

**U.S. DEPARTMENT OF COMMERCE**

**Performance Progress Report**

2. Award Or Grant Number

35-50-M09036

4. Report Date (MM/DD/YYYY)

07-27-2012

1. Recipient Name

State of New Mexico, Department of Information Technology

6. Designated Entity On Behalf Of:

NTIA

3. Street Address

715 Alta Vista,

8. Final Report?

Yes

No

9. Report Frequency

Quarterly

Semi Annual

Annual

Final

5. City, State, Zip Code

Santa Fe, NM 87505

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

01-01-2010

7a. End Date: (MM/DD/YYYY)

12-31-2014

7b. Reporting Period End Date:

06-30-2012

9a. If Other, please describe:

N/a

**10. Broadband Mapping**

10a. Provider Table

Number of Providers Identified	Number of Providers Contacted	Number of Agreements Reached for Data Sharing	Number of Partial Data Sets Received	Number of Complete Data Sets	Number of Data Sets Verified
0	0	0	0	0	0

10b. Are you submitting the required PROVIDER DATA by using the Excel spreadsheet provided by the SBDD grants office?  Yes  No

10c. Have you encountered challenges with any providers that indicate they may refuse to participate in this project?  Yes  No

10d. If so, describe the discussions to date with each of these providers and the current status

As the program enters into "Round Six" we are getting some renewed interest in providers to participate. Though we do have a handful of naysayers who want to be paid for their participation; most providers see the advantages of participating in a way that provides them some "soft marketing". This next round we are going to "market" the virtues of the program more aggressively. Lastly, the State Public Regulatory Commission has instigated a requirement to providers that they participate in the NM Broadband Program (NMBBP) when applying for a petition. This has worked with one provider to date who wishes to expand their service area.

10e. If you are collecting data through other means (e.g. data extraction, extrapolation, etc), please describe your progress to date and the relevant activities to be undertaken in the future

Round Five submittal realized a number of improvements to accuracy with the implementation of "Signal Propagation" software to better depict coverage. In addition the Team implemented a number of spatial analytical functions to dismiss coverage in areas with zero population that has been verified using ancillary data to include census, recent aerial imagery, assessor files, and emergency response structures database. Lastly, the blending of a Statewide Grid (one square mile) as an overlay to the Provider Service Availability geography will increase accuracy levels especially in rural areas with large census blocks.

10f. Please describe the verification activities you plan to implement

As we improve our data verification processes these steps are described and graphically illustrated in the NM Broadband Methodology Report. As noted in the previous section (10e) we're using a number of validation databases to verify the accuracy of our availability mapping. In addition, with regards to the signal propagation modeling the Team has requested the State Public Regulations Commission and the Department of Information Technology Telecommunications Senior Analyst to verify our processes and results. Planned activities include the "geocoding" of County Assessor data and merging those results with the availability of data to check for land improvements and property use. Another plan is to purchase a commercial database to validate against.

10g. Have you initiated verification activities?  Yes  No

10h. If yes, please describe the status of your activities

As noted last quarter the NMBBP (NM Broadband Program) has initiated a combination of administration, financial, and technical checks throughout the life of the grant. In addition, to those verification processes implemented as noted above (10f) the Team is planning to re-sample the availability data into the NM Land Index or simply the square mile statewide grid by the end of September. In addition, the "Assessor Geocoding Pilot" has revealed that each county must be treated individually and a holistic solution is not going to work. Currently, the Team has converted six counties and are evaluating the process at the moment.

10i. If verification activities have not been initiated please provide a projected time line for beginning and completing such activities

Verification activities have been initiated and additional activities are being planned as noted in 10f and 10h.

## Staffing

10j. How many jobs have been created or retained as a result of this project?

