

**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>  34-41-B10520	<b>3. DUNS Number</b>  054531850
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**4. Recipient Organization**  
  
 THOMAS EDISON STATE COLLEGE 101 W State Street, Trenton, NJ 08608-110

<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b>  03-31-2011	<b>6. Is this the last Report of the Award Period?</b>  <p style="text-align: right;"><input type="radio"/> Yes    <input checked="" 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.**

<b>7a. Typed or Printed Name and Title of Certifying Official</b>  Natasha Peter	<b>7c. Telephone (area code, number and extension)</b>  609-292-2108 X133
	<b>7d. Email Address</b>  npeter@njstatelib.org

<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  05-01-2011
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**Project Indicators (This Quarter)**

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

- E-rate Central of NY acquired to enhance E-rate participation across the State
- A total of 84 New Jersey applicants were provided assistance by E-Rate Central
- E-rate workshops occurred on February 22nd and 24th; webinar conducted on February 28th
- Verizon has been selected to provide upgraded connectivity to JerseyConnect via fiber
- JerseyConnect team and Verizon meet weekly to discuss project status
- All 3 colocation facilities for JerseyConnect infrastructure has been upgraded in February
- Conducted additional 56 workforce development workshops: 20 professional development workshops for library staff and 36 job-readiness computer skills workshops for library patrons
- Workforce development workshops scheduled/occurred in 19 of 21 New Jersey counties
- Mobile training equipment distributed to six community colleges for use in workforce development workshops in New Jersey public libraries
- First workforce development course utilizing mobile training labs occurred at Monmouth County Library on March 2nd
- Additional Learning Express Job & Career Accelerator in-person resource database workshops occurred February 7th -- February 9th
- Launch of project's public website, www.njworks.org, on February 24th
- Interior and exterior ads placed on NJ Transit buses for 2 months starting February 24th
- Billboard promoting project posted for 2 months on New Jersey Turnpike
- Marketing and promotional kits distributed to all NJ public libraries on March 14th for assistance in advertising workforce development courses and job-seeking resources available
- NJN Workforce Development Portal, repurposed as the NJWORKS Training Video Content, was deployed to NJ public libraries on March 14th
- Frost & Sullivan market research reports deployed to all NJ public libraries on Monday, March 14th
- Weekly project updates are now being sent to NJ public library staff

**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	32	Due to a slower than anticipated scheduling of workforce development courses, actual spending is lower than anticipated.
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).**

It has been challenging to schedule workforce development workshops at libraries across the state. In order to accelerate scheduling, we have accomplished the following:

- Increase awareness of available resources by sending weekly updates to public libraries
- Provide marketing kits to public libraries to increase support and attendance at scheduled sessions
- Provide alternatives, i.e. mobile training equipment, to libraries that may not have sufficient computer centers for training

It would be helpful to determine alternative strategies from other BTOP recipients to be successful in deploying training at a statewide level. A BTOP portal would be helpful for BTOP recipients, especially those from Round I, to indicate how they have been successful

in their strategy. It would be helpful for Round II recipients to communicate with each other for helpful tips in managing their individual projects.

**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	0	Mobile training laptops are used by community colleges to provide workforce development courses to the public and library staff; currently used for training purposes only
4.b.	Average users per week (NOT cumulative)	0	Mobile training laptops are used by community colleges to provide workforce development courses to the public and library staff; currently used for training purposes only
4.c.	Number of PCCs with upgraded broadband connectivity	12	No additional libraries have received upgraded broadband connectivity this quarter
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	0	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
Job & Career Accelerator resource database training, February 7th @ Ocean County Library - Toms River	3	9	27
Job & Career Accelerator resource database training, February 8th @ Ocean City Library	3	13	39
Job & Career Accelerator resource database training, February 9th @ North Bergen Public Library	3	13	39
Professional Development workshop, January 4th @ Mercer County Library - Lawrenceville	4	16	64
Professional Development workshop, January 6th @ Cape May County Library	4	14	56
Professional Development workshop, January 11th @ Gloucester County Public Library	4	10	40
Professional Development workshop, January 14th @ Bergen County College	4	6	24
Professional Development workshop, January 14th @ Princeton Library	4	13	52
Professional Development workshop, January 26th @	4	7	28

Gloucester County Public Library			
Professional Development workshop, January 26th @ Paterson Library	4	7	28
Professional Development workshop, January 26th @ Camden County Library - Voorhees	4	5	20
Professional Development workshop, February 15th @ Elizabeth Public Library	4	9	36
Professional Development workshop, February 17th @ Atlantic County Library (Mays Landing)	4	11	44
Professional Development workshop, February 25th @ East Orange Public Library	4	11	44
Professional Development workshop, March 2nd @ Cherry Hill Public Library	4	6	24
Professional Development workshop, March 4th @ Irvington Public Library	4	5	20
Professional Development workshop, March 7th @ Somerset County Library (Bridgewater)	4	11	44
Professional Development workshop, March 10th @ Long Branch Public Library	4	8	32
Professional Development workshop, March 18th @ Carteret Public Library	4	7	28
Professional Development workshop, March 18th @ Nutley Public Library	4	9	36
Professional Development workshop, March 22nd @ Clarence Dillon Public Library	4	6	24
Professional Development workshop, March 25th @ Morris County Library	4	14	56
Professional Development workshop, March 25th @ South Brunswick Public Library	4	14	56
Internet Job Searching, January 8th @ Burlington County Library	4	10	40
E-mail training, January 15th @ Burlington County Library	4	10	40
Introduction to Windows, January 22nd @ Mercer County Library (Hightstown)	2	10	40
Internet Job Searching, January 22nd @ Mercer County Library (Hightstown)	2	8	16

