



FIRST PERFORMANCE PROGRESS REPORT First Quarter 2010

1. Recipient Organization (<i>Name and complete address including zip code</i>) California Emerging Technology Fund (CETF)	2. Award Identification Number 06-43-B10013
3. Performance Narrative (Q1) <i>Please describe your project activities and progress for the first quarter of 2010. This should include a description of federal expenditures to date, key milestones, the primary activities needed to accomplish those milestones, significant project accomplishments, and any delays or challenges. Please use the milestone categories provided in your baseline report (e.g., equipment purchases, outreach activities, training programs) to help structure your answer. (500 words or less)</i> Overall Project: CETF – Since the award announcement on March 1, 2010 CETF has focused on developing and implementing a BTOP grants management system and laying the foundation for a learning community among the eight Broadband Awareness and Adoption(BAA) partners. CETF spent significant time reviewing the federal grant requirements. CETF registered for the federal reporting and grants disbursement websites. CETF evaluated its existing grant agreement template and requirements and made modifications to comply with the ARRA and BTOP reporting requirements. This includes drafting agreements to ensure subrecipients know and comply with federal guidelines. CETF updated its accounting system to comply with federal guidelines and made modifications to internal policies and procedures to comply with the award requirements. CETF conducted site visits with all the partners to finalize the grant agreements and begin discussions on project implementation. CETF held conference calls every Friday to keep the projects updated and focused on mutual needs and challenges. CETF also evaluated candidates to hire and assist with federal reporting and project implementation. On February 11-12, CETF held a training workshop with the BAA partners to introduce the partners to each other, define project deliverables and outcomes, and prioritize areas of common interest to organize the learning community. At this training, CETF outlined its expectations for the learning community and remind the partners how important communication and transparency will be for success. CETF provided an overview of the Accessibility training and resources it will provide to ensure people with disabilities are included in their project design and implementation from the inception. The biggest challenge has been not knowing what type of reporting information will be required and when. Once this is clear, CETF will develop a systemic way to capture the subrecipient data and submit it to the appropriate federal agency. Partners report challenges in finding the right people for the job. CETF has expended \$1,406,012 in federal funds in Q1, 90% went to payments to partners, sub-recipients, throughout California. Equipment Partners reviewed specs to meet equipment needs and issued RFPs. Awareness Campaigns Partners were trained on the CETF Get Connected! public awareness and education project to better understand ways to integrate the educational and branding materials into their projects. CETF reviewed and shared key data and reports with the partners about the Digital Divide and barriers to adoption to help them design their campaigns. Outreach Activities Partners sent out announcements about the NTIA grant to their mailing lists and community partners, as well as updated their websites with information about their project. Training Programs Partners catalogued existing curriculum, fact sheets and templates to minimize duplication and identify gaps in materials partners might need for their training. Other	

Personnel—CETF staff and partners distributed and posted job descriptions and began the process of hiring key managers and trainers.

4. Performance Projections (Q2)

Please describe your anticipated project activities and progress for the next quarter. This should include a description of federal expenditures, key milestones, the primary activities needed to accomplish those milestones, significant project accomplishments, and any potential delays or challenges you foresee. Please use the milestone categories provided in your baseline report (e.g., equipment purchases, outreach activities, training programs) to help structure your answer. (500 words or less)

Overall Project:

CETF will complete the site visits, gather data for federal reports, establish joint branding and messaging, and conduct joint planning. CETF will hire and orient the new staff person. CETF will continue to hold conference calls every Friday to keep the projects updated and focused on mutual needs and challenges. CETF will create a website to assist with the project coordination around key events and training materials. CETF will hire a consultant to assist with the work of the learning communities.

One of the BAA partners, the Dewey Square Group (DSG), will interview all the partners to assess the overall project assets, resources and cataloging educational materials to ensure partners are not reinventing the wheel. The findings of the interviews will be presented at a joint planning session on May 6th in Oakland with all the partners. Other topics at the training include: How to use the project Website; Accessibility for People with Disabilities; Broadband 101; Educational material review; and regional strategizing and planning. Early in the quarter the partners will agree on the information to collect and the process to report data back to CETF.

We project that \$46,648 of federal funds will be expended in Q2 of 2010. The payments disbursed at the end of March will be expended in quarter 2.

Equipment

Partners will make significant purchases in the hardware and software required to implement their outreach and training.

Awareness Campaigns

CETF will meet with the City of LA to build synergies between both of our BTOP projects. Partners to attend include The Center to Promote HealthCare (now called Social Interest Solutions), 211 Statewide and 211 LA County, Dewey Square Group and Radio Bilingue. The meeting participants will focus on creating synergies with the two projects, specifically having the City's 188 public computer centers in the 211 LA database, coordinating media around the projects, and providing training and materials to these centers about how to subscribe to broadband at home. A follow-up meeting will be in July 2010.

The Center for Accessible Technology will develop its website design in Q2 to be tested in Q3 of its online resource for people with disabilities.

The Latino Community Foundation will launch a Spanish television and radio campaign to inform Latinos in the San Francisco Bay Area about its project and opportunities for training and dispelling myths about broadband adoption.

Radio Bilingue will finalize their initial broadcast and web strategy for their programming to listeners in farmworker communities.

DSG and 211 are coordinating the cataloging and mapping of resources to centralize the database and ensure it is kept up to date during this project and beyond. DSG will then use the database to create a resource map for the public and NTIA projects in California.

Outreach Activities

Partners will begin reaching out to their community-based partners to schedule trainings and events. DSG will administer a survey to their database of over 2,500 churches about their interest and how best to serve their members.

Training Programs

The BAA partners will begin training their staff on the BAA project and on the reporting requirements and grant outcomes. The United Ways of California (211 Statewide) will train 211s throughout the state on the taxonomy of referrals to ensure all their databases have programs in digital literacy, IT workforce development and refurbished computer coded properly. They will also begin training the calling assistants to ensure a uniform Information and Referral protocol.

Social Interest Solutions (dba. One-e-App) will make significant strides launching their partnership with the City of Los Angeles.

Several of the BAA partners will begin training programs this quarter. Access Now will schedule 5 to 7 Computer Help Days throughout the San Francisco Bay Area.

Latino Community Foundation, will train its eight partners of the information gather, schedule classes and train the trainers.

Chicano Latino Foundation will hire key staff and recruit additional public computer centers to conduct its training.

Challenges for the quarter include ensuring CETF and its partners understand the grant and reporting requirements and creating a culture of mutual support and communication from the inception.

5. 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.

5a. Typed or Printed Name and Title of Authorized Certifying Official	5c. Telephone (<i>area code, number and extension</i>) 415. 744.2385
Susan E. Walters, Senior Vice President	5d. Email Address susan.walters@cetfund.org
5b. Signature of Authorized Certifying Official	5e. Date Report Submitted (<i>Month, Day, Year</i>) April 27, 2010

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