

U.S. DEPARTMENT OF COMMERCE

## Performance Progress Report

**2. Award or Grant Number**

51-50-M09070

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

10-15-2012

**1. Recipient Name**

Center for Innovative Technology

**6. Reporting Period End Date:**

09-30-2012

**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	Mapping / Data Collection	3,923,943	1,705,427	43
2	Capacity Building	Capacity Building	1,435,877	339,447	24
3	Technical Assistance	Education Programs	943,141	295,755	31
4	Technical Assistance	Native Nations	1,297,018	60,023	5
5	Other	Original Planning Grant	500,000	500,000	100

**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

**10b. Staffing Table**

Job Title	FTE %	Project(s) Assigned	Change
Program Director	52	Education Programs, Native Nations, Mapping	No Change
Program Manager	84	Capacity Building, Education Programs, Native	No Change

Program Assistant				88	Education Programs, Native Nations, Mapping			No Change		
		Add Row		Remove Row						
<b>11. Subcontracts (Vendors and Subrecipients)</b>										
11a. Subcontracts Table - Include all subcontractors. The totals from this table equal the "Subcontractor Total" for the Program Budget Worksheet (Q. 12, Column 2, 3, and 4)										
Name	Subcontract Purpose	Type (Vendor/Subrec)	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)	
VITA-VGIN	Data Collection	Subrecipient	Yes	Yes	05/17/2010	12/31/2014	2,071,595	300,000	Mapping / Data	74
Virginia Tech	Data Collection	Subrecipient	Yes	Yes	07/01/2010	12/31/2014	966,067	199,355	Mapping / Data	68
Broad Axe	Other	Vendor	Yes	Yes	06/15/2010	06/30/2011	151,000	0	Original Planni	24
SNG	Other	Vendor	Yes	Yes	05/18/2010	05/20/2011	177,780	0	Original Plannir	31
Bristol Virginia Utilities	Other	Vendor	No	Yes	06/01/2010	05/20/2011	0	69,000	Original Plannir	100
Commonwealth of Virginia	Data Collection	Subrecipient	No	No	03/01/2010	02/28/2015	0	1,364,388	Mapping / Data	100
Exoventure	Technical Assistance	Vendor	No	Yes	04/16/2012	07/18/2012	37,217	0	Native Nations	100
Virginia Tech	Capacity Building	Subrecipient	Yes	Yes	07/01/2012	12/31/2014	219,800	46,126	Capacity Buildi	16
SNG	Capacity Building	Vendor	Yes	Yes	08/01/2011	01/31/2012	102,060	0	Capacity Buildi	18
Broad Axe	Capacity Building	Vendor	Yes	Yes	08/01/2011	12/31/2012	195,000	0	Capacity Buildi	31
SNG	Technical Assistance	Vendor	Yes	Yes	04/01/2012	06/30/2013	78,000	0	Education Prog	14
Broad Axe	Technical Assistance	Vendor	Yes	Yes	04/01/2012	10/15/2012	176,700	0	Education Prog	28
VIT-VGIN	Capacity Building	Subrecipient	Yes	No	10/23/2012	12/31/2014	242,000	0	Capacity Buildi	10
VIT-VGIN	Technical Assistance	Subrecipient	Yes	No	10/23/2012	12/31/2014	462,783	0	Native Nations	16

Broad Axe	Capacity Building	Vendor	Yes	No	12/31/2014	12/31/2014	105,000	0	Capacity Buildi	17
SNG	Capacity Building	Vendor	Yes	No	12/31/2014	12/31/2014	214,940	0	Capacity Buildi	37
Virginia Tech	Technical Assistance	Subrecipient	Yes	No	12/31/2014	12/31/2014	219,800	46,126	Native Nations	16

Add Row

Remove Row

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

The total of the table above is higher than the subcontractor budget line in section 12 below due to a small amount of money shifted to subcontractors, within 10% deviation, which is not reflected on the SF424.

We are awaiting approval Native Nations project submitted to NTIA; amounts above are reflective of original budget. T

here appears to be a bug in the form - any single digit percentage entered is multiplied by 100% ie 9% shows as 900%. Therefore, VITA-VGIN on Capacity Building is shown as 10% to avoid the error and Native Nations percentage was reduced to accommodate.

**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	\$812,614	\$0	\$812,614	\$299,589	\$0	\$299,589
Personnel Fringe Benefits	\$484,583	\$0	\$484,583	\$184,148	\$0	\$184,148
Travel	\$81,436	\$0	\$81,436	\$13,515	\$0	\$13,515
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Materials / Supplies	\$5,036	\$0	\$5,036	\$4,475	\$0	\$4,475
<b>Subcontracts Total</b>	\$5,389,519	\$2,024,995	\$7,414,514	\$1,953,083	\$725,163	\$2,678,246
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$129	\$0	\$129
<b>Total Direct Costs</b>	\$6,773,188	\$2,024,995	\$8,798,183	\$2,454,939	\$725,163	\$3,180,102
<b>Total Indirect Costs</b>	\$1,326,791	\$0	\$1,326,791	\$445,713	\$0	\$445,713
<b>Total Costs</b>	\$8,099,979	\$2,024,995	\$10,124,974	\$2,900,652	\$725,163	\$3,625,815
<b>% of Total</b>	80	20	100	80	20	100

**13. Hardware / Software**

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

- ArcGIS: \$2,124.48
- Microsoft products for broadband workstations: \$9,392.92

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

We expect that we will have annual maintenance on the GIS software and Workstation software.

**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)

12-18-2012