

RECIPIENT NAME: Labor, New York Department of

AWARD NUMBER: 36-42-B10532

DATE: 05/18/2012

OMB CONTROL NUMBER: 0660-0037

EXPIRATION DATE: 12/31/2013

QUARTERLY PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS

General Information

| | | |
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| 1. Federal Agency and Organizational Element to Which Report is Submitted Department of Commerce, National Telecommunications and Information Administration | 2. Award Identification Number 36-42-B10532 | 3. DUNS Number 806780607 |
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4. Recipient Organization

Labor, New York Department of STATE OFFICE CAMPUS BLDG 12, ALBANY, NY 122400001

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|--|---|
| 5. Current Reporting Period End Date (MM/DD/YYYY) 03-31-2012 | 6. Is this the last Report of the Award Period? <input checked="" type="radio"/> Yes <input type="radio"/> 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 Betty Jo Marra | 7c. Telephone (area code, number and extension) |
| | 7d. Email Address BettyJo.Marra@labor.ny.gov |

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|---|--|
| 7b. Signature of Certifying Official Submitted Electronically | 7e. Date Report Submitted (MM/DD/YYYY): 05-18-2012 |
|---|--|

Project Indicators (This Quarter)

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

NYSDOL has streamlined the videoconferencing delivery method to include a new process whereby each videoconferencing location has a Broadcast Coordinator and Viewing Site Administrator. The Broadcast Coordinator will be responsible for hosting a videoconference that that will be viewed by job seeking customers in another One-Stop location. The Viewing Site Administrator will assist customers viewing a videoconference hosted by another One-Stop Center. NYSDOL has crafted a videoconference guide, is rolling out training that will cover promising practices in videoconference delivery, and is creating a programming guide that will detail customer focused workshops available through videoconferencing statewide.

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).

None.

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 | 16 | n/a |
| 4.b. | Average users per week (NOT cumulative) | 85 | 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 | 525 | 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 |
|--------------------------|------------------------------------|------------------------------------|--------------------------------------|
| | | | |

| | | | |
|--|---|-----|-----|
| NYSDOL Manager's Meeting | 3 | 83 | 249 |
| Cover Letter Writing Workshop | 2 | 72 | 144 |
| Interviewing Skills Workshop | 2 | 47 | 94 |
| Job Search Workshop | 2 | 45 | 90 |
| NYSERDA Marketing & Development Meeting | 1 | 86 | 86 |
| Resume Writing Workshop | 2 | 101 | 202 |
| NYSERDA Residential Energy Services (3.5) | 4 | 9 | 32 |
| NYSERDA Residential Energy Services | 1 | 2 | 2 |
| Human Resources Training (1.5) | 2 | 24 | 36 |
| Human Resources Training | 2 | 3 | 6 |
| Human Resources Training (.5) | 1 | 3 | 4 |
| Integrity Outreach Training | 1 | 8 | 8 |
| Apprenticeship Direct Entry Meeting | 1 | 10 | 10 |
| Apprenticeship Field Staff Meeting (1.5) | 2 | 20 | 30 |
| Fire Safety Training | 1 | 13 | 13 |
| Veteran's Gold Card Services Webinar | 1 | 20 | 20 |
| Gold Standard Trainers Training | 8 | 25 | 200 |
| Civil Service Workshop | 2 | 10 | 20 |
| Federal Bonding Program Webinar | 1 | 11 | 11 |
| Federal Bonding Program Webinar | 2 | 4 | 8 |
| Governor's State of State Address | 2 | 21 | 42 |
| OSOS Webinar | 1 | 11 | 11 |
| OSOS Webinar (1.5) | 2 | 20 | 30 |
| Eligible Training Provider List Webinar | 1 | 6 | 6 |
| Workforce Investment Board Manager's Meeting | 5 | 14 | 70 |
| Workforce Investment Board Manager's Meeting (7.5) | 8 | 25 | 187 |
| Centers for Energy Efficiency & Building Science Meeting | 2 | 28 | 56 |
| Domestic Worker Webinar | 1 | 5 | 5 |

