

**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>  12-31-2011	<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>  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>  02-28-2012
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**Project Indicators (This Quarter)**

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

We opened a new PCC at ORCA (Office on Returning Citizen Affairs), and we added computers to the PCC at MLK. We upgraded switching equipment as part of our video conferencing pilot. And we upgraded bandwidth at five PCCs. We added "job seeking activities" added to library "smart goals," so that adult librarians will be required to participate in activities that help job seekers (mostly online activities). Outreach and PR activities this quarter included fliers and information published on the DC Public Library website. Training activities this quarter included Microsoft Office classes, including Word, Excel and PowerPoint; PC Basics classes at MLK, Petworth and Southwest; Job Seekers Drop-In Clinics at MLK, Woodridge, Northwest One and Southeast; and Health Literacy workshops at MLK and Washington Highlands.

**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	76	The DC Budget Office did not release grant funds to DCPL until Dec. 19, giving us only two weeks to spend for the quarter.
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).**

The DC Budget Office did not release grant funds to DCPL until Dec. 19, giving us only two weeks to spend for the 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	467	The DC Budget Office did not release grant funds to DCPL until Dec. 19, giving us only two weeks to spend for the quarter.
4.b.	Average users per week (NOT cumulative)	22,357	na
4.c.	Number of PCCs with upgraded broadband connectivity	21	see below
4.d.	Number of PCCs with new broadband wireless connectivity	4	see below
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	117	see below

**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>
Blackboard for students (CCDC)	1	274	411
Other student training (CCDC)	2	174	348
Other student training (CCDC)	1	65	65
Blackboard for Faculty (CCDC)	2	38	76
Registration Training for Faculty (CCDC)	3	66	198
8a Certification Training (MLK)	2	20	40
College Information Center 15th Anniversary Workshops (MLK)	10	40	400
Court Service Client Orientation (MLK)	2	9	18
DC Central Kitchen--PC Basics (MLK)	2	10	20
E-mail (MLK)	2	82	164
Excel I (MLK)	2	205	410
Excel II (MLK)	2	106	212
Excel II Extra (MLK)	3	44	132
Health Literacy (MLK)	2	24	48
HTML (MLK)	2	70	140
Internet Job Seeking 101 (MLK)	2	42	84
Introduction to Blogging (MLK)	2	27	54
Job Seekers Drop-in Clinic (MLK)	6	135	810
Language Access Training -- OHR (MLK)	4	10	40
Mavis Beacon Teaches Typing (MLK)	2	257	514
Social Media Training (MLK)	3	30	90
PC Basics (MLK)	2	235	470
PowerPoint (MLK)	2	109	218
Social Media: Twitter & Facebook (MLK)	3	46	138
The Meaning Behind FAFSA (MLK)	3	27	81
Web I (MLK)	2	68	136

Word I (MLK)	2	179	358
Word II (MLK)	2	172	344
Drop-in help with E-books (Georgetown)	1	16	16
Introduction to Computers (Deanwood)	1	133	133
PC Basics (Petworth)	2	6	12
Word Basics (Petworth)	2	4	8
E-mail Basics (Southwest)	2	5	10
Intro to Word (Southwest)	2	5	10
Intro to Excel (Southwest)	2	4	8
Intro to PowerPoint (Southwest)	2	3	6
Intro to Personal Computers (Southwest)	2	4	8
Internet Basics (Southwest)	2	2	2
DC Public Library Website (Southwest)	2	2	4
Job Seekers One-on-One Assistance (Southeast)	2	3	18
Job Seekers Drop-In Clinic (Northwest One)	2	35	70
Job Seekers Drop-In Clinic (Woodridge)	2	9	18
E-mail (Woodridge)	3	6	18
Boost Academics (Southeast Tennis)	4	620	2,480
Computer Connections (Southeast Tennis)	4	620	2,480
Afterschool Access: Drop-in Homework Help (King Greenleaf)	2	992	1,984
Health Literacy (Washington Highlands)	3	11	33

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 plan to add new computers at five existing PCCs and to upgrade bandwidth for two PCCs. We will also begin rollout of video conferencing. Outreach and PR activities will include fliers and information on the DC Public Library website. We are planning a press release and press outreach surrounding the start-up of classes at the new ORCA site. Training activities will continue, with Microsoft Office classes, PC Basics classes, Job Seekers Drop-In Clinics and Health Literacy workshops. We will begin to train ex-offenders at our ORCA site.

**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	84	The DC Budget Office did not release grant funds to DCPL until Dec. 19, giving us only two weeks to spend for the fourth quarter.
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).**

None anticipated.

**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	\$220,686	\$181,400	\$39,286	\$350,786	\$211,500	\$139,286
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	\$1,735,996	\$636,900	\$1,099,096	\$1,866,096	\$667,000	\$1,199,096
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	\$1,735,996	\$636,900	\$1,099,096	\$1,866,096	\$667,000	\$1,199,096

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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Empty space for additional information or comments.