



FIRST PERFORMANCE PROGRESS REPORT First Quarter 2010

1. Recipient Organization (Name and complete address including zip code) Tincan	2. Award Identification Number 53-42-B1004
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> <p>In this quarter we focused on finalizing the equipment needs for partner PCCs and reaffirming the commitment of the City of Spokane as a partner in this project. We held two meetings of all partners. The first was to explain the grant process to them and to help them understand the timeline and reporting requirements. The second meeting was to determine staff training needs. We then met individually with each partner organization to make certain that the equipment they requested in the proposal was the equipment that they will actually need. We discussed technical aspects of installing the computer equipment, and worked to establish a timeline for equipment purchase and installation. We worked with the City of Spokane to establish a timeline for installation and/or improvement of PCCs at the libraries and community centers. Their process will take longer than the non-profits, because two of the community centers are undergoing renovation which will not be completed until the fall, and because the city approvals take several months. We obtained space for Tincan's new PCC and began the renovation process for the space, which is in downtown Spokane not far from our current office. We have obtained quotes from vendors for the required equipment, as well as a timeframe for delivery of equipment. Our primary expenditures were for staff time for the planning process. We hired one staff member, a youth who had interned with Tincan, to assist with the technical aspects of the project and help provide support to partner PCCs. We began the upgrade of Tincan's Community Resource Directory. The only challenge we have had was the withdrawal of one partner, the YWCA, from the project. We were to upgrade their current PCC with 2 laptop computers and some video equipment. They share a building with the YMCA, which also has a PCC, so coverage in that area will continue. The reason given for their withdrawal was that the organization is moving in a different direction, and does not want to support public computing. We plan to identify a small non-profit in an area of the city that has less public computing coverage, and engage them as project partners. In Quarter 1 we spent \$29,395 in federal funds, primarily for salaries.</p>	
4. Performance Projections (Q2) <i>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)</i> <p>Our focus in the next quarter will be to open Tincan's new PCC in our renovated location and to open six PCCs at non-profit partner locations. Tincan will hold its grand opening in June; partners will hold opening activities in June and July. We will also assist the city in determining if any of the community centers can receive computers using their current broadband connections while awaiting connection to the city's network. Each of the "grand opening" activities will involve press releases and other PR to inform the community of the availability of the facility. We will continue monthly meetings with project partners, and establish a project Wiki where information can be shared. We will also establish a system for online reporting of project activities, number of users, etc., to make it easier for partners to provide information in a timely manner. Funds will be used for equipment purchases for Tincan and non-profit partners, for software for all computers (including city and library computers) so that we can take advantage of discounts for large quantity purchases. We will work with Easter Seals to develop staff training on working with individuals with disabilities, although that training may occur in a later quarter. Funds will also be used for staff time to install computers at non-profit partner PCCs and to train partner staff in troubleshooting and using computer management software. We anticipate spending \$200,000 in quarter 2 for salaries and equipment.</p>	
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 Karen L. Michaelson, Ph.D., Executive Director	5c. Telephone (area code, number and extension) 509-744-0972 5d. Email Address kmichaelson@asisna.com
5b. Signature of Authorized Certifying Official 	5e. Date Report Submitted (Month, Day, Year) 5/14/10