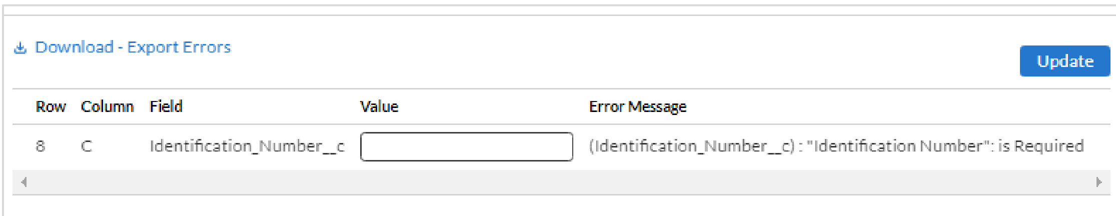


Figure 36 – Blank Required Data Error

- **Invalid Data:** Invalid data includes any type of data (numeric or text) that does not meet the requirements set forth in the Help Text within each bulk upload template. In the example below, an error pertaining to the "Capital Asset Ownership Type" was made and the error is located in Column E, Row 8 (see Figure 37).

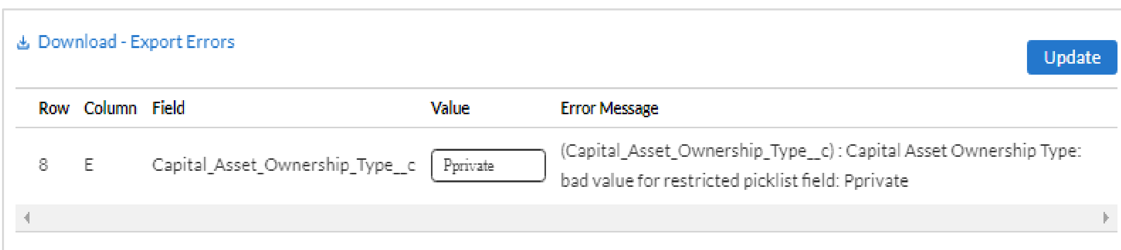


Figure 37 – Invalid Data Error

- **Duplicate Data**: Duplicate data includes any type of data (numeric or text) that is repeated in the same column when the Help Text within a bulk upload template requires a unique entry. For example, unique numbers should be provided for the UEI in the Subrecipient template. In the example below, an error pertaining to the "Unique Entity Identifier" was made and the error is in Column D, Row 8 (see Figure 38).

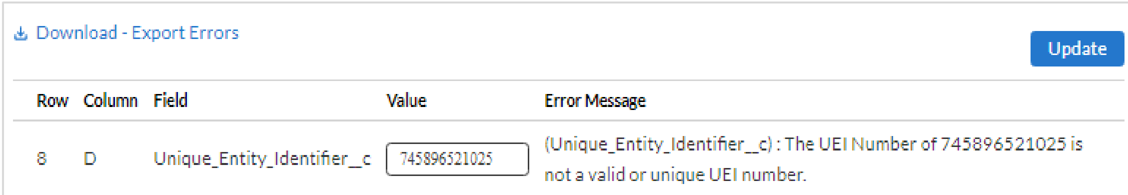


Figure 38 – Duplicate Data Error

- **Non-existent Reference**: This instance would include uploading data that references other records that do not yet exist or have not been previously uploaded into the portal. For example, uploading a subaward template that is filled out correctly, but references subrecipient identification (ID) records that have not been uploaded to the Subrecipient tab. This will result in an error and any pre-requisite data must be uploaded first in order for the reference to work. In this example the non-existent data is the EIN/TIN Number field located in Column C, Row 8 (see Figure 39).

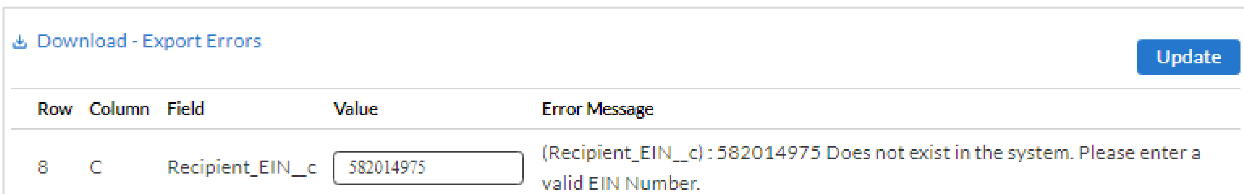


Figure 39 – Non-Existent Reference Error

Step 12) In cases when it may be preferable to work from a master list of errors, click the *Download – Export Errors* link, highlighted in the red box in Figure 51, to download a spreadsheet detailing all errors in the bulk upload file (see Figure 40). Once errors are corrected, click *Update*. The system will once again check for errors.

