

U.S. DEPARTMENT OF COMMERCE

## Performance Progress Report

**2. Award or Grant Number**

50-50-M09004

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

04-07-2014

**1. Recipient Name**

Vermont Center for Geographic Information, Inc.

**6. Reporting Period End Date:**

03-31-2014

**3. Street Address**

58 South Main Street, Suite 2,

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

Waterbury, VT 05676

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

10-01-2009

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

09-30-2014

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

N/A

**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	Data Collection, Integration, Verification & Distr.	2,767,542	2,196,455	79%
2	Capacity Building	State Broadband Capacity Building	525,420	412,381	78%
3	Planning Teams	Regional Technology Planning Teams	250,034	246,289	99%
4	N/A				
5	N/A				
6	N/A				
			\$3,542,996	\$2,855,125	81%

**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.**

N/A

10b. Staffing Table			
Job Title	FTE %	Project(s) Assigned	Change
Executive Director - position maintained	44	Data Collection, Integration, Verification, & Dis	No Change
Senior Project Manager - position maintained	62	Data Collection, Integration, Verification, & Dis	No Change
Director of Enterprise GIS Services - position maintained	3	Data Collection, Integration, Verification, & Dis	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)	
Pericle Communications	Data Collection	Yes	Yes	01/01/2010	09/30/2014	519,820	0	Data Collection	100
UVM/Center for Rural Studies	Data Collection	Yes	Yes	10/01/2009	09/30/2014	204,945	0	Data Verification	100
VT Dept. of Public Service	Data Collection	Yes	Yes	09/15/2009	09/30/2014	486,255	0	Data Collection	100
Applied Geographics, Inc.	Data Collection	Yes	Yes	06/15/2010	12/31/2014	158,590	0	BroadbandVT.org	100
Marketing Partners, Inc.	Data Collection	Yes	Yes	08/02/2010	09/30/2014	129,460	0	BroadbandVT.org	100
VT Telecommunications Authority	Capacity Building	No	Yes	09/28/2010	09/30/2014	525,420	132,975	Employment of Direc	83
VT Telecommunications Authority	Data Collection	Yes	Yes	02/21/2014	09/30/2014	107,700	0	Data Collection and V	17
Northwest Regional Planning Commission	Planning Teams	Yes	Yes	12/01/2010	11/30/2012	250,034	62,509	Regional Technology	100

Add Row      Remove Row

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

The contract with Marketing Partners was ended last quarter and as a result the Federal Funds Allocated were reduced. It was decided the marketing effort for the program should be stopped because there were questions of return on investment. The unspent funds were reallocated to support an improved inventory of telecommunications assets in preparation for the final data collection and post-SBI state broadband availability mapping. These new data collection activities are being performed by the VT Telecommunications Authority. See the materials included with this quarter's SBI PPR submission for the statement of work of the activities as approved by VCGI.

Previous to this quarter VTA only performed work as a sub-contractor on the Capacity Building activities of the grant. With the addition of the telecommunications assets inventory activities mentioned above VTA is now performing work in the Data Collection section of the grant. No RFP was issued for the additional work because VTA was already an existing contractor and they had

the expertise to perform the work. However, VTA was required to submit a proposal for the work to VCGI. This proposal was discussed with Brian Gibbons(NTIA) and approved by the grant manager at VCGI following negotiation. VTA's existing contract was then modified to include the activities and funding for the new Data Collection work.

<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>
Personnel Salaries	\$342,105	\$0	\$342,105	\$296,352	\$0	\$296,352
Personnel Fringe Benefits	\$254,844	\$0	\$254,844	\$212,533	\$0	\$212,533
Travel	\$8,000	\$0	\$8,000	\$14,592	\$0	\$14,592
Equipment	\$21,000	\$0	\$21,000	\$4,176	\$0	\$4,176
Materials / Supplies	\$55,275	\$0	\$55,275	\$28,352	\$0	\$28,352
<b>Subcontracts Total</b>	\$2,382,224	\$195,484	\$2,577,708	\$1,917,941	\$195,484	\$2,113,425
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$6,000	\$690,266	\$696,266	\$1,970	\$690,266	\$692,236
<b>Total Direct Costs</b>	\$3,069,448	\$885,750	\$3,955,198	\$2,475,916	\$885,750	\$3,361,666
<b>Total Indirect Costs</b>	\$473,548	\$0	\$473,548	\$379,209	\$0	\$379,209
<b>Total Costs</b>	\$3,542,996	\$885,750	\$4,428,746	\$2,855,125	\$885,750	\$3,740,875
<b>% of Total</b>	80	20	100	76	24	100
<b>13. Hardware / Software</b>						
13a. List any hardware/software purchased during this reporting period.						
Apple iPad Air with accessories - \$760.37						
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

David F Brotzman

Executive Director

15c. Telephone  
(area code, number, and extension)

802-882-3003

15d. Email Address

davidb@vcgi.org

15b. Signature of Authorized Certifying Official

Submitted Electronically

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

04-25-2014