



**Project Indicators (This Quarter)**

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

Over the past three years, through efforts supported by U.S. Department of Commerce, the Youth Policy Institute (YPI) has been able to successfully provide Los Angeles residents access to information and technological resources. LA community members have benefited greatly from the installation and operation of Broadband Technology Opportunities Program (BTOP) Public Computer Centers (PCCs). The successful deployment of 83 PCC were provided at public and charter schools, parks, public housing facilities, and community based organizations. Each site underwent a rigorous screening process and in the end was selected based on its track record, potential impact, overall vision, and willingness to serve LA residents. This project, although challenging, has equipped youth and adults with critical 21st century skills that can be applied in every aspect of their academic, professional, and personal lives. The following accomplishments delineate critical steps proven to support the success of the YPI PPC project. These include: (1) site assessment; (2) project mission and outreach; (3) installation; (4) sustainability plan; and (5) community impact.

**Site Assessment.** The first major task of the project was advertising the program and selecting appropriate partners to ensure a successful deployment and sustainability of the initiative. As a starting point, YPI began by conducting outreach to elected officials, schools, and community organizations to solicit nominations for PCCs. YPI held meetings with key project partners including the Los Angeles Unified School District (LAUSD), the City of LA Housing Authority, the LA Recreation and Parks Department, and other anchor institutions throughout Los Angeles. Once the vision and mission of the initiative were disseminated, nominations were obtained. Upon site nomination, YPI project staff began conducting site assessments. During each visit, YPI Program Coordinators and Computer Technicians conducted the following assessment: (a) technical inspection; (b) electrical assessment; and (c) led a meeting with site administrators to discuss lab hours, and program content and structure. This process, although time consuming, provided us with critical information necessary to make informed decisions to select the best partners for this project.

**Project Mission & Outreach.** In an effort to adequately message the project objective and mission, critical community outreach efforts took place to inform community members about new resources. These efforts included several grand opening events held at PCCs throughout the City of Los Angeles. YPI staff collaborated with PCC site staff to plan the grand opening events and to rally support from the media and from local elected officials. Special guests often included, California State Senator Alex Padilla, City of Bell Mayor Ali Saleh, and various representatives from the California Public Utilities Commission, the California Emerging Technology Fund, and the Los Angeles County Regional Broadband Consortia. The events proved to be great accomplishments to not only message the access of resources to communities, but also showcase the important cross-sector partnerships invested and committed to provide residents with critical 21st century learning tools.

**Curriculum Development.** While field staff worked on computer lab installation, YPI's content developers drafted programs' core curricula. Courses were developed in various subjects and themes for community members that catered to all ages and skill levels. Although curricula topics varied, all courses were designed to enhance digital skills and to help students and community members explore individual interests through technology. Course included:

- (a) Introduction to Computers (PC or MAC)
- (b) Introduction to the Internet
- (c) Video Game Development
- (d) Photo Editing
- (e) SAT Math Preparation
- (f) Typing Skills
- (g) Internet Safety
- (h) Introduction to Excel
- (i) New Media/Internet publishing
- (j) Fashion Design
- (k) Digital Story-telling
- (l) Film and Video 101
- (m) Introductory course where students begin to explore the world of filmmaking.

**Sustainability.** As the grant approached expiration, key BTOP staff drafted "YPI PCC Close-out Procedure" for all 83 PCCs. The objective for the close out procedure was to ensure all PCCs were equipped with the tools and resources necessary for them to continue operating the PCCs beyond the length of the BTOP grant. To accomplish this, YPI drafted a comprehensive sustainability document summarizing all of the equipment and services provided by YPI at each site. These documents were presented to site administrators at each site to help them plan for budgetary and staffing needs, in efforts to support their sustainability mission.

**Community Impact.** Though YPI's leadership and critical cross-sector support, BTOP computer centers have truly become a true asset and integral components within the Los Angeles communities they serve. Community members now look to YPI PCCs as trusted community resources and have become comfortable and utilize them to their full capacity. YPI is extremely grateful to have been a BTOP grantee as we now witness the impact these resources provide to historically underserved and families, often living in poverty who, otherwise, would not access technological tools and resources as they have through YPI PCC's and critical programming.

