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** 40-41-B10526	**3. DUNS Number** 065441842

4. Recipient Organization

Oklahoma City University 2501 N Blackwelder Avenue, Oklahoma City, OK 73106-1493

5. Current Reporting Period End Date (MM/DD/YYYY) 06-30-2013	**6. Is this the last Report of the Award Period?** ◯ **Yes**　　◉ **No**

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 Teena Belcik Broadband Technology Consultan	**7c. Telephone (area code, number and extension)** (405) 821-0350
	7d. Email Address tbelcik@okcu.edu
7b. Signature of Certifying Official Submitted Electronically	**7e. Date Report Submitted (MM/DD/YYYY):** 08-28-2013

Project Indicators (This Quarter)

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

The ICC continued its outreach efforts and now partners with over 50 community organizations to help OKC's vulnerable populations bridge the Digital Divide. This quarter saw a record number of guest visits to the ICC (6,246) and a record number of hours of computer use (12,197). A new Microsoft Office training and certification program was started and has had a strong response from ICC guests as well as potential employers. Several of the program's first participants have found work for the first time in several years, gotten raises, and received interview invitations upon completion of the program. Additional senior programs were added and a number of new children's programs were developed and implemented as part of our summer curriculum. Sustainability efforts continued and transition plans were started to ensure a smooth transfer from a BTOP-funded program to a new funding environment.

Of particular note this quarter, ICC staff assisted with tornado relief efforts and provided significant assistance to organizations and programs impacted and/or displaced by the multiple devastating tornados that tore through the central OKC area in May. The ICC provided one-on-one assistance to those needing to search for alternate living arrangement, contact insurance companies, file FEMA claims, access e-mail, and more. Some of this assistance was provided independently while other assistance was coordinated through the United Way and Red Cross' efforts. The ICC worked to assist and host clients of non-profit organizations displaced by the tornadoes and even delivered a week of curriculum on less than 24 hours' notice to help one organization's participants keep from losing family benefits.

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	95	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).

The only major challenges faced this past quarter were related to tornado damage and disruptions. The BTOP program staff, particularly our FPO, were extremely supportive and in close contact with us during this challenging time.

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	94	N/A
4.b.	Average users per week (NOT cumulative)	481	N/A
4.c.	Number of PCCs with upgraded broadband connectivity	1	N/A

	Indicator	Total	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
4.d.	Number of PCCs with new broadband wireless connectivity	0	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	56	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
Publisher	1	2	2
Senior Surfers	1	2	2
Educare - Intro to Computers	1	15	15
ESL	2	14	28
OKCFLP - Powerpoint	2	10	20
OK Center for Non-Profits -- Quickbooks	3	47	141
Dynasty Care - Mousercize	1	2	2
Excel 1 & 2	2	3	6
Toastmasters - Smart Boards	2	6	12
OKCFLP - Powerpoint	2	12	24
Online GED	3	1	3
C++	1	4	4
PT - Keyboarding	1	17	17
Access	1	1	1
iCivics Training	5	4	20
OKCFLP	2	7	14
Woodson Elem. - Computer Basics	1	17	17
Intro to Quickbooks	1	1	1
ESL	2	15	30
Penn Ave Redemption Program - Keyboarding and Comp. Basics	1	5	5
PT - Online Poetry Generator	1	33	33
Sanctuary - using the Internet	1	1	1
Online GED	5	1	5

