

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 11-41-B10518	3. DUNS Number 058250283
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4. Recipient Organization

DISTRICT OF COLUMBIA, GOVERNMENT OF District of Columbia Public Library, 901 G ST NW RM 400, WASHINGTON, DC 20001-4531

5. Current Reporting Period End Date (MM/DD/YYYY) 03-31-2013	6. Is this the last Report of the Award Period? <input type="radio"/> Yes <input checked="" type="radio"/> No
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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 Joseph Carella BTOP Program Consultant	7c. Telephone (area code, number and extension) 2027153743
	7d. Email Address joe.carella@dc.gov

7b. Signature of Certifying Official Submitted Electronically	7e. Date Report Submitted (MM/DD/YYYY): 04-26-2013
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Project Indicators (This Quarter)

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

All except two of the new PCCs are up and running, and all existing PCCs have had computers added. Open lab times offered a total of 201,517 user sessions this quarter.

DC Public Library (DCPL) continued to offer its enormously popular classes and clinics, including Job Seekers' Drop-in Clinics (14 locations), Mavis Beacon Teaches Typing, PC Basics, Internet Basics, Email, Word, Excel, PowerPoint, Health Literacy and Social Media. Here's what some of the students have to say:

"I learned so much, even though I have worked 30 years for a law firm." (PC Basics)

"Very clear, patient and hands-on for those individuals who were unable to grasp immediately! Excellent! (PC Basics)

"Thoroughly enjoyed class!! Great instructor, very hands-on. Look forward to re-doing until I master Word. Thank you." (MS Word)

"What a wonderful service: thank you for making it available to all. Yay for libraries!" (MS Excel I) This is a very organized and productive course. Great service to the community." (MS Excel I)

"I took a job test for a job with an agency and managed to do well with much recognition of the classes taken here at MLK!" (HTML)

In addition to its open lab times, the Department of Parks and Recreation (DPR) continued to offer Boost Academics, which teaches students how to use popular software applications, ranging from animation and photo editing to word processing and desktop publishing, and from spreadsheets and databases to programming and operating systems.

The Community College of DC (CCDC) reports: Within the numbers, statistics, data, and surveys there are additional facts that aren't obvious in a report. The lab environment ideally functions as a place for student empowerment. Students using computers in the lab expect that their questions will be addressed, if not answered. Sometimes answering their questions takes the experience of other students around them. These students may have had similar challenges in their recent past, or know of a resource that will help. While we work hard to have problem-solving materials on hand, students know more about WHO to talk to than we often do. This informal information exchange is invaluable to the newer student.

Just because the older gentleman typing an English paper is busy working doesn't mean he won't willingly take 5 minutes to help a young student work through a problem in graphing from his Algebra class. This is an inspiring thing to see – every time.

Time and time again we see students helping each other. It is heartening that they care so little about age, race, gender, language skills, and other categories. Perhaps computers are equalizing us after all.

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	96	n/a
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
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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).

Meeting with the schools and getting the purchase order together for the two new PCCs has taken more time than anticipated; however, we plan to implement the two new PCCs in May 2013.

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 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	793	n/a
4.b.	Average users per week (NOT cumulative)	201,517	DCPL 199,579; CCDC 1,674; DPR 264
4.c.	Number of PCCs with upgraded broadband connectivity	28	n/a
4.d.	Number of PCCs with new broadband wireless connectivity	4	n/a
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	117	n/a

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
Annual House History Workshop (MLK)	5	50	250
College Goal DC (MLK)	6	16	96
DC Child Care Connections (MLK)	2	3	6
Power of Twitter (MLK)	3	16	48
Email (MLK)	2	77	154
Excel I (MLK)	2	175	350
Excel II (MLK)	2	162	324
Excel III Advanced (MLK)	2	103	206
Genealogists, Go Social (MLK)	3	14	42
Health Literacy (MLK)	3	29	87
HTML (MLK)	2	55	110
Job Seekers' Drop-In Clinic (MLK)	6	95	570
Knitting 2.0: Digital Tech for the Modern Knitter (MLK)	3	9	27
Mavis Beacon Teaches Typing (MLK)	2	217	434
OCTO Website Training (MLK)	7	73	511

