

FIRST PERFORMANCE PROGRESS REPORT 2010



<p>1. Recipient Organization (<i>Name and complete address including zip code</i>) Kentucky Arts, Education & Humanities Cabinet 300 Coffee Tree Road, Frankfort, KY 406019267</p>	<p>2. Award Identification Number 21-42-B10535</p>
<p>3. Performance Narrative (Q1)</p> <p>Since the notification of award on August 19, the agency has been engaged in activities related to start up/implementation. No funds were requested or expended during the reporting period. The agency has been engaged in reviewing and accepting the award, registering for Automated Standard Application for Payment, Central Contractor Registration, and FederalReporting, preparing for our accounting system verification for submission and obtaining information from the subrecipients that is required for reporting. In anticipation of deploying the grant with our subrecipients, we have set up accounts to receive Recovery Act and Gates Foundation funds and requested an appropriations increase; created a user share which is being populated with documents and materials to assist all staff members engaged with this project; determined the appropriate process and engaged in the justification for the hiring of the grant compliance and reporting part time position which will be funded by Recovery Act funds and the eRate Coordinator position which will be funded by the Bill and Melinda Gates Foundation; requested and received permission to use an existing state master agreement contractor which will provide the IT procurement assessment and validation function; developed the PowerPoint presentation that will be used in two-hour webinars which will be offered to the directors and staff of the 60 participating libraries and the agency project monitors and scheduled those sessions; began development of the secured reporting database that the participants will use to report on their expenditures and activities and their anticipated expenditures for the next month; engaged with the training partners regarding training for both public library staff members and the library customer training; and created the Memorandum of Agreement which outlines the requirements and expectations for the agency and subrecipient and will be used with the public libraries that will be participating in this project.</p>	
<p>4. Performance Projections (Q2)</p> <p>During the next quarter, the agency will continue to be engaged in implementation activities. A number of administrative activities will continue. The baseline will be established. The Grant Compliance and Reporting part-time position will be hired in October and funds will be drawn down and expended during the next quarter to pay her. Interviews for the eRate Coordinator position which is being funded by Bill and Melinda Gates Foundation will be take place in November, with hire projected in early December. Six project information webinars will be deployed to participating libraries in October and November. Regional staff will be engaged in nominating additional libraries to participate in the project should current libraries opt out of participating for valid reasons. Memorandum of Agreements and Fiscal Certification documents will be generated and deployed to libraries presently committed to the project. A Request for Proposal will be sought from the state master agreement holder to conduct information technology assessment and validation reviews of 15 participating libraries. Funds will be drawn down and expended for payment to the IT Procurement Contractor for this work during this next quarter. Also during this time, a library staff training survey will be deployed and classes for public library staff members will be scheduled.</p>	
<p>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.</p>	
<p>5a. Typed or Printed Name and Title of Authorized Certifying Official Charlene Davis State Library Services Division Director Field Services Division Acting Director</p>	<p>5c. Telephone (<i>area code, number and extension</i>) 502-564-8300, ext 230</p>
<p>5b. Signature of Authorized Certifying Official </p>	<p>5d. Email Address charlene.davis@ky.gov</p>
<p>5e. Date Report Submitted (<i>Month, Day, Year</i>) November 23, 2010</p>	

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.