

**ANNUAL PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS**

**General Information**

|   |  |  |
|---|--|--|
| <b>1. Federal Agency and Organizational Element to Which Report is Submitted</b><br><br>Department of Commerce, National Telecommunications and Information Administration                          | <b>2. Award Identification Number</b><br><br>36-42-B10532  | <b>3. DUNS Number</b><br><br>806780607 |
| <b>4. Recipient Organization</b><br><br>Labor, New York Department of STATE OFFICE CAMPUS BLDG 12, ALBANY, NY 122400001   |  |  |
| <b>5. Current Reporting Period End Date (MM/DD/YYYY)</b><br><br>12-31-2011  | <b>6. Is this the last Annual Report of the Award Period?</b><br><br><input type="radio"/> Yes <input checked="" type="radio"/> No |  |
| <b>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> |  |  |
| <b>7a. Typed or Printed Name and Title of Certifying Official</b><br><br>Barbara O'Neill  | <b>7c. Telephone (area code, number and extension)</b>   |  |
|   | <b>7d. Email Address</b><br><br>Barbara.O'Neill@labor.ny.gov   |  |
| <b>7b. Signature of Certifying Official</b><br><br>Submitted Electronically   | <b>7e. Date Report Submitted (MM/DD/YYYY):</b><br><br>02-17-2012   |  |

| PROJECT INDICATORS   |  |   |  |   |   |   |
|--|--|---|--|---|---|---|
| <b>1. Are you establishing new Public Computer Centers (PCCs) or improving existing PCCs?</b>  |  |   |  |   |   |   |
| <input checked="" type="radio"/> New <input type="radio"/> Improved <input type="radio"/> Both   |  |   |  |   |   |   |
| <b>2. How many PCCs were established or improved, and what type of institution(s) were they associated with? Please provide actual total numbers to date. Figures should be reported cumulatively from award inception to the end of the most recent calendar year. Recipients should only count the PCCs that were fully established or in which improvements have been fully completed in that year (that is, partial improvements should not be counted).</b> |  |   |  |   |   |   |
|  | <b>Institutions</b>                                  | <b>Established</b>                                    | <b>Improved</b>  | <b>Total</b>  |   |   |
|  | Schools (K-12)                                       | 0   | 0  | 0   |   |   |
|  | Libraries  | 0   | 0  | 0   |   |   |
|  | Community Colleges                                   | 3   | 0  | 3   |   |   |
|  | Universities / Colleges                              | 0   | 0  | 0   |   |   |
|  | Medical / Health care Facilities                     | 0   | 0  | 0   |   |   |
|  | Public Safety Entities                               | 0   | 0  | 0   |   |   |
|  | Job-Training and/or Economic Development Institution | 13  | 0  | 13  |   |   |
|  | Other Community Support-Governmental                 | 0   | 0  | 0   |   |   |
|  | (please specify):                                    |   |  |   |   |   |
|  | Other Community Support-Non-Governmental             | 0   | 0  | 0   |   |   |
|  | (please specify):                                    |   |  |   |   |   |
| <b>3. Please complete the following chart for each PCC established or improved using BTOP funds. Please provide actual total numbers to date.</b>  |  |   |  |   |   |   |
| <b>3.a. New PCCs</b>   |  |   |  |   |   |   |
|  | <b>New PCC Address</b>                               | <b>Number of Workstations Available to the Public</b> | <b>Total Hours of Operation per 120-hour Business Week</b> | <b>Total Hours of Operation per 48-hour Weekend</b> | <b>Speed of Broadband Access to Facility (Mbps)</b> | <b>Average Number of Users per Week</b> |
|  | NYS Department of Labor Building 12                  | 1   | 38   | 0   | 0   | 5                                       |
|  | Hudson Valley Community College TEC-SMART            | 1   | 38   | 0   | 0   | 2                                       |
|  | NYS Energy Research & Development Authority          | 1   | 38   | 0   | 0   | 21                                      |
|  | Warren County One-Stop Center                        | 1   | 38   | 0   | 0   | 1                                       |
|  | Genesee County Career Center @ Batavia               | 1   | 38   | 0   | 0   | 3                                       |
|  | Suffolk County One-Stop Career Center @ Hauppauge    | 1   | 38   | 0   | 0   | 1                                       |
|  | Capital Region Career Center @ Albany                | 1   | 38   | 0   | 0   | 3                                       |
|  | Working Solutions Utica Center                       | 1   | 38   | 0   | 0   | 5                                       |
|  | 10 MetroTech @ Brooklyn                              | 1   | 38   | 0   | 0   | 2                                       |
|  | Upper Manhattan Workforce1 Career Center             | 1   | 38   | 0   | 0   | 1                                       |
|  | CDO Workforce NY One-Stop Career Center @ Oneonta    | 1   | 38   | 0   | 0   | 3                                       |

| New PCC Address  | Number of Workstations Available to the Public | Total Hours of Operation per 120-hour Business Week | Total Hours of Operation per 48-hour Weekend | Speed of Broadband Access to Facility (Mbps) | Average Number of Users per Week |
|--|--|---|--|--|----------------------------------|
| Buffalo Employment and Training Center                       | 1  | 38  | 0  | 0  | 0                                |
| Finger Lakes Works Career Center @ Lyons                     | 1  | 38  | 0  | 0  | 9                                |
| Cayuga Works Career Center @ Cayuga Community College Auburn | 1  | 38  | 0  | 0  | 6                                |
| The Workplace @ Watertown                                    | 1  | 38  | 0  | 0  | 4                                |
| Erie Community College One-Stop Career Center @ Orchard Park | 1  | 38  | 0  | 0  | 0                                |