The University of New Mexico, Earth Data Analysis Center (EDAC) continues to provide mapping services that funds twelve positions to work on this project, which equates into 5.46 full-time-equivalent positions (FTE). Ten of the twelve positions are Geospatial Specialists and two are Fiscal Analysts. These positions are required to acquire and process data from nearly fifty Telecommunication Providers for upload to the National Telecommunications and Information Administration (NTIA). Cirrus Consulting was contracted to develop curriculum and content material, and provide "Train the Trainer" Toolkits which funded one position and equates into 0.12 FTE. Columbia Telecommunications was contracted to research, compile, and publish a "Community Broadband Master Plan Guidebook" which funds two positions and equates into 0.05 FTE. IGIS Technologies was contracted to develop three informational videos that are posted online which funded two positions and equates into 1.17 FTE. The University of New Mexico, Bureau of Business and Economic Research (BBER) was contracted to identify opportunities for Statewide Broadband Adoption by conducting a series of surveys and creating a socio-economic model which funds five positions and equates into 1.67 FTE. The New Mexico Department of Information Technology (NM DoIT) employs one position who is funded by this award for a total of a 1.00 FTE. This position is the Grant Broadband Program Manager. With this position the grant had a total in 2012-Quarter-Two of 9.47 FTE.

10k. Is the project currently fully staffed?  Yes  No

10l. If no, please explain how any lack of staffing may impact the project's time line and when the project will be fully staffed

In 2012 quarter-one the NM DoIT plans to hire one full-time-equivalent staff to provide administrative office support for the grant. This position will not require a budget adjustment to the grant. The position will perform administrative and procurement duties. In addition, four more contracts are being planned to support regional outreach activities, the compilation of the NM Broadband Strategic Plan, generate a marketing model, and to support non end user training activities.

10m. When fully staffed, how many full-time equivalent (FTE) jobs do you expect to create or retain as a result of this project?

NM DoIT will employ two FTE position that will be funded by this award.

10n. Staffing Table

Job Title	FTE %	Date of Hire
DoIT / Grant Broadband Program Manager - Gar Clarke	100	04/17/2010
EDAC / Geospatial Specialist - Geospatial Information Technologies Analyst - Chandra Bales	28	02/27/2000
EDAC / Geospatial Specialist - Manager Geographic Information Systems - Shirley Baros	69	10/22/1990
EDAC / Geospatial Specialist - Associate Director Earth Data Analysis Center - Michael Inglis	55	08/13/1969
EDAC / Fiscal Analyst - Accountant II - Katheryn Madrid	18	10/18/2005
EDAC / Fiscal Analyst - Fiscal Services Technician - Sandra Mentz	18	11/01/2001
EDAC / Geospatial Specialist - Geospatial Information Technologies Analyst - Paul Neville	56	02/15/1993
EDAC / Geospatial Specialist - Geospatial Information Technologies Analyst - Shawn Penman	51	01/06/2003
EDAC / Geospatial Specialist - Geospatial Information Technologies Analyst - Sandeep Talasila	91	11/09/2009
EDAC / Geospatial Specialist - Student Technical Specialist - Jonathan Nelson	8	01/31/2011
EDAC / Geospatial Specialist - Manager Geographic Information Systems - Thomas Budge	46	09/01/1976
EDAC / Geospatial Specialist - Student Technical Specialist - Pankaj Bajracharya	66	09/06/2011
EDAC / Geospatial Specialist - Student Technical Specialist - Josh Page	40	09/12/2011
Cirrus / Development Specialist – Director – Eva Artschwager	12	12/12/2011
Columbia / Broadband Planner – President – Joanne Hovis	4	03/27/1997
Columbia / Analyst – Business Development Director – Cheryl Johnson	1	01/28/2006
IGIS / Project Oversight – President – Andres Abeyta	52	08/31/2011
IGIS / Media Specialist – GIS Analyst – Arman Eshraghi	65	07/29/2011

