ANNUAL 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** 12-42-B10600	**3. DUNS Number** 623751831

4. Recipient Organization

FLORIDA A & M UNIVERSITY 1500 WAHNISH WAY, TALLAHASSEE, FL 323073100

5. Current Reporting Period End Date (MM/DD/YYYY) 12-31-2010	**6. Is this the last Annual Report of the Award Period?** ◯ Yes ⦿ 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 Clynell Jackson-Washington	**7c. Telephone (area code, number and extension)**
	7d. Email Address mailto:Clynell.jackson@famu.edu
7b. Signature of Certifying Official Submitted Electronically	**7e. Date Report Submitted (MM/DD/YYYY):** 02-16-2011

PROJECT INDICATORS

1. Are you establishing new Public Computer Centers (PCCs) or improving existing PCCs?

(•) **New**   ( ) **Improved** ( ) **Both**

2. How many PCCs were established or improved, and what type of institution(s) were they associated with? Please provide actual total numbers to date. Figures should be reported cumulatively from award inception to the end of the most recent calendar year. Recipients should only count the PCCs that were fully established or in which improvements have been fully completed in that year (that is, partial improvements should not be counted).

Institutions	Established	Improved	Total
Schools (K-12)	0	0	0
Libraries	0	0	0
Community Colleges	0	0	0
Universities / Colleges	0	0	0
Medical / Health care Facilities	0	0	0
Public Safety Entities	0	0	0
Job-Training and/or Economic Development Institution	0	0	0
Other Community Support-*Governmental* **(please specify):** N/A	0	0	0
Other Community Support-*Non-Governmental* **(please specify):** N/A	0	0	0

3. Please complete the following chart for each PCC established or improved using BTOP funds. Please provide actual total numbers to date.

3.a. New PCCs

New PCC Address	Number of Workstations Available to the Public	Total Hours of Operation per 120-hour Business Week	Total Hours of Operation per 48-hour Weekend	Speed of Broadband Access to Facility (Mbps)	Average Number of Users per Week
N/A	0	0	0	0	0

[Add New PCC]   [Remove New PCC]

3.b. Improved PCCs

New PCC Address	Number of Workstations Available to the Public	Total Hours of Operation per 120-hour Business Week	Total Hours of Operation per 48-hour Weekend	Speed of Broadband Access to Facility (Mbps)	Average Number of Users per Week
Prior to Improvement					
N/A	0	0	0	0	0

[Add New PCC]   [Remove New PCC]

After Improvement					
N/A	0	0	0	0	0

[Add New PCC]   [Remove New PCC]

4.a. Please check the primary uses of the PCCs funded by this award. (Check all that apply.)

[✓] **Open Lab Time**   [✓] **Other**   [✓] **Training**

4.b. If "other," please specify the primary use of the PCCs:

Other uses planned for this PCC when it is established are: (1.)Certification Testing Site, and (2.) Resource Center for providing services to other public computing centers and (3.) Video Conference Ctr. for businesses and other anchor institutions and groups

5. Please list all of the PCC broadband equipment and/or supplies you have purchased during the past year using BTOP grant funds or other (matching) funds, including any customer premises equipment or end-user devices. If additional space is needed, please attach a list of equipment and/or supplies. Please also describe how the equipment and supplies have been deployed (600 words or less).

Manufacturer	Items	Unit Cost per Item	Number of Units	Narrative description of how the equipment and supplies were deployed
N/A	0	0	0	N/A
Totals:		0	0	

Add Equipment   Remove Equipment

6. For PCC access and training provided with BTOP grant funds, please provide the information below. Figures should be reported <u>cumulatively</u> from award inception to the end of the most recent calendar year.

