



FIRST PERFORMANCE PROGRESS REPORT 2010

<p>1. Recipient Organization (<i>Name and complete address including zip code</i>) Connected Nation 1020 College Street Bowling Green, KY 42101</p>	<p>2. Award Identification Number 21-43-B10546</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>Since the award was announced, Connected Nation has undertaken significant planning for rollout of the project. Key documents have been produced, including sub-recipient agreements, tracking and reporting forms, a Sharepoint portal and design of a curriculum portal for the self-paced portion of the project. Sub-recipients are being confirmed, together with matching fund commitments, and a central meeting and webcast were planned to discuss operational details of the program. An Operations Manual was produced, together with several appendices to be used to detail sub-recipient and participant data and to make reporting as easy as possible. Federal expenditures to date have included personnel, fringe, travel, supplies, subcontracts and indirect cost.</p> <p>Computer providers, production and broadcast providers, training and facility sub-recipients, and internal compliance personnel have been consulted before moving ahead with procurement of computers, development of public awareness materials, and implementation of training. Significant public relations work has been conducted to alert and inform communities of the upcoming training program.</p> <p>Territories and regions have been developed and assigned to field personnel who have begun community outreach. Job descriptions for to-be-hired personnel have been developed and posted. Service Providers and manufacturers of computers have been engaged and solicitation of incentives for adoption after the training is completed for participants is under way.</p> <p>No computers have yet been purchased for the training. No significant work on Ad/Awareness production or distribution has been completed.</p> <p>Outreach activities have been directed to both community teams and sub-recipients, with additional discussions taking place with potential vendors and contractors. A field team as well as personnel from the Program Office has spent time discussing the levels of participation expected of sub-recipients, identifying computers and service providers, and working with Broadband Service Providers to develop incentives for future program participants.</p> <p>Training capabilities have been developed, curriculum defined and confirmed, and tools developed to consistently deliver the curriculum, particularly for self-paced training.</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>	

Overview.

During October and November, sub-recipients will execute agreements, detailing the requirements of their relationship with the prime recipient and their obligations to the NTIA. Baseline plans will be developed and tracking reports discussed to ensure that all sub-recipients are aware of expectations. A forum and at least one webinar will answer any questions that remain from sub-recipients. If any RFP is required, this will also be delivered during Q2 and vendors will be identified for program elements.

Computers.

Most computers and supplies to be used for training will be procured by sub-recipients in line with program requirements. Approximately 1,500 (of a planned total of 2,063) computers are planned for deployment during this timeframe, using federal funds of about \$650,000. Computers will be purchased directly by library and community college sub-recipients and will be reimbursed upon presentation of invoices, with a deduction for the required matching funds. While the program limits the reimbursement to between \$400 and \$500 from federal funds, some sub-recipients will extend the value by offering their use outside of the program. For example, libraries may purchase machines which are always available during scheduled training sessions, but which may also be available at other times for patron access. Community colleges may choose to increase their spending to be able to procure more robust machines. Computers purchased for use with training at Community colleges will at times be used to enable advanced training when not in use for program training classes. While not in service as a part of this program, these computers may be used in classes where tuition is charged (algebra, literature, etc.). Tuition income will not be allocated to this program, as the use of the computers will be ancillary to the coursework and generally offset by an additional investment by the institution.

Awareness.

Initial advertising production will begin in November, with distribution of ads commencing in December, 2010. During December, advertising materials will be distributed in a smaller-than-typical quantity before a more full-scale advertising rollout begins in early 2011. Advertising production expenditures during Q2 are estimated at about \$40,000 and distribution expenses are estimated at about \$360,000 of which federal funds will likely be less than \$200,000.

Outreach.

Hiring and deployment of staff will largely be complete during Q2 of the project. The Program Office positions will be in place as well as the Field Outreach positions. Approximately 11% of personnel and travel expenses budgeted for the project will be spent during this quarter.

Training.

During the Q2 timeframe very little training will occur. During December, we plan to deploy training in approximately 10% of sub-recipient facilities. The purpose of this slow roll-out is to offer an opportunity to refine or repair any elements that arise from the initial deployment before all facilities are engaged. In addition, many facilities have limited hours available during the holiday season in December. In all, the likely number of Instruction Hours deployed during this timeframe will be fewer than 6,000 with a federal cost likely under \$200,000.

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>)
	5d. Email Address
5b. Signature of Authorized Certifying Official	5e. Date Report Submitted (<i>Month, Day, Year</i>)

According to the Paperwork Reduction Act, as amended, no person is required to respond to, nor shall any person be subject to penalty for failure to comply with, a collection of information subject to the requirements of the PRA, unless that collection of information displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 1 hour and 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Anthony G. Wilhelm, Director, Broadband Technology Opportunities Program, Office of Telecommunications and Information Applications, National Telecommunications and Information Administration, U.S. Department of Commerce (DOC), 1401 Constitution Avenue, N.W., HCHB, Room 4887, Washington, D.C. 20230.