BBER / Project Manager - Research Scientist 2 – Heaven Handley	45	03/08/2011
BBER / Survey Analyst - Research Scientist 1 - Gillian Joyce	46	01/24/2011
BBER / Fiscal Analyst – Unit Administrator – Gail Mercer	15	002/01/1999
BBER / Project Oversight – Senior Research Scientist – Jeff Mitchell, PhD	48	01/16/2000
BBER / Geospatial Specialist - Research Scientist 2 – Daren Ruiz	13	09/20/2006

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**Sub Contracts**

10o. Subcontracts Table

Name of Subcontractor	Purpose of Subcontract	RFP Issued (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Federal Funds	In-Kind Funds
University of New Mexico - Earth Data and Analysis Center	Broadband Mapping	N	Y	05/14/2010	12/31/2014	530,161	0
Design Nine, Inc.	Provide Inventory and Project Plans	N	Y	05/27/2010	12/31/2011	28,000	80,000
University of New Mexico - Continuing Education	Geospatial information to be used in analysis of broadband needs	N	Y	05/14/2011	12/31/2012	38,275	0
CIRRUS Consulting	Develop broadband curriculum and content material. Provide "Train the Trainer" content and material	N	Y	12/31/2011	07/07/2012	42,499	0
GIS Technologies	Develop three video tutorials for online education about aspects of the New Mexico Broadband Program	N	Y	12/20/2011	06/30/2012	77,840	0
Environmental systems Research Institute	Broadband Mapping Software and License	N	N	06/30/2010	06/30/2010	12,000	0

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**Funding**

10p. How much Federal funding has been expended as of the end of the last quarter? \$1,095,982      10q. How much Remains? \$3,666,305

10r. How much matching funds have been expended as of the end of last quarter? \$337,408      10s. How much Remains? \$995,136

10t. Budget Worksheet

Mapping Budget Element	Federal Funds Granted	Proposed In-Kind	Total Budget	Federal Funds Expended	Matching Funds Expended	Total Funds Expended
Personal Salaries	\$574,800	\$1,210,395	\$1,785,195	\$199,961	\$240,364	\$440,325
Personnel Fringe Benefits	\$269,430	\$0	\$269,430	\$65,808	\$0	\$65,808
Travel	\$85,200	\$4,714	\$89,914	\$9,058	\$4,996	\$14,054
Equipment	\$11,163	\$0	\$11,163	\$0	\$0	\$0
Materials / Supplies	\$283,519	\$0	\$283,519	\$54,168	\$0	\$54,168
Subcontracts Total	\$3,466,825	\$80,000	\$3,546,825	\$728,775	\$80,000	\$808,775
Subcontract #1	\$2,168,407	\$0	\$2,168,407	\$530,161	\$0	\$530,161
Subcontract #2	\$28,000	\$80,000	\$108,000	\$28,000	\$80,000	\$108,000

Mapping Budget Element	Federal Funds Granted	Proposed In-Kind	Total Budget	Federal Funds Expended	Matching Funds Expended	Total Funds Expended
Subcontract #3	\$612,516	\$0	\$612,516	\$38,275	\$0	\$38,275
Subcontract #4	\$103,500	\$0	\$103,500	\$42,499	\$0	\$42,499
Subcontract #5	\$554,402	\$0	\$554,402	\$89,840	\$0	\$89,840
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$71,350	\$37,435	\$108,785	\$38,212	\$12,048	\$50,260
<b>Total Direct Costs</b>	<b>\$4,762,287</b>	<b>\$1,332,544</b>	<b>\$6,094,831</b>	<b>\$1,095,982</b>	<b>\$337,408</b>	<b>\$1,433,390</b>
<b>Total Indirect Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Costs</b>	<b>\$4,762,287</b>	<b>\$1,332,544</b>	<b>\$6,094,831</b>	<b>\$1,095,982</b>	<b>\$337,408</b>	<b>\$1,433,390</b>
% Of Total	78	22	100	76	24	100

### Hardware / Software

10u. Has the project team purchased the software / hardware described in the application?  Yes  No

10v. If yes, please list

Broadband Signal Propagation Application (WAC - Sitesync)

