



FIRST PERFORMANCE PROGRESS REPORT First Quarter 2010

1. Recipient Organization (<i>Name and complete address including zip code</i>) WorkForce West Virginia, 112 California Ave, Charleston, WV 25305-0112	2. Award Identification Number 54-42-B10500
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> Following notification of the grant award in March 2010, WorkForce West Virginia has been primarily engaged in planning and administrative activities. Planning activities include several meetings with the Office of Technology in an effort to expedite the installation or upgrade of existing wide area network circuits to each One Stop location, to plan for public use network bandwidth allocation, to order public use workstations and wireless equipment for a pilot location in Charleston, WV, and to generally arrange for the necessary information technology support for each location (software updates, licensing, etc.). Additionally, an initial broadband portal strategy meeting was held with a state approved Web development company to plan for the construction of this important outreach and usage analytics tool. Administrative activities have been primarily focused around the steps necessary to accept the grant award and the financial hurdles that must be cleared to arrange for funds transfers.	
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> In the coming quarter, equipment purchases will be relatively small as we conduct a pilot installation in the Charleston office. As a result, we anticipate federal expenditures of around \$170,000. Based on this installation, equipment specifications may be altered for the larger equipment orders that will be coming soon after. Some existing centers will see improvements in connectivity speeds as upgraded circuits are made available. Only the Charleston pilot location will receive new workstations installed in the coming quarter, but we expect to learn a good deal from this location that should make workstation installation faster and smoother for the remaining locations. We do expect that the Charleston location will be completely improved during the quarter. Outreach activities in the coming quarter will primarily focus on the broadband web portal and the creation of a mockup with more defined functionality that can be used to develop the final site. We anticipate that the AARP coordinated training program will see a modest expansion in the number of volunteers available and locations served. There are several challenges in the coming quarter: 1) centers that require an additional circuit may experience a delay as the Office of Technology is heavily involved in a network reengineering project with the Department of Health and Human Services at present; 2) three locations have new landlords after being sold and the new contracts may create difficulty offering Saturday hours; 3) one location is moving in the coming quarter and the new facility arrangement is unknown at this time; 4) Office of Technology personnel are generally challenged to keep pace with the rapid influx of ARRA funds being received by many state agencies and WorkForce will be competing for finite staffing.	

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) 304-558-7024
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5b. Signature of Authorized Certifying Official 	5e. Date Report Submitted (Month, Day, Year) April 30, 2010

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