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	**41-43-B10593**	**052226800**

4. Recipient Organization

PORTLAND STATE UNIVERSITY 1633 SW Park Avenue, PORTLAND, OR 97201-3218

5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the last Report of the Award Period?
06-30-2011	○ 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)
Ania Chisti	
	7d. Email Address
	chistia@pdx.edu

7b. Signature of Certifying Official	7e. Date Report Submitted (MM/DD/YYYY):
Submitted Electronically	08-30-2011

Project Indicators (This Quarter)

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

Project accomplishments this quarter began with a launch of SBA service delivery by our 6 subrecipients in 5 states (CA, LA, MN, NY & TX) on April 1.

Service delivery was initiated by continuing previous quarter's outreach activities & beginning new outreach activities, such as "kick-off" & sign up celebrations, drawing on CBO volunteer networks for tutors, tutor and learner outreach through flyers, classroom visits, online & newsprint advertisements, CBO referrals, & through the use of some online social networking web sites (Facebook.com). Tutors were oriented to the program, in the context of the local partners activities and organization, were trained both through in person face-to-face sessions & through the use of Learner Web BTOP Tutor Training Learner Plan developed for that purpose in previous quarters. All of these activities are ongoing. Some people were hired, per early project planning, as volunteer or computer lab coordinators and were trained to fulfill their duties as such. Nearly 100 individuals participated as volunteer tutors. These tutors volunteered more than 900 hours with SBA participants, in addition to the time they volunteered for their own orientation and training. At the same time that tutors were being recruited and trained, Learners were being referred and signed up to participate in Digital Literacy and Broadband Consumer Education Training. Hundreds of SBA participants were signed up to take part in the Learner Web Digital Literacy & Broadband Consumer Education training, which consists of 11 customized, localized & bilingual Learning Plans. No fewer than 175 learners completed at least one of these learning plans, and many of these participants completed multiple plans. A few enthusiastic learners managed to complete all the plans during this quarter. Tutors worked in the labs with tutors to get them signed up, determine eligibility, create a menu of Learning Plans, support their work with face-to-face help and encourage them to return to the lab and continue their training.

In addition to training and SBA activities: Learner Web BTOP finalized our follow up survey, which we will deploy mid-Q3 2011 to determine the rate of broadband adoption. Staff also worked to refine our customized: improving web & local resources, refining translated content & supporting subrecipients in adding new participating computer labs. Learner Web software developers built and released a new feature which will aid project staff in monitoring tutors and improving content and service delivery. Project staff also made significant progress designing the Career Pathways Learning Plan bundle, which will be tested in August, refined, and then released to SBA participants in October.

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	17	Subrecipients in New Orleans had a delayed launch related to finalizing contracts with local partners. Resolved.
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).

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	N/A	N/A	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).

Mid Q3 2011 we will begin distributing a period e-mail survey to determine the number of new broadband subscribers.

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).

In the next quarter we plan to continue our recruiting, training and SBA service delivery. We plan to continue to build capacity by increasing our number of active tutors and labs. We also anticipate that we will further refine our local plan customizations as partner gain a better understanding of what works for their learners. We plan to train tutors to make use of our new software release. We will continue to cross train Learner Web staff to support to BTOP partners. Our plan developers will incorporate feedback from the Nation Design Team to their Career Pathways outlines and storyboards. Also, we will be gathering local career pathways information and using this information to customize the Career Pathways Learner Plan bundle. We will be piloting and revising the Career Pathways plans with an anticipated release to SBA service participants in October 2011.

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	21	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).

None

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	$586,016	$193,188	$392,828	$190,932	$61,392	$129,540	$206,650	$81,651	$125,000
b. Fringe Benefits	$243,868	$64,077	$179,791	$71,426	$31,657	$39,770	$89,392	$42,103	$47,289
c. Travel	$11,197	$0	$11,197	$7,932	$0	$7,932	$10,550	$0	$10,550
d. Equipment	$23,446	$3,095	$20,351	$18,719	$0	$18,719	$24,896	$0	$24,896
e. Supplies	$4,400	$0	$4,400	$465	$0	$465	$619	$0	$619
f. Contractual	$4,369,486	$2,085,873	$2,283,613	$496,632	$206,125	$290,508	$660,521	$274,146	$386,375
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Other	$82,148	$30,000	$52,148	$28,209	$0	$28,209	$37,518	$0	$37,518
i. Total Direct Charges (sum of a through h)	$5,320,561	$2,376,233	$2,944,328	$814,315	$299,174	$515,143	$1,030,146	$397,900	$632,247
j. Indirect Charges	$492,166	$118,463	$373,703	$190,345	$38,133	$152,212	$252,386	$59,685	$189,674
k. TOTALS (sum of i and j)	$5,812,727	$2,494,696	$3,318,031	$1,004,660	$337,307	$667,355	$1,282,532	$457,585	$821,921

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