QUARTERLY PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS

General Information		
1. Federal Agency and Organizational Element to Which Report is Submitted Department of Commerce, National Telecommunications and Information Administration	**2. Award Identification Number** 25-42-B10503	**3. DUNS Number** 073799215

4. Recipient Organization

Cambridge Housing Authority 675 Massachusetts Ave, Cambridge, MA 02139

5. Current Reporting Period End Date (MM/DD/YYYY) 12-31-2011	**6. Is this the last Report of the Award Period?** ◯ Yes ⦿ No

7. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

7a. Typed or Printed Name and Title of Certifying Official Steven Swanger Director of Resident Services	**7c. Telephone (area code, number and extension)** (617) 520-6246
	7d. Email Address sswanger@cambridge-housing.org
7b. Signature of Certifying Official Submitted Electronically	**7e. Date Report Submitted (MM/DD/YYYY):** 02-06-2012

Project Indicators (This Quarter)

1. Please describe significant project accomplishments completed during this quarter (600 words or less).

Strictly Computers classes were conducted throughout the quarter, as planned, and Open Labs continued throughout the quarter, as well. Gateways classes, the Pathways program and The Work Force also continued as planned. In addition, through changes in the budget (below the 10% threshold requirement for formal approval) we were able to increase Gateways participants' time spent in the labs. In addition, using a relatively small amount of BTOP funding as a match, we were able to leverage additional funding from the School District and the housing authority to open a new Work Force site -- including a computer lab -- within the local high school. As a result, we were able to establish an unanticipated fourth computer center for use by Work Force participants, who are included in the usage numbers in this report. Recruitment for the new site occurred during the last quarter and we were had no difficulty achieving full enrollment by October. Additionally, flyers regarding all program opportunities were mailed to 4,600 CHA households.

2. Please provide the percent complete for the following key milestones in your project. Write "0" in the Percent Complete column and "N/A" in the Narrative column if your project does not include this activity. If you provided additional milestones in your baseline report, please insert them at the bottom of the table. Figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please provide a narrative description if the percent complete is different from the target provided in your baseline plan (300 words or less).

	Milestone	Percent Complete	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
2.a.	Overall Project	60	On schedule
2.b.	Equipment / Supply Purchases	-	Progress reported in Question 4 below
2.c.	Public Computer Centers Established	-	Progress reported in Question 4 below
2.d.	Public Computer Centers Improved	-	Progress reported in Question 4 below
2.e.	New Workstations Installed	-	Progress reported in Question 4 below
2.f.	Existing Workstations Upgraded	-	Progress reported in Question 4 below
2.g.	Outreach Activities	-	Progress reported in Question 4 below
2.h.	Training Programs	-	Progress reported in Question 4 below
2.i.	Other (please specify):	-	Progress reported in Question 4 below

3. Please describe any challenges or issues faced during this past quarter in achieving planned progress against the project milestones listed above. In particular, please identify any areas or issues where technical assistance from the BTOP program may be useful (600 words or less).

There were no real challenges during this quarter, although establishment of The Work Force site and its new computer lab at the local high school took an enormous effort. The school district has been highly cooperative in ensuring that the new lab is integrated with the school department's network (with appropriate firewalls and security measures, of course). We also spent time this quarter revising the BTOP budget to accommodate the shorter-than-anticipated funding period described in our last report.

4. Please provide actual total numbers to date or typical averages for the following key indicators, as specified in the question. Write "0" in the Total column and "N/A" in the Narrative column if your project does not include this activity. Unless otherwise indicated below, figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please provide a narrative explanation if the total is different from the target provided in your baseline plan (300 words or less).

	Indicator	Total	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
4.a.	New workstations installed and available to the public	46	On schedule
4.b.	Average users per week (NOT cumulative)	123	On schedule
4.c.	Number of PCCs with upgraded broadband connectivity	2	On schedule
4.d.	Number of PCCs with new broadband wireless connectivity	1	On schedule
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	4,132	On schedule

5. Training Programs. In the chart below, please describe the training programs provided at each of your BTOP-funded PCCs.

