

U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number #35-10-S13035			
		4. EIN 85-6000565			
1. Recipient Name New Mexico Department of Information Technology		6. Report Date (MM/DD/YYYY) 04/30/2016			
3. Street Address 715 Alta Vista Street		7. Reporting Period End Date: 03/31/2016			
5. City, State, Zip Code Santa Fe, NM 87505		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9. Report Frequency <input checked="" type="checkbox"/> Quarterly	
10a. Project/Grant Period Start Date: 09/01/2013	10b. End Date: (MM/DD/YYYY) 02/28/2018				
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	Stakeholder Meetings	284			
2	Broadband Conferences	4			
3	Staff Hires	0			
4	Contract Executions	0			
5	Statutory/Regulatory Changes	N/A			
6	Governance Meetings	0			
7	Education & Outreach Materials	1907			
8	Phase 2 – Coverage	Stage 5			
9	Phase 2 –Users and Their Operational Areas	Stage 5			
10	Phase 2 –Capacity Planning	Stage 5			
11	Phase 2 – Current Providers/Procurement	Stage 5			
12	Phase 2 – State Plan Decision				

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.

Activities for This Quarter:

Grant Award:

Executive Staff:

The Department of Information Technology (DoIT) had a change in administration. Estevan J. Lujan is the Deputy Cabinet Secretary for DoIT. A Native New Mexican, Deputy Secretary Lujan previously served as the Communications Director for several cabinet-level agencies in the State of New Mexico, including DoIT, the New Mexico Department of Homeland Security and Emergency Management and the General Services Department. Deputy Secretary Lujan brings several years of government policy and communications experience to the agency.

Annual Meetings:

The SLIGP Team extended the date for conducting the second annual meeting to June 21, 2016. The meeting will be held at the Hotel Albuquerque in Albuquerque, New Mexico. Kesselman-Jones Inc. will be contracted to conduct the event for a cost of \$17,630.30. The following application vendors have been invited to exhibit at the meeting; Mutual Link, Intrepid Technology, Inc., Harris Technology and ESChat. The hardware vendor invited are; Sonim, CalAmp, CCS Deployable, General Dynamics, and Motorola.

Grant Planning:

A State and Local Implementation Grant Program/Education and Outreach 2016-2018 Plan (SLIGP Plan) was revised to identify specific activities and tasks required by the grant and. Additionally, the SLIGP Plan was aligned to the Department of Information Technology IT Plan and the State Strategic IT Plan. This SLIGP Plan was presented as part of the Broadband Technology Opportunities Program Sustainability Audit conducted by BCA WatsonRice LLP.

Stakeholder Meetings:

Meetings:

- Attended the Department of Homeland Security Headquarters Meeting on 01/05/2016; **two (2)** stakeholders in attendance.
- Conducted a Meeting with Local Emergency Public Communications on 01/07/2016 - Eddy County; **forty (40)** stakeholders in attendance.
- Conducted a Meeting with Local Emergency Public Communications on 01/14/2016 – Cibola County; **twelve (12)** stakeholders in attendance.

