

U.S. DEPARTMENT OF COMMERCE

## Performance Progress Report

**2. Award or Grant Number**

11-50-M09011

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

12-31-2013

**1. Recipient Name**

District of Columbia OCTO

**6. Reporting Period End Date:**

12-31-2013

**3. Street Address**

200 I Street SE, 5th Floor,

**5. City, State, Zip Code**

Washington, DC 200033317

**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:**

District of Columbia

**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 and Data Collection	2,170,816	1,698,195	78%
2	Technical Assistance	Technical Assistance	1,479,600	901,370	61%
3	Application Usage and Development	Application Content and Usage Enhancements	391,400	297,550	76%
4	N/A	N/A	0	0	
5	N/A	N/A	0	0	
6	N/A	N/A	0	0	
			\$4,041,816	\$2,897,115	72%

**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.**

Project is fully staffed.

Match time is tracked in a system where hours worked are reported by the individuals, reviewed and approved by grant management, and valued at the employee's hourly salary rate.

10b. Staffing Table									
Job Title				FTE %	Project(s) Assigned		Change		
Geospatial Information Specialist				79	Data Collection		No Change		
Geospatial Information Specialist				74	Data Collection		No Change		
Carrier Liaison				8	Data Collection		No Change		
Inter-Governmental Coordination, Outreach				0	Technical Assistance		No Change		
Communications				90	Technical Assistance		No Change		
Community Outreach, Events				80	Technical Assistance		No Change		
Graphic Design, Media				50	Technical Assistance		No Change		
Sub-grant Administrator				29	Technical Assistance		No Change		
Grant Administrator, Reporting				20	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)	
Optimal Solutions and Technology	Data Collection	Yes	Yes	03/22/2010	09/30/2014	986,405	0	Data Collection	55
Applied Geographics, Inc.	Data Collection	Yes	Yes	04/01/2011	09/30/2014	247,800	0	Data Collection	100
Environmental Systems Research, Inc.	Data Collection	No	Yes	10/01/2010	09/30/2014	131,586	0	Data Collection	100
Brand Communications	Data Collection	No	Yes	10/01/2010	09/30/2014	97,800	0	Data Collection	100
District of Columbia Public Service Commission (DC PSC)	Data Collection	No	Yes	02/02/2010	09/30/2014	172,982	0	Data Collection	100
Various Vendors < \$25K	Data Collection	Yes	Yes	10/01/2010	09/30/2014	38,978	29,982	Data Collection	100
Uncommitted Funds	Data Collection	No	No	10/01/2010	09/30/2014	189,673	25,653	Data Collection	100

Optimal Solutions and Technology	Technical Assistance	Yes	Yes	03/22/2010	09/30/2014	816,436	0	Technical Assistance	45
The Ad Agency	Technical Assistance	Yes	Yes	01/02/2012	09/30/2014	39,598	0	Technical Assistance	100
Various Vendors < \$25K	Technical Assistance	Yes	Yes	10/01/2010	09/30/2014	45,335	0	Technical Assistance	100
Uncommitted Funds	Technical Assistance	No	No	10/01/2011	09/30/2014	52,384	0	Technical Assistance	100
District of Columbia Public Library (DCPL)	Application Usage and	No	Yes	06/01/2011	09/30/2014	297,550	86,958	ACUE	100
Uncommitted Funds	Application Usage and	No	No	10/01/2011	09/30/2014	82,450	6,042	ACUE	100

Add Row

Remove Row

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

This quarter, no new issues or challenges with vendors or sub-recipients.

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	\$144,505	\$637,394	\$781,899	\$0	\$519,131	\$519,131
Personnel Fringe Benefits	\$31,791	\$90,088	\$121,879	\$0	\$95,210	\$95,210
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$206,247	\$158,000	\$364,247	\$16,526	\$15,075	\$31,601
Materials / Supplies	\$125,000	\$0	\$125,000	\$6,118	\$0	\$6,118
Subcontracts Total	\$3,198,977	\$148,635	\$3,347,612	\$2,874,471	\$130,916	\$3,005,387
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$265,340	\$310,419	\$575,759	\$0	\$217,690	\$217,690
Total Direct Costs	\$3,971,860	\$1,344,536	\$5,316,396	\$2,897,115	\$978,022	\$3,875,137
Total Indirect Costs	\$69,956	\$0	\$69,956	\$0	\$0	\$0
Total Costs	\$4,041,816	\$1,344,536	\$5,386,352	\$2,897,115	\$978,022	\$3,875,137
% of Total	75	25	100	75	25	100

  

<b>13. Hardware / Software</b> 13a. List any hardware/software purchased during this reporting period.  None.
13b. Please note any hardware/software that has yet to be purchased and explain why it has not been purchased.  N/A.

  

<b>14. SBI PPR Project Attachment (Skip question 14b if Data Collection is your only project).</b>  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.
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**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

Joseph Carella

BTOP Program Consultant

15c. Telephone  
(area code, number, and extension)

2027153743

15d. Email Address

joe.carella@dc.gov

15b. Signature of Authorized Certifying Official

Submitted Electronically

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

02-23-2014