

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
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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) 06-30-2012	6. Is this the last Report of the Award Period? <input type="radio"/> Yes <input checked="" type="radio"/> No
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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.

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): 07-29-2012
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Project Indicators (This Quarter)

1. Please describe significant project accomplishments completed during this quarter (600 words or less).
We upgraded bandwidth at three libraries: Washington Highlands, Rosedale and Francis Gregory. We installed additional computers at these libraries: Francis Gregory (54), MLK (36) and Washington Highlands Library (54) .

West End Neighborhood Library holds a weekly job seekers' drop-in clinic, which provides one-on-one support for basic activities in an online job search, including creating an e-mail account, creating a Monster.com account, creating/saving a sample job search, starting a résumé, and working on an online application. This quarter, one patron applied online and got a job as a short-order cook at a local restaurant.

Cleveland Park Neighborhood Library holds a monthly job seekers' drop-in clinic: A May attendee returned in June because she appreciated having one-on-one assistance. She said, "You actually read everything I created! It hadn't occurred to me to prepare sets tailored to the three separate job categories that I apply for."

Takoma Park Neighborhood Library holds a weekly job seekers' drop-in clinic and reports this story about a patron: "A young man came in a few months ago. He had an old résumé that we were updating and polishing. After spending nearly an hour changing spacing, bullets, bolding and italicizing headings, and making sure everything was consistent, he sat back and said: 'Wow, these little things really do make the difference between getting hired or not even getting [your résumé looked at].'"

West End Neighborhood Library holds a weekly job seekers' drop-in clinic and reports: "Mandy was a job seeker at the branch for about a year. She would arrive as the building opened and would search for jobs using a public access computer for an hour or two, 3-4 times per week. I introduced her to the Job Seekers Portal on the DC Public Library website, which seemed to help her. I also listened to her war stories on job seeking and gave her moral support. She had several interviews and declined at least one job offer due to concerns about the employer or salary offers that couldn't sustain her livelihood. Finally, after an interview in June she accepted a position as an administrator in a law office downtown. For Mandy, the position seemed to be a good match that paid reasonably well. Mandy thanked me for being a resource for her at the library."

Northwest One Neighborhood Library hosted an employment workshop for English-language learners this quarter. The instructor of this workshop called back the following Monday to give good news -- one of the students who updated his résumé and submitted an online application at the workshop found a job.

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	88	n/a
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).
n/a

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	705	n/a
4.b.	Average users per week (NOT cumulative)	25,331	22,537 avg. user sessions weekly (DCPL); 2,434 avg. user sessions weekly (CCDC); 120 sessions per week (King Greenleaf DPR); 150 per week (Southeast Tennis); Kimball did not report.
4.c.	Number of PCCs with upgraded broadband connectivity	27	n/a
4.d.	Number of PCCs with new broadband wireless connectivity	4	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	117	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
Excel II Extra (MLK)	3	66	198
Get Linked In Part 1 (MLK)	2	19	38
Health Literacy (MLK)	2	94	188
How to Become 8(a) Certified (MLK)	3	24	72
HTML (MLK)	2	62	124
Internet Job Seeking 101 (MLK)	2	34	68
Internet Security (MLK)	2	24	48
Job Seekers' Drop-In Clinic (MLK)	2	24	48
Job Seekers' Drop-In Clinic (MLK)	6	24	144
Leveraging the Power of Linked In Part 2 (MLK)	3	16	48
Mavis Beacon Teaches Typing (MLK)	2	245	490
Mavis Beacon Teaches Typing Extra (MLK)	3	65	195
OCTO Website Training (MLK)	7	61	427
One City One Hire and Job Seekers' Drop-In Clinic (MLK)	6	87	522
PC Basics (MLK)	2	180	360
PC Basics Extra (MLK)	3	30	90
PowerPoint (MLK)	2	115	230

Social Media Workshop (MLK)	3	29	87
Volunteer Computer Class Assistants Training (MLK)	2	8	16
Windows 7 Essentials (MLK)	2	32	64
Web I (MLK)	2	87	174
Word I (MLK)	2	254	508
Word II (MLK)	2	133	266
Job Seekers' Drop-In (Takoma)	2	14	28
PC Basics (Petworth)	2	12	24
Internet/Email Basics (Petworth)	2	12	24
Job Seekers' Drop-In (West End)	2	25	50
Job Seekers' Drop-In (Cleveland Park)	3	2	6
Computer Instruction (Chevy Chase)	2	78	156
Introduction to Personal Computers (Southwest)	2	5	10
Web Basics (Southwest)	2	4	8
DC Public Library Website (Southwest)	2	3	5
Email Basics (Southwest)	2	5	10
Microsoft Word (Southwest)	2	2	4
Microsoft Excel (Southwest)	2	4	8
Microsoft PowerPoint (Southwest)	2	3	6
Computer Connections (Southeast Tennis)	4	780	3,120
Job Seekers' Drop-In (Palisades)	2	33	66
Social Media 101 (Anacostia)	2	72	144
Health and Computer Literacy (Anacostia)	3	30	90
Adult Computer Skills (Lamond-Riggs)	1	12	12
Job Seekers' Drop-In (Lamond-Riggs)	1	24	24
Job Seekers' Drop-In (Northwest One)	2	44	88
Information literacy & public library database training (Northwest One)	2	47	94

Employment workshop for English-language learners (Northwest One)	4	15	60
Wednesday Downloadable Media Clinics (Georgetown)	1	26	26
Blackboard for Students (CCDC)	2	368	736
Other student training (CCDC)	2	224	448
Blackboard for Faculty (CCDC)	2	54	108
Registration Training for Faculty (CCDC)	3	83	249
Job Seekers' One-on-One Help (Southeast Library)	3	26	78
Health Literacy Computer Class (Southeast Library)	2	4	8

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).
 We will continue trainings at the current level. We will install computers at Rosedale Library. We will upgrade bandwidth at the following libraries: Anacostia, Mt. Pleasant, and Northeast.

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	89	n/a
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).
 n/a

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	\$705,000	\$211,500	\$493,500	\$438,151	\$211,500	\$226,651	\$468,151	\$221,500	\$246,651
e. Supplies	\$1,141,040	\$343,219	\$797,821	\$1,141,040	\$343,219	\$797,821	\$1,141,040	\$343,219	\$797,821
f. Contractual	\$374,270	\$112,281	\$261,989	\$374,270	\$112,281	\$261,989	\$374,270	\$112,281	\$261,989
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
i. Total Direct Charges (sum of a through h)	\$2,220,310	\$667,000	\$1,553,310	\$1,953,461	\$667,000	\$1,286,461	\$1,983,461	\$677,000	\$1,306,461
j. Indirect Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
k. TOTALS (sum of i and j)	\$2,220,310	\$667,000	\$1,553,310	\$1,953,461	\$667,000	\$1,286,461	\$1,983,461	\$677,000	\$1,306,461

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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