

U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number #35-10-S13035			
1. Recipient Name New Mexico Department of Information Technology		4. EIN 85-6000565			
3. Street Address 715 Alta Vista Street		6. Report Date (MM/DD/YYYY) 7/30/2015			
5. City, State, Zip Code Santa Fe, NM 87505		7. Reporting Period End Date: 6/30/2015			
		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	87			
2	Broadband Conferences	12			
3	Staff Hires	0			
4	Contract Executions	2			
5	Statutory/Regulatory Changes	N/A			
6	Governance Meetings	0			
7	Education & Outreach Materials	2265			
8	Phase 2 – Coverage	Stage 2			
9	Phase 2 –Users and Their Operational Areas	Stage 2			
10	Phase 2 –Capacity Planning	Stage 2			
11	Phase 2 – Current Providers/Procurement	Stage 2			
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.					
<u>Grant Award:</u> Completed and submitted Award Action Request (AAR) budget extension request documents to NTIA by required date of 6/23/2015.					

Stakeholder Meetings:

Regional Meetings:

Conducted Region-6 meeting 4/1/2015 in Las Cruces, New Mexico; twenty-six (26) stakeholders in attendance.

Conducted Region-4 meeting 4/22/2015 in Gallup, New Mexico; twenty (20) stakeholders in attendance.

Conducted Region-1 meeting 5/20/2015 in Roswell, New Mexico; fifteen (15) stakeholders in attendance.

Individual Meetings:

Conducted New Mexico Indian Affairs Department meeting 05/08/2015; one (1) tribal member in attendance.

Presented at the Northeast Economic Development Organization in Angel Fire, New Mexico 6/24/2015 (25) stakeholders in attendance.

Phase 1 Surveys:

Sent out twenty-six (26) surveys to Region-6 4/08/2015.

Sent out twenty (20) surveys to Region-4 5/4/2015.

Sent out fifteen (15) surveys to Region-1 5/27/2015.

Broadband Conferences:

One (1) DoIT employee attended the Public Safety Broadband Stakeholder Conference 6/4/2015 – 6/6/2015 in Westminster, Colorado.

Two (2) DoIT employees attended National Association of State Technology Directors (NASTD) Western Regional Seminar 6/1/2015 – 6/4/2015 in Denver, Colorado.

Two (2) DoIT employees attended National Counsel of State-Wide Interoperability Coordinators 5/12/2015 – 5/15/2015 in Jacksonville, FL.

Three (3) DoIT employees attended the FirstNet Single Point of Contact 6/14/2015 – 6/15/2015 in Reston, Virginia.

Two (2) DoIT employees attended the Schools, Health and libraries Broadband Coalition SHLB Conference 5/20/2015 5/22/2-15 in Arlington, Virginia.

Two (2) DoIT employees attended the Annual Tribal Telecom and Technology Conference 4/5/2015 in Albuquerque, New Mexico.

Contract Executions:

Established an Excel Contract on 4/7/2015 for Administrative Services.

Established an Excel Contract on 4/30/2015 for Technical Writing Services.

Education and Outreach Materials:

Education and Outreach material packets have been created for the first round of regional meetings. Meetings for Region 1, 4 and 6 were conducted this quarter with a total of fifty-seven (57) packets distributed.

The New Mexico Statewide Interoperability Preparedness NMSWIP website had a total of 2,208 access hits this quarter.

Phase 2 – Coverage (Data Collection):

Stage 2 data collection in progress.

Phase 2 – Users and Their Operational Areas (Data Collection):

Stage 2 data collection in progress.

Phase 2 – Capacity Planning (Data Collection):

Stage 2 data collection in progress.

FirstNet:

DoIT held the FirstNet State Consultation for New Mexico on 6/10/2015. The consultation was held in Santa Fe, New Mexico. Ninety-eight (98) attendees representing a diverse participation of Federal, State, Local and Tribal entities.

Challenges/Obstacles:

Tribal outreach continues to be challenge due to difficulty identifying appropriate point of contact to schedule meetings. Attendance to regional meetings has been inconsistent. However, thirteen tribal members participated in the State Consultation.
Assuring acceptable response rate for data collection.
Determining correct contacts and eliminating duplicates.

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 Vegas, NM (Region 2) , Santa Fe, NM (Region 3) and Albuquerque, NM (Region 5) SLIGP meetings.

Broadband Conferences:

Three (3) DoIT employees will attend the SWBCWG on 7/21/2015 in San Diego, California Conference.
Three (3) DoIT employees will attend the Tribal Telecom Conference in Albuquerque, New Mexico.
Public Safety Communications Research meeting in San Diego, California;

Phase 2 – Coverage (Data Collection):

Continue Stage 2 data collection.

Phase 2 – Users and Their Operational Areas (Data Collection):

Continue Stage 2 data collection.

Phase 2 – Capacity Planning (Data Collection):

Continue Stage 2 data collection.

Additional Project Milestones or Information:

- Receive approval for Phase 2 SLIGP budget.
- Complete round one regional meeting.
- Award contracts for data mapping and data collection.
- Restructure and rebrand website.
- Implement 100 channel webinar conferences after each regional meeting.

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.

Completed and submitted 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.

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 was enhanced with an event registration capability; which will allow tracking attendance and planning for education and outreach materials. Conducted a successful State Consultation with FirstNet and diverse attendance from various stake holders.

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.

Four DoIT employees previously funded by the grant at 34% were re-allocated to be funded by the grant at 50%. This is an increase of 16% for each employee. The following positions are expected to be completely filled during 2015 Quarter Two of the project:

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

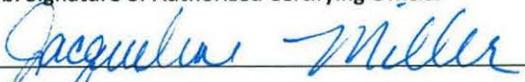
13. Subcontracts (Vendors and/or Subrecipients)

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	

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	\$67,669.81	\$0.00	\$67,669.81
b. Personnel Fringe Benefits	\$150,696.00	\$0.00	\$150,696.00	\$28,771.16	\$0.00	\$28,771.16
c. Travel	\$320,000.00	\$0.00	\$320,000.00	\$28,886.78	\$0.00	\$28,886.78
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	\$19,723.02	\$0.00	\$19,723.02
f. Subcontracts Total	\$372,000.00	\$474,856.00	\$846,856.00	\$228,144.43	\$97,996.78	\$326,141.21
g. Other	\$461,298.00	\$0	\$461,298.00	\$0.00	\$0.00	\$0.00
h. Indirect	\$116,244.00	\$0	\$116,244.00	\$18,791.90	\$0.00	\$18,791.90
i. Total Costs	\$1,899,423.00	\$474,856.00	\$2,374,279.00	\$391,987.10	\$97,996.78	\$489,983.88
j. % 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				16c. Telephone (area code, number, and extension)		
Jacqueline Miller Deputy Cabinet Secretary Department of Information Technology				505-827-2051		
				16d. Email Address		
16b. Signature of Authorized Certifying Official 				16e. Date Report Submitted (month, day, year)		
				8-10-15		

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.