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** 21-42-B10535	**3. DUNS Number** 050950989

4. Recipient Organization

Kentucky Arts, Education & Humanities Cabinet P.O. Box 537, Frankfort, KY 406020537

5. Current Reporting Period End Date (MM/DD/YYYY) 12-31-2010	**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 Nicole Bryan	**7c. Telephone (area code, number and extension)**
	7d. Email Address nicole.bryan@ky.gov
7b. Signature of Certifying Official Submitted Electronically	**7e. Date Report Submitted (MM/DD/YYYY):** 02-18-2011

Project Indicators (This Quarter)

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

Implementation continues. Third quarter ARRA, PAM, and Baseline reports were submitted. 4 2-hour webinars were conducted for the staff of the 60 libraries included in the original application. After 20 libraries left the project, an additional webinar was conducted for potential participants, resulting in 7 libraries agreeing to participate in the project. Since Kentucky public libraries are established under a number of Kentucky Revised Statues as special taxing districts with an appointed governing Board of Trustees, they are autonomous entities. The Kentucky Department for Libraries and Archives (KDLA) has no authority over or responsibility for these libraries. Subsequently, the 60 libraries which initially applied to participate in this grant were under no obligation to proceed. Ultimately, 20 of the initial 60 libraries dropped from the project for various reasons: several libraries had newly hired directors who had not been part of the initial process, other libraries began construction projects to build new libraries, and a few libraries had changes in key personnel. It was necessary to recruit and inform potential new participants.

Memoranda of Agreements were executed with 47 libraries and financial certification and other agreement-related certifications were obtained. An agreement was executed for the IT procurement assessment and validation function. 12 site reviews were conducted and allocation spreadsheets with reports were submitted. The competitive hiring process for the E-Rate Coordinator position which is funded by the Gates Foundation was initiated. The position was advertised, the interview team conducted standardized interviews, and a candidate was selected. 4 classes for library staff were opened for registration: Not So Accidental Trainer, Classroom Management for Librarians, Youre Hired! Effective Job Hunting Tools, and Jobs and Workforce Recovery. The first conference call with participants was conducted in December and monthly calls for the duration of the project were scheduled. Work on the creation of an easy to use reporting instrument for the subrecipients moved forward. The user share continued to be populated with documents so all KDLA staff involved in the project would have ready access. The Grant Compliance and Reporting part-time position was filled and funds were expended to pay that person.

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	1	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).

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 underlined 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	0	N/A

	Indicator	Total	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
4.b.	Average users per week (NOT cumulative)	0	N/A
4.c.	Number of PCCs with upgraded broadband connectivity	0	N/A
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	0	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
N/A	0	0	0

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).

During the next quarter, the agency will continue to be engaged in implementation activities. A number of administrative activities will continue, including the hiring of the E-Rate Coordinator. The position will be filled mid-February and will provide training and assistance to PCC libraries in developing or maintaining successful technology plans and for project sustainability. PCC libraries will begin to develop marketing and outreach plans and identify community partners. The IT procurement assessment and validation will continue for PCC Libraries. At least 10 additional site reviews will be conducted. Procurement activities for approved equipment and peripherals will begin for 22 PCC libraries. Training for PCC librarians and staff will continue. Additional classes will be opened to accommodate demand. Monthly conference calls will be conducted as scheduled. Work will continue on the report database that will capture data related to end-user training, expenditures, and trends.

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**	5	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.

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	$240,593	$56,433	$184,160	$4,011	$1,696	$2,315	$11,963	$5,856	$6,107
b. Fringe Benefits	$5,165	$1,759	$3,406	$742	$565	$177	$2,639	$2,172	$467
c. Travel	$18,000	$4,222	$13,778	$0	$0	$0	$5,000	$1,350	$3,650
d. Equipment	$1,331,287	$312,264	$1,019,023	$0	$0	$0	$199,693	$51,920	$147,773
e. Supplies	$4,700	$1,102	$3,598	$0	$0	$0	$0	$0	$0
f. Contractual	$133,145	$31,230	$101,915	$0	$0	$0	$20,000	$5,200	$14,800
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Other	$157,700	$36,990	$120,710	$0	$0	$0	$15,770	$3,699	$12,071
i. Total Direct Charges (sum of a through h)	$1,890,590	$444,000	$1,446,590	$4,753	$2,261	$2,492	$255,065	$70,197	$184,868
j. Indirect Charges	$0	$0	$0	$0	$0	$0	$0	$0	$0
k. TOTALS (sum of i and j)	$1,890,590	$444,000	$1,446,590	$4,753	$2,261	$2,492	$255,065	$70,197	$184,868

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