

**QUARTERLY PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS**

**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>  21-42-B10535	<b>3. DUNS Number</b>  050950989
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**4. Recipient Organization**  
  
 Kentucky Arts, Education & Humanities Cabinet P.O. Box 537, Frankfort, KY 406020537

<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b>  06-30-2013	<b>6. Is this the last Report of the Award Period?</b>  <p style="text-align: right;"><input type="radio"/> Yes    <input checked="" type="radio"/> No</p>
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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.**

<b>7a. Typed or Printed Name and Title of Certifying Official</b>  Nicole Bryan	<b>7c. Telephone (area code, number and extension)</b>  _____
	<b>7d. Email Address</b>  nicole.bryan@ky.gov

<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  07-25-2013
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**Project Indicators (This Quarter)**

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

All 46 PCCs were operational with three library buildings being affected by major renovation and repair projects. Rolling cases for laptops and support for training events received funds. The libraries reported that 2,220 customers participated in classes including Computer Basics, Keyboarding, Online Job Searching, MS Office, Email, Internet, Resumes, Interview Skills, Facebook/Twitter, Small Business, Quickbooks, Photoshop, eBay, GoogleDocs, Windows 8, Computer Maintenance, File Management and Security/Anti-Virus, Spanish in the Workplace, Career Planning, GED, Firefox. Several libraries reported that the word seems to finally be getting out into their communities about their classes which resulted in higher than expected attendance in their formal classes. Libraries reported continually assessing their classes and redirecting them based on participant input. Libraries continued to concentrate on self-employment and starting small businesses. Their customers reported success after attending sessions on how to turn hobbies into businesses. More libraries reported that customers who had attended classes were more independent and if they asked for one on one assistance that their questions were more advanced. While some classes reported a need for more advanced courses, there continues to be a strong need across the state for basic computer and MS Office training. A number of libraries reported hosting successful job fairs and even more reported that class attendees were coming back to thank them for their help in getting jobs. There were unexpected contacts and then successes with young people who have been home schooled by grandparents and have no or few computer skills. These young customers have with library staff's help completed government forms then attended the formal classes and are working toward attending college or joining the military. Nine libraries conducted classes off site at churches, community centers, Salvation Army, senior centers, jail, Walmart, a mall and a variety of government offices. Eleven libraries taught classes outside normal hours. Seventy-four library staff members participated in free appropriate training outside the grant. Libraries continued to work closely with Adult Education Offices with the GED Closeout. One library hosts staff from Adult Ed every Monday to work with anyone needing assistance with the test. 17,436 customers received individual assistance with basic computers, MS Office, Resumes, Online Job Applications, Job research, email accounts, MapQuest, business cards, Quickbooks, eBay, Skype, scanning, student loans, online courses, jobs and test databases, job testing, government forms including energy assistance, unemployment, Social Security and taxes. While most libraries have continually reported assisting customers with online classes, more are becoming increasingly engaged and the non-traditional students are particularly thankful for the help. More libraries are proctoring exams. One library continued to allow a student to work on her classes in the community room after hours on BTOP equipment. The libraries reported that computer equipment was used by 241,831 customers. The E-Rate Coordinator trained 193 library staff members on technology related topics. The BTOP listserv was used for communication and sharing of resources. The monthly best practices webinars continued and links to the archived sessions mounted on the website. Many outreach, marketing, and partnership efforts continued. Partnerships with businesses continue to emerge and be maintained. One local insurance company used BTOP laptops at the library to sign up the county employees for insurance. Another library worked with the HR manager of a business that was closing to ensure that those who were losing their jobs knew about the library's classes. Another library reported that real estate professionals are using the library as their off site office. The library's role in the community continues to evolve. The user share continued to be populated with subrecipient documentation that included quotes, expenditure reports, call notes, and other materials.

