QUARTERLY PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS

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	47-41-B10527	155946874

4. Recipient Organization

STATE LIBRARY & ARCHIVES, TENNESSEE 312 8TH AVE N FL 7, NASHVILLE, TN 37243-0001

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)
Ashley Bowers	615-532-4628
	7d. Email Address
	Ashley.Bowers@tn.gov
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).

Our 12 sub-recipient libraries are in the last stages of wrapping up spending. Training programs and open job labs continue to be a success.

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	98	
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).

We did not face any challenges or issues in Q4 2012 in achieving planned progress.

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 underlined 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	442	This figure represents new computers (workstations) installed at PCCs and available to the public.
4.b.	Average users per week (NOT cumulative)	7,662	We have fallen short of our baseline. Site visits will hopefully help us nail down this figure.
4.c.	Number of PCCs with upgraded broadband connectivity	2	We are still unsure of this figure and are working with sub-recipients to report an accurate figure.
4.d.	Number of PCCs with new broadband wireless connectivity	9	We are still unsure of this figure and are working with sub-recipients to report an accurate figure.
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	484	We are still unsure of this figure and are working with sub-recipients to report an accurate figure.

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
Introduction to the World of Computers	8	20	160

Resume Preparation	4	6	24
Microsoft Word	10	20	200
Meet the Mouse	2	20	40
Basic Email	2	20	40
Introduction to the Internet	2	20	40
Microsoft Excel	10	20	200
Modern Job Hunting	2	2	4
Resume Writing 101	2	0	0
Introduction to the Computer Center for JCPL Leadership Program	1	12	12
Introduction to Social Media	1	9	9
The Hobbit: Journey from Classical Novel to Motion Picture	2	9	18
Introduction to Genealogical Database, Ancestry.com	1	5	5
Introduction to eBook Lending Library, R.E.A.D.S.	2	9	18
Job Skills	1	1	1
Open Job Lab	2	4	8
Computer Basics I	2	13	26
Windows 7	2	13	26
Internet Searching	2	13	26
Troubleshooting	2	13	26
Microsoft Office 2010	2	13	26
Word 2010 I	2	13	26
Excel 2010 I	2	13	26
Basic Word	1	3	3
E-Readers	1	2	2
Basic Excel Class	2	3	6
Basic Computer Class	2	2	4
Computer Basics	2	5	10
TN Dept of Labor's Mobile Career Coach	3	21	63

Job Lab	3	5	15
Computer Basics	2	5	10
Resume Basics	2	5	10
Job Search Basics	2	5	10
Computer Basics	2	5	10
Microsoft Word	2	8	16
Spreadsheets	2	8	16
E-Reader Class	1	12	12
Basic Internet and Email	2	6	12
Connecting your e-Reader to R. E.A.D.S.	2	2	4
Basic Word MS 2010	3	10	30
Basic Internet and Email	3	4	12

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).
We are almost complete with reviewing sub-recipient documentation (invoices) for purchases. Only two libraries remain that have unspent funds. Most of our libraries have exceeded their cost share match requirements. Next quarter we hope to make a few site visits to our sub-recipient libraries.

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**	98	
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).
We do not anticipate any challenges or issues in the coming quarter.

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.

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	$28,434	$8,530	$19,904	$28,434	$8,530	$19,904	$28,434	$8,530	$19,904
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	$581,038	$174,311	$406,727	$581,038	$174,311	$406,727	$581,038	$174,311	$406,727
e. Supplies	$109,714	$32,914	$76,800	$109,714	$32,914	$76,800	$109,714	$32,914	$76,800
f. Contractual	$69,369	$20,811	$48,558	$59,385	$20,811	$38,574	$59,385	$20,811	$38,574
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Other	$7,188	$2,157	$5,031	$7,188	$2,157	$5,031	$7,188	$2,157	$5,031
i. Total Direct Charges (sum of a through h)	$795,743	$238,723	$557,020	$785,759	$238,723	$547,036	$785,759	$238,723	$547,036
j. Indirect Charges	$0	$0	$0	$0	$0	$0	$0	$0	$0
k. TOTALS (sum of i and j)	$795,743	$238,723	$557,020	$785,759	$238,723	$547,036	$785,759	$238,723	$547,036

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