QUARTERLY PERFORMANCE PROGRESS REPORT FOR SUSTAINABLE BROADBAND ADOPTION

General Information

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Award Identification Number	3. DUNS Number
Department of Commerce, National Telecommunications and Information Administration	42-43-B10571	077064095

4. Recipient Organization

Urban Affairs Coalition 1207 Chestnut Street Suite 700, Philadelphia, PA 19107-4101

5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the last Report of the Award Period?
12-31-2010	○ 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	7c. Telephone (area code, number and extension)
Arun PrabhaKaran	215-851-1774
	7d. Email Address APrabhakaran@UAC.org

7b. Signature of Certifying Official	7e. Date Report Submitted (MM/DD/YYYY):
Submitted Electronically	02-15-2011

Project Indicators (This Quarter)

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

Urban Affair Coalition (UAC): Hired Project Accountant and Project Administrative Assistant, completed search for Project Director, sent contracts containing Statements of Work to all sub-recipients for signature, finalized all sub-recipient budgets, evaluated and chose an online collaboration platform for use by UAC and all sub-recipients established guidelines and reporting processes for each sub-recipients and developed framework and methodology for data collection and evaluation, prepared for launch of Freedom Rings Partnership at January 17, 2011 MLK Day event, began development of individual and community needs assessments, began development of Partnership portal, began development of training curricula by developing a matrix for digital literacy skill sets to be taught and documented, developed master procurement list.

Philadelphia FIGHT (FIGHT): Extended offer to one training coordinator, provided one 2 hour workshop of FIGHT's special adoption curriculum on "Accessing Online Health Information" to 8 students for a total of 16 training hours, outreached to prospective sites hosting training courses.

National Comprehensive Center for Fathers (NCCF): Hired and trained staff, began participant recruitment process.

Youth Outreach Adolescent Community Awareness Program (YOACAP): Engaged in 132 hours of outreach in 44 outings to 12 sites in low-income neighborhoods, mailed surveys regarding interest in obtaining computer training, education and Internet access to 1500 people (32 surveys returned), also collected 125 surveys from community residents.

Media Mobilizing Project (MMP) finished a job search process, identifying 3 FTE's for this program. We also began program outreach, developing partnerships with youth, parents, and organizations serving low-income people to be a part of our broadband adoption trainings.

People's Emergency Center (PEC) started to meet with each of 20 sub-contractors to confirm participation and follow up assessments of needs.

Drexel University: The first TSSI/Drexel University laptop program training took place on December 21 and 30. Recruitment materials were developed, targeted toward members of the Philadelphia Housing Authority's Resident Advisory Board in order to raise awareness amongst this group of self selected leaders within the PHA community. Participants were trained on basic computer and broadband skills. The four participants who finished the course will receive their laptop during the first cohort graduation during the next quarter.

Job descriptions for Drexel Co-Op's were posted, students were interviewed and offers will be made in early January. Students will be hired for the Spring/Summer co-op cycle which runs from the end of March through mid September. Students are recruited for programs in a combination of areas including program coordination, public awareness, social media, public relations, portal development and community education.

Partnerships have been formed with Global Citizen which is the organization which runs the Greater Philadelphia Martin Luther King Day of Service. The Freedom Rings Partnership has been chosen as the signature site. This event has been chosen for the launch event for the Partnership.

New America Foundation (NAF): Among other deliverables, NAF has hired/assigned project managers and key staff, set guidelines and processes for data collection, established a research/evaluation team of academics and NAF researchers with sub-recipients' participation, and begun to design the initial reporting form for SBA sub-recipients

One Day at a Time (ODAAT): ODAAT hired two part-time assistants and a full time Project Director. Curriculum, procurement and project negotiation with UAC were well underway and all hardware/software orders were placed by December 31st. A First draft of a proposed curriculum was submitted just after the holidays to the training group. Also, by the end of the year we had already begun to distribute 'teaser' flyers about the upcoming Computer Community Learning Center classes at our support group meetings and public events.

