

U.S. DEPARTMENT OF COMMERCE

Performance Progress Report

2. Award or Grant Number

51-50-M09070

4. Report Date (MM/DD/YYYY)

04-01-2013

1. Recipient Name

Center for Innovative Technology

6. Reporting Period End Date:

03-31-2013

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	2,212,116	56%
2	Original Planning Grant	Original Planning Grant	500,000	500,000	100%
3	Capacity Building	Capacity Building	1,435,877	486,993	34%
4	Technical Assistance	Technical Assistance Education Programs	943,141	472,868	50%
5	Technical Assistance	Technical Assistance Indian Country	1,297,018	134,880	10%
6	N/A	N/A	0	0	
			\$8,099,979	\$3,806,857	47%

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. In a recent webinar, NTIA requested narrative for FTE variations by person, by project. To do so another toggle option may be helpful other than no change and new to project. The Program Director shows a slight increase in 5-7% FTE over last period, likely due to the holidays last period. Onboarding the new Indian Country project, both the Program Manager and Program Assistant reflect a more distributed effort among the projects with the same slightly increased overall effort over last period due to the holidays. 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				28	Data Collection			No Change	
Program Director				27	Technical Assistance Education Programs			No Change	
Program Manager				10	Data Collection			No Change	
Program Manager				25	Capacity Building			No Change	
Program Manager				11	Technical Assistance Indian Country			New to Project	
Program Manager				38	Technical Assistance Education Programs			No Change	
Program Assistant				34	Data Collection			No Change	
Program Assistant				20	Technical Assistance Indian Country			New to Project	
Program Assistant				35	Technical Assistance Education Programs			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	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	24
Broad Axe	Capacity Building	Yes	Yes	08/01/2011	12/31/2012	195,000	0	Capacity Building	31
Broad Axe	Technical Assistance	Yes	Yes	04/01/2012	10/01/2012	176,201	0	Technical Assistance	28
Broad Axe	Capacity Building	Yes	No	12/31/2014	12/31/2014	105,000	0	Capacity Building	17
SNG	Original Planning Gran	Yes	Yes	05/18/2010	05/20/2011	123,026	0	Original Planning	24

SNG	Capacity Building	Yes	No	08/01/2011	01/31/2012	102,060	0	Capacity Building	20
SNG	Technical Assistance	Yes	Yes	04/01/2012	06/30/2013	78,000	0	Technical Assistance	15
SNG	Capacity Building	Yes		12/31/2014	12/31/2014	214,940	0	Capacity Building	41
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

Add Row

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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	\$388,861	\$0	\$388,861
Personnel Fringe Benefits	\$469,438	\$0	\$469,438	\$229,235	\$0	\$229,235
Travel	\$83,549	\$0	\$83,549	\$17,491	\$0	\$17,491
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Materials / Supplies	\$30,036	\$0	\$30,036	\$6,212	\$0	\$6,212
Subcontracts Total	\$5,515,478	\$2,024,995	\$7,540,473	\$2,649,460	\$951,714	\$3,601,174
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$3,935	\$0	\$3,935	\$233	\$0	\$233
Total Direct Costs	\$6,872,632	\$2,024,995	\$8,897,627	\$3,291,492	\$951,714	\$4,243,206
Total Indirect Costs	\$1,227,347	\$0	\$1,227,347	\$515,365	\$0	\$515,365
Total Costs	\$8,099,979	\$2,024,995	\$10,124,974	\$3,806,857	\$951,714	\$4,758,571
% of Total	80	20	100	80	20	100

13. Hardware / Software
13a. List any hardware/software purchased during this reporting period. NA
13b. Please note any hardware/software that has yet to be purchased and explain why it has not been purchased. NA

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)

04-30-2013