

**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>  03-31-2013	<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>  Ashley Bowers	<b>7c. Telephone (area code, number and extension)</b>  615-532-4628
	<b>7d. Email Address</b>  Ashley.Bowers@tn.gov

<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  04-30-2013
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**Project Indicators (This Quarter)**

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

Our last two remaining sub-recipient have completed their spending for the grant. We have started conducting site visits around the state and have gathered anecdotal information for the final report.

**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	98	
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).**

We did not face any challenges or issues in Q1 2013 in achieving planned progress.

**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	325	We have surpassed the baseline of 320 workstations installed and available to the public
4.b.	Average users per week (NOT cumulative)	8,477	We still have fallen short of our baseline of 18,700. We continue our efforts to make sure sub-recipients are reporting accurate figures.
4.c.	Number of PCCs with upgraded broadband connectivity	2	Still working with sub-recipients to verify these figures.
4.d.	Number of PCCs with new broadband wireless connectivity	9	Still working with sub-recipients to verify these figures.
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	541	Still working with sub-recipients to verify these figures.

**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 the World of Computers	8	20	160

Resume Preparation	4	6	24
Microsoft Word	10	20	200
Meet the Mouse	2	20	40
Basic Email	2	20	40
Introduction to the Internet	2	20	40
Microsoft Excel	10	20	200
Microsoft Powerpoint	8	20	160
Microsoft Publisher	6	20	120
Maker Day	5	1,000	5,000
Free Application for Federal Student Aid Assistance	1	12	12
Computer Classes for Adults	1	4	4
Computer Classes for Seniors	1	2	2
GED Preparation	1	1	1
Introduction to Social Media	1	7	7
Introduction to Genealogical Database, Ancestry.com	1	12	12
Introduction to the Foundation Center Cooperating Collection	2	7	14
Open Job Lab	3	4	12
Resume Assistance	2	1	2
Microsoft Word	2	3	6
Excel	2	3	6
Internet	2	3	6
Microsoft Publisher	2	3	6
Basic Word	1	3	3
E-Readers	1	3	3
Basic Excel	2	3	6
Introduction to PC's	2	4	8
Introduction to Presentations	1	3	3
Introduction to Microsoft Word	3	9	27
Introduction to Microsoft Excel	3	10	30

Introduction to Microsoft Powerpoint	3	5	15
Introduction to Microsoft Access	3	3	9
Introduction to Microsoft Publisher	3	3	9
Basic Computer for Seniors	2	6	12
Introduction to Internet and Email	2	6	12
Basic Computer	2	4	8
Resume Assistance	2	2	4
Employment Assitance	2	2	4
Special Projects with Microsoft Word	2	3	6
Special Class with Sprint Staff: All about Cell Phones	2	15	30
Overdrive and R.E.A.D.S.	2	10	20
Open Lab for Computer Questions	2	2	4
Ipad Basics	2	13	26
Basic Computer for Adams Place Assisted Living Residents	2	10	20
Social Networking	2	3	6
JonLINC Mobile Career Center - Job Readiness	3	15	45
Computer Basics	3	20	60
Internet	3	20	60
Microsoft Word	3	20	60
St. Peter Community Outreach - Searching Resources	3	27	81
TN Department of Labor Career Coach	4	45	180
Overdrive and E-Reader Training	2	28	56
LINC/211 Database Training	3	12	36
Workforce Investment Network Career Action Network	3	5	15
Children's Services - Every Child Ready to Read	1	30	30
Children's Services - Read with Me, Sign with Me	1	30	30
Open Lab for Job Applications	5	25	125
Dress for Success (Job Readiness Overview)	2	20	40

Computer Basics	2	6	12
Microsoft Word	2	6	12
Spreadsheets	2	3	6
E-Reader Class	1	27	27
Powerpoint Presentations	2	3	6
E-Readers - Open Lab	8	35	280
Kindle	4	4	16
Computer Concepts	1	2	2
Tablets	1	1	1
Nooks	1	1	1
E-Readers - Off Brands	1	2	2
Basic Internet	1	2	2
Basic Computers	1	4	4
E-Readers	1	4	4

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).**  
 Our libraries have completed their spending requirements. We plan to continue making site visits across the state to get our paperwork in line for closing out the grant.

**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	
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).**  
 We do not anticipate any challenges or issues in the coming quarter.

**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	\$28,434	\$8,530	\$19,904	\$37,918	\$8,530	\$29,388
b. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
c. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$500
d. Equipment	\$581,038	\$174,311	\$406,727	\$581,038	\$174,311	\$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	\$59,385	\$20,811	\$38,574	\$59,385	\$20,811	\$38,574
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	\$785,759	\$238,723	\$547,036	\$795,743	\$238,723	\$557,020
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	\$785,759	\$238,723	\$547,036	\$795,743	\$238,723	\$557,020

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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