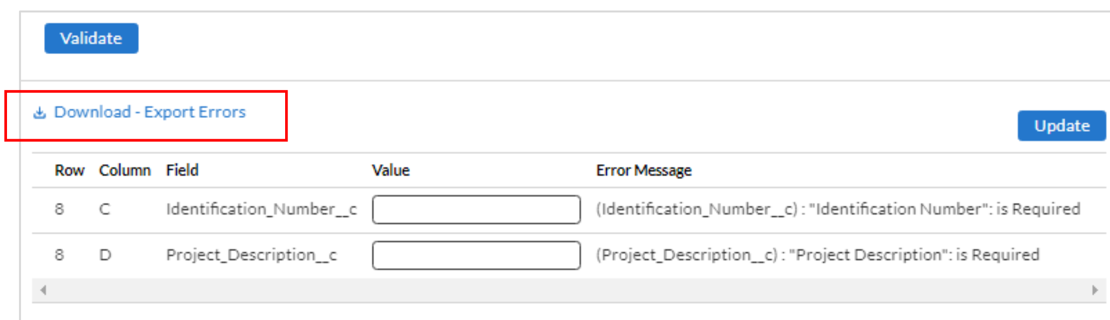


Figure 40 – Listing of Bulk Upload Errors

Step 13) If the system validates that the bulk upload has no errors, it will return the option to *Create* (see Figure 41). Click the *Create* button.

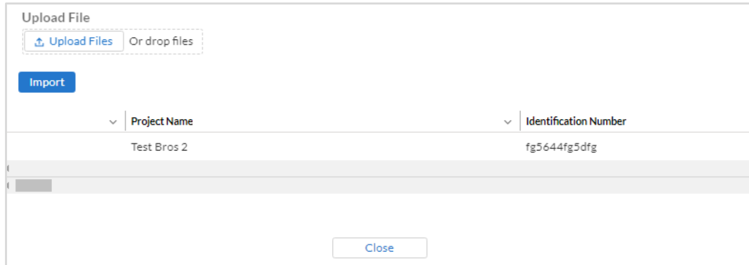


Figure 41 – Bulk Upload Creation

Step 14) Once created, the recipient's records will show at the bottom of the relevant screen.

d) Bulk Upload Creation Steps

The collective bulk file upload process is contingent upon users following the below steps to ensure successful submission.

> **Note:** All data submitted via the bulk upload functionality must be submitted as a .CSV file.

e) CSV Guidance

Refer to the following link for descriptions of the CSV format.

https://en.wikipedia.org/wiki/Comma-separated_values

f) Specific CSV characteristics

- The date format is: MM/DD/YYYY. Example:
    a. 06/22/2022
- All currency values are numeric. It is not required to add "," for thousand or millions.
- Do not include a "$" sign for currency values. The file will be rejected if a "$" is included in the data entry.
- Once the excel spreadsheet has been saved as a .csv file, do not re-open the file. Re-opening the file will cause excel to possible revert to an .xls type file and leading zeros or other issues may occur.

g) Upload Template Description

Each data element and/or column in the CSV files is described below:

- Index No: Reference number for the data element. For internal use only.
- Defined term: Column short description.
- Definition: Column long description or definition.
- CSV Column Name: The column header name that must be used in the CSV file.

- Required: Indicates if the column is required or not required.
- List Value: The content of the column is from a list of predefined values. This is valid for some of the columns. The list is provided for all cases. Most of the cases is N/A which means that the type is ether String or Numeric.
- Data type: Specify the data type of the column. The options are: Numeric, Text, Date and Pick List.
- Max Length: Indicates the maximum length in characters that is allowed for each column.

