

**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>  37-42-B10533	<b>3. DUNS Number</b>  120607895
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**4. Recipient Organization**  
  
 Olive Hill Community Economic Development P.O. Box 4008, Morganton, NC 28680-4008

<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b>  03-31-2011	<b>6. Is this the last Report of the Award Period?</b>  <p style="text-align: center;"><input type="radio"/> Yes    <input checked="" type="radio"/> No</p>
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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>  Beverly Carlton  President - CEO	<b>7c. Telephone (area code, number and extension)</b>  (828) 439-8893
	<b>7d. Email Address</b>  olivehcedc@live.com

<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  05-25-2011
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**Project Indicators (This Quarter)**

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

Project accomplishments include the following:

1. The creation of an advisory committee composed of members from our partners and the community
2. The agreement of the NC Institute of Minority Economic Development association to provide entrepreneurship courses and training
3. A survey of the home school population, which revealed to us their needs via the education component of our center
4. The current consideration of equipment by the advisory committee (e.g. Smartboard, teleconference equipment)
5. The completion and dispersal of a media kit designed specifically to inform others about ongoing projects within the PCC
6. The creation of the Olive Hill website (www.ohcedc.org) which has information on our project, partners and other information
7. The second annual College Bound college preparation seminar has been scheduled for April 23, and is an avenue to inform students/parents of the potential benefits of the PCC
8. The submission of the ARC grant proposal to extend our operating budget
9. An event to meet with county and state delegates to discuss our project and how it will benefit NC has been scheduled for June 4.
10. The BTOP sign has been placed outside of the construction area.
11. Wiring is currently being complete prior to the walls being filled in, ceiling being painted, and floors being installed.

**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	40	Work on PCC site has progressed as well as the programmatic work in scheduling and coordinating services with partners and other service providers.
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).**

Construction:Waiting on additional permits from county inspector and coordinating subcontractors. Travel: not able to attend trainings held in this quarter. Will add to next quarter.

**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	We are still in the renovation stage. These items will not be available until closer to the opening date in late June.
4.b.	Average users per week (NOT cumulative)	0	We are still in the renovation stage. This data will not be available until closer to the opening date in late June.
4.c.	Number of PCCs with upgraded broadband connectivity	0	N/A

	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
Nothing concrete yet	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).**

Within the next quarter, we plan to have:

1. a full list of courses, dates and times established for the first year
2. the installment of all equipment and supply purchases, including workstations and furnishings
3. planned for the grand opening/open house/fundraiser
4. an event via which to showcase the PCC to NC and Burke Co. representatives

**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	60	Building completed, furnishing installed, ready to open facility
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).**

Anticipated challenges include: Coordinating accurate information and details with varying parties;

**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	\$154,000	\$40,000	\$114,000	\$51,738	\$21,814	\$29,564	\$87,897	\$37,419	\$50,478
b. Fringe Benefits	\$30,800	\$8,000	\$22,800	\$3,218	\$770	\$2,448	\$9,027	\$2,270	\$6,757
c. Travel	\$5,000	\$0	\$5,000	\$1,200	\$250	\$950	\$4,350	\$200	\$4,150
d. Equipment	\$96,142	\$0	\$96,142	\$0	\$0	\$0	\$25,000	\$0	\$25,000
e. Supplies	\$10,000	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0
f. Contractual	\$14,400	\$0	\$14,400	\$1,377	\$400	\$977	\$5,000		\$5,000
g. Construction	\$254,000	\$70,000	\$184,000	\$39,477	\$10,900	\$27,600	\$171,200	\$70,000	\$101,200
h. Other	\$12,400	\$5,000	\$7,400	\$2,786	\$1,000	\$1,786	\$5,400	\$2,000	\$3,400
i. Total Direct Charges (sum of a through h)	\$576,742	\$128,000	\$448,742	\$99,796	\$35,134	\$63,325	\$307,874	\$111,889	\$195,985
j. Indirect Charges									
k. TOTALS (sum of i and j)	\$576,742	\$128,000	\$448,742	\$99,796	\$35,134	\$63,325	\$307,874	\$111,889	\$195,985

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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