ESRI: ArcGIS Server

- ArInfo Concurrent
- Spatial Analyst Concurrent
- ArcView Single Use
- Spatial Analyst Single Use
- 3D Analyst Single Use

Adobe Flex Builder

Acrobat Standard

MS OS7

- MS Office Pro
- Visio
- Project

#### HARDWARE

Dual Screens (Administrative Manager)

Thumbdrives for Data Transfer

Laptop w/ (Project Manager)

- Docking Station
- Dual Screens
- Portable Drives (2)

10w. Please note any software / hardware that has yet to be purchased and explain why it has not been purchased

We are purchasing on an "as needed" basis. We are looking at possible software to support Interoperability Conversion and Business data to support verification activities. In addition, to support the implementation of our "Train the Trainer Program" the NMBBP is considering the purchase of 10-15 laptops.

10x. Has the project team purchased or used any data sets?  Yes  No

10y. If yes, please list

DATA SETS:

- NM Land Grant Index - BHI
- Institution Data - Homeland Security Infrastructure Program (HSIP)
- Utility Data - NM One Call
- Address/Structure Points - NM Department of Finance Administration/E911
- Road Centerline Data - TomTom (MultiNet)
- Road Centerline Data - NAVTEQ

NM Geospatial Clearinghouse - RGIS/EDAC/UNM  
 Cable Boundary Data - ESRI  
 Base Map Services - ESRI  
 County Assessor Data - NM Tax and Revenue Department

10z. Are there any additional project milestones or information that has not been included?  Yes  No

10aa. If yes, please list

As previously mentioned the NMBBP has developed very strong collaborative ties with federal, state, local, and private interests that include sustainable opportunities with counties (Socorro, San Miguel, Mora, Union, Harding, etc.) , acequia associations, and private professional groups (NM TeleHealth Alliance, NM Geographic Information Council, NM Association of Professional Surveyors, Northern NM Economic Development Corporation, etc.). In addition, the NMBBP has been asked to speak to the Legislative Health and Human Services Committee, the Science, Telecommunications, and Technology Legislative Committee, the Legislative Services Committee, the NM Association of Counties, and the NM Tribal Geospatial Committee.

10bb. Please describe any challenge or obstacle that you have encountered and detail the mitigation strategies the project team is employing

The NMBBP and more appropriately our agency, DoIT, had a number of findings during the last audit that resulted in a series of Corrective Action Plans (CAP) revolving around procurement, documentation, sign off, continuity, and recovery. These CAP were sent to NTIA and are being implemented. A more direct challenge is acquiring assistance in the documentation and reporting requirements. The NMBBP is looking at hiring a position to assist with these activities. Of utmost importance is to re-structure our Match Requirements due to changes in our administration. A proposal is being prepared to request the changes.

10cc. Please provide any other information that you think would be useful to NTIA as it assesses your Broadband Mapping Project

This may be the wrong place for this request, yet believe that attaching grant obligations to vendors causes complications to a fluid planning process these grants require. During the course of the last year, the NMBBP has required different professional services skill sets than previously planned and have identified some vendors who provide mediocre services.

### 11. Broadband Planning

11a. Please describe progress made against all goals, objectives, and milestones detailed in the approved Project Plan. Be sure to include a description of each major activity / milestone that you plan to complete and your current status

The NMBBP has initiated a number of planning activities that coupled together will provide a solid fabric for "Broadband In New Mexico". These include the development of a socio-economic model that will be bolstered by a statewide survey to identify opportunities for broadband enhancement within New Mexico. In addition, two products are being developed that include a "NM Community Broadband Master Plan Guidebook" and a "Broadband Regional Implementation Planning Framework". These three efforts will morph into an action component that will identify key places in the state for the structuring of a "Broadband Regional Implementation Pilot(s)". Also, the NMBBP is in the midst of acquiring assistance to write parts to our NM Broadband Strategic Plan to include elements of Health, Education, Governance, Tribal, and Infrastructure. Currently, we are reviewing a contract to research and create the "NM TeleHealth Broadband Plan".

