

U.S. DEPARTMENT OF COMMERCE

Performance Progress Report

2. Award or Grant Number

36-50-M09010

4. Report Date (MM/DD/YYYY)

09-29-2014

1. Recipient Name

New York State ITS GIS Program Office

6. Reporting Period End Date:

09-30-2014

3. Street Address

Harriman State Office Campus , 1220 Washington Avenue, Bldg. 7A, 4th Fl,

5. City, State, Zip Code

Albany, NY 12226-1800

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

10-01-2009

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

01-31-2015

8. Designated Entity on Behalf of:

New York State

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 | Broadband Mapping | 3,711,189 | 2,821,755 | 76% |
| 2 | Capacity Building | NYS Broadband Program Office | 1,281,612 | 361,973 | 28% |
| 3 | Address File | Statewide Address Mapping | 2,959,592 | 1,734,336 | 59% |
| 4 | Technical Assistance | Digital Literacy Training | 971,139 | 719,266 | 74% |
| 5 | N/A | N/A | 0 | 0 | |
| 6 | N/A | N/A | 0 | 0 | |
| | | | \$8,923,532 | \$5,637,330 | 63% |

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 Capacity Building project (NYS Broadband Program Office) continues to be the only project that is not fully staffed. During this reporting period, excellent progress was made to help with the ever increasing workload. In August, a contractual staffer was brought in who is working on economic indexing and broadband adoption studies. In September, a full time temporary administrator/support person was hired to assist with grant management and other duties. The BPO is still working to fill two more positions that they would also fund with previously budgeted SBI grant monies: a Project Manager and GIS Specialist. These positions will directly interface with the Data Collection and Mapping team in order to keep abreast of the rapidly increasing mapping and data analysis workload. The selection process for the PM position was completed and the PM is expected to start work during the next reporting period. The GIS Specialist position has been advertised and it is likely that the position will be filled before the completion of the grant performance period.

| 10b. Staffing Table | | | | | | | | | |
|---|---------------------|------------------|-------------------------|------------|----------------------|-------------------------------|--------------------------------|---|-----|
| Job Title | | | | FTE % | Project(s) Assigned | | | Change | |
| Project Director | | | | 100 | Data Collection | | | No Change | |
| Mapping Technologist 1 | | | | 100 | Data Collection | | | No Change | |
| Mapping Technologist 1 | | | | 100 | Address File | | | No Change | |
| Information Technology Specialist 2 - GIS | | | | 100 | Data Collection | | | No Change | |
| Information Technology Specialist 5 - Infrastructure | | | | 5 | Address File | | | No Change | |
| Mapping Technician 3 | | | | 100 | Data Collection | | | No Change | |
| Grants Administrator | | | | 45 | Technical Assistance | | | No Change | |
| Senior GIS Technical Manager | | | | 50 | Data Collection | | | No Change | |
| Senior GIS Technical Manager | | | | 50 | Address File | | | No Change | |
| Information Technology Specialist 3 | | | | 100 | Address File | | | No Change | |
| Executive Director | | | | 100 | Capacity Building | | | No Change | |
| Outreach Coordinator | | | | 100 | Capacity Building | | | No Change | |
| Administrative Aide | | | | 100 | Capacity Building | | | 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) | |
| Troy Web Consulting, LLC | Data Collection | Yes | Yes | 01/14/2010 | 01/13/2011 | 41,195 | 14,245 | Data Collection | 100 |
| Computer Technology Services of Albany, Inc | Data Collection | Yes | Yes | 03/25/2010 | 09/25/2011 | 231,200 | 0 | Data Collection | 100 |
| Center for Technology in Government - State University of New York at Albany | Data Collection | No | Yes | 07/01/2010 | 06/01/2014 | 257,782 | 0 | Data Collection | 100 |
| Center for Technology in Government - State University of New York at Albany | Data Collection | No | Yes | 11/23/2010 | 05/31/2011 | 150,000 | 0 | Data Collection | 100 |

