

QUARTERLY PERFORMANCE PROGRESS REPORT FOR SUSTAINABLE BROADBAND ADOPTION

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 06-43-B10589	3. DUNS Number 830370800
4. Recipient Organization California Emerging Technology Fund 5 3rd St STE 520, San Francisco, CA 941033206		
5. Current Reporting Period End Date (MM/DD/YYYY) 12-31-2010	6. Is this the last Report of the Award Period? <div style="text-align: center;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </div>	
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 Jennifer Riggs	7c. Telephone (area code, number and extension) <hr/> 7d. Email Address Jennifer.riggs@cetfund.org	
7b. Signature of Certifying Official Submitted Electronically	7e. Date Report Submitted (MM/DD/YYYY): 01-28-2011	

Project Indicators (This Quarter)

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

Access to Careers in Technology partners completed Grant Agreements with CETF, completed training on the federal processes and attended an in-person workshop on planning and reporting. Bi-weekly webinars were conducted to ensure the sharing of promising practices and to leverage resources. The Access to Careers in Technology partners have reached over 4,465 people through outreach and awareness about career development, digital literacy and broadband adoption activities. Ten (10) individuals have subscribed to wire line service. A variety of Digital Literacy courses were provided with 133 individuals completing basic digital literacy courses. Workforce training was provided for 473 individuals resulting in 148 participants receiving certification and 73 job placements to date. CETF worked together with its partners to host two regional Get Connected! Roundtables to introduce the ACT project to other NTIA grantees, and anchor institutions in order to better coordinate broadband outreach and training resources.

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	9	The target milestone for this quarter was 15%. CETF and partners had difficulty hiring qualified staff until mid-quarter. Additionally, the "A-Team" grant agreement for accessibility support services was delayed.
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).

CETF and partners had difficulty hiring qualified staff until mid-quarter. Additionally, the "A-Team" grant agreement for accessibility support services was delayed.

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
Collateral Outreach	Greater Bay Area	7,811 flyers, workshop schedules and posters and other collateral materials were distributed around the Greater Bay Area to elicit interest in training programs and raise awareness of available assistance in connecting to broadband.	8,340	8,340	10	0
Face-to-Face Outreach	Greater Bay Area	Strategic outreach targeted Latino populations, working families and low-income families with school-age children. These outreach activities consisted of presentations and individual contacts at community and job fairs. Size of Target Audience for face-to-face outreach is included in the target for Collateral Outreach.	0	1,094	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
Collateral Outreach	Los Angeles County	5000 flyers, workshop schedules and other collateral materials were distributed throughout Los Angeles County.	1,610	1,610	0	0
Face-to-Face Outreach	Los Angeles County	Outreach activities included orientations for parents of potential participants, client referrals and meetings with school district officials. Size of Target Audience for face-to-face outreach is included in the target for Collateral Outreach.	0	1,525	0	0
Face-to-Face Outreach	Statewide	CETF partners with state-wide programming conducted presentations and personalized email outreach targeted established community-based organizations and small business organizations	365	365	0	0
Training	Greater Bay Area	A variety of training for low-income populations was provided this quarter - from basic digital literacy to advanced certification courses. Workforce training courses were developed with input from employers to focus on developing relevant skills for entry-level computer technician positions. Successful models have been developed which include intensive hands-on training, job skills development, wrap-around social services and the involvement of family and community. Following is a link to short video demonstrating the process from technology training to careers in technology: http://www.youtube.com/watch?v=rnLzWvX9rOw	1,094	473	0	0
Training	Los Angeles County	Installation of computer labs was completed during this quarter. Partners working with schools and youth provided professional development for teachers to ensure quality training for technology skills class participants. Basic computer training and job retention skills were provided in the context of wrap-around services including case management.	1,525	241	0	0
Job Placement	Los Angeles County	Internships have been facilitated for youth who have completed courses at schools and school parent centers. Individual case management and other wrap-around services has proven to be a best practice for both placing participants in jobs, and helping participants to retain those jobs.	381	73	0	0
Total:			13,315	13,721	10	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).

