U.S. DEPARTMENT OF COMMERCE **Performance Progress Report**	**2. Award or Grant Number** 51-50-M09070
	4. Report Date (MM/DD/YYYY) 10-09-2013

1. Recipient Name Center for Innovative Technology	**6. Reporting Period End Date:** 09-30-2013

3. Street Address
Virginia, 2214 Rock Hill Road, Suite 600,

5. City, State, Zip Code
Herndon, VA 20170

7a. Project / Grant Period Start Date: (MM/DD/YYYY) 03-01-2010	**7b. End Date: (MM/DD/YYYY)** 02-28-2015	**8. Designated Entity on Behalf of:** Virginia	

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	3,923,943	2,808,116	72%
2	Original Planning Grant	Original Planning Grant	500,000	500,000	100%
3	Capacity Building	Capacity Building	1,435,877	719,138	50%
4	Technical Assistance	Technical Assistance Education Programs	943,141	590,869	63%
5	Technical Assistance	Technical Assistance Indian Country	1,297,018	349,397	27%
6	N/A	NA	0	0	
			$8,099,979	$4,967,520	61%

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.

The project is fully staffed. The program reflects a distributed effort, shifting due to individual project demands and activities required during the period. Regarding the excel project attachment, we recognize there may be a $1 rounding variation in the workbook. In an effort to accurately match the SF425 which reports 2 decimal places, our experience artificially plugging the workbook with whole numbers creates a greater variance than simply entering the numbers as reported on the SF425.

10b. Staffing Table				
Job Title		**FTE %**	**Project(s) Assigned**	**Change**
Program Director		19	Data collection	No Change
Program Director		25	Technical Assistance Education Programs	No Change
Program Manager		13	Data Collection	No Change
Program Manager		27	Capacity Building	No Change
Program Manager		20	Technical Assistance Education Programs	No Change
Program Manager		13	Technical Assistance Indian Country	No Change
Program Assistant		7	Data Collection	No Change
Program Assistant		23	Technical Assistance Education Programs	No Change
Program Assistant		52	Technical Assistance Indian Country	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)	
Bristol Virginia Utility	Original Planning Gran	No	Yes	06/01/2010	05/20/2011	0	69,000	Original Planning Gra	100
Exoventure	Technical Assistance	No	Yes	04/16/2012	07/18/2012	37,217	0	Technical Assistance	100
Broad Axe	Original Planning Gran	Yes	Yes	06/15/2010	06/30/2011	151,000	0	Original Planning Gra	20
Broad Axe	Capacity Building	Yes	Yes	08/01/2011	12/31/2012	195,000	0	Capacity Building	26
Broad Axe	Technical Assistance	Yes	Yes	04/01/2012	10/01/2012	176,201	0	Technical Assistance	23
Broad Axe	Capacity Building	Yes	No	08/01/2013	12/31/2014	239,204	0	Capacity Building	31
SNG	Original Planning Gran	Yes	Yes	05/18/2010	05/20/2011	123,026	0	Original Planning Gra	32

SNG	Capacity Building	Yes	Yes	08/01/2011	01/31/2012	102,060	0	Capacity Building	27
SNG	Technical Assistance	Yes	Yes	04/01/2012	06/30/2013	78,000	0	Technical Assistance	20
Commonwealth of Virginia	Data Collection	No	No	03/01/2010	02/28/2015	0	1,364,388	Data Collection	100
North American Capital	Technical Assistance	Yes	Yes	01/02/2013	12/31/2014	245,854	0	Technical Assistance	100
VITA/VGIN	Technical Assistance	Yes	Yes	02/01/2013	12/31/2014	436,000	15,761	Technical Assistance	16
Virginia Tech	Technical Assistance	Yes	Yes	03/01/2013	12/31/2014	151,688	30,365	Technical Assistance	12
VITA/VGIN	Data Collection	Yes	Yes	05/17/2010	12/31/2014	2,071,625	300,000	Data Collection	75
VITA/VGIN	Capacity Building	Yes	Yes	10/23/2012	12/31/2014	242,000	0	Capacity Building	9
Virginia Tech	Data Collection	Yes	Yes	07/01/2010	12/31/2014	966,067	199,355	Data Collection	72
Virginia Tech	Capacity Building	Yes	Yes	07/01/2012	12/31/2014	219,800	46,126	Capacity Building	16
SNG	Capacity Building	Yes	No	12/31/2014	12/31/2014	80,736	0	Capacity Building	21

Add Row	Remove Row

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

NA

12. Budget worksheet

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.

Project Budget Element	Federal Funds Awarded	Approved Matching Funds	Total Budget	Federal Funds Expended	Approved Matching Funds Expended	Total Funds Expended
Personnel Salaries	$770,196	$0	$770,196	$475,303	$0	$475,303
Personnel Fringe Benefits	$469,438	$0	$469,438	$276,691	$0	$276,691
Travel	$83,549	$0	$83,549	$25,349	$0	$25,349
Equipment	$0	$0	$0	$0	$0	$0
Materials / Supplies	$30,036	$0	$30,036	$8,121	$0	$8,121
Subcontracts Total	$5,515,478	$2,024,995	$7,540,473	$3,585,026	$1,241,880	$4,826,906
Construction	$0	$0	$0	$0	$0	$0
Other	$3,935	$0	$3,935	$4,562	$0	$4,562
Total Direct Costs	$6,872,632	$2,024,995	$8,897,627	$4,375,052	$1,241,880	$5,616,932
Total Indirect Costs	$1,227,347	$0	$1,227,347	$592,468	$0	$592,468
Total Costs	$8,099,979	$2,024,995	$10,124,974	$4,967,520	$1,241,880	$6,209,400
% of Total	80	20	100	80	20	100

13. Hardware / Software

13a. List any hardware/software purchased during this reporting period.

ArcGIS software

13b. **Please note any hardware/software that has yet to be purchased and explain why it has not been purchased.**

N/A

14. SBI PPR Project Attachment (Skip question 14b if Data Collection is your only project).

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 Patricia Inman	15c. Telephone (area code, number, and extension) 703-689-3044
	15d. Email Address pat.inman@cit.org
15b. Signature of Authorized Certifying Official Submitted Electronically	15e. Date Report Submitted (MM/DD/YYYY) 11-22-2013