

RECIPIENT NAME:NEW YORK, CITY OF

AWARD NUMBER: 36-43-B10565

DATE: 10/22/2013

OMB CONTROL NUMBER: 0660-0037

EXPIRATION DATE: 6/30/2015

### QUARTERLY PERFORMANCE PROGRESS REPORT FOR SUSTAINABLE BROADBAND ADOPTION

#### General Information

<b>1. Federal Agency and Organizational Element to Which Report is Submitted</b> Department of Commerce, National Telecommunications and Information Administration	<b>2. Award Identification Number</b> 36-43-B10565	<b>3. DUNS Number</b> 884226288
<b>4. Recipient Organization</b>  NEW YORK, CITY OF 75 PARK PL, NEW YORK, NY 10007-2549		
<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b> 09-30-2013	<b>6. Is this the last Report of the Award Period?</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>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.</b>		
<b>7a. Typed or Printed Name and Title of Certifying Official</b>  Leonie Gordon	<b>7c. Telephone (area code, number and extension)</b>	
	<b>7d. Email Address</b>  legordon@doitt.nyc.gov	
<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  10-22-2013	

**Project Indicators (This Quarter)**

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

During the quarter, the New York City Department of Information Technology and Telecommunications:

- Continued to utilize administrative structures and processes to track programmatic and financial activity as well as provide oversight / support to the NYC Connected Foundations program.
- Worked with the New York City Department of Education (DOE) on the monitoring of grant compliance.
- Collaborated with DOE on the development of survey for distribution among CL program school administrators and teachers to evaluate program performance, outline best practices, and inform future policies and programs.

During the quarter, the New York City Department of Education (DOE):

- Concluded program implementation activity operations for the Connected Foundations program. In partnership with CFY, the program delivered netbook computers and offered opportunity to sign up for discounted broadband to 59 students, bringing the total number of computers distributed to 5,160. Also, the DOE program team trained 19 teachers who will join returning teachers at 26 schools across the City in offering Connected Foundations courses in fall 2013.

**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 reasons for any variance from baseline plan or any other relevant information)
2.a.	Overall Project	97	Expenditures lagged behind projected Baseline Plan by 3% (Baseline is 100%). The City uses a reimbursement payment method and reports on a cash basis, only after payments have been made.
2.b.	Equipment / Supply Purchases	-	Progress reported in Question 4 below
2.c.	Awareness Campaigns	-	Progress reported in Question 4 below
2.d.	Outreach Activities	-	Progress reported in Question 4 below
2.e.	Training Programs	-	Progress reported in Question 4 below
2.f.	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).**

Expenditures increased during the reporting quarter however, we were unable to fully report on all expenses due to prior contracting delays that impacted program roll-out schedule at the onset of the grant.

**4a. In the chart below, please provide the requested information on your BTOP grant-funded SBA activities. Please also provide a short description of the activity (600 words or less). Figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please ensure that the numbers of new household subscribers and business or community anchor institution (CAI) subscribers reflected in the "Total" row represent the unduplicated number of new subscribers that can be attributed to your SBA project as a whole.**

Name of the SBA Activity	Location of SBA Activity	Description of Activity (600 words or less)	Size of Target Audience	Actual Number of Participants	New Subscribers: Households	New Subscribers: Businesses and/or CAIs
DIG/IT Expos/ Computer Distribution	Frederick Douglass Academy III	DIG/IT Expos which includes the provision of net-books, training, surveys, contract completion and initiation of discount broadband enrollment by families.	11,623	7,440	2,219	0

Name of the SBA Activity	Location of SBA Activity	Description of Activity (600 words or less)	Size of Target Audience	Actual Number of Participants	New Subscribers: Households	New Subscribers: Businesses and/or CAIs
<b>Total:</b>			11,623	7,440	2,219	0

**4b. Please describe your method for determining the number of households, businesses, and/or (CAIs) subscribing to broadband as a result of your SBA programs (600 words or less).**

Our measurement methodology involves estimating both (A) "New Subscribers" by families who had not adopted broadband upon program initiation and (B) "Net Subscribers" by families who had broadband adoption upon program initiation and were retained on broadband as a result of the program.