- Attended the White Sands Missile Range Meeting on 01/14/2016 – **three (3)** stakeholders in attendance.
- Attended the Video on Operational Exercise of LTE on 01/20/2016 – **six (6)** stakeholders in attendance.
- Attended the Video on Operational Exercise of LTE on 02/17/2016 – **six (6)** stakeholders in attendance.
- Conducted a WebEx Presentation on 02/18/2016; **thirteen (13)** stakeholders in attendance:
 - Bureau of Land Management – 2 attendees
 - National Parks Service – 2 attendees
 - U.S. Geological Survey – 2 attendees
 - Fish and Wildlife – 1 attendee
 - Department of the Interior – 3 attendees
 - Bureau of Indian Affairs – 2 attendees
 - U.S. Bureau of Reclamation – 1 attendee
- Attended the Video on Operational Exercise of LTE on 02/21/2016 – **seven (7)** stakeholders in attendance.
- Attended the Video on Operational Exercise of LTE on 02/23/2016 – **eight (8)** stakeholders in attendance.
- Conduct Face to Face FirstNet Kick-off Meeting with SPOC - 2016 Consultation Goals First Key Element on 02/25/2016 - **ten (10)** stakeholders in attendance.
- Attended Dona Anna County Regional Dispatch Authority Grant Request Meeting on 02/26/2016 – **eleven (11)** stakeholders in attendance.
- Attend FirstNet SPOC Webinar on 02/26/2016 – **twelve (12)** stakeholders in attendance.
- Attended U.S. Customs and Border Protection Meeting on 02/26/2016 – **two (2)** stakeholders in attendance.
- FirstNet Tribal Meeting held in Santa Fe, NM on 02/26/2016; **nine (9)** stakeholders in attendance.
- Conducted conference call FirstNet on 03/02/2016; **four (4)** stakeholders in attendance.
- Conducted webinar application for CBP on 03/03/2016; **twelve (12)** stakeholders in attendance.
- Site visit for White Sands Missile Range Jamming on 03/04/2016; **eight (8)** stakeholders in attendance.
- Conducted conference call White Sands Missile Range - Device Presentation on 03/10/2016; **five (5)** stakeholders in attendance.
- Attended White Sands Missile Range discussion for integrating Sonim devices with LMR on 03/10/2016; **eight (8)** stakeholders in attendance.
- Attended White Sands Missile Range Operational Exercise on 03/11/2016; **three (3)** stakeholders in attendance.
- Attended U.S. Customs and Border Protection Exercise 03/15/2016; **six (6)** stakeholders in attendance.
- Presented New Mexico Bi-Weekly DoIT/FirstNet technical project update 03/16/2016; **four (4)** stakeholders in attendance.
- Navajo- Site Visit and Telecom Commission Meeting 03/17/2016; **six (6)** stakeholders in attendance.
- Attended scenario WebEx with U.S. Customs and Border Protection 03/22/2016; **nine (9)** stakeholders in attendance.
- International Wireless Communications Expo (IWCE) presentation done by Michael Rohrbacher on 03/24/2016; **seventy-two (72)** stakeholders in attendance.
- Conducted Consultation Task Team Meeting with FirstNet 03/28/2016; **six (6)** stakeholders in attendance.

Phase 1 Surveys:

No surveys sent out this quarter.

Broadband Conferences:

- International Wireless Communications Expo (IWCE) on 03/24/2016; **two (2)** DoIT staff and **two (2)** Department of Homeland Security attended.

Contract Executions:

Not contracts executed.

Education and Outreach Materials:

- **Forty (40)** Education and Outreach material packets were handed out at the Eddy County Local Emergency Public Communications meeting held on 01/07/2016.
- **Twelve (12)** Education and Outreach material packets were handed out at the Cibola County Local Emergency Public Communications meeting held on 01/07/2016.
- **Thirteen (13)** Education and Outreach PowerPoint presentations were viewed on the WebEx held on 02/18/2016.
- **Nine (9)** Education and Outreach material packets were handed out at the Tribal meeting held on 02/26/2016.
- The New Mexico FirstNet website had a total of **1,833** access hits this quarter.

Phase 2/Stages 2-5 – Coverage, Users and Their Operational Areas, Capacity Planning (Data Collection):

Stage-1 Process Development (*complete*);
Stage-2 Data Collection in progress (*first round complete*);
Stage-3 Collection complete, analyzing/aggregating data (*first round complete*);
Stage-4 Data submitted to FirstNet (*first round complete*); and
Stage-5 Continued/iterative data collection (*planning phase in process*).

Challenges/Obstacles:

- Establishing mutually agreeable dates to conduct Tribal outreach meetings.
- Attendance to regional meetings has been inconsistent.
- Assuring acceptable response rate for data collection.

State Match \$351,854.71:

- Federal Engineering Inc. Contact for LTE Capabilities Assessment **\$113,526.24**
- Federal Engineering Inc. Contact for LTE Needs Assessment/Gap Analysis **\$37,316.92**
- Business Analysis Position for the State's FY2014 (\$47,919.08 Salary and \$21,617.19 Fringe) for a total of **\$69,536.27**
- Business Analysis Position for the State's FY2015 (\$62,879.23 Salary and \$24,751.90 Fringe) for a total of **\$87,631.13**
- Business Analysis Position for the State's FY2016 (\$31,403.14 Salary and \$12,441.01 Fringe) for a total of **\$43,844.15**

Activities for Next Quarter:

Grant Award:

N/A

Stakeholder Meetings:

Conduct tribal meetings.

Present at the Police Chiefs Association Meeting held on 05/06/2016 in Hobbs, New Mexico.

Present at the New Mexico State Fire Association held on 06/09/2016 – 06/11/2016 in Albuquerque, New Mexico.

Present at the New Mexico Association of Counties held on 06/20/2016 – 06/24/2016 in Hobbs, New Mexico.

Conduct the annual meeting on 06/21/2016 in Albuquerque, New Mexico.