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**	1	This is approximately on target with the baseline plan.

	Milestone	Percent Complete	Narrative (describe reasons for any variance from baseline plan or any other relevant information)
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).

NCCF: Contract delay and equipment procuremet delayed start-up. UAC: Finalizing contracts with sub-recipients took longer than anticipated, which resulted in delays in hiring and procurement.

PEC: Confirming interests and capacity of contractors agencies to be committed to SBA project. Some sub-contractors are no longer interested or responsive to being an SBA site. Hence, alternate sites were selected.

NAF: Besides waiting for the final signed contract, the only major challenge we faced was integrating new staff at NAF and at UAC into the reporting process and plans, and coming to a clear understanding of how to define terms that sub-recipients are meant to report on to measure their successes. We're looking forward to smoother processes in subsequent quarters.

ODAAT: The only significant unresolved matter was the contract delay. No minor hurdles were encountered.

FIGHT: Challenges at this time are related to our combined efforts with the Freedom Rings Public Computing Center grant. We cannot start training at full capacity until the public computing centers are installed and ready for classes. Although the PCC grant is going well, there are a few delays which have pushed back our timelines slightly and we don't anticipate that all PCCs will be installed until July or August 2011.

Additional challenges in implementing training include not having determined among the partners what will be necessary information to collect for reporting purposes when doing training. This makes it difficult to know what we should collect at this time when we are starting training and means there may be questions missed from groups that we have trained prior to this resolution.

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
Laptop Training Program (recruitment and training)	Philadelphia Housing Authority Computer Lab	The first cohort of the Drexel/TSSI laptop training program completed their training. Training sessions were held on December 21 and 30.	10	5	0	0
ODAAT Program Meetings	ODAAT Sites	Various program meetings for our 'consumers' and public were used to communicate the launch of ODAAT's participation in the Freedom Rings program and highlight the upcoming Community Computer Learning Center activities.	100	50	0	0
YOACAP	Philadelphia low-income neighborhoods	Street-level outreach survey and survey mailings	1,500	157	0	0
Training	2532 N Broad Street	2 hour workshop on Accessing Good Online Health Information. This workshop walks users through how to use the Internet to find health information and how to assess what is good information from advertisements and scams.	12	9	0	0
NCCF Recruitment			75	15	0	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
Total:			1,697	236	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).

N/A

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

Project Indicators (Next Quarter)

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

UAC: Will finalize all sub-recipient contracts, complete training sub-recipients regarding regulatory and financial compliance, continue to lead and manage the project by working closely with sub-recipients as they implement their project plans, help finalize data collection and reporting policies and procedures, continue to develop an effective Awareness campaign, ramp up program participant recruiting, enrollment and training at sub-recipients sites, select a vendor for the PHA laptop program, finalize required skill sets and documentation methodology for all participant training modules, conduct community and individual needs assessments,

MMP over the next quarter will: Train and orient project manager and key staff, Launch initial training classes, Hire additional staff and instructors, Train and orient additional staff and instructors, Create central media production training center with 15 workstations and 4 mobile training units, Provide 624 hours of content development training PEC: Finalize contracts with sub-contractor agencies. Start to hire part-time instructors for at least 4 sites and meet about 4000 training hour by end of March, 2011.

Drexel: The Freedom Rings Partnership will launch January 17, 2011. This launch will take place during the Greater Philadelphia Martin Luther King Day of Service program. The Freedom Rings Partnership has been selected to be the signature project for the regional Day of Service. On this day the awareness campaign will be launched through a variety of communication channels including print, social media, promotion, and sub-recipients. In addition, the Freedom Rings Partnership portal will launch on this day based on a preliminary short term needs assessment.

