

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) 01/30/2015			
3. Street Address 715 Alta Vista		7. Reporting Period End Date: 12/31/2014			
5. City, State, Zip Code Santa Fe, NM 87505		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9. Report Frequency <input checked="" type="checkbox"/> 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	Total Federal Funding Amount expended at the end of this reporting period	Percent of Total Federal Funding Amount expended
1	Stakeholders Meetings	111			
2	Training Sessions	0			
3	Broadband Conferences	3			
4	Staff Hires	0.34			
5	Contract Executions	2			
6	Statutory/Regulatory Changes	N/A			
7	Governance Meetings	0			
8	Education & Outreach Materials	1,439			
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: We have identified stakeholders for associated demographic information. The grants team, with the assistance of our vendor, conducted our first annual State, Local Implementation Grant Program (SLIGP) meeting which was attended by a total of 111 individuals. Three staff members attended the National Council of Statewide Interoperability Coordinators (NCSWIC) meeting in Norman, Oklahoma. The Financial Coordinator Advanced was hired during this quarter. This individual assists with financial tracking and reporting with 34% of time dedicated to SLIGP activities. The contracts for Keller and Heckman and New Mexico First were executed during this reporting period. A total of 111 Education and Outreach packets were distributed to attendees of the first annual SLIGP meeting. The new SLIGP website had a total of 1,328 hits from go-live through the end of December (111 outreach packets plus 1,328 website hits = 1,439).</p>					

<p>Challenges/Obstacles: N/A</p> <p>Activities for Next Quarter: Attend Colorado FirstNet State Consultation meeting. Attend Texas FirstNet State Consultation Meeting. Attend Southwest Border Communications Working Group (SWBCWG). Schedule Las Cruces Regional SLIGP meeting. Submit FirstNet State Consultation Package for New Mexico and schedule FirstNet State consultation meeting.</p> <p>Additional Project Milestones or Information: Completion of New Mexico's first state-wide SLIGP meeting. Implementation of New Mexico SLIGP website.</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>			
<p>11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.</p> <p>Completed development of presentation material for annual SLIGP event. Collected participant information future regional and local events. Received a final report for our annual SLIGP meeting identifying user preferences and concerns regarding for their respective regions and disciplines.</p>			
<p>11d. Describe any success stories or best practices you have identified. Please be as specific as possible.</p> <p>The State of New Mexico has completed a dedicated website for event participants to view and download education materials, view videos as well as a calendar of events, register to attend SLIGP events and view financial data. For future events, the State of New Mexico will provide breakout group facilitation and use the State's internal publishing department for materials development.</p>			
<p>12. Personnel</p>			
<p>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.</p> <p>The Financial Coordinator Advanced has been hired and is currently working. The Business Analyst position has been re-posted and will be filled this quarter. The hiring of this position will not affect the project's timeline.</p>			
<p>12b. Staffing Table</p> <p>The following positions are expected to be completely filled during 2015 Quarter One of the project:</p>			
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	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%

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

We experienced issues with New Mexico First establishing a final agenda for our first SLIGP annual meeting. Excel contracts funded by the SLIGP grant have been extended.

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	\$25,288.59	\$0.00	\$25,288.59
b. Personnel Fringe Benefits	\$150,696.00	\$0.00	\$150,696.00	\$10,009.81	\$0.00	\$10,009.81
c. Travel	\$320,000.00	\$0.00	\$320,000.00	\$6,572.34	\$0.00	\$6,572.34
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	\$15,912.92	\$0.00	\$15,912.96
f. Subcontracts Total	\$372,000.00	\$474,856.00	\$846,856.00	\$64,364.72	\$30,613.61	\$94,978.33
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	\$306.00	\$0.00	\$306.00
h. Total Costs	\$1,899,423.00	\$474,856.00	\$2,374,279.00	\$122,454.42	\$30,613.61	\$153,068.03
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)

01/28/2015

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.