**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	99	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

**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).**

Many libraries reported that they were anticipating issues with the onset of Summer Reading. In most libraries, the increased traffic and program scheduling ultimately means low numbers for formal classes. One small library reported 2,000 more people in the library in June. While this negatively impacted their face to face class attendance, they viewed this as an opportunity to market all of their services including the public access computers and the classes. Another very small library also took advantage of this opportunity to schedule small classes for the adults while the children were engaged. Yet another reported that they created and scheduled their summer reading programs around the existing classes. As the project is concluding a number of libraries have reported that their trainers have found other employment and have departed. This has created a problem at some locations. While more libraries are reporting that customers are getting jobs, the unemployment rate here in Kentucky is escalating from 7.9% in April to 8.1% in May and 8.4% in June. As was reported previously, libraries continued to see one on one assistance provided by library staff members to the public thrive and escalate. Even more libraries are indicating that the one on one assistance is taxing their existing staff and that they are trying to find solutions that their communities will accept. Marketing has been a challenge throughout the grant. Libraries are consistently reporting that the most successful marketing is word of mouth. More libraries have reported that they are now the site where employers send prospective employees for help in completing the online application. In one library, a local business relies on an employment agency to supply them with appropriate candidates. The agency sends potential employees to the library every week to take the required online tests. Libraries have continued to escalate their small business assistance with more training and support. Many libraries are interested in taking their laptop labs out into their communities to broaden their deployment of face to face classes and one on one assistance. The libraries are undeterred if things do not work out and continue to look for locations out in their communities. One library scheduled a training event in their local Walmart. Although it didn't work out as they had hoped because people were too pressed for time to actually sit down to take a class, it proved a very positive opportunity to reach many people who never come to the library. This same library partnered with another library to teach classes at the regional mall. Although the mall's wireless access was inconsistent, they did work with several people and declared their intention of solving the problem and trying again. Libraries continue to report that the Adult Education Office in their counties can no longer offer basic computer classes. They must redirect their limited resources toward GED completion. Subsequently, the Adult Ed offices are continuing to send their customers who need computer training to the libraries to take their classes. Sustainability discussions continue with inconsistent results. Libraries have indicated that continuing the formal classes may not be possible at the same level after the grant.

**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	733	N/A
4.b.	Average users per week (NOT cumulative)	51,366	N/A
4.c.	Number of PCCs with upgraded broadband connectivity	46	N/A
4.d.	Number of PCCs with new broadband wireless connectivity	0	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	1,062	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
Adair Co Public Library, Computer Basics Review	2	4	8
Adair Co Public Library, Resume Writing	2	3	6
Adair Co Public Library, Resume Writing	2	13	26
Bath Co Public Library, Computer Basics	2	30	60
Boyle Co Public Library, Career Planning	2	11	22

Boyle Co Public Library, Computer Basics	1	120	120
Boyle Co Public Library, Computer Basics	2	77	154
Boyle Co Public Library, Google Docs	2	2	4
Boyle Co Public Library, Intro to Internet	2	17	34
Boyle Co Public Library, Resume Writing	2	19	38
Calloway Co Public Library, Business Resources	2	1	2
Calloway Co Public Library, Computer Basics Session 1	2	11	22
Calloway Co Public Library, Computer Basics Session 6	2	4	8
Calloway Co Public Library, e-Resources	2	5	10
Calloway Co Public Library, Facebook/Twitter	2	2	4
Calloway Co Public Library, File Management	2	4	8
Calloway Co Public Library, MS Excel Session 1	2	32	64
Calloway Co Public Library, MS Excel Session 2	2	12	24
Calloway Co Public Library, MS Excel Session 3	2	10	20
Calloway Co Public Library, Picasa Session 1	2	1	2
Calloway Co Public Library, Picasa Session 2	2	4	8
Calloway Co Public Library, Picasa Session 3	2	4	8
Carroll Co Public Library, Computer Basics	2	6	12
Carroll Co Public Library, Computer Basics	3	11	33
Carroll Co Public Library, Facebook/Twitter	2	2	4
Carroll Co Public Library, Intro to Internet	2	4	8
Carroll Co Public Library, Intro to Internet	3	4	12
Casey Co Public Library, Computer Basics	2	45	90
Casey Co Public Library, Email	2	8	16
Casey Co Public Library, Online Job Searching	2	20	40
Clinton Co Public Library, Computer Basics	1	20	20

