



## FIRST PERFORMANCE PROGRESS REPORT 2010

<p>1. Recipient Organization (<i>Name and complete address including zip code</i>) Boat People SOS, Inc. 5330 South 3rd Street, Suite 200 Louisville, KY 40214</p>	<p>2. Award Identification Number 51-42-B10550</p>
<p>3. Performance Narrative (Q1) <i>Please describe your project activities and progress for the first quarter of your award period. 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>The first quarter represented the launching period for our Neighborhood Empowerment and Support through Teamwork (NEST) project. Boat People SOS, Inc. (BPSOS) local and national staff members met with our sub-grantee in Louisville, St. John Vianney Catholic Church, and focused primarily on setting up our internal implementation and reporting processes.</b></p> <p><b>Federal expenditures included staff salaries and fringe benefits for both national and local staff to support time spent launching this new project.</b></p> <p><b>Key milestones and activities included:</b></p> <ul style="list-style-type: none"><li>• <b>Drafted and signed an internal Memorandum of Understanding between BPSOS, Inc. and St. John Vianney Catholic Church. The MOU detailed each organization's role and responsibilities for the duration of the grant period.</b></li><li>• <b>Drafted reporting templates for BPSOS and St. John to use in order to properly track program outcomes and correctly monitor the number of community members accessing the Community Technology Center (CTC). These templates will help in the completion of all quarterly performance reports.</b></li><li>• <b>Provided technical assistance for sub-grantee and budgeting assistance.</b></li><li>• <b>Created and posted job descriptions for new staff members funded through this grant.</b></li><li>• <b>Began recruiting and training volunteers to assist in both CTC locations.</b></li></ul> <p><b>As of now, we have not conducted any outreach activities or training classes.</b></p>	
<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> <p><b>For this next quarter, we will work closely with our sub-grantee to ensure we are on track to launch CTC operations in both sites.</b></p> <p><b>For this next quarter, the majority of federal expenditures will go towards equipment purchased for the two CTC sites, in addition to staff time and other facilities costs.</b></p> <p><b>Upcoming milestones and activities include:</b></p> <ul style="list-style-type: none"><li>• <b>Purchasing all necessary equipment for each CTC site, including computer hardware, software, additional supplies and materials.</b></li><li>• <b>Installing broadband internet at each CTC site and training staff and volunteers on proper use and trouble-shooting.</b></li><li>• <b>Ensuring that proposed number of broadband workstations are fully functional, including 10 at BPSOS' office and 20 at St. John Vianney Catholic Church.</b></li><li>• <b>Establishing a joint schedule for both CTC sites, which details all available training class times and the numbers of available broadband workstations open for public use on weekdays and weekends.</b></li><li>• <b>Beginning outreach activities to advertise the two new CTC sites; these include disseminating fliers advertising available classes, announcements in local media, etc.</b></li><li>• <b>Launching training programs, including English as a Second Language and computer skills classes, at both sites.</b></li></ul>	

- Attending BTOP workshop in Washington D.C.
- Drafting baseline report.

BPSOS does not anticipate any delays or challenges related to purchasing and installing equipment and launching our training programs. However, in the event that such issues arise, our staff has access to national and local IT and programmatic experts who can help troubleshoot and solve problems quickly and efficiently.

**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> ) 703-647-6475
Caitlin Irene Burnett, Director of Program Development and Administration	5d. Email Address <a href="mailto:Caitlin.burnett@bpsos.org">Caitlin.burnett@bpsos.org</a>
5b. Signature of Authorized Certifying Official	5e. Date Report Submitted ( <i>Month, Day, Year</i> ) <b>10/29/2010</b>

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