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	27-42-B10003	555917996

4. Recipient Organization

Regents of the University of Minnesota 200 Oak St., SE, 450 McNamara Alumni Center, Minneapolis, MN 55455-2009

5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the last Report of the Award Period?
06-30-2012	◯ 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)
D. Craig Taylor	
	7d. Email Address taylo103@umn.edu

7b. Signature of Certifying Official	7e. Date Report Submitted (MM/DD/YYYY):
Submitted Electronically	07-30-2012

Project Indicators (This Quarter)

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

The second quarter focused on community engagement and outreach activities, as well as transitioning to 2013.

OUTREACH AND ENGAGEMENT

The Penn-Plymouth North Minneapolis Hub group met around coordination and sustainability. Affinity groups, such as youth and housing, explored coordinated funding and staffing efforts.

Broadband Access staff attended outreach events, including a Job, Education and Resource Fair hosted by ACER, the African Career, Education & Resource, Inc., www.acerinc.org; Youth Connect 2012, and Project Homeless Connect.

The Minnesota Multicultural Media Consortium represented the Broadband Access Project at Cinco de Mayo and Juneteenth celebrations and ran awareness radio spots. MMMC webmasters updated content on the superwebsite, http://multiculturallife.org/, generated feature stories, and developed videos highlighting eight public computer center partners.

USERS

There were over 12,000 visits to the Public Computer Centers - which is more than double the number of users during 2010. Four of the twelve Public Computer Centers experienced the greatest number of visits since the Project's inception, a result of the relationship-building efforts of the apprentices, as well as outreach and engagement efforts.

TRAINING AND CURRICULUM DEVELOPMENT

There were over 2,100 hours of training during the second quarter, with over 70% of participants attending trainings in Basic Internet and Computer Use.

Apprentices were trained to begin to facilitate Jobs Clubs the Public Computer Centers. Topics included typing, Gmail, and computer basics.

Broadband Access Project staff partnered with Eastside Neighborhood Services to provide training to Minneapolis Public Housing Food Shelf Volunteers. The training introduced Bridge to Benefits Minnesota, a multi-state project to improve the wellbeing of families and individuals by linking them to public work support programs and tax credits. After the training, food shelf volunteers agreed to promote the computer lab and suggest that all food shelf recipients first enter the computer lab to work with an apprentice and see what other benefits they might qualify for.

Staff worked with The Neighborhood Hub to generate participants for the Job Club trainings at NorthPoint Health & Wellness Center, Inc. The Neighborhood Hub is a nonprofit organization that serves all people as a holistic center for individual and community transformation in North Minneapolis.

The BAP Train the Trainer program worked with African Immigrant Services to train ten volunteers from North Africa on the tenets of adult learning. Also, two student volunteers from the University of Minnesota Urban Studies department completed trainings to learn how to serve as public computer center assistants.

Lifetrack Resources is partner agency in Northstar Digital Literacy Consortium, which in 2011-2012 created five assessments in Core Computer Standards. These standards are designed to help low-skilled adults perform a variety of daily tasks on the computer and online. The primary focus is to help people gain basic digital literacy skills needed to search for, obtain, and succeed in entry-level jobs. Once students master the skills, they can receive up to five Certificates for Digital Literacy Skills, which can be useful to share with employers during a job interview. Though the Northstar Digital Literacy tests are only available in English, they do provide the option for questions to be read aloud, which can be helpful for individuals with limited English.

Lifetrack Resources staff completed the Northstar Digital Literacy pre- and post-test with 16 individuals from February 2012 – May 2012. Each client completed the pre-test and then one month later completed a post-test to see if there was a measurable increase in computer knowledge. The average pre-test score was 78.8%. The average post-test score was 89.9%. The results showed that computer competency test scores for this group increased by 11% in just three weeks, as documented by pre-testing and post-testing using the Northstar Digital Literacy Standards.

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	79	
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).

Light-rail construction in Saint Paul has negatively affected users at two high-volume public computer centers.

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 <u>cumulatively</u> 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	143	Completed
4.b.	Average users per week (NOT cumulative)	907	There were 1,181 first-time users.
4.c.	Number of PCCs with upgraded broadband connectivity	10	Completed
4.d.	Number of PCCs with new broadband wireless connectivity	11	Completed.
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	346	The PCCs were open an average of 411 hours 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
Basic Internet and Computer Use (various lengths)	2	509	1,004
Certified Training Program (various lengths)	2	19	807
Multimedia	2	35	70

Office Skills (various lengths)	2	52	121
Train the Trainer (various lengths)	2	58	106
Census Factfinder	4	10	40

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).

The third quarter will continue the Train the Trainer program for partners, staff, and community organizations.

The BAP will participate in a City of Minneapolis pilot program packaging PCs, Internet and Computer Training for 10 families in the Build Wealth MN Family Stabilization Program http://buildwealthmn.org/

Culturally appropriate group interviews will be held with targeted underserved groups to identify curricula to be translated into Somali, Spanish, Hmong, and other languages.

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**	88	
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).

Light-rail construction will continue to affect two partner sites in Saint Paul.

It is anticipated that youth programming at four public computer centers will reduce the number of users during the summer months.

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	$1,594,345	$379,308	$1,215,037	$1,263,489	$335,304	$928,185	$1,425,644	$356,325	$1,069,319
b. Fringe Benefits	$576,419	$124,624	$451,795	$413,085	$114,006	$299,079	$466,049	$120,942	$345,107
c. Travel	$35,640	$0	$35,640	$8,297	$0	$8,297	$11,340	$0	$11,340
d. Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
e. Supplies	$265,281	$11,485	$253,796	$243,186	$295	$242,892	$253,187	$295	$252,893
f. Contractual	$29,684	$0	$29,684	$26,799	$0	$26,799	$31,199	$0	$31,199
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Other	$279,288	$45,710	$233,578	$244,742	$57,900	$186,842	$275,704	$57,900	$217,804
i. Total Direct Charges (sum of a through h)	$2,780,657	$561,127	$2,219,530	$2,199,598	$507,505	$1,692,094	$2,463,123	$535,462	$1,927,662
j. Indirect Charges	$822,363	$179,560	$642,803	$632,687	$143,873	$488,813	$707,107	$152,819	$554,287
k. TOTALS (sum of i and j)	$3,603,020	$740,687	$2,862,333	$2,832,285	$651,378	$2,180,907	$3,170,230	$688,281	$2,481,949

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