

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 06-42-B10015	3. DUNS Number 118390368
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4. Recipient Organization

 Housing Authority of the County of San Bernardino 715 E Brier Drive, San Bernardino, CA 92408-2841

5. Current Reporting Period End Date (MM/DD/YYYY) 12-31-2012	6. Is this the last Report of the Award Period? <p style="text-align: center;"><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
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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 Yissell Torres	7c. Telephone (area code, number and extension) 909-890-0644
	7d. Email Address ytorres@hacsb.com

7b. Signature of Certifying Official Submitted Electronically	7e. Date Report Submitted (MM/DD/YYYY): 02-28-2013
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Project Indicators (This Quarter)

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

The Housing Authority of the County of San Bernardino (HACSB) has hired a director for its affiliated nonprofit, Knowledge, Education for Your Success (KEYS). This new position will help to secure ongoing support for the BTOP PCCs and related job development/ placement work after the grant period. In addition, five hundred fifty-two (552) hours of technology skills workshops for all ages were delivered.

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	94	Federal expenditures of \$1,153,860 are slightly (i.e., 4%) below the original baseline projection of \$1,180,000, but this is not a significant variance from the projection. In addition, projections for the final project months indicate that 100% of federal funds will be expended at the end of the grant period.
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).

HACSB did not encounter any new challenges of issues in the past quarter.

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	25	No variance.
4.b.	Average users per week (NOT cumulative)	348	This is 63.9% of the projected level for this quarter, and is due to a normal seasonal decrease during the holiday season, i.e., school and work vacations and travel.
4.c.	Number of PCCs with upgraded broadband connectivity	5	No variance.
4.d.	Number of PCCs with new broadband wireless connectivity	0	N/A
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	200	No variance.

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
Basic Internet	2	15	30
Computer Basics	2	17	34
Seeking Jobs Online	1	10	20
Using Gmail/Google Maps	1	2	2
Microsoft Office for the Workplace	2	83	166
Microsoft Word I	2	12	24
Microsoft Excel I	2	12	24
Microsoft Power Point	2	2	4
Microsoft Introduction for Teens	2	70	140
Resumes in Word	2	41	82
Children's Workshop	1	26	26

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).
 KEYS plans to submit requests for PCC support to other funders during the final two months of the project period (01-02/2013). No federal funds will be used for this fundraising work.

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	100	HACSB projects that all BTOP funds will be expended by the end of the project period.
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).

From this point on, the major challenge is to maintain adequate funding to sustain connectivity and technology training beyond the grant period. HACSB has completed plans and contingency plans for this purpose, and is advancing those plans as quickly as possible. HACSB does not anticipate a need for technical assistance in this effort.

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.

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	\$545,297	\$112,810	\$432,487	\$497,773	\$112,810	\$384,963	\$532,747	\$112,810	\$419,937
b. Fringe Benefits	\$71,146	\$14,914	\$56,232	\$78,220	\$14,914	\$63,306	\$83,696	\$14,914	\$68,782
c. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
d. Equipment	\$44,000	\$0	\$44,000	\$44,000	\$0	\$44,000	\$44,000	\$0	\$44,000
e. Supplies	\$33,612	\$0	\$33,612	\$33,612	\$0	\$33,612	\$33,612	\$0	\$33,612
f. Contractual	\$689,730	\$141,981	\$547,749	\$650,010	\$141,981	\$508,029	\$689,730	\$141,981	\$547,749
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$171,991	\$46,091	\$125,900	\$166,041	\$46,091	\$119,950	\$171,991	\$46,091	\$125,900
i. Total Direct Charges (sum of a through h)	\$1,555,776	\$315,796	\$1,239,980	\$1,469,656	\$315,796	\$1,153,860	\$1,555,776	\$315,796	\$1,239,980
j. Indirect Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
k. TOTALS (sum of i and j)	\$1,555,776	\$315,796	\$1,239,980	\$1,469,656	\$315,796	\$1,153,860	\$1,555,776	\$315,796	\$1,239,980

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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