Clinton Co Public Library, Intro to Internet	1	6	6
Clinton Co Public Library, MS Word	1	13	13
Corbin Public Library (Whitley Co), Interview Skills	2	8	16
Corbin Public Library (Whitley Co), Resume Writing	2	18	36
Crittenden Co Public Library, Career Transitions Database	2	1	2
Crittenden Co Public Library, Computer Basics	1	1	1
Crittenden Co Public Library, Online Job Searching	1	1	1
Crittenden Co Public Library, Resume Writing	1	1	1
Cynthiana-Harrison Co Public Library, Computer Maintenance	2	10	20
Cynthiana-Harrison Co Public Library, Intro to Windows 8 Part 2	2	10	20
Cynthiana-Harrison Co Public Library, MS Excel	2	10	20
Cynthiana-Harrison Co Public Library, MS Word	2	10	20
Cynthiana-Harrison Co Public Library, Skype	2	10	20
Edmonson Co Public Library, MS Word	1	3	3
Edmonson Co Public Library, Online Job Applications	3	12	36
Edmonson Co Public Library, Quickbooks	3	10	30
Estill Co Public Library, Computer Basics	2	9	18
Estill Co Public Library, MS Excel	2	6	12
Estill Co Public Library, Resume Writing	2	1	2
Fleming Co Public Library, Email	1	6	6
Fleming Co Public Library, Google Earth	1	5	5
Fleming Co Public Library, Intro to Internet	1	1	1
Fleming Co Public Library, MS Word	1	27	27
Gallatin Co Public Library, iPad Basics	2	1	2
Gallatin Co Public Library, MS Excel	3	2	6
Garrard Co Public Library, Computer Basics	2	1	2

Garrard Co Public Library, MS Word	2	3	6
Garrard Co Public Library, Online Job Searching	2	1	2
Grant Co Public Library, Computer Basics	1	5	5
Grant Co Public Library, Computer Basics	2	20	40
Grant Co Public Library, Interview Skills	2	18	36
Grant Co Public Library, Intro to Internet	1	6	6
Grant Co Public Library, Intro to Internet	2	20	40
Grant Co Public Library, MS Excel	2	1	2
Grant Co Public Library, MS PowerPoint	2	2	4
Grant Co Public Library, MS Publisher	2	4	8
Graves Co Public Library, Computer Basics	3	93	279
Graves Co Public Library, Interview Skills	3	6	18
Graves Co Public Library, MS Word	3	5	15
Graves Co Public Library, Online Job Searching	3	5	15
Graves Co Public Library, Resume Writing	3	10	30
Hancock Co Public Library, Computer Basics	2	10	20
Hancock Co Public Library, eBay	2	12	24
Hancock Co Public Library, Facebook/Twitter	2	4	8
Hancock Co Public Library, iPad Basics	2	1	2
Hardin Co Public Library, Computer Basics	1	8	8
Hardin Co Public Library, Computer Basics	2	9	18
Hardin Co Public Library, Email	1	4	4
Hardin Co Public Library, Facebook/Twitter	2	12	24
Hardin Co Public Library, Intro to Computer Maintenance	2	14	28
Hardin Co Public Library, Intro to Internet	1	5	5
Hardin Co Public Library, Mouse Practice	1	3	3

