U.S. DEPARTMENT OF COMMERCE

Performance Progress Report

2. Award or Grant Number
51-50-M09070

4. Report Date (MM/DD/YYYY)
01-15-2013

1. Recipient Name
Center for Innovative Technology

6. Reporting Period End Date:
12-31-2012

3. Street Address
Virginia, 2214 Rock Hill Road, Suite 600,

5. City, State, Zip Code
Herndon, VA 20170

7a. Project / Grant Period Start Date: (MM/DD/YYYY)
03-01-2010

7b. End Date: (MM/DD/YYYY)
02-28-2015

8. Designated Entity on Behalf of:
Virginia

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	3,923,943	1,871,234	48%
2	Original Planning Grant	Original Planning Grant	500,000	500,000	100%
3	Capacity Building	Capacity Building	1,435,877	452,983	32%
4	Technical Assistance	Technical Assistance Education Programs	943,141	401,426	43%
5	Technical Assistance	Technical Assistance Indian Country	1,297,018	59,353	5%
6	N/A	N/A	0	0	5%

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 project is fully staffed. Notes: item 9(6) above - 5% may be an auto-calculation bug which seems to mirror line 5; item 9(5) federal reporting amount reduced slightly from last period (a) due to retroactive indirect rate application applied in December and (b) NTIA/NIST approval to proceed paperwork received December 28, 2012.

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10b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Program Director	21	Mapping Expanded	No Change
Program Director	22	Education Programs Technical Assistance	No Change
Program Manager	16	Capacity Building	No Change
Program Manager	50	Education Programs Technical Assistance	No Change
Program Manager	5	Mapping Expanded	No Change
Program Assistant	42	Education Programs Technical Assistance	No Change
Program Assistant	40	Mapping Expanded	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)	
Bristol Virginia Utilities	Original Planning Gran	No	Yes	6/1/2010	5/20/2011	0	69,000	Original Planning	100
Exoventure	Technical Assistance	No	Yes	4/16/2012	7/18/2012	37,217	0	Native Nations	100
Broad Axe	Original Planning Gran	Yes	Yes	6/15/2010	6/30/2011	151,000	0	Original Planning	24
Broad Axe	Capacity Building	Yes	Yes	8/1/2011	12/31/2012	195,000	0	Capacity Building	31
Broad Axe	Technical Assistance	Yes	Yes	4/1/2012	10/1/2012	176,201	0	Technical Assistance	28
Broad Axe	Capacity Building	Yes	No	12/31/2014	12/31/2014	105,000	0	Capacity Building	17
SNG	Original Planning Gran	Yes	Yes	5/18/2010	5/20/2011	123,026	0	Original Planning	20
SNG	Capacity Building	Yes	Yes	8/1/2011	1/31/2012	102,060	0	Capacity Building	16
SNG	Technical Assistance	Yes	Yes	4/1/2012	6/30/2013	78,000	0	Technical Assistance	12

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SNG	Capacity Building	Yes	No	12/31/2014	12/31/2014	214,940	0	Capacity Building	34
Commonwealth of Virginia	Data Collection	No	No	3/1/2010	2/28/2015	0	1,364,388	Data Collection	100
North American Capital	Technical Assistance	Yes	No	1/2/2013	12/31/2014	245,854	0	Technical Assistance	100
VITA/VGIN	Technical Assistance	Yes	No	2/1/2013	12/31/2014	436,000	15,761	Technical Assistance	16
Virginia Tech	Technical Assistance	Yes	No	3/1/2013	12/31/2014	151,688	30,365	Technical Assistance	12
VITA/VGIN	Data Collection	Yes	Yes	5/17/2010	12/31/2014	2,071,625	300,000	Data Collection	75
VITA/VGIN	Capacity Building	Yes	Yes	10/23/2012	12/31/2014	242,000	0	Capacity Building	9
Virginia Tech	Data Collection	Yes	Yes	7/1/2010	12/31/2014	966,067	199,355	Data Collection	72
Virginia Tech	Capacity Building	Yes	Yes	7/1/2012	12/31/2014	219,800	46,126	Capacity Building	16

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

We received an error message uploading the PPR to PAM on 1/30/2013; the help desk responded on 1/31/2013 at which time we were able to upload to PAM. In accordance with January 2013 NTIA/NIST guidance, reporting under item 12 below is consistent with December 2012 approved SF424A, which required 11a above to match. We are in the process of submitting a request for modified SF424A to meet new reporting requirements which shift Subrecipients from Contractual to Other. We are holding a subrecipient invoice for the reporting period awaiting correction.

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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	$770,196	$0	$770,196	$340,504	$0	$340,504
Personnel Fringe Benefits	$469,438	$0	$469,438	$202,688	$0	$202,688
Travel	$83,549	$0	$83,549	$15,057	$0	$15,057
Equipment	$0	$0	$0	$0	$0	$0
Materials / Supplies	$30,036	$0	$30,036	$6,211	$0	$6,211
Subcontracts Total	$5,515,478	$2,024,995	$7,540,473	$2,252,036	$821,249	$3,073,285
Construction	$0	$0	$0	$0	$0	$0
Other	$3,935	$0	$3,935	$164	$0	$164
Total Direct Costs	$6,872,632	$2,024,995	$8,897,627	$2,816,660	$821,249	$3,637,909
Total Indirect Costs	$1,227,347	$0	$1,227,347	$468,336	$0	$468,336
Total Costs	$8,099,979	$2,024,995	$10,124,974	$3,284,996	$821,249	$4,106,245
% of Total	80	20	100	80	20	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.

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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 Patricia Inman	15c. Telephone (area code, number, and extension) 703-689-3044 15d. Email Address pat.inman@cit.org
15b. Signature of Authorized Certifying Official Submitted Electronically	15e. Date Report Submitted (MM/DD/YYYY) 01-31-2013

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