

U.S. DEPARTMENT OF COMMERCE

Performance Progress Report

2. Award or Grant Number

33-50-M09048

4. Report Date (MM/DD/YYYY)

01-08-2014

1. Recipient Name

University of New Hampshire

6. Reporting Period End Date:

12-31-2013

3. Street Address

8 College Road, Morse Hall,

5. City, State, Zip Code

Durham, NH 03824

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

01-01-2010

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

12-31-2014

8. Designated Entity on Behalf of:

New Hampshire

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	2,741,220	2,239,113	82%
2	Address File	Address File	410,054	287,492	70%
3	Capacity Building	Capacity Building	791,848	418,502	53%
4	Technical Assistance	Technical Assistance	950,470	403,933	42%
5	Planning Teams	Planning Teams	1,219,746	674,620	55%
6	N/A	N/A	0	0	
			\$6,113,338	\$4,023,660	66%

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.

N/A

10b. Staffing Table										
Job Title			FTE %	Project(s) Assigned			Change			
Project Director			20	Data Collection			No Change			
Co-Project Director			3	Technical Assistance			No Change			
Co-Project Director			2	Capacity Building			No Change			
Co-Project Director			2	Planning			No Change			
Planning Project Manager			8	Technical Assistance			No Change			
Planning Project Manager			79	Capacity Building			No Change			
Planning Project Manager			5	Planning			No Change			
GSDLN Planning Project Manager			18	Technical Assistance			No Change			
Mapping Project Coordinator			53	Data Collection			No Change			
Mapping Project Coordinator			53	Data Collection			No Change			
GIS Analyst			46	Capacity Building			No Change			
Capacity Building Coordinator			41	Capacity Building			No Change			
Cooperative Extension Planning			64	Planning			No Change			
Cooperative Extension Planning			64	Planning			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)		
Southwest Region Planning Commission	Data Collection	No	Yes	01/01/2010	12/31/2014	959,881	490,469	Data Collection	100	
Southwest Region Planning Commission	Planning Teams	No	Yes	01/01/2010	12/31/2014	1,033,672	238,333	Planning Teams	100	
Upper Valley Lake Sunapee Regional Planning Commission	Data Collection	No	Yes	01/01/2012	12/31/2014	30,000	0	Data Collection	100	
Nashua Regional Planning Commission	Address File	No	Yes	07/01/2011	12/31/2013	344,523	20,000	Address File	100	

NH Office of Energy and Planning	Planning Teams	No	Yes	01/01/2011	12/31/2014	101,100	25,234	Planning Teams	61
NH Office of Energy and Planning	Technical Assistance	No	Yes	01/01/2011	12/31/2014	64,366	16,133	Technical Assistance	39
NH Department of Resources and Economic Development	Capacity Building	No	Yes	01/01/2011	12/31/2014	95,727	107,276	Capacity Building	100
Northern Community Investment Corporation	Capacity Building	No	No	06/01/2013	12/31/2014	140,963	39,000	Technical Assisstanc	100

Add Row

Remove Row

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

N/A

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	\$1,547,080	\$101,470	\$1,648,550	\$1,056,862	\$70,309	\$1,127,171
Personnel Fringe Benefits	\$484,440	\$45,512	\$529,952	\$323,248	\$31,784	\$355,032
Travel	\$30,695	\$0	\$30,695	\$31,263	\$0	\$31,263
Equipment	\$19,808	\$0	\$19,808	\$19,801	\$0	\$19,801
Materials / Supplies	\$353,360	\$0	\$353,360	\$210,923	\$0	\$210,923
Subcontracts Total	\$2,770,232	\$936,445	\$3,706,677	\$1,817,469	\$391,467	\$2,208,936
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$46,500	\$266,529	\$313,029	\$0	\$436,527	\$436,527
Total Direct Costs	\$5,252,115	\$1,349,956	\$6,602,071	\$3,459,566	\$930,087	\$4,389,653
Total Indirect Costs	\$861,223	\$189,032	\$1,050,255	\$564,093	\$126,069	\$690,162
Total Costs	\$6,113,338	\$1,538,988	\$7,652,326	\$4,023,659	\$1,056,156	\$5,079,815
% of Total	80	20	100	79	21	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

Fay Rubin

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

15d. Email Address

Fay.rubin@unh.edu

15b. Signature of Authorized Certifying Official

Submitted Electronically

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

01-30-2014