

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 11-41-B10518	3. DUNS Number 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

5. Current Reporting Period End Date (MM/DD/YYYY) 06-30-2013	6. Is this the last Report of the Award Period? <p style="text-align: center;"><input checked="" type="radio"/> Yes <input 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.

7a. Typed or Printed Name and Title of Certifying Official Gail Avery Senior Business Operator	7c. Telephone (area code, number and extension) 202-727-4002
	7d. Email Address gail.avery@dc.gov

7b. Signature of Certifying Official Submitted Electronically	7e. Date Report Submitted (MM/DD/YYYY): 09-25-2013
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Project Indicators (This Quarter)

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

All of the new PCCs are up and running, and all existing PCCs have had computers added. Open lab times offered a total of 260,338 user sessions this quarter.

The DC Public Library created the new Digital Commons space at MLK Library, a collaboration and creation technology space for the tech novice, enthusiast and small business start-up. The space features 80 public access computers, including 12 iMac computers and four iMac Creative Stations with Adobe Creative Suite; a 3D printer; a Digital Bar with eReaders and tablets; a Dream Lab large collaborative space with Smart Boards and video conferencing capability as well as several smaller conference spaces; an Espresso self-publishing book machine; and a Skype Station.

DC Public Library (DCPL) continued to offer its enormously popular classes and clinics, including Job Seekers' Clinics (16 locations), Mavis Beacon Teaches Typing, PC Basics, Internet Basics, Email, Word, Excel, PowerPoint, Health Literacy and Social Media. Here's what some of the students have to say:

"I really need to improve my skills. I am making progress. Thanks." (Mavis Beacon Typing Clinic)

"Very helpful to every student. Instructor follows up - impressive." (MS Word I Basics)

"The Instructor was very good and the assistants were very helpful! I learned a lot. (HTML)

"I should, and am trying, to attend PC Basics, Typing and Word I again. In spite of my lack of both knowledge and practice, attending this class gave me insight about the thorough and systematic arrangement of this and is inviting me to do more." (MS Excel I Basics)

"Very useful information. Extremely nice and patient Instructor." (MS Excel III Advanced)

"Don't ever stop offering this program. It is valuable to individuals in and out of the workforce and to the community as a whole!" (Mavis Beacon Typing Clinic)

"I understood everything! Instructor is excellent!" (MS Excel I Basics)

"The Trainer took her time and wasn't too fast. I was able to understand better with this Instructor." (Internet Job Seeking 101)

"Very helpful and engaging Instructor. Good sense of humor! I wish this class was longer and offered more often." (MS Excel I Basics)

"Thanks for the encouragement to improve my typing skills!" (Mavis Beacon Typing Clinic)

"Excel III Advanced is a very good course to apply to your job, so I can expand my computer skills. But I will take it again and the basic Excel classes to better my Excel skills." (MS Excel III Advanced)

"Kudos to Instructor for willingness to teach newbies! Exciting – venturing into new territory!" (Twitter Tweet-a-Thon Style)

"My first experience with tags! Thanks, DCPL!" (HTML)

"The Instructor is articulate, prompt, excited and engaging. Will be taking more classes here, especially with this Instructor." (MS PowerPoint Basics)

"Learned quite a few tricks and shortcuts on making queries!! The introduction of the social networks was definitely worth my attendance!!" (Web II Intermediate)

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	100	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).
n/a

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	983	793 plus MLK 66; McKinley 54; Sousa 70
4.b.	Average users per week (NOT cumulative)	20,026	DCPL 17,010; CCDC 2,666; DPR 350. In the 2013 Q1 report, numbers for DCPL were reported incorrectly (quarterly numbers—199,579--were reported rather than the weekly average, which would have been 15,352).
4.c.	Number of PCCs with upgraded broadband connectivity	28	n/a
4.d.	Number of PCCs with new broadband wireless connectivity	4	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	197	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
DC Child Care Connections (MLK)	2	4	8
Discover the Power of Twitter (MLK)	3	16	48
Email (MLK)	2	71	142
Excel I (MLK)	2	178	356
Excel II (MLK)	2	133	266
Excel III (MLK)	2	101	202
Genealogy Online Database Training (MLK)	2	6	12
Health Literacy (MLK)	3	19	57
HTML (MLK)	2	50	100

