



FIRST PERFORMANCE PROGRESS REPORT First Quarter 2010

1. Recipient Organization (<i>Name and complete address including zip code</i>) Texas State Library & Archives Commission 1201 Brazos Street Austin TX 78711	2. Award Identification Number 48-42-B10534
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3. Performance Narrative (Q1)
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)

Activities in the initial quarter of the grant award included:

- establishing an internal grants team at the agency
- issuing a press release upon grant award announcement
- communicating with sub-recipients, including providing assistance with communications efforts on the grant award
- orientation and training for the agency grants team on the BTOP reporting requirements
- developing and planning a training series for sub-recipients
- establishing a project web site
- creating job description, interviewing, and hiring a project manager

There have been no federal expenditures to date.
 There were no equipment purchases made, or outreach activities or training programs conducted in this quarter.
 Challenges include the complexity of the overall project due to number of sub-recipients and the extensive reporting requirements.

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)

Activities in the upcoming quarter of the grant award are expected to include:

- orientation and training for project manager
- executing contracts to sub-recipients (contracts already mailed in Oct.)
- conducting a series of trainings for sub-recipients on financial and performance requirements
- equipment purchases will begin at 1/3 of grant recipients
- purchase and configuration of agency public computer mobile lab equipment
- agency grant team personnel will attend BTOP Recipient Post-Award workshop in Washington, D.C.
- preparation of bid documents for mobile lab training contracts

Projected federal expenditures are \$636,000. This includes \$485,000 in equipment purchases, \$80,000 in project manager expenses, including salary, travel, and equipment.

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 Edward Seidenberg	5c. Telephone (<i>area code, number and extension</i>) (512) 463-5459
5b. Signature of Authorized Certifying Official 	5d. Email Address deputydirector@tsl.state.tx.us 5e. Date Report Submitted (<i>Month, Day, Year</i>) 10-29-2010

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