Hardin Co Public Library, MS Word	2	23	46
Hardin Co Public Library, MS Word Intermediate	2	12	24
Hardin Co Public Library, Nook Basics	1	10	10
Hardin Co Public Library, Smart Start Business Basics	2	4	8
Harry M Caudill Memorial Library (Letcher Co), Computer Basics	3	5	15
Harry M Caudill Memorial Library (Letcher Co), Intro to Internet	3	5	15
Harry M Caudill Memorial Library (Letcher Co), iTunes/Pinterest	3	6	18
Harry M Caudill Memorial Library (Letcher Co), Online Job Searching	3	9	27
Harry M Caudill Memorial Library (Letcher Co), Photo Sharing	3	5	15
Harry M Caudill Memorial Library (Letcher Co), Social Networking Skills	3	3	9
Henry Co Public Library, Computer Basics	1	2	2
Henry Co Public Library, Computer Basics	2	21	42
Henry Co Public Library, Digital Cameras	1	1	1
Henry Co Public Library, Digital Camera Basics	1	3	3
Henry Co Public Library, Facebook/Twitter	1	7	7
Henry Co Public Library, Facebook/Twitter	2	2	4
Henry Co Public Library, Pinterest	1	3	3
Henry Co Public Library, Smartphones	1	1	1
Jessamine Co Public Library, Intro to Internet	2	8	16
Jessamine Co Public Library, MS Excel	2	7	14
Jessamine Co Public Library, MS PowerPoint	2	5	10
Jessamine Co Public Library, MS Publisher	2	5	10
John L Street Public Library (Trigg Co), Computer Basics	1	11	11
John L Street Public Library (Trigg Co), Email	1	11	11

John L Street Public Library (Trigg Co), Email Advanced	1	6	6
John L Street Public Library (Trigg Co), Intro to Internet	1	5	5
John L Street Public Library (Trigg Co), Internet Q&A	2	6	12
LaRue Co Public Library, Interview Skills	2	6	12
LaRue Co Public Library, Intro to Internet	2	5	10
LaRue Co Public Library, Intro to iPad	2	7	14
LaRue Co Public Library, Spanish in the Workplace	2	9	18
Lewis Co Public Library, Computer Basics	2	21	42
Lewis Co Public Library, Mozilla Firefox	2	6	12
Lewis Co Public Library, MS Excel	2	8	16
Lewis Co Public Library, MS PowerPoint	2	9	18
Lewis Co Public Library, MS Word	2	7	14
Lewis Co Public Library, Online Job Searching	2	9	18
Lewis Co Public Library, Resume Writing	2	6	12
Logan Co Public Library, Computer Basics	2	8	16
Logan Co Public Library, Interview Skills	1	1	1
Logan Co Public Library, MS Excel	2	9	18
Logan Co Public Library, MS PowerPoint	1	2	2
Logan Co Public Library, Tablet Tuesdays	2	1	2
Martin Co Public Library, Computer Basics	2	2	4
Martin Co Pubic Library, Computer Basics	3	1	3
Mason Co Public Library, Computer Basics	3	6	18
Mason Co Public Library, Email	3	3	9
Mason Co Public Library, Facebook/Twitter	3	3	9
Mason Co Public Library, Intro to Internet	3	2	6
Mason Co Public Library, MS Word	3	1	3



Mason Co Public Library, Resume Writing	3	9	27
McCreary Co Public Library, Computer Basics	2	16	32
Meade Co Public Library, Computer Basics	1	12	12
Meade Co Public Library, Email	2	56	112
Meade Co Public Library, MS Excel	1	3	3
Meade Co Public Library, MS Excel	2	3	6
Meade Co Public Library, MS PowerPoint	1	2	2
Metcalfe Co Public Library, Computer Basics	4	3	12
Metcalfe Co Public Library, Computer Basics	2	10	20
Metcalfe Co Public Library, MS Word	2	2	4
Metcalfe Co Public Library, MS PowerPoint	2	2	4
Mt Sterling-Montgomery Co Public Library, Computer Basics	1	3	3
Mt Sterling-Montgomery Co Public Library, Consumer Scams	1	3	3
Mt Sterling-Montgomery Co Public Library, GED	1	1	1
Mt Sterling-Montgomery Co Public Library, Interview Skills	1	1	1
Mt Sterling-Montgomery Co Public Library, Job Fair	3	25	75
Mt Sterling-Montgomery Co Public Library, MS Excel	2	5	10
Mt Sterling-Montgomery Co Public Library, MS PowerPoint	2	2	4
Mt Sterling-Montgomery Co Public Library, Resume Writing	1	1	1
Nicholas Co Public Library, eBay	1	7	7
Nicholas Co Public Library, How to Post & Update Facebook	1	12	12
Nicholas Co Public Library, MS Excel	1	8	8
Nicholas Co Public Library, MS PowerPoint	1	6	6
Nicholas Co Public Library, Online Job Searching	1	8	8
Nicholas Co Public Library, Photoshop	1	5	5
Ohio Co Public Library, Business Resources	3	2	6