Appendix B – CPF Use Case Programmatic Data

The downloadable templates contain information required to create the upload files, including definitions, value, type, and length.

a) *General Project Information*

Field Name	Definition	Required / Optional / Conditional	List Values	Data Type	Max Length
Project Name	Name of the project	Required	n/a	Text	100
Identification Number	Identification number assigned to project by recipient	Required	n/a	Text	20
Project Description	Brief description of the project	Required	n/a	Text	3000
Capital Asset Ownership Type	The Capital Asset Ownership type	Required	Private, Public Private, Partnership, Municipal Government, Tribal Government, Non-profit, Cooperative, Other	Picklist	n/a
Total CPF Funding for the Project	Total CPF funding for the project	Required	n/a	Currency	16
Total from all Funding Sources	Total from all funding sources	Required	n/a	Currency	16
Narrative Description	Brief description of the "Other" Capital Asset Ownership Type	Conditional	n/a	Text	3000
Current Period Obligation	Total dollar value of obligations for this current reporting period	Required	n/a	Number	15
Current Period Expenditure	Total dollar value of expenditures for this current reporting period	Required	n/a	Currency	15
Cumulative Obligation	Total dollar value of obligations for this project	Required	n/a	Currency	15
Cumulative Expenditure	Total dollar value of expenditures for this project	Required	n/a	Currency	15
Major Activities Description	Brief description of the major activities on which funds were expended during the reporting period, including costs related to community engagement and any other Ancillary Costs	Required	n/a	Text	3000
Project Status	Completion status of the project	Required	Not started, Less than 50 percent complete, More than 50 percent complete, Completed	Picklist	n/a
Projected Construction Start Date	The projected start date of construction	Conditional	n/a	Date	8
Projected Construction Completion Date	The projected completion date of construction	Conditional	n/a	Date	8

Field Name	Definition	Required / Optional / Conditional	List Values	Data Type	Max Length
Projected Initiation of Operations	The project initiation of operations	Conditional	n/a	Date	8
Actual Construction Start Date	The actual start date of construction	Conditional	n/a	Date	6
Actual Construction Completion Date	The actual completion date of construction	Conditional	n/a	Date	6
Operations initiated	Confirmation on whether operations have been initiated	Conditional	Yes No	Picklist	3
Actual operations date	The actual start date of operations	Conditional	n/a	Date	8
Operations explanation	Brief explanation of why operations have not been initiated	Conditional	n/a	Text	3000
Other Federal Funding	Confirmation on whether other federal funding has been used	Required	Yes No	Picklist	n/a
Federal Funding Program Name	Provide the Program Name of the other program(s) providing federal funding	Conditional	n/a	Text	3000
Federal Funding Assistance Listing Number	Provide the Assistance Listing number of the other program(s) providing federal funding	Conditional	n/a	Text	3000
Federal Funding Assistance Listing Amount	Provide the amount of the other federal funding obligated (by Assistance Listing)	Conditional	n/a	Text	3000
Federal Funding Davis Bacon Act	Is this other federal funding subject to the requirements of the Davis-Bacon Act?	Conditional	Yes No	Picklist	n/a
Matching Funds	Confirmation on whether CPF used as a State's non-federal share (also known as "matching funds") for certain other federal programs as specifically permitted under statute?	Required	Yes No	Picklist	n/a
Program Information	Provision of the Program Name and Assistance Listing of the other federal program that is being matched, as well as statutory citation permitting CPF funds to be used as nonfederal matching funds	Conditional	n/a	Text	50
Amount of Matching Funds	The total amount of CPF funds being used as matching funds	Conditional	n/a	Currency	15
Target Project Information	Brief description of the project, including the total anticipated costs for the project from all funding sources	Conditional	n/a	Text	3000
Davis Bacon Certification	Certification of Davis Bacon requirements	Conditional	Yes No	Picklist	n/a
Number of Direct Employees	Number of employees on the project hired directly	Conditional	n/a	Number	11

