



**Project Indicators (This Quarter)**

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

Activities for the fourth quarter included our year-end celebration to recognize the accomplishments of our 22 subrecipients having met their Broadband Technology Opportunities Program (BTOP) funding goals through the wide variety of their service offerings and programs. This event included BTOP partners, stakeholders and community members who have supported the activities of the subrecipients over the past two years. The event also focused on sustainability for the subrecipients post-BTOP funding. We also initiated outreach and education to subrecipients on their requirements for BTOP closeout compliance, including hosting a BTOP Subrecipient Closeout Webinar. Other quarterly activities included working with our Federal Program Officer on a Budget Revision, as well as submitting a request for Early Closeout.

**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	87	N/A
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).**

We did not face any challenges or issues during this 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	268	N/A
4.b.	Average users per week (NOT cumulative)	300	Two factors contributed to our lower Public Computer Centers (PCC) users-per-week during Q4-2012. Firstly, Q4 includes both Thanksgiving and Christmas holidays. As our PCCs serve large youth populations in their research and homework efforts, we generally see a reduction in PCC usage during periods when schools are closed. Secondly, a number of the PCCs reduced major activities and training hours due to nearing the end of grant funding. Although Q4-2012 resulted in fewer client visits to our PCCs, we still realized a 17% increase in participants over the same period in 2011.
4.c.	Number of PCCs with upgraded broadband connectivity	7	N/A

	Indicator	Total	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
4.d.	Number of PCCs with new broadband wireless connectivity	12	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	482	N/A

**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 and Computer Use (training programs have varying lengths)	5	1,350	7,247
Multimedia (training programs have varying lengths)	6	675	4,043
Office Skills (training programs have varying lengths)	7	179	1,325
ESL (training programs have varying lengths)	20	107	2,192
GED (training programs have varying lengths)	16	1	16
College Preparatory (training programs have varying lengths)	1	133	182
Certified Training Programs (training programs have varying lengths)	45	20	900
Other (training programs have varying lengths)	4	1,106	3,935

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).**  
 Activities planned for Quarter 1 - 2013 comprise ongoing closeout activities of our subrecipients, including delivering a second BTOP Subrecipient Closeout Webinar. Other activities include planning for a Meet Your Legislator Day in Olympia, Washington, for purposes of increasing state-level awareness and education of the digital inclusion activities under the BTOP grant. We are also planning to hold a Council on Digital Inclusion meeting in early February and a Washington Digital Inclusion Summit in March. In addition, we have been asked to participate as a panelist during the National Telecommunications and Information Administration (NTIA) webinar for Public Computer Centers (PCC) Training Directories and Technology Locators.

**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	N/A
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).**

We do not anticipate any challenges or issues during the next quarter.

**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	\$315,843	\$0	\$315,843	\$483,059	\$0	\$483,059	\$545,371	\$3,636	\$541,735
b. Fringe Benefits	\$74,161	\$0	\$74,161	\$94,345	\$0	\$94,345	\$108,079	\$909	\$107,170
c. Travel	\$32,000	\$0	\$32,000	\$19,373	\$0	\$19,373	\$22,686	\$0	\$22,686
d. Equipment	\$323,439	\$0	\$323,439	\$453,084	\$0	\$453,084	\$0	\$0	\$0
e. Supplies	\$12,000	\$0	\$12,000	\$1,473	\$0	\$1,835	\$444,342	\$1,475	\$442,867
f. Contractual	\$4,994,389	\$1,865,594	\$3,128,795	\$3,888,779	\$1,730,183	\$2,158,596	\$587,714	\$166,183	\$421,531
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$17,600	\$15,000	\$2,600	\$21,424	\$7,583	\$13,479	\$4,069,729	\$1,716,880	\$2,352,849
i. Total Direct Charges (sum of a through h)	\$5,769,432	\$1,880,594	\$3,888,838	\$4,961,537	\$1,737,766	\$3,223,771	\$5,777,921	\$1,889,083	\$3,888,838
j. Indirect Charges	\$636,698	\$355,802	\$280,896	\$606,652	\$334,942	\$271,710	\$628,209	\$347,313	\$280,896
k. TOTALS (sum of i and j)	\$6,406,130	\$2,236,396	\$4,169,734	\$5,568,189	\$2,072,708	\$3,495,481	\$6,406,130	\$2,236,396	\$4,169,734

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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