

U.S. Department of Commerce Performance Progress Report				2. Award or Grant Number:	35-10-S13035
				4. EIN:	85-6000565
1. Recipient Name	State of New Mexico Department of Information Technology			6. Report Date (MM/DD/YYYY)	7/30/2016
3. Street Address	715 Alta Vista Street			7. Reporting Period End Date: (MM/DD/YYYY)	6/30/2016
5. City, State, Zip Code	Santa Fe, NM 87505			8. Final Report	9. Report Frequency
				Yes <input type="checkbox"/>	Quarterly <input checked="" type="checkbox"/>
				No <input checked="" type="checkbox"/>	
10a. Project/Grant Period					
Start Date: (MM/DD/YYYY)	9/1/2013	10b. End Date: (MM/DD/YYYY)	2/28/2018		
11. List the individual projects in your approved Project Plan					
	Project Type (Capacity Building, SCIP Update,	Project Deliverable Quantity (Number & Indicator Description)	Description of Milestone Category		
1	Stakeholders Engaged	414	<i>Actual number of individuals reached via stakeholder meetings during the quarter</i>		
2	Individuals Sent to Broadband Conferences	3	<i>Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter</i>		
3	Staff Hired (Full-Time Equivalent)(FTE)	0	<i>Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)</i>		
4	Contracts Executed	2	<i>Actual number of contracts executed during the quarter</i>		
5	Governance Meetings	N/A	<i>Actual number of governance, subcommittee, or working group meetings held during the quarter</i>		
6	Education and Outreach Materials Distributed	2062	<i>Actual volume of materials distributed (inclusive of paper and electronic materials) plus hits to any website or social media account supported by SLIGP during the quarter</i>		
7	Subrecipient Agreements Executed	0	<i>Actual number of agreements executed during the quarter</i>		
8	Phase 2 - Coverage	Stage 5	<i>For each Phase 2 milestone category, please provide the status of the activity during the quarter:</i> <ul style="list-style-type: none"> • Stage 1 - Process Development • Stage 2 - Data Collection in Progress • Stage 3 - Collection Complete; Analyzing/Aggregating Data • Stage 4 - Data Submitted to FirstNet • Stage 5 - Continued/Iterative Data Collection • Stage 6 - Submitted Iterative Data to FirstNet 		
9	Phase 2 - Users and Their Operational Areas	Stage 5			
10	Phase 2 - Capacity Planning	Stage 5			
11	Phase 2 - Current Providers/Procurement	Stage 5			
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.					

Stakeholder Meetings:Annual Meetings:

06/21/2016, DoIT hosted the 2nd Annual State and Local Implementation Grant Program (SLIGP) Meeting. A total of ninety-five (95) people registered, and seventy-nine (79) attended representing all regions of the state. Participants came from urban, rural and tribal communities, and included law enforcement officers, fire fighters, emergency medical professionals, emergency management professionals and others.

- 06/06/2016 Presented at the NM Association Meeting held in Hobbs, New Mexico forty (40) stakeholders in attendance.
- 06/23/2016 2nd Annual Meeting Post Survey were distributed to the seventy-nine (79) stakeholders in attendance.
- 04/11/2016 CBP Test Scenario final details scenario conference call three (3) stakeholders in attendance.
- 04/18/2016 WSMR interference testing conference call four (4) stakeholders in attendance.
- 04/22/2016 Consultation Task Teams (CTTs) meeting four (4) stakeholders in attendance.
- 04/27/2016 CBP scenario tests three (3) stakeholders in attendance.
- 04/28/2016 WSMR interference testing conference call five (5) stakeholders in attendance.
- 05/04/2016 At the Department of Homeland Security and Emergency Management provided an overview of the NMPSBN/FirstNet twenty-three (23) stakeholders in attendance.
- 05/06/2016 New Mexico Association of Chiefs of Police held at the Embassy Suites, Albuquerque, New Mexico thirty-nine (39) stakeholders in attendance.
- 05/09/2016 Department of Homeland Security / First Responder Spectrum Coordination Meeting two (2) stakeholders in attendance.
- 05/09/2016 Department of Homeland Security / First Responder Spectrum Coordination Meeting two (2) stakeholders in attendance.
- 05/23/2016 - 5/23/2016 WSMR interference testing conference call five (5) stakeholders in attendance.
- 05/25/2016 Arizona New Mexico Telecommunications Association Inc. meeting held at Buffalo thunder resort one-hundred (100) stakeholders (92 in attendance + 8 board members)
- 05/31/2016 DHS First Responder Spectrum Coordination Meeting five (5) stakeholders in attendance.
- 06/03/2016 WSMR interference testing conference call five (5) stakeholders in attendance.
- 06/06/2016 DHS First Responder Spectrum Coordination Meeting two (2) stakeholders in attendance.
- 06/13/2016 DHS First Responder Spectrum Coordination Meeting two (2) stakeholders in attendance.
- 06/14/2016 Balloon Fiesta Meeting two (2) stakeholders in attendance.
- 06/22/2016 Quality of Service, Priority and Preemption (QPP) Consultation Task Team (CTT) four (4) stakeholders in attendance.
- 06/23/2016 NM Association of Counties annual Conference one (1) stakeholder in attendance.
- 06/27/2016 DHS First Responder Spectrum Coordination Meeting two (2) stakeholders in attendance.
- 06/28/2016 Balloon Fiesta Meeting two (2) stakeholders in attendance.