Add New PCC

Remove New PCC

**3.b. Improved PCCs**

| New PCC Address             | Number of Workstations Available to the Public | Total Hours of Operation per 120-hour Business Week | Total Hours of Operation per 48-hour Weekend | Speed of Broadband Access to Facility (Mbps) | Average Number of Users per Week |
|-----------------------------|--|---|--|--|----------------------------------|
| <b>Prior to Improvement</b> |  |   |  |  |                                  |
| 0                           | 0  | 0   | 0  | 0  | 0                                |

Add New PCC

Remove New PCC

**After Improvement**

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|

Add New PCC

Remove New PCC

**4.a. Please check the primary uses of the PCCs funded by this award. (Check all that apply.)**

Open Lab Time     Other     Training

**4.b. If "other," please specify the primary use of the PCCs:**

**5. Please list all of the PCC broadband equipment and/or supplies you have purchased during the past year using BTOP grant funds or other (matching) funds, including any customer premises equipment or end-user devices. If additional space is needed, please attach a list of equipment and/or supplies. Please also describe how the equipment and supplies have been deployed (600 words or less).**

| Manufacturer                                  | Items | Unit Cost per Item | Number of Units | Narrative description of how the equipment and supplies were deployed                                     |
|---|-------|--------------------|-----------------|---|
| Tandberg Profile 52' w Codec c60              | 1     | 34,000             | 13              | Installed at 13 One-Stops/ Community Colleges   |
| Tandberg Scholar MXP System w Dual 50' Plasma | 1     | 45,858             | 3               | Installed at NYSDOL, NYSERDA, and Hudson Valley Community College (TEC-SMART)                             |
| Smart Board X885 w UX60 Projector             | 1     | 5,134              | 2               | Installed at NYSERDA  |
| NYS-IFF Fee                                   | 1     | 5,865              | 1               | For NYSDOL, NYSERDA, and Hudson Valley Community College (TEC-SMART) and 13 One-Stops/ Community Colleges |
| N/A   | 0     | 0                  | 0               | N/A   |
| N/A   | 0     | 0                  | 0               | N/A   |

| Manufacturer   | Items | Unit Cost per Item | Number of Units | Narrative description of how the equipment and supplies were deployed |
|----------------|-------|--------------------|-----------------|---|
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| N/A            | 0     | 0                  | 0               | N/A   |
| <b>Totals:</b> |       | 90,857             | 19              |   |

Add Equipment

Remove Equipment

6. For PCC access and training provided with BTOP grant funds, please provide the information below. Figures should be reported cumulatively from award inception to the end of the most recent calendar year.

| Types of Access or Training                                       | Number of People Targeted | Number of People Participating | Total Hours of Training Offered |
|---|---------------------------|--------------------------------|---------------------------------|
| Open Lab Access   | 0                         | 0                              | 0                               |
| Multimedia  | 0                         | 0                              | 0                               |
| Office skills   | 0                         | 0                              | 0                               |
| ESL   | 0                         | 0                              | 0                               |
| GED   | 0                         | 0                              | 0                               |
| College Preparatory Training                                      | 0                         | 0                              | 0                               |
| Basic Internet and Computer Use                                   | 0                         | 0                              | 0                               |
| Certified Training Programs                                       | 0                         | 0                              | 0                               |
| Other (please specify): Workforce and Career Development Training | 3,695                     | 2,108                          | 670                             |
| <b>Total</b>  | <b>3,695</b>              | <b>2,108</b>                   | <b>670</b>                      |

7. Please describe how your Public Computer Center(s) promotes economic recovery in your area, such as through providing job training, access to job searches, online course offerings, certifications and the like (600 words or less).  
 The purpose of the video conferencing equipment is to provide workforce development and training to our New York State One-Stop customers who are businesses and individuals. The majority of our individual customers are unemployed and the training provided focus on a number of topics to increase employability by teaching skills to increase their likelihood of securing employment and career advancement once working. Participants learn job search strategies and techniques during video conference training sessions. Workshop topics include: skills identification; how to market strengths and skills; research skills for interview preparation and interview techniques; cover letter and resume writing; education/training options; 21 Century job search; social media training; Gold Standard services for veterans; green workforce training and technology skills. This quarter was the first where all 16 video conferencing locations were fully operational and the number of training hours and participants has steadily increased. There were 349 training

participants in the the 2nd quarter of 2011 and in less than a year we have provided valuable information and skills to over six times that number.

**8. To the extent that you have made any subcontracts or sub grants, please provided the number of subcontracts or sub grants that have been made to socially and economically disadvantaged small business (SDB) concerns as defined by section 8(a) of the Small Business Act, 15 U.S.C. 647, as modified by NTIA's adoption of an alternative small business size standard for use in BTOP. Please also provide the names of these SDB entities (150 words or less).**

None.

**9. Please describe any best practices / lessons learned that can be shared with other similar BTOP projects (900 words or less).**

Do thorough research on existing site infrastructure and processes for contracts/agreements to determine accurate implementation time frames prior to receiving grant funds. The installation process requires much more time than anticipated due to existing infrastructure issues that must be addressed. Some issues seemed easy to resolve such as adding electrical outlets or running cable for dedicated server connections, but to do so required approvals from a variety people/entities due to different lease contracts at each location. In some cases only certain people were authorized to do the work resulting in delays while waiting for the appropriate person to be available before moving forward with installation. Determine at your entity who needs to review/approve any equipment use agreements or contracts that must be in place as soon as possible and how long the process takes at each level of review. Knowing this information will create a more realistic time line for installation and project implementation.