



FIRST PERFORMANCE PROGRESS REPORT

First Quarter 2010

1. Recipient Organization (<i>Name and complete address including zip code</i>) New Mexico State Library, 1209 Camino Carlos Rey, Santa Fe, NM 87507	2. Award Identification Number 35-43-B10002
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3. Performance Narrative (Q1)
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)
Narrative Report for Fast Forward New Mexico: Q1, 4/30/2010, submitted by Lee S. Bollschweiler, Program Manager

Milestones:

Overall Project: In the first active quarter of this grant, the primary focus was on administrative processes.

- Project Acceptance: The project was formally accepted by the New Mexico State Library (NMSL), the Department of Cultural Affairs (DCA), and the Department of Financial Accounting (DFA) of the New Mexico State government. Approval received from NMORR.
- Financial and administrative infrastructures put into place: ASAP, FederalReporting.gov, and CertiClear.
- Program Manager: The position was advertised; applicants screened and interviewed; Lee Bollschweiler hired. Full-time Program Manager position started March 22, 2010.
- Partner (sub-recipient) Contracts: NMSL worked closely with three of the four partners to write contracts that identified the scope of work and quarterly goals. Some tasks identified in the original grant submission were re-assigned to different partners as a result of personnel changes. Budgets were finalized with a few changes to reflect change of role distribution. (These changes were submitted to Bill Maguire for approval.) Final approval of these contracts is pending in early Q2. The contract for our fourth partner, First Mile Institute, is delayed until the work is needed.
- Federal Expenditures: \$0.0 at this time because the first paycheck for the Program Manager did not hit until Quarter 2.

Equipment Purchase:

- IT personnel scoped out the type of laptop that will be used by our trainers in the field. The orders for 132 laptops, software, and rolling carts were put up for bid and a vendor selected for each. Dell was selected to supply the hardware, and an agreement was arranged in which NMSL creates a base image and Dell images the remaining 131 laptops. A requisition is in place and the PO approval is pending.

Awareness Campaigns:

- Awareness Activities: Brief meetings were held with Partners (eg. sub-recipients) to discuss Awareness Campaign issues sufficiently to flesh out a job description for an Awareness Coordinator to be hired in Q2.

Outreach Activities:

- Logo: NMSL worked with the Department of Cultural Affairs marketing department and grant Partners to design the FFNM logo.
- Marketing and Web Site: Brief meetings were held with the Partners to discuss marketing and website issues sufficiently to write job descriptions for both a Marketing Coordinator and Web Site Developer to be hired in Q2.

Training Programs:

- Curriculum Development: Brief meetings were held with Partners to discuss training module content in preparation for hiring Curriculum Developers in Q2.
- Training Schedule: Partners responsible for Level I and Level II training met to agree on a general training schedule for purposes of creating their scope of work for their contracts.

Challenges:

- The biggest challenges for NMSL and Partners alike were negotiating the contract approval processes for working on an ARRA

grant. People were confused what forms and processes applied to this new type of grant.

- Delays in the approval of contracts will set us back approximately 4-5 weeks in our schedule.

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)

Performance Projections for Q2 (April 1 – June 30, 2010):

The largest issues of Q2 will be: to finalize subrecipient contracts and get the PO's created so Partners can begin invoicing the grant; hire key personnel; and put standards in place for curriculum development, marketing, and web site creation.

Overall Project Goals:

- Final approvals secured for contracts with three Partners (GCCE, UNM-LA, and UNM-CE).
- Purchase Orders secured for the Partners so they can begin invoicing the grant.
- BTOP reports fleshed out and submitted.
- Partners trained in the use of CertiClear 1512, the software application created by the New Mexico Organization for Reinvestment and Recovery (NMORR) that acts as the conduit between all ARRA grants in New Mexico and the ARRA organization in Washington, DC.
- \$255,000 of federal funds projected to be spent in Q2, with a focus on start-up costs. The largest will be the purchase of 132 laptop computers and accompanying software. Other start-up costs include curriculum development, awareness materials, and marketing materials.

Equipment Purchase:

- Laptops, software, and roll carts ordered; laptops imaged.

Awareness Campaign:

- FFNM Kick-Off Event at New Mexico Library Association state-wide conference for participating libraries and grant Partners.
- Awareness Coordinator hired by Partner GCCE.
- Awareness coordinator begins travel to local libraries and communities to conduct the first Awareness Events.

Outreach Activities:

- Marketing Coordinator hired by Partner GCCE.
- Marketing messages and statewide/local marketing techniques approved.
- Web site developer and Catalog creators hired by Partner UNMCE.
- Web site layout approved and 80% completed. Catalog 80% complete.

Training Programs:

- Level I trainer hired by Partner UNMLA.
- Level II trainer hired by Partner GCCE.
- Curriculum developers hired by Partners GCCE, UNMLA and UNMCE.
- Common curriculum standards and format decided for all Level I and II modules.
- Curriculum 100% completed by end of Q2.

Other, Track-Via:

- Track-Via hired by Partner GCCE to design the web-based tracking system that will be used by all grant Partners to record attendance at training and awareness events, event and training hours, etc. It will be designed to include a pre and post survey form for all people attending trainings.

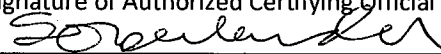
Other, Assessment:

- Assessment Coordinator hired by Partner GCCE to create an assessment campaign that helps us evaluate the success of our trainings, audiences reached by the awareness campaign, and numbers of new subscribers.

Challenges:

- Due to the 4-5 week delay in getting contracts signed, we will be 1 month behind our projected start dates submitted in our grant application. We will try to make up some of this lost time, but we want to be cautious not to compromise on the project goals or quality due to this delay.

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 (area code, number and extension) (505) 476-9762
Dr. Susan Oberlander, State Librarian	5d. Email Address Susan.oberlander@state.nm.us
5b. Signature of Authorized Certifying Official 	5e. Date Report Submitted (Month, Day, Year) 04/28/2010

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