




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 26-43-B10592
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>Our award was announced in the late afternoon on September 27, 2010, leaving effectively 3 days of work in this quarter on the project. The project work during that short time primarily dealt with review of the award contract and preparations necessary to ensure compliance with the award conditions.</p> <p>However, prior to the award announcement, in hope of receiving the award, we did begin project meetings with our sub-awardees to discuss the initial award administration issues in the event that we received the award. This included a review of the project budgets, discussion and review of changes made during the due diligence phase, probable reporting requirements and special award conditions, and other general issues associated with the potential award.</p> <p>\$0 of federal funds was expended during this quarter.</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>During the next quarter, we will be finishing the initial planning and administrative work and kicking off several major activities. For the planning goals, we will be preparing the additional documentation requested under the Special Award Conditions, signing the contracts with our sub-awardees and other partners, and finalizing our monitoring and payment processes.</p> <p>Once these initial administrative details are resolved, we will begin the implementation of our project. The first step will be the hiring of personnel. We expect the first additional members of our staff to join in mid-November, with all hiring completed by the end of the quarter. Ideally, we would like to hire local individuals from each of our target cities to fill our staff roles, though this may be a challenge given the specialized talent sets required.</p> <p>We will also be purchasing the computer equipment necessary to deliver the courses. This includes the purchase of equipment to be given to our partner schools and the equipment needed by our staff and instructors. Because computer purchasing is a relatively small portion of our activities and we have pre-negotiated discounts with the major vendors, we do not anticipate that this will represent a major obstacle in our project.</p> <p>One of the first tasks for our newly hired staff is to create the marketing materials for our training programs. These will be distributed through newspaper and radio outlets. In addition, we will use the existing communication channels from our project partners to disseminate information about our projects.</p> <p>Some portions of our training classes will be delayed due to the late September award date. In particular, we will not be able to begin any in-class training until the next semester of school. In addition, since we would be ramping up during the holiday season, it would also be difficult to start any after-school programs. However, we do plan to begin our e-entrepreneurship programs for adults immediately.</p> <p>Finally, we are beginning our preparation to collect baseline survey data for the monitoring and evaluation of our program.</p>	
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.	

OMB CONTROL NO. 0660-0035

EXPIRATION DATE: 11/30/2010

5a. Typed or Printed Name and Title of Authorized Certifying Official Kurtis Demay	5c. Telephone (area code, number and extension) 517-355-4714
5b. Signature of Authorized Certifying Official 	5d. Email Address kdemay@msu.edu 5e. Date Report Submitted (Month, Day, Year) 10/15/10

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