

RECIPIENT NAME: Youth Policy Institute, Inc.

AWARD NUMBER: 06-42-B10579

DATE: 05/18/2012

OMB CONTROL NUMBER: 0660-0037  
EXPIRATION DATE: 12/31/2013

### 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>  06-42-B10579	<b>3. DUNS Number</b>  022319342
<b>4. Recipient Organization</b>  Youth Policy Institute, Inc. 634 S Spring St STE 818, Los Angeles, CA 90014		
<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b>  03-31-2012	<b>6. Is this the last Report of the Award Period?</b>  <input type="radio"/> Yes <input checked="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>  Dixon Slingerland  Executive Director	<b>7c. Telephone (area code, number and extension)</b>  (213) 688-2802	
	<b>7d. Email Address</b>  dslingerland@ypiusa.org	
<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  05-18-2012	

**Project Indicators (This Quarter)**

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

During Q1-2012, the Youth Policy Institute collaborated to install and open twelve (12) new Public Computer Centers in various cities across Los Angeles. The labs ranged in size from eight to thirty-five (8-35) workstations per lab and were established at the following locations: Mount Carmel Park (7); Sylmar High School; YO! Los Angeles Youth Opportunity Movement; Plummer Elementary School; Ramona Elementary School; Los Angeles Mission College (WorkSource Center); Korean Churches for Community Development (KCCD); Legacy LA, AltaMed East L.A. Medical Clinic; Hollywood PCC, Roosevelt High School; and Garvanza Elementary School. A total of 199 new workstations were deployed across the 12 new computer centers. Each site was given the option of either Dell, or iMac systems. Labs were opened in schools, Parks & Recreation Centers, Community Based Organizations, and one Youth Policy Institute, stand-alone site.

Other activities that took place during this quarter include: (a) continuing logistical meetings with sites to plan installation and programming; (b) planning and scheduling data and electrical upgrades at select locations; (c) purchasing computers and furniture for future installations; and (d) collaborating with other Broadband Technology Opportunities Program recipients and community partners to identify and integrate best practices.

This quarter, class selections continued to increase and two (2) new courses (Photo Editing and Introduction to Excel) were created and piloted.

The Youth Policy Institute looks forward to the installation of additional Public Computer Centers during the following quarter.

**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	75	In the original baseline report, YPI projected to be 64% complete with the overall project by the end of Q1-2012.
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).**

Challenges faced during this quarter include: (a) ongoing equipment purchasing and delivery coordination efforts, (b) ongoing coordination of electrical upgrades, (c) expanding class schedules to meet the community's need, and (d) assuring that our sites are utilizing the data tracking system correctly to ensure accuracy in tracking our users and training hours.

With regard to equipment purchases and delivery coordination efforts, the major challenge revolved around the issue of timing. Many sites, particularly schools, have very narrow windows of availability for equipment deliveries. It has been challenging to coordinate purchasing and deliveries to ensure all necessary elements come together at the right time.

In addition to the coordination of delivery, a number of sites also required electrical and data upgrades to accommodate a new computer lab. The electrical contractor's schedule was especially tight during this quarter, so scheduling dates and times for electrical and data upgrades was also challenging at times.

We also saw an increase in interest among adults for computer classes in our Public Computer Centers. Our most popular adult classes are Introduction to Computers, Introduction to the Internet, and Introduction to Microsoft Word. During this quarter, the wait list for each of these classes grew long. In view of this, we decided to compensate by increasing our class schedule, and hiring additional instructors.

Finally, we continued to monitor our data tracking system very closely this quarter to ensure accuracy in tracking our users and training hours. After several training sessions with Public Computer Center recipients, and a few minor tweaks to our data tracking

system, we are confident that all parties are capable of and are fully equipped to continue reporting outcomes accurately.