11b. Please describe any challenge or obstacle that you have encountered and detail the mitigation strategies the project team is employing

Currently all elements of the project are running very smoothly with the implementation of weekly contractor status reports, bi-weekly contractor meetings, weekly administration meetings, and monthly executive committee meetings. These "connection points" were initiated due to the complexity of the project and the need for each vendor to provide their piece to the puzzle when needed by the other vendor.

11c. Does the Project Team anticipate any changes to the project plan for Broadband Planning?  Yes  No

11d. If yes, please describe these anticipated changes. Please note that NTIA will need to approve changes to the Project Plan before they can be implemented

Now that the Corrective Action Plans have been submitted and accepted, New Mexico is prepared to request a change in source of "Match".

### Funding

11e. How much Federal funding has been expended as of the end of the last quarter? \$0

11f. How much Remains? \$0

11g. How much matching funds have been expended as of the end of last quarter? \$0

11h. How much Remains? \$0

11i. Planning Worksheet

Personal Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Personnel Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0

11i. Planning Worksheet						
Materials / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Subcontracts Total	\$0	\$0	\$0	\$0	\$0	\$0
Subcontract #1	\$0	\$0	\$0	\$0	\$0	\$0
Subcontract #2	\$0	\$0	\$0	\$0	\$0	\$0
Subcontract #3	\$0	\$0	\$0	\$0	\$0	\$0
Subcontract #4	\$0	\$0	\$0	\$0	\$0	\$0
Subcontract #5	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$0	\$0	\$0	\$0	\$0	\$0
Total Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
Total Costs	\$0	\$0	\$0	\$0	\$0	\$0
% Of Total	0	0	0	0	0	0

### Additional Planning Information

11j. Are there any additional project milestones or information that has not been included?

The Planning Component is an instrumental part of each of the five contracts the NMBBP is managing. The complexity of integrating mapping, training, economics, survey, documentation, health, and education into a programmatic path is under the umbrella of Planning.

11k. Please describe any challenge or obstacle that you have encountered and detail the mitigation strategies the Project Team is employing

N/A

11l. Please provide any other information that you think would be useful to NTIA as it assesses your Broadband Mapping Project

The NMBBP is realizing that this SBI Grant can be a driver for other Broadband endeavors within our state to include providing a planning roof for State BTOP, SBA, PCC, and BIP grants.

The amounts that were previously reported in the Federal Funds Expended were the budget that was taken directly from the Project Plan. However, the budget amounts in the Project Plan had the Personal Salaries; Personnel Fringe Benefits; Travel; Equipment; and Materials/Supplies included within the totals. For 2012 the Project Budget has been revised reflecting the Contractor Budget as per the grant awarded in the amount of \$3,466,825 with a match of \$80,000 for a total of \$3,546,825.

As reported in 2012 Quarter 1 this PPR report for 2012 Quarter 2 includes adjustments on the Subcontracts to reflect the revised budget and the actual contracts awarded. In the Project Plan the contractors that were identified were selected with the information available at the time. As the project moves forward more information is learned and new skilled vendors are introduced. Design Nine Inc. was a vendor that was used at the beginning of the project. With new information the work planned for Design Nine Inc. has been moved to CTC and Oberlander to better fit the requirements. The contractor CIRRUS replaced the Los Alamos contractor. IGIS was selected to develop the education material. Within the revised budget there remains tasks for a total of \$83,472 where a contractor has not been identified. As the project moves forward contractors will be assigned to the task.

12. 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.

12a. Typed or Printed Name and Title of Authorized Certifying Official

Mary Anaya

12c. Telephone  
(area code, number, and extension)

12d. Email Address

mary.anaya@state.nm.us

12b. Signature of Authorized Certifying Official

Submitted Electronically

12e. Date Report Submitted  
(Month, Day, Year)

08-23-2012