

## FIRST PERFORMANCE PROGRESS REPORT 2010



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| <b>1. Recipient Organization (Name and complete address including zip code)</b><br><br>New York State Department of Labor<br>State Office Campus, Building 12, Room 516<br>Albany, NY 12240 | <b>2. Award Identification Number</b><br><br>Broadband Technology Opportunities Program<br>(BTOP)<br>36-42-B10532 |
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**3. Performance Narrative (Q1)**  
*Please describe your project activities and progress for the first quarter of your award period. 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)*


The New York State Department of Labor (the Department) became aware of our grant award via a press release on 8/18/10. All grant partners, One-Stop Career Center operators, Workforce Investment Board directors, and Department managers were notified of the award via email on 8/24/10. During the brief time between the signing of the grant award on 9/21/10 and the end of the reporting period, the Department's Division of Employment and Workforce Solutions (the Division) initiated an asset management request to purchase the selected video conferencing equipment as there is in place an Office of General Services contract. This contract allows New York State agencies to purchase Tandberg video conferencing equipment at a reduced rate as outlined in the grant proposal. The Division is working with the Department's Counsel and Finance offices to develop agreements with New York State Energy and Research Development Authority (NYSERDA) and The Training and Education Center for Semiconductor Manufacturing and Alternative and Renewable Technologies (TEC-SMART) for Department-owned equipment (two Scholar educator centers) to be housed in non-Department locations. A separate agreement is also being developed with NYSERDA in order to obtain NYSERDA's cash match.

**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)*

Our focus in the next quarter is to: train staff on equipment capabilities by a video conferencing demonstration; develop programming and coordinate programming schedules; determine procedures to schedule and reserve conference room space where equipment is located; establish a system/procedures to track participants to meet reporting requirements; notify staff/partners of scheduling/tracking procedures; obtain equipment/cash match agreements from NYSERDA and TEC-SMART; order equipment once all funds are secured; install equipment at the 16 locations outlined in the grant proposal; provide on-site staff training on use of equipment; and widespread outreach efforts via signage at the One-Stop Career Centers, press releases and announcements on several websites (such as [www.labor.ny.gov](http://www.labor.ny.gov) , [www.greencareersny.com](http://www.greencareersny.com) and local One-Stop/WIB websites) to inform the public of the increased opportunities for statewide programming due to grant and available sites for program participation. As the equipment may not be installed until the end of this quarter, it is unlikely programming will be widely available until the beginning of next year.

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**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.**

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| 5a. Typed or Printed Name and Title of Authorized Certifying Official<br><br>Theresa A. Papa<br>Assistant Director of Finance       | 5c. Telephone (area code, number and extension)<br>518-457-2647<br><br>5d. Email Address<br><u>Theresa.Papa@labor.ny.gov</u> |
| 5b. Signature of Authorized Certifying Official<br> | 5e. Date Report Submitted (Month, Day, Year)<br>10/29/10   |

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.