**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	1,318	YPI has installed 1,318 new workstations since the inception of the project. In the original baseline report, YPI had projected to install 1280 workstations by the end of Q1-2012.
4.b.	Average users per week (NOT cumulative)	20,303	During this quarter, YPI's PCC's served an average of 20,303 users per week between its drop-in hours and scheduled classes throughout the 61 Public Computer Centers currently operating.
4.c.	Number of PCCs with upgraded broadband connectivity	35	Since grant inception, 35 sites have received upgraded broadband connectivity. The remaining sites utilized an existing wired internet connection that met the needs of the computer center.
4.d.	Number of PCCs with new broadband wireless connectivity	19	Since grant inception, 19 sites have received new broadband wireless connectivity.
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	2,059	YPI PCC's were open and available to the public for 2,059 additional hours per week during the quarter as a result of BTOP funds.

**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
Accelerated Reader	1	139	139
Advanced Drama	2	39	78
Advanced Language Development	1	258	258
Advisory	1	1,428	1,428
ALEKS	1	849	849
American Literature (MCLC)	1	84	84
American Literature (VNHS)	2	75	150
Ancient Civilizations (SFIAM)	1	537	537
Ancient Civilizations (SFIAM 2HR)	2	24	48
Apex (Accelerated Charter School)	3	100	300
Apex (New Village Charter School)	4	2	8
Art (Sylmar HS)	1	198	198
Art (LAAAE)	2	68	136
Art (Maclay MS)	3	50	150
Assessment Tests	1	48	48

Biology (C.A.T.C.H.)	1	280	280
Biology (CRA #7)	2	25	50
CAHSEE (MCLC)	1	88	88
CAHSEE (LAAAE)	2	151	302
CAHSEE (Roybal)	4	90	360
CaJOBS Workshop	2	16	32
Career Development (CRA #7)	1	22	22
Career Development (Santee HS)	2	19	38
Chemistry	2	50	100
College Preparation (MCLC)	1	540	540
College Preparation (CRA #7)	2	367	734
Comic Life	2	30	60
Communications (BCCS)	1	6,744	6,744
Communications (MORCS)	2	30	60
Computer Basics (Camino)	1	45	45
Computer Basics (Homeboy)	2	62	124
Computer Basics (FNMS)	3	15	45
Computer Literacy	2	39	78
Computer Programming	2	1	2
Computer Science (HHS)	1	4,492	4,492
Computer Science (HHS)	2	54	108
Creative Writing	1	20	20
Credit Recovery (NVCS)	2	47	94
Credit Recovery (NVCS)	3	81	243
Credit Recovery (NVCS)	6	20	120
Designing Brochures	1	48	48
Dibbles	1	59	59
Digital Citizen	1	59	59
Digital Imaging (HHS)	1	3,378	3,378

Digital Imaging (HHS)	2	23	46
Digital Library	1	11	11
Digital Passport	1	116	116
DimU (LAAAE)	1	284	284
DimU (LAAAE)	2	24	48
Drama	1	35	35
E-Mentor	1	56	56
Earth Science	1	20	20
Economics (SHS)	1	20	20
Economics (SHS)	3	12	36
Economics Lab	1	26	26
ELA (SFIAM)	1	534	534
ELA (SVMS)	2	199	398
English (CRA #7)	1	1,662	1,662
English (LAAAE)	2	177	354
English (Maclay)	3	25	75
English (Maclay)	4	100	400
English Lab	1	540	540
Environmental Class (MCLC)	1	55	55
Environmental Class (CRA #7)	2	97	194
ESL	1	37	37
Facing History Lab	1	52	52
Fashion Design (CATCH)	1	15	15
Fashion Design (LAIC)	2	5	10
Financial Aid	2	145	290
FIPSE	2	35	70
French	1	13	13
Geometry (Santee HS)	1	174	174
Geometry (LAAAE)	2	59	118