**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	100	
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).**

Although the Youth Policy Institute (YPI) achieved many accomplishments throughout the Broadband Technology Opportunities Program (BTOP) grant period, the large-scale effort also posed a number of challenges. These include the following: (a) procurement process; (b) vendors; (c) data tracking; (d) summer programming; and (e) PCC sustainability costs.

**Procurement Process.** The first major challenge encountered was the required procurement process for computers, networking equipment, and supplies needed to furnish all 83 Public Computer Centers (PCCs). The procurement process was particularly complex because it was important to provide equipment that could accommodate the various types of sites being served through this project. In response to this challenge, YPI's executive team delineated and provided a comprehensive agency-wide "YPI Procurement Policies & Procedures" to create a more comprehensive procurement process to support the BTOP grant and simultaneously support agency level need for procurement processes.

**Vendors.** Once equipment vendors were selected and orders were placed, YPI faced the challenge of coordinating many moving, and sometimes stacking parts that required careful monitoring and tracking. As a solution to this challenge, key staff created a system to monitor status of installation details such as equipment needs, technical specifications for custom computer images, electrical upgrades, PCC layout design, etc. In the end, the new tracking system allowed to expedite installation processes. Whereas installation would initially take eight hours, post- new tracking system, installations took less than four hours.

**Data tracking.** The next notable challenge was the selection and configuration of a data tracking and computer networking system. The initial plan included the use of a client-server based network as well as standalone network access. On the back end, this system set-up would also require the creation of a robust database to track individual users at each PCC. YPI program staff vetted a number of different database platforms and network solutions and in the end decided on a fully automated open source system for tracking computer lab usage. Once the selection was made, our technician team developed a data tracking system that runs on Google Docs, a cloud-based document solution that allows seamless, remote data tracking for all 83 PCCs. After a few data reporting trainings, PCC recipients learned how to use the system and were able to report outcomes easily, given it is user-friendly.

**Summer programming.** Another challenge was based around access and availability of PCCs during summer months. Over 50% of YPI PCCs are located on school campuses. Those sites contain over 70% of YPI's BTOP computers. Although school sites conduct regular classes and hold open hours throughout the school year, they are closed during summer months. As a result, number of users and training hours were substantially lower from May-August each year. In response to this issue, YPI staff began summer planning as early as possible in an effort to keep as many computer labs as possible open for summer term.

**Sustainability costs.** Lastly, as the end of the grant period approached, many PCC recipients began expressing concern around their ability to absorb the cost of internet service. Some sites seemed to be concerned with the added strain on already taxed budgets while others were more concerned with maintaining the speeds and quality of service that they had become accustomed to. Fortunately, by coordinating efforts to leverage multiple federal, state, and private funds, YPI has established a support system that will cover the costs of internet service, technical support, and programming at 26 BTOP PCCs beyond the length of the grant period. These 26 PCC's will be fully sustained through the U.S. Department of Education's Promise Neighborhood initiative. YPI was awarded a \$30 million grant to support the Los Angeles Promise Neighborhood (LAPN) initiative, supporting two noncontiguous neighborhoods of Pacoima and Hollywood. Through LAPN, these 26 commuter labs will enable YPI to support community members' access to technological services and critical 21st century technology knowledge.

**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).**

	<b>Indicator</b>	<b>Total</b>	<b>Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)</b>
4.a.	<b>New workstations installed and available to the public</b>	1,773	YPI has installed 1,773 workstations since the inception of the project.
4.b.	<b>Average users per week (NOT cumulative)</b>	9,731	The number of average users per week was lower during Q3 due to school closures related to summer break. Additionally, we had a shorter reporting period given that the grant ended before the end of Q3.
4.c.	<b>Number of PCCs with upgraded broadband connectivity</b>	41	Since grant inception, 41 sites have received upgraded broadband connectivity. The remaining sites utilized an existing wired internet connection that met the needs of the computer center.
4.d.	<b>Number of PCCs with new broadband wireless connectivity</b>	33	Since grant inception, 33 sites have received new broadband wireless connectivity.
4.e.	<b>Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds</b>	3,283	YPI PCC's are open and available to the public for 3,283 additional hours per week as a result of BTOP funding.

