

**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>  47-41-B10527	<b>3. DUNS Number</b>  155946874
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**4. Recipient Organization**

STATE LIBRARY & ARCHIVES, TENNESSEE 312 8TH AVE N FL 7, NASHVILLE, TN 37243-0001

<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b>  09-30-2011	<b>6. Is this the last Report of the Award Period?</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No
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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>  Emily Masters  Project Manager	<b>7c. Telephone (area code, number and extension)</b>  615-532-4622
	<b>7d. Email Address</b>  Emily.Masters@tn.gov

<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  10-31-2011
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**Project Indicators (This Quarter)**

**1. Please describe significant project accomplishments completed during this quarter (600 words or less).**  
 Kingsport PCC now has 11 new and 26 upgraded, operable workstations. Blount County PCC has 20 new, operable workstations. Washington County, Morristown, Rutherford County and Chattanooga's PCCs are not yet operable. Sullivan County has 7 new and 25 upgraded workstations in operation. They also have a new, part-time instructor. Cleveland has 6 new workstations in operation. Mt. Juliet has 9 new and one upgraded workstation in operation. Memphis has 29 new workstations in operation. Lebanon has 10 new and one upgraded workstation in operation. Putnam County has 4 new workstations in operation. Johnson City is still in the process of preparation and installation.

**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	95	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).**  
 The most significant challenge has been faced by one of our sub-recipients, Johnson City Public Library. The carpet installed in their facility was unsatisfactory, so they are dealing with a delayed opening while they wait for the new carpet to be delivered and installed. They, like all of the other sub-recipient libraries, have ordered all of their computers and equipment, so of course they are disappointed about the delay in opening their new PCC.

**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	96	Delays in installations have resulted in not having all PCCs open for the public this quarter.
4.b.	Average users per week (NOT cumulative)	4,829	We fall short of the baseline prediction because not all PCCs are operable.
4.c.	Number of PCCs with upgraded broadband connectivity	1	We are still awaiting final installation and preparation for the remaining 3 PCCs to be upgraded.
4.d.	Number of PCCs with new broadband wireless connectivity	9	We are still awaiting final installation and preparation for the 4 additional new PCCs.
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	541	Again, the variation from baseline is a result of PCCs not yet open.

**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
Introduction to Computers	8	20	160
Word 2010	4	10	40
Intro to Computers	4	10	40
Excel	6	10	60
Word for Beginners	1	7	7
Excel for Beginners	1	7	7
Internet for Beginners	1	7	7
Web e-mail for beginners	1	7	7
Resume help	1	7	7
Job Searching	1	7	7
PowerPoint for Beginners	1	7	7
Computer Basics	6	8	48
Introduction to Microsoft Word	6	8	48
Introduction to E-mail	6	8	48
Basic Internet Skills	6	8	48
How to Prepare a Resume	6	8	48
E-Books and E-Reads	2	50	100
Computer Basics	1	50	50
Internet Safety	1	50	50

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 plan to have the remainder of our workstations operable and in use by the public by the end of 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	95	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	\$28,434	\$8,530	\$19,904	\$23,080	\$3,176	\$19,904	\$28,434	\$8,530	\$19,904
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	\$581,038	\$174,311	\$406,727	\$575,310	\$168,583	\$406,727	\$581,038	\$174,311	\$406,727
e. Supplies	\$109,714	\$32,914	\$76,800	\$109,714	\$32,914	\$76,800	\$109,714	\$32,914	\$76,800
f. Contractual	\$69,369	\$20,811	\$48,558	\$36,934	\$2,940	\$33,994	\$39,934	\$2,940	\$36,994
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$7,188	\$2,157	\$5,031	\$7,188	\$2,157	\$5,031	\$7,188	\$2,157	\$5,031
i. Total Direct Charges (sum of a through h)	\$795,743	\$238,723	\$557,020	\$752,226	\$209,770	\$542,456	\$766,308	\$220,852	\$545,456
j. Indirect Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
k. TOTALS (sum of i and j)	\$795,743	\$238,723	\$557,020	\$752,226	\$209,770	\$542,456	\$766,308	\$220,852	\$545,456

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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