Field Name	Definition	Required / Optional / Conditional	List Values	Data Type	Max Length
Number of Contractor Employees	Number of employees of contractors and sub-contractors working on the project	Conditional	n/a	Number	10
Number of 3rd Party Employees	Number of employees on the project hired through a third party	Conditional	n/a	Number	12
Any Wages Less Than Prevailing	Confirmation on whether any of the wages at rates less than those prevailing	Conditional	Yes No	Picklist	n/a
Worker Wages and Benefits by Classification	Wages and benefits of workers on the project by classification	Conditional	n/a	Text	3000
Project Labor Certification	Certification that 'the indicated project includes a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f))	Conditional	Yes No	Picklist	n/a
Assurance of Adequate Labor	Explanation of how the Recipient will ensure the Project has ready access to a sufficient supply of appropriately skilled and unskilled labor to ensure high-quality construction throughout the life of the Project	Conditional	n/a	Text	3000
Minimizing Risks	Explanation of how the recipient will minimize risks of labor disputes and disruptions that would jeopardize timeliness and cost-effectiveness of the project	Conditional	n/a	Text	3000
Safe and Healthy Workplace	Explanation of how the recipient will provide a safe and healthy workplace that avoids delays and costs associated with workplace illnesses, injuries, and fatalities, including descriptions of safety training, certification, and/or licensure requirements for all relevant workers (e.g., OSHA 10, OSHA 30)	Conditional	n/a	Text	3000
Adequate Wages	Confirmation of if workers on the project receive wages and benefits that will secure an appropriately skilled workforce in the context of the local or regional labor market	Conditional	Yes No	Picklist	n/a
Project Labor Agreement	Confirmation of if the project has a completed project labor agreement	Conditional	Yes No	Picklist	n/a

Field Name	Definition	Required / Optional / Conditional	List Values	Data Type	Max Length
Prioritize Local Hires	Confirmation of if the project prioritizes local hires	Conditional	Yes No	Picklist	n/a
Community Benefit Agreement	Confirmation of if the project has a Community Benefit Agreement	Conditional	Yes No	Picklist	n/a
Description of Community Benefit Agreement	Description of Community Benefit Agreement	Conditional	n/a	Text	3000

b) *1A Broadband Infrastructure Template*

Field Name	Definition	Required / Optional / Conditional	List Values	Data Type	Max Length
Technology_ Type (Planned)	Type of technology (Planned)	Required	Fiber, Coaxial Cable, Fixed Wireless, Other	Picklist	n/a
Technology Type (Actual)	Type of technology (Actual)	Conditional	Fiber, Coaxial Cable, Fixed Wireless, Other	Picklist	n/a
If Other, specify (Planned)	Explanation of Other type of technology (Planned)	Conditional	n/a	Text	3000
If Other, specify (Actual)	Explanation of Other type of technology (Actual)	Conditional	n/a	Text	3000
Total Miles of Fiber Deployed (Planned)	Total number of miles of fiber planned for deployment.	Required	n/a	Number	10
Total Miles of Fiber Deployed (Actual)	Total number of miles of fiber deployed.	Conditional	n/a	Number	10
Total Number of Locations Served (Planned)	Total number of locations planned to be served.	Required	n/a	Number	10
Total Number of Locations Served (Actual)	Total number of locations served.	Conditional	n/a	Number	10
25/3 Mbps or below (Planned)	Total number of locations served receiving less than 25/3 Mbps (Pre - CPF Investment) (Planned)	Required	n/a	Number	10
25/3 Mbps and 100/20 Mbps (Planned)	Total number of locations served receiving 25/3 Mbps or greater but less than 100/20 Mbps (Pre- CPF Investment) (Planned)	Required	n/a	Number	10
Minimum 100/100 Mbps (Planned)	Total number receiving minimum 100/100 Mbps (Post - CPF Investment) (Planned)	Required	n/a	Number	10
Minimum 100/100 Mbps (Actual)	Total number receiving minimum 100/100 Mbps (Post - CPF Investment) (Actual)	Conditional	n/a	Number	10

