

RECIPIENT NAME:Oklahoma City University

AWARD NUMBER: 40-41-B10526

DATE: 06/30/2014

OMB CONTROL NUMBER: 0660-0037  
EXPIRATION DATE: 6/30/2015

### 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>  40-41-B10526	<b>3. DUNS Number</b>  065441842
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**4. Recipient Organization**  
  
Oklahoma City University 2501 N Blackwelder Avenue, Oklahoma City, OK 73106-1493

<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b>  09-30-2013	<b>6. Is this the last Report of the Award Period?</b>  <input checked="" type="radio"/> Yes <input 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.**

<b>7a. Typed or Printed Name and Title of Certifying Official</b>  Teena Belcik  Broadband Technology Consultan	<b>7c. Telephone (area code, number and extension)</b>  (405) 821-0350
	<b>7d. Email Address</b>  tbelcik@okcu.edu

<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  06-30-2014
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**Project Indicators (This Quarter)**

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

The most significant accomplishment this quarter is that this project was completed. Partnerships were formed with additional community non-profit organizations and a record number of individuals visited the ICC. Special events were held to provide help for job seekers and small businesses. An additional special event focused on helping non-profit organizations improve their use of social media to make vulnerable populations aware of their services. Summer programs for children were offered with organizations such as Positive Tomorrows, Boys & Girls Club, OKC Children's Theatre, Latino Community Development Agency, and Oklahoma City Family Literacy. Three AmeriCorps positions were awarded and filled. The AmeriCorps Members will work with our children's programs as well as with our adult guests seeking improved job skills and job placement. Curriculum was developed in association with ISTE and NETS standards to provide weekly computer literacy instruction at certain elementary schools throughout the school year. This program was implemented in September. Additional computer literacy classes were offered and funds were raised to sustain operations beyond the grant period.

**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	100	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).**

N/A

**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	94	N/A
4.b.	Average users per week (NOT cumulative)	300	N/A
4.c.	Number of PCCs with upgraded broadband connectivity	1	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	56	N/A

**5. Training Programs. In the chart below, please describe the training programs provided at each of your BTOP-funded PCCs.**

<b>Name of Training Program</b>	<b>Length of Program (per hour basis)</b>	<b>Number of Participants per Program</b>	<b>Number of Training Hours per Program</b>
Boys & Girls Club (BGC)	2	227	454
Office Certification Support/ Proctoring	1	65	65
PowerPoint	1	7	7
Creating Forms in Word	1	8	8
ESL	38	15	570
Making Labels Online	1	1	1
Shartel Towers - Mousercize	1	8	8
Quickbooks	2	6	12
Intro to Google Docs/Drive	1	23	23
Toastmasters	5	10	50
Intro to G-mail	1	3	3
Computer Basics 1	1	6	6
Positive Tomorrows	3	12	36
Children's Theatre - Creating Digital Stories	24	15	360
Urban League - YES Academy	5	13	65
Shartel Towers	4	26	104
Latino Community Development Agency (LCDA)	2	28	56
BGC - iMovie	1	14	14
Children's Theatre - abcya	2	62	124
Excel for Beginners	1	5	5
Public Strategies - career builders	9	12	108
Intro to Gmail	1	8	8
Intro to Excel - Parts 1 & 2	2	18	36
CT - after care	2	25	50
Penn Ave. Redemption (Re-entry program)	1	101	101
Lend-a-Hand	5	24	120
Online GED prep	4	14	56

Welcome to Windows	1	7	7
Intro to Word - 1&2	3	17	51
Positive Tomorrows - movie making	1	35	35
Intro to Powerpoint 1&2	2	4	8
One-on-Ones	1	27	27
Intro to Facebook	1	8	8
CT	1	129	129
DHS -Excel and Access	11	24	264
Dynasty Care	8	6	48
Excel 3 & 4	2	24	48
CT after care	2	99	198
Word 3 & 4	2	14	28
Sanctuary - job search	1	10	10
All About iMovie	1	5	5
Positive Tomorrows	1	47	47
Computer Basics 3	1	7	7
Google Earth	1	3	3
Making Tables in Word	1	7	7
YMCA (NYC)	2	9	18
Welcome to Windows	1	3	3
Excel for Absolute Beginners	1	4	4
Excel 5 & 6	2	10	20
iCivics	7	21	147
Next Step	1	5	5
Keyboarding Basics	1	2	2
LCDA - PowerPoint	4	11	44
CT - Creating digital stories	24	15	360
Publisher 1 & 2	2	21	42
Intro to Access	2	12	24

