

**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>  36-42-B10567	<b>3. DUNS Number</b>  884226288
--	---	--

**4. Recipient Organization**  
  
 NEW YORK, CITY OF 75 PARK PL, NEW YORK, NY 10007-2549

<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b>  12-31-2010	<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>
--	--

**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>  Anne Kathryn Hohman	<b>7c. Telephone (area code, number and extension)</b>  212-513-6484
	<b>7d. Email Address</b>  ahohman@doitt.nyc.gov

<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  02-22-2011
---	--

**Project Indicators (This Quarter)**

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

The City's Department of Information Technology and Telecommunications hired program management staff, held numerous internal and external meetings with program partners, and worked to secure required contracts, develop detailed program implementation plans, compile first round of budget and programmatic revisions, and establish administrative structures and processes required for implementation, such as structures required to distribute funding, and for financial and programmatic tracking and reporting.

All program partners, including the New York Public Library (NYPL), Brooklyn Public Library (BPL), and Queens Borough Public Library (QBPL), as well as the Department of Parks and Recreation (DPR), the New York City Housing Authority (NYCHA), the Department for the Aging (DFTA) and their partner Older Adults Technology Services (OATS) conducted their own planning meetings, and established a variety of internal administrative structures required for program implementation. All partners additionally assessed PCC sites to determine need for changes to program implementation plans. NYPL, BPL, QBPL, NYCHA and DFTA/OATS recruited and/or hired program staff. BPL placed equipment and supplies orders. And DFTA/OATS worked to develop and update instructional materials for training programs.

**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	0	Percent complete is consistent with target in baseline plan. The City uses a reimbursement payment method, and will be reporting on a cash basis, only after payments have been made.
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).**

There were no challenges or issues faced in the past quarter in achieving planned progress against milestones listed above. A delay in the contracting process did, however, result in a delay in an equipment purchase by one partner, and in a PCC upgrade for one partner, as described below.

**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	0	Delay in contracting process resulted in delay of equipment purchase for one program partner.
4.b.	Average users per week (NOT cumulative)	0	Delay in contracting process resulted in delay of one PCC upgrade for one program partner.
4.c.	Number of PCCs with upgraded broadband connectivity	0	Delay in contracting process resulted in delay of one PCC upgrade for one program partner.

	Indicator	Total	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
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	0	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
N/A	0	0	0

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).**  
 In the next program quarter, the City expects to finalize most primary program contracts, hold quarterly best practices meeting with all program partners, finalize program-wide outreach/awareness campaign plans and begin its implementation, coordinate and submit required budget and programmatic revisions for approval, and work toward finalizing program impact evaluation plans.

All program partners, including the New York Public Library (NYPL), Brooklyn Public Library (BPL), and Queens Borough Public Library (QBPL), as well as the Department of Parks and Recreation (DPR), the New York City Housing Authority (NYCHA), the Department for the Aging (DFTA) and their partner Older Adults Technology Services (OATS), expect to recruit and hire most remaining program staff, and work toward finalizing contracts and internal administrative structures and processes. NYCHA and DFTA/OATS expect to conduct additional assessments of PCC sites to determine need for changes to program implementation plans. BPL, QBPL, DPR and NYCHA expect to begin to purchasing program equipment and supplies. BPL, DPR, NYCHA and DFTA/OATS plan to begin installation of some PCCs. NYPL, BPL, QBPL, NYCHA and DFTA/OATS expect to develop and deploy training programs. Finally, NYPL, BPL, QBPL, DPR and NYCHA expect to develop and/or begin deployment of partner-specific outreach/awareness campaigns.

**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	0	Planned percent complete is consistent with target in baseline plan. The City uses a reimbursement payment method, and will be reporting on a cash basis, only after payments have been made.
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).**

There are currently no challenges or issues anticipated in the next quarter that would impact planned progress against milestones listed above.

**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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
e. Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
f. Contractual	\$253,440	\$0	\$253,440	\$0	\$0	\$0	\$0	\$0	\$0
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$20,824,950	\$7,160,828	\$13,664,122	\$0	\$0	\$0	\$0	\$0	\$0
i. Total Direct Charges (sum of a through h)	\$21,078,390	\$7,160,828	\$13,917,562	\$0	\$0	\$0	\$0	\$0	\$0
j. Indirect Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
k. TOTALS (sum of i and j)	\$21,078,390	\$7,160,828	\$13,917,562	\$0	\$0	\$0	\$0	\$0	\$0

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
---	--------------------------------