We will measure New Subscribers who did not have residential broadband before the Connected Foundations program and who subsequently signed up after the student participated in the Digital Literacies course. CFY generates a unique CFY ID for every student served. This CFY ID is used during the family registration and pre-survey process and is also permanently affixed to the free computer. At the DIG/IT Expo, CFY gathers basic information for every CFY ID, ID where the student assents to their participation, including technology adoption status and phone numbers, and follows up with Expo participants approximately three months later, via phone, to determine whether they have subscribed to broadband services.

To estimate Net Subscribers, CFY conducts phone surveys (approximately one year after the DIG/IT Expo) of families who were broadband subscribers (and assented to survey participation) at the time of the workshop. This data, compared to typical broadband retention rates of low-income families, is used to determine the number of families who have become Net Adopters.

**4c. Please provide a narrative explanation if the total number of new subscribers is different from the targets provided in your baseline plan (600 words or less).**

The total number of new subscribers of 2,219 is less than our projected baseline report amount of 3,304 because 1) we have found that families were adopting broadband at a higher rate than expected prior to enrolling in the program, and 2) the actual number of families being served as of the end of the quarter is lower than projected. To date, we have found that 51% of families already subscribe to broadband at home, whereas we projected only 45% would be subscribers. In addition, based on post-Expo sampling surveys of families via CFY, it is estimated that 88% of families who were non-broadband subscribers at the time of the Expos have subscribed to broadband.

**4d. Please provide the number of households and the number of businesses and CAIs receiving discounted broadband service as result of BTOP funds.**

<b>Households:</b> 140	<b>Businesses and CAIs :</b> 0
------------------------	--------------------------------

**Project Indicators (Next Quarter)**

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

In the next quarter, DoITT plans to:

- Continue to utilize administrative structures and processes to monitor grant compliance and financial activity.
- Collaborate with DOE and program partners to review remaining program requirements and expenditures through end of grant.
- Work with DOE and partners on closing out the NYC Connected Foundations grant.
- Begin survey implementation to program school administrators and teachers.

The Department of Education:

- The DOE will work with partners to finalize all NYC Connected Foundation grant closeout requirement as well as reconcile expenditures across partners to ensure the program is fully expended.
- Complete program evaluation requirement for submission to DoITT.

**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. 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 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	Percent Complete	Narrative (describe reasons for any variance from baseline plan or any other relevant information)
2.a.	Overall Project	99	Expenditure lags behind projection in Baseline Plan by 1%.
2.b.	Equipment Purchases	-	Milestone Data Not Required
2.c.	Awareness Campaigns	-	Milestone Data Not Required
2.d.	Outreach Activities	-	Milestone Data Not Required
2.e.	Training Programs	-	Milestone Data Not Required
2.f.	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).**

DoITT anticipates no challenges or issues during the next quarter that may impact planned project against the projected milestones.

**Sustainable Broadband Adoption Budget Execution Details**

**Activity Based Expenditures (Sustainable Broadband Adoption)**

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.

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		
Cost Classification	Total Cost (plan)	Matching Funds (plan)	Federal Funds (plan)	Total Cost	Matching Funds	Federal Funds	Total Costs	Matching Funds	Federal Funds
a. Personnel	\$112,911	\$31,310	\$81,601	\$75,065	\$31,310	\$43,755	\$93,660	\$31,310	\$62,350
b. Fringe Benefits	\$51,938	\$14,402	\$37,536	\$35,032	\$14,402	\$20,630	\$44,520	\$14,402	\$30,118
c. Travel	\$331	\$0	\$331	\$360	\$0	\$360	\$360	\$0	\$360
d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
e. Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
f. Contractual	\$135,584	\$0	\$135,584	\$105,192	\$0	\$105,192	\$130,053	\$0	\$130,053
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$8,160,748	\$2,453,676	\$5,707,072	\$8,028,744	\$2,389,339	\$5,639,405	\$8,160,749	\$2,453,676	\$5,707,073
i. Total Direct Charges (sum of a through h)	\$8,461,512	\$2,499,388	\$5,962,124	\$8,244,393	\$2,435,051	\$5,809,342	\$8,429,342	\$2,499,388	\$5,929,954
j. Indirect Charges									
k. TOTALS (sum of i and j)	\$8,461,512	\$2,499,388	\$5,962,124	\$8,244,393	\$2,435,051	\$5,809,342	\$8,429,342	\$2,499,388	\$5,929,954

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
---	--------------------------------