E-mail Basics	1	4	4
Elementary Prof. Dev. - Smart Boards, Google Earth, D2L, Web pages	4	38	152
CT - internet safety	1	45	45
OCCF training	2	17	34
Kids' Computing Camp!	2	6	12
CT - Video game design	24	15	360
Making a Prezi Presentation	1	8	8
Twitter for Non-Profits	1	7	7
Intro to Picasa	1	2	2
CT - making cyber robots	1	98	98
All About You Tube	1	4	4
Omega Psi Psi training	7	66	462
OCCC - Career Transitions (basic resume, google drives, PDFs)	2	13	26
Computer Basics Intensive	2	4	8
AmeriCorps Site Supervisor training	6	32	192
Positive Tomorrows after school program	6	29	174
Word 5&6	2	5	10
PowerPoint for Kids	1	6	6
PhotoShop	1	3	3
Building a Winning Resume	1	12	12
Intro to SMART Boards and SMART Notebook	2	5	10
K-12 Virtual School; ICC overview	4	51	204
PT	5	38	190
Genealogy on the Internet	1	4	4
Google Earth	1	6	6
Quickbooks for Non-profits	2	9	18
Redding Sr. Center - computer basics 1	6	7	42
Downloading & editing photos	2	5	10

Will Rogers Sr. Center - Computer Basics	3	13	39
Woodson Sr. Center - Computer Basics	3	17	51
Intro to Macbooks	1	1	1
Competitive Edge	4	25	100
OKC Family Literacy Program - Computer Basics	4	45	180
Flickr, Pinterest, and Social Media	1	1	1
MS Office 2010 vs 2013	1	5	5
Cherokee Nation Training Event	4	27	108
Computer Basics 2	1	1	1
Gatewood Elementary - Computer Basics	2	26	52
Remerge - Office Certification, Resumes, Job Search, Merit GED	3	32	96

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).

N/A. The project is complete so there will not be another quarter of reporting.

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	TBD
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 - The project is complete.

**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	\$372,555	\$42,000	\$330,555	\$414,598	\$86,049	\$328,549	\$404,985	\$75,000	\$329,985
b. Fringe Benefits	\$63,298	\$0	\$63,298	\$57,293	\$0	\$57,293	\$57,293	\$0	\$57,293
c. Travel	\$24,000	\$0	\$24,000	\$10,565	\$0	\$10,565	\$8,048	\$0	\$8,048
d. Equipment	\$30,806	\$0	\$30,806	\$31,131	\$0	\$31,131	\$30,806	\$0	\$30,806
e. Supplies	\$401,676	\$0	\$401,676	\$342,662	\$0	\$342,662	\$345,962	\$0	\$345,962
f. Contractual	\$474,457	\$90,857	\$383,600	\$591,412	\$90,857	\$500,555	\$590,418	\$90,857	\$499,561
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$226,482	\$25,524	\$200,958	\$192,214	\$28,076	\$164,138	\$191,314	\$28,076	\$163,238
i. Total Direct Charges (sum of a through h)	\$1,593,274	\$158,381	\$1,434,893	\$1,639,875	\$204,982	\$1,434,893	\$1,628,826	\$193,933	\$1,434,893
j. Indirect Charges	\$588,306	\$588,306	\$0	\$588,306	\$588,306	\$0	\$588,306	\$588,306	\$0
k. TOTALS (sum of i and j)	\$2,181,580	\$746,687	\$1,434,893	\$2,228,181	\$793,288	\$1,434,893	\$2,217,132	\$782,239	\$1,434,893

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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