BHRS - iMovie	2	6	12
ESL	2	6	12
Danforth Sr. Center - Computer Basics	1	5	5
Educare - Searching the Internet	1	18	18
Keyboarding	1	2	2
Quickbooks	1	1	1
Intro to Word	2	5	10
ESL	2	18	36
OKCFLP - Word projects (GED prep)	2	13	26
Dynasty Care - Computer Basics	1	5	5
Computer Basics	1	2	2
Excel 1 & 2	2	2	4
Toastmasters	1	18	18
OKCFLP - Word projects (GED prep)	2	10	20
Online GED	6	1	6
Senior Surfers	1	5	5
C++	1	1	1
E-mail and PDFs	1	2	2
OKCFLP - Word projects	2	9	18
Woodson Elem. - computer basics	2	11	22
Resources for non-profits	1	18	18
OCCF Give Smart	2	4	8
Google Websites	1	1	1
ESL	2	10	20
Penn Ave - Intro to Word	1	8	8
Douglass H.S. - research on the internet; building a resume; college applications	5	81	405
PT - Powerpoint; Jump Start	1	27	27
Online GED	5	1	5

ESL	2	18	36
Senior Surfers - E-mail	1	2	2
Educare - E-mail	1	9	9
Word 3 & 4	2	4	8
OKCFLP - Word projects	2	13	26
OCCS - Excel	1	27	27
Dynasty Care - Google Earth	2	5	10
Little Stars	2	15	30
Excel 3 & 4	2	3	6
Toastmasters - Prezi	1	7	7
Wonderfully Made - Intro to Computers	1	8	8
Photoshop	1	2	2
E-mail and PDFs	1	2	2
OKCFLP - Word projects (GED Prep)	2	31	62
Greater Mt. Olive - Mousercize and Computer Basics	1	13	13
Online GED	7	1	3
PT - PBS Jr.	1	14	14
Woodson Elem. - Digital Storytelling	1	13	13
ESL	2	14	28
Penn Ave. - Word 2	1	19	19
PT - Digital Storytelling	1	37	37
Sanctuary - Resumes	1	2	2
BHRS	2	6	12
ESL	2	9	18
Computer Basics	1	2	2
Danforth Srs - E-mail	1	4	4
Educare - E-mail	1	11	11
Online Couponing	1	2	2
Word 3 & 4	2	2	4

ESL	2	19	38
OKCFLP - Word projects	2	20	40
OCCS - Excel	1	18	18
Dynasty Care - iMovie	1	5	5
Excel 5&6	2	4	8
Toastmasters	1	7	7
Senior Surfers - geneology	1	5	5
Greater Mt. Olive - searching the Internet	1	12	12
Online Job Searching	1	2	2
Building a Winning Resume	1	2	2
One-on-One - TEEM	1	1	1
Intro to Computers	1	2	2
Picassa	1	1	1
OKCFLP	2	10	20
Woodson Elem - Word	1	12	12
OCCF Non-profits	2	3	6
ESL	2	20	40
Online GED	5	1	5
Genealogy on the Net	1	3	3
Social Media	1	2	2
ESL	2	8	16
Intro to Word	1	1	1
First Aid/Online CPR	1	11	11
Computer Basics	1	1	1
Webster MS Testing	4	40	160
Educare - E-mail, understanding websites	1	6	6
Intro to Publisher	1	2	2
ESL	2	21	42
OKCFLP	2	18	36

Cleveland 5th grade - Digital Storytelling	2	18	36
OCCS - Excel	1	15	15
Dynasty Care - Cool Math; educational game website	2	7	14
Google Earth	1	1	1
Toastmasters - Edmodo	2	7	14
Online GED	6	1	6
Greater Mt. Olive - Photoshop	1	15	15
PT - Nick Jr.	1	13	13
Using Templates in Excel	1	4	4
OKCFLP	2	10	20
Woodson Elem. - Word basics	1	15	15
Excel 1 & 2	2	4	8
OK Arts & Sciences - SMART Boards	1	6	6
ESL	2	25	50
Penn Ave - Computer Basics	1	35	35
DHS - Project WIN; Online Job Search and Resumes	5	12	60
PT - Digital Storytelling	1	34	34
Sanctuary - searching the internet	2	4	8
Online GED	5	1	5
Word 1&2	2	4	8
Online Job Search	1	1	1
Educare	1	8	8
Intro to Windows	1	1	1
ESL	2	16	32
OKCFLP - Facebook	2	38	76
Dynasty Care	1	8	8
Toastmasters	1	5	5
Intro to Social Networking	1	2	2
iMovie	1	13	13

