

Award # 56-50-M09016

EdLab Group (*Designated SBDD / SBI entity for the State of Wyoming*)

Quarter (Q)4-2012 Performance Progress Report

PPR_SBI_ProjectAttachment_Narrative_Capacity Building_WY

Section 2

Describe your progress meeting each major activity/milestone approved in the Project Plan for this project; any challenges or obstacles encountered and mitigation strategies you have employed; planned major activities for the next quarter; and any additional project milestones or information.

The following comprises activities toward completing the LinkWYOMING **capacity building** efforts carried over from Q2 and Q3-2012:

Milestone 1: Refine Joint Partner Capacity Building Work Plan (Q2)

Objective 2: Refine monitoring and evaluation (M&E) plans for all seven LinkWYOMING regions including data collection needs.

Due to length of procurement process and subsequently a delayed execution of contract with the WYSAC, this objective experienced slight delay in final execution. During Q2-2012, the M&E partners assessed the data collection needs for the regions as part of the effort to create a logic model that will measure effectiveness of the LinkWYOMING program, looking at availability, adoption, and applications.

During Q3-2012, the project partners reviewed plans developed by the Regional Planning Team (RPTs) and determined that the regional data collection efforts that will inform the logic model and utilization of the existing statewide logic model will guide the RPTs to update and refine their plans. It was determined it is more appropriate to wait to create logic models and evaluation plans until regional teams are engaged in the M&E data collection efforts.

During Q4-2012, the LinkWYOMING M&E partner, the University of Wyoming Survey and Analysis Center (WYSAC), developed a survey instrument to collect business broadband availability and adoption data in Wyoming. WYSAC had expressed that data collection efforts from the RPTs would also be an appropriate time for them to update their region-specific broadband investment plans. There was little response from the RPTs when invited to participate in a mini-grant program for regional data collection. Therefore, updates to the regional plans have been tabled at this time; however, the investment plans will be revisited in the future.

The Wyoming Business Council (WBC) will bring a sub-contractor onboard in Q1-2013 to conduct statewide surveys, and WYSAC will work with the RPTs to develop specific questions and goals in their regions.

Status: In Progress.

Milestone 2: Develop and Deploy Initial M&E Data Collection Tools (Q2)

Objective 3: Develop plans and procedures for collecting desired M&E data for each region

Due to length of procurement process and subsequently a delayed execution of contract with the University of Wyoming Survey and Analysis Center (WYSAC), this objective experienced slight delay in final execution. Work in defining the regional M&E data began in Q2-2012.

Activities and accomplishments toward completing this objective in Q3 included WYSAC coordinating with the WBC to discuss how the regions will collect data through a survey distribution in their regions to fill data gaps on the adoption and application of broadband for Wyoming businesses.

During Q4-2012, activities related to this objective included WYSAC partnering with the WBC and developing a survey to distribute through Wyoming Chamber Partnership in each of the regions. WYSAC will meet with WBC and capacity building lead partner VISIONTECH360 to further refine or modify the survey instrument. An additional effort related to this objective during Q4-2012 included development of a survey instrument to assess business broadband availability and adoption.

Status: Survey is complete; project partners will meet in Q1-2013 to discuss the instrument for possible refinement or modification.

Objective 4: Develop customized tools appropriate for regionally defined data collection needs

As mentioned in Objective 3, due to length of procurement process and subsequently a delayed execution of contract with WYSAC, this objective experienced slight delay in final execution. Activities and accomplishments toward completing this objective in Q3-2012 included WYSAC beginning work on a survey instrument for the regional M&E data collection that will be incorporated into contractor procurement documents. During Q4-2012, the tools for collecting regional data were completed as part of the development of the regional data plan and procedures. Also as referenced in Objective 3 above, the survey will be distributed through the Wyoming Chamber Partnership. WYSAC will meet with WBC and capacity building lead partner VISIONTECH360 to further refine or modify the survey instrument.

An additional effort related to this objective during Q4-2012 included development of a survey instrument to assess business broadband availability and adoption.

Status: In Progress.

Objective 5: Conduct field training, as needed

Field training had not been required as of the end of Q4-2012. It is expected that once the regional M&E data collection plan and procedures are finalized and the Wyoming Chamber Partnership is ready to move forward with statewide data collection, WYSAC will conduct webinars to train on proper survey protocol.

Status: Ongoing, as needed.

Milestone 1: Deliver First Interim M&E Report (Q3)

Objective 1: Assemble and analyze initial M&E results focusing on measures of progress such as inputs invested, activities conducted, processes implemented, output produced and initial outcomes achieved, if any

Discussions of the M&E report were conducted in Q3-2012; however, due to the completion of the logic model taking more time than anticipated, this deliverable was postponed until partners are engaged to discuss the means for M&E data collection. WYSAC will produce a statewide report describing the M&E Framework (logic model), identify data needs and make recommendations for filling data gaps.

