AWARD NUMBER: 53-42-B10585

DATE: 02/22/2011

OMB CONTROL NUMBER: 0660-0037
EXPIRATION DATE: 12-31-2013

## ANNUAL 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 | 53-42-B10585 | 158484738 |

**4. Recipient Organization**

Puget Sound Center Found. for Teaching, Learning & Technology 19020 33rd Avenue West Ste 210, Lynnwood, WA 98036-4754

| 5. Current Reporting Period End Date (MM/DD/YYYY) | 6. Is this the last Annual Report of the Award Period? |
|---|---|
| 12-31-2010 | ◯ 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) |
|---|---|
| Karen   Kniep | |
| | **7d. Email Address** |
| | kpeterson@edlabgroup.org |

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

## PROJECT INDICATORS

**1. Are you establishing new Public Computer Centers (PCCs) or improving existing PCCs?**

◯ **New**    ◯ **Improved**   ⦿ **Both**

**2. How many PCCs were established or improved, and what type of institution(s) were they associated with?  Please provide actual total numbers to date.  Figures should be reported cumulatively from award inception to the end of the most recent calendar year.  Recipients should only count the PCCs that were fully established or in which improvements have been fully completed in that year (that is, partial improvements should not be counted).**

| Institutions | Established | Improved | Total |
|---|---|---|---|
| **Schools (K-12)** | 0 | 0 | 0 |
| **Libraries** | 0 | 0 | 0 |
| **Community Colleges** | 0 | 0 | 0 |
| **Universities / Colleges** | 0 | 0 | 0 |
| **Medical / Health care Facilities** | 0 | 0 | 0 |
| **Public Safety Entities** | 0 | 0 | 0 |
| **Job-Training and/or Economic Development Institution** | 0 | 0 | 0 |
| **Other Community Support-*Governmental*** <br> **(please specify):** | 0 | 0 | 0 |
| **Other Community Support-*Non-Governmental*** <br> **(please specify):** | 0 | 0 | 0 |

**3. Please complete the following chart for each PCC established or improved using BTOP funds.  Please provide actual total numbers to date.**

**3.a. New PCCs**

| New PCC Address | Number of Workstations Available to the Public | Total Hours of Operation per 120-hour Business Week | Total Hours of Operation per 48-hour Weekend | Speed of Broadband Access to Facility (Mbps) | Average Number of Users per Week |
|---|---|---|---|---|---|
| N/A | 0 | 0 | 0 | 0 | 0 |

| Add New PCC | Remove New PCC |
|---|---|

**3.b. Improved PCCs**

| New PCC Address | Number of Workstations Available to the Public | Total Hours of Operation per 120-hour Business Week | Total Hours of Operation per 48-hour Weekend | Speed of Broadband Access to Facility (Mbps) | Average Number of Users per Week |
|---|---|---|---|---|---|
| **Prior to Improvement** | | | | | |
| N/A | 0 | 0 | 0 | 0 | 0 |

| Add New PCC | Remove New PCC |
|---|---|

| After Improvement | | | | | |
|---|---|---|---|---|---|
| NA | 0 | 0 | 0 | 0 | 0 |

| Add New PCC | Remove New PCC |
|---|---|

**4.a. Please check the primary uses of the PCCs funded by this award. (Check all that apply.)**

☑ **Open Lab Time**    ☑ **Other**    ☑ **Training**

**4.b. If "other," please specify the primary use of the PCCs:**

Other sites include PCCs housed in County Courthouses, which will provide access to legal resources.

**5. Please list all of the PCC broadband equipment and/or supplies you have purchased during the past year using BTOP grant funds or other (matching) funds, including any customer premises equipment or end-user devices.  If additional space is needed, please attach a list of equipment and/or supplies.  Please also describe how the equipment and supplies have been deployed (600 words or less).**

| Manufacturer | Items | Unit Cost per Item | Number of Units | Narrative description of how the equipment and supplies were deployed |
|---|---|---|---|---|
| N/A | 0 | 0 | 0 | No equipment or supplies were purchased during this year. |
| Totals: | | 0 | 0 | |

Add Equipment     Remove Equipment

**6. For PCC access and training provided with BTOP grant funds, please provide the information below.  Figures should be reported <u>cumulatively</u> from award inception to the end of the most recent calendar year.**

| Types of Access or Training | Number of People Targeted | Number of People Participating | Total Hours of Training Offered |
|---|---|---|---|
| **Open Lab Access** | 0 | 0 | 0 |
| **Multimedia** | 0 | 0 | 0 |
| **Office skills** | 0 | 0 | 0 |
| **ESL** | 0 | 0 | 0 |
| **GED** | 0 | 0 | 0 |
| **College Preparatory Training** | 0 | 0 | 0 |
| **Basic Internet and Computer Use** | 0 | 0 | 0 |
| **Certified Training Programs** | 0 | 0 | 0 |
| **Other (please specify):** | 0 | 0 | 0 |
| **Total** | 0 | 0 | 0 |

**7. Please describe how your Public Computer Center(s) promotes economic recovery in your area, such as through providing job training, access to job searches, online course offerings, certifications and the like (600 words or less).**
We will complete our MOUs with the 39 Public Computer Centers in early 2011, and will be able to provide detailed information on the promotion of economic recovery through those Public Computer Centers in the subsequent annual report.

**8. To the extent that you have made any subcontracts or sub grants, please provided the number of subcontracts or sub grants that have been made to socially and economically disadvantaged small business (SDB) concerns as defined by section 8(a) of the Small Business Act, 15 U.S.C. 647, as modified by NTIA's adoption of an alternative small business size standard for use in BTOP.  Please also provide the names of these SDB entities (150 words or less).**
N/A

**9. Please describe any best practices / lessons learned that can be shared with other similar BTOP projects (900 words or less).**
Since the grant award in late September 2010, the Puget Sound Center for Teaching, Learning and Technology has focused its efforts on hiring and establishing a project management team, working with the Public Computer Centers (PCC) to confirm project budgets, user targets and hours, and developing Memorandums Of Understanding (MOU) to govern the work with the subrecipients.  From those experiences we have learned that:
a) The award regulations and requirements that filter down to subrecipients can be complex, and at times, overwhelming, for some of the smaller Public Computer Centers.  It helps to have a compliance expert on the project management team, to provide clear, detailed explanations, as well as tools, templates and federal resources for the subrecipients.
b) Hosting webinars, to communicate and educate subrecipients about various aspects of the grant award is useful, but it needs to be supplemented by office hours shortly afterward, to answer individual questions and reiterate messages.