Online GED	8	2	16
Office Certification	2	3	6
Intro to Quickbooks	1	7	7
Using E-mail	1	2	2
Intro to Access	1	1	1
Woodson Elem. - Kerpoof	1	12	12
Excel 1 & 2	1	8	8
ESL	2	11	22
Penn Ave - Intro to Excel	1	27	27
PT - Digital Storytelling; Keyboarding	1	29	29
Keyboarding	1	4	8
Word 3&4	2	8	16
Computer Basics	1	1	1
Educare - Intro to Word	1	11	11
Intro to Quickbooks	1	3	3
ESL	2	13	26
OKCFLP	2	12	24
Girls Scouts - Girls Who Code	5	36	180
Dynasty Care - Computer Basics	1	8	8
Intro to Powerpoint	1	3	3
Computer Basics	1	1	1
Toastmasters	1	9	9
Greater Mt. Olive - Word	1	11	11
Online GED	3	1	3
Online Recipes and Meal Planning	1	2	2
Office Certification	1	6	6
PT - Keyboarding and Jump Start	1	16	16
Facebook	1	1	1
OKCFLP - online research	2	13	26

Woodson Seniors - intro to computers	1	8	8
C++	1	1	1
Excel 3 & 4	2	4	8
Computer Basics	1	1	1
ESL	2	9	18
Penn Ave - Powerpoint	1	29	29
PT - Digital Storytelling	1	23	23
Online GED	5	1	5
Sanctuary - Computer Basics	1	6	6
Girl Scouts - Computer Training	4	34	136
Word 3 & 4	2	3	6
Online Job Search	1	2	2
Prof. Teaches Word	1	2	2
Girl Scouts - Emerson	5	11	55
DHS - Project WIN; online job search and resume building	2	11	22
ESL	2	9	18
Girl Scouts - Douglass	4	86	344
Dynasty Care - welcome to the Internet	1	5	5
OKCFLP - Rosetta Stone, Keyboarding, Word revi	2	34	68
Greater Mt. Olive - Facebook	1	11	11
Girl Scouts - John Marshall	4	24	96
Office Certification	2	2	4
Woodson Seniors - e-mail	1	1	1
Girl Scouts - Grant HS	4	112	448
One-on-One	1	1	1
Excel 5 & 6	2	2	4
Girl Scouts - Centennial HS	5	25	125
PT - Powerpoint	1	28	28
Google Earth	1	7	7

St. Luke's Children's - intro to computers and keyboarding	5	15	75
Google Docs	1	1	1
iMovie	1	2	2
Toastmasters	1	6	6
Children's Theatre (CT)- Sid the Science Guy; Internet Safety	1	115	115
Greater Mt. Olive - Powerpoint	1	11	11
St. Luke's Children's - Digital Storytelling	2	36	72
Office Certification	1	1	1
Woodson Srs	1	5	5
Children's Theatre	2	20	40
ESL	2	7	14
CT - Game Design	3	31	93
Urban League - Powerpoint	2	7	14
Latino Community Development Agency (LCDA) - Powerpoint	1	20	20
Educare - Word 2	1	3	3
Google Docs	1	1	1
ESL	2	8	16
CT - Game Design	3	32	96
DHS - Project WIN - Word	1	15	15
OKCFLP - Computers and Internet Overview	2	28	56
OCCC Career Transitions - Word	2	12	24
Intro to G-mail	1	1	1
Toastmasters - Powerpoint	2	4	8
OKCFLP - Word	2	33	66
OKCFLP - Kids; intro to computers; internet safety; Jump Start	2	96	192
CT - Game Design	3	24	72
CT - Internet Safety; Jump Start	2	20	40
Urban League	2	6	12