NAF: Amongst other deliverables, in the next quarter, OTI plans to build out the functionality of its data reporting tool -- permitting the initial collection of qualitative data (Twitter, YouTube, press clippings) as well as NTIA required reporting plus project specific reporting. We plan to conduct needs assessments of the sub-recipients, establish feedback loops in communications between sub-recipients and the Evaluation team, to work to integrate the measurement system with the Drexel tool and to train sub-recipients on using it, and to release 1st and 2nd quarter reports. Because we received our contract late, we plan to work to catch up as well on our initial deliverables from the prior quarter.

ODAAT: We plan to finalize our curriculum and training schedules, along with our final outreach and awareness program. This will allow us to launch mid-way through the quarter and begin offering the Basic & Basic+ trainings to our immediate staff. Working with the other SBA sub-recipients, we expect to build a tighter integration with the other classes and sites that are coming online throughout the city. We anticipate that a stepped-up PR and outreach through our standard channels: support group communication, communication at our individual sites throughout North Philadelphia, and electronically through our main website and our Facebook & Twitter accounts we can generate significant interest with our primary public. Establishing word-of-mouth presence is only the beginning however, and we will be formulating a broader reaching PR strategy in the upcoming months.

YOACAP: Will have computer lab fully set up, and initiate training sessions at one of three sites, and complete needs assessment at two other sites. Will continue outreach and recruitment.

FIGHT: Will train staff, survey training sites to determine training and education needs, develop advanced training classes, including

health information,Hire all Trainers and purchase equipment, Create outreach materials, Meet with partner sites to discuss training plans in the coming year, and Develop internal systems for tracking data.

NCCF: Basic computer literacy training launch February 28 for 15 persons per week, 20 hours per person, minimum 1200 hours for this 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).

		Percent Complete	**Narrative (describe reasons for any variance from baseline plan or any other relevant information)**
2.a.	**Overall Project**	12	Consistent with baseline plan.
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).

PEC: PEC's sub-contractors need time to review contract, select and hire appropriate instructor for the agency.

Drexel: Contract finalization with UAC and with Drexel's sub-contractors.

ODAAT: Replacing the part-time instructor who was in place last quarter, but left the organization. We expect this person to be hired by the end of this next quarter and will be able to begin the weekend class by the beginning of April. No other major setbacks, other than the rapid build-up after launching the training sessions mid-quarter.

FIGHT: Challenges include the PCC readiness and available staff. We are working on a PCC grant to build labs where many SBA trainings will be held; the PCC grant is still in the contract and RFP phase, so no PCC labs are yet operational. We also have the challenge of staff for this project still being hired and trained.

NCCF: Further delay in procurement may reduce class size, therefore training hours and participants.

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.

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	$6,031,598	$2,142,404	$3,889,194	$61,699	$0	$61,699	$723,791	$257,088	$466,704
b. Fringe Benefits	$1,465,692	$412,115	$1,053,577	$15,835	$0	$15,835	$175,883	$49,453	$126,430
c. Travel	$164,587	$13,100	$151,487	$833	$0	$833	$19,750	$1,572	$18,178
d. Equipment	$3,007,782	$436,271	$2,571,511	$21,187	$0	$21,187	$360,933	$52,352	$308,581
e. Supplies	$786,400	$320,609	$465,791	$28	$0	$28	$94,368	$38,473	$55,894
f. Contractual	$387,475	$23,000	$364,475	$0	$0	$0	$46,497	$2,760	$43,737
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Other	$2,610,037	$2,421,494	$188,543	$32,112	$0	$32,112	$313,204	$290,579	$22,625
i. Total Direct Charges (sum of a through h)	$14,453,571	$5,768,993	$8,684,578	$131,694	$0	$131,694	$1,734,426	$692,277	$1,042,149
j. Indirect Charges	$3,119,437	$0	$3,119,437	$14,749	$0	$14,749	$374,332	$0	$374,332
k. TOTALS (sum of i and j)	$17,573,008	$5,768,993	$11,804,015	$146,443	$0	$146,443	$2,108,758	$692,277	$1,416,481

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