



FIRST PERFORMANCE PROGRESS REPORT First Quarter 2010

1. Recipient Organization (Name and complete address including zip code) Cambridge Housing Authority, 675 Massachusetts Ave., Cambridge, MA 02139	2. Award Identification Number 25-42-B10503
<p>3. Performance Narrative (Q1) <i>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)</i></p> <p>We were notified of the grant award on March 4th, 2010.</p> <p>During the first quarter, we:</p> <ul style="list-style-type: none">• Notified our partners of the grant award;• Began the process of executing the contract with the Department of Commerce;• Initiated process of learning about reporting and administrative requirements; and• Publicized details of the grant award in the local paper. <p>\$0 of federal funding were expended in this quarter.</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> <p>Central to the quarter's activity will be our active work with project partners and vendors to finalize contract and program logistics. Recent meetings with our service delivery partners, the Community Learning Center and Cambridge Employment Program, will focus on details related specifically to program design and curriculum development. Discussions with our partner for technical support, North Shore Consulting and Development, Inc. will focus on details related to upgrading/installation of hardware and software.</p> <p>In addition, all equipment purchases expenditures will be front-loaded in the second and third quarters. During the second quarter, the 17 existing workstations at the Windsor St. center, and the 20 at Jefferson Park will all be upgraded. Constituting \$83, 871 of our project expenditures, scheduled upgrades include 20 new PCs for the Jefferson Park center, and new servers and routers for both centers. In the third quarter, new workstations will be installed at the Roosevelt Towers Computer Center, transitioning the center's current five PCs to 20 wireless laptops. This expenditure is projected for the third quarter because that reconfiguration will take slightly more time, including dealing with the security issues related to the use of laptop computers.</p> <p>An outreach mailing to all CHA tenants – detailing computer center programming, open lab times, and related educational/vocational programming -- will be conducted in late May/early June to allow for an optimal recruitment and intake period before summer class sessions begin in July.</p> <p>We anticipate that \$83,871 in federal funds will be expended in Quarter 2. Administrative salary expenditures will begin</p>	


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early in the quarter, and toward the end of the quarter portions of program staff salaries will begin to be charged against the grant as programming begins.

Two training programs will be offered during this summer period: weekly "Strictly Computers" classes, conducted at the upgraded Jefferson Park and Windsor St. Computer Centers; and a Gateways ESOL class, scheduled to run in August at the Jefferson Park site. Open computer labs will also be in operation at both sites over the course of July and August.

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 (area code, number and extension) 617-520-6246
Steven J. Swanger, Director of Resident Services	5d. Email Address sswanger@cambridge-housing.org
5b. Signature of Authorized Certifying Official 	5e. Date Report Submitted (Month, Day, Year) April 29, 2010

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