Ohio Co Public Library, Computer Basics	3	5	15
Ohio Co Public Library, eReaders Simplified	3	9	27
Ohio Co Public Library, MS Excel	3	6	18
Ohio Co Public Library, MS Word	3	5	15
Ohio Co Public Library, Resume Writing	3	2	6
Owen Co Public Library, Email	2	5	10
Owen Co Public Library, Intro to Internet	2	9	18
Owen Co Public Library, Online Job Applications	4	4	16
Owen Co Public Library, Online Job Searching	2	18	38
Owen Co Public Library, Open Computer Lab	2	6	12
Owen Co Public Library, Open Computer Lab	4	6	24
Pike Co Public Library District, Computer Basics	2	36	72
Pike Co Public Library District, Internet & Email	2	20	40
Pike Co Public Library District, Intro to Internet	2	13	26
Pike Co Public Library District, Online Job Searching	2	18	36
Pike Co Public Library District, Resume Writing	2	21	42
Powell Co Public Library, Basic Computer & Internet	2	6	12
Powell Co Public Library, Computer Basics	2	17	34
Pulaski Co Public Library, Book a Tech	2	30	60
Pulaski Co Public Library, Computer Basics	1	10	10
Pulaski Co Public Library, Computer Basics	2	21	42
Pulaski Co Public Library, Computer Basics Intermediate	2	10	20
Pulaski Co Public Library, Interview Skills	1	2	2
Pulaski Co Public Library, Job Fair	4	22	44
Pulaski Co Public Library, MS Excel	2	3	6
Pulaski Co Public Library, MS PowerPoint	2	3	6

Pulaski Co Public Library, MS Word	2	2	4
Pulaski Co Public Library, Open Lab	1	2	2
Pulaski Co Public Library, Resume Writing	1	10	10
Pulaski Co Public Library, Resume Writing	2	75	150
Rowan Co Public Library, Career Transitions Database	1	4	4
Rowan Co Public Library, Facebook/Twitter	1	4	4
Rowan Co Public Library, iPod/iPad	1	6	6
Rowan Co Public Library, Mango Languages	1	3	3
Rowan Co Public Library, MS Excel	1	5	5
Rowan Co Public Library, MS PowerPoint	1	8	8
Rowan Co Public Library, MS Word	1	4	4
Rowan Co Public Library, PC Hardware	1	5	5
Rowan Co Public Library, Resume Writing	2	1	2
Rowan Co Public Library, Safe Surfing	1	5	5
Rowan Co Public Library, Skype	1	9	9
Rowan Co Public Library, Small Business	1	5	5
Russell Co Public Library, Open Learning Q&A	2	7	14
Russell Co Public Library, Solving Your Computer Challenges	2	8	16
Spencer Co Public Library, Computer Basics	2	3	6
Spencer Co Public Library, Computer Security & Anti-virus	2	4	8
Spencer Co Public Library, Email	1	6	6
Spencer Co Public Library, Email	2	4	8
Spencer Co Public Library, eReaders	1	2	2
Spencer Co Public Library, Facebook/Twitter	2	2	4
Spencer Co Public Library, MS PowerPoint	2	4	8
Spencer Co Public Library, MS Word	2	2	4

