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	**36-43-B10565**	**884226288**

4. Recipient Organization

NEW YORK, CITY OF 75 PARK PL, NEW YORK, NY 10007

5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the last Report of the Award Period?
12-31-2011	○ 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)
Anne Kathryn Hohman	212-513-6484
	7d. Email Address
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7b. Signature of Certifying Official	7e. Date Report Submitted (MM/DD/YYYY):
Submitted Electronically	02-21-2012

Project Indicators (This Quarter)

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

During the last quarter, the New York City Department of Information Technology and Telecommunications:

• Continued to implement and refine administrative processes.

• Worked with the New York City Department of Education (NYC DOE) to revise program budget to accelerate program expenditures and ensure 67% of milestones are completed by August 31st, 2012.

During the last quarter, the NYC DOE:

• Completed the fall pilot testing of the "Digital Literacies" course in 10 trimester-based transfer schools, including a revised expo strategy that included the distribution of computers and discounted broadband access to students and families.

• Continued fall pilot testing in 5 semester-based schools.

• Recruited 21 additional transfer schools and 2 Young Adult Borough Centers (evening programs for similar populations of students) to begin in February 2012. Additional recruitment is ongoing.

• "Onboarded" all schools beginning the program in the second trimester.

• In partnership with Teaching Matters, provided professional development on blended learning strategies to 22 teachers in the fall and 17 new teachers starting in December through group workshops, small group sessions, and onsite coaching. Maintained a consistent staff presence in participating schools.

• CFY completed the Netbook Request for Proposals (RFP) and developed a bulk purchasing process that will allow us to liquidate student computer costs for the program in FY12.

• Finalized broadband discount program with Cablevision.

• With ReLearning Curve, developed and implemented a student survey instrument and are continuing to finalize teacher-facing instruments.

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	20	Baseline Plan projected 43%, last quarter's report projected 19%. Expenditures lag 23% behind projection provided in Baseline, but exceed projection provided in last quarter's report/revised schedule. The City uses a reimbursement payment method, and will be reporting on a cash basis, only after payments have been made.
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).

Prior contracting delays continued to cause overall expenditure delays, relative to the Baseline Report. Contracts have been registered, and expenditures are expected in increase in upcoming quarters.

Additionally, as noted above, DoITT and DOE have worked to revise the program budget in order to revise the expenditure schedule, and ensure 67% of milestones are completed by August 31st, 2012. Current expenditures are on pace with this revised schedule.

Finally, the NYC DOE is continuing to refine data management protocols to track program participation, computer delivery and broadband adoption in a streamlined manner across schools that is most efficient.

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
DIG/IT Expo	New York City, NY (All Boroughs) - 10 Transfer High Schools	DIG/IT Expos, which include provision of netbooks to families, training of families, survey and contract completion by families, and initiation of discount broadband enrollment by families	323	214	7	0
Total:			**323**	**214**	**7**	**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).

PLEASE NOTE: In a previous quarterly report, we reported the number of students who were registered (target audience) and completed (participants). However, moving forward, we will report the number of enrolled students plus the number of additional family members/invited guests who attend the Online Learning Expo as "target audience" and the number of student course completers plus additional family members/invited guests as "participants."

Additionally, PLEASE NOTE: subscribers recorded appear on a several month lag due to time needed to register users with broadband service and conduct follow up surveys. Therefore subscribers recorded on this quarterly report are based on the participants recorded on the previous quarterly report. The City plans to discuss strategy to address this lag at grant close-out at next Monthly meeting with Federal Program Officer.

Our measurement methodology involves estimating both (A) "New Subscribers" by families who had not adopted broadband upon program initiation and (B) "Net Subscribers" by families who had broadband adoption upon program initiation and were retained on broadband as a result of the program.

We will measure New Subscribers who did not have residential broadband before the Connected Foundations program and who subsequently signed up after the student participated in the Digital Literacies course. As detailed in prior reports, CFY generates a unique CFY ID for every student served. This CFY ID is used during the family registration and pre-survey process and is also permanently affixed to the free computer. At the DIG/IT Expo, CFY gathers basic information for every CFY ID, including technology adoption status and phone numbers, and follows up with Expo participants approximately three months later, via phone, to determine whether they have subscribed to broadband services.

