

RECIPIENT NAME:
AWARD NUMBER:
DATE:

OMB CONTROL NUMBER: 0660-0037
EXPIRATION DATE: 12-31-2010

QUARTERLY PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS

General Information		
1. Federal Agency and Organizational Element to Which Report is Submitted Dept of Commerce, NTIA	2. Award Identification Number 25-42-B10503	3a. DUNS Number 073799215 3b. EIN 046002081
4. Recipient Organization (Name and complete address including country, congressional district, and zip code) Cambridge Housing Authority, 675 Massachusetts Ave, Cambridge, MA 02139 -- Middlesex County -- 8th Congressional District		
5. Current Reporting Period End Date (MM/DD/YYYY) 06/30/2010	6. Is this the last Report of the Award Period? <input type="radio"/> Yes <input checked="" type="radio"/> 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 Steven J. Swanger Director of Resident Services	7c. Telephone (area code, number and extension) 617-520-6246	7d. Email Address sswanger@cambridge-housing.org
7b. Signature of Certifying Official	7e. Date Report Submitted (MM/DD/YYYY):	

Project Indicators (This Quarter)

1. Please describe significant project accomplishments completed during this quarter (150 words or less).

- in a phased upgrade of two of our centers, we purchased 20 new CPUs and other hardware for our Jefferson Park center
- met with partner agencies to plan new programming
- developed Memoranda of Agreement with all of our sub-recipients and are in the process of executing them
- advertised in the Central Register for tech support -- while we anticipate that we will likely use the same firm that we've used in the past, a minority-owned business, we need to go through the formal procurement process specified in our procurement procedures
- conducted outreach to all 5,000 CHA households to announce classes and open labs
- our "Strictly Computers" classes for adults, which focus on basic computer skills, began on June 26
- developed system for accounting for BTOP funding

2. Please provide the percent complete for the following key milestones in your project. Write "N/A" in the second column if your project does not include this activity. If you provided additional milestones in your baseline plan, please insert them at the bottom of the table. Unless otherwise indicated in the instructions, 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 (100 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	12	
2.b.	Equipment / Supply Purchases	35	Equipment purchases were slightly below projections because invoices for some purchases made in June will not be paid until July
2.c.	Public Computer Centers Established		N/A
2.d.	Public Computer Centers Improved	66	
2.e.	New Workstations Installed	0	
2.f.	Existing Workstations Upgraded	100	
2.g.	Outreach Activities	12	
2.h.	Training Programs	0	
2.i.	Other (please specify):	0	Post-ARRA Funding Acquisition

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 (150 words or less).

On target re milestones – no problems to report.

4. Please provide actual total numbers to date or typical averages for the following key indicators, as specified in the question. Write "N/A" in the second column if your project does not include this activity. Unless otherwise indicated in the instructions, figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please provide a narrative description if the total is different from the target provided in your baseline plan (100 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	40	
4.b.	Average users per week	0	
4.c.	Upgraded broadband connectivity at PCC	2	
4.d.	Establish broadband wireless connectivity at PCC	0	
4.e.	Number of additional hours per week an existing PCC is open to the public as a result of BTOP funds	0	

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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
Strictly Computers	0	0	0
Gateways ESOL	0	0	0
Parents ROCK/Pathways	0	0	0

Project Indicators (Next Quarter)

1. Please describe significant project accomplishments planned for completion during the next quarter (150 words or less).

- Create locked storage area for Roosevelt Towers laptops
- Purchase and install hardware for Roosevelt Towers center (Wi-Fi)
- Work with partners on hiring/assignment of staff
- Conduct outreach for fall activities in all three centers
- Finalize curriculum for Strictly Computers and Parents ROCK/Pathways
- Begin fall programming, including open labs, utilization for adult employment counseling and the following classes: Strictly Computers, Gateways ESOL, and Parents ROCK/Pathways
- Conduct monthly meetings of all partners

2. Please provide the percent complete anticipated for the following key milestones in your project as of the end of the next quarter. Write "N/A" in the second column if your project does not include this activity. Unless otherwise indicated in the instructions, figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please provide a narrative description if the planned percent complete is different from the target provided in your baseline plan (100 words or less).

	Milestone	Planned Percent Complete	Narrative (describe reasons for any variance from baseline plan or any relevant information)
2.a.	Overall Project	25	
2.b.	Equipment / Supply Purchases	100	
2.c.	Public Computer Centers Established		N/A
2.d.	Public Computer Centers Improved	100	
2.e.	New Workstations Installed	100	
2.f.	Existing Workstations Upgraded	100	
2.g.	Outreach Activities	23	
2.h.	Training Programs	2	
2.i.	Other (please specify):	0	Post-Arra Funding Acquisition

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 maybe useful (150 words or less).

None anticipated

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	\$340,936	\$54,325	\$286,611	\$19,417	\$0	\$19,417	\$56,206	\$30,000	\$26,206
b. Fringe Benefits	\$54,009	\$0	\$54,009	\$0	\$0	\$0	\$4,910	\$0	\$4,910
c. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
d. Equipment	\$60,100	\$0	\$60,100	\$20,792	\$0	\$20,792	\$39,308	\$0	\$39,308
e. Supplies	\$26,364	\$22,500	\$3,864	\$0	\$0	\$0	\$0	\$0	\$0
f. Contractual	\$470,372	\$136,071	\$294,340	\$0	\$0	\$0	\$53,182	\$30,008	\$23,174
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$288,288	\$288,288	\$0	\$24,024	\$24,024	\$0	\$48,048	\$48,048	\$0
i. Total Direct Charges (sum of a through h)	\$1,240,065	\$501,184	\$698,924	\$64,233	\$24,024	\$40,209	\$201,654	\$108,056	\$93,598
j. Indirect Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS (sum of i and j)	\$1,240,065	\$501,184	\$698,924	\$64,233	\$24,024	\$40,209	\$201,654	\$108,056	\$93,598

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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