Surveys:

Seventy-nine (79) surveys were distributed via SurveyMonkey to attendees of 2nd Annual Meeting.

Broadband Conferences:

- 2016 semi-annual Spring FirstNet Single Point of Contact (SPOC) In-Person Meeting 04/12/2016 in McLean, Virginia; two (2) DoIT staff attended.
- 5/15/2016 - 5/17/2016 APCO Broadband Summit, Washington DC; one (1) DoIT staff attended.

Contract Executions:

- 2016 2nd Annual Meeting – event planner, Kesselman-Jones contract in the amount of \$26,466.31.
- CTS Consolidated Telecom Services, contract amendment in the amount of \$25,749.10

Education and Outreach Materials:

- 06/21/2016 Seventy-Nine (79) Education and Outreach material packets were handed out at the 2nd Annual Meeting.
- The New Mexico FirstNet website had a total of 1,983 access hits this quarter.

Phase 2/Stages 2-5 – Coverage, Users and Their Operational Areas, Capacity Planning (Data Collection):

Stage-1 Process Development (complete);

Stage-2 Data Collection in progress (first round complete);

Stage-3 Collection complete, analyzing/aggregating data (first round complete);

Stage-4 Data submitted to FirstNet (first round complete); and

Stage-5 Continued/iterative data collection (planning phase in process).

Challenges/Obstacles:

- Establishing mutually agreeable dates to conduct Tribal outreach meetings.
- Increase attendance to regional meetings.
- Enhance the New Mexico FirstNet website to attract more stakeholders
- Enhance the second round of data collection.

State Match \$394,387.18:

- 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 (\$47,919.08 Salary and \$21,617.19 Fringe) for a total of \$69,536.27
- Business Analysis Position for the State's FY2015 (\$62,879.23 Salary and \$24,751.90 Fringe) for a total of \$87,631.13
- Business Analysis Position for the State's FY2016 (\$61,861.88 Salary and \$24,514.74 Fringe) for a total of \$86,376.62

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

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

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

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.

12b. Staffing Table - Please include all staff that have contributed time to the project. Please do not remove individuals from this 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
Keller and Heckman	Legal Support	Vendor	N	Y	11/12/2014	11/17/2015	\$300,000.00	\$0.00
New Mexico First	Facilitation of Annual Meeting	Vendor	N	Y	12/1/2014	12/30/2014	\$44,191.00	\$0.00
CTS	Outreach Material	Vendor	N	Y	9/18/2014	6/30/2016	\$11,101.30	\$0.00
Excel Staffing	Technical Writing Services	Vendor	N	Y	5/15/2014	6/30/2014	\$13,582.15	\$6,791.11
Excel Staffing	Administrative Services	Vendor	N	Y	5/15/2014	6/30/2014	\$8,417.90	\$5,611.92
Excel Staffing	Technical Writing Services	Vendor	N	Y	7/1/2014	12/31/2014	\$49,801.18	\$0.00
Excel Staffing	Administrative Services	Vendor	N	Y	7/1/2014	9/30/2015	\$53,669.44	\$0.00
Excel Staffing	Technical Writing Services	Vendor	N	Y	1/30/2015	6/30/2015	\$19,152.00	\$0.00
Excel Staffing	Administrative Services	Vendor	N	Y	4/7/2014	6/30/2015	\$5,560.80	\$0.00
Excel Staffing	Technical Writing Services	Vendor	N	Y	4/30/2015	6/30/2015	\$16,024.00	\$0.00
CTS	Outreach Material and Data Collection	Vendor	N	Y	9/18/2014	7/24/2016	\$150,438.12	\$0.00
Univ. Of NM Earth Data Analysis Center	Data Collection	Vendor	N	Y	7/27/2015	12/1/2016	\$15,000.00	\$0.00
Kesselman-Jones Inc.	Education and Outreach	Vendor	N	Y	5/23/2016	6/30/2016	\$26,466.31	\$0.00
CTS Contract Amendment	Education and Outreach	Vendor	N	Y	5/19/2016	6/30/2016	\$25,749.10	\$0.00

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

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	\$151,653.43	\$172,660.19	\$324,313.62
b. Personnel Fringe Benefits	\$145,874.00	\$93,118.00	\$238,992.00	\$66,214.24	\$70,883.83	\$137,098.07
c. Travel	\$239,799.00	\$0.00	\$239,799.00	\$55,694.78	\$0.00	\$55,694.78
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	\$30,136.03	\$0.00	\$30,136.03
f. Subcontracts Total	\$739,088.00	\$150,843.00	\$889,931.00	\$382,200.47	\$150,843.16	\$533,043.63
g. Other	\$261,474.00	\$0.00	\$261,474.00	\$105,657.33	\$0.00	\$105,657.33
h. Indirect	\$116,244.00	\$0.00	\$116,244.00	\$25,528.80	\$0.00	\$25,528.80
i. Total Costs	\$1,899,423.00	\$474,856.00	\$2,374,279.00	\$817,085.08	\$394,387.18	\$1,211,472.26
j. % of Total	80%	20%	100%	67%	33%	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)	505-476-3070	
Darryl Ackley, Cabinet Secretary, NM Department of Information Technology				16d. Email Address:	Darryl.Ackley@state.nm.us	
16b. Signature of Authorized Certifying Official:				7/30/2016		
						