

RECIPIENT NAME:NEW YORK, CITY OF

AWARD NUMBER: 36-43-B10565

DATE: 08/17/2011

OMB CONTROL NUMBER: 0660-0037

EXPIRATION DATE: 12/31/2013

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 36-43-B10565	3. DUNS Number 884226288
4. Recipient Organization NEW YORK, CITY OF 75 PARK PL, NEW YORK, NY 10007		
5. Current Reporting Period End Date (MM/DD/YYYY) 06-30-2011	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 Anne Kathryn Hohman	7c. Telephone (area code, number and extension) 212-513-6484	
	7d. Email Address ahohman@doitt.nyc.gov	
7b. Signature of Certifying Official Submitted Electronically	7e. Date Report Submitted (MM/DD/YYYY): 08-17-2011	

Project Indicators (This Quarter)

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

The Department of Information Technology and Telecommunications (DoITT) and the Department of Education (DOE) worked together to implement and improve administrative structures and processes, including those relating to funding distribution, financial and programmatic tracking and reporting, subrecipient and vendor monitoring, and programmatic and budget revisions. DoITT additionally worked to hire staff to support program administration.

During the last quarter, the DOE:

- Revised and finalized the program budget and amended the MOU between the two agencies accordingly, in partnership with DoITT.
- Completed the development of the pilot version (content and platform) of the blended learning Digital Literacies course, which will serve as the backbone of the Connected Foundations program.
- Prepared principals and teachers at 4 schools to pilot the course with up to 75 students during the summer school term.
- Continued its recruitment efforts with 44 additional schools to secure participation in the fall pilot program and full spring program launch.
- Hired one additional staff member to oversee the CF program, recruited 3 additional staff members to officially start in July 2011, and is in the process of offering jobs to two more candidates.
- Contracted with Teaching Matters, a professional development provider, and ReLearning Curve, an evaluator, to start in July 2011. The DOE is also in the process of developing a contract with Computers For Youth (CFY).

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	3	Expenditures currently lag approximately 10% behind projections made in the baseline plan. 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).

The development of a new contract with CFY is scheduled to be completed by mid-September 2011. The Department of Education (DOE) has made significant progress in staffing as well as reviewing and revising its budget and timeline to ensure compliance with federal expenditure guidelines. Project was transferred to a new office within the DOE, which has resulted in some administrative delays.

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.

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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
N/A	N/A	N/A	0	0	0	0
Total:			0	0	0	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).

The DOE is in the process of contracting with CFY for the Connected Foundations project. Once contracted, we expect to model the method of determining broadband subscribers on the process used in the NYC Connected Learning project. However, because this program will distribute laptops, rather than desktops, we plan to broaden the determination of adopters in recognition of the mobile opportunities to connect to the internet that laptops provide.

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

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 Home Learning Center. The CFY ID is the critical data field to allow broadband research. At the Family Learning Workshop, CFY gathers basic information for every CFY ID, including technology adoption status and phone numbers. Every family is characterized into one of six groups based on their pre-workshop technology adoption status (groups 1-4 = not broadband adopters; group 5-6 = broadband adopters).

To estimate New Adoption, CFY conducts phone surveys (at least three months after the Family Learning Workshops) of families who were not broadband adopters at the time of the workshop. CFY aims for a sample size within each group that enables extrapolation by group with at least 90% confidence and within at least 5% margin of error. The phone survey data is then extrapolated for each group in order to estimate the number of families who have become New Adopters. A family will be considered a new broadband adopter based on the phone survey data if the family uses broadband service on the family's own computer for two or more hours per week on average.

To estimate Net Adoption, CFY conducts phone surveys (approximately one year after the Family Learning Workshops) of families who were broadband adopters 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).

New subscribers are not expected until fall of 2011. In the original grant timeline, the first cohort of students was expected to be eligible for broadband in June 2011.

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).

In the next quarter, the Department of Information Technology and Telecommunications (DoITT) plans to: Continue to implement and improve administrative structures and processes, including those relating to funding distribution, financial and programmatic tracking and reporting, subrecipient and vendor monitoring and programmatic and budget revisions.

The Department of Education (DOE) plans to:

- Launch pilot course, called Digital Literacies, with 4 schools and up to 75 students.
- Distribute computers to pilot school students and collect family information for broadband discounts once available.
- Complete beta development of full version of Digital Literacies course, with complete content and a more robust web-based platform, and incorporating feedback from summer pilot.

- Launch fall pilot in up to 20 schools (including the 4 participating in the summer pilot).
- Apply for an IRB approval for program evaluation, and begin data collection in fall schools.
- Provide professional development to participating teachers (up to 40).
- Complete contract with CFY.
- Hire three remaining program coordinators.
- Develop facilities circuitry upgrade schedule.
- Continue to engage broadband providers on developing a marketing model, similar to Connected Learning.
- Continue to identify necessary hardware upgrades that schools may need to deliver the course.

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	Planned percent complete is consistent with target in baseline plan. 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).

- The Contract for CFY is expected to be completed next quarter. CFY will invoice the DOE for work completed during the quarter after the contract is completed. However, those invoices will not be paid until the subsequent quarter so will not be reflected on next quarter's financial report.
- Broadband discounts for Connected Foundations have not yet been negotiated. We hope to model the discount on the Connected Learning discounts, but the details are still to be determined.

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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
b. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$126,714	\$0	\$126,714
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$8,334,798	\$2,499,388	\$5,835,410	\$223,916	\$223,916	\$0	\$2,615,104	\$1,334,621	\$1,280,483
i. Total Direct Charges (sum of a through h)	\$8,461,512	\$2,499,388	\$5,962,124	\$223,916	\$223,916	\$0	\$2,741,818	\$1,334,621	\$1,407,197
j. Indirect Charges									
k. TOTALS (sum of i and j)	\$8,461,512	\$2,499,388	\$5,962,124	\$223,916	\$223,916	\$0	\$2,741,818	\$1,334,621	\$1,407,197

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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