

U.S. Department of Commerce		2. Award or Grant Number #35-10-S13035	
Performance Progress Report		4. EIN 85-6000565	
1. Recipient Name New Mexico Department of Information Technology		6. Report Date (MM/DD/YYYY) 01/30/2014	
3. Street Address 715 Alta Vista		7. Reporting Period End Date: 12/31/2013	
5. City, State, Zip Code Santa Fe, NM 87505		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9. Report Frequency x Quarterly
10a. Project/Grant Period Start Date: (09/01/2013)	10b. End Date: (08/31/2016)		
11. List the individual projects in your approved Project Plan			
	Project Type (Capacity Building, SCIP Update, Outreach, Training etc.)	Project Deliverable Quantity (Number & Indicator Description)	Total Federal Funding Amount
			Total Federal Funding Amount expended at the end of this reporting period
			Percent of Total Federal Funding Amount expended
1	Stakeholders Meetings	0	
2	Training Sessions	NA	
3	Broadband Conferences	0	
4	Staff Hires	0	
5	Contract Executions	0	
6	Statutory/Regulatory Changes	NA	
7	Governance Meetings	0	
8	Education & Outreach Materials	0	
11a. Describe your progress meeting each major activity/milestone approved in the Baseline Report for this project; any challenges or obstacles encountered and mitigation strategies you have employed; planned major activities for the next quarter; and any additional project milestones or information.			
NA for this quarter			
11b. If the project team anticipates requesting any changes to the approved Baseline Report in the next quarter, describe those below. Note that any substantive changes to the Baseline Report must be approved by the Department of Commerce before implementation.			
NA for this quarter			

11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.

NA for this quarter

11d. Describe any success stories or best practices you have identified. Please be as specific as possible.

NA for this quarter

12. Personnel

12a. If the project is not fully staffed, describe how any lack of staffing may impact the project's time line and when the project will be fully staffed.

This will not affect the projects timeline. Documentation requesting establishment and approval of the term positions completed and the recruitment process will be started in Q1, 2014 according to the current plan. Positions for the Financial Specialist – Advanced and the Administrative Services Coordinator will be the first positions posted. Interviews for those positions should be completed by the end of February 2014 and positions should be filled by March 2014.

12b. Staffing Table

The following positions are expected to be filled during Q1 2014 of the project:

Job Title	FTE %	Project(s) Assigned	Change
Business Analyst	100	SLIGP	
Financial Coordinator - Advanced	33	SLIGP	New position added at 33% in place of having only one Financial position
Financial Specialist - Advanced	33	SLIGP	New position added at 33% in place of having only one Financial position
Financial Coordinator – Operational	33	SLIGP	Reduction from 100% in the last report to 33% in this reporting period due to reallocation of resource across other federal grant programs.
Administrative Services Coordinator	33	SLIGP	Reduction from 100% in the last report to 33% in this reporting period due to

							reallocation of resource across other federal grant programs.		
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13. Subcontracts (Vendors and/or Subrecipients) – TBD									
13a. Subcontracts Table – Include all subcontractors. The totals from this table must equal the “Subcontracts Total” in Question 14f.									
Name	Subcontract Purpose	Type (Vendor/Subrec.)	RFP/RFPQ Issued (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated	Project and % Assigned
Catalano & Plache, PLLC	Legal support	Vendor	N	Y	09/10/2013	09/21/2014	\$84,000	\$0.00	100%
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13b. Describe any challenges encountered with vendors and/or subrecipients.									
14. Budget Worksheet									
Columns 2, 3 and 4 must match your current project budget for the entire award, which is the SF-424A on file. Only list matching funds that the Department of Commerce has already approved.									
Project Budget Element (1)	Federal Funds Awarded (2)	Approved Matching Funds (3)	Total Budget (4)	Federal Funds Expended (5)	Approved Matching Funds Expended (6)	Total Funds Expended (7)			
a. Personnel Salaries	\$430,560.00	\$0.00	\$430,560.00	\$0.00	\$0.00	\$0.00			
b. Personnel Fringe Benefits	\$150,696.00	\$0.00	\$150,696.00	\$0.00	\$0.00	\$0.00			
c. Travel	\$320,000.00	\$0.00	\$320,000.00	\$0.00	\$0.00	\$0.00			
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
e. Materials/Supplies	\$48,625.00	\$0.00	\$48,625.00	\$0.00	\$0.00	\$0.00			
f. Subcontracts Total	\$372,000.00	\$474,856.00	\$846,856.00	\$0.00	\$0.00	\$0.00			
g. Other	\$461,298.00	\$0.00	\$461,298.00	\$0.00	\$0.00	\$0.00			
H. Indirect Cost	\$116,244.00	\$0.00	\$116,244.00	\$0.00	\$0.00	\$0.00			
h. Total Costs	\$1,899,423.00	\$474,856.00	\$2,374,279.00	\$0.00	\$0.00	\$0.00			
i. % of Total	80%	20%							
15. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purpose(s) set forth in the award documents.									

16a. Typed or printed name and title of Authorized Certifying Official Department of Information Technology Deputy Secretary Jacqueline Miller	16c. Telephone (area code, number, and extension) 505-827-2051 16d. Email Address Jacque.Miller@state.nm.us
16b. Signature of Authorized Certifying Official 	16e. Date Report Submitted (month, day, year) 01/30/2014

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 10 hours per response for the application process, 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 Michael Dame, Director, State and Local Implementation Grant Program, Office of Public Safety Communications, National Telecommunications and Information Administration, U.S. Department of Commerce (DOC), 1401 Constitution Avenue, N.W., HCHB, Room 7324, Washington, D.C. 20230.