

**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>  06-43-B10589	<b>3. DUNS Number</b>  830370800
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**4. Recipient Organization**  
  
 California Emerging Technology Fund 5 3rd St STE 520, San Francisco, CA 941033206

<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b>  06-30-2013	<b>6. Is this the last Report of the Award Period?</b>  <input checked="" type="radio"/> Yes <input type="radio"/> No
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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.**

<b>7a. Typed or Printed Name and Title of Certifying Official</b>  Jennifer Riggs	<b>7c. Telephone (area code, number and extension)</b>
	<b>7d. Email Address</b>  Jennifer.riggs@cetfund.org

<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  09-05-2013
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**Project Indicators (This Quarter)**

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

The Access to Careers in Technology (ACT) program officially concluded on June 30, 2013. The California Emerging Technology Fund (CETF) will continue its work to close the Digital Divide with an emphasis on assisting low-income individuals and families adopt broadband at home. Many of the sub-recipients from this project will continue the activities developed in this grant.

In Q2-2013 the ACT program engaged 943 small business owners and entrepreneurs in training on broadband applications. Of those who completed trained in ICT and Digital Literacy, 77 participants were placed in jobs utilizing their ICT skills while another 52 participants earned ICT certification. ACT program partners assisted 418 individuals in subscribing to broadband at home.

**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	100	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).**

Affordable broadband services were crucial as we approach populations for which other interventions have not been sufficient. CETF will continue efforts to promote open collaborations between local partners and national programs for the most effective broadband adoption solutions for California.

The cable companies that had piloted low-cost offers to select communities through the Connect-to-Compete program in 2012 did not expand the availability or offer during the first and second quarters of 2013 and in some cases, canceled the program all together. Access to Careers in Technology project was challenged to reach a larger population needing low-cost broadband to subscribe and stay subscribed given the lack of affordable offers. Connect-to-Compete announced a new discounted offer at the end of March; a couple of ACT sub-recipients that had not completed their work were able to promote this offer.

Sub-recipients found that they had to adapt to a resource intensive method of outreach and continuous engagement of clients to assist them in creating budgets and broadband plans that would be affordable for their families. Successful partners integrated broadband adoption into other program areas - such as financial education, job training and job placement - to ensure the stainability of the activities.

**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
Outreach	Los Angeles County	<p>Size of Target Audience equals the cumulative of baseline targets to date.</p> <p>The ACT programs in Los Angeles County had direct exchanges with 7,348 individuals about careers, digital literacy, and broadband adoption. Additionally, over 44,547 have been printed and emailed materials distributed. Printed materials are discounted at the rates described below and combined with the direct exchanges to determine Actual Number of Participants.</p> <p>Actual numbers of Participants reached with distributed materials for Outreach are determined with the following ratio: flyers reach 20%; e-mail blasts reach 10%; personal e-mail, voicemail and hand delivered packets or flyers reach 33% of audience receiving distributed material. All person to person exchanges are counted one-to-one. ACT programs in Los Angeles County have reached a total of 13,220 with this outreach.</p> <p>Programs in the Los Angeles region are in the process of completing final training courses for this grant. Therefore their focus has switched from outreach to project close-out.</p>	19,500	13,220	0	0
Outreach	Alameda, Contra Costa, San Mateo and San Francisco Counties	<p>The ACT programs in Alameda, San Mateo and San Francisco Counties had direct exchanges with 7,228 individuals about careers, digital literacy, and broadband adoption. Additionally, over 19,924 printed and emailed materials were distributed. Printed materials are discounted at the rates described below and combined with the direct exchanges to determine Actual Number of Participants.</p> <p>Actual numbers of Participants reached with distributed materials for Outreach are determined with the following ratio: flyers reach 20%; e-mail blasts reach 10%; personal e-mail, voicemail and hand delivered packets or flyers reach 33% of audience receiving distributed material. All person to person exchanges are counted one-to-one. ACT programs in Alameda, San Mateo and San Francisco Counties have reached a total of 14,952 with this outreach.</p> <p>Programs in the Alameda, San Mateo and San Francisco Counties are in the process of completing final training courses for this grant. Therefore their focus has switched from outreach to project close-out.</p>	23,061	14,952	15	0
Outreach	San Diego and Imperial Counties	<p>The ACT program in San Diego and Imperial Counties had direct exchanges with 8,599 individuals about careers, digital literacy, and broadband adoption. Additionally, over 39,400 printed and emailed materials were distributed. Printed materials are discounted at the rates described below and combined with the direct exchanges to determine Actual Number of Participants.</p> <p>Actual numbers of Participants reached with distributed materials for Outreach are determined with the following ratio: flyers reach 20%; e-mail blasts reach 10%; personal e-mail, voicemail and hand delivered packets or flyers reach 33% of</p>	9,000	17,025	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
Training	San Diego and Imperial Counties	<p>The ACT programs in San Diego and Imperial Counties have provided training to 5,503 participants. This number was revised down based on a previous error.</p> <p>The San Diego Futures Foundation (SDFF) offers training throughout the region on basic digital literacy, office applications and Information and Communications Technology (ICT) professional certifications. Students on a career path get hands-on training and internships refurbishing computers that are then donated to training graduates who cannot afford to purchase a home computer. SDFF also provides training to senior centers and through other partners such as one-stop American Job Centers.</p>	3,210	5,554	3,560	0
Training	Statewide	<p>EmpowerNet has trained a total of 41 individuals from 15 partner community serving organizations how to deliver the Stride Model Advanced ICT Certifications and Job Placement program. With ongoing support from EmpowerNet, those partner organizations have trained and graduated 153 participants in ICT workforce topics including A+, Server+, and Security+.</p> <p>CARAT and its statewide partners have provided training on small business development applications to 11,103 small business owners, employees and entrepreneurs. Courses have included technology applications for: strategic planning and leadership, marketing, evaluation, and financial management for small businesses.</p>	15,372	11,256	0	0
Job Placement	Los Angeles County	<p>Size of Target Audience equals the cumulative of baseline targets to date.</p> <p>ACT programs in Los Angeles County have placed 881 participants in jobs utilizing digital literacy skills. Strategies for job placements in the Los Angeles region included job readiness integrated into digital literacy courses, continuing case management and employer engagement.</p>	795	881	0	0
Job Placement	Alameda, Contra Costa, San Mateo and San Francisco Counties	<p>ACT programs in Alameda, San Mateo and San Francisco counties have placed 722 participants in jobs utilizing digital literacy skills and advanced Information and Communications Technology (ICT) certifications. Participants receive support in addition to training that includes: coaching, life and work skills, interviewing practice and wrap-around service referrals.</p>	675	722	0	0
Job Placement	San Diego and Imperial Counties	<p>ACT programs in San Diego County work closely with employers to ensure that their training courses address the skills that employers need. 138 participants of workforce development and digital literacy courses have been placed in jobs paying a living wage.</p>	174	138	0	0
Job Placement	Statewide	<p>California Resources and Training and its collaborative partners have assisted entrepreneurs and small businesses create a total of 1,004 new jobs as a result of training on broadband services and business applications.</p>	750	1,004	0	0
<b>Total:</b>			<b>138,843</b>	<b>362,135</b>	<b>9,331</b>	<b>0</b>