Introduction to Windows, January 29th @ Mercer County Library (Hightstown)	2	10	20
Internet Job Searching, January 29th @ Mercer County Library (Hightstown)	2	6	12
Introduction to Microsoft Word, February 1st @ Mercer County Library (Lawrenceville)	2	8	16
E-mail, February 2nd @ Mercer County Library (Lawrenceville)	2	7	14
Introduction to Windows, February 5th @ Camden County Library (Voorhees)	4	10	40
Introduction to Microsoft Word, February 8th @ Mercer County Library (Lawrenceville)	2	15	30
E-mail, February 9th @ Mercer County Library (Lawrenceville)	2	13	26
Internet Job Searching, February 12th @ Camden County Library (Voorhees)	4	9	36
Introduction to Word, February 19th @ Camden County Library (South County branch)	4	9	36
E-mail, February 24th @ Princeton Library	2	5	10
Introduction to Word, February 26th @ Camden County Library (Voorhees)	4	10	40
Introduction to Windows, March 2nd @ Monmouth County Library Eastern Branch (Shrewsbury)	4	16	64
Introduction to Windows, March 2nd @ Gloucester City Library	2	8	16
Introduction to Windows, March 3rd @ Gloucester City Library	2	7	14
Introduction to Windows, March 4th @ Cape May County Library	4	9	36
Introduction to Windows, March 5th @ Cherry Hill Public Library	4	8	32
Internet Job Searching, March 9th @ Monmouth County Library Eastern Branch (Shrewsbury)	4	15	60
Introduction to Word, March 10th @ Princeton Library	2	5	10
, March 10th @ Atlantic County Library (Pleasantville)	4	7	28
Introduction to Word, March 11th @ Cape May County Library	4	8	32
Internet Job Searching, March	4	7	28

12th @ Cherry Hill Public Library			
E-mail, March 14th @ Cumberland County Library	4	8	32
Introduction to Microsoft Word, March 16th @ Cumberland County Library	4	8	32
Introduction to Microsoft Word, March 16th @ Monmouth County Library Eastern Branch (Shrewsbury)	4	15	60
Introduction to Windows, March 17th @ Long Branch Public Library	4	9	36
Microsoft Word, March 17th @ Princeton Library	2	1	2
Internet Job Searching, March 18th @ Cape May County Library	4	7	28
Introduction to Windows, March 19th @ Plainfield Public Library	4	6	24
Internet Job Searching, March 23rd @ Cumberland County Library	4	8	32
E-mail, March 23rd @ Monmouth County Library Eastern Branch (Shrewsbury)	4	14	56
Internet Job Searching, March 24th @ Long Branch Public Library	4	10	40
Introduction to Windows, March 24th @ Kearny Public Library	2	9	18
Introduction to Windows, March 24th @ Atlantic County Library (Pleasantville)	4	7	28
E-mail, March 25th @ Cape May County Library	4	6	24
Introduction to Windows, March 26th @ Mount Laurel Public Library	4	7	28
Introduction to Word, March 26th @ Plainfield Public Library	4	6	24
Introduction to Windows, March 30th @ Cumberland County Library	4	8	32
Introduction to Windows, March 31st @ Millville Public Library	4	6	24
Introduction to Windows, March 31st @ Kearny Public Library	2	12	24
, March 31st @ Atlantic County Library (Pleasantville)	4	5	20
Introduction to Word, March 31st @ Long Branch Public Library	4	6	24

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).**  
 - Acquire additional resources, products, and tools for use within public libraries  
 - Conduct an additional 110 workforce development workshops (10 professional development workshops and 100 job-readiness computer training workshops) in public libraries across the state  
 - Deliver broadband equipment and circuits to public libraries  
 - Conduct broadband connectivity upgrades to public libraries  
 - Procure library computers; distribute computers to designated public libraries

**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	56	Due to delay in scheduling workforce development courses, the purchase of public access computers will occur this quarter. In order to obtain the best pricing for these computers, all computers are being purchased at once.
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).**  
 - Increasing volume of workforce development courses at public libraries across New Jersey  
 - Purchasing additional resources, products, and tools and ensuring appropriate access to the public  
 - Ensuring library community is aware of updates to the project in a timely fashion  
 - Promoting Frost & Sullivan market research reports to businesses across the state

**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	\$382,392	\$209,104	\$173,288	\$39,050	\$15,455	\$23,595	\$64,140	\$24,724	\$39,416
b. Fringe Benefits	\$137,177	\$74,632	\$62,545	\$6,614	\$2,050	\$4,564	\$15,227	\$4,686	\$10,541
c. Travel	\$0	\$0	\$0	\$2,176	\$435	\$1,741	\$3,157	\$631	\$2,526
d. Equipment	\$2,916,033	\$582,912	\$2,333,121	\$1,590,743	\$318,149	\$1,272,594	\$2,794,439	\$558,888	\$2,235,551
e. Supplies	\$116,300	\$23,249	\$93,051	\$6,891	\$1,378	\$5,513	\$6,891	\$1,378	\$5,513
f. Contractual	\$1,830,588	\$521,612	\$1,308,976	\$153,171	\$131,574	\$21,597	\$393,663	\$235,673	\$157,990
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$2,121,300	\$987,367	\$1,133,933	\$535,075	\$247,596	\$287,479	\$587,807	\$260,277	\$324,530
i. Total Direct Charges (sum of a through h)	\$7,503,790	\$2,398,876	\$5,104,914	\$2,333,720	\$716,637	\$1,617,083	\$3,865,324	\$1,086,257	\$2,776,067
j. Indirect Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
k. TOTALS (sum of i and j)	\$7,503,790	\$2,398,876	\$5,104,914	\$2,333,720	\$716,637	\$1,617,083	\$3,865,324	\$1,086,257	\$2,776,067

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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