Spencer Co Public Library, Online Job Searching	2	1	2
Spencer Co Public Library, Web Search	2	2	4
Taylor Co Public Library, Computer Basics	2	6	12
Taylor Co Public Library, Computer Basics	4	33	132
Taylor Co Public Library, Computer Basics Intermediate	2	5	10
Trimble Co Public Library, Google Picasa	2	4	8
Trimble Co Public Library, Window 8 & Microsoft Updates	2	4	8
Union Co Public Library, Computer Basics	2	15	30
Union Co Public Library, Computer Basics Next Steps	2	5	10
Union Co Public Library, Career Transitions Database	2	21	42
Union Co Public Library, Facebook/Twitter	2	12	24
Warren Co Public Library, Computing for Seniors	1	6	6
Warren Co Public Library, Digital Downloads	1	10	10
Warren Co Public Library, eBay	1	1	1
Warren Co Public Library, Email	1	3	3
Warren Co Public Library, Facebook/Twitter	1	5	5
Warren Co Public Library, Google Docs	1	2	2
Warren Co Public Library, Intermediate Computers & Internet	1	2	2
Warren Co Public Library, Intro to Computers & Internet	1	10	10
Warren Co Public Library, Intro to Genealogy	1	4	4
Warren Co Public Library, Intro to Social Media	1	3	3
Warren Co Public Library, Intro to Zinio	1	2	2
Warren Co Public Library, How to Craigs List	1	4	4
Warren Co Public Library, MS Excel	2	25	50
Warren Co Public Library, MS PowerPoint	1	5	5
Warren Co Public Library, MS Word	2	10	20

Warren Co Public Library, Online Job Searching	1	2	2
Warren Co Public Library, Resume Writing	1	1	1
Washington Co Public Library, Computer Basics	1	45	45

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).**

July is the last month of the project for the libraries. Since this is a Summer Reading month, the libraries will continue to deal with the issues related to that which have been discussed earlier. Libraries will continue to provide face to face training events and one on one assistance. The e-rate coordinator will deploy training this month. As per usual, she will continue to maintain contact with E-Rate libraries by listserv, email, phone, and site visits were appropriate. She will also work directly with the Universal Service Administrative Company's School Libraries Division on behalf of subrecipient libraries as E-Rate issues arise. The last monthly best practice/good idea session will be based on the monthly BTOP reports from the libraries. In anticipation of the closeout process, allocation spreadsheets related to procurement throughout the project will continue to be generated and sent to the project managers and the IT contractor for review and affirmation. A Sustainability Plan and Impact Report will be deployed to learn how the libraries plan to continue to provide the BTOP related services after the grant has concluded. The project related listserv will continue to be used as a communication device and a discussion forum by everyone involved with the project. The administrative user share will continue to be populated with subrecipient documentation that includes expenditure reports, emails related to the project and quotes as appropriate.

**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	\$133,590	\$96,658	\$36,932	\$118,977	\$80,048	\$38,929	\$124,385	\$85,456	\$38,929
b. Fringe Benefits	\$51,457	\$47,144	\$4,313	\$46,384	\$40,923	\$5,461	\$47,433	\$41,973	\$5,461
c. Travel	\$2,389	\$978	\$1,411	\$978	\$978	\$0	\$978	\$978	\$0
d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
e. Supplies	\$1,424,452	\$248,782	\$1,175,670	\$1,429,216	\$248,782	\$1,180,434	\$1,429,216	\$248,782	\$1,180,434
f. Contractual	\$78,893	\$17,975	\$60,918	\$78,894	\$17,976	\$60,918	\$78,894	\$17,976	\$60,918
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$132,513	\$127,788	\$4,725	\$155,221	\$144,161	\$11,060	\$155,221	\$144,161	\$11,060
i. Total Direct Charges (sum of a through h)	\$1,823,294	\$539,325	\$1,283,969	\$1,829,670	\$532,868	\$1,296,802	\$1,836,127	\$539,326	\$1,296,802
j. Indirect Charges	\$67,296	\$1,439	\$65,857	\$54,463	\$1,439	\$53,024	\$54,463	\$1,439	\$53,024
k. TOTALS (sum of i and j)	\$1,890,590	\$540,764	\$1,349,826	\$1,884,133	\$534,307	\$1,349,826	\$1,890,590	\$540,765	\$1,349,826

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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