FIRST PERFORMANCE PROGRESS REPORT
2010

1. Recipient Organization *(Name and complete address including zip code)* Michigan State University 301 Administration Building East Lansing, MI 48824	2. Award Identification Number 26-42-B10545

3. Performance Narrative (Q1)

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)

During the first quarter, we primarily focused on purchasing and administration issues. Because we are also a first-round public computer center award winner, we examined any potential lessons learned and areas to streamline in our various processes.

We began the process of hiring a project manager. Human resources approved the position announcement and we collected resumes through September 30.

We prepared specifications for the RFQ for our computer hardware. However, we have not yet finalized our vendor selection.

Because our training and outreach programs are not funded through this grant, we have not yet begun these activities. See question 4 for more details of future activities.

$0 of federal funds was expended during this quarter.

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)

We will hire one project manager during this quarter, with an expected start date of November 15. Applications were due at the beginning of the quarter and we will complete the interviewing and hiring process. This person will coordinate the purchasing and installation with our partners, purchasing officials, grant compliance department, etc.

We will begin purchasing computer and related equipment during this period. Due to the adoption of a new accounting and finance system, our progress during the month of December will be limited. We currently expect to begin our first installations in late November, but the adoption of this new system introduces the risk that some tasks not completed by December 10 may be delayed until January. We are adjusting our work plan to minimize this risk. In addition to the main computer hardware, we will purchase the shared educational and job training databases during this quarter.

Our outreach programs are not covered under federal funds, however our partners will use their existing communication channels to communicate with their constituent groups. Each location will announce the arrival of their new ARRA funded computers upon installation.

Training programs are not covered by federal funds under this award, but many of our partner institutions already offer a variety of educational programs on using computers, the Internet, and other information and communication technologies.

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 Kurtis DeMaagd	5c. Telephone *(area code, number and extension)* 517-355-4714
	5d. Email Address kdemaagd@msu.edu
5b. Signature of Authorized Certifying Official	5e. Date Report Submitted *(Month, Day, Year)* 10/15/10

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