| 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 | 6. Report Date (MM/DD/YYYY) 10/30/2015 | |
| 3. Street Address 715 Alta Vista Street | 7. Reporting Period End Date: 9/30/2015 | |
| 5. City, State, Zip Code Santa Fe, NM 87505 | 8. Final Report □ Yes ☑ No | 9. Report Frequency ☑ 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 | 166 | | | |
| 2 | Broadband Conferences | 10 | | | |
| 3 | Staff Hires | 0 | | | |
| 4 | Contract Executions | 2 | | | |
| 5 | Statutory/Regulatory Changes | N/A | | | |
| 6 | Governance Meetings | 0 | | | |
| 7 | Education & Outreach Materials | 2297 | | | |
| 8 | Phase 2 – Coverage | Stage 4 | | | |
| 9 | Phase 2 –Users and Their Operational Areas | Stage 4 | | | |
| 10 | Phase 2 –Capacity Planning | Stage 4 | | | |
| 11 | Phase 2 – Current Providers/Procurement | Stage 4 | | | |
| 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:
> Submitted the SLIGP revised budget; which includes the SF-424A, Budget Narrative and Baseline Expenditure Spreadsheet.
> Received NTIA approval for Award Action Request (AAR) budget extension.  AAR signed 9/18/2015 by Grants Officer, Husai Rahman and 10/2/2015 by Jacqueline Miller, Department of Information Technology Deputy Secretary.

Stakeholder Meetings:
> Regional Meetings:
> - Conducted Region-3 meeting 8/20/2015 in Santa Fe, New Mexico; **sixteen (16)** stakeholders in attendance.
> - Conducted Region-4 meeting 8/21/2015 in Albuquerque, New Mexico; **fifteen (15)** stakeholders in attendance.
> - Conducted Region-2 meeting 8/21/2015 for Las Vegas, New Mexico via webinar; **one (1)** stakeholder in attendance; fifty-four (54) stakeholders were invited.
> - Presented at the Southwest Border Communications Working Group (SWBCWG) in San Diego, California 7/20/2015; **thirty (30)** stakeholders in attendance.
> - Presented at the FirstNet meeting in Reston, Virginia 8/20/2015; **twelve (12)** stakeholders in attendance.
> - Presented at the Association of Public Safety Communications (APCO) meeting in Washington DC 8/18/2015; sixty **(60) stakeholders** in attendance.
>
> Phase 1 Surveys:
> Sent out **sixteen (16)** surveys to Region-3 8/27/2015.
> Sent out **fifteen (15)** surveys to Region-4 8/28/2015.
> Sent out **one (1)** survey to Region-2 8/28/2015.

Broadband Conferences:
> - **Three (3)** DoIT employees attended the Southwest Border Communications Working Group (SWBCWG) in San Diego, California 7/20/2015 - 7/22/2015.
> - **Three (3)** DoIT employees attended the National Association of State Technology Directors (NASTD) 2015 Annual Conference & Technology Showcase Cincinnati, Ohio 8/23/2015 - 8/27/2015.
> - **Two (2)** DoIT employees attended the Association of Public Safety Communications (APCO) meeting in Washington DC 8/16/2015 - 8/19/2015.

- **Two (2)** DoIT employees attended the FirstNet meeting in Reston, Virginia 8/19/2015 - 8/22/2015.

Contract Executions:
- Established a Consolidated Telecommunications Services Contract on 7/24/2015 to develop materials in support of outreach and education; planning sessions and present at annual, regional, special and individual meetings.
- Established Regents of the University of New Mexico Contract on 7/27/2015 to collect organize and map data for Data Gathering.

Education and Outreach Materials:
- Revised Education and Outreach website www.FirstNet.DoIT.state.nm.us.
- Education and Outreach material packets were created for the remaining first round of regional meetings. Meetings for Region 2, 3 and 5 were conducted this quarter with a total of thirty-two (32) packets distributed.
- The New Mexico FirstNet website had a total of 2,265 access hits this quarter.

Phase 2/Stages 2-4 – Coverage, Users and Their Operational Areas, Capacity Planning (Data Collection):
Stage-1 Process Development; State-2 Data collection in progress; Stage-3 Collection complete; Analyzing/aggregating data; and Stage-4 Data submitted to FirstNet have been completed.

FirstNet:
The dataset was successfully transmitted to FirstNet via Dropbox on September 29, 2015.

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 $277,682.71:
- 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 ($42,278.79 Salary and $18,836.33 Fringe) for a total of **$61,115.12**
- Business Analysis Position for the State's FY2015 ($47,154.03 Salary and $18,570.40 Fringe) for a total of **$65,724.43**

## Activities for Next Quarter:

Grant Award:
N/A

Stakeholder Meetings:
Two (2) DoIT employees will attend the Southwest Border Communications Working Group (SWBCWG) meeting in December, 2015 in Tucson, AZ.
Two (2) DoIT employees will attend an LTE demonstration event in November, 2015 in College Station, Texas.
Conduct Santa Fe (Region 3) and Albuquerque (Region 5) SLIGP Tribal meetings.

Broadband Conferences:
Three (3) DoIT employees will attend the Single Point of Contact (SPOC) meeting on October 13-15, 2015 in Westminster, CO.

Phase 2/Stage 5 – Continued/Iterative Data Collection:
Continued/iterative data collection upon FirstNet's need for clarification and/or additional information.

Phase 2/Stage 6 – Iterative Data submitted to FirstNet (Data Collection):
Submit iterative data collection upon completion.

Additional Project Milestones or Information:
Schedule Round 2 Regional Meetings.
Schedule and plan 2nd Annual Meeting (Las Cruces, NM).

**11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.**
Continue to reach out to stakeholder to identify points of contact for iterative data collection. Anticipate continued 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, local and tribal events.

**11d. Describe any success stories or best practices you have identified. Please be as specific as possible.**
DoIT successfully submitted data collection materials to FirstNet in advance of the required deadline.   The New Mexico FirstNet, formerly known as NMSWIP, website was re-branded for education and outreach materials.

**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
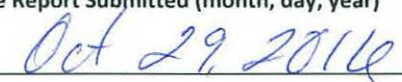
**14. Budget Worksheet**

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 | $90,820.66 | $89,432.82 | $180,253.48 |
| b. Personnel Fringe Benefits | $145,874.00 | $93,118.00 | $238,992.00 | $38,130.58 | $37,406.73 | $75,537.31 |
| c. Travel | $239,799.00 | $0.00 | $239,799.00 | $30,721.88 | $0.00 | $30,721.88 |
| 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 | $19,757.02 | $0.00 | $19,757.02 |
| f. Subcontracts Total | $739,088.00 | $150,843.00 | $889,931.00 | $278,348.44 | $150,843.16 | $429,191.60 |
| g. Other | $261,474.00 | $0 | $261,474.00 | $0.00 | $0.00 | $0.00 |
| h. Indirect | $116,244.00 | $0 | $116,244.00 | $21,972.90 | $0.00 | $21,972.90 |
| i. Total Costs | $1,899,423.00 | $474,856.00 | $2,374,279.00 | $479,751.48 | $277,682.71 | $757,434.19 |
| j. % of Total | 80% | 20% | 100% | 63% | 37% | 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<br>Deputy Cabinet Secretary<br>Department of Information Technology | 505-827-2051 |
| | **16d. Email Address**<br><br>Jacque.miller@state.nm.us |
| **16b. Signature of Authorized Certifying Official**<br>*Jacqualcae Miller* | **16e. Date Report Submitted (month, day, year)**<br>*Oct 29, 2016* |