

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 (DoIT)		6. Report Date (MM/DD/YYYY) 04/28/2014	
3. Street Address 715 Alta Vista		7. Reporting Period End Date: 03/31/2014	
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
1	Stakeholders Meetings	0	
2	Training Sessions	NA	
3	Broadband Conferences	5	
4	Staff Hires	1	
5	Contract Executions	0	
6	Statutory/Regulatory Changes	NA	
7	Governance Meetings	0	
8	Education & Outreach Materials	0	
<p>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.</p> <p>Organizational and scope of work has begun to identify Stakeholders. The key individuals by discipline and regions are being identified. The grants team has begun to identify possible vendors that have the skills sets and resources to work on the annual meetings. The Administrative Services Coordinator has been hired and will begin employment next quarter. This individual will assist in the coordination of the Stakeholders Meetings and Education/Outreach Conferences. Five key staff from the Department of Information Technology attended the March conference in Phoenix.</p>			
<p>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.</p> <p>N/A for this quarter</p>			

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

Pursuant elements one through eight identified in section 11, DoIT will present on an on-going basis effectiveness and lessons learned. In addition, DoIT will provide progress with respect to tribal education and outreach.

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

A grants team has been identified to include the Program Manager, Deputy Statewide Interoperability Coordinator (SWIC), Grant Administrator, Technical Operations Manager and associated support personnel. These team members are Department of Information Technology staffs which are not funded by the grant award.

A Grant Administration Office has been formed to manage the fiscal and reporting aspects of grant awards.

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 started in 2014 Quarter one according to the current plan. The Administrative Services Coordinator was hired and will start employment next quarter. Interviews for the Financial Specialist have been completed and an offer is in process. The Financial Specialist should also begin work next quarter. Recruitment for The Financial Coordinator has closed and interviews will be conducted next quarter. The Financial Coordinator – Operational position has been posted and will close next quarter. All fiscal and administrative positions should be filled with staffs beginning work by June, 2014. The Business Analyst position will be posted through DoIT's Human Resources during next quarter.

12b. Staffing Table

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

Job Title	FTE %	Project(s) Assigned	Change
Business Analyst	100	SLIGP	
Financial Coordinator - Advanced	34	SLIGP	New position added at 34% in place of having only one Financial position
Financial Specialist - Advanced	34	SLIGP	New position added at 34% in place of having only one Financial position
Financial Coordinator – Operational	50	SLIGP	Reduction from 100% in the last report to 50% in this reporting period due to reallocation of

			resource across other federal grant programs.
Administrative Services Coordinator	34	SLIGP	Reduction from 100% in the last report to 34% in this reporting period due to reallocation of resource across other federal grant programs.

Add Row

Remove Row

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%

Add Row

Remove Row

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)

Re-Submitted 06/18/2014

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.