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	17-42-B10553	140652640

4. Recipient Organization

CHICAGO, CITY OF 50 WEST WASHINGTON STE 2700, CHICAGO, IL 606027300

5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the last Report of the Award Period?
03-31-2013	◯ 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)
Danielle DuMerer	312-742-1221
	7d. Email Address
	danielle.dumerer@cityofchicago.org
7b. Signature of Certifying Official	**7e. Date Report Submitted (MM/DD/YYYY):**
Submitted Electronically	05-30-2013

Project Indicators (This Quarter)

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

Equipment and Supply Purchases
-Purchased 316 laptops and 11 laptop carts for City College of Chicago (CCC) PCCs
-Ordered equipment for 2 Smart Health Centers

Public Computer Center Established
-Completed construction for 4 CCC satellite campus computer labs
-Completed construction for 1 CHA PCC and installed furniture

Public Computer Centers Improved
-Installed 8 new workstations at 1 CCC PCC
-Completed Wi-Fi upgrades at 66 Chicago Public Library (CPL) PCCs
-Completed 12 network upgrades at senior and community service PCCs

Outreach
-Conducted outreach at 6 CHA PCCs
-Published digital articles for and in conjunction with the Chicago Chamber of Commerce to promote Connect Chicago partners and Internet Essentials
-Digital Skills Initiative team began conversations with CCC leadership about collaboration to transition PCC patrons from basic digital literacy to higher level digital skills
-Hosted Connect Chicago meet-up to discuss Technology, Arts Education and Workforce Development
-Solicited media outlets to promote campaign
-Distributed Connect Chicago press releases
-Distributed flash drives to CPL CyberNavigators and DSI trainers
-Interviewed Connect Chicago participants for blog posts
-Weconnectchicago.org received visits: 11,855, unique visitors: 9,298, page views: 52,109
-Completed Tech Locator
-Provided data to Connect2Compete for national broadband campaign

Training
-Delivered youth programs for school-aged children and teens at 5 CHA PCCs
-Coordinated evening CHA PCC availability to hold Paying for College workshops and online FAFSA completion
-Partnered with FamilyWorks providers to conduct various programs in CHA PCC such as, job clubs, resumes writing and financial planning workshops
-Provided access to self-paced, online courses at 6 CHA PCCs
-Facilitated evening and weekend workshops for online tax preparation at CHA PCCs
-Began training 8 CHA Lab Assistants
-Completed training of 12 Lab Assistants for the CHA
-Updated 15 LibreOffice courses for the DSI
-Maintained and supported interface with open LMS system, based on Moodle, to support shared curriculum platform for instructors
-Provided instructor-led courses at 5 CPL branches, 5 workforce centers, 3 Youth centers and 6 CHA PCCs
-Completed first Smart Health training class for beginners with 7 graduates
-Delivered 13,218 individual training sessions
-98,433 training hours completed by individuals
-CPL CyberNavigators assisted 25,324 patrons at CPL PCCs

Other
-Posted Health Navigator job for 2 Smart Health Centers
-Expanded Health Navigator service to 1 Smart Health Center with 3 now in operation
-Identified 5 new partners for Smart Health Centers with projected openings in Q2
-Served 2,869 patrons at 3 Smart Health Centers
-Completed 60 organizational orientations and 12 tech assessments for Community Technology Center (CTC) support network
-Supported 20 CTCs with on-site tech support
-Recruited and trained 37 CTC volunteers
-Hosted 20 workshops/networking events for 156 CTC participants
-Conducted CTC stakeholder meetings and interviews related to program evaluation
-Hosted 8 CTC site visits

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	69	N/A
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).

Over the past year and one half, City Colleges of Chicago has experienced high student enrollment. As a result of high enrollment, there have been unforeseen space constraints at the 7 main campuses which has decreased the space available to accommodate new work stations resulting in a reduction in the number of planned new workstations. To address this, City Colleges has designed a laptop program that will allow for additional devices to be available for students thus freeing up more stations for public use.

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	2,156	N/A
4.b.	Average users per week (NOT cumulative)	89,533	N/A
4.c.	Number of PCCs with upgraded broadband connectivity	85	N/A
4.d.	Number of PCCs with new broadband wireless connectivity	36	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	936	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
See addendum.	8	14,550	100,625

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).

Supply Purchases
-Purchase accessibility equipment for workforce, senior and community service centers
-Purchase OS upgrades for all CPL PCCs
-Purchase new Connect Chicago promotional materials for outreach effort
-Order additional Connect Chicago flash drives

Public Computer Centers Improved
-Launch of CCC PCC district-wide student laptop program including distribution of 316 laptops
-Complete Wi-Fi upgrades at 7 senior and community service sites
-Continue CPL branch wiring upgrades to support additional workstations

Public Computer Centers Established
-Complete construction activities on 2 new CHA PCCs
-Conduct grand opening for 2 new CHA PCCs

Training
-Train additional CHA residents to be Lab Assistants
-Continue DSI training in libraries, workforce centers and youth/community centers
-Continue to support DSI online learning platform and curriculum sharing systems

Outreach
-Hire Connect Chicago street team to conduct outreach activities and collect site metrics
-Develop a set of metrics and data collection process across the PCC sites
-Continue to distribute promotional Connect Chicago materials
-Formalize outreach plan to take Connect Chicago to Farmer's Markets, Festivals and Back-to-School events

Other
-Assist with summer youth programs at CHA PCCs
-Continue evaluation processes and onboarding of additional CTCs
-Complete 2 remaining CTC site visits
-Continue sustainability planning and integration of PCCs and CTCs into Connect Chicago network
-Launch new version of Smart Health Centers web site
-On board 2 more Smart Health Centers
-Test Smart Health patient portals at 2 Smart Health Centers

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**	78	N/A
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.

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	$236,175	$140,175	$96,000	$94,192	$52,397	$41,795	$108,206	$58,229	$49,977
b. Fringe Benefits	$77,084	$41,314	$35,770	$42,598	$17,777	$24,821	$46,748	$17,777	$28,971
c. Travel	$3,740	$1,740	$2,000	$170	$170	$0	$170	$170	$0
d. Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
e. Supplies	$3,941,787	$1,348,672	$2,593,115	$3,095,277	$1,249,527	$1,845,750	$3,531,899	$1,289,529	$2,242,370
f. Contractual	$44,500	$0	$44,500	$234,572	$175,245	$59,327	$240,532	$178,005	$62,527
g. Construction	$598,750	$598,750	$0	$598,750	$598,750	$0	$598,750	$598,750	$0
h. Other	$7,923,062	$1,720,164	$6,202,898	$4,742,778	$912,238	$3,830,540	$5,511,149	$1,098,975	$4,412,174
i. Total Direct Charges (sum of a through h)	$12,825,098	$3,850,815	$8,974,283	$8,808,337	$3,006,104	$5,802,233	$10,037,454	$3,241,435	$6,796,019
j. Indirect Charges	$0	$0	$0	$0	$0	$0	$0	$0	$0
k. TOTALS (sum of i and j)	$12,825,098	$3,850,815	$8,974,283	$8,808,337	$3,006,104	$5,802,233	$10,037,454	$3,241,435	$6,796,019

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