Types of Access or Training	Number of People Targeted	Number of People Participating	Total Hours of Training Offered
Open Lab Access	0	0	0
Multimedia	0	0	0
Office skills	0	0	0
ESL	0	0	0
GED	0	0	0
College Preparatory Training	0	0	0
Basic Internet and Computer Use	0	0	0
Certified Training Programs	0	0	0
Other (please specify):	0	0	0
Total	0	0	0

7. Please describe how your Public Computer Center(s) promotes economic recovery in your area, such as through providing job training, access to job searches, online course offerings, certifications and the like (600 words or less).

    The Center for Public Computing and Workforce Development proposed by Florida A & M University (FAMU) was funded by a BTOP grant awarded September 28, 2010. This resulted in the grantees having access to only three days of the third quarter of 2010 and the fourth quarter of 2010. When combined that period consisted of only 66 work-days that were also impacted time-wise by the Christmas holiday season. Therefore, all data and references to progress and outcomes are the result of efforts during a small fraction of the work-days that progress in this annual report would normally reflect. However, more critical to the numbers set forth above that show limited action was that the award for the project contained a "Special Award Condition" (SAC) that imposed a restriction on expenditure of the grant funds that were necessary to the development of facilities that are planned as the major site for operation and delivery of program activities. The grantee worked in collaboration with the Department of Commerce Federal Preservation Officer and other agencies designated by statue toward the clearances necessary to remove the special condition. At the same time we developed and followed strategies to facilitate activity toward our proposed plans during temporary unavailability of funds that was in effect for the entire period addressed in this annual report.
    We planned with the FAMU Small Business Development Center to stimulate growth/expansion of small businesses by training their existing workforce to meet productivity goals via technology access and skill development. With partners we planned the acquisition of equipment and installment services the purchases of which will stimulate income to businesses in our area. In conjunction with partners we also planned the delivery of a training and instruction program component that will have as its primary goal the attainment of industry certifications by center users. Other training and educational experiences will also support the Florida Career and Professional Act that was created to provide a statewide planning partnership between business and education communities, to expand and retain high value industry, and sustain a vibrant state economy (FLDOE).
Broadband literacy and skill training will be offered and targeted to those who lack the technical capabilities to enter into the workforce or lack skills to increase their labor market competitiveness. All the offerings provided by the center will contribute toward   meeting the needs of new businesses and/or the needs of industry planned for relocation or targeted in the recruitment plan for the tri-county region.
    Our PCC will feature a video archive of instruction and training modules that impact economic recovery in our defined service area. Those modules will be accessible on demand via broad band to individuals and businesses for employability and employee skill development respectively. Broadband Literacy training modules will be streamed at a user's request. These training modules include topics that prepare individuals for workplace readiness to "get a job."   Such topics pertaining to resume writing, job search, job interview techniques, and sequences of modules that provide skill attainment for various employment occupations.

Finally, toward the benefit of a broader scope of training services offered by the center and for sustainability of the center as a continuing force in economic development in the region, an Oracle Workforce Development Program will be explored with FAMU's Enterprise Information Technology (EIT) partner, Oracle.

8. To the extent that you have made any subcontracts or sub grants, please provided the number of subcontracts or sub grants that have been made to socially and economically disadvantaged small business (SDB) concerns as defined by section 8(a) of the Small Business Act, 15 U.S.C. 647, as modified by NTIA's adoption of an alternative small business size standard for use in BTOP. Please also provide the names of these SDB entities (150 words or less).

There are three socially and economically disadvantaged small businesses (SDB's) that are partners in the Florida A & M University PCC. They are collaborating in the project as regionally located partners that are committed to project development and to providing a part of the grantee match requirement for the project. These SDB's will be contractually affiliated by Purchase Orders from the BTOP grant as soon as possible in the project implementation following the National Historic Preservation Act Special Award Condition that prevents spending of federal funds awarded is lifted. Those socially and economically disadvantaged small businesses are:
Data Set Ready, Inc. of Tallahassee FL
Metropolitan Design and Consulting Group, Inc. of Tallahassee FL
Carney Solutions, Inc. of Tallahassee FL

Work scope planned for these SDB's
Data Set Ready Inc will perform the work of deploying cable for Internet connectivity to the center and design and installation of the network wiring, and connection of all technology systems to the data communications closet.

