

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 (DoIT)		6. Report Date (MM/DD/YYYY) 04/30/2015			
3. Street Address 715 Alta Vista		7. Reporting Period End Date: 03/31/2015			
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: (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	Stakeholders Meetings	0			
2	Training Sessions	0			
3	Broadband Conferences	8			
4	Staff Hires	0			
5	Contract Executions	1			
6	Statutory/Regulatory Changes	N/A			
7	Governance Meetings	0			
8	Education & Outreach Materials	1,421			
9	Phase 2 – Coverage	Phase 1 Process Development - Complete			
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>Progress: Grant Award: Accepted the SLIGP grant extension and received the CD-451 Grant Amendment Number 2.</p> <p>Stakeholder Meetings:</p>					

The project team scheduled the first round of regional meetings.

Broadband Conferences:

One staff member attended the Colorado FirstNet State Consultation meeting 1/13/2015 – 1/15/2015; three staff members attended the Texas's FirstNet State Consultation Meeting 1/27/2015; two staff members attended the Austin, Texas Southwest Border Communications Working Group (SWBCWG) 2/10/2015 - 2/13/2015, and two staff members attended the Las Vegas International Wireless Communication Expo held 3/15/2015 – 3/20/2015.

Education and Outreach Materials:

Education and Outreach packets have been created for the first round of regional meetings. The New Mexico Statewide Interoperability Preparedness NMSWIP website had a total of 1,421 access hits this quarter.

Contract Executions:

The procurement for Excel Staffing, Technical Writer was executed during this reporting period.

Phase 2 – Coverage (Data Collection):

Complete Stage 1 – Process Development.

FirstNet:

DoIT submitted the FirstNet State Consultation Package for New Mexico. Finalized the scheduled for the FirstNet State Consultation Meeting that will be held on 6/10/2015.

Challenges/Obstacles:

Tribal outreach is a challenge due to difficulty identifying appropriate point of contact to schedule meetings. Attendance to regional meetings has been inconsistent. Identifying effective method for data collection.

Activities for Next Quarter:

Grant Award:

Submit the SLIGP revised budget; which includes the SF-424A, Budget Narrative and Baseline Expenditure Spreadsheet.

Stakeholder Meetings:

Conduct Las Cruces, NM (Region 6), Gallup, NM (Region 4) and Roswell, NM (Region 1) SLIGP meetings. Meeting scheduled with New Mexico Indian Affairs Department.

Broadband Conferences:

Staff will attend Tribal Telecom Conference in Albuquerque, NM; Public Safety Communications Research meeting in San Diego, California; National Council for State-Wide Interoperability Coordinators in Jacksonville, Florida; State Single Points Of Contact in Reston, Virginia and

Schools Health and Libraries Broadband Coalition in Crystal City, Virginia.

Phase 2 – Coverage (Data Collection):
 Begin Stage 2 – Data Collection in Progress.

FirstNet:
 Host FirstNet State Consultation.

Additional Project Milestones or Information:

Complete and receive approval for Phase 2 SLIGP budget.

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.

Complete and submit the Baseline Expenditure Plan, SF424A report and Budget Narrative.

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

Reach out to stakeholder to identify points of contact for data collection survey. Anticipate use of Office of Emergency Communications (OEC), Communications Asset Survey and Mapping (CASM) mobile data collection tool. Continue to collect participant information for future regional and local events. Negotiate a contract for data mapping.

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

DoIT is successfully reaching out and identifying points of contact for the Data Collection Phase 2. The NMSWIP website will be enhanced with an event registration capability; which will allow tracking attendance and planning for education and outreach materials. The development of the regional meeting included the establishment of a scenario based exercises for a regional events.

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.

Candidates for the Business Analyst position have been presented for review. The hiring of this position will not affect the project’s timeline.

12b. Staffing Table

The following positions are expected to be completely filled during 2015 Quarter Two 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

Add Row

Remove Row

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	TBD	\$300,000.00	\$0.00	SLIGP - 33% SIRCITS – 67%
New Mexico First	Facilitation of Annual Meeting	Vendor	N	Y	12/01/2014	12/30/2014	\$44,191.00	\$0.00	100%
CTS	Outreach Material	Vendor	N	Y	9/18/2014	06/30/2015	\$11,101.30	\$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	Y	07/01/2014	12/31/2014	\$49,801.18	\$0.00	100%
Excel	Administrative Services	Vendor	N	Y	07/01/2014	09/30/2015	\$53,669.44	\$0.00	100%
Excel	Technical Writing Services	Vendor	N	Y	1/30/2015	6/30/2015	\$19,152.00	\$0.00	100%

Add Row

Remove Row

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

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	\$430,560.00	\$0.00	\$430,560.00	\$42,872.45	\$0.00	\$42,872.45
b. Personnel Fringe Benefits	\$150,696.00	\$0.00	\$150,696.00	\$18,854.57	\$0.00	\$18,854.57
c. Travel	\$320,000.00	\$0.00	\$320,000.00	\$11,522.45	\$0.00	\$11,522.45
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	\$17,289.69	\$0.00	\$17,289.69
f. Subcontracts Total	\$372,000.00	\$474,856.00	\$846,856.00	\$166,748.92	\$50,117.32	\$216,866.24
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	\$817.75	\$0.00	\$817.75
h. Total Costs	\$1,899,423.00	\$474,856.00	\$2,374,279.00	\$258,105.83	\$50,117.32	\$308,223.15
i. % of Total	80%	20%	100%	80%	20%	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

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)

05/14/2015

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.