

**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>  13-42-B10583	<b>3. DUNS Number</b>  831038190
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**4. Recipient Organization**  
  
 Professional Resources Management of Rabun, LLC 196 Ridgecrest Circle, Clayton, GA 30525-4111

<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b>  06-30-2012	<b>6. Is this the last Report of the Award Period?</b>  <p style="text-align: center;"><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>  Kimberly S Ingram  CEO	<b>7c. Telephone (area code, number and extension)</b>  706-782-0401
	<b>7d. Email Address</b>  kingram@inmedgroup.com

<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  07-12-2012
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**Project Indicators (This Quarter)**

**1. Please describe significant project accomplishments completed during this quarter (600 words or less).**  
 The MLMC site PCC (Amara Center) open this quarter with deployment of all computers, video conferencing equipment. Numerous instructor lead classes have been held this quarter with very good attendance. College courses started this quarter at the downtown PCC as well as basic computer classes, and classes for businesses. Extended hours started this quarter at the downtown location with the PCC open until 8pm 2 nights per week and on Saturdays. Community Outreach efforts have focused on radio PSA announcements, newspaper ads, fliers to businesses and community groups and speaking engagements.

**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	60	MLMC Site (Amara Center) equipment deployed this quarter
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).**  
 Increasing the number of users has been the biggest challenge this quarter. We have focused on extensive outreach efforts using newspaper, radio, fliers and presentations to groups.

**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	31	MLMC site (Amara Center) now up and running and available to the public which includes 143 seat auditorium as well as on site computer center.
4.b.	Average users per week (NOT cumulative)	100	Total PCC users this quarter was 1,303 which is up significantly from previous quarter. Opening second PCC location has helped to contribute to this increase.
4.c.	Number of PCCs with upgraded broadband connectivity	0	N/A
4.d.	Number of PCCs with new broadband wireless connectivity	2	15 PC's were deployed in the MLMC site (Amara Center) with wireless connectivity
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	2	2 PCC's now up and running and available to the public with 158 hours of PCC open time per week.

**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
Emergency Decontamination Training Class	8	20	160
Rural Trauma Development Course	8	30	240
Cardiac Rhythm Interpretation Course	8	15	120
Clinical Leadership for Nurse Leaders	2	11	22
Basic CPR for Healthcare Providers	4	6	24
Quality Training for Nurse Leaders	2	8	16
Effective Communication for Nurse Leaders	2	4	8
EClinical Works training	7	6	42
NextGen Webinar Training	2	7	14
Basic Computer for Senior Citizens	2	23	23
Computer Fun 101	1	63	126
Facebook for Businesses	2	25	50
Adult education and GED Preparation	3	463	1,389
English 1101 (NGTC)	24	3	72
MUSC 1101 (NGTC)	27	4	108
Vsgi training	4	10	40
eClinical Works Progress Notes	6	4	24
Application and care of Urinary Catheters	1	33	33

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).**  
 MMC site (Amara Center) will begin offering free health education classes during the month of July which will focus on some of the health disparities and chronic illnesses affecting the citizens of Rabun County. Additionally, numerous training sessions planned for healthcare workers at Amara. New resume writing software and Rosetta Stone software will be available at Downtown location during next quarter. Northeast Georgia Technical College will be offering Introduction to Computers and Excel classes during 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	72	We anticipate being at 72% complete overall at the end of next quarter.
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).**

Increase the number of users at both PCC locations. Enhance the overall Outreach efforts to increase users at both locations. Enhance contacts with the business community to provide outreach and make aware of available resources.

**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	\$508,500	\$193,500	\$315,000	\$123,019	\$10,274	\$112,745	\$138,571	\$17,639	\$120,932
b. Fringe Benefits	\$127,125	\$48,375	\$78,750	\$14,113	\$13	\$14,100	\$17,850	\$450	\$17,400
c. Travel	\$6,000	\$6,000	\$0	\$5,962	\$5,962	\$0	\$5,962	\$5,962	\$0
d. Equipment	\$427,536	\$0	\$427,536	\$453,860	\$0	\$453,860	\$514,751	\$0	\$514,751
e. Supplies	\$28,000	\$0	\$28,000	\$8,735	\$6,755	\$1,980	\$72,145	\$11,255	\$60,890
f. Contractual	\$234,605	\$0	\$234,605	\$114,067	\$0	\$114,067	\$156,826	\$0	\$156,826
g. Construction	\$465,000	\$465,000	\$0	\$400,806	\$400,806	\$0	\$445,806	\$445,806	\$0
h. Other	\$33,200	\$20,000	\$13,200	\$21,982	\$10,854	\$11,128	\$30,792	\$13,854	\$16,938
i. Total Direct Charges (sum of a through h)	\$1,829,966	\$732,875	\$1,097,091	\$1,142,544	\$434,664	\$707,880	\$1,382,703	\$494,966	\$887,737
j. Indirect Charges	\$137,397	\$137,397	\$0	\$33,604	\$33,604	\$0	\$38,400	\$38,400	\$0
k. TOTALS (sum of i and j)	\$1,967,363	\$870,272	\$1,097,091	\$1,176,148	\$468,268	\$707,880	\$1,421,103	\$533,366	\$887,737

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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