

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)	10/30/2016
3. Street Address	715 Alta Vista Street			7. Reporting Period End Date: (MM/DD/YYYY)	9/30/2016
5. City, State, Zip Code	Santa Fe, NM 87505			8. Final Report Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	9. Report Frequency Quarterly <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	784	Actual number of individuals reached via stakeholder meetings during the quarter		
2	Individuals Sent to Broadband Conferences	2	Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter		
3	Staff Hired (Full-Time Equivalent)(FTE)	0	Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)		
4	Contracts Executed	2	Actual number of contracts executed during the quarter		
5	Governance Meetings	N/A	Actual number of governance, subcommittee, or working group meetings held during the quarter		
6	Education and Outreach Materials Distributed	2803	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		
7	Subrecipient Agreements Executed	0	Actual number of agreements executed during the quarter		
8	Phase 2 - Coverage	Stage 6	For each Phase 2 milestone category, please provide the status of the activity during the quarter: <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 6			
10	Phase 2 - Capacity Planning	Stage 6			
11	Phase 2 - Current Providers/Procurement	Stage 6			
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:

- 09/1/2016 SWBCWG held in Phoenix, Arizona; Secretary Ackley presented to forty-six (46) stakeholders in attendance.
- 7/28/2016 New Mexico EMS Innovations Conference held in Albuquerque, New Mexico; Nick Cadena presented to three hundred (300) stakeholders in attendance.
- 8/30/2016 - 8/31/2016 FirstNet Federal Border Forum (Southwest) held at the Bureau of Land Management National Training Center in Phoenix, Arizona; Secretary Ackley presented to fifty (50) stakeholders in attendance.
- 9/2/2016 Santa Fe Zozobra held in Santa Fe, New Mexico; over 55,800 individuals attended the event. Over 300 First and Second Responders were presented information on the National Public Safety Broadband Network as follow:
 - City of Santa Fe Police Department
 - City of Santa Fe Fire Department and EMS personnel
 - City of Santa Fe SWAT and Sniper
 - City of Santa Fe Bomb Mobile Video Platform
 - City of Santa Fe Emergency Management Office
 - Department of Public Safety State Police
 - State Police Helicopter
 - Los Alamos Police Department
 - Parole and Probation
 - County Detention Center NECC
 - Santa Fe Mounted Patrol
 - Christus St. Vincent's Hospital
- 9/8/2016 9/18/2016 New Mexico State Fair Expo held in Albuquerque, New Mexico; over 497,000 individuals attended the fair. Eighty-four (84) first and second responders were presented information on the National Public Safety Broadband Network as follow:
 - New Mexico State Police
 - Probation & Parole
 - Special Investigating Unit
 - Mounted Patrol
 - UNM Medical Staff
 - Albuquerque Narcotic Division
 - Expo New Mexico State Fair staff

Broadband Conferences:

- 09/1/2016 SWBCWG held in Phoenix, Arizona; Secretary Ackley attended.
- 8/30/2016 - 8/31/2016 FirstNet Federal Border Forum (Southwest) held at the Bureau of Land Management National Training Center in Phoenix, Arizona. Secretary Ackley attended.

Contract Executions:

- Keller and Heckman LLP legal assistance for the Grant; contract awarded 9/13/2016 in the amount of \$40,000.
- University of New Mexico, Earth Data Analysis Center provides maps for round two data collections in the amount of \$15,000.

Education and Outreach Material:

- The New Mexico FirstNet website had a total of 2,115 access hits this quarter.
- At the New Mexico EMS Innovations Conference in Albuquerque 300 flyers were handed out.
- At the Santa Fe Zozobra event 300 flyers were handed out.
- At the New Mexico State Fair Expo 84 First and Second Responders received information flyers

Phase 2/Stages 2-6 – Coverage, Users and Their Operational Areas, Capacity Planning (Data Collection):

Stage-1 Process Development (complete);
 State-2 Data Collection in progress (second round complete);
 Stage-3 Collection complete, analyzing/aggregating data (second round complete);
 Stage-4 Data submitted to FirstNet (second round complete);
 Stage-5 Continued/iterative data collection (second round complete; and
 State-6 Submitted iterative data to FirstNet (second round submitted).

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

State Match \$419,753.35:

- 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
- IT Technology Officer Position for the State's FY2017 (\$19,369.46 Salary and \$5,996.71 Fringe) for a total of \$25,366.17

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.

