

**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>  03-31-2012	<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>  05-30-2012
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**Project Indicators (This Quarter)**

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

We upgraded bandwidth at three libraries: Francis Gregory, Parklands-Turner and Martin Luther King. We installed additional computers at these libraries: Cleveland Park, 10; Chevy Chase, 20; Woodridge, 12; Capitol View, 8; Deanwood, 4; West End, 8; Palisades, 4; Parklands-Turner, 8; Francis Gregory, 20. We also purchased 200 more computers, that we have not set up yet.

From CCDC: "Within the numbers, statistics, data, and surveys there are additional facts that aren't obvious in a report. Often we have students in a lab working very hard on material they have great difficulty grasping. Many of these students did not grow up with access to computers. When they are challenged, often their best resource is the younger student sitting next to them in one of the labs. In times such as these, our students, regardless of age or background, unfailingly come to the aid of their fellow students. We forget that genuine learning is that which occurs by discovery. We see peers assisting each other every day. Sometimes it is course content, sometimes it is software, sometimes it is simple human encouragement. When you see a gentleman in his 60's being patted on the back by the two men in their 20's on either side of him, it is a wonderful thing. They told us that the computer would be the great equalizer when PC's were first produced. I would say that computer ACCESS, such as in a public institution lab setting, is the real equalizer."

From Deanwood Library: "The intermediate students are now assisting to teach some of the students in the Introduction to Computers class. We serendipitously did "train-the-trainer," which maximized the one-on-one assistance for people new to computers. This is especially effective with seniors and other people totally new to using computers. Although we use the data projector to demonstrate applications, one-on-one assistance with students is more effective with many of the basic functions such as getting started with "mousing," getting to the typing exercises on the Internet etc. In the Introduction to Computers class many people learned to use the "home row" to begin typing, and some learned to use the mouse. Navigation related instruction was also given. In the Intermediate class, we taught "information literacy" using the library databases. Learning about finding and evaluating information, in addition to computer hardware and software (such as Microsoft Word) is increasing important in today's world."

**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	87	NA
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).**

NA

**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	561	NA
4.b.	Average users per week (NOT cumulative)	21,678	20,024 avg. user sessions weekly (DCPL); avg. user sessions weekly 1,316 (CCDC); 188 sessions per week (King Greenleaf DPR); 150 per week (Southeast Tennis); Kimball did not report.
4.c.	Number of PCCs with upgraded broadband connectivity	24	NA
4.d.	Number of PCCs with new broadband wireless connectivity	4	NA
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	117	NA

**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
8(a) Certification Training (MLK)	2	42	84
College Goal Sunday (MLK)	3	62	186
Court Services Client Orientation (MLK)	2	22	44
DC Central Kitchen (MLK)	2	13	26
Email (MLK)	2	111	222
Excel I (MLK)	2	228	456
Excel II (MLK)	2	109	218
Excel II Extra (MLK)	3	67	201
Health Literacy (MLK)	3	82	246
House History Workshop (MLK)	5	52	260
HTML (MLK)	2	65	130
Internet Job Seeking (MLK)	2	82	164
Job Seekers Drop-In Clinic (MLK)	6	185	1,110
Mavis Beacon Typing (MLK)	2	443	886
PC Basics (MLK)	2	299	598
PC Basics Extra (MLK)	3	18	54
PowerPoint (MLK)	2	137	274
Social Media (MLK)	3	40	120
Web I (MLK)	2	95	190

Word I (MLK)	2	246	492
Word II (MLK)	2	157	314
Workplace Essentials Skills (MLK)	4	6	24
Youth202 Website Development (MLK)	2	18	36
Job Seekers Drop-In Clinic (SPK)	2	11	22
Computers: An Introduction for the Beginner (SPK)	2	18	24
Essentials of the Keyboard (SPK)	2	12	24
Computer Filing Fundamentals (SPK)	2	12	24
The Internet (SPK)	2	12	24
E-mail (SPK)	2	12	24
Blackboard for Students (CCDC)	2	342	684
Other Student Training (CCDC)	2	201	402
Blackboard for Faculty (CCDC)	2	41	82
Registration Training for Faculty (CCDC)	3	77	231
Job Clinic for Ex-Offenders (Deanwood)	2	8	16
Introduction to Computers (Deanwood)	12	11	132
Intermediate Computers (Deanwood)	11	11	121
Job Seekers Drop-In Clinic (West End)	2	15	30
Job Seekers Drop-In Clinic (West End)	2	23	46
Intro to PCs (Chevy Chase)	2	15	30
Word Basics (Chevy Chase)	2	15	30
Internet Basics (Chevy Chase)	2	15	30
E-mail Basics (Chevy Chase)	2	15	30
Boost Academics (Southeast Tennis)	4	1,528	6,112
Afterschool Access (King Greenleaf)	2	715	1,430
Job Seekers' Drop-In Clinic (Palisades)	2	27	54
Job Seekers' Drop-In Clinic (Woodridge)	6	9	54

Email for Seniors (Woodridge)	4	13	52
PC Basics (Petworth)	2	6	12
Internet/Email Basics (Petworth)	2	4	8
Microsoft Word Basics/ Internet Basics/ Computer Basics in Spanish (Petworth)	12	5	60
Job Seekers' Drop-In Clinic (Cleveland Park)	3	1	3
Job Seekers' Drop-In Clinic (Lamond-Riggs)	1	26	26
Email Basics (Lamond-Riggs)	2	7	14

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 will continue trainings at the current level. We will install computers at Rosedale Library and Washington Highlands Library. We will upgrade bandwidth at the following libraries: Washington Highlands, Rosedale, Anacostia, Francis Gregory and Mt. Pleasant. Northeast.

**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	98	NA
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 DCPL construction deadlines have been adjusted, but we should not need additional 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.

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	\$408,562	\$197,900	\$210,662	\$658,562	\$211,500	\$447,062
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	\$1,923,872	\$653,400	\$1,270,472	\$2,173,872	\$667,000	\$1,506,872
j. Indirect Charges	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
k. TOTALS (sum of i and j)	\$2,220,310	\$667,000	\$1,553,310	\$1,923,872	\$653,400	\$1,270,472	\$2,173,872	\$667,000	\$1,506,872

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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