

U.S. DEPARTMENT OF COMMERCE

## Performance Progress Report

**2. Award or Grant Number**

22-50-M09030

**4. Report Date (MM/DD/YYYY)**

04-18-2013

**1. Recipient Name**

State of Louisiana Division of Administration

**6. Reporting Period End Date:**

03-31-2013

**3. Street Address**

1201 North 3rd Street, Suite 2-130,

**5. City, State, Zip Code**

Baton Rouge, LA 70802

**7a. Project / Grant Period  
Start Date: (MM/DD/YYYY)**

11-01-2009

**7b. End Date: (MM/DD/YYYY)**

10-31-2014

**8. Designated Entity on Behalf of:**

Louisiana

**9. List the individual projects in your approved project plan**

	Project Type (Data Collection, Capacity Building, Technical Assistance, etc.)	Project Name (if different from Project Type)	Total Federal Funding Amount	Total Federal Funding Amount expended at the end of this reporting period	Percent of Total Federal Funding amount expended
1	Data Collection	N/A	2,651,876	1,762,174	66%
2	Address File	N/A	952,057	85,845	9%
3	Capacity Building	N/A	1,304,846	698,044	53%
4	Technical Assistance	N/A	1,740,900	461,715	27%
5	N/A				
6	N/A				
			\$6,649,679	\$3,007,778	45%

**10. Personnel**

**10a. If the project is not fully staffed, describe how any lack of staffing may impact the project's timeline and when the project will be fully staffed.**

We are fully staffed.

10b. Staffing Table									
Job Title				FTE %	Project(s) Assigned			Change	
Assistant Director, Statewide Technology				5	Address File			No Change	
Assistant Director, Statewide Technology				5	Data Collection			No Change	
Louisiana Broadband Initiative Director				30	Data Collection			No Change	
Louisiana Broadband Initiative Director				15	Address File			No Change	
Louisiana Broadband Initiative Director				25	Capacity Building			No Change	
Louisiana Broadband Initiative Director				30	Technical Assistance			No Change	
Louisiana Broadband Initiative Analyst				10	Address File			No Change	
Louisiana Broadband Initiative Analyst				35	Capacity Building			No Change	
Louisiana Broadband Initiative Analyst				55	Technical Assistance			No Change	
				Add Row		Remove Row			
11. Subcontracts									
11a. Subcontracts Table - Include all subcontractors. The totals from this table equal the "Subcontracts Total" from the Program Budget Worksheet (Q. 12, Column 2, 3, and 4)									
Name	Subcontract Purpose	RFP Issued (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated	Project and % Assigned (Example: Data Collection 75)	
Michael Baker Jr., Inc.	Data Collection	Yes	Yes	10/01/2009	07/31/2011	944,856	110,000	Data Collection	100
Michael Baker, Jr., Inc.	Data Collection	No	Yes	08/01/2011	03/31/2013	643,446	160,861	Data Collection	100
Louisiana Geographic Information Center	Data Collection	No	Yes	03/01/2010	02/28/2013	474,092	118,523	Data Collection	50
Louisiana Geographic Information Center	Capacity Building	No	Yes	03/01/2010	02/28/2013	0	0	Broadband Planning	42
Louisiana Geographic Information Center	Address File	No	Yes	03/01/2010	02/28/2013	0	0	Address File	8
Governor's Office of Homeland Security	Address File	No	Yes	11/15/2011	12/31/2012	55,025	0	Address File	100
Stephenson Disaster Management Institute	Address File	No	Yes	08/01/2012	12/31/2014	718,042	0	Address File	100

LSU Manship School Research Facility (regional broadband survey)	Capacity Building	No	Yes	08/01/2011	04/30/2012	39,384	9,846	Capacity Planning	100
LSU Manship School Research Facility (small business e-Commerce survey)	Capacity Building	No	Yes	07/01/2012	04/30/2013	39,648	9,912	Capacity Building	100
LSU Agriculture Center	Technical Assistance	No	Yes	01/01/2011	12/31/2013	653,184	146,967	Technical Assistance	100
East Feliciana Parish Police Jury	Technical Assistance	No	Yes	01/01/2012	06/30/2013	56,000	14,000	Technical Assistance	100
Capitol Area Technical College - Jumonville Campus	Technical Assistance	No	Yes	02/01/2012	06/30/2013	76,661	19,165	Technical Assistance	100
St. Helena Parish Police Jury	Technical Assistance	No	Yes	04/16/2012	06/30/2013	80,000	20,000	Technical Assistance	100
City of Hammond	Technical Assistance	No	Yes	04/02/2012	06/30/2013	50,000	12,500	Technical Assistance	100
Washington Parish Government	Technical Assistance	No	Yes	03/15/2012	06/30/2013	80,000	20,000	Technical Assistance	100
Southern University Agriculture Center	Technical Assistance	No	Yes	04/16/2012	06/30/2013	97,150	24,287	Technical Assistance	100
Northeast Educational Development Foundation	Technical Assistance	No	Yes	03/15/2012	06/30/2013	79,500	19,875	Technical Assistance	100
North Delta Regional Planning & Development District	Technical Assistance	No	Yes	07/01/2012	08/31/2013	120,000	30,000	Technical Assistance	100
Coordinating and Development District	Technical Assistance	No	Yes	03/15/2012	06/30/2013	158,300	39,575	Technical Assistance	100
Coushatta Tribe of Louisiana	Technical Assistance	No	Yes	07/01/2012	06/30/2013	33,000	8,250	Technical Assistance	100
To be determined	Data Collection	No	No	04/01/2013	09/30/2014	749,482	0	Data Collection	100
To be determined	Technical Assistance	No	No	04/01/2013	09/30/2014	257,105	62,333	Technical Assistance	100
To be determined	Address File	No	No	04/01/2013	09/30/2014	138,990	133,071	Address File	100
To be determined	Capacity Building	No	No	04/01/2013	09/30/2014	219,616	55,534	Capacity Building	100
						Add Row	Remove Row		