Metropolitan Design & Consulting Group, Inc. will perform work assisting the University in delivery of training from a center that is open 15 hours per day.

Carney Solutions, Inc will perform the design, integration and installation of all teaching and instructional technology systems

9. Please describe any best practices / lessons learned that can be shared with other similar BTOP projects (900 words or less).
The grantee did not anticipate that its plan for renovations of a facility for the PCC would incorporate activity that would require compliance with such a federal statute as the National Historic Preservation Act. The requirement of substantial time consuming activity directed to a special award condition (SAC) to get funds that were awarded but not immediately released for spending was certainly unanticipated. The SAC requirement generated a very in-depth learning experience for our grants project team. The necessary activity that required us to work with a Federal Preservation Officer at the Department of Commerce, to communicate with state historic preservation officials, Historic Preservation Officers of Native American Indian tribes, architects, historic and cultural preservation agencies and other entities and gather information pertinent to their consultation needs launched us into a body of work in an environment where there was little familiarity for project facilitators.
For organizations that face having to navigate the requirements of the acts in PCC awards such as ours some things we learned that we share are listed below.

1.) The National Historic Preservation Act requirement was imposed because we chose to install very convenient parking for the public on a university campus where in most cases contention for a parking space serves as a barrier to eagerness of the public to participate. We have been advised that this SAC was due to the earth removal involved in the construction of new parking only and not due to the requirements for the internal renovation of the exiting renovation. A lesson learned to us too late:----had we known this we would have found a way to avoid the planning and construction of parking as part of the project and we would have at a later date addressed new parking outside of the both the project scope and federal funding so as to avoid delay in facility readiness for training and educational services..
2.) We learned that there is a national tower construction notification system (TCNS) that is used to communicate tower construction projects in a very organized way to the Historic Preservation Officers of Indian tribes and other relevant entities. The notification system sends notifications broadly beyond the region to be affected.   In our project there is no tower construction but notification thorough this system gave rise to consultation with a tribes that we did not anticipate a consultation.
3.) We also learned that there are tribes that would not consult directly with the university or any grantee directly of a federal funded project. Those tribes consult about historic and cultural preservation matters solely on an agency to agency basis. To us it appears that if our project consultation activity had occurred directly with the required entities and was represented directly to them as only a minor building renovation construction project and modest expansion of parking without a tower construction association then, we could have had consultations completed with much less effort and time consumed.
4.) By having a hold placed on spending until the special award condition is satisfied we needed to find an alternative strategy to

pursue activities essential to timely construction completion that would avoid undue delay in facility readiness while we addressed the SAC requirements. We learned that we could forecast the time before draw-downs would be made after the issuance of a Purchase Order based on the requirements that certain instruments of documentation related to completion of services, receipt of invoice for services and payment of invoice and payment are on file. With that knowledge we were able to let the university assume certain responsibility for critical SAC information generating acquisitions such as architect fees and environmental surveys. We then adopted a strategy of navigations of the special awarded condition requirements in parallel with other critical activities.

5.) We found that as a state institution a process of advance bid for competitive services for acquiring a group of architectural firms eligible for assignment to campus minor construction projects had been executed. This enabled affiliation of architect firms with our project without time constraints that would ordinarily apply in selection to engage architectural services.

6.) Our experiences also suggest that a best practice is to have copies of all communications issued by any entity on behalf of the activities to be pursued within the scope of the BTOP project made available to us at the time the document is created and disseminated. Another lesson learned was that of timely follow-up to agencies that have been sent communications pertaining to your projects if there is no return communication. It was through our follow-up with one Indian tribe that we were able to ascertain that they were unaware of a notification and the TCNS notification that was provided would not be accepted on their part. Having taking the initiative to make this contact with the tribe historic preservation office on several occasions we were able to alert the funding agency that a different form of communication was necessary to pursue a consultation on our SAC.