Broadband Conferences:

Attend the Public Safety Communications Research (PSCR) Public Safety Broadband Stakeholder Meeting held on 06/07/2016 – 06/09/2016 in San Diego, California.

Phase 2/Stage 5 – Continued/Iterative Data Collection:

Continued/iterative data collection upon FirstNet’s need for clarification and/or additional information.

Additional Project Milestones or Information:

Schedule Round 2 Regional Meetings.

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

Continue to reach out to stakeholders to identify points of contact for iterative data collection. Anticipate continued use of Office of Emergency Communications (OEC). Continue to collect participant information for future regional, local and tribal events.

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

DoIT continues to update the NMFirstNet website with current information and continues to see an increase in the number of website “hits”. The website is a critical tool for education and outreach.

DoIT is streamlining processes in preparation for our 2nd Annual meeting based on lessons learned from the 1st Annual meeting.

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.

Project fully staffed.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Business Analyst	100	SLIGP	No Change
Financial Coordinator – Advanced	50	SLIGP	No Change
Financial Specialist – Advanced	50	SLIGP	No Change
Financial Coordinator – Operational	50	SLIGP	No Change
Administrative Services Coordinator	50	SLIGP	No Change

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13. Subcontracts (Vendors and/or Subrecipients)

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/RFQ Issued (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated	Project and % Assigned
Keller and Heckman LLC	Legal Support	Vendor	N	Y	11/12/2014	11/17/2015	\$300,000.00	\$0	
New Mexico First	Facilitation of Annual Meeting	Vendor	N	Y	12/01/2014	12/30/2014	\$44,191.00	\$0	
CTS	Outreach Material	Vendor	N	Y	9/18/2014	06/30/2016	\$11,101.30	\$0	
Excel Staffing	Technical Writing Services	Vendor	N	Y	5/15/2014	06/30/2014	\$13,582.15	\$6,791.11	
Excel Staffing	Administrative Services	Vendor	N	Y	5/15/2014	06/30/2014	\$8,417.90	\$5,611.92	
Excel Staffing	Technical Writing Services	Vendor	N	Y	7/1/2014	12/31/2014	\$49,801.18	\$0	
Excel Staffing	Administrative Services	Vendor	N	Y	7/1/2014	09/30/2015	\$53,669.44	\$0	
Excel Staffing	Technical Writing Services	Vendor	N	Y	1/30/2015	06/30/2015	\$19,152.00	\$0	

Excel Staffing	Administrative Services	Vendor	N	Y	4/7/2014	06/30/2015	\$5,560.80	\$0	
Excel Staffing	Technical Writing Services	Vendor	N	Y	4/30/2015	06/30/2015	\$16,024.00	\$0	
CTS	Outreach Material and Data Collection	Vendor	N	Y	9/18/2014	07/24/2016	\$150,438.12	\$0	
Univ. of NM – Earth Data Analysis Center (Regents of UNM)	Data Collection	Vendor	N	Y	7/27/2015	12/31/2016	\$15,000.00	\$0	

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13b. Describe any challenges encountered with vendors and/or sub-recipients.

N/A

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	\$355,509.00	\$230,895.00	\$586,404.00	\$132,958.01	\$156,368.32	\$289,326.33
b. Personnel Fringe Benefits	\$145,874.00	\$93,118.00	\$238,992.00	\$58,364.65	\$64,416.60	\$122,781.25
c. Travel	\$239,799.00	\$0.00	\$239,799.00	\$45,386.96	\$0.00	\$45,386.96
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Materials/Supplies	\$41,435.00	\$0.00	\$41,435.00	\$25,168.69	\$0.00	\$25,168.69
f. Subcontracts Total	\$739,088.00	\$150,843.00	\$889,931.00	\$394,735.78	\$150,843.16	\$545,578.94
g. Other	\$261,474.00	\$0	\$261,474.00	\$0.00	\$0.00	\$0.00
h. Indirect	\$116,244.00	\$0	\$116,244.00	\$23,248.53	\$0.00	\$23,248.53
i. Total Costs	\$1,899,423.00	\$474,856.00	\$2,374,279.00	\$679,862.62	\$371,628.08	\$1,051,490.70
j. % of Total	80%	20%	100%	65%	35%	100%

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 Darryl Ackley Cabinet Secretary NM Department of Information Technology	16c. Telephone (area code, number, and extension) 505-476-3070
16b. Signature of Authorized Certifying Official 	16d. Email Address Darryl.Ackley@state.nm.us 16e. Date Report Submitted (month, day, year) 28 APR 2016

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.