Field Name	Definition	Required / Optional / Conditional	List Values	Data Type	Max Length
100/20 Mbps to 100/100 Mbps (Planned)	Total number receiving minimum 100/20 Mbps and scalable to 100/100 Mbps (Post - CPF Investment) (Planned)	Required	n/a	Number	10
100/20 Mbps to 100/100 Mbps (Actual)	Total number receiving minimum 100/20 Mbps and scalable to 100/100 Mbps (Post - CPF Investment) (Actual).	Conditional	n/a	Number	10
Explanation of Discrepancy (Location by Speed)	Explain if the sum of number of locations served pre-CPF Investment, or post-CPF Investment, does not equal the Total Number of Locations Served for planned or actual columns.	Conditional	n/a	Text	3000
Explanation of Discrepancy (Location Type)	Explain if the sum of residential, business, and community anchor institutions does not equal Total Number of Locations Served for planned or actual columns	Conditional	n/a	Text	3000
Total Number of Locations Served by Type - Residential (Planned)	Total Number of Locations Served by Type - Residential (Planned)	Required	n/a	Number	10
Total Number of Locations Served by Type - Residential (Actual)	Total Number of Locations Served by Type - Residential (Actual)	Conditional	n/a	Number	10
Total Housing Units (Planned)	Total Number of Locations Served by Type - Total Housing Units (Planned)	Required	n/a	Number	10
Total Housing Units (Actual)	Total Number of Locations Served by Type - Total Housing Units (Actual)	Conditional	n/a	Number	10
Total Number of Locations Served by Type - Business (Planned)	Total Number of Locations Served by Type - Business (Planned)	Required	n/a	Number	10
Total Number of Locations Served by Type - Business (Actual)	Total Number of Locations Served by Type - Business (Actual)	Conditional	n/a	Number	10
Total Number of Locations Served by Type - Community Anchor Institution (Planned)	Total Number of Locations Served by Type - Community Anchor Institution (Planned)	Required	n/a	Number	10

Field Name	Definition	Required / Optional / Conditional	List Values	Data Type	Max Length
Total Number of Locations Served by Type - Community Anchor Institution (Actual)	Total Number of Locations Served by Type - Community Anchor Institution (Actual)	Conditional	n/a	Number	10
Speeds and Prices	Upload file template on speed tiers offered and corresponding non-promotional prices, including associated fees, for each speed tier of broadband service.	Conditional	n/a	n/a	n/a
Affordable Connectivity Program (ACP)	Confirmation on whether the provider participating in the FCC's Affordable Connectivity Program (ACP).	Required	Yes No	Picklist	n/a
Project Location	Upload file template on Project Location fields.	Conditional	n/a	n/a	n/a

c) *1B Digital Connectivity Technology Template*

Field Name	Definition	Required/ Optional / Conditional	List Values	Data Type	Max Length
Street 1 (Planned)	The first planned street	Required	Fiber, Coaxial Cable, Fixed Wireless, Other	String	40
Street 2 (Planned)	The second planned street	Optional	1. Fiber 2. Coaxial Cable 3. Fixed Wireless 4. Other	String	40
Street 1 (Actual)	The actual first street	Conditional	n/a	String	40
Street 2 (Actual)	The actual second street	Optional	n/a	String	40
City (Planned)	The planned city	Required	n/a	String	40
City (Actual)	The actual city	Conditional	n/a	String	40
State (Planned)	The planned state	Required	n/a	Picklist	2
State (Actual)	The actual state	Conditional	All 50 States and U.S. territories	Picklist	n/a
Zip Code (Planned)	The planned zip code	Required	n/a	Number	5
Zip Code (Actual)	The actual zip code	Conditional	n/a	Number	5
Same Address	The actual address	Conditional	Yes No	Picklist	n/a
Laptops (Planned)	Please enter the number of laptops planned for purchase. (Max length - 10 Characters)	Required	n/a	Number	10
Laptops (Actual)	The actual number of laptops	Conditional	n/a	Number	10
Laptops Expenditure (Planned)	The planned expenditure for laptops	Required	n/a	Number	10
Laptops Expenditure (Actual)	The actual expenditure for laptops	Conditional	n/a	Number	10