**11b. Describe any challenges encountered with vendors or subrecipients.**

Address File Project: The Governor's Office of Homeland Security (GOHSEP) was contracted for the Address File project. In the 2012 Legislative Session, GOHSEP was merged with the Louisiana Department of Public Safety, resulting in a reduction of workforce within the GOHSEP unit. Subsequently, the Address File project team transferred to the Stephenson Disaster Management Institute (SDMI) at Louisiana State University. We terminated the contract with GOHSEP and executed a contract with SDMI. These activities have impacted our Address File timeline considerably, but we are now back on-track with about a fourth of point address files now completed and SDMI invoicing initiating in 2013Q2.

Technical Assistance Program: Our contract with the Capitol Area Technical College - Jumonville Campus (Jumonville) is delayed. During the 2012 Legislative Session, Jumonville was consolidated with a sister campus in Jackson, LA and the Jumonville Dean, who was acting as the project manager for our program, retired as a result of the elimination of her position. The new Dean is forming a partnership with the Baton Rouge Community College (BRCC) for the delivery of course content in video production. We are in negotiations with BRCC at this time to ensure this project can move forward in a timely manner.

Our Coordinating and Development Corporation (CDC) contract is in the process of amendment. The CDC project manager reported numerous obstacles in the launch of our project and is developing an alternative strategy for this grant funding. We expect to have this amendment completed with work re-starting during 2013Q2.

Several other sub-grantees have run into time delays in carrying out their programs. We are currently in negotiations with 3 sub-grantees to extend the end-dates of the contracts to 12/31/2013.

NOTE: Matching expenditures for Travel decreased from \$1,538 to \$1,329 for this quarter, due to an adjustment resulting from an accounting review.

<b>12. Budget worksheet</b>						
Columns 2, 3, and 4 will match your current project budget for your entire award, which is the SF-424A on file. Only list matching funds that the Department of Commerce has already approved.						
<b>Project Budget Element</b>	<b>Federal Funds Awarded</b>	<b>Approved Matching Funds</b>	<b>Total Budget</b>	<b>Federal Funds Expended</b>	<b>Approved Matching Funds Expended</b>	<b>Total Funds Expended</b>
<b>Personnel Salaries</b>	\$627,456	\$104,500	\$731,956	\$326,021	\$125,556	\$451,577
<b>Personnel Fringe Benefits</b>	\$178,742	\$31,180	\$209,922	\$118,977	\$41,649	\$160,626
<b>Travel</b>	\$0	\$28,000	\$28,000	\$6,054	\$1,329	\$7,383
<b>Equipment</b>	\$0	\$13,200	\$13,200	\$0	\$13,000	\$13,000
<b>Materials / Supplies</b>	\$80,000	\$536,106	\$616,106	\$17,965	\$208,757	\$226,722
<b>Subcontracts Total</b>	\$5,763,481	\$1,014,699	\$6,778,180	\$562,004	\$163,843	\$725,847
<b>Construction</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other</b>	\$0	\$35,900	\$35,900	\$1,976,757	\$357,073	\$2,333,830
<b>Total Direct Costs</b>	\$6,649,679	\$1,763,585	\$8,413,264	\$3,007,778	\$911,207	\$3,918,985
<b>Total Indirect Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Costs</b>	\$6,649,679	\$1,763,585	\$8,413,264	\$3,007,778	\$911,207	\$3,918,985
<b>% of Total</b>	79	21	100	77	23	100
<b>13. Hardware / Software</b>						
13a. List any hardware/software purchased during this reporting period.						
n/a						
13b. Please note any hardware/software that has yet to be purchased and explain why it has not been purchased.						
n/a						
<b>14. SBI PPR Project Attachment (Skip question 14b if Data Collection is your only project).</b>						
14a. Complete a SBI PPR Project Data Collection Attachment and attach it to the PPR.						
14b. Complete a SBI PPR Attachment for each additional funded project and attach it to the PPR.						

**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 set forth in the award documents.**

15a. Typed or Printed Name and Title of Authorized Certifying Official

Neal Underwood

Ass't Director Statewide Techn

15c. Telephone  
(area code, number, and extension)  
(225) 219-4025

15d. Email Address  
neal.underwood@la.gov

15b. Signature of Authorized Certifying Official

Submitted Electronically

15e. Date Report Submitted  
(MM/DD/YYYY)

04-29-2013