



# FIRST PERFORMANCE PROGRESS REPORT 2010

<p>1. Recipient Organization (<i>Name and complete address including zip code</i>) Colorado Board of Education 201 East Colfax Ave. Denver, CO 80203-1704</p>	<p>2. Award Identification Number 08-42-B10596</p>
<p>3. Performance Narrative (Q1)</p> <p>The Colorado State Library was notified about the grant award one month ago and to date there have been no Federal expenditures. Project activities centered on building the needed infrastructure to proceed with the project. This includes the establishment of fiscal and grants management accounts, hiring of staff and outreach to project participants and partners.</p> <p><b>Outreach activities:</b></p> <ol style="list-style-type: none"><li>1) Planning for the “Colorado Public Computer Centers Launch Meeting” funded by the Gates Foundation to be held November 15-16.<ol style="list-style-type: none"><li>a. Completed agenda including commitments from speakers.</li><li>b. Sent out invitations to key project staff from participating libraries and key state and local influencers/stakeholders.</li><li>c. Continue to work with Connected Nation and Gates Foundation in planning logistics of meeting. Edited participant binder, created and customized day one questionnaire, developed action plan template for day two, wrote one page explanation document for speakers and panelists, documented Public Computer Center (PCC) usage in participating locations.</li><li>d. State Librarian attended New Jersey Broadband Technology Opportunities Program (BTOP) Launch meeting on October 5-6 to inform plans for Colorado launch.</li></ol></li><li>2) Colorado State Library update to participating libraries and partners<ol style="list-style-type: none"><li>a. Notified all participating libraries and tribes of the grant award, provided documents for local press releases, and provided specific award funding and equipment lists for all local locations. Answered questions as needed.</li><li>b. Notified all state-level partners about grant award, scheduled planning meetings, and invited them to BTOP launch event.</li><li>c. Held webinars on October 22 and October 25 to update key project staff on next steps in grant implementation and encourage attendance at the launch for library staff and local leaders.</li><li>d. Updated online resources including Website to provide information for participating libraries and stakeholders.</li></ol></li><li>3) Colorado State Library’s internal networking and with other state libraries<ol style="list-style-type: none"><li>a. Project Director worked with Governor’s Office staff and Colorado Department of Education Communications Team on press release announcing award.</li><li>b. Presented grant award information to Commissioner of Education (October 5) and Colorado Board of Education (October 7).</li><li>c. Project Director held an all staff meeting with the Colorado State Library on October 25 to discuss grant and statewide impact.</li><li>d. Contacted state library agencies to exchange information on BTOP PCCs such as job descriptions, initial PCC training curriculum, and grant launch.</li></ol></li></ol> <p><b>Hiring activities:</b></p> <ol style="list-style-type: none"><li>1) Completed job descriptions for 4.5 full-time equivalent employees</li><li>2) Completed forms requesting the creation of new positions and subsequent filling of these positions</li><li>3) Currently waiting for approval and establishment of grant account for expenditures.</li></ol>	

**Fiscal Activities:**

- 1) Completed Budget Change Request form to be presented to the Colorado Board of Education. Once request is granted accounts will be established and draw-downs can occur.
- 2) Completed and submitted quarterly reports – Federal Financial Report, American Reinvestment and Recovery Act Report, and BTOP Performance Progress Report.
- 3) Worked with Grants Fiscal Management Unit to prepare draw-down accounts for sub-grantees. Wrote Award Letters.
- 4) Contacted Gates Foundation and submitted paperwork for 20% matching fund commitment.
- 5) Reminded participating libraries of matching fund commitments.

**4. Performance Projections (Q2)**

**Outreach activities: Federal Expenditures: \$0**

- 1) Will hold the “Colorado Public Computer Centers Launch Meeting” funded by the Bill & Melinda Gates Foundation on November 15-16.
- 2) Meet with the marketing advisory team to begin planning public awareness campaign.
- 3) Begin development of an online portal for Broadband Technology Opportunities Program (BTOP) partner information.
- 4) Meet with statewide partners and Colorado BTOP award winners to identify areas of partnership and collaboration including logistics, timelines and plans.

**Hiring activities: Federal Expenditures: \$0**

- 1) Two week posting period for 4.5 full time equivalent (FTE) staff positions
- 2) Review applications and complete interviews. Submit two completed reference reports per candidate to human resources department and extend a formal offer. Anticipated Federal Expenditure \$1,000 for candidate out of state travel.
- 3) Anticipated start date for new staff is January 1, 2011

**Fiscal activities: Federal Expenditures: \$100; Cash Match Expenditure: \$1,500**

- 1) Prepare budgets for both federal grant and matching fund accounts.
- 2) Attend BTOP Post-Award Conference on November 9-10 at the Westin Washington Dulles Airport. Anticipated Cash Match Expenditure \$1,500.
- 3) Conduct two webinars in the month of December to inform sub-grantees on the logistics of the draw-down process. Reporting and procurement details will also be reviewed. Anticipated Federal Expenditure \$100.

**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 ( <i>area code, number and extension</i> ) 303-866-6731
Jean M. Heilig, Fiscal Officer	5d. Email Address Heilig_j@cde.state.co.us
5b. Signature of Authorized Certifying Official <b>Jean M. Heilig</b>	5e. Date Report Submitted ( <i>Month, Day, Year</i> ) <b>11/23/2010</b>

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