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	**41-43-B10593**	**052226800**

4. Recipient Organization

PORTLAND STATE UNIVERSITY 1633 SW Park Avenue, PORTLAND, OR 97201-3218

5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the last Report of the Award Period?
12-31-2012	◯ 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)
Stephen Reder	(503) 725-3999
University Professor	**7d. Email Address** reders@pdx.edu

7b. Signature of Certifying Official	7e. Date Report Submitted (MM/DD/YYYY):
Submitted Electronically	01-30-2013

Project Indicators (This Quarter)

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

The Learner Web Digital Literacy Partnership worked throughout Q4 2012 to provide basic digital literacy training to learners in our six implementation sites. Local partners recruited and trained tutors who then offered face-to-face support for new-to-computer and new-to-broadband participants. Program staff promoted the project and targeted potential participants. Project staff also continued to customize our learning plans, in order to provide learners with relevant and interesting curriculum.

In November of 2012, we held our fourth national partners meeting. Leaders from each of six implementation sites convened to update the group on their progress, share news about accomplishments and discuss meaningful challenges they encountered. Attendees also spent time discussing strategies to continue providing these training programs to their clients and learners after the grant period has ended.

During Q4 2012, about 50 more tutors were trained, bringing the project total to nearly 500. These tutors provided over 10,000 hours of support to program participants. Roughly 1500 eligible participants joined the program during this period. Approximately 1000 learners completed a learning plan for the first time and eligible participants completed a total of over 4500 learning plans.

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	79	N/A
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).

N/A

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
Digital literacy and broadband consumer education training	Central Texas	Volunteer tutors are recruited and trained to be effective tutors to adult learners and to use the Learner Web software, focused on BTOP specific content. Learners are recruited and referred to our participating computer labs, where their eligibility and digital literacy skills are assessed. Eligible learners work through a series of customized (by location, ability & language) Learning Plans which deliver training in 11 targeted subjects. Learning Plan content ranges from basic computer skills to email to strategies for being an informed consumer of broadband Internet subscriptions. Tutors are available throughout the learners' work to support progress, complement content and encourage perserverence.	2,400	832	7	0

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
Digital literacy and broadband consumer education training	Minnesota	Same as above.	4,000	993	18	0
Digital literacy and broadband consumer education training	New Orleans	Same as above.	4,988	2,617	21	0
Digital literacy and broadband consumer education training	New York	Same as above.	6,400	2,176	8	0
Digital literacy and broadband consumer education training	Richmond, CA	Same as above.	4,000	1,665	33	0
Digital literacy and broadband consumer education training	South Texas	Learners are recruited and referred to our participating computer labs, where their eligibility and digital literacy skills are assessed. Eligible learners work through a series of customized (by location, ability & language) Learning Plans which deliver training in 11 targeted subjects. Learning Plan content ranges from basic computer skills to email to strategies for being an informed consumer of broadband Internet subscriptions. Paid tutors are trained to support learners, work and are available throughout the process to support learners, complement content and encourage perserverence.	1,750	2,159	23	0
Total:			**23,538**	**10,442**	**110**	**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).

Every participant in the Learner Web Digital Literacy Partnership is assisted in signing up for a web based email account. We also provide training on how to use email. Over the course of the project, we plan to distribute five follow up surveys via email to all program participants. Participants are asked a few questions about their internet use, including whether or not they subscribed to broadband since taking part in the Learner Web project. The fourth survey will be distributed in Q1 2013.

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).

The number of subscribers reported here may reflect a lower response rate to our survey rather than a lower than projected rate of adoption among participants. We continue to work towards a higher survey response rate by advertising the survey completion incentive, having tutors and teachers promote the survey and help low-level learners fill it out and by familiarizing learners with the survey within the digital literacy training plans. Among survey respondents, the rate of broadband adoption has remained at roughly 22.5%.

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 will continue project operations throughout Q1 2013. We will distribute the fourth of our five follow up surveys to participants. We will also continue to develop our strategies for sustaining digital literacy training in our existing sites, as well as ways to expand our operations to new communities.

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**	89	N/A
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).
N/A

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	$586,016	$193,188	$392,828	$532,678	$172,689	$359,989	$607,545	$189,958	$417,588
b. Fringe Benefits	$243,868	$64,077	$179,791	$212,236	$68,569	$143,668	$242,080	$75,426	$166,655
c. Travel	$11,197	$0	$11,197	$26,730	$0	$26,730	$31,007	$0	$31,007
d. Equipment	$20,351	$0	$20,351	$18,719	$0	$18,719	$21,714	$0	$21,714
e. Supplies	$4,400	$0	$4,400	$637	$0	$637	$739	$0	$739
f. Contractual	$4,369,486	$2,085,873	$2,283,613	$3,234,349	$1,723,766	$1,510,583	$3,648,419	$1,896,143	$1,752,276
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Other	$85,243	$33,095	$52,148	$101,224	$24,667	$76,557	$115,940	$27,134	$88,806
i. Total Direct Charges (sum of a through h)	$5,320,561	$2,376,233	$2,944,328	$4,126,573	$1,989,691	$2,136,883	$4,667,444	$2,188,661	$2,478,785
j. Indirect Charges	$492,166	$118,463	$373,703	$455,731	$109,772	$345,959	$490,529	$120,749	$369,780
k. TOTALS (sum of i and j)	$5,812,727	$2,494,696	$3,318,031	$4,582,304	$2,099,463	$2,482,842	$5,157,973	$2,309,410	$2,848,565

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