

<b>U.S. Department of Commerce</b>  <b>Performance Progress Report</b>		<b>2. Award or Grant Number</b> #35-10-S13035
<b>1. Recipient Name</b> New Mexico Department of Information Technology (DoIT)		<b>4. EIN</b> 85-6000565
<b>3. Street Address</b> 715 Alta Vista		<b>6. Report Date (MM/DD/YYYY)</b> 07/30/2014
<b>5. City, State, Zip Code</b> Santa Fe, NM 87505		<b>7. Reporting Period End Date:</b> 06/30/2014
<b>10a. Project/Grant Period</b> Start Date: (09/01/2013)		<b>10b. End Date: (08/31/2016)</b>
<b>8. Final Report</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>9. Report Frequency</b> <input checked="" type="checkbox"/> Quarterly		

**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	20			
2	Training Sessions	0			
3	Broadband Conferences	6			
4	Staff Hires	2			
5	Contract Executions	0			
6	Statutory/Regulatory Changes	NA			
7	Governance Meetings	1			
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.**

The project team continues to identify Stakeholders and associated demographic data. The grants team identified vendors that have the skills sets and resources to work on the annual meetings. The Administrative Services Coordinator was hired and started employment this quarter. This individual assists in the coordination of the Stakeholders Meetings and Education/Outreach Conferences. Five key staff from the Department of Information Technology attended the June 2014 NASTD Conference in Santa Fe, New Mexico. One key staff from the Department of Information Technology attended the Public Safety Broadband Stakeholder Conference (PSCR) 2014 in June in West Minster, Colorado. The Southwest Border Patrol Working Group is scheduled to meet on September 24, 2014 in Santa Fe, New Mexico.

**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.**

N/A for this quarter

**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 continue to 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 is in place and roles and responsibilities have been established. The Grant Administration Office has hired the majority of the staff that will manage the fiscal and reporting aspects of grant awards. The formulation of this office will provide continuity across the federal grants and promotes organization redundancy.

**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.**

The Administrative Services Coordinator and the Financial Specialist have been hired and will started employment this quarter. The Financial Coordinator-Operational has been hired and will start employment next quarter. Interviews for the Financial Coordinator-Advanced and Business Analyst will be conducted next quarter. This will not affect the projects timeline.

**12b. Staffing Table**

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

Job Title	FTE %	Project(s) Assigned	Change
Business Analyst	100	SLIGP	No change
Financial Coordinator - Advanced	34	SLIGP	No change
Financial Specialist - Advanced	34	SLIGP	No change
Financial Coordinator – Operational	34	SLIGP	No change
Administrative Services Coordinator	34	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	N	TBD	TBD	\$84,000.00	\$0.00	100%
New Mexico First	Facilitation of Annual Meeting	Vendor	N	N	TBD	06/30/2015	\$30,000.00	\$0.00	100%
CTS	Outreach Material	Vendor	N	N	TBD	06/30/2015	\$20,000.00	\$0.00	100%
Excel	Technical Writing Services	Vendor	N	Y	05/15/2014	06/30/2014	\$13,582.15	\$6,791.11	100%
Excel	Administrative Services	Vendor	N	Y	05/15/2014	06/30/2014	\$8,417.90	\$5,611.92	100%
Excel	Technical Writing Services	Vendor	N	N	07/01/2014	12/31/2014	\$49,801.18	\$0.00	
Excel	Administrative Services	Vendor	N	N	07/01/2014	09/30/2015	\$16,835.76	\$0.00	100%

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**13b. Describe any challenges encountered with vendors and/or subrecipients.**

Legal support for the SLIGP project is provided by attorney Al Catalano. Mr. Catalano previously had his own firm with a partner. Recently Mr. Catalano moved to Keller and Heckman LLC. We are currently in the process for attaining approval for a procurement Sole Source. Upon approval of the Sole Source a new contract will need to be drafted with the new firm. The previous Performance Progress Report for 2014 Quarter One included the first contract with Catalano and Plache. New Mexico First and CTS have provided proposals. The project team is in the process of reviewing the proposals, developing contracts and do not foresee any issues. Excel Staffing will provide technical writing and administrative assistance support beginning next quarter. In the previous quarter DoIT contracted Excel Staffing using State of New Mexico funds. Those expenses will be used as match funds for this quarter.

**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	\$2,330.23	\$0.00	\$2,330.23
b. Personnel Fringe Benefits	\$150,696.00	\$0.00	\$150,696.00	\$860.34	\$0.00	\$860.34

c. Travel	\$320,000.00	\$0.00	\$320,000.00	\$5,097.66	\$0.00	\$5,097.66
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	\$148.91	\$0.00	\$148.91
f. Subcontracts Total	\$372,000.00	\$474,856.00	\$846,856.00	\$0.00	\$12,402.99	\$12,402.99.00
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	\$8,437.14	\$12,402.99	\$20,840.13
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

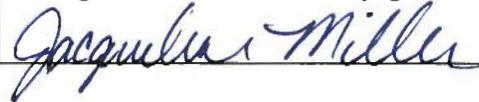
**16c. Telephone (area code, number, and extension)**

505-827-2051

**16d. Email Address**

Jacque.Miller@state.nm.us

**16b. Signature of Authorized Certifying Official**



**16e. Date Report Submitted (month, day, year)**

07/30/2014

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.