

**QUARTERLY PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS**

**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>  25-42-B10503	<b>3. DUNS Number</b>  073799215
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**4. Recipient Organization**

Cambridge Housing Authority 675 Massachusetts Ave, Cambridge, MA 02139

<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b>  06-30-2012	<b>6. Is this the last Report of the Award Period?</b>  <input type="radio"/> Yes <input checked="" 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>  Steven Swanger  Director of Resident Services	<b>7c. Telephone (area code, number and extension)</b>  (617) 520-6246
	<b>7d. Email Address</b>  sswanger@cambridge-housing.org

<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  07-27-2012
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**Project Indicators (This Quarter)**

**1. Please describe significant project accomplishments completed during this quarter (600 words or less).**  
Strictly Computers classes were conducted throughout the quarter, as planned, and Open Labs continued throughout the quarter, as well. Gateways classes, the Pathways program and The Work Force also continued as planned. The new Work Force site at the local high school continued to operate at capacity, with more participants than we had dared hope for prior to its opening. The leveraging of School Committee funding with our BTOP funds greatly expanded both the number served and the depth of services provided by The Work Force. A mailing to all 4,600 CHA households advertising our summer programming was sent out in mid-May (copy included as attachment).

**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	80	On schedule
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).**  
There were no substantive challenges during this quarter. All programs have had full enrollment and are functioning at a high level. Establishment of The Work Force site and its new computer lab at the local high school, while well worth effort, continues to take an enormous amount of administrative staff time.

**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	46	On schedule
4.b.	Average users per week (NOT cumulative)	127	On schedule
4.c.	Number of PCCs with upgraded broadband connectivity	2	On schedule
4.d.	Number of PCCs with new broadband wireless connectivity	1	On schedule
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	6,004	On schedule

**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

RECIPIENT NAME:Cambridge Housing Authority

AWARD NUMBER: 25-42-B10503  
DATE: 07/27/2012

OMB CONTROL NUMBER: 0660-0037  
EXPIRATION DATE: 12/31/2013

Strictly Computers (Windsor AM)	76	18	1,368
Strictly Computers (Windsor PM)	84	16	1,344
Strictly Computers (JP)	27	18	486
Gateways	67	84	5,628
Parents ROCK/Pathways	25	44	1,100

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).**  
 We will submit a request for a budget revision which takes account of several factors: a shorter-than-planned grant period (due to the grant award being made at the end of the first quarter); the need to spend more administrative time on the project than anticipated; some changes in programming offered; and the fact that the original budget showed computer purchases in the equipment line item while they belonged under supplies. Summer programming is anticipated to be completed without incident and a mailing regarding our offerings for the 2012-13 academic year will be sent out over Labor Day weekend.

**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	89	On schedule
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).**

As detailed above, we anticipate approval of our proposed budget revisions. Beyond that, no particular challenges or issues are 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	\$386,321	\$54,325	\$331,995	\$299,826	\$54,700	\$245,126	\$344,826	\$54,700	\$290,126
b. Fringe Benefits	\$65,247	\$0	\$65,247	\$57,339	\$0	\$57,339	\$65,247	\$0	\$65,247
c. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
e. Supplies	\$98,480	\$38,516	\$59,964	\$88,936	\$29,410	\$59,526	\$93,874	\$33,910	\$59,964
f. Contractual	\$417,749	\$176,031	\$241,718	\$327,415	\$170,841	\$156,574	\$357,605	\$176,031	\$181,574
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$272,272	\$272,272	\$0	\$216,216	\$216,216	\$0	\$240,240	\$240,240	\$0
i. Total Direct Charges (sum of a through h)	\$1,240,069	\$541,144	\$698,924	\$989,732	\$471,167	\$518,565	\$1,101,792	\$504,881	\$596,911
j. Indirect Charges									
k. TOTALS (sum of i and j)	\$1,240,069	\$541,144	\$698,924	\$989,732	\$471,167	\$518,565	\$1,101,792	\$504,881	\$596,911

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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Empty space for additional information or comments.