Field Name	Definition	Required/ Optional / Conditional	List Values	Data Type	Max Length
Tablets (Planned)	The planned number of tablets	Required	n/a	Number	10
Tablets (Actual)	The actual number of tablets	Conditional	n/a	Number	10
Tablets Expenditure (Planned)	The planned expenditure for tablets	Required	n/a	Number	10
Tablets Expenditure (Actual)	The actual expenditure for tablets	Conditional	n/a	Number	10
Desktop Computers (Planned)	The planned number of desktop computers	Required	n/a	Number	10
Desktop Computers (Actual)	The actual number of desktop computers	Conditional	n/a	Number	10
Desktop Computers Expenditure (Planned)	The planned expenditure for desktop computers	Required	n/a	Number	10
Desktop Computers Expenditure (Actual)	The actual expenditure for desktop computers	Conditional	n/a	Number	10
Public WiFi (Planned)	The number of WiFi equipment planned for purchase	Required	n/a	Number	10
Public WiFi (Actual)	The number of WiFi equipment actually purchased	Conditional	n/a	Number	10
Public WiFi Expend. (Planned)	The planned expenditure for WiFi equipment	Required	n/a	Number	10
Public WiFi Expend. (Actual)	The actual expenditure for WiFi equipment	Conditional	n/a	Number	10
Other Devices (Planned)	The number of other devices planned for purchase	Required	n/a	Number	10
Other Devices (Actual)	The number of other devices actually purchased	Conditional	n/a	Currenc y	10
Other Expend. (Planned)	The planned expenditure for other devices	Required	n/a	Number	10
Other Expend. (Actual)	The actual expenditure for other devices	Conditional	n/a	Currenc y	10
Explanation of Other Expend.	Explanation of other expenditures	Conditional	n/a	Text	3000
Number of Users (Planned)	The planned total number of individuals using devices	Required	n/a	Number	10
Number of Users (Actual)	The planned total number of individuals using devices	Conditional	n/a	Number	10
Brief Narrative (Planned)	The planned number and types of digital literacy trainings and other support services provided to enable use of the devices, including the number of individuals who attend or make use of the trainings and support services	Required	n/a	String	3000

Field Name	Definition	Required/ Optional / Conditional	List Values	Data Type	Max Length
Brief Narrative (Actual)	Provide a brief narrative explaining the number and types of digital literacy trainings and other support services provided to enable use of the devices, including the number of individuals who attend or make use of the trainings and support services.	Conditional	n/a	String	3000
Measurement of Effectiveness?	The measurement of the Project's effectiveness and impact through data collection, such as surveys.	Required	Yes No	Picklist	n/a

d) 1C Multi-Purpose Community Facility Template

Field Name	Definition	Required / Optional / Conditional	List Values	Data Type	Max Length
Street 1 (Planned)	The planned first street	Required	n/a	Text	40
Street 2 (Planned)	The planned second street	Optional	n/a	Text	40
Street 1 (Actual)	The actual first street	Conditional	n/a	Text	40
Street 2 (Actual)	The actual second street	Optional	n/a	Text	40
City (Planned)	The planned city	Required	n/a	Text	40
City (Actual)	The actual city	Conditional	n/a	Text	40
State (Planned)	The planned state	Required	All 50 States and U.S. territories	Picklist	n/a
State (Actual)	The actual state	Conditional	All 50 States and U.S. territories	Picklist	n/a
Zip Code (Planned)	The planned zip code	Required	n/a	Number	5
Zip Code (Actual)	The actual zip code	Conditional	n/a	Number	5
Same Address	Confirmation that the actual address the same as the planned address	Conditional	Yes No	Picklist	n/a
Type of Investment	The type of investment	Required	New Construction, Renovation	Picklist	n/a
Classrooms (Planned)	The planned type of capital asset and number of features	Required	n/a	Number	10
Classrooms (Actual)	The actual type of capital asset and number of classroom features	Conditional	n/a	Number	10
Computer labs (Planned)	The planned type of capital asset and number of computer lab features - Computer lab	Required	n/a	Number	10
Computer labs (Actual)	The actual type of capital asset and number of computer lab features	Conditional	n/a	Number	10
Multi-purpose Spaces (Planned)	The planned type of capital asset and number of multi-purpose features	Required	n/a	Number	10