Greater Mt. Olive - Couponing	1	9	9
Online GED	3	1	3
OCCC - Prezi, Photoshop	2	12	24
LCDA - Prezi	1	17	17
Intro to Word	1	3	3
Office Certification	1	2	2
Social Media	1	2	2
OKCFLP - e-mail	2	34	68
OKCFLP kids - Jump Start, keyboarding, saving files	2	45	90
Woodson Srs. - Word	1	8	8
OCCC - Job Search & Resume	3	7	21
CT - keyboarding; Cool Math	2	16	32
ESL	2	7	14
OCCC - Access	1	6	6
OCCC - Excel & Quickbooks	2	6	12
Sanctuary - resumes	1	8	8
Online GED	5	1	5
CT - Game Design	5	32	160
OCCC - Powerpoint	2	6	12
Blogging	1	1	1
Office Certification	2	6	12
Family Expectations - Internet safety; social media	1	7	7
OKCFLP kids - Word, Jump Start, Keyboarding	2	14	28
BGC - Early Birds; Jump Start	1	27	27
PT - Jump Start; internet safety	1	37	37
Urban League - Prezi	2	8	16
Educare - Word 3	1	2	2
Quickbooks	1	1	1
Welcome to the Internet	1	1	1

ESL	2	6	12
Keyboarding	1	2	2
OKCFLP - interpreting digital maps and graphs (GED prep)	2	28	56
OKCFLP kids - powerpoint, keyboarding, Jump Start, Cool Math	2	37	74
Office Certification	1	2	2
OCCC	1	17	17
One-on-one	1	1	1
Computer Basics	1	3	3
Toastmasters	2	3	6
OKCFLP - excel graphs; keyboarding; Rosetta Stone	2	27	54
OKCFLP kids	2	30	60
CT - Film Making	2	38	76
Greater Mt. Olive - Excel	1	16	16
Urban League - Yes Academy; Social Media, Internet Safety	2	12	24
CT - keyboarding; Jump Start; Star Search	3	18	54
Hatton Summer Institute	3	12	36
Word 3 & 4	1	2	2
Excel for Beginners	1	5	5
E-mail and pdf files	1	6	6
American Lung Association	8	19	152
OKCFLP - Word projects; keyboarding; Learn to Speak English	2	30	60
OKCFLP kids	2	36	72
Woodson Srs. - Using the Internet to Plan Meals	1	12	12
CT - Keyboarding; Jump STart; Nick Jr.	2	15	30
Welcome to Windows	1	2	2
Penn Ave. - Word 3	1	16	16
ESL	2	4	8

BGC - Early Birds; Jump Start	2	24	48
Online GED	5	1	5
Intro to Excel	3	5	15
ESL	2	2	4
Family Expectations - exploring websites for kids	1	15	15
Computers for Young Children	1	9	9
BGC - Early Birds; Star Search; keyboarding	1	24	24
PT - Movie Making	1	38	38
Urban League - Movie Making	2	10	20
CT - Game Design	2	34	68
LCDA - movie making	1	20	20
PT - keyboarding; Jump Start	1	28	28
Office Certification	2	4	8
Facebook	1	1	1
ESL	2	9	18
OKCFLP - Word projects, keyboarding	2	24	48
OKCFLP kids - internet project; keyboarding; Jump Start; internet safety	2	29	58
CT - Game Design	2	36	72
Excel for Macs	2	1	2
BGC - iMovie; internet safety	1	16	16
Toastmasters	1	1	1
OKCFLP - Word and Excel; keyboarding; Rosetta Stone	2	26	52
OKCFLP kids	2	28	56
CT	3	13	39
Urban League - research projects; Prezi	2	9	18
CT - Robots	1	22	22
Online GED	3	1	3
CT - Game Design	5	16	80

