



## FIRST PERFORMANCE PROGRESS REPORT First Quarter 2010

<p>1. Recipient Organization (<i>Name and complete address including zip code</i>)</p> <p>University of Minnesota Office of the Senior Vice President for System Academic Administration 110 Morrill Hall 100 Church Street, S.E. Minneapolis, MN 55455 University of Minnesota Twin Cities</p>	<p>2. Award Identification Number</p> <p>#27-42-B10003</p>
<p>3. Performance Narrative (Q1)</p> <p><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> <p><b>First Quarter 2010 Report</b></p> <p>Overall, the first quarter has been spent planning, revising work plans to fit the actual conditions and bringing projections in line with reality.</p> <p><b>Federal Expenditures:</b> In the first quarter, expenditures reflect less than 1% of the total \$2.9M grant. Expenditures were for hiring temporary graduate research assistant as program specialist to coordinate meetings; in addition, we disseminated recruitment advertisements in community papers for Broadband jobs, while our community partner and subawardee, Minnesota Multicultural Media Consortium (MMMC), purchased equipment and secured design services related to the development of a super website.</p> <p><b>Key Milestones:</b> Key milestones occurred in outreach, equipment purchase, and job creation. There were no PCC established or improved, and no workstations were installed or upgraded. No training occurred</p> <p><b>Primary Activities to Accomplish Milestones:</b></p> <p>The first quarter was our start-up period. We convened eleven PCC partners to announce the award, and familiarize them with our proposed work plan and federal reporting requirements. We also met with the Minnesota Multicultural Media Consortium, our only sub-awardee to develop a promotional work plan. Baseline surveys were conducted to assess the capacity of the participating community PCC. They requested that we accelerate the rollout, and have all PCC up and running in year one of the grant.</p> <p>As a result, the work plan and budget were modified to reflect an accelerated timetable. A partner, the Office of Business and Community Economic Development (OBCED), conducted a base line survey to determine how much had changed in the circumstances and environment of the partner PCC.</p> <p>For outreach, our subawardee partner MMMC hosted an information booth at one of the targeted cultural events, the Lunar Festivals; this event had 3,450 attendees, and 2800 flyers were distributed. Four hundred people stopped by the booth. They also have completed the planning, design, and equipment purchase for the super website that will provide is a major outreach vehicle for providing information ( in multiple languages) about UROC BAP.</p>	

**Significant Project Accomplishments:** In first quarter there were two new jobs created under the grant; the Curriculum specialist and the Program and Evaluation specialist were successfully hired. Job advertisements for four Broadband Access Project team leaders were posted and candidates interviewed. Subawardee, Minnesota Multicultural Media Consortium purchased the equipment needed to develop a super website. OBCED completed individualized technology assessments of all community PCC.

**Delays and Challenges:**

Hiring procedures within the University took longer than anticipated, and convening eleven partner PCC with different schedules presented some challenges.

**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)*

**Second Quarter Anticipated Accomplishments:**

Overall, we anticipate scaling up implementation.

**Anticipated Federal Expenditures:** We anticipate to have expending by the end of 2<sup>nd</sup> quarterly cumulatively 7.9% of the overall budget on equipment and furniture purchases, new job creations, retention of jobs created in 1<sup>st</sup> quarter (we project that by the end of year one, 32% of the total budget will have been spent).

**Anticipated Key Milestones:**


- Accelerated rollout
- Completed hires of Broadband Apprentice Team (BAT) Leaders
- Job posting and hires for Broadband Apprentices
- Training for Team Leaders and Apprentices
- Curriculum Development
- 30 % equipment expenditures
- Individual PCC site assessments
- 0% new PCC
- 40% PCC improved
- 40% new workstations
- 0% improved workstations because all PCC will replace existing equipment and furniture with new items based upon individualized site assessments
- Change in key personnel to facilitate greater collaboration with the University of Minnesota's Office of Information Technology
- Increased outreach activities

**Anticipated Primary Activities to Accomplish Milestones**

- Installation of new workstations based
- Training of BAT Leaders
- Interview and selection of Broadband Apprentices

- Training of Apprentices
- Research Design for Curriculum Development
- Purchase of computers and software and furniture, including ADA compliant station per PCC
- Completion of individualized technology plans for each PCC
- Removal of antiquated equipment and furniture at existing PCC
- Purchase and installation of workstation furniture, upgrade of broadband services, and training of PCC directors
- Installation of equipment, and technical assistance support by the University of Minnesota Office of Information Technology through personnel change
- Launch of a media campaign by subawardee partner MMMC :translation of newspaper info-ads in African American, African, Asian, Native American, and Hispanic community papers, radio ads, contracted technical and cultural reporters writing in multiple languages, attendance at three cultural events, and continued development of super website. Addition of BAP to the Urban Research and Outreach/Engagement Center website
- Translation of promotional materials into Spanish, Somali, Hmong, and Vietnamese.

**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 Irma McClaurin, PhD Associate Vice President for System Academic Administration	5c. Telephone ( <i>area code, number and extension</i> ) 612 624 2798
5b. Signature of Authorized Certifying Official 	5d. Email Address mcclaur@umn.edu  5e. Date Report Submitted ( <i>Month, Day, Year</i> ) <b>April 30, 2010</b>

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