YEAR 1 PCC Goals and Checklists

Goal 1: Increase community public access to high-speed broadband services and information resources by establishing a Public Computing Center

Checklist of PCC development

- Physical space(s) furnished with computers, printers and other equipment including accommodations for persons with handicapping conditions.
- Plentiful signage that both meets attribution requirements and promotes PCC services.
- Project director and necessary staff hired to provide instruction and services: generally 40 or more hours during the business week and 5 or more hours on the weekend. The grant **minimum requirement** is 2.0 FTE staff for 2 years (1.5 FTE for E-Mobile)
- Regularly scheduled classes and one-on-one assistance
- Teleconferencing equipment for year 2 service offerings

Goal 2: Provide technical support and other resources to support digital literacy, job search and career advancement through information resources and training. Vulnerable populations will be targeted: unemployed, underemployed, illiterate, seniors, non-English speakers, and people with disabilities.

Checklist of PCC Training Components

- Identification of vulnerable populations and strategies for meeting their needs particularly regarding workforce development, digital literacy, e-government services and access. While additional needs may be identified, these are mandatory PCC activities.
- Availability of support materials such as databases, online resources
- Creation and utilization of varied, appropriate, flexibly scheduled instructional opportunities including formal classes and one-on-one sessions.
- Creation and use of varied, appropriate instructional materials. **Materials should be posted on the New York State BTOP Project Website and, when appropriate, on local PCC website**
- Additional continuing education opportunities aimed at a broad spectrum of the community
- ***Ongoing evaluation*** of and response to training/instructional success and failure through application of ***outcomes based evaluation strategies*** and appropriate response to both success and failure

Goal 3: Insure viability and sustainability of public computing center services through community outreach and partnerships.

Checklist of PCC Outreach Initiatives

- **Ongoing and persistent outreach** and services to local business with a goal of increasing community economic viability
- Determined and constant **outreach to and cooperation with local non-profit and government entities to create enhanced services**
- **Meaningful partnerships** within various community stakeholders

Goal 4: Insure stakeholder and community awareness of public computing center objectives and programs through marketing and publicity

Checklist of Publicity

- Development of PCC "branding" either through logo, slogan etc.
- Create PCC web presence: minimally with information on institution website homepage, optimally with dedicated webpage
- Online calendar of PCC activities
- Intentional, consistent and ongoing outreach to local media outlets
- Planned efforts to promote and sustain PCC goals and activities through newsletters, brochures, posters, e-blasts, community calendars etc promoting PCC activities
- Regular, ongoing, specific communication with community partners and agencies
- Sharing of all publicity materials with grant administrators for posting on NYS project website

Goal 5: Insure compliance with all grant reporting requirements through the establishment of policies, procedures, and record-keeping practices related to PCC services

Checklist of Grant Reporting Responsibilities

- Frequent, regular communication with grant administrators
- Maintenance of a log of all PCC activities including registration and participation records
- Prompt submission of all monthly reports including but not limited to: monthly training reports, in-kind match verification, monthly PCC activity summary
- Timely fulfillment of all quarterly reporting requirements
- Management of grant funds and maintenance of employment and fiscal records according to established protocols
- Prompt response to all requests for information by grant administrators and other state and federal offices