**5. Training Programs. In the chart below, please describe the training programs provided at each of your BTOP-funded PCCs.**

<b>Name of Training Program</b>	<b>Length of Program (per hour basis)</b>	<b>Number of Participants per Program</b>	<b>Number of Training Hours per Program</b>
Advisory	1	5	5
Apex	2	24	48
Arts (Hollywood PCC - 1HR)	1	8	8
Arts (Hollywood PCC - 2HRs)	2	168	336
Career Development (AltaMed)	1	6	6
Career Development (Homeboy)	2	73	146
College Preparation (LALA)	1	27	27
College Preparation (V.I.S.A.)	2	5	10
Computer Basics (Homeboy)	1	115	115
Computer Basics (Bell TC)	2	718	1,436
Computer Literacy (Hollywood FSC)	2	219	438
Computer Literacy (Angelus Plaza)	3	605	1,815
Credit Recovery (LALA - 1HR)	1	13	13
Credit Recovery (LALA - 2HRs)	2	24	48
Digital Imaging (APEX)	1	1,280	1,280
Digital Imaging (Bell TC)	2	185	370
Digital Learning (Pacoima Charter)	1	11	11
Digital Learning (Hollywood FSC)	2	199	398

Digital Learning (Plaza Pacoima)	3	18	54
ELA (STEM Academy)	1	582	582
ELA (V.I.S.A.)	2	1,451	2,902
ESL (AltaMed - 1HR)	1	6	6
ESL (AltaMed - 2HRs)	2	6	12
GED	2	1	2
Internet Research	5	75	375
Introduction to Microsoft Excel	2	60	120
Introduction to Microsoft Word	2	37	74
Introduction to the Internet (MLK RC)	1	2	2
Introduction to the Internet (Library Plaza)	2	161	322
Introduction to the Internet (AltaMed)	3	6	18
Introduction to the MAC (AltaMed)	1	6	6
Introduction to the MAC (Freewill)	2	38	76
Introduction to the PC (TAS)	1	34	34
Introduction to the PC (Library Plaza)	2	475	950
Introduction to Typing	2	8	16
Leadership	2	35	70
Microsoft Excel	2	42	84
PowerPoint	1	5	5
Science (TAS)	1	111	111
Science (Angelus Plaza)	2	9	18
Science (V.I.S.A.)	4	20	80
Social Studies (SFIAM - 1HR)	1	109	109
Social Studies (SFIAM - 2HRs)	2	17	34
Social Studies (SFIAM - 3HRs)	3	25	75
Starfall	1	111	111
SuccessMaker	1	99	99

RECIPIENT NAME: Youth Policy Institute, Inc.

AWARD NUMBER: 06-42-B10579  
DATE: 11/25/2013

OMB CONTROL NUMBER: 0660-0037  
EXPIRATION DATE: 6/30/2015

Tutoring	2	12	24
Workshop (V.I.S.A.)	1	1	1
Workshop (Homeboy)	2	131	262
Workshop (Library Plaza)	3	10	30
Youth Services	1	397	397

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).

Not applicable

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	100	
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).

Not applicable

**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	\$2,620,066	\$774,778	\$1,845,288	\$2,620,067	\$774,779	\$1,845,288	\$2,620,067	\$774,779	\$1,845,288
b. Fringe Benefits	\$581,450	\$131,712	\$449,738	\$581,450	\$131,712	\$449,738	\$581,450	\$131,712	\$449,738
c. Travel	\$36,921	\$0	\$36,921	\$36,921	\$0	\$36,921	\$36,921	\$0	\$36,921
d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
e. Supplies	\$2,948,811	\$256,597	\$2,692,214	\$2,948,811	\$256,597	\$2,692,214	\$2,948,811	\$256,597	\$2,692,214
f. Contractual	\$216,500	\$0	\$216,500	\$216,500	\$0	\$216,500	\$216,500	\$0	\$216,500
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$696,327	\$364,627	\$331,700	\$696,327	\$364,627	\$331,700	\$696,327	\$364,627	\$331,700
i. Total Direct Charges (sum of a through h)	\$7,100,075	\$1,527,714	\$5,572,361	\$7,100,076	\$1,527,715	\$5,572,361	\$7,100,076	\$1,527,715	\$5,572,361
j. Indirect Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
k. TOTALS (sum of i and j)	\$7,100,075	\$1,527,714	\$5,572,361	\$7,100,076	\$1,527,715	\$5,572,361	\$7,100,076	\$1,527,715	\$5,572,361

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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