| | | | | | | | | | |
|--|----------------------|-----|-----|------------|------------|-----------|---------|-------------------|-----|
| New York Library Association | Technical Assistance | No | Yes | 08/01/2011 | 09/30/2014 | 791,687 | 298,819 | Digital Literacy | 100 |
| Center for Technology in Government - State University of New York at Albany | Data Collection | No | Yes | 04/15/2011 | 09/30/2014 | 206,618 | 0 | Data Collection | 100 |
| Intrado | Address File | Yes | Yes | 03/15/2013 | 09/30/2014 | 1,950,000 | 0 | Address File | 100 |
| NAVTEQ | Data Collection | Yes | Yes | 10/01/2009 | 12/31/2013 | 117,200 | 426,711 | Data Collection | 100 |
| Various - Capacity Building | Capacity Building | No | No | 09/30/2014 | 09/30/2014 | 369,916 | 396,000 | Capacity Building | 100 |
| Various - Data Collection | Other | Yes | Yes | 02/17/2010 | 09/30/2014 | 59,167 | 17,027 | Data Collection | 100 |
| ESRI | Data Collection | No | Yes | 10/01/2009 | 03/17/2014 | 0 | 100,000 | Data Collection | 100 |
| NYSTEC | Address File | No | Yes | 02/17/2012 | 09/30/2012 | 26,547 | 0 | Address File | 100 |
| NYSTEC | Data Collection | No | Yes | 10/15/2013 | 09/30/2014 | 287,508 | 0 | Data Collection | 100 |
| US Tech Solutions | Address File | Yes | Yes | 06/17/2013 | 09/30/2014 | 85,400 | 0 | Address File | 100 |
| CAI/LINIUM | Address File | Yes | Yes | 06/17/2013 | 09/30/2014 | 111,000 | 0 | Address File | 100 |
| GeoTel | Data Collection | No | Yes | 07/25/2012 | 09/30/2014 | 16,980 | 0 | Data Collection | 100 |
| NENA | Address File | No | Yes | 10/22/2013 | 01/31/2015 | 21,000 | 0 | Address File | 100 |

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

There were no challenges encountered with vendors. New York has no subrecipients.

| 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 | \$2,598,265 | \$513,448 | \$3,111,713 | \$1,967,839 | \$330,308 | \$2,298,147 |
| Personnel Fringe Benefits | \$1,196,799 | \$262,451 | \$1,459,250 | \$725,880 | \$170,623 | \$896,503 |
| Travel | \$108,340 | \$0 | \$108,340 | \$48,325 | \$0 | \$48,325 |
| Equipment | \$260,876 | \$199,413 | \$460,289 | \$97,103 | \$0 | \$97,103 |
| Materials / Supplies | \$36,052 | \$2,283 | \$38,335 | \$10,609 | \$0 | \$10,609 |
| Subcontracts Total | \$4,723,200 | \$1,252,802 | \$5,976,002 | \$2,787,574 | \$954,823 | \$3,742,397 |
| Construction | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Direct Costs | \$8,923,532 | \$2,230,397 | \$11,153,929 | \$5,637,330 | \$1,455,754 | \$7,093,084 |
| Total Indirect Costs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Costs | \$8,923,532 | \$2,230,397 | \$11,153,929 | \$5,637,330 | \$1,455,754 | \$7,093,084 |
| % of Total | 80 | 20 | 100 | 79 | 21 | 100 |

| |
|--|
| 13. Hardware / Software 13a. List any hardware/software purchased during this reporting period. There were no hardware/software purchases this reporting period. |
| 13b. Please note any hardware/software that has yet to be purchased and explain why it has not been purchased. No new hardware or software purchases of significance are anticipated. Software maintenance and/or license renewal costs are, however, anticipated to occur during the remaining timeframe of the SBI grant. |

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| 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

Michael Heath

15c. Telephone
(area code, number, and extension)
(518) 242-5178

15d. Email Address
mheath@dhses.ny.gov

15b. Signature of Authorized Certifying Official

Submitted Electronically

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

10-29-2014