**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 cumulative number of new subscribers is consistent with targets in the baseline plan. Methodology for determining 4,015 of the 8,860 total new subscribers reported is as follows:

CETF conducted its annual survey in partnership with ZeroDivide and the Public Policy Institute of California (PPIC) in August 2012.

CETF does not claim total responsibility for all the increases in broadband adoption documented in the PPIC survey. As a conservative approach, CETF claimed 6% of the increase of the number of new adoptions recorded through this survey towards the first grant for sustainable broadband adoption outcomes as a result of its efforts and those of its sub-recipients. This is the same rate of broadband adoption that the United Ways of California/2-1-1 finds when they call back clients who have express an interest in broadband. In 2012 CETF attributed 60% of the new adopters toward ACT's goal of 9,237 as the ACT sub-recipients represent 60% of the sub-recipients in both grants. The remaining 40% was attributed to the first NTIA grant awarded to CETF.

**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 number of subscriptions are consistent with the targets provided in the baselines.

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

Households: 1,392

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).**

Project is complete.

**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	100	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).**

Project is complete.

**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	\$415,450	\$244,000	\$171,450	\$448,724	\$263,822	\$184,902	\$0	\$0	\$0
b. Fringe Benefits	\$123,951	\$72,312	\$51,639	\$104,082	\$62,512	\$41,570	\$0	\$0	\$0
c. Travel	\$20,255	\$0	\$20,255	\$22,984	\$0	\$22,984	\$0	\$0	\$0
d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
e. Supplies	\$6,110	\$0	\$6,110	\$11,966	\$0	\$11,966	\$0	\$0	\$0
f. Contractual	\$90,470	\$0	\$90,470	\$95,902	\$0	\$95,902	\$0	\$0	\$0
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$10,324,894	\$3,626,637	\$6,698,257	\$10,297,472	\$3,616,615	\$6,680,857	\$0	\$0	\$0
i. Total Direct Charges (sum of a through h)	\$10,981,130	\$3,942,949	\$7,038,181	\$10,981,130	\$3,942,949	\$7,038,181	\$0	\$0	\$0
j. Indirect Charges	\$100,000	\$30,000	\$70,000	\$100,000	\$30,000	\$70,000	\$0	\$0	\$0
k. TOTALS (sum of i and j)	\$11,081,130	\$3,972,949	\$7,108,181	\$11,081,130	\$3,972,949	\$7,108,181	\$0	\$0	\$0

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: \$993,822	b. Program Income to Date: \$748,481
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