QUARTERLY PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS

General Information

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

4. Recipient Organization

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

5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the last Report of the Award Period?
03-31-2011	◯ 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	7c. Telephone (area code, number and extension)
Betty Jo Marra	
	7d. Email Address
	BettyJo.Marra@labor.ny.gov

7b. Signature of Certifying Official	7e. Date Report Submitted (MM/DD/YYYY):
Submitted Electronically	05-23-2011

Project Indicators (This Quarter)

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

The NYSDOL Division of Employment and Workforce Solutions purchased the video conferencing equipment outlined in the grant application and delivery schedules are being coordinated. Additional connectivity work to NYSDOL's server was necessary at approximately half of the One-Stop Career Center locations where equipment will be installed. Connectivity work is not funded by this grant. This work has been completed so delivery and installation plans can move forward with deliveries to begin the first week of April to NYSDOL locations. We must have a revenue and equipment sharing agreement signed by the New York State Energy & Research Development Authority (NYSERDA) and the Training & Education Center for Semiconductor Manufacturing and Alternative and Renewable Technologies (TEC-SMART) in order to install the NYSDOL owned equipment in these other state entities. NYSDOL drafted documents and discussions with NYSERDA and TEC-SMART are taking place to finalize these for signature. These documents reflect the use of NYSERDA's cash match and the equipment use by both entities, as well as training/programming and participant tracking requirements. Meetings within various NYSDOL bureaus continue to address types of training / programming, an efficient way to reserve multiple locations for video conferencing programs/training, program/participant tracking and other procedural issues.

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	97	97% complete based on overall spending. However, the equipment has not been installed yet due to additional connectivity work that was necessary for functionality and the need for signed contracts with NYSERDA and TEC-SMART.
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).

Many of our One-Stop locations have other agencies/partners located at the same site and NYSDOL is not the primary site leaseholder. Therefore, we had to work with other entities to install cable and establish connections to NYSDOL's server, which required additional time due to coordination. Resolving these connectivity issues was not funded under the grant. Also, there was a change of leadership at TEC-SMART which has delayed obtaining a signed equipment agreement. The assistant dean position was vacant for almost the entire quarter, with the new assistant dean taking over at the end of March. The new assistant dean had to be brought up to speed on the project as she will coordinate implementation at the site. We are actively discussing the project and hope to shortly have a signed equipment agreement.

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 underlined 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	Installation should occur at most locations during the end of April.

	Indicator	Total	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
4.b.	Average users per week (NOT cumulative)	0	Equipment not installed yet.
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	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
None offered yet.	0	0	0

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).

During the next quarter NYSERDA's revenue and equipment agreement and TEC-SMART's equipment agreement should be signed. We anticipate all locations will have equipment installed and staff will be trained on use. We will establish a room scheduling system to ensure that locations where equipment is installed can be efficiently reserved for programs/training. Initial equipment use may include: additional staff training on use of equipment; participant and program tracking requirements under the grant and method to collect this information; and statewide workgroup staff to identify priority training to meet their customer needs. Staff development on use of this equipment is important so they feel comfortable working with this medium and to encourage use. Also, staff use will identify and troubleshoot any issues such as connecting between locations prior to rolling out training/programming to our customers to ensure quality programs. DEWS training staff will determine the priority trainings and coordinate publicity/notification to offices statewide of available offerings. NYSDOL's Communications Office will be involved in this effort. Discussions with NYSERDA and TEC-SMART will continue in order to determine the specific training they will provide and integrate it into NYSDOL's training schedule. Due to delays with installation, customer training may not begin until the end of June or even 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**	100	100% complete based on the baseline's definition of completeness as the federal award has been expended.
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 anticipated at this time.

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.

Cost Classification	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		
	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	$742,767	$206,030	$536,737	$0	$0	$0
e. Supplies	$0	$0	$0	$0	$0	$0	$0	$0	$0
f. Contractual	$24,000	$24,000	$0	$0	$0	$0	$24,000	$24,000	$0
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Other	$0	$0	$0	$0	$0	$0	$0	$0	$0
i. Total Direct Charges (sum of a through h)	$766,767	$230,030	$536,737	$742,767	$206,030	$536,737	$24,000	$24,000	$0
j. Indirect Charges									
k. TOTALS (sum of i and j)	$766,767	$230,030	$536,737	$742,767	$206,030	$536,737	$24,000	$24,000	$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