

U.S. Department of Commerce		2. Award or Grant Number 51-10-S13051			
Performance Progress Report		4. EIN 54-6002286			
1. Recipient Name: Virginia Department of Emergency Management		6. Report Date 4/29/2015			
3. Street Address: 10501 Trade Court		7. Reporting Period End Date: 03/31/2015			
5. City, State, Zip Code Richmond, VA 223236		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9. Report Frequency X Quarterly		
10a. Project/Grant Period Start Date: (08/01/2013)	10b. End Date: (07/31/2017)				
11. List the individual projects in your approved Project Plan					
	Project Type (Capacity Building, SCIP Update, Outreach, Training etc.)	Project Deliverable Quantity (Number & Indicator Description)	Total Federal Funding Amount	Total Federal Funding Amount expended at the end of this reporting period	Percent of Total Federal Funding Amount expended
1	Stakeholder meeting	230			
2	Hiring Personnel	0			
3	Broadband Conferences	1			
4	Contract Executions	0			
5	Education and Outreach Materials	0			
6	Governance Meetings	0			

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.

1. Stakeholder Meetings – