

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 12-43-B10543	3. DUNS Number 073245193
4. Recipient Organization TALLAHASSEE, CITY OF (INC) 300 S ADAMS ST, TALLAHASSEE, FL 323011721		
5. Current Reporting Period End Date (MM/DD/YYYY) 12-31-2010	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 Robert Bechtol Senior Management Analyst	7c. Telephone (area code, number and extension) 850-891-8053	7d. Email Address Robert.bechtol@talgov.com
7b. Signature of Certifying Official Submitted Electronically	7e. Date Report Submitted (MM/DD/YYYY): 01-28-2011	

Project Indicators (This Quarter)

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

The City of Tallahassee and its partners, Partners for Digital Equality and the Go Beyond Foundation have finalized budgets and plans for this grant. On December 8, 2010, the Tallahassee City Commission authorized the City Manager to enter into contractual arrangements with both partners. As of December 31, 2010, the contractual agreements have not been fully executed; however, progress is being made to get started. The City of Tallahassee and FAMU officials met several times to discuss leveraging the City's SBA grant and FAMU's PCC grant. One area that we can both work together is workforce development training. The City and its partners also conducted site visits throughout the targeted area to identify potential sites for outreach, awareness, computer location and computer training.

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	0	
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).

The main challenge has been getting the contracts with our partners completed. Due to the holidays, several weeks were lost, even though our elected body authorized the City Manager to enter into and execute agreements with our two partners, Partners for Digital Equality and Go Beyond Foundation on December 8, 2010. Actual contracts were delivered to our two partners on January 24, 2011 and January 26, 2011. However, our baseline plan did indicate that we would not get started until the third quarter.

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
N/A	Apalachee Ridge Technology Learning Center	No activity to date per baseline plan	0	0	0	0
Total:			0	0	0	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).

The City of Tallahassee and its partners, Partners for Digital Equality and Go Beyond Foundation, will work with Comcast and our community outreach specialist to create a tracking system to capture the number of new households and businesses that subscribe to broadband. The City of Tallahassee and its partners are in discussions with Comcast regarding discounted internet access for individuals and businesses in the unserved and underserved parts of the community. The City and its partners are in the process of advertising for a community outreach specialist, which will be tasked with following up with individuals that participate in our internet training sessions at Apalachee Ridge to determine if they have signed up for internet service.

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).

N/A

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
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Project Indicators (Next Quarter)

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

The City of Tallahassee and its partners, Partners for Digital Equality and Go Beyond Foundation, will execute contracts by the end of January. The three positions (grants manager, network administration and community outreach specialist) that will be created as a result of this grant will be filled. The City and its partners will begin training and refurbishing computers.

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	5	
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).

The City of Tallahassee and its partners face several challenges in the upcoming quarter. Since the City and its partners will execute contracts at the end of January, it is imperative that significant work be achieved in the remaining two months. This will include hiring the three positions generated by the grant, implementing the training programs at Apalachee Ridge and other sites in the unserved and underserved community, and begin the computer refurbishment process.

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	\$110,002	\$49,000	\$159,002	\$0	\$0	\$0	\$7,950	\$2,450	\$5,500
b. Fringe Benefits	\$30,801	\$5,000	\$35,801	\$0	\$0	\$0	\$1,790	\$250	\$1,540
c. Travel	\$19,912	\$0	\$19,912	\$0	\$0	\$0	\$3,000	\$0	\$3,000
d. Equipment	\$238,960	\$94,000	\$332,960	\$0	\$0	\$0	\$9,337	\$4,288	\$5,049
e. Supplies	\$0	\$18,640	\$18,640	\$0	\$0	\$0	\$0	\$0	\$0
f. Contractual	\$0	\$6,000	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$714,417	\$201,469	\$915,886	\$0	\$0	\$0	\$45,793	\$10,073	\$35,720
i. Total Direct Charges (sum of a through h)	\$1,114,092	\$374,109	\$1,488,201	\$0	\$0	\$0	\$67,870	\$17,061	\$50,809
j. Indirect Charges	\$97,928	\$32,884	\$130,812	\$0	\$0	\$0	\$13,080	\$3,288	\$9,792
k. TOTALS (sum of i and j)	\$1,212,020	\$406,993	\$1,619,013	\$0	\$0	\$0	\$80,950	\$20,349	\$60,601

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