Field Name	Definition	Required / Optional / Conditional	List Values	Data Type	Max Length
Multi-purpose Spaces (Actual)	The actual type of capital asset and number of multi-purpose features	Conditional	n/a	Number	10
Telemedicine Rooms (Planned)	The planned type of capital asset and number of telemedicine features	Required	n/a	Number	10
Telemedicine Rooms (Actual)	The actual type of capital asset and number of telemedicine room features	Conditional	n/a	Number	10
Other Capital Assets (Planned)	The planned type of capital asset and number of other features	Required	n/a	Number	10
Other Capital Assets (Actual)	The actual type of capital asset and number of other features	Conditional	n/a	Number	10
Total square footage (Planned)	Planned total square footage funded by CPF dollars	Required	n/a	Number	10
Total square footage (Actual)	Actual total square footage funded by CPF dollars	Conditional	n/a	Number	10
Total Number of Users (Actual)	Actual number of individuals utilizing the capital assets	Conditional	n/a	Number	10
Access to Public Transit	Does the Multi-Purpose Community Facility have proximate access to public transportation opportunities	Conditional	Yes No	Picklist	n/a

e) Subrecipient Template

Field Name	Definition	Required / Optional / Conditional	List Values	Data Type	Max Length
Subrecipient Name	Subrecipient name	Required	n/a	Text	80
Subrecipient Tax ID Number (TIN)	The EIN number of this subrecipient	Required	n/a	Number	9
Unique Entity Identifier (UEI)	The UEI of this subrecipient	Required	n/a	Number	12
POC Name	Name for the point of contact for this subrecipient.	Required	n/a	Text	80
POC Phone Number	Phone number for the point of contact for this subrecipient.	Required	n/a	Number	10
POC Email Address	Email address for the point of contact for this subrecipient.	Required	n/a	Text	80
Zip5	The zip code for this subrecipient	Required	n/a	Number	5
Zip4	The zip+4 for this subrecipient	Optional	n/a	Number	4
Address Line 1	The street address for the subrecipient	Required	n/a	String	40
Address Line 2	Additional address information	Optional	n/a	String	40
Address Line 3	Additional address information	Optional	n/a	Text	40
City	The city of this subrecipient	Required	n/a	String	100
State Abbreviated	The standard two letter abbreviation for the	Required	Two-letter abbreviation	Picklist	2

Field Name	Definition	Required / Optional / Conditional	List Values	Data Type	Max Length
	state/territory of this subrecipient.				

f) Subaward Template

Field Name	Definition	Required / Optional / Conditional	List Values	Data Type	Max Length
Project Name	Name assigned to project by recipient	Required	n/a	Text	3000
Subrecipient Name	Subrecipient name assigned to project by recipient	Required	n/a	Text	3000
Subaward Number	Subaward number assigned to this subaward	Required	Private, Public Private, Partnership, Municipal Government, Tribal Government, Non-profit, Cooperative, Other	Number	16
Subaward Date	The date of the subaward	Required	n/a	Date	8
Total Award Amount	The total award amount for this subaward	Required	n/a	Currenc y	16
Period of Performance Start	The period of performance start date of the subaward	Required	n/a	Date	8
Period of Performance End	The period of performance end	Required	n/a	Date	8

Appendix C – CPF 1A – Broadband Infrastructure Location Data Template

The downloadable template covers fields related to broadband infrastructure project location.

Field Name	Definition	Required / Optional / Conditional	List Values	Data Type	Max Length
Project Name	Name of the project	Required	n/a	Text	100
Identification Number	Identification number assigned to project by recipient	Required	n/a	Text	20
Fabric ID Number	Site specific fabric identification number from the FCC broadband funded locations map that corresponds with the location in the field provided	Required	n/a	Text	20
Location Latitude	Latitude data for the location to which service is installed	Required	n/a	Number	20
Location Longitude	Longitude data for the location to which service is installed	Required	n/a	Number	20
Technology Type at Location	Type of technology at location	Required	Fiber, Coaxial Cable, Fixed Wireless, Other	Picklist	n/a
If Other, Specify	Explanation of Other type of technology (Planned)	Conditional	n/a	Number	20
Location Type	Type of location	Required	Residential; Business; Community Anchor Institution	Picklist	n/a
Housing Units at Location	Number of housing units at residential locations	Required	n/a	Number	20
Speed Pre-Investment	Internet speed prior to CPF investment	Required	Below 25/3 Mbps; 25/3 Mbps or greater but less than 100/20 Mbps	Picklist	n/a
Maximum Download Speed Offered at Location Post-Investment	Maximum download speed offered/advertised at this location post CPF investment	Required	n/a	Text	20
Maximum Download Speed Delivered at Location Post-Investment	Maximum Download Speed Delivered at Location Post-Investment	Required	n/a	Text	20
Maximum Upload Speed Offered at Location Post-Investment	Maximum upload speed offered at location Post Investment	Required	n/a	Text	20
Maximum Upload Speed Delivered at Location Post-Investment	Maximum upload speed delivered at location post-investment	Required	n/a	Text	20
Latency Delivered at Location Post-Investment	Latency delivered at location post-investment	Required	n/a	Text	20

Appendix D – Frequently Asked Questions (FAQs)

3) Can records be edited or updated after submission? How do I report changes?