Name of Training Program	Length of Program (per hour basis)	Number of Participants per Program	Number of Training Hours per Program
Strictly Computers (Windsor AM)	44	20	880
Strictly Computers (Windsor PM)	44	20	880
Strictly Computers (JP)	30	15	450
Gateways ESOL	41	90	3,690
Parents ROCK/Pathways	29	58	1,682

Add Training Program   Remove Training Program

Project Indicators (Next Quarter)

1. Please describe significant project accomplishments planned for completion during the next quarter (600 words or less).

With the program fully operational, Quarter 4 will be, essentially, business as usual. "Strictly Computers" , Open Labs, Gateways ESOL, The Work Force and Parents ROCK/Pathways will operate at capacity throughout the quarter. Monthly meetings among all partners will be conducted.

2. Please provide the percent complete anticipated for the following key milestones in your project as of the end of the next quarter. Write "0" in the second column if your project does not include this activity. Figures should be reported cumulatively from award inception to the end of the next reporting quarter. Please provide a narrative description if the planned percent complete is different from the target provided in your baseline plan (300 words or less).

	Milestone	**Planned Percent Complete**	**Narrative (describe reasons for any variance from baseline plan or any relevant information)**
2.a.	**Overall Project**	68	On schedule
2.b.	**Equipment / Supply Purchases**	-	Milestone Data Not Required
2.c.	**Public Computer Centers Established**	-	Milestone Data Not Required
2.d.	**Public Computer Centers Improved**	-	Milestone Data Not Required
2.e.	**New Workstations Installed**	-	Milestone Data Not Required
2.f.	**Existing Workstations Upgraded**	-	Milestone Data Not Required
2.g.	**Outreach Activities**	-	Milestone Data Not Required
2.h.	**Training Programs**	-	Milestone Data Not Required
2.i.	**Other (please specify):**	-	Milestone Data Not Required

3. Please describe any challenges or issues anticipated during the next quarter that may impact planned progress against the project milestones listed above. In particular, please identify any areas or issues where technical assistance from the BTOP program may be useful (600 words or less).

The next quarter should see business as usual. No particular challenges or issues are anticipated.

Public Computer Center Budget Execution Details

Activity Based Expenditures (Public Computer Centers)

1. Please provide details below on your total budget, cumulative actual expenditures (for the period ending the current quarter), and cumulative anticipated expenditures (for the period ending next quarter) for each line item, including detailed disbursements of both matching funds and federal funds from project inception through end of this quarter (actual) or next quarter (anticipated). Actual and anticipated figures should be reported cumulatively from award inception to the end of the applicable reporting quarter.

Cost Classification	Budget for Entire Project			Actuals from Project Inception through End of Current Reporting Period			Anticipated Actuals from Project Inception through End of Next Reporting Period		
	Total Cost (plan)	Matching Funds (plan)	Federal Funds (plan)	Total Cost	Matching Funds	Federal Funds	Total Costs	Matching Funds	Federal Funds
a. Personnel	$386,320	$54,325	$331,995	$211,188	$54,700	$156,488	$251,238	$54,700	$196,538
b. Fringe Benefits	$65,247	$0	$65,247	$34,513	$0	$34,513	$46,796	$0	$46,796
c. Travel	$0	$0	$0	$0	$0	$0	$0	$0	$0
d. Equipment	$57,100	$0	$57,100	$53,275	$0	$53,275	$56,275	$0	$56,275
e. Supplies	$41,380	$38,516	$2,864	$27,772	$26,224	$1,548	$33,212	$31,224	$1,988
f. Contractual	$417,749	$176,031	$241,718	$245,744	$140,681	$105,063	$296,890	$170,681	$126,209
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Other	$272,272	$272,272	$0	$168,168	$168,168	$0	$192,192	$192,192	$0
i. Total Direct Charges (sum of a through h)	$1,240,068	$541,144	$698,924	$740,660	$389,773	$350,887	$876,603	$448,797	$427,806
j. Indirect Charges									
k. TOTALS (sum of i and j)	$1,240,068	$541,144	$698,924	$740,660	$389,773	$350,887	$876,603	$448,797	$427,806

2. Program Income: Please provide the program income you listed in your application budget and actuals to date through the end of the reporting period.

a. Application Budget Program Income: $0	b. Program Income to Date: $0