PC Basics (MLK)	2	179	358
Pinspired: Pinterest (MLK)	3	8	24
PowerPoint (MLK)	2	107	214
Social Media Workshop (MLK)	3	9	27
Twitter 101 (MLK)	2	11	22
Using the Internet in GED Classrooms (MLK)	5	10	50
Web I (MLK)	2	59	118
What is Social Media? (MLK)	3	15	45
What's the Plus: Google+ (MLK)	3	13	39
Word I (MLK)	2	138	276
Word II (MLK)	2	105	210
Social Media 101 (ANA)	2	21	42
PC Basics (ANA)	2	5	10
Health & Computer Literacy (ANA)	2	24	48
Jobseekers' Clinic (ANA)	5	18	90
Jobseekers' Clinic (CPK)	3	3	9
Blackboard for Students (CCDC)	2	285	570
Other student training (CCDC)	2	224	448
Other student training (CCDC)	1	103	103
Registration Training for Faculty (CCDC)	3	115	345
Blackboard for Faculty (CCDC)	2	41	82
Internet Basics (CAV)	1	90	90
Tutor.com (CAV)	1	33	33
Heritage Quest (CAV)	2	27	54
Retailers Online App (CAV)	2	67	134
DCPL Databases (CAV)	1	70	70
Microsoft Word & Resume Templates (CAV)	1	61	61
Email (CAV)	1	158	158
Intro to Word (SOW)	2	7	14

Intro to Excel (SOW)	2	4	8
Intro to PowerPoint (SOW)	2	4	8
PC Computer Basics (SOW)	2	3	6
Intro to the Internet (SOW)	2	3	6
DC Public Library Website (SOW)	2	2	4
Email Basics (SOW)	2	3	6
Email Basics (WTD)	2	30	60
Digital Drop-in Clinic (WTD)	3	6	18
Special Needs Computer Clinic (WTD)	1	40	40
Jobseekers' Drop-in Clinic (WOO)	2	43	86
Computer Basics (WOO)	2	31	62
Social Media 101 (WOO)	2	16	32
Tech Monday (NW1)	2	87	174
Job Seekers' Drop-in Clinic (NW1)	2	23	46
Job Seekers' Drop-in Clinic (TPK)	2	18	36
Computer Basics (TPK)	1	7	7
Job Seekers' Drop-in Clinic (FGR)	2	5	10
Boost Academics (Southeast Tennis)	2	938	1,876
PC Basics (MTP)	2	2	4
Job Seekers' Drop-in Clinic (BLV)	2	69	138
PC Basics (PET)	2	7	14
Email/Internet Basics (PET)	2	8	16
Job Seekers' Drop-in Clinic (PET)	1	39	39
Job Seekers' Drop-in Clinic (SPK)	2	27	54
KSA Workshop (LAR)	2	24	48
Job Seekers' Drop-in Clinic (LAR)	2	46	92
Job Seekers' Drop-in Clinic (PAL)	1	12	12
PC Basics (PAL)	1	21	21

E-Book Drop-in Clinic (PAL)	1	50	50
E-Reader Drop-in Clinic (SOE)	1	17	17
Job Seekers' Drop-in Clinic (SOE)	2	31	62
GED Online Classes (BLV)	2	41	82
Job Seekers' Drop-in Clinic (PKL)	2	10	20
Job Seekers' Drop-in Clinic (WEE)	2	20	40

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).
 Install two new PCCs at McKinley Tech and Sousa schools.

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	100	n/a
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).
 n/a

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.

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	\$705,000	\$211,500	\$493,500	\$623,986	\$211,500	\$412,486	\$705,000	\$211,500	\$493,500
e. Supplies	\$1,141,040	\$343,219	\$797,821	\$1,141,040	\$343,219	\$797,821	\$1,141,040	\$343,219	\$797,821
f. Contractual	\$374,270	\$112,281	\$261,989	\$374,270	\$112,281	\$261,989	\$374,270	\$112,281	\$261,989
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)	\$2,220,310	\$667,000	\$1,553,310	\$2,139,296	\$667,000	\$1,472,296	\$2,220,310	\$667,000	\$1,553,310
j. Indirect Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
k. TOTALS (sum of i and j)	\$2,220,310	\$667,000	\$1,553,310	\$2,139,296	\$667,000	\$1,472,296	\$2,220,310	\$667,000	\$1,553,310

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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