OMB Control No. 0660-0038
Expiration Date: 8/31/2016

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) 10/30/2014	
3. Street Address 715 Alta Vista		7. Reporting Period End Date: 09/30/2014	
5. City, State, Zip Code Santa Fe, NM 87505		8. Final Report □ Yes x No	9. Report Frequency x 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	47			
2	Training Sessions	0			
3	Broadband Conferences	0			
4	Staff Hires	1			
5	Contract Executions	1			
6	Statutory/Regulatory Changes	NA			
7	Governance Meetings	0			
8	Education & Outreach Materials	0			

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.

The project team continues to identify Stakeholders and associated demographic data. The grants team has engaged vendors that have the skills sets and resources to work on the annual meetings. The Administrative Services Coordinator was hired and started employment this quarter. This individual assists in the coordination of the Stakeholders Meetings and Education/Outreach Conferences. Five key staff from the Department of Information Technology attended the June 2014 NASTD Conference in Santa Fe, New Mexico. One key staff from the Department of Information Technology attended the Public Safety Broadband Stakeholder Conference (PSCR) 2014 in June in West Minster, Colorado. The Southwest Border Patrol Working Group was conducted September 24, 2014 in Santa Fe, New Mexico.

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 for this quarter

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

DoIT signed a contract and conducted an initial kick off meeting with Consolidated Telecommunications Services (CTS) to provide materials development for our first state-wide education and outreach meeting. Materials development will include, but not be limited to, PowerPoint presentations, brochures, handouts that will either be presented or distributed during the meeting. The meeting is scheduled for December 8th and 9th in Albuquerque, New Mexico.

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

The SLIGP team is working with our internal web application team to establish a dedicated website for event participants to view and download education materials, view videos as well as a calendar of events and register to attend SLIGP events. Documentation and procedures have been developed to manage participant travel reimbursement. Specific processes have been prescribed to encourage attendee participation and identify regional and local leaders for scheduling regional and local meetings. A process is also in place to identify individuals who have concerns and objections in order to specifically understand the nature of their concerns and develop an appropriate response.

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.

The Administrative Service Coordinator; Financial Coordinator Operational; and Financial Specialist have been hired and currently working. The Financial Coordinator Advanced has been hired and will begin work next quarter. The Business Analyst position has been re-posted and will be filled next quarter. The hiring of these positons will not affect the projects timeline.

12b. Staffing Table

The following positions are expected to be completely filled during 2014 Quarter Four of the project:

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

Add Row | Remove Row

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	N	TBD	TBD	$100,000.00	$0.00	100%
New Mexico First	Facilitation of Annual Meeting	Vendor	N	N	TBD	12/30/2014	$50,290.00	$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	$16,835.76	$0.00	100%

Add Row | Remove Row

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

The Sole Source has been approved for Keller and Heckman and a contract will be processed next quarter. The contract for CTS was awarded in September. The contract for New Mexico First is in final review. The vendor Excel Staffing provides technical writing and administrative assistance support. In 2014 Quarter-One DoIT contracted Excel Staffing using State of New Mexico funds; expenses are used as match funds. New Excel contracts funded by the SLIGP grant have been awarded.

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	Approved Matching	Total Budget	Federal Funds	Approved Matching Funds	Total Funds Expended (7)

	Awarded (2)	Funds (3)	(4)	Expended (5)	Expended (6)	
a. Personnel Salaries	$430,560.00	$0.00	$430,560.00	$11,804.54	$0.00	$11,804.54
b. Personnel Fringe Benefits	$150,696.00	$0.00	$150,696.00	$4,857.24	$0.00	$4,857.24
c. Travel	$320,000.00	$0.00	$320,000.00	$5,537.87	$0.00	$5,537.87
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	$5,889.23	$0.00	$5,889.23
f. Subcontracts Total	$372,000.00	$474,856.00	$846,856.00	$21,681.58	$12,442.62	$34,124.20
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	$0.00	$0.00	$0.00
h. Total Costs	$1,899,423.00	$474,856.00	$2,374,279.00	$49,770.46	$12,442.62	$62,213.08
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

Jacqueline Miller

16e. Date Report Submitted (month, day, year)

10/30/2014

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.