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

QUARTERLY PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS

General Information		
1. Federal Agency and Organizational Element to Which Report is Submitted Department of Commerce, National Telecommunications and Information Administration	**2. Award Identification Number** 11-41-B10518	**3. DUNS Number** 058250283

4. Recipient Organization

DISTRICT OF COLUMBIA, GOVERNMENT OF District of Columbia Public Library, 901 G ST NW RM 400, WASHINGTON, DC 20001-4531

5. Current Reporting Period End Date (MM/DD/YYYY) 12-31-2010	**6. Is this the last Report of the Award Period?** ◯ 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 Chris Tonjes Chief Information Officer, DCP	**7c. Telephone (area code, number and extension)** 202-727-5725
	7d. Email Address chris.tonjes@DC.gov
7b. Signature of Certifying Official Submitted Electronically	**7e. Date Report Submitted (MM/DD/YYYY):** 05-18-2011

Project Indicators (This Quarter)

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

We upgraded eight public computer centers to 1,000 MBPS: Petworth, West End, Shepherd Park, Southwest, Southeast, Chevy Chase, Lamond-Riggs and Watha T. Daniel/Shaw.

We installed 147 new public computers at 10 existing library sites: Petworth, West End, Shepherd Park, Francis Gregory, Southwest, Northeast, Chevy Chase, Watha T. Daniel/Shaw, Takoma Park and Cleveland Park.

We installed 20 new public computers at one new Parks & Rec site, Southeast Tennis and Learning, and installed 10 new public computers at another and replaced 10, too (King Greenleaf).

We launched our BTOP webpage.

We met with Kimball Elementary to plan its PCC.

Anecdotes:
From Deanwood: We also do a lot of one-on-one help at the adult computers. People want help with all kinds of things such as: help setting up an e-mail account, filling out on-line job applications, finding information on topics, getting to a website, filling out their unemployment claims, typing resumes, how to type up a letter and how to find a certain website.

From Southwest: Most of our patrons do not have computers in their homes and come to the library frequently to gain Internet access or to work on their resumes. We have a mixture of job seekers, adults, teens, and children who want to be able to get on the Internet. We have a computer classes every Thursday morning. All of our classes are PC Basics, such as introduction to Word, Excel, the Internet and e-mail.

From Watha T.: We spend a lot of time helping people learn about résumés and create their own, get e-mail accounts, do online job searches, register for unemployment and similar services, add music to iPods, download e-books and audio books. Staff conduct impromptu MS Word/E-mail/Internet/OS X/iTunes lessons hundreds of times a week.

From Southeast Tennis: Currently, nine District of Columbia Public Schools feed into the Southeast Tennis & Learning Center, several of which are within walking distance of the Center. Roughly 86% of all students in these feeder schools are enrolled in Free and Reduce Lunch Programs (a meal program provided for economically disadvantage students during the school day). Also, in recent years only 18% to 44% of the students in these schools were proficient in math as indicated by the DC Comprehensive Assessment System (DC CAS) a standardized testing system used by DC Public Schools. A government report entitled "K-12 Science, Technology, Engineering, and Math (STEM) Education for America's Future" by the President's Council of Advisors on Science and Technology indicates that minorities are underrepresented in STEM fields which limit their abilities to obtain well-paid high growth technology professions. The Learning Center is the perfect location to provide an impact to these students. Each day the center serves between 17 to 28 students and approximately 350 a month. For many of these youth, Southeast Tennis learning Center lab is the only safe place to finish a homework assignment or learn how to use a new computer program outside of school hours.

Currently the technology lab has two primary programs: the Technology Xplorers, which teaches students how to use popular software applications, ranging from animation and photo editing to word processing and desktop publishing, and Computer Connections, which shares how to research information and tap resources on the Internet to assist in homework and projects.

From King Greenleaf: This Recreation Center serves Ward 6. Amidon-Bowen Elementary School and Jefferson Middle School feed into the recreation center. The center offers their Computer Access course on Mondays September to June for students between the ages of 9 and 11. The primary goal of the course is to bridge the digital divide by teaching students how to use popular software applications, ranging from word processing & desktop publishing to basic computer networking. The first class to use the recently updated computer lab just completed the course on April 9, 2011. Nineteen participants successfully completed the course. Additionally the lab is used as a homework and tutoring space for students. Between 12 - 20 students use the lab on a daily basis. DPR also partners with DOES to host the OneStop Program, which provides job readiness for adults. The program includes resume writing, job searching & applying as well as basic computer training. The program has 8-10 participants per day. Outside of these two programs, the computer lab is accessible to the public 45 hours per week.

The computer training sessions for the DC Central Kitchen (DCCK) were requested by their Work Force Development and Graduate Support Coordinator as an ongoing component of their Culinary Job Training Program. The partnership between the DCCK and the Library's Free Computer Class Program involves a presentation of approximately five computer class sessions every 10 weeks to each graduating class of the Culinary Job Training Program. This partnership has been in place for the past three years.

The Capital Area Food Bank requested Computer Classes in Excel for their program staff and participants. In addition to their request

for the use of the Lab, their trainer and a DCPL trainer work together to make these computer class presentations at least four times a year.

The computer training sessions for the ex-offenders affiliated with the Court Services and Offender Supervision Agency in DC were requested by their Community Supervision Officer as part of their parole activities. This is a recent partnership that has now been set up for a once a month presentation for the remainder of this year to the changing population of parolees under this Officer's supervision. This partnership will be evaluated for possible continuation in the new year.

