QUARTERLY PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS

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** 35-42-B10504	**3. DUNS Number** 185269495

4. Recipient Organization

Santa Fe Civic Housing Authority 664 Alta Vista Street, Santa Fe, NM 87505

5. Current Reporting Period End Date (MM/DD/YYYY) 03-31-2011	**6. Is this the last Report of the Award Period?** ◯ **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 Oliver Benavidez	**7c. Telephone (area code, number and extension)**
	7d. Email Address oliverb@sfcha.com
7b. Signature of Certifying Official Submitted Electronically	**7e. Date Report Submitted (MM/DD/YYYY):** 05-19-2011

Project Indicators (This Quarter)

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

During the 1st Quarter of 2011, we were able to start 2 new classes, which hadn't been previously available. One class was a Spanish GED class, which takes place on Saturdays. This class provides teaching and tutoring in Spanish, for local residents to obtain their GED. The other was a Job Skills class which will help with economic growth, by providing information on jobs, how to look for work via the Internet, how to create a resume', etc. We will plan on having this class in Spanish during the 2nd Quarter. We have advertised this class through NM Workforce Solutions and the Department of Labor. These classes increased the # of users at our PCC. Also, SFCHA made the commitment to re-establish our existing PCC at one of our Senior Housing Sites. Items for the PCC have been ordered and will be installed during Quarter 2 of 2011. As we continue to grow our user #'s, we will add new classes. Through our relationship with the SF Boys & Girls Club, we are providing a "power hour", where children can use the computers for homework, prior to other activities. Activities for children who attend the Boys & Girls Club in our new PCC include art projects conducted by both the SF Art Institute and the Georgia O'Keefe Foundation. Since we indicated in our application about using local media for advertising, but didn't include any funds in our budget, most of our advertising has been done through flyers and collaboration with our partners. The SF Community College and the United Way of SF have included our facility in their flyers and advertising, as "satellite sites" for education and activities. We also advertise, through our own flyers, classes, activities, and events at our new PCC. These flyers target mainly our Housing Authority residents and families. With the creation of a "Support Services Division" within our Agency, we will start targeting the teen/youth and parenting groups indicated in our application more thoroughly. These services have been provided "off-site" through other partner agencies, but we will now look to have these services take place at our new PCC.

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	64	Our completion percentage is lower than our Baseline Report projections, since we haven't re-established our existing PCC. This percentage should be in line with our Baseline Report after Quarter 2 of 2011.
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).

The biggest issue or challenge during the 1st Quarter has been the re-establishing of our existing PCC. We want to provide Internet/computer access for the target group in most need. After countless meetings and suggestions, we concluded that our Seniors would be best served with the existing PCC. Since we still haven't re-established our existing PCC, our Baseline Report percentages are slightly off, but otherwise, everything is going according to plan. SFCHA has provided through Quarter 1, 2011 match funds in the amounts of $7,904.96 in personnel and $9,022.93 in fringe benefits.

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 underlined 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	25	We were able to install 5 extra computers, by better utilizing the space available.
4.b.	Average users per week (NOT cumulative)	82	Since most of our classes didn't start till late January, due to Holiday Break, these #'s didn't increase as much as expected, even with the 2 additional classes.
4.c.	Number of PCCs with upgraded broadband connectivity	1	This # will change, to 2, once our existing PCC has been re-established.
4.d.	Number of PCCs with new broadband wireless connectivity	1	This # will change, to 2, once our existing PCC has been re-established.
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	11	This # increased with the addition of 2 new classes. Since one class didn't start till late January and the other in mid-March, only an average of 3 hours per week was increased.

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
Computer Class	2	50	100
ESL	2	30	60
GED	2	16	32
Distance Learning	2	8	16
Spanish GED	3	10	30
Job Skills	2	5	10

| 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).

During Quarter 2 of 2011, we will re-establish our existing PCC at our Senior Center. This will increase our overall user #'s and will put us ahead of our projections. Workstations have been ordered and are scheduled for installation during Quarter 2. This PCC will be managed by the Senior Center coordinator, but will work closely with the new PCC coordinator in establishing classes and other Internet/computer related activities. Once installation of equipment has taken place, we are planning to advertise amongst all our Senior Centers, via flyers. Also, we are working on starting a computer/keyboarding class for children who attend the Santa Fe Boys & Girls Club in the new PCC (Hopewell Community Center). This class will increase user #'s as well, pending approval from our Executive Director.

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**	78	With the re-establishing of our existing PCC, the Overall Project completion percentage should be right on schedule with our Baseline Report.
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).

Once we have re-established our existing PCC, which will take place during the 2nd Quarter of 2011, all our Baseline Report and Milestone #'s should fall into place. Once this is completed, we don't anticipate any further impact on any of the milestones.

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.

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	$45,500	$0	$45,500	$26,000	$0	$26,000	$32,500	$0	$32,500
b. Fringe Benefits	$12,240	$0	$12,240	$6,996	$0	$6,996	$8,745	$0	$8,745
c. Travel	$0	$0	$0	$0	$0	$0	$0	$0	$0
d. Equipment	$62,100	$13,600	$48,500	$56,126	$10,241	$45,885	$58,995	$10,495	$48,500
e. Supplies	$10,500	$0	$10,500	$9,354	$0	$9,354	$9,660	$0	$9,660
f. Contractual	$98,060	$38,400	$59,660	$47,440	$12,206	$35,234	$69,622	$23,297	$46,325
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Other	$0	$0	$0	$0	$0	$0	$0	$0	$0
i. Total Direct Charges (sum of a through h)	$228,400	$52,000	$176,400	$145,916	$22,447	$123,469	$179,522	$33,792	$145,730
j. Indirect Charges	$0	$0	$0	$0	$0	$0	$0	$0	$0
k. TOTALS (sum of i and j)	$228,400	$52,000	$176,400	$145,916	$22,447	$123,469	$179,522	$33,792	$145,730

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