FIRST PERFORMANCE PROGRESS REPORT
2010

1. Recipient Organization *(Name and complete address including zip code)* City of Chicago 50 W. Washington St., Suite 2700 Chicago, IL 60602	2. Award Identification Number 17-42-B10553

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)

Key Milestones
1. Overall Project
- Pursuing a sub-recipient contract with the Chicago Community Foundation
- Completing a grant agreement with the State of Illinois for matching funds
- Held initial steering committee meeting
- Instituted regular team status meetings
- Refining project plans and program design
- Drafted City project manager job description

2. Equipment Purchases
- Began obtaining quotes

3. Public Computer Centers Established
- Opened West Town library branch facility

4. Training
- Conducted outreach to potential partners for training curricula

Federal Expenditures
- No federal expenditures 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)

Key Milestones
1. Overall Project
- Complete execution of grant agreement between the City and the Chicago Community Foundation ("Smart Chicago Trust Fund")
- Complete execution of grant agreement between the City and the State of Illinois
- Complete execution of grant agreement between the Chicago Community Foundation and the Chicago Housing Authority and the City Colleges of Chicago
- Draft Digital Skills Initiative Program Director job description
- Hire and on-board City project manager

2. Equipment Purchases
- – Continue requesting quotes
- – Begin distributing RFPs
- – Begin vendor selection and contract execution
- – Begin placing and processing orders

3. Public Computer Centers Improved
- – Begin minor renovations at Sulzer and Woodson Regional Libraries

4. Outreach Activities
- – Recruit pro-bono advertising agency
- – Begin design and development for TechLocator site update

5. Training Programs
- – Convene Digital Skills Initiative Working Group

Federal Expenditures
The City anticipates drawing down $204,000 through ASAP.gov in the next quarter.

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 Matthew Guilford Program Manager, Digital Excellence and Innovation	5c. Telephone *(area code, number and extension)* 312-742-6668
	5d. Email Address matthew.guilford@cityofchicago.org
5b. Signature of Authorized Certifying Official _____/s/_____	5e. Date Report Submitted *(Month, Day, Year)* October, 28, 2010