Google Apps	1	13	13
Google Maps (Kingsley)	1	21	21
Google Maps (FNMS)	2	15	30
Graphic Design	1	13,274	13,274
History (Maclay MS)	1	238	238
History (LAAAE)	2	42	84
Independent Study (FNMS)	2	45	90
Independent Study (NVCS)	6	229	1,374
Internet Publishing and New Media (C.A.T.C.H.)	1	4,157	4,157
Internet Publishing and New Media (C.A.T.C.H. 2HR)	2	54	108
Internet Research (FNMS)	1	1,029	1,029
Internet Research (Selma ES)	2	494	988
Introduction to Computer Lab	1	124	124
Introduction to Microsoft Excel (Camino)	1	44	44
Introduction to Microsoft Excel (TWC)	2	71	142
Introduction to Microsoft PowerPoint (Kingsley ES)	1	971	971
Introduction to Microsoft PowerPoint (FNMS)	2	60	120
Introduction to Microsoft Word (Maclay MS)	1	878	1,346
Introduction to Microsoft Word (TWC)	2	468	936
Introduction to the Internet (YPI Pacoima)	1	5	5
Introduction to the Internet (TWC)	2	441	882
Introduction to the Mac (Kingsley ES)	1	185	185
Introduction to the Mac (FNMS)	2	598	1,196
Introduction to the PC (Pacoima Charter)	1	151	151
Introduction to the PC (TWC)	2	379	758
Introduction to the PC (VNHS)	3	20	60
Introduction to Typing (Camino)	1	287	287
Introduction to Typing (MLK RC)	2	32	64

Introduction to Typing (Ramona Gardens)	3	45	135
JiJi (Selma)	1	663	663
JiJi (Selma 2HR)	2	199	398
Journalism	1	182	182
Khan Academy	2	30	60
LACER Afterschool	3	1,311	3,933
Language Arts	23	1	23
Leadership	1	1,475	1,475
Life Skills (MCLC)	1	150	150
Life Skills (SHS)	2	37	74
Literacy Comic Books	3	87	261
Mandarin (CRA #7)	1	311	311
Mandarin (CRA #7)	2	25	50
Math (SVMS)	1	2,551	2,551
Math (MORCS)	2	2,500	5,000
Modern World History	1	293	293
Movie Production	2	5	10
Mural Project	2	5	10
Music Production	2	2	4
Newsletter Class	2	16	32
Office Procedures	1	5	5
Office Skills (YPI Pacoima)	1	7	7
Office Skills (YPI Pacoima)	2	6	12
Open Computer Lab (Camino)	1	109	109
Open Computer Lab (FNMS)	2	210	420
Photography Editing (MCLC)	1	35	35
Photography Editing (LAAAE)	2	29	58
Physics	1	26	26
Pollack Painting	2	30	60

Project Research	1	18	18
RAZ Kids (Accelerated)	1	628	628
RAZ Kids (ICEF Vista)	2	251	502
Reading Fast For Word	2	944	1,888
Recreation (Pacoima Charter)	1	96	96
Recreation (Pacoima Charter 2HR)	2	48	96
SAM Testing (Maclay)	1	5	5
SAM Testing (Maclay 2HR)	2	120	240
Science Inquiry (MCLC)	1	74	74
Science Inquiry (LAAAE)	2	275	550
Science Lab	1	225	225
SFA	1	1,678	1,678
Social Science	2	66	132
Spanish (CRA #7)	1	167	167
Spanish (LAAAE)	2	208	416
Special Education	1	42	42
ST Math (Camino)	1	5,276	5,276
ST Math (MORCS)	2	30	60
Starfall (Accelerated)	1	926	926
Student Choice	1	23	23
Study Island (SFiam)	1	91	91
Study Island (SVMS)	2	47	94
Study Lab (Camino)	1	426	426
Study Lab (Camino 2HR)	2	80	160
SuccessMaker	1	2,201	2,201
Teaching Training	1	49	49
Testing	1	50	50
Theatre Design Concepts (Sylmar)	1	23	23
Theatre Design Concepts (Sylmar 2HR)	2	35	70