An Award Action Request (AAR) will be submitted next quarter to request a buget adjustment to move the funding from the Sub-contractual and Other categories to the Personnel Salaries and Personnel Fringe Benefits categories. This adjustment will allow funding for a new IT Manager II term position. This positon will be responsible for the outreach and education functions of the grant and will assit the Cabinet Secretary on grant related functions. The encumbent of this postion will have an IT background, with a sustantial technical and managerial experience. A new Baseline Report will be submitted with the AAR along with the Budget Narative , SF-424A, and revised detailed budget spreadsheet.

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

DoIT currently hosts a website for the New Mexico public safety communities with the goal to provide local, state, and tribal entities an understanding of the National Public Safety Broadband Network (NPSBN) . This website should offer first responders and administrators an overview and update of the NPSBN and address specific broadband communication challenges that support emergency services. The current website is adequate, however as it exists today there is a lost opportunity to further reach first responders, deliver a path to education and knowledge, and offer a venue to provide feedback. To achieve these goals, the website will be enhanced by the web designer Xynergy. The assessment of other states' sites assisted in the determination that our site required improvement. The website allows the state to present their progress of their project not only to the stakeholders, but NTIA and FirstNet.

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

The Department of Information Technology (DoIT) deployed the new Public Safety Broadband Communication system at the 2016 Zozobra. This event had over 57,800 attendess with 300 plus first responders. This is the same system DoIT successfully deployed last year at the New Mexico State Fair and the International Balloon Fiesta and re-deployed at these same events this year. These three technology showcases allowed the first responders to sample the devices and test the apps using real life scenarios. The most significant impact at these events was reuniting lost kids with their families in minutes. These events are saturated with first responders and worked well for distributing material on the National Public Safety Broadband Network (NPSBN) and FirstNet. Having first responders see the system provide realtime data at their fingertips contributes to the adoption of the NPSBN. Technology showcases are a great tool for bringing the technology to the stakeholders.

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.

Next quarter a budget adjustment will be requested to move funding from the contractual part of the grant to the Personnel Salaries and Personnel Fringe Benefits to add a new term position to the project. This postion will perform education and outreach and assit the Cabinet Secretary in grant related fuctions.

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	0%	SLIGP	Change
IT Technology Officer	100%	SLIGP	Change
Financial Coordinator - Advanced	100%	SLIGP	Change
Financial Specialist - Advanced	0%	SLIGP	Change
Financial Coordinator - Operational	0%	SLIGP	Change
Administrative Services Coordinator	100%	SLIGP	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
Keller and Heckman	Legal Support	Vendor	N	Y	9/13/2016	6/30/2017	\$40,000.00	\$0.00
Univ. Of NM Earth Data Analysis Center	Data Collection	Vendor	N	Y	8/29/2016	6/30/2017	\$15,000.00	\$0.00

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

None at this time.

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	\$170,420.46	\$192,029.65	\$362,450.11
b. Personnel Fringe Benefits	\$145,874.00	\$93,118.00	\$238,992.00	\$73,801.54	\$76,880.54	\$150,682.08
c. Travel	\$239,799.00	\$0.00	\$239,799.00	\$52,708.18	\$0.00	\$52,708.18
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	\$26,424.46	\$0.00	\$26,424.46
f. Subcontracts Total	\$739,088.00	\$150,843.00	\$889,931.00	\$434,789.18	\$150,843.16	\$585,632.34
g. Other	\$261,474.00	\$0.00	\$261,474.00	\$125,632.10	\$0.00	\$125,632.10
h. Indirect	\$116,244.00	\$0.00	\$116,244.00	\$25,697.88	\$0.00	\$25,697.88
i. Total Costs	\$1,899,423.00	\$474,856.00	\$2,374,279.00	\$909,473.80	\$419,753.35	\$1,329,227.15
j. % of Total	80%	20%	100%	68%	32%	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.

Darryl Ackley, Cabinet Secretary, NM Department of Information Technology	16a. Typed or printed name and title of Authorized Certifying Official:	16c. Telephone (area code, number, and extension)	505-476-3070
	16b. Signature of Authorized Certifying Official:	16d. Email Address:	Darryl.Ackley@state.nm.us
		10/26/2016	