Users can reopen and provide edits to their submitted Project and Expenditure Reports any time before the reporting deadline. Users will then be required to re-certify and submit the report to properly reflect any edits made.

4) How can users correct or edit pre-populated information or project information in the portal?

Please email CapitalProjectsFund@treasury.gov and explain the necessary edits.

5) Who is authorized to designate the Account Administrator, Communications Only, the Point of Contact for Reporting, Point of Contact for Submission, and the Authorized Representative for Reporting for my organization's CPF's award?

Treasury requests that each CPF recipient follow its own decision-making procedures in making the five designations for each award.

6) What is the deadline for making the designation?

Treasury requests that recipients make designations as soon as possible to enable the recipient to submit required reports.

7) What are the responsibilities for each of the five designated roles?

The required roles are as follows:

- **Account Administrator** serves in the administrative role of maintaining the names of individuals who have been designated for roles in the portal. The Account Administrator is responsible for using the portal to provide the names of individuals designated as the CPF Point of Contact for Reporting, CPF Point of Contact for Submission and the CPF Authorized Representative. The Account Administrator is responsible for making any changes or updates to these designees over the award period. Finally, the Account Administrator is able to review and provide information for reports, but they are not able to submit a report (as noted below, the Authorized Representative is the only designee with authority to submit a report). Treasury recommends that the Account Administrator identify an additional individual to serve as the Account Administrator to provide continuity in the event of staff changes, vacations, or other scenarios.
- **Communications Only** are individuals representing or related to program participants who do not need access to submissions or reports in the portal but do need to receive program communications. For example, a higher-level manager or executive overseeing a recipient's implementation of one or more particular CARES/ARP programs may neither need nor want access to the portal but does need to have a Contact record in Salesforce, does need to be affiliated with certain CARES/ARP program(s), and does need to receive certain program communications.

- **Point of Contact for Reporting** acts as primary contact for receiving official Treasury notifications about CPF reporting including alerts about upcoming reporting, requirements, and deadlines. The Point of Contact for Reporting is responsible for completing the CPF reports, but the portal will not allow them to certify and submit the reports. More than one individual may be designated as a Point of Contact for Reporting.
- **Point of Contact for Submission** can see and edit all records related to submission (application, grant/program plan(s), admin fund changes, payment requests), but the portal will not allow them to certify and submit reports in the system. More than one individual may be designated as a Point of Contact for Submission.
- **Authorized Representative** is responsible for certifying and submitting official reports on behalf of the CPF recipient. Treasury will accept reports or other official communications only when submitted by the Authorized Representative. The Authorized Representative is also responsible for communications with Treasury on such matters as extension requests and amendments of previously submitted reports. The official reports may include special reports, monthly reports, quarterly reports, interim reports, and final reports. The Authorized Representative can see/edit/submit all reports, for both submission and reporting.

8) May one individual be designated for multiple roles?

Yes, an individual may be designated for multiple roles. For example, the individual designated as the Account Administrator can also be designated as the Authorized Representative for Reporting or Point of Contact for Reporting. It is also acceptable to designate one individual for all five roles though Treasury recommends at least two individuals be assigned the account administrator role, where practicable.

9) May user designations change from time to time?

Yes, the Account Administrator is able to make changes and updates to the list of designated individuals whenever needed.

10) Must each of the designated individuals register for using portal?

Yes, anyone designated for any of the roles must register with ID.me or Login.gov before they will be given access to the portal. Please contact CapitalProjectsFund@treasury.gov for more information and guidance on registering with ID.me or Login.gov. If the individual has already registered with ID.me, they do not have to register with Login.gov to access reports.

Revision Log

Version	Date Published	Summary of changes
1	10/06/2022	Initial Release

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