



**Library Broadband Builds
Nebraska Communities
Reporting**
January 13, 2011

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*BILL & MELINDA
GATES foundation* Recovery.Nebraska.gov

Agenda

- Program & Reporting Overview
 - Common acronyms
 - Federal Program
 - NLC Reporting Requirements
- Monthly Reporting Form
- Previous Questions & Answers
- Audience Questions

Common Acronyms

- ARRA: American Recovery and Reinvestment Act
- BTOP: Broadband Technology Opportunities Program
- NLC: Nebraska Library Commission
- NTIA: National Telecommunications and Information Administration
- PCC: Public Computer Centers

Federal Program

- The American Recovery and Reinvestment Act (ARRA)
 - 2009 Stimulus funds
- Department of Commerce's National Telecommunications and Information Administration (NTIA)
- Broadband Technology Opportunities Program (BTOP)

Federal Program

- Broadband Technology Opportunities Program (BTOP)
 - Public Computer Centers (PCC)

Projects to establish new public computer facilities or upgrade existing ones that provide broadband access to the general public or to specific vulnerable populations, such as low-income individuals, the unemployed, seniors, children, minorities, and people with disabilities.

NLC Reporting Requirements

- Baseline Report
- Quarterly Reports
 - ARRA
 - Financial Report
 - Performance Progress Report
- Annual Report
 - Performance Progress Report
- Note: Same forms are used by all grant recipients across the US

Quarterly Performance Progress Report

- Overall Project Completion
- Equipment/Supplies Purchased
- PCC Improved
- New workstations installed/upgraded
- Budget Items (personnel, equipment, etc)
- Outreach Activities
- Training Programs
- Weekly user averages
- Upgraded broadband
- Additional hours of operation as a result of BTOP

Annual Report

- Narrative Questions
- Equipment/Supplies purchased
- Upgraded PCC: Before & After
 - # of workstations
 - Hours of operation, work week & weekend
 - Broadband speed
 - Average weekly users
- Training Programs
 - Targeted Participants
 - Actual Participants
 - Training Hours

ARRA Transparency

- Once approved, all reports are available for public access at:

<http://www.recovery.gov>

<http://www2.ntia.doc.gov>

Other NLC Reporting

- Bill & Melinda Gates Foundation
 - Copies of ARRA and BTOP reports
- Recovery.Nebraska.gov
 - Copies of ARRA reports

Monthly Reporting Form

Monthly Reporting Form

- Page 1 = Instructions, Page 2 = Form
- Microsoft Word document, can be saved to computer
- Shall be completed by all 147 participating libraries
 - Every month
 - January 1, 2011 – July 2013

Monthly Reporting Form

- Due the 10th day of each month
 - First report due February 10, 2011
 - Covers January 2011
- Complete even before new computers are received
- Submit via email to audrey.york@nebraska.gov

Monthly Reporting Form

1. Library Name
2. Address
3. Contact Person
4. Email
5. Phone

Monthly Reporting Form

6. Reporting Month & Year
 - Not the current month and year

Monthly Reporting Form

7. Success Stories
 - Start collecting NOW
 - Customer, Staff, Library in general
 - Comment Box

Monthly Reporting Form

8. Outreach Activities

- Open house
- Meeting with local government officials
- Newsletter/newspaper article
- Flyer or other mailing
- Posters (inside or outside library)

- Include the number of people reached:
 - Open house attendance (do not include staff)
 - Newspaper circulation
 - Number mailed

Monthly Reporting Form

9. Training Programs

- Program Name or Type
- Trainer/Agency Name
- # of people targeted
- Length of program – in hours
- # of participants (staff & public: all trained)

- Include documentation

Monthly Reporting Form

10. Users per week

- Monday – Sunday
- ALL public computers, each use
- Count partial weeks
- Note when closed 50% of your typical week

Weekly User Example

January 2011							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Wk 1						1	2
Wk 2	3	4	5	6	7	8	9
Wk 3	10	11	12	13	14	15	16
Wk 4	17	18	19	20	21	22	23
Wk 5	24	25	26	27	28	29	30
Wk 6	31						

Monthly Reporting Form

11-12. Hours of operation

- 11. Monday – Friday
 - Typical hours open for an average work week during the reporting month

- 12. Saturday & Sunday
 - Typical hours open for an average weekend during the reporting month

- Could be the same from month to month

Hours of Operation Example

Monday, Wednesday, Friday

10 am – 8 pm

Tuesday, Thursday

8 am – 7 pm

(10 hours x 3 days) + (11 hours x 2 days) = 52 hours

Saturday – Sunday

11 am – 5 pm

6 hours x 2 days = 12 hours

Monthly Reporting Form

13a. New Active Computers & Broadband?

b. Additional hours?

If yes, it may affect the answer to questions 11 and 12.

c. How many additional hours?

Additional hours may be due to:

- training sessions in the evening when library is open to the public as well as the participants in the training
- Increased hours of operation

Monthly Reporting Form

14. Broadband Speed

- Current known speed
- If upgrade occurs, report speed at the end of the reporting month

Monthly Reporting Form

15. Number of Computers

- Total number of public computers with internet
 - Older computers
 - Computers from Gates Foundation Opportunity Online Hardware Grants - 2009
 - New computers from this grant
 - Desktops
 - Laptops
 - ADA stations
- DO NOT count staff computers or outside laptops
- Be consistent

Q&A

Q&A

Which libraries need to complete the form?

Answer: All 147 library buildings participating in the program must complete the form each month. If your library has multiple branches, only the participating branch will complete the form. If you have multiple participating branches, a separate form must be completed for each.

Q&A

Do we complete the form before we receive our new computers?

Answer: Yes, we need to compare user rates etc. before and after upgrades have occurred.

Q&A

Do we need to gather and report success stories if we haven't received our new computers yet?

Answer: Yes, success stories give us a way to show that public computer centers are needed and beneficial to your community.

Q&A

How do we count computer users?

Answer: Physical count, sign-in sheet, library card scan, etc. Count a person using a computer, not the time spent at the computer.

Q&A

Do we report training events that occur before we get our new computers?

Answer: Yes, report every training event that occurs during the reporting month. This may include an event hosted by your library, one that your staff attends at another location, or a webinar viewed online by staff.

Q&A

Do we count everyone that attends the training?

Answer: Count all who attend the training as participants. Do not count the trainer or staff that are just assisting with registration etc.

Q&A

What kind of documentation should we submit for training events?

Answer: Copies of sign-in sheets, registration forms, training advertisements, etc.

Enough documentation to show when & where a training event was held, how long it lasted, and how many people attended

Q&A

How do we document the number of people targeted?

Answer: Email distribution lists, number of flyers posted and mailed, etc. This will probably be an estimate.

Q&A

What are some examples of training events?

Answer: Basic computer/internet instruction, specific program training (Word, PowerPoint, Excel), sessions presented by partner agencies (Dept. of Labor, Center for Rural Affairs), ADA equipment instruction, webinars, instruction to staff/public on how to use software or websites

Q&A

Please explain the one-on-one training.

Answer: One-on-one training should be counted if advertised and scheduled ahead of time. Advertisement may simply be a sign-up sheet at the front desk. Do not count impromptu training when a customer asks for immediate assistance.

Questions?

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