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|--|---|----|-----|
| NYSERDA Empower 2012 Meeting | 2 | 11 | 22 |
| NYSERDA Energy Smart Communities Advisory Team Meeting (1.5) | 2 | 15 | 22 |
| NYSERDA Energy Efficiency Systems Team Meeting | 1 | 6 | 6 |
| Greater Capital Region Workforce Coalition (2.5) | 3 | 40 | 100 |
| NYSERDA Home Performance with EnergyStar 2012 Meeting | 2 | 13 | 26 |
| NYSERDA Home Performance with EnergyStar 2012 Meeting (1.5) | 2 | 9 | 13 |
| NYSERDA Multi Performance Program Meeting | 2 | 10 | 20 |
| Unemployment Insurance System Modernization | 1 | 20 | 20 |
| NYSERDA 2012 Massachusetts Clean Energy Presentation | 2 | 5 | 10 |
| New York State Disability Employment Initiative (1.5) | 2 | 3 | 4 |
| NYSERDA NYS Energy Star Homes (1.5) | 2 | 10 | 15 |
| NYSERDA Zone 5 Marketing & Economic Development | 1 | 15 | 15 |
| Transferable Skills Workshop | 2 | 15 | 30 |
| NYSERDA Solar Thermal Marketing Meeting (1.5) | 2 | 15 | 22 |
| RSO Presentation (1.5) | 2 | 3 | 4 |
| RSO Presentation (.5) | 1 | 3 | 1 |
| NYSERDA Smart Lighting Presentation | 2 | 16 | 32 |
| NYSERDA Strategic Planning Meeting for Residential Energy Team (1.5) | 2 | 16 | 24 |
| DRC Webinar (1.5) | 2 | 2 | 3 |
| DRC Webinar (3.5) | 4 | 3 | 10 |
| PESH Meeting (8.5) | 9 | 2 | 17 |
| NYSERDA NYS Energy Star Homes | 1 | 7 | 7 |
| Finger Lakes Works Virtual Job Fair Process | 1 | 9 | 9 |
| NYSERDA Workflow Rollout | 1 | 9 | 9 |

| | | | |
|---|---|----|----|
| Training Options Workshop (1.5) | 2 | 9 | 13 |
| Industry Supervisors Meeting (.5) | 1 | 1 | 1 |
| Supervisor PESH Meeting | 2 | 1 | 2 |
| Staff Meeting DOSH Industry Inspection | 2 | 3 | 6 |
| Employment Counselor Workshop | 2 | 12 | 24 |
| NYS Job Bank Webinar | 1 | 3 | 3 |
| Surviving a Layoff for UltraLife Employees | 2 | 12 | 24 |
| NYESS Webinar | 2 | 3 | 6 |
| Interview for Immigrant Workers Rights Director at NYSDOL | 4 | 2 | 8 |
| Interview for Adjudication Services at NYSDOL | 2 | 1 | 2 |
| NYSERDA Web Analysis Meeting (1.5) | 2 | 8 | 12 |
| Communications Training VOCUS Webinar | 1 | 1 | 1 |
| Ticket to Work - Managing Overpayments Webinar (1.5) | 2 | 1 | 1 |
| NYSERDA NYC Office Technology Needs (1.5) | 2 | 6 | 9 |
| NYSERDA Products Mini-Bid Evaluation (1.5) | 2 | 6 | 9 |
| NYSDOL Subrecipient Monitoring (1.5) | 2 | 1 | 1 |
| Crane Board Orentation Ethics Training | 2 | 2 | 4 |
| NYSERDA Hidden Savings Tool Meeting | 1 | 5 | 5 |
| NYSERDA Government Relations Meeting | 1 | 3 | 3 |
| Finger Lakes Regional Meeting | 1 | 2 | 2 |
| NYSERDA External Affairs Meeting (1.5) | 2 | 7 | 10 |
| NYSERDA Multifamily Performance Program | 2 | 5 | 10 |

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|---|---|---|---|
| NYSERDA Marketing & Economic Development Budget Planning | 1 | 9 | 9 |
| Webinar on President's 2013 Budget by David Bradley (1.5) | 2 | 5 | 7 |

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 to work on implementation of our new delivery method and expansion of programs available statewide.

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).

None.

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 | \$742,767 | \$206,030 | \$536,737 | \$595,707 | \$153,707 | \$442,000 | \$0 | \$0 | \$0 |
| e. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| f. Contractual | \$24,000 | \$24,000 | \$0 | \$896 | \$896 | \$0 | \$0 | \$0 | \$0 |
| g. Construction | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| h. Other | \$0 | \$0 | \$0 | \$170,196 | \$75,459 | \$94,737 | \$0 | \$0 | \$0 |
| i. Total Direct Charges (sum of a through h) | \$766,767 | \$230,030 | \$536,737 | \$766,799 | \$230,062 | \$536,737 | \$0 | \$0 | \$0 |
| j. Indirect Charges | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| k. TOTALS (sum of i and j) | \$766,767 | \$230,030 | \$536,737 | \$766,799 | \$230,062 | \$536,737 | \$0 | \$0 | \$0 |

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 |
|---|--------------------------------|