CETF and its partners verify broadband subscriptions using a variety of methods including: collecting copies of subscription "welcome letters" or installation invoices, implementing pre and post participation surveys measuring subscription, conducting follow-up calls of statistical samples to confirm subscription projections and counting the number of free subscriptions distributed. Email from participants using ISP vendor email accounts is also accepted.

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 baseline had zero subscribers for this quarter, however 10 participants were subscribed.

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
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Project Indicators (Next Quarter)

1. Please describe significant project accomplishments planned for completion during the next quarter (600 words or less).

CETF and its Access to Careers in Technology (ACT) partners estimate that next quarter 1,000 people will be reached through face-to-face interactions and over 10,000 through the distribution of outreach materials. 1,500 people will receive digital literacy and technology career training and; as a result of their training, 120 project participants will obtain jobs or paid internships. At least 3 additional community-based organizations will begin providing access to careers in technology training.

CETF will be convening a workshop in February 2011 of all 19 NTIA partners along with other CETF grantees to share best practices, work through common challenges and continue networking activities that leverage the work of individual organizations.

In March CETF partner, California Resources and Training (CARAT), in conjunction with statewide and local chambers of commerce and other small business development organizations, will begin providing webinars and live training events throughout California on technology applications for topics including for strategic planning and leadership, marketing, evaluation and financial management will be conducted for small businesses.

CETF will continue to host regional Get Connected! that connect local community-based organizations, anchor institutions and NTIA grantees (CETF partners and other award recipients) to leverage resources, eliminate redundancy and build sustainability. Up to 15 community-based organizations involved in addressing the Digital Divide will also be receiving training from CETF partner EmpowerNet in how administer programs providing computer certification and job placement to low-income individuals.

Next quarter, partners will launch the "Widget" - an online tool that links to the 2-1-1 database statewide providing people with the location of computer training and other technology resources in their area. The "Widget" will be available to all NTIA grantees in California and others participating in Get Connected! Roundtables.

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	27	CETF expects to be at 88% of their baseline goal (31% complete) by next quarter. We anticipate that the delayed purchases and grant agreements will be expended by the end of next quarter but that savings from salary will take two quarters to be spent.
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).

The ongoing challenge will be documenting new subscribers, following-up with training participants and recruitment of allies to join with ACT partners to help people subscribe to broadband. Another challenge will be coordinating media buys so that organizations on the ground are prepared to handle additional calls for services.

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	\$451,450	\$250,000	\$201,450	\$32,329	\$24,947	\$14,982	\$96,361	\$56,197	\$40,164
b. Fringe Benefits	\$124,879	\$69,000	\$55,879	\$11,230	\$5,517	\$5,713	\$26,840	\$14,142	\$12,698
c. Travel	\$9,455	\$0	\$9,455	\$2,432	\$0	\$2,432	\$3,614	\$0	\$3,614
d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
e. Supplies	\$47,580	\$0	\$47,580	\$2,213	\$0	\$2,213	\$8,160	\$0	\$8,160
f. Contractual	\$51,220	\$0	\$51,220	\$4,470	\$0	\$4,470	\$10,872	\$0	\$10,872
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$10,296,546	\$3,623,949	\$6,672,597	\$1,557,693	\$596,324	\$961,368	\$2,680,006	\$1,049,236	\$1,630,770
i. Total Direct Charges (sum of a through h)	\$10,981,130	\$3,942,949	\$7,038,181	\$1,610,367	\$626,788	\$991,178	\$2,825,853	\$1,119,575	\$1,706,278
j. Indirect Charges	\$100,000	\$30,000	\$70,000	\$8,809	\$3,085	\$5,724	\$21,309	\$6,835	\$14,474
k. TOTALS (sum of i and j)	\$11,081,130	\$3,972,949	\$7,108,181	\$1,619,176	\$629,873	\$996,902	\$2,847,162	\$1,126,410	\$1,720,752

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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