



## FIRST PERFORMANCE PROGRESS REPORT First Quarter 2010

<p>1. Recipient Organization (<i>Name and complete address including zip code</i>) Connected Tennessee 618 Church Street, Suite 305 Nashville, TN 37072</p>	<p>2. Award Identification Number 47-43-B10542</p>
<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>During the quarter ending September 30, 2010, Connected Tennessee reviewed and accepted award 47-43-B10542, through signed documentation, and commenced project activities. In total, the federal expenditures to date equal less than 2% of the project budget. During this quarter, project expenditures included personnel, fringe benefits, travel, supplies and contractual costs. Each of these expenditures coordinates directly to the efforts of the project accomplishments thus far, which include the initiation of awareness and outreach activities, training program planning, and equipment purchases. Indirect costs were also incurred for this reporting period.</p> <p>Throughout the first quarter of this project Connected Tennessee hosted several project planning meetings with program partners the Boys and Girls Clubs of Tennessee, the Tennessee Department of Children's Services, and the Tennessee Department of Labor and Workforce Development. Furthermore, Field Support staff began outreach efforts to Boys and Girls Clubs' points of contact. This outreach, coupled with a Frequently Asked Questions (FAQ) document, which was written and disseminated to program partners, will result in a fluid understanding of the program's objectives and next steps.</p> <p>Further awareness efforts included the creation of a brief program summary document to be used for media purposes, the initiation of a Connected Tennessee Computers 4 Kids website (<a href="http://www.tnc4k.org">www.tnc4k.org</a>) redesign, designing of signage in accordance with American Recovery and Reinvestment Act guidelines, and the drafting and release of a statewide media bulletin to promote the <i>Preparing Tennessee's Next Generation for Success</i> program's goals. Media outlets across the state, including the nationally distributed <i>USA Today</i>, printed the piece, which garnered over three million positive media impressions. Program activities this quarter included constructing a work breakdown structure and creating a web-based application for tracking program data, tasks, and milestones.</p> <p>Although no training programs were held during this quarter, progress was made toward planning a training event for program partner the Boys and Girls Clubs of Tennessee. This train-the-trainer session will be finalized and held next quarter.</p> <p>Much of this quarter's focus was preparation for equipment purchases. A Request for Proposal (RFP) was drafted for the purchase of computers. After working with program partners to identify necessary computer specifications, the RFP was forwarded to various computer manufacturers, and posted on the Connected Tennessee (<a href="http://www.connectedtn.org/in_the_news/executive_directors_journal.php">www.connectedtn.org/in_the_news/executive_directors_journal.php</a>) and Connected Nation (<a href="http://www.connectednation.org/community_programs/RFP_for_purchase_of_computers.php">www.connectednation.org/community_programs/RFP_for_purchase_of_computers.php</a>) websites. Written questions from computer manufacturers were collected and responses were generated. The RFP process will conclude next quarter, and purchases will begin at that time.</p> <p>A challenge sustained throughout the quarter ending September 30, 2010, was that of a reduced work quarter. Connected Tennessee's award was announced on August 18, 2010. While efforts towards the program began that day, time was of the essence and in short supply. In light of this shortened quarter, Connected Tennessee's efforts needed to be rearranged and distributed across the overall project timeline. Resulting changes from this challenge will be indicated within the program's baseline report.</p>	

**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)*

Next quarter Connected Tennessee will continue its program efforts. It is estimated that the project's federal expenditures will equal 15% of the project's budget the end of next quarter. These expenditures will include personnel, fringe benefits, travel, computers, supplies, and contractual costs as well as indirect costs. Again, all planned federal expenditures will correlate with the program's efforts.

Activities anticipated to occur next quarter include the continuation of outreach activities and awareness campaigns, the purchase of computers, and the commencement of training programs.

On October 15, 2010, responses to the Request for Proposal (RFP) are due related to the purchase of computers. Connected Tennessee will convene a review committee to evaluate the responses and ultimately select a vendor. Per the RFP's schedule, a contract is expected to be executed on or by November 1, 2010. Once this contract is executed, purchases for the Boys and Girls Clubs statewide will commence. Connected Tennessee plans to have approximately 90% of the Boys and Girls Clubs' computers ordered and distributed by the end of next quarter. This will equate to approximately 25% of the program's computer purchases.

Efforts will continue from last quarter toward hosting the first program training event, which will culminate in the hosting of the train-the-trainer event for the Boys and Girls Clubs' points of contact. This session will coincide with the scheduled computer distributions anticipated for the quarter. In subsequent quarters, training sessions will be held within communities through program partners the Boys and Girls Clubs of Tennessee and the Tennessee Department of Labor and Workforce Development. Outreach efforts will be essential to the training process, and will include planning for and organizing the PC order, arrival, and setup.

Awareness efforts will continue next quarter, as several press releases are planned to correlate with scheduled computer distributions. Furthermore, Connected Tennessee will complete the redesign of Connected Tennessee's Computers 4 Kids website, [www.tnc4k.org](http://www.tnc4k.org), and signage in accordance with American Recovery and Reinvestment Act guidelines. In addition, Connected Tennessee will begin to plan the program's first Community Awareness event. This event is tentatively planned to be held in December 2010 in partnership with the Boys and Girls Clubs of Middle Tennessee and the Connected Tennessee Steering Committee.

Time will continue to be of the essence during the next quarter; however, Connected Tennessee does not foresee any delays or challenges. Planning will take place to ensure that any obstacles are assessed and mitigated or eliminated in advance.

**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)
	5d. Email Address
5b. Signature of Authorized Certifying Official	5e. Date Report Submitted (Month, Day, Year)

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