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Ticket to Read	1	940	940
Topic Research	1	23	23
Trickster Tales	1	29	29
Tutoring (MCLC)	1	1,874	1,874
Tutoring (V.I.S.A.)	2	734	1,468
Tutoring (Ramona)	3	33	99
US History Lab (LALA)	1	250	250
US History Lab (CRA #7)	2	218	436
World History (MCLC)	1	298	298
World History (LAAAE)	2	24	48
World History (LAAAE 3HR)	3	50	150
Yearbook (Roybal)	1	49	49
Yearbook (V.I.S.A.)	3	10	30
Youth Services (Sylmar HS)	1	428	428
Youth Services (Camino)	2	104	208

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 Q2-2012, the Youth Policy Institute (YPI) expects to complete tasks related to the installation of all remaining computer labs. Such tasks include: completion of all necessary electrical upgrades, purchase of remaining equipment, installation of internet service (where needed), and completion physical installation at all remaining sites.  
 In addition, YPI will to deploy a number of new classes and trainings for both youth and adults. To ensure a smooth deployment, YPI will provide curriculum training and conduct beta testing for each new course before it is introduced to the community.  
 We also expect to increase program visibility by hosting Grand Opening events and increasing participation in community resource fairs.  
 YPI's Public Computer Centers will continue to experience high usage by students, parents and local residents at existing locations. We look forward to continued progress, growth and success during the next quarter.

**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	In the original baseline report, YPI projected to be 77% complete with the overall project by the end of Q2-2012.
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).**  
 Some of the challenges that can delay project progress next quarter are as follows: (a) obtaining approvals for electrical upgrades at each site; (b) ensuring that each site receives furniture; (c) establishes an internet connection; (d) creates a program implementation plan; and (e) signs the program MOU before installation takes place. Any complications in the planning process with each site can delay YPI's installation of computer lab(s). Staying on schedule requires YPI staff to be cognizant of the implementation plan and to remain in constant and clear communication with each site regarding all installation logistics and protocols. Communication with vendors are also critical to ensure timely ordering and delivery of supplies are important. YPI expects to work through these challenges using clear communication with project partners and its strong partnerships with various entities across the region.  
 Further, as the end of the academic school year approaches, YPI must begin to develop a plan for the safe storage of equipment, as many school sites will close in its entirety during summer break. YPI will work with school site administration to develop an individualized plan for each site. In addition, YPI will collaborate with school site administration to ensure that programming continues at sites that will remain open through the summer.

### 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	\$3,402,222	\$1,140,491	\$2,261,731	\$1,470,308	\$463,140	\$1,007,169	\$1,764,308	\$538,140	\$1,226,169
b. Fringe Benefits	\$649,484	\$217,719	\$431,765	\$310,177	\$92,778	\$217,400	\$387,161	\$123,772	\$263,390
c. Travel	\$41,616	\$0	\$41,616	\$4,289	\$0	\$4,289	\$4,289	\$0	\$4,289
d. Equipment	\$2,506,819	\$0	\$2,506,819	\$0	\$0	\$0	\$0	\$0	\$0
e. Supplies	\$61,556	\$8,772	\$52,784	\$2,470,949	\$22,000	\$2,448,949	\$2,760,949	\$187,000	\$2,573,949
f. Contractual	\$116,250	\$6,750	\$109,500	\$156,908	\$0	\$156,908	\$181,908	\$0	\$181,908
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$187,504	\$19,358	\$168,146	\$838,128	\$347,000	\$491,128	\$943,128	\$362,000	\$581,128
i. Total Direct Charges (sum of a through h)	\$6,965,451	\$1,393,090	\$5,572,361	\$5,250,759	\$924,918	\$4,325,843	\$6,041,743	\$1,210,912	\$4,830,833
j. Indirect Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
k. TOTALS (sum of i and j)	\$6,965,451	\$1,393,090	\$5,572,361	\$5,250,759	\$924,918	\$4,325,843	\$6,041,743	\$1,210,912	\$4,830,833

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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