## QUARTERLY PERFORMANCE PROGRESS REPORT FOR SUSTAINABLE BROADBAND ADOPTION

| General Information | | |
|---|---|---|
| **1. Federal Agency and Organizational Element to Which Report is Submitted**<br><br>Dept of Commerce  NTIA | **2. Award Identification Number**<br><br>25-43-B10010 | **3a. DUNS Number**  956072490<br><br>**3b. EIN**  04-3167352 |

**4. Recipient Organization (Name and complete address including country, congressional district, and zip code)**

University of Massachusetts Lowell   600 Suffolk Street, Lowell, MA 01854  Middlesex County  5th congressional district

| **5. Current Reporting Period End Date (MM/DD/YYYY)**<br><br>06/30/2010 | **6. Is this the last Report of the Award Period?**<br><br>◯ 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**<br>Michael V. Accardi<br>Assistant Comptroller - Grants Accounting<br>University of Massachusetts Lowell<br>Office of Research Administration<br>600 Suffolk Street, 2nd Floor South, Room 230<br>Lowell, MA 01854 | **7c. Telephone (area code, number and extension)**<br><br>978-934-4717 |
|---|---|
| | **7d. Email Address**<br><br>michael_accardi@uml.edu |
| **7b. Signature of Certifying Official**<br>Michael V. Accardi | **7e. Date Report Submitted (MM/DD/YYYY):**<br>07/30/2010 |

## Project Indicators  (This Quarter)

**1.  Please describe significant project accomplishments completed during this quarter (150 words or less).**

Set up computers/broadband at Lowell Boys & Girls Club (10), United Teen Equality Center (UTEC-10), three Lowell Housing Authority sites (4) and one senior center. Computers were delivered to Community Teamwork, Inc. (CTI) and are being encrypted. Meanwhile, highly successful training program established for CTI's pre-employment clients using UMass Lowell's (UML) computer facilities. Program manager hired 06/14/10 after second round of ads. Final negotiations with subcontractor UTEC completed and contract executed 06/28/10. UML agreed to host BTOP website; site being developed. Thirty-three age-specific training modules were developed for youth, adults, and seniors. BTOP/UML banner displayed in Lowell Telecommunications public access announcement loop.  Contacts made with 5 area libraries describing BTOP and arranging informational sessions. Plans made for a radio interview about the BTOP program and for several opening ceremonies at BTOP sites.  Plans made to enlarge Advisory Board to include reps from broadband providers and other BTOP awardees.

**2.  Please provide the percent complete for the following key milestones in your project.  Write "N/A" in the second column if your project does not include this activity.  If you provided additional milestones in your baseline plan, please insert them at the bottom of the table. Unless otherwise indicated in the instructions, 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 (100 words or less).**

| | Milestone | Percent Complete | Narrative (describe reasons for any variance from baseline plan or any other relevant information) |
|---|---|---|---|
| 2.a. | Overall Project | 7.9 | We have completed less than the overall project milestone projected for the end of Q2.  There are two reasons for this, and they are related.  It took some time to hire a program manager with the requisite background and skills.  We have now hired a program manager. The second reason is that a relatively large subcontract with UTEC was not executed until the end of Q2.  Until a program manager was hired, we were unable to provide sufficient guidance and oversight to the subcontractor and they delayed in executing the subcontract. |
| 2.b. | Equipment Purchases | 71.16 | A note about budget line items: Equipment reported here is technically, under University of Massachusetts Lowell policies, defined as supplies. Thus, these expenditures are listed under line e of Activity Based Expenditures on page 5 of this report. |
| 2.c. | Awareness Campaigns | 10 | |
| 2.d. | Outreach Activities | 10 | |
| 2.e. | Training Programs | 10.46 | |
| 2.f. | Other (please specify): | | |

**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 (150 words or less).**

Our primary challenge was finding a program manager and we have succeeded. Additionally, one of the Senior Center locations (Billerica) that had been selected for a BTOP computer center by our partner Elder Services of the Merrimack Valley (ESMV) asked in Q2 to withdraw from the program. ESMV replaced Billerica with the Salisbury Senior Center, where computers were installed in the beginning of Q3. We continue to struggle with our subcontract, as outlined in 2.a. With a major program ramp-up in Q3 we should be back on track by the next quarterly report.

