

U.S. Department of Commerce Performance Progress Report				2. Award or Grant Number:	47-10-513047
				4. EIN:	62-6001445
1. Recipient Name	Tennessee Department of Safety and Homeland Security			6. Report Date (MM/DD/YYYY)	1/27/2017
3. Street Address	1150 Foster Avenue			7. Reporting Period End Date: (MM/DD/YYYY)	12/31/2016
5. City, State, Zip Code	Nashville, Tennessee 37243			8. Final Report	9. Report Frequency
				Yes <input type="checkbox"/>	Quarterly <input checked="" type="checkbox"/>
				No <input checked="" type="checkbox"/>	
10a. Project/Grant Period					
Start Date: (MM/DD/YYYY)		8/1/2013	10b. End Date: (MM/DD/YYYY)	1/30/2018	
11. List the individual projects in your approved Project Plan					
	Project Type (Capacity Building, SCIP Update, etc.)	Project Deliverable Quantity (Number & Indicator Description)	Description of Milestone Category		
1	Stakeholders Engaged	1423	Actual number of individuals reached via stakeholder meetings during the quarter		
2	Individuals Sent to Broadband Conferences	3	Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter		
3	Staff Hired (Full-Time Equivalent)(FTE)	0	Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)		
4	Contracts Executed	1	Actual number of contracts executed during the quarter		
5	Governance Meetings	2	Actual number of governance, subcommittee, or working group meetings held during the quarter		
6	Education and Outreach Materials Distributed	48,223	Actual volume of materials distributed (inclusive of paper and electronic materials) plus hits to any website or social media account supported by SLIGP during the quarter		
7	Subrecipient Agreements Executed	0	Actual number of agreements executed during the quarter		
8	Phase 2 - Coverage	6	For each Phase 2 milestone category, please provide the status of the activity during the quarter: <ul style="list-style-type: none"> • Stage 1 - Process Development • Stage 2 - Data Collection in Progress • Stage 3 - Collection Complete; Analyzing/Aggregating Data • Stage 4 - Data Submitted to FirstNet • Stage 5 - Continued/Iterative Data Collection • Stage 6 - Submitted Iterative Data to FirstNet 		
9	Phase 2 - Users and Their Operational Areas	6			
10	Phase 2 - Capacity Planning	6			
11	Phase 2 - Current Providers/Procurement	6			
12	Phase 2 - State Plan Decision	3			
11a. Describe your progress meeting each major activity/milestone approved in the Baseline Report for this project; any challenges or obstacles encountered and mitigation strategies you have employed; planned major activities for the next quarter; and any additional project milestones or information. During the last quarter of 2016 we continued to focus our outreach and education efforts towards speaking engagements and exhibit hall booths at public safety association and municipal league meetings across Tennessee. We were able to host productive Metropolitan Engagement Meetings in Nashville, Knoxville, and Chattanooga; we were also invited to meet with the Governor's office and the State Legislature to discuss FirstNet and what it means for Tennessee. In the coming quarter we have our annual Regional Public Safety Broadband Conferences planned; these will take place in Jackson, Gallatin, and Knoxville, utilizing free or low-cost auditorium space at community colleges. We also executed a 1-year contract with the Tennessee Technological University's iCube Department to develop a new updated website that will promote public safety broadband adoption and use through a fun, interactive, competition-based format. This new website will be officially launched on March 1. We hosted meetings of our Technical WorkGroup via WebEx in October and November. Our outreach numbers are generated from Twitter impressions, facebook reach, and print materials and digital newsletters					
11b. If the project team anticipates requesting any changes to the approved Baseline Report in the next quarter, describe those below. Note that any substantive changes to the Baseline Report must be approved by the Department of Commerce before implementation. No changes anticipated.					

11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.								
Our team is looking forward to the spring SPOC meeting and a contract award. We would like more direction on best practices for getting into major metropolitan mayor's offices for outreach. We also look forward to the SPOC portal being live. It is critical that we have new information for our stakeholders, they are getting antsy.								
11d. Describe any success stories or best practices you have identified. Please be as specific as possible.								
We have had much success with one on one conversations at association meetings. We still find that the majority of people have heard of FirstNet and are eager to know more about cost and coverage.								
12. Personnel								
12a. If the project is not fully staffed, describe how any lack of staffing may impact the project's time line and when the project will be fully staffed.								
12b. Staffing Table - Please include all staff that have contributed time to the project. Please do not remove individuals from this table.								
Job Title	FTE%	Project (s) Assigned	Change					
Outreach & Education Coord.	85	Program management ,outreach and education, external and internal stakeholder relationships; position no longer grant funded.						
Administrative Assistant	100	Program management support, administrative functions, scheduling						
13. Subcontracts (Vendors and/or Subrecipients)								
13a. Subcontracts Table – Include all subcontractors. The totals from this table must equal the "Subcontracts Total" in Question 14f.								
Name	Subcontract Purpose	Type (Vendor/Subrec.)	RFP/RFQ Issued (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated
Bufford Goff and Associates	Data Collection and Outreach and Education	Vendor	Y	Y	7/1/2014	6/30/2017	\$1,616,105.00	\$590,335.00
Tennessee Technological University, iCube	Website and training, conference media, and marketing development, data analytics	Vendor	Y	Y	10/15/2016	10/15/2017	\$60,000.00	\$0.00
13b. Describe any challenges encountered with vendors and/or subrecipients.								

14. Budget Worksheet

Columns 2, 3 and 4 must match your current project budget for the entire award, which is the SF-424A on file.
Only list matching funds that the Department of Commerce has already approved.

Project Budget Element (1)	Federal Funds Awarded (2)	Approved Matching Funds (3)	Total Budget (4)	Federal Funds Expended (5)	Approved Matching Funds Expended (6)	Total funds Expended (7)
a. Personnel Salaries	\$346,026.00		\$346,026.00	\$145,002.34		\$145,002.34
b. Personnel Fringe Benefits	\$65,344.00		\$65,344.00	\$40,616.10		\$40,616.10
c. Travel	\$243,780.00		\$243,780.00	\$104,728.44		\$104,728.44
d. Equipment			\$0.00			\$0.00
e. Materials/Supplies	\$27,595.00		\$27,595.00	\$16,166.45		\$16,166.45
f. Subcontracts Total	\$1,616,105.00	\$590,335.00	\$2,206,440.00	\$1,345,252.16	\$336,312.03	\$1,681,564.19
g. Other	\$62,490.00		\$62,490.00	\$27,998.22		\$27,998.22
h. Indirect			\$0.00			\$0.00
i. Total Costs	\$2,361,340.00	\$590,335.00	\$2,951,675.00	\$1,679,763.71	\$336,312.03	\$2,016,075.74
j. % of Total	80%	20%	100%	83%	17%	100%

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(s) set forth in the award documents.

16a. Typed or printed name and title of Authorized Certifying Official:

Stephanie Waye, Outreach & Education Coordinator, TACN FirstNet

16c. Telephone (area code, number, and extension)

615-487-7010

16b. Signature of Authorized Certifying Official:



16d. Email Address:

stephanie.waye@tn.gov

Date:

2/1/17