

**QUARTERLY PERFORMANCE PROGRESS REPORT FOR SUSTAINABLE BROADBAND ADOPTION**

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>  01-43-B10577	<b>3. DUNS Number</b>  062620604
<b>4. Recipient Organization</b>  Economic and Community Affairs, Alabama Department of 401 Adams Ave, Montgomery, AL 361044325		
<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b>  12-31-2011	<b>6. Is this the last Report of the Award Period?</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>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>		
<b>7a. Typed or Printed Name and Title of Certifying Official</b>  Jessica Dent	<b>7c. Telephone (area code, number and extension)</b>	
	<b>7d. Email Address</b>  jessica.dent@adeca.alabama.gov	
<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  02-29-2012	

**Project Indicators (This Quarter)**

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

Continued to work on the creation of the broadband training modules for SBA Project

**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	1	Based on expenditures the project is only at 1% complete. Auburn University (the principal funded partner, has had an issue with their in house coding of the project, thus they could not request reimbursement until the coding of personnel time and travel was corrected. This is a systematic process within the University, we are working to identify a schedule for reimbursement for the remainder of the project. Milestones that have been achieved include: All contracts have been executed. <ul style="list-style-type: none"> <li>• Targeted Marketing Campaigns and Public Service Announcement have been drafted, plan production in Q1 2012, with mass distribution to partner organizations Q2 2012.</li> <li>• Module Development and Training of the County Extension Agents is complete</li> <li>-Module Development update is being uploaded with this PPR.</li> <li>• Develop and administer broadband awareness measurement survey to be used to measure project success has been completed, and is currently being entered into the online format, with paper surveys available to Alabama Institute for Deaf and Blind.</li> <li>• Auburn University and Alabama Department of Economic and Community Affairs/ConnectingALABAMA will conduct a forum in each of AL's 12 broadband regions to identify barriers to sustainable broadband adoption and regional needs and assets, currently one forum has been conducted in Region 9.</li> </ul>
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).**

We experienced several delays in executing project contracts, resulting in a total project delay of over 6 months. We continue to catch up to our proposed timeline and did not experience major project delays in Quarter 4. Auburn University encountered an issue in coding personnel time and travel, these expenditures are being transferred to the correct program and an expenditure detail is being developed for the remainder of the project.

**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
Quarterly meeting of Funded Partners	Conference Call	A call is conducted with each funded partner to access project milestones and expenditures.	2	2	0	0
<b>Total:</b>			<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>

**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).**

We have not included these numbers, because actual public training and awareness activities did not occur during Quarter 4 2011. We anticipate determining the additional number of household, business, and/or CAI subscriptions by following the exact methodology proposed in our grant application.

**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).**

n/a

**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

**Project Indicators (Next Quarter)**

**1. Please describe significant project accomplishments planned for completion during the next quarter (600 words or less).**

We plan to release 3-4 additional training modules. We plan to launch our first training. We will be launching our targeted and regional awareness campaigns. We will conduct additional Connected Community Forums. We will be releasing project marketing materials for the first 3-4 modules and the overall project marketing card. We will be printing and distributing participant manuals for the first 2 training modules. We plan to develop the framework for our online training site. We plan to update our project partner Google site. We plan to meet with HICA to discuss translating marketing materials for our Hispanic small business training curriculum.

**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	The project was delayed 6 months in the execution of all sub recipient contracts, the project will be completed within the time frame of the grant award with anticipation of being in concurrence with the baseline project plan Q3 2012.
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).**

We continue to watch for the potential challenges / risks identified in answer to the BTOP supplemental request for information that we submitted as part of the project application process. We will need to modify the module review feedback schedule from the module review committee in order to submit the recommended changes to Auburn University.

**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	\$8,826	\$0	\$8,826	\$651	\$0	\$651	\$1,200	\$0	\$1,200
b. Fringe Benefits	\$4,434	\$0	\$4,434	\$299	\$0	\$299	\$600	\$0	\$600
c. Travel	\$5,713	\$0	\$5,713	\$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	\$1,881,200	\$758,971	\$1,122,229	\$17,039	\$8,036	\$9,003	\$380,000	\$80,000	\$300,000
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)	\$1,900,173	\$758,971	\$1,141,202	\$17,989	\$8,036	\$9,953	\$381,800	\$80,000	\$301,800
j. Indirect Charges	\$40,146	\$0	\$40,146	\$239	\$0	\$239	\$500	\$0	\$500
k. TOTALS (sum of i and j)	\$1,940,319	\$758,971	\$1,181,348	\$18,228	\$8,036	\$10,192	\$382,300	\$80,000	\$302,300

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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