**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 (100 words or less).  Unless otherwise indicated in the instructions, figures should be reported cumulatively from award inception to the end of the most recent reporting quarter.**

| Name of the SBA Activity | Location of SBA Activity | Description of Activity (100 words or less) | Size of Target Audience | Actual Number of Participants | New Subscribers (Households and / or Businesses) |
|---|---|---|---|---|---|
| Pre-training/training | LHA: South | Introduce senior residents to BTOP; conduct baseline surveys; assign user names and passwords | 100 | 38 | 0 |
| Pre-training/training | LHA: Stackpole | Same as above | 40 | 8 | 0 |
| Pre-training/training | LHA: Hildreth | Same as above | 50 | 15 | 0 |
| | | Total: | 190 | 61 | 0 |

**4b.  Please describe your method for determining number of households and/or businesses subscribing to broadband as a result of your SBA programs (100 words or less).**
Please see attachment A for additional information for 4a.
We will survey participants pre and post training and outreach sessions to determine increase in subscribers. Also we are developing contacts with broadband providers to obtain subscription information.

**4c.  Please provide a narrative description if the total number of new subscribers is different from the targets provided in your baseline plan (100 words or less).**
We did not propose to increase subscribers until the first Q of year two.  However we will start to monitor increase in subscribers in Q3 of year one.

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

| **Households:** | **Businesses:** |
|---|---|
| | |

## Project Indicators  (Next Quarter)

**1.  Please describe significant project accomplishments planned for completion during the next quarter (150 words or less).**

All computer centers will be functioning and training programs will be in process. Ribbon-cutting ceremonies will be held at each center, many of which have already had soft openings. In Q3, we plan to accelerate our awareness and outreach programs, with the BTOP bookmarks and scheduled public information sessions at five area public libraries. We have made initial contact with the two area broadband providers and we expect to include them in our outreach activities. To promote BTOP awareness, a public service announcement, to be shown on public access TV, is being developed with Lowell Telecommunications Inc. featuring our young adult participants.  The UML/BTOP website will be more fully developed and on line.

**2.  Please provide the percent complete anticipated for the following key milestones in your project as of the end of the next quarter.  Write "N/A" in the second column if your project does not include this activity.  If you provided additional milestones in your baseline plan, please insert them at the bottom of the table.  Unless otherwise indicated in the instructions, figures should be reported cumulatively from award inception to the end of the most recent reporting quarter.  Please provide a narrative description if the planned percent complete is different from the target provided in your baseline plan (100 words or less).**

|      | Milestone | Percent Complete | Narrative (describe reasons for any variance from baseline plan or any other relevant information) |
|------|-----------|------------------|-----------------------------------------------------------|
| 2.a. | **Overall Project** | 25 | We plan to meet target baseline percentages in Q3. |
| 2.b. | **Equipment Purchases** | 95 | |
| 2.c. | **Awareness Campaigns** | 20 | |
| 2.d. | **Outreach Activities** | 20 | |
| 2.e. | **Training Programs** | 25 | |
| 2.f. | **Other (please specify):** | | N/A |

**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 (150 words or less).**

Some of the success of the outreach programs planned for Q3 to begin to expand the subscriber base in the region depends upon successful partnership with local broadband providers: Comcast and Verizon.  We have made initial contacts with these providers. Suggestions on successful partnership strategies with these providers would be useful.

## 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 | $316,877 | $68,819 | $248,058 | $25,108 | $16,668 | $8,440 | $58,192 | $6,100 | $52,092 |
| b. Fringe Benefits | $36,813 | $4,252 | $32,561 | $2,166 | $1,504 | $662 | $9,203 | $1,063 | $8,140 |
| c. Travel | $1,056 | $0 | $1,056 | $0 | $0 | $0 | $264 | $0 | $264 |
| d. Equipment | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| e. Supplies | $69,300 | $4,400 | $64,900 | $30,248 | $1,568 | $28,680 | $66,935 | $1,100 | $65,835 |
| f. Contractual | $332,283 | $118,527 | $213,756 | $600 | $600 | $0 | $54,500 | $4,500 | $50,000 |
| g. Construction | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| h. Other | $11,050 | $0 | $11,050 | $0 | $0 | $0 | $2,763 | $0 | $2,763 |
| i. Total Direct Charges (sum of a through h) | $767,379 | $195,998 | $571,381 | $58,122 | $20,340 | $37,782 | $191,857 | $12,763 | $179,094 |
| j. Indirect Charges | $211,714 | $0 | $211,714 | $19,269 | $0 | $19,269 | $77,976 | $0 | $77,976 |
| TOTALS (sum of i and j) | $979,093 | $195,998 | $783,095 | $77,391 | $20,340 | $57,051 | $269,833 | $12,763 | $257,070 |

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: | b. Program Income to Date: |
|---|---|
| | |