Internet Job Seeking 101 (MLK)	2	33	66
Job Seekers' Clinic (MLK)	6	57	342
Job Seekers' Clinic (MLK)	4	23	46
Legal Forms Online Database (MLK)	2	8	16
Mavis Beacon Teaches Typing (MLK)	2	228	456
New VCI Orientation (MLK)	2	3	6
OCTO Website Training (MLK)	7	17	119
Opposing Viewpoints Database Training (MLK)	2	6	12
PC Basics (MLK)	2	160	320
PowerPoint (MLK)	2	111	222
Restaurant Opportunity Center Training (MLK)	3	3	9
Test Prep Online Database Training (MLK)	3	13	39
US Documents & Publications Database Training (MLK)	2	7	14
Web I (MLK)	2	86	172
Web II (MLK)	2	10	20
Word I (MLK)	2	205	410
Word II (MLK)	2	158	316
Personal Computer Basics (SOW)	2	6	12
Introduction to the Internet (SOW)	2	6	12
DC Public Library Website (SOW)	2	4	8
Email Basics (SOW)	2	4	8
Introduction to Microsoft Word (SOW)	2	4	8
Introduction to Microsoft Excel (SOW)	2	2	4
Introduction to Microsoft PowerPoint (SOW)	2	2	4
Job Seekers' Clinic (BLV)	2	33	66
Computer Basics (TPK)	1	20	20
Job Seekers' Clinic (TPK)	1	6	6
Using Library Catalog & Bookflix (TPK)	1	8	8

Job Seekers' Workshops (BEN)	5	47	235
PC Basics (PET)	2	10	20
Internet/Email Basics (PET)	2	6	12
Jobseekers' Clinic (PET)	2	16	32
Tech Monday (NW1)	2	87	174
Job Seekers' Clinic (NW1)	2	47	94
Mid City East Training (government websites) (NW1)	2	4	8
Digital Clinic (TEN)	1	2	2
Job Readiness Clinic (TEN)	2	4	8
Job Seekers' Clinic (PKL)	1	24	24
Job Seekers' Clinic (WEE)	2	12	24
Job Seekers' Clinic (WTD)	4	26	104
Computer Basics (WTD)	2	130	260
Computer Clinic (WTD)	1	91	91
e-Reader Training (SOE)	1	8	8
Job Seekers' Clinic (SOE)	2	28	56
Job Seekers' Clinic (SPK)	2	21	42
Downloadable Media Clinic (SPK)	1	8	8
Job Seekers' Clinic (PAL)	1	58	58
Downloadable Resources (PAL)	1	39	39
Job Seekers' Clinic (WOO)	2	47	94
Jobseekers' Club (WOO)	2	90	180
Computer Basics (WOO)	2	29	58
Digital Technology Wednesday (WOO)	1	8	8
Job Seekers' Clinic (MTP)	2	10	20
Blackboard for Students (CCDC)	2	343	686
Other Student Training (CCDC)	2	207	414
Blackboard for Faculty (CCDC)	2	71	142
Registration Training for Faculty (CCDC)	3	92	276

Digital Clinic (ROS)	1	10	10
PC Basics (CAV)	1	7	7
Beginners' Internet (CAV)	1	5	5
Downloadable Media Clinic (GEO)	1	42	42
Computer Help for Job Seekers (CCH)	2	1	2
Boost Academics (Southeast Tennis)	4	1,452	5,808
Afternoon Access (KGL)	2	1,650	3,300

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).
 Close-out.

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	100	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.

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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
e. Supplies	\$1,846,040	\$554,719	\$1,291,321	\$1,846,040	\$554,719	\$1,291,321	\$1,846,040	\$554,719	\$1,291,321
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	\$2,220,310	\$667,000	\$1,553,310	\$2,220,310	\$667,000	\$1,553,310
j. Indirect Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
k. TOTALS (sum of i and j)	\$2,220,310	\$667,000	\$1,553,310	\$2,220,310	\$667,000	\$1,553,310	\$2,220,310	\$667,000	\$1,553,310

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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