

U.S. DEPARTMENT OF COMMERCE

Performance Progress Report

2. Award or Grant Number

36-50-M09010

4. Report Date (MM/DD/YYYY)

04-03-2013

1. Recipient Name

NY State Office of Cyber Security

6. Reporting Period End Date:

03-31-2013

3. Street Address

Harriman State Office Campus , 1220 Washington Avenue, Bldg. 7A, 4th Fl,

5. City, State, Zip Code

Albany, NY 12226-1800

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:

New York State

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	Broadband Mapping	3,711,189	1,998,165	54%
2	Capacity Building	NYS Broadband Program Office	1,281,612	0	
3	Address File	Statewide Address Mapping	2,959,592	272,031	9%
4	Technical Assistance	Digital Literacy Training	971,139	267,000	27%
5	N/A	N/A	0	0	
6	N/A	N/A	0	0	
			\$8,923,532	\$2,537,196	28%

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.

Staffing issues are now negatively impacting both our Capacity Building and Address File projects.

100% of our Capacity Building project budget is dedicated to supporting the activities of the NYS Broadband Program Office (BPO), with nearly 50% of the Capacity Building funds targeted for support staff. Currently the BPO is staffed by a full time Program Director and a full time Outreach Director. The Program Director's salary and fringe are being used as matching funds. During this reporting period, the BPO was in the final stages of hiring an administrative assistant to be fully devoted to the BPO, but a hiring freeze has delayed the process. The BPO is now in the process of bringing on a temp until the freeze is lifted or another waiver is granted. Interviews are being conducted and it is anticipated the position will be filled by 4/30.

The freeze has also delayed plans to fill a Grant Administrator position to assist with the \$25M Connect NY Broadband Grant Program and a GIS Data Analyst position to liaison with the Mapping Team.

For the past quarter an unpaid GIS intern has been working with the BPO to assist with mapping activities and work as a temporary liaison to the Mapping Team. The internship will be ending on 5/1.

The hiring freeze has also prevented the Address File team from becoming fully staffed. The impact to date has been minimal but will increase once deliveries from our contracted vendor begin arriving 4/18.

Both teams have decided that hiring contract staff is the best way to rectify the immediate problem. The BPO will continue efforts to hire in-house staff, but use contracted staff as necessary to meet the goals of that office. The Mapping Team's plan for new staff for the Address File project includes only Contract staff. The Team has begun the procurement process and expects to get staff soon. Overtime by current Team staff will be used to keep the project on schedule until contract staff can be brought in.

10b. Staffing Table			
Job Title	FTE %	Project(s) Assigned	Change
Project Director	100	Data Collection	No Change
Mapping Technologist 1	100	Data Collection	No Change
Mapping Technologist 1	100	Address File	No Change
Information Technology Specialist 2 - GIS	100	Data Collection	No Change
Information Technology Specialist 2 - Business Analyst	100	Data Collection	No Change
Information Technology Specialist 5 - Infrastructure	4	Data Collection	No Change
Information Technology Specialist 2 - Applications Programming	1	Data Collection	No Change
Mapping Technician 3	100	Data Collection	No Change
Grants Administrator	51	Technical Assistance	No Change
Senior GIS Technical Manager	50	Data Collection	No Change
Senior GIS Technical Manager	50	Address File	No Change
Information Technology Specialist 3	54	Address File	No Change
Outreach Coordinator	100	Capacity Building	No Change

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)	
Troy Web Consulting, LLC	Data Collection	Yes	Yes	01/14/2010	01/13/2011	41,195	14,245	Data Collection	100
Computer Technology Services of Albany, Inc	Data Collection	Yes	Yes	03/25/2010	09/25/2011	231,200	0	Data Collection	100
Center for Technology in Government - State University of New York at Albany	Data Collection	No	Yes	07/01/2010	06/01/2014	240,280	0	Data Collection	100
Center for Technology in Government - State University of New York at Albany	Data Collection	No	Yes	11/23/2010	05/31/2011	150,000	0	Data Collection	100

New York Library Association	Technical Assistance	No	Yes	08/01/2011	09/30/2014	791,687	298,819	Digital Literacy	100
Center for Technology in Government - State University of New York at Albany	Data Collection	No	Yes	04/15/2011	09/30/2014	206,618	0	Data Collection	100
Intrado	Address File	Yes	Yes	03/15/2013	09/30/2014	1,950,000	0	Address File	100
TBD	Other	No	No	09/30/2014	09/30/2014	485,191	0	Other	100
NAVTEQ	Data Collection	Yes	Yes	10/01/2009	12/31/2013	117,200	426,711	Data Collection	100
Various - Capacity Building	Capacity Building	No	No	09/30/2014	09/30/2014	425,000	396,000	Capacity Building	100
Various - Data Collection	Other	Yes	Yes	02/17/2010	09/30/2014	59,167	17,027	Data Collection	100
ESRI	Data Collection	No	Yes	10/01/2009	03/17/2014	0	100,000	Data Collection	100
NYSTEC	Address File	No	Yes	02/17/2012	09/30/2012	25,662	0	Address File	100

Add Row

Remove Row

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

None.

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	\$2,598,265	\$513,448	\$3,111,713	\$1,105,115	\$225,860	\$1,330,975
Personnel Fringe Benefits	\$1,196,799	\$262,451	\$1,459,250	\$278,839	\$118,243	\$397,082
Travel	\$108,340	\$0	\$108,340	\$17,970	\$0	\$17,970
Equipment	\$260,876	\$199,413	\$460,289	\$48,603	\$0	\$48,603
Materials / Supplies	\$36,052	\$2,283	\$38,335	\$912	\$0	\$912
Subcontracts Total	\$4,723,200	\$1,252,802	\$5,976,002	\$1,085,757	\$814,456	\$1,900,213
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$8,923,532	\$2,230,397	\$11,153,929	\$2,537,196	\$1,158,559	\$3,695,755
Total Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
Total Costs	\$8,923,532	\$2,230,397	\$11,153,929	\$2,537,196	\$1,158,559	\$3,695,755
% of Total	80	20	100	69	31	100

13. Hardware / Software
<p>13a. List any hardware/software purchased during this reporting period.</p> <p>There were no hardware or software purchases made this quarter.</p>
<p>13b. Please note any hardware/software that has yet to be purchased and explain why it has not been purchased.</p> <p>As reported last quarter, the Broadband Program Office purchased GIS software, a computer, and a display device per our Capacity Building budget in our approved project plan. The total purchase amount was \$42,897.50. Federal reimbursement for this purchase did not yet occur, therefore the purchase amount has not yet been reflected in the "Federal Funds Expended" column in this report or in the Project Attachment spreadsheet. It is anticipated that a corresponding draw down will occur in Q2 2013.</p>

14. SBI PPR Project Attachment (Skip question 14b if Data Collection is your only project).
<p>14a. Complete a SBI PPR Project Data Collection Attachment and attach it to the PPR.</p> <p>14b. Complete a SBI PPR Attachment for each additional funded project and attach it to the PPR.</p>

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

Michael Heath

15c. Telephone
(area code, number, and extension)
(518) 242-5178

15d. Email Address
mheath@dhses.ny.gov

15b. Signature of Authorized Certifying Official

Submitted Electronically

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

04-30-2013