

U.S. DEPARTMENT OF COMMERCE

Performance Progress Report

2. Award or Grant Number

22-50-M09030

4. Report Date (MM/DD/YYYY)

10-09-2012

1. Recipient Name

State of Louisiana Division of Administration

6. Reporting Period End Date:

09-30-2012

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	1,470,309	55
2	Address File	N/A	952,057	50,876	5
3	Capacity Building	N/A	1,304,846	525,328	40
4	Technical Assistance	N/A	1,740,900	311,015	18
5	N/A	N/A	0	0	0

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

11. Subcontracts (Vendors and Subrecipients)

11a. Subcontracts Table - Include all subcontractors. The totals from this table equal the "Subcontractor Total" for the Program Budget Worksheet (Q. 12, Column 2, 3, and 4)

Name	Subcontract Purpose	Type (Vendor/Subrec)	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	Subrecipient	Yes	Yes	10/01/2009	07/31/2011	944,856	110,000	Data Collection	100
Michael Baker Jr., Inc.	Data Collection	Subrecipient	No	Yes	08/01/2011	03/31/2013	489,019	122,254	Leading Practic	76
Michael Baker Jr., Inc.	Data Collection	Subrecipient	No	Yes	08/01/2011	03/31/2013	154,427	38,607	Data Collection	24
Louisiana Geographic Information Center	Data Collection	Vendor	No	Yes	03/01/2010	02/28/2013	234,092	58,523	Data Collection	49
Louisiana Geographic Information Center	Capacity Building	Vendor	No	Yes	03/01/2010	02/28/2013	200,000	50,000	Broadband Pla	42
Louisiana Geographic Information Center	Address File	Vendor	No	Yes	03/01/2010	02/28/2013	40,000	10,000	Address File De	0%
Governor's Office of Homeland Security	Address File	Subrecipient	No	Yes	11/15/2011	12/31/2013	432,900	0	Address File De	100
Stephenson Disaster Management Institute	Address File	Subrecipient	No	Yes	08/01/2012	12/31/2014	718,042	0	Address File De	100
LSU Manship School Research Facility (regional broadband survey)	Capacity Building	Vendor	No	Yes	08/01/2011	04/30/2012	39,384	9,846	Capacity Buildi	100

LSU Manship School Research Facility (small business e-Commerce survey)	Capacity Building	Vendor	No	Yes	07/01/2012	04/30/2013	39,648	9,912	Capacity Buildi	100
LSU Agriculture Center	Technical Assistance	Subrecipient	No	Yes	01/01/2011	12/31/2013	840,900	191,952	Technical Assis	100
East Feliciana Parish Police Jury	Technical Assistance	Vendor	No	Yes	01/01/2012	06/30/2013	56,000	14,000	Technical Assis	100
Capitol Area Technical College - Jumonville Campus	Technical Assistance	Vendor	No	Yes	02/01/2012	06/30/2013	76,661	19,165	Technical Assis	100
St. Helena Parish Police Jury	Technical Assistance	Vendor	No	Yes	04/16/2012	06/30/2013	80,000	20,000	Technical Assis	100
City of Hammond	Technical Assistance	Vendor	No	Yes	04/02/2012	06/30/2013	50,000	12,500	Technical Assis	100
Washington Parish Government	Technical Assistance	Vendor	No	Yes	03/15/2012	06/30/2013	80,000	20,000	Technical Assis	100
Southern University Agriculture Center	Technical Assistance	Vendor	No	Yes	04/16/2012	06/30/2013	97,150	24,287	Technical Assis	100
Northeast Educational Development Foundation	Technical Assistance	Vendor	No	Yes	03/15/2012	06/30/2013	79,500	19,875	Technical Assis	100
North Delta Regional Planning & Development District	Technical Assistance	Vendor	No	Yes	07/01/2012	08/31/2013	120,000	30,000	Technical Assis	100
Coordinating and Development Corporation	Technical Assistance	Vendor	No	Yes	03/15/2012	06/30/2013	158,300	39,575	Technical Assis	100
Coushatta Tribe of Louisiana	Technical Assistance	Vendor	No	Yes	07/01/2012	06/30/2013	33,000	8,250	Technical Assis	100
To Be Determined	Data Collection	Subrecipient	No	No	04/01/2013	09/30/2014	730,213	188,606	Data Collection	100
To Be Determined	Technical Assistance	Vendor	No	No	01/01/2013	09/30/2014	69,389	17,347	Technical Assis	100

Add Row

Remove Row

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

The Louisiana Geographic Information Center has 8% of its contract dedicated to the Address File Project (an issue with the cell above preventing us from accurately reporting this in Table 11a).

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 are therefore in the process of terminating 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 and campus consolidations resulting from 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 Dean who is now responsible for both Jumonville and the Jackson campuses is also now the project manager of our Technical Assistance project. We have initiated the process of bringing him up-to-speed with his contractual responsibilities to our program.

Due to delays in contract negotiations and the contract approval process, our contracts with the North Delta Regional Planning and Development District and the Coushatta Tribe of Louisiana were only fully executed at the end of 2012Q3. This makes it likely that these two contracts will be amended at the end of their terms to provide the contractors extra time to complete their contract deliverables.

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	\$246,634	\$116,045	\$362,679
Personnel Fringe Benefits	\$178,742	\$31,180	\$209,922	\$88,053	\$38,135	\$126,188
Travel	\$0	\$28,000	\$28,000	\$5,199	\$1,447	\$6,646
Equipment	\$0	\$13,200	\$13,200	\$0	\$13,000	\$13,000
Materials / Supplies	\$80,000	\$536,106	\$616,106	\$17,040	\$168,671	\$185,711
Subcontracts Total	\$5,763,481	\$1,014,699	\$6,778,180	\$1,998,541	\$378,329	\$2,376,870
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$35,900	\$35,900	\$2,062	\$10,692	\$12,754
Total Direct Costs	\$6,649,679	\$1,763,585	\$8,413,264	\$2,357,529	\$726,319	\$3,083,848
Total Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
Total Costs	\$6,649,679	\$1,763,585	\$8,413,264	\$2,357,529	\$726,319	\$3,083,848
% of Total	79	21	100	76	24	100

13. Hardware / Software

13a. List any hardware/software purchased during this reporting period.

n/a

13b. Please note any hardware/software that has yet to be purchased and explain why it has not been purchased.

n/a

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

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)

12-06-2012