

QUARTERLY PERFORMANCE PROGRESS REPORT FOR SUSTAINABLE BROADBAND ADOPTION

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 41-43-B10593	3. DUNS Number 052226800
4. Recipient Organization PORTLAND STATE UNIVERSITY 1633 SW Park Avenue, PORTLAND, OR 97201-3218		
5. Current Reporting Period End Date (MM/DD/YYYY) 09-30-2011	6. Is this the last Report of the Award Period? <div style="text-align: center;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </div>	
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 Stephen Reder University Professor	7c. Telephone (area code, number and extension) (503) 725-3999	7d. Email Address reders@pdx.edu
7b. Signature of Certifying Official Submitted Electronically	7e. Date Report Submitted (MM/DD/YYYY): 10-31-2011	

Project Indicators (This Quarter)

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

During Q3 of 2011, our project was focused on building capacity for service delivery, collecting feedback on our learning plan content, further developing our Career Pathways learning plans, finalizing and deploying our broadband adoption follow up survey and developing training material for new software features.

Our six service delivery sub recipients focused on outreach to our target populations, outreach to potential tutors, tutor training & service delivery to the target population. Over one hundred digital literacy tutors have been recruited and trained by the end of Q3 2011. These tutors volunteered a total time of over 3500 hours during Q3 2011. Accounts were created for roughly 1000 eligible members of our target populations. 625 of these learners completed at least one learning plan & more than 60 learners were able to complete all 11 learning plans. Our partners also identified new computer labs, further expanding the capacity of the project.

Portland State University staff distributed feedback forms to our sites, in order to collect input for an updated version of our learning plans. This feedback was compiled, analyzed & discussed in partnership with the learning plan developers. The plan developers will revise the learning plans & release a version "2.0" in the first half of Q4 2011. PSU staff also finalized and deployed the first in a series of follow up surveys. These surveys will periodically be distributed to learners in order to determine the rate of broadband adoption following participation in the Learner Web Digital Literacy Partnership. Surveys were distributed to nearly 1000 learners via email. Learning plan developers also finalized designs for and built our series of "On Ramps to Career Pathways" learning plans. This work included designing story boards, reviewing the drafts with site coordinators, field testing with volunteers from our target audience. Improvements & revisions were made throughout this process. Learning plan developers also designed training material to support the release of the Career Pathways plans. These materials will be incorporated into the tutor training before the Career Pathways plans are released in Q4 2011.

Portland State University staff also worked with our learning plan developers to create training material to accompany new software features. These feature and the accompanying training materials were deployed to our tutors in Q3 2011.

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	24	N/A
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).

N/A

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

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
Digital literacy & broadband consumer education training	Central Texas	Volunteer tutors are recruited and trained to use the Learner Web software, BTOP content & to be effective tutors to adult learners. Learners are recruited and referred to our participating computer labs, where their eligibility and digital literacy skills are assessed. Eligible learners work through a series of customized (by location, ability & language) Learning Plans which deliver training in 11 targeted subjects. Learning Plan content ranges from basic computer skills to email to strategies for being an informed consumer of broadband internet subscriptions. Tutors are available throughout the learners work to support work, complement content and encourage perseverance.	2,400	84	0	0
Digital literacy & broadband consumer education training	New Orleans, LA	Same as above.	4,988	287	2	0
Digital literacy & broadband consumer education training	New York	Same as above.	6,400	106	0	0
Digital literacy & broadband consumer education training	Minnesota	Same as above.	4,000	65	0	0
Digital literacy & broadband consumer education training	Richmond, CA	Same as above.	4,000	182	8	0
Digital literacy & broadband consumer education training	South Texas	Learners are recruited and referred to our participating computer labs, where their eligibility and digital literacy skills are assessed. Eligible learners work through a series of customized (by location, ability & language) Learning Plans which deliver training in 11 targeted subjects. Learning Plan content ranges from basic computer skills to email to strategies for being an informed consumer of broadband internet subscriptions. Paid tutors are available throughout the learners work to support work, complement content and encourage perseverance.	1,750	310	3	0
Total:			23,538	1,034	13	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).

A survey was distributed via email to all of our participants. Participants were asked a few questions about their internet use, including whether or not they have subscribed to broadband since taking part in the Learner Web Digital Literacy BTOP Partnership.

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 lower numbers of subscribers may reflect the very low rate of response to the survey rather than a low rate of adoption among participants. We are working with our partners to increase the rate of response in future surveys and expect that our number of reported new subscribers will substantially increase as we improve the response rate.

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

Households: 0

Businesses and CAIs : 0

Project Indicators (Next Quarter)

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

Early in the next quarter we will release our set of four Introduction to Career Pathways learning plans. We are also going to release a revised set of Digital Literacy and Broadband Consumer Education Plans, which have been revised from version one to incorporate the feedback collected during the previous quarter. We will have the third National Leadership Team Meeting on October 19th and 20th. Our subrecipients will be reporting on the first 6 months of service delivery. Our goal is to share success stories, challenges and best practices. Our subrecipients will continue to expand and increase capacity during the next quarter.

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	34	N/A
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).

N/A

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	\$586,016	\$193,188	\$392,828	\$236,118	\$71,783	\$164,335	\$299,143	\$96,189	\$202,954
b. Fringe Benefits	\$243,868	\$64,077	\$179,791	\$83,355	\$26,682	\$56,673	\$105,745	\$35,754	\$69,991
c. Travel	\$11,197	\$0	\$11,197	\$8,888	\$0	\$8,888	\$10,977	\$0	\$10,977
d. Equipment	\$23,446	\$3,095	\$20,351	\$18,719	\$0	\$18,719	\$23,118	\$0	\$23,118
e. Supplies	\$4,400	\$0	\$4,400	\$465	\$0	\$465	\$575	\$0	\$575
f. Contractual	\$4,369,486	\$2,085,873	\$2,283,613	\$762,780	\$355,916	\$406,864	\$1,199,292	\$516,927	\$682,364
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$82,148	\$30,000	\$52,148	\$49,879	\$13,060	\$36,819	\$62,971	\$17,500	\$45,471
i. Total Direct Charges (sum of a through h)	\$5,320,561	\$2,376,233	\$2,944,328	\$1,160,204	\$467,441	\$692,763	\$1,701,821	\$666,370	\$1,035,450
j. Indirect Charges	\$492,166	\$118,463	\$373,703	\$224,460	\$44,802	\$179,658	\$258,129	\$51,522	\$206,606
k. TOTALS (sum of i and j)	\$5,812,727	\$2,494,696	\$3,318,031	\$1,384,664	\$512,243	\$872,421	\$1,959,950	\$717,892	\$1,242,056

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
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Empty space for additional details or comments.