

## U.S. DEPARTMENT OF COMMERCE

## Performance Progress Report

## 2. Award or Grant Number

22-50-M09030

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

01-18-2013

## 1. Recipient Name

State of Louisiana Division of Administration

## 6. Reporting Period End Date:

12-31-2012

## 3. Street Address

1201 North 3rd Street, Suite 2-130,

## 5. City, State, Zip Code

Baton Rouge, LA 70802

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

11-01-2009

## 7b. End Date: (MM/DD/YYYY)

10-31-2014

## 8. Designated Entity on Behalf of:

Louisiana

## 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	N/A	2,651,876	1,688,898	64%
2	Address File	N/A	952,057	66,825	7%
3	Capacity Building	N/A	1,304,846	605,611	46%
4	Technical Assistance	N/A	1,740,900	357,918	21%
5	N/A				
6	N/A				

## 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.

We are fully staffed.

10b. Staffing Table									
Job Title				FTE %	Project(s) Assigned			Change	
Assistant Director, Statewide Technology				5	Address File			No Change	
Assistant Director, Statewide Technology				5	Data Collection			No Change	
Louisiana Broadband Initiative Director				30	Data Collection			No Change	
Louisiana Broadband Initiative Director				15	Address File			No Change	
Louisiana Broadband Initiative Director				25	Capacity Building			No Change	
Louisiana Broadband Initiative Director				30	Technical Assistance			No Change	
Louisiana Broadband Initiative Analyst				10	Address File			No Change	
Louisiana Broadband Initiative Analyst				35	Capacity Building			No Change	
Louisiana Broadband Initiative Analyst				55	Technical Assistance			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)	
Michael Baker Jr., Inc.	Data Collection	Yes	Yes	10/01/2009	7/31/2011	944,856	110,000	Data Collection	100
Michael Baker Jr., Inc.	Data Collection	No	Yes	08/01/2011	03/31/2013	643,446	160,861	Data Collection	100
Louisiana Geographic Information Center	Data Collection	No	Yes	03/01/2010	02/28/2013	234,092	26,594	Data Collection	50
Louisiana Geographic Information Center	Capacity Building	No	Yes	03/01/2010	02/28/2013	200,000	50,000	Broadband Planning	42
Louisiana Geographic Information Center	Address File	No	Yes	03/01/2010	02/28/2013	40,000	41,929	Address File	8
Governor's Office of Homeland Security	Address File	No	Yes	11/15/2011	12/31/2012	55,025	0	Address File	100
Stephenson Disaster Management Institute	Address File	No	Yes	08/01/2012	12/31/2014	718,042	0	Address File	100

LSU Manship School Research Facility (regional broadband survey)	Capacity Building	No	Yes	08/01/2011	04/30/2012	39,384	9,846	Capacity Building	100
LSU Manship School Research Facility (small business e-Commerce survey)	Capacity Building	No	Yes	07/01/2012	04/30/2013	39,648	9,912	Capacity Building	100
LSU Agriculture Center	Technical Assistance	No	Yes	01/01/2011	12/31/2013	840,900	191,952	Technical Assistance	100
East Feliciana Parish Police Jury	Technical Assistance	No	Yes	01/01/2012	06/30/2013	56,000	14,000	Technical Assistance	100
Capitol Area Technical College - Jumonville Campus	Technical Assistance	No	Yes	02/01/2012	06/30/2013	76,661	19,165	Technical Assistance	100
St. Helena Parish Police Jury	Technical Assistance	No	Yes	04/16/2012	06/30/2013	80,000	20,000	Technical Assistance	100
City of Hammond	Technical Assistance	No	Yes	04/02/2012	06/30/2013	50,000	12,500	Technical Assistance	100
Washington Parish Government	Technical Assistance	No	Yes	03/15/2012	06/30/2013	80,000	20,000	Technical Assistance	100
Southern University Agriculture Center	Technical Assistance	No	Yes	04/16/2012	06/30/2013	97,150	24,287	Technical Assistance	100
Northeast Educational Development Foundation	Technical Assistance	No	Yes	03/15/2012	06/30/2013	79,500	19,875	Technical Assistance	100
North Delta Regional Planning & Development District	Technical Assistance	No	Yes	07/01/2012	08/31/2013	120,000	30,000	Technical Assistance	100
Coordinating and Development District	Technical Assistance	No	Yes	03/15/2012	06/30/2013	158,300	39,575	Technical Assistance	100
Coushatta Tribe of Louisiana	Technical Assistance	No	Yes	07/01/2012	06/30/2013	33,000	8,250	Technical Assistance	100
To be determined	Data Collection	Yes	No	04/01/2013	09/30/2014	749,482	0	Data Collection	100
To be determined	Technical Assistance	No	No	03/01/2013	09/30/2014	69,389	17,347	Technical Assistance	100
To be determined	Address File	No	No	07/01/2013	9/30/2014	138,990	133,071	Address File	100
To be determined	Capacity Building	No	No	07/01/2013	9/30/2014	219,616	55,534	Capacity Building	100
				Add Row		Remove Row			