The computer center at Southeast Tennis and Learning opened and is in use. An outreach campaign will be conducted over the summer to increase usage now that the computers are installed (soft launch).

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	42	We have spent 40% of our project budget; however, there is a lag time between receiving goods and when they are invoiced and then when an invoice is processed.
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 is a lag time between receiving goods and when they are invoiced and then when an invoice is processed.

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	177	Staff constraints have slowed us down, but we've hired another person (with DCPL funds) to help.
4.b.	Average users per week (NOT cumulative)	19,733	
4.c.	Number of PCCs with upgraded broadband connectivity	8	Libraries: Petworth, West End, Shepherd Park, Southwest, Southeast, Chevy Chase, Lamond-Riggs and Watha T. Daniel/Shaw.
4.d.	Number of PCCs with new broadband wireless connectivity	1	New PCC at Southeast Tennis and Learning.

	Indicator	Total	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
4.e.	**Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds**	68	New computer center at Southeast Tennis and Learning is open 68 hours per week.

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
Computer Class (Deanwood)	2	156	312
Drop-in computer and résumé help (Northwest One)	2	52	104
Health and computer literacy workshop (Anacostia)	3	23	69
Microsoft Word 2007 (PKL)	1	25	25
How to Create an E-mail Address (WOD)	2	10	20
How to Use & Integrate DCPL Databases into Your Curriculum (WOD)	2	10	20
Computer Classes for Adults (SOW)	2	46	92
Job Clinic (Deanwood)	2	8	16
Finding Good Health Information (Deanwood)	2	20	40
Digital Books on the Go (MLK)	2	6	12
PC Basics (MLK)	2	172	344
Mavis Beacon Teaches Typing (MLK)	2	233	466
E-mail Basics (MLK)	2	83	166
Word I Basics (MLK)	2	203	406
Excel I Basics (MLK)	2	192	384
PowerPoint Basics (MLK)	2	73	146
Word II Intermediate (MLK)	2	149	298
Excel II Intermediate (MLK)	2	142	284
HTML Basics (MLK)	2	28	56
Beyond the First Five Links (MLK)	2	15	30
Health Literacy (MLK)	3	113	339
Web I Basics (MLK)	2	43	86
DC Central Kitchen PC Basics (MLK)	2	39	78

8a Certification Training (MLK)	2	36	72
Blackboard for students (CCDC)	12	150	1,800
Other student training (CCDC)	36	270	9,720
Blackboard for faculty (CCDC)	24	140	3,360
Registration training for faculty (CCDC)	15	80	1,200
SIS+ for faculty (CCDC)	3	25	75
Excel II Extra! (MLK)	3	22	66
Women's Collective (MLK)	2	15	30
Capital Area Foodbank Excel Training (MLK)	2	17	34
College Goal Sunday (MLK)	4	50	200
Social Media (MLK)	3	56	168
Court Services ex-Offenders PC Basics (MLK)	2	11	22
Job Readiness Hands-on Clinic (MLK)	4	22	88
Job Readiness Hands-on Clinic (MLK)	6	100	600
Making the Most of Google (MLK)	2	20	40
House History Workshop (MLK)	4	7	28
Gale Virtual Reference Database (MLK)	1	8	8
Technology Explorers (Southeast Tennis)	24	22	528
Computer Connections (Southeast Tennis)	24	19	456
DOES OneStop (King Greenleaf)	6	400	1,800
Computer Access (King Greenleaf)	13	19	247

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Add Training Program   Remove Training Program

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Project Indicators (Next Quarter)

1. Please describe significant project accomplishments planned for completion during the next quarter (600 words or less).
We will upgrade one site to 10 GBPS (Martin Luther King Jr. Library) and three sites to 1,000 MBPS: Francis Gregory, Takoma Park and Parklands-Turner.

We will install 120 new computers at Kimball Elementary school

We will install 100 new computers at existing library PCCs: Martin Luther King Jr. Lamond-Riggs, Parklands-Turner, Anacostia and Benning.

We plan to continue our trainings at approximately the same level. We will also add more drop-in clinics for job seekers. When we install new workstations, we will create featured rotator on our website to promote the improved PCC.

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**	49	The recent changes to our budget may result in difficulty in spending our funding.
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 are scheduled to install three new PCCs in schools. Due to personnel turnover as a result of the recent mayoral election, coordinating these projects could be a challenge. One was going smoothly but has now hit some roadblocks.

An extended furlough due to government shutdown could delay our PCC activities and some trainings would be canceled.

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									
b. Fringe Benefits									
c. Travel									
d. Equipment	$705,000	$211,500	$493,500						
e. Supplies	$1,141,040	$343,219	$797,821	$604,559	$28,254	$576,305	$737,379	$109,379	$628,000
f. Contractual	$374,270	$112,281	$261,989	$320,000	$215,000	$105,000	$358,441	$215,000	$143,441
g. Construction									
h. Other									
i. Total Direct Charges (sum of a through h)	$2,220,310	$667,000	$1,553,310	$924,559	$243,254	$681,305	$1,095,820	$324,379	$771,441
j. Indirect Charges									
k. TOTALS (sum of i and j)	$2,220,310	$667,000	$1,553,310	$924,559	$243,254	$681,305	$1,095,820	$324,379	$771,441

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