



FIRST PERFORMANCE PROGRESS REPORT 2010

1. Recipient Organization (<i>Name and complete address including zip code</i>) City and County of San Francisco, 1 So. Van Ness Ave., San Francisco, CA 94103	2. Award Identification Number 06-43-B10594
3. Performance Narrative (Q1) The grant was awarded on September 29; therefore, grant activities in the quarter ending September 30 were limited to reviewing grant materials.	
4. Performance Projections (Q2) The primary performance projections for the current quarter (10/1/10 – 12/31/10) are: <ul style="list-style-type: none">• Review compliance documentation including Award Packet, BTOP Workbook, NOFA, Reporting Forms and Instructions, etc.• Complete registration and familiarization with compliance systems: federalreporting.gov, asap.gov, PAM, etc.• Develop project plan and baseline report.• Prepare and adopt “Accept and Expend” ordinance by San Francisco Board of Supervisors to authorize expenditure of grant funds.• Meet with Subrecipients and other stakeholders to explain and validate project plan.• Attend NTIA BTOP Workshop• Prepare, negotiate and execute 18 grant agreements for Subrecipient nonprofit CBOs• Prepare, negotiate and execute grant agreement with Subrecipient City College• Prepare and execute memorandum of understanding with City Department of Aging and Adult Services (DAAS).• Create payment mechanism for nonprofit Subrecipients, City College and DAAS.• Prepare and distribute recordkeeping and reporting structure for Subrecipients and DAAS.• Amend existing grant agreements with 15 Senior Centers and Housing Authority• Finalize job descriptions and initiate hiring process.• Finalize specifications and locations for computer equipment.• Conduct competitive procurement process for equipment.• Develop broadband awareness and programmatic training curriculum and course materials.• Develop comprehensive program outreach plan.	
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	5c. Telephone (<i>area code, number and extension</i>) 415-554-0861
Brian Roberts, Policy Analyst	5d. Email Address Brian.roberts@sfgov.org
5b. Signature of Authorized Certifying Official	5e. Date Report Submitted (<i>Month, Day, Year</i>) October 29, 2010

According to the Paperwork Reduction Act, as amended, no person is required to respond to, nor shall any person be subject to penalty for failure to comply with, a collection of information subject to the requirements of the PRA, unless that collection of information displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 1 hour and 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Anthony G. Wilhelm, Director, Broadband Technology Opportunities Program, Office of Telecommunications and Information Applications, National Telecommunications and Information Administration, U.S. Department of Commerce (DOC), 1401 Constitution Avenue, N.W., HCHB, Room 4887, Washington, D.C. 20230.