During Q4-2012, WYSAC began a comprehensive data gap report that will assess where broadband data gaps are in regards to broadband availability, adoption and application and recommendations for filling those gaps.

Status: In Progress.

Objective 2: Review results with Enterprise Broadband Coordinator, WBC, RPTs and other partners/stakeholders via webinar

As referenced in Milestone 1, Objective 1 above, it was deemed inappropriate to develop the report until all M&E partners are in place and needs are identified. Following development of the M&E report, WYSAC will review results with project partners.

Status: Not Begun.

Objective 3: Finalize Interim M&E Report

As referenced in Milestone 1, Objectives 1 and 2 above, it was deemed inappropriate to develop the report until all M&E partners are in place and needs are identified. Following development of the interim M&E report and obtaining input from project partners, WYSAC will finalize the M&E report and distribute to project partners in early 2013.

As of the end of Q4-2012, WYSAC has written and is in the process of finalizing a comprehensive data gap report that will assess where broadband data gaps are in regards to broadband availability, adoption and application and recommendations for filling those gaps.

Status: In Progress.

The following comprises activities toward meeting the Q4-2012 LinkWYOMING **capacity building** efforts:

Objective 3: Conduct one-day summit at an appropriate venue

The first annual Wyoming Broadband Summit was held in Cheyenne on October 23, 2012, with over two hundred (200) attendees. Opening remarks were presented by Governor Matt Mead, followed by presentations by Microsoft and Google. The format for speakers included separate panel presentations from Internet Service Providers (ISPs), representatives from various sectors and Wyoming business and agency success stories.

Important outcomes from the summit include new working partnerships being established and plans to reach out to rural Wyoming's unserved and underserved broadband communities. The summit also presented opportunities for wireless providers to network with wireline providers for new collaborative opportunities.

All summit presentations and handouts were uploaded to the LinkWYOMING website and are available at <http://www.linkwyoming.org/lwy/default.aspx?page=8>.

Status: Complete.

Objective 4: Utilize input from summit to shape year 4 priorities for training and other capacity building

The summit, held in Q4-2012, was an opportunity to identify needs. It was determined that incumbent local exchange carriers have unique needs that differ from other providers (and vice versa); however, there are items all providers agreed to work on together in order to help achieve strong Wyoming broadband policies.

Input from the summit also resulted in commitments to utilize LinkWYOMING's mapping efforts, research data and interactive mapping tools to broaden the footprint of broadband. Additionally, LinkWYOMING information will be used to upgrade tech industry's connectivity, as well as attract new companies to Wyoming. Training priorities included requests to learn more about FirstNet and Universal Service Reform – Connect America Fund (USF-CAF) issues.

Status: Ongoing.

Milestone 2: Contract with Regional Planning Teams

Objective 1: Develop and distribute RFP for grants to regional planning teams to assist with data collection in support of M&E efforts

During Q4-2012, it was decided that using regional planning teams for data collection may not be the most effective means of conducting surveys that are consistent across all areas of the State. It was determined that the entity with the greatest reach throughout the State and the organization that can most effectively collect useful, consistent regional data for the M&E logic model is the Wyoming Chamber Partnership. The Wyoming Business Council will contract with the Wyoming Chamber Partnership during Q1-2013 and move forward with local and regional data collection to inform the M&E efforts.

Status: In Progress.

Milestone 3: Identify Training Partner

Objective 1: Develop and distribute RFP to identify capacity building training partner

During Q4-2012, project partners held discussions with the Wyoming Department of Enterprise Technology Services to determine what training needs will produce greatest benefits for the State. It was determined that the State may benefit from training on the myriad of resources developed with State Broadband Initiative (SBI) funds; however, discussions will continue to determine if funds are needed in other areas first.

Status: In Progress.

Efforts Planned for Q1-2013

In addition to completing the objectives outlined above, we plan the following activities for Q1-2013:

Milestone 1: Design initial broadband capacity building training content and delivery plan

Objective 1: Organize collaboration of the Wyoming Department of Enterprise Technology Services, WBC, WYSAC and VISIONTECH360 to discuss the need for a capacity building training package to transfer the operational and maintenance of the planning tools to appropriate in-state entities to sustain broadband development.

Objective 2: If deemed appropriate and beneficial to the state, we will build content for initial training, as well as address Objectives 3-5 listed below.

Objective 3: Assess online learning delivery platform options appropriate for Wyoming delivery of training.

Objective 4: Create a customized training delivery platform, if necessary.

Objective 5: Field test an initial capacity building training offering.