

**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>  11-41-B10518	<b>3. DUNS Number</b>  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

<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b>  06-30-2011	<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>  Chris Tonjes  Chief Information Officer, DCP	<b>7c. Telephone (area code, number and extension)</b>  202-727-5725
	<b>7d. Email Address</b>  chris.tonjes@DC.gov

<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  08-25-2011
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**Project Indicators (This Quarter)**

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

We upgraded four public computer centers to 1,000 MBPS: Francis Gregory, Takoma Park, Woodridge and Parklands-Turner. We procured and delivered 120 computers for Kimball Elementary. We installed new computers at the following libraries: Lamond-Riggs (16), Woodridge (16), Capitol View (8), Chevy Chase (4) and Parklands-Turner (6).

Reports from the field:

Takoma Park Library offered a job seekers training to 15 men on Friday, April 8th, in response to a request from the AFL-CIO Community Services Agency, in partnership with Wider Opportunities for Women and Covenant House. The partnership was conducting a six-week pre-apprenticeship training program called "Building Futures." The program participants are generally dislocated, underemployed adults. The goal was to introduce the participants to library services, as well as provide them with computer basics, so that they can develop résumés and access the Internet while preparing for employment. The participants received library cards in addition to an orientation to the library, information about the free computer classes offered at our main library, directions on using the Job Seeker portal on our website and hands-on practice in creating résumés. The participants and their two teachers expressed deep appreciation for our services.

Petworth Library's three computer classes started in May, using computers provided by the grant. We have held one of each class (PC Basics, Word Basics, and Internet/Email Basics) each month.

- PC Basics is geared for someone who has just begun to use a computer. It goes over the parts of the computer, how to use a mouse, and the Windows interface (opening a program, what's in the Start Menu, etc.)
- Word Basics goes over the Microsoft Word 2010 program: the differences between earlier versions of Word and the current version, where stuff is in the Ribbon, then gives people a chance to learn to use an Internet browser (we focus on Mozilla Firefox, but mention that Internet Explorer uses the same skills) to a) search for information and b) learn how to use e-mail. We also have a literacy component, to help people find better results instead of clicking on the first link they see in their searches.

The typical trainee has been a middle-aged person who wants to learn to use the computer for the first time, as well as job seekers who need more computer skills in order to find their next job.

On class evaluations, students report that the classes were "time well spent" and that they "enjoyed learning" what we were teaching. There were several patrons who requested more advanced classes, such as Excel, PowerPoint, or a more advanced Internet skills class (podcasts, blogging, etc.).

At Southwest Library, one student said he was happy to learn about Microsoft Office and was now able to use Word to type letters that he would then e-mail his son.

At Shepherd Park Library, students are most always excited about being able to e-mail their grown children. They often come in after class is over and bring their digital cameras wanting to know how to send pictures to their children.

The Community College of DC (CCDC) reports that they have seen a much larger number of students responding to their survey as job seekers, or looking for ways to improve their current job. More of their Lifelong Learner students are using these computers, possibly causing the upswing in those numbers. CCDC also reports that all of their data "does not show you what it looks like when a 65-year old grandmother of 8 helps a 19-year old girl with her math just because they are sitting at adjacent computers. It gives you no idea how much we enjoy students making personal connections based on common purposes shared while using computers to help them do mathematics, research, writing, or other homework. It is those personal connections that keep students engaged in their own learning, and keep them in school."

**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	62	na
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).**

We were not able to upgrade the MLK Library to 10 GBPS as planned, because we have to work with the city to move the fiber switching infrastructure from the basement to the first floor. This has been delayed by the city's set up and move into a new data center. The switching infrastructure move will begin in August.

**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	347	na
4.b.	Average users per week (NOT cumulative)	19,387	na
4.c.	Number of PCCs with upgraded broadband connectivity	12	na
4.d.	Number of PCCs with new broadband wireless connectivity	2	na
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	117	New PCC at Kimball Elementary is open 49 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
E-mail	2	72	144
DOES One Stop (King Greenleaf)	6	65	390
DC Central Kitchen	2	18	36
Court Services Client Orientation	2	25	50
DC Central Kitchen	3	20	60
Excel II Extra!	3	23	69
Excel I	2	217	434

Genealogy Workshop	2	12	24
Health Literacy	2	123	246
HTML	2	31	62
Job Seekers Drop-in Clinic	4	86	344
Mavis Beacon Typing	2	261	522
PC Basics	2	173	346
PowerPoint	2	73	146
Social Media	3	11	33
SYEP Training	2	80	160
Web I	2	51	102
Word I	2	194	388
Word II	2	132	264
Word II Extra!	3	9	27
Job Seekers Training (Takoma Park)	2	15	30
PC Basics (Petworth)	2	13	26
Word Basics (Petworth)	2	13	26
Internet/E-mail Basics (Petworth)	2	13	26
Computer Classes for Adults (Soutwest)	2	57	114
Finding Good Health Information (Deanwood)	2	7	14
Computer Class (Deanwood)	2	90	180
Blackboard for Students (Community College of DC)	2	225	450
Other Student Training (Community College of DC)	2	215	430
Blackboard for Faculty (Community College of DC)	2	126	252
Registration Training for Faculty (Community College of DC)	3	92	276
Job Searching Clinic (Shepherd Park)	2	52	104
Beginner Computer Class (Shepherd Park)	2	144	288
Blackboard for Students (Community College of DC)	1	30	30
Other Student Training (Community College of DC)	1	60	60

Computer Basics for Seniors (Lamond-Riggs)	14	10	140
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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 upgrade one site to 10 GBPS (Martin Luther King Jr. Library) and two sites to 1,000 MBPS: Francis Gregory and Washington Highlands.  
 We will install 270 new computers at a middle school and high school (working on which locations now).  
 We will install 54 new computers at existing library PCCs: Southwest, Benning, Anacostia, Lamond-Riggs and Northeast.  
 We plan to continue our trainings at approximately the same level.

**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	66	na
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).**  
 Continued construction delays for the District's data center may impact the bandwidth upgrade at the Martin Luther King memorial library. We will try to work around this if possible.

**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									
c. Travel									
d. Equipment	\$705,000	\$211,500	\$493,500						
e. Supplies	\$1,141,040	\$343,219	\$797,821	\$1,086,618	\$288,797	\$797,821	\$1,121,000	\$308,000	\$813,000
f. Contractual	\$374,270	\$112,281	\$261,989	\$279,083	\$28,254	\$250,829	\$339,243	\$77,254	\$261,989
g. Construction									
h. Other									
i. Total Direct Charges (sum of a through h)	\$2,220,310	\$667,000	\$1,553,310	\$1,365,701	\$317,051	\$1,048,650	\$1,460,243	\$385,254	\$1,074,989
j. Indirect Charges									
k. TOTALS (sum of i and j)	\$2,220,310	\$667,000	\$1,553,310	\$1,365,701	\$317,051	\$1,048,650	\$1,460,243	\$385,254	\$1,074,989

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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