

**ANNUAL 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>  12-42-B10600	<b>3. DUNS Number</b>  623751831
<b>4. Recipient Organization</b>  FLORIDA A & M UNIVERSITY 1500 WAHNSH WAY, TALLAHASSEE, FL 323073100		
<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b>  12-31-2011	<b>6. Is this the last Annual Report of the Award Period?</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>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>		
<b>7a. Typed or Printed Name and Title of Certifying Official</b>  Sterling Adams	<b>7c. Telephone (area code, number and extension)</b>  850-412-7333	
	<b>7d. Email Address</b>  sterlin.adams@fam.u.edu	
<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  02-20-2012	

PROJECT INDICATORS					
<b>1. Are you establishing new Public Computer Centers (PCCs) or improving existing PCCs?</b> <input checked="" type="radio"/> New <input type="radio"/> Improved <input type="radio"/> Both					
<b>2. How many PCCs were established or improved, and what type of institution(s) were they associated with? Please provide actual total numbers to date. Figures should be reported cumulatively from award inception to the end of the most recent calendar year. Recipients should only count the PCCs that were fully established or in which improvements have been fully completed in that year (that is, partial improvements should not be counted).</b>					
Institutions	Established	Improved	Total		
Schools (K-12)	0	0	0		
Libraries	0	0	0		
Community Colleges	0	0	0		
Universities / Colleges	0	0	0		
Medical / Health care Facilities	0	0	0		
Public Safety Entities	0	0	0		
Job-Training and/or Economic Development Institution	0	0	0		
Other Community Support-Governmental (please specify):	0	0	0		
Other Community Support-Non-Governmental (please specify):	0	0	0		
<b>3. Please complete the following chart for each PCC established or improved using BTOP funds. Please provide actual total numbers to date.</b>					
<b>3.a. New PCCs</b>					
New PCC Address	Number of Workstations Available to the Public	Total Hours of Operation per 120-hour Business Week	Total Hours of Operation per 48-hour Weekend	Speed of Broadband Access to Facility (Mbps)	Average Number of Users per Week
NA	0	0	0	0	0
<input type="button" value="Add New PCC"/>		<input type="button" value="Remove New PCC"/>			
<b>3.b. Improved PCCs</b>					
New PCC Address	Number of Workstations Available to the Public	Total Hours of Operation per 120-hour Business Week	Total Hours of Operation per 48-hour Weekend	Speed of Broadband Access to Facility (Mbps)	Average Number of Users per Week
<b>Prior to Improvement</b>					
NA	0	0	0	0	0
<input type="button" value="Add New PCC"/>		<input type="button" value="Remove New PCC"/>			
<b>After Improvement</b>					
NA	0	0	0	0	0
<input type="button" value="Add New PCC"/>		<input type="button" value="Remove New PCC"/>			
<b>4.a. Please check the primary uses of the PCCs funded by this award. (Check all that apply.)</b> <input checked="" type="checkbox"/> Open Lab Time <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> Training					
<b>4.b. If "other," please specify the primary use of the PCCs:</b> Certification Test site Workforce Development Portfolio program Employer/Applicant Interview					
<b>5. Please list all of the PCC broadband equipment and/or supplies you have purchased during the past year using BTOP grant funds or other (matching) funds, including any customer premises equipment or end-user devices. If additional space is needed, please attach a list of</b>					

**equipment and/or supplies. Please also describe how the equipment and supplies have been deployed (600 words or less).**

Manufacturer	Items	Unit Cost per Item	Number of Units	Narrative description of how the equipment and supplies were deployed
0	0	0	0	NA
<b>Totals:</b>		0	0	

Add Equipment

Remove Equipment

**6. For PCC access and training provided with BTOP grant funds, please provide the information below. Figures should be reported cumulatively from award inception to the end of the most recent calendar year.**

Types of Access or Training	Number of People Targeted	Number of People Participating	Total Hours of Training Offered
Open Lab Access	0	0	0
Multimedia	0	0	0
Office skills	0	0	0
ESL	0	0	0
GED	0	0	0
College Preparatory Training	0	0	0
Basic Internet and Computer Use	0	0	0
Certified Training Programs	0	0	0
Other (please specify): Distance learning	0	0	0
<b>Total</b>	0	0	0

**7. Please describe how your Public Computer Center(s) promotes economic recovery in your area, such as through providing job training, access to job searches, online course offerings, certifications and the like (600 words or less).**

Though the grant was awarded in September 2010, the Florida A&M University (FAMU) Center for Public Computing and Workforce Development was given authority to expend BTOP grant funds at the end of February of 2011. Planned use of the federal funds included construction of a new paved parking area. This earth disturbance plan led to an NTIA "Special Award Condition" (SAC) that placed a restriction on expenditure of the grant funds that were necessary to the development of facilities planned for project operation and delivery of program activities. The grantee worked in collaboration with the Department of Commerce Federal Preservation Officer and other agencies designated by statute toward the clearances necessary to remove the special condition. From the date of the award to the time the restriction was ended consumed almost five months.

During the temporary period of restricted access to the funds awarded we reviewed and revised our implementation plan and strategies. After we gained spending privileges we took immediate steps and followed the new strategies to facilitate activity toward our project goals. Our initial implementation plan was substantially off schedule by the unanticipated delay.

Our project will include a train the trainer program. The train the trainer program is projected to have a substantial impact on accessibility to training opportunities in the workforce of the three counties targeted as our service area. Our plans include collaboration with the FAMU Small Business Development Center and the region's business community to stimulate growth/expansion of small businesses through training relationships that will further develop their training personnel. The production of additional trainers will enhance the existing and future workforce need for trainers and allow them to meet productivity goals via technology access and skill development. We will implement a training and instruction program component that will have as its primary goal the attainment of industry certifications by participants.

Additional workforce development will be undertaken with endorsement programs for teachers and other professionals. Training and educational experiences will also support the Florida Career and Professional Act that was created to provide a statewide planning partnership between business and education communities, to expand and retain high value industry, and sustain a vibrant state economy. Broadband literacy and skill training will be offered and targeted to those who lack the technical capabilities to enter into the workforce or lack skills to increase their labor market competitiveness. Offerings will focus on the needs of new businesses and the industries planned or targeted for the three county region.

An important project goal is for the center to become an established certification site that will afford opportunities for access to certifications in our targeted region. These certifications are often unavailable without travel and time requirements which leads to considerable expense. The center will offer opportunities for remote participation in its training programs that afford the public throughout the three counties access to its teacher led training and instruction. The technology planned will support virtual classroom

participation on workstations in homes and public computer centers. The project will also feature a video archive of instruction and training modules that impact economic recovery in our defined service area. Those modules will be accessible on demand via broad band to individuals to enhance employability and to businesses for employee skill development. Broadband Literacy training modules will be streamed at a user's request. These training modules include topics that prepare individuals for workplace readiness to get a job. Such topics pertain to resume writing, job search, and interview techniques. Other groups of modules will provide skill attainment for entry into various employment occupations.

**8. To the extent that you have made any subcontracts or sub grants, please provided the number of subcontracts or sub grants that have been made to socially and economically disadvantaged small business (SDB) concerns as defined by section 8(a) of the Small Business Act, 15 U.S.C. 647, as modified by NTIA's adoption of an alternative small business size standard for use in BTOP. Please also provide the names of these SDB entities (150 words or less).**

The Florida A&M University Center for Public Computing and Workforce Development project was initiated as a collaborative undertaking of the University and five partners. Three of the partners were socially and economically disadvantaged small businesses (SDB's). Those SDB's were located in the service region targeted by the project and each expressed commitment to participate in activities essential to project development. Each also made commitments to contribute toward meeting the matching funds required for eligibility for the BTOP PCC award to fund the project. One of the SDB's, withdrew its participation as a partner. Each of the other two SDB's were actively affiliated with the planning and implementation of the project during the year. Our project implementation schedule had to be revised due to the lengthy period that we were prevented from spending federal funds. It was revised a second time because of delay to construction caused by code requirements and multiple competitive bid solicitations that were needed to acquire a construction contractor because of construction budget shortfall.

During the project implementation and budget revision stages we took action to issue purchase orders due to our socially and economically disadvantaged small businesses partners. They are: Carney Solutions, Inc. of Tallahassee FL and Data Set Ready, Inc. of Tallahassee Florida.

The work scope of Carney Solutions, Inc entails Project management, and technical assistance to facilitate design, integration and installation for all teaching and instructional technology systems.

Data Set Ready Inc. (DSR) is performing all of the work of deploying cable for Internet connectivity to the center. DSR is also performing the design and installation of the network wiring, and connection of all technology systems to the data communications closet.

**9. Please describe any best practices / lessons learned that can be shared with other similar BTOP projects (900 words or less).**

The construction/renovation necessary to install the technologically advanced training resources planned as part of our project was given a substantial completion status at the end of the year with a notice that we would be able to gain occupancy in the early part of the next month (better referenced as the first of this year at the time of this report). Therefore we have now gained occupancy of the space where we will implement the training program and provide public access to broadband computing resources. It has taken more than a year from the date of the award of our grant to the date of the availability of the renovated site where the installation of integrated computing, communications, audio visual and teleconferencing systems for our training program is now in progress. There are important lessons learned that can be shared with other BTOP projects that undertake development of projects similar to ours.

Projects that are similar to the BTOP funded Florida A&M University Center for Public Computing and Workforce Development will have several characteristics in common. They will have as a focus the use of the most advanced affordable technology for teaching and learning. The plan for the use of the technology will include activity that maximizes the extension of the teaching and learning programs of the project beyond the physical boundary of the center to: learners, teachers, scientists, inventors, experts and leading professionals around the globe. The programs of the project will be dependent on the availability of a facility that is to be developed by a significant construction or renovation sub-project. A plan for the development of parking facilities or construction activity that includes the removal or disturbance of the grounds will be a part of the project.

In planning our project and implementation plan,we were unaware that our plan for renovations of a facility for our PCC would incorporate activity that would require compliance with the National Historic Preservation Act (NHPA). We found after the award of the grant that substantial time and activity would have to be directed to satisfy a Special Award Condition (SAC) to use the funds awarded but not immediately released for spending. The SAC requirement generated a very in-depth learning experience for our grants project team. Projects that face meeting the requirements of the NHPA in PCC awards such as ours would be implemented much better by a consideration of many things we learned and shared.

The National Historic Preservation Act SAC is imposed if significant ground disturbance is planned as part of a project. In our case the plan for very convenient parking for the public on our campus involved earth removal for grading and asphalt paving. A lesson learned is that in the submission of a grant application that involves such activity at least two strategic actions exist. They are:

- Avoid the planning and construction of parking as part of the project and at a later date address new parking outside of the both the project scope and federal funding so as to avoid delay in facility readiness for training and educational services, or,
- Meet the requirements of the NHPA prior to submission of a grant application. the financial cost of doing so is minimal but the time consumed in the process can be two to five months with luck.

Construction will involve more time than you think and maybe more than you will reasonably estimate even through very careful planning. Our project required the hiring of an architect, architectural design, acquisition of building code permits, other code reviews, solicitation for competitive bids, bid selection/award, and then the actual renovation/construction. We experienced unanticipated design period extensions due to changed code requirements from those in place at the time of construction of the aged building. Some of these code requirements had significant cost impact. The Americans with Disabilities Act (ADA) requirements imposed renovation of space not included in our plan for renovation.

Construction - Careful planning for alternates that can allow price adjustments that facilitate the likelihood that budget can be met. We also learned to have back up plan for any development goals not met on first construction contract.