LCDA - Prezi	1	20	20
Word 4	1	2	2
OKCFLP - Word Projects; online job search, keyboarding	2	29	58
OKCFLP - ABC books; keyboarding; Jump Start	2	36	72
CT - Game Design	5	17	85
OCCF Give Smart	2	3	6
Photoshop	2	4	8
CT - kids' folder	2	17	34
Penn Ave - iMovie	1	21	21
ESL	2	5	10
BGC - Early Birds; Easy to be Green, keyboarding; kids folder	2	23	46
Online GED	5	1	5
CT - Game Design	4	16	32
Office Certification	2	2	4
BGC - Early Birds; Magic School Bus, keyboarding; Jump Start	2	25	50
CT - Web Design	4	16	64
Urban League - research projects	2	8	16
LCDA - iMovie	1	21	21
Making forms in MS Office	1	6	6
Welcome to Windows	1	1	1
ESL	2	4	8
OKCFLP - Word projects; Excel; keyboarding; E-mail	2	24	48
OKCFLP kids - digital storybooks	2	35	70
CT - Film making	3	16	48
CT - Kid Pix	2	31	62
Office Certification	1	2	2
BGC - Powerpoint	2	16	32
Toastmasters	1	14	14

OKCFLP - Word project, social media, childrens' websites; keyboarding	2	29	58
CT - Film making	2	21	42
CT - Web Design	2	25	50
Urban League - research projects; iMovie	2	8	16
Online GED	3	1	3
CT - Web Design	3	17	51
CT - Jump Start, PBS kids, keyboarding	2	38	76
Computer Basics	1	1	1
Intro to Publisher	1	3	3
OKCFLP - Final presentations	2	29	58
OKCFLP kids - final presentations; keyboarding; kids folder	2	31	62
CT - Web Design	2	12	24
Office Certification	1	2	2
Online Job Search	1	2	2
OCCF Give Smart	2	3	6
ESL	2	6	12
Penn Ave - Merit GED, keyboarding	2	15	30
BGC - Early Birds	1	19	19
CT - Web Design	5	16	80
Online GED	5	1	5
Excel	3	5	15
CT Showcase	1	30	30
ESL	2	5	10
Access	2	2	4

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).
The ICC plans to continue outreach efforts to deliver digital literacy training and provide access to computers and the internet. The next quarter will include a significant amount of sustainability efforts and transition planning as our BTOP program will end and we will begin operating in a different funding environment.

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).

		Planned Percent Complete	Narrative (describe reasons for any variance from baseline plan or any relevant information)
	Milestone		
2.a.	**Overall Project**	99	The few remaining BTOP funds will be used to cover closeout costs.
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 are known at this time.

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.

Cost Classification	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		
	Total Cost (plan)	Matching Funds (plan)	Federal Funds (plan)	Total Cost	Matching Funds	Federal Funds	Total Costs	Matching Funds	Federal Funds
a. Personnel	$372,555	$42,000	$330,555	$360,250	$70,114	$290,136	$405,849	$75,000	$330,849
b. Fringe Benefits	$63,298	$0	$63,298	$50,274	$0	$50,274	$56,317	$0	$56,317
c. Travel	$24,000	$0	$24,000	$7,450	$0	$7,450	$7,750	$0	$7,750
d. Equipment	$30,806	$0	$30,806	$31,131	$0	$31,131	$31,131	$0	$31,131
e. Supplies	$401,676	$0	$401,676	$345,649	$0	$345,649	$347,000	$0	$347,000
f. Contractual	$474,457	$90,857	$383,600	$543,701	$90,857	$452,844	$582,701	$90,857	$491,844
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Other	$226,482	$25,524	$200,958	$186,856	$25,524	$161,332	$190,228	$28,076	$162,152
i. Total Direct Charges (sum of a through h)	$1,593,274	$158,381	$1,434,893	$1,525,311	$186,495	$1,338,816	$1,620,976	$193,933	$1,427,043
j. Indirect Charges	$588,306	$588,306	$0	$548,914	$548,914	$0	$585,088	$585,088	$0
k. TOTALS (sum of i and j)	$2,181,580	$746,687	$1,434,893	$2,074,225	$735,409	$1,338,816	$2,206,064	$779,021	$1,427,043

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