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

The Governor's Office of Homeland Security (GOHSEP) was contracted as a subrecipient for the Address File project. In the 2012 Legislative Session, GOHSEP was merged with the Louisiana Department of Public Safety, resulting in a reduction of workforce within the GOHSEP unit. Subsequently, the team that had been focused on our Address File project transferred over to the Stephenson Disaster Management Institute (SDMI) at Louisiana State University. We have terminated the contract with GOHSEP and have initiated a contract with SDMI.

The original project manager for our contract with the Capitol Area Technical College - Jumonville Campus (Jumonville) was its dean. Due to budget cuts during the 2012 Legislative Session, the Jumonville Campus was consolidated with a sister campus in Jackson, LA. The Dean who was serving as Project Manager retired as a result of the elimination of her position. The new Dean, who is now responsible for both Jumonville and the Jackson campuses and our Technical Assistance project, is investigating a partnership with the Baton Rouge Community College (BRCC) for the delivery of course content in video production. We are seeking a commitment from BRCC at this time to ensure our project can move forward in a timely manner.

Our project with the Coordinating and Development Corporation (CDC) is in flux. Our project manager has reported numerous obstacles in launching this program and we are currently assessing alternative goals for this project, while ensuring that this award remains aligned with BDIA objectives. Our hope is to maintain the partnership with CDC and have them utilize this funding in the northwest area of the state.

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	\$627,456	\$104,500	\$731,956	\$290,286	\$121,807	\$412,093
Personnel Fringe Benefits	\$178,742	\$31,180	\$209,922	\$104,825	\$40,259	\$145,084
Travel	\$0	\$28,000	\$28,000	\$5,234	\$1,538	\$6,772
Equipment	\$0	\$13,200	\$13,200	\$0	\$13,000	\$13,000
Materials / Supplies	\$80,000	\$536,106	\$616,106	\$17,862	\$187,305	\$205,167
Subcontracts Total	\$5,763,481	\$1,014,699	\$6,778,180	\$429,201	\$112,286	\$541,487
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$35,900	\$35,900	\$1,871,844	\$347,250	\$2,219,094
Total Direct Costs	\$6,649,679	\$1,763,585	\$8,413,264	\$2,719,252	\$823,445	\$3,542,697
Total Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
Total Costs	\$6,649,679	\$1,763,585	\$8,413,264	\$2,719,252	\$823,445	\$3,542,697
% of Total	79	21	100	77	23	100

  

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

Neal Underwood

Ass't Director Statewide Techn

15c. Telephone  
(area code, number, and extension)  
(225) 219-4025

15d. Email Address  
neal.underwood@la.gov

15b. Signature of Authorized Certifying Official

Submitted Electronically

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

01-29-2013