To estimate Net Subscribers, CFY conducts phone surveys (approximately one year after the DIG/IT Expo) of families who were broadband subscribers at the time of the workshop. This data, compared to typical broadband retention rates of low-income families, is used to determine the number of families who have become Net Adopters.

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).

Our Baseline Report projected 826 subscribers by the end of this quarter. Overall delays in program start, and the fact that measurement takes place after our primary intervention have delayed our ability to report new subscribers. Additionally, the broadband discount program was first delivered in Q4 2011. We expect to have a complete set of data on subscribers to report in Q1 2012.

4d. Please provide the number of households and the number of businesses and CAIs receiving discounted broadband service as result of BTOP funds.

Households: 7 | **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, DoITT expects to:

• Continue to implement administrative processes.

The NYC DOE plans to:

• Implement Digital Literacies in at least 38 transfer schools and Young Adult Borough Centers, including the onboarding of all schools beginning in the second semester and third trimester.

• Revise DIG/IT course content based on feedback from the fall pilots.

• Continue to provide ongoing professional development to participating teachers.

• Launch course integration with the DOE's Learning Management System (Desire2Learn) to enable student and teacher identity management and connection to DOE source systems.

• Begin to develop additional courses that utilize DIG/IT's quest/badge platform as part of our sustainability efforts.

• Deliver over $200,000 of computer equipment to participating schools to ensure appropriate course delivery.

• Continue to explore additional options for broadband connectivity beyond residential cable, in order to increase the Connected Foundations subscriber base.

• Measure New Subscribers who did not have residential broadband before the Connected Foundations program and who subsequently signed up after the student participated in the Digital Literacies course. As detailed above, CFY generates a unique CFY ID for every student served. This CFY ID is used during the family registration and pre-survey process and is also permanently affixed to the free computer. At the DIG/IT Expo, CFY gathers basic information for every CFY ID, including technology adoption status and phone numbers, and follows up with Expo participants approximately three months later, via phone, to determine whether they have subscribed to broadband services. In Quarters 1 and 2 of 2012, CFY will complete its phone survey of participants in the Quarter 4, 2011 Expos.

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**	32	Baseline Plan projected 54%. Updated expenditure forecast projects 32%. Projected expenditures lag 22% behind projection provided in Baseline, but are in line with projection provided in updated expenditure forecast. The City uses a reimbursement payment method, and will be reporting on a cash basis, only after payments have been made.
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).

No challenges expected to impact planned progress against milestones listed above at this time.

One challenge anticipated that does not directly relate to these milestones is that the City and its partners have been unable to develop

alternative (wireless) broadband connectivity partnerships, to expand the options available to program participants and increase the subscriber base. We will continue to explore relationships with other providers in order to offer this option.

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	$0	$0	$0	$0	$0	$0	$11,538	$0	$11,538
b. Fringe Benefits	$0	$0	$0	$0	$0	$0	$5,308	$0	$5,308
c. Travel	$0	$0	$0	$0	$0	$0	$0	$0	$0
d. Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
e. Supplies	$0	$0	$0	$0	$0	$0	$0	$0	$0
f. Contractual	$126,714	$0	$126,714	$50,575	$0	$50,575	$83,842	$0	$83,842
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Other	$8,334,798	$2,499,388	$5,835,410	$1,607,181	$1,077,564	$529,618	$2,646,489	$1,380,876	$1,265,613
i. Total Direct Charges (sum of a through h)	$8,461,512	$2,499,388	$5,962,124	$1,657,756	$1,077,564	$580,193	$2,747,177	$1,380,876	$1,366,301
j. Indirect Charges	$0	$0	$0	$0	$0	$0	$0	$0	$0
k. TOTALS (sum of i and j)	$8,461,512	$2,499,388	$5,962,124	$1,657,756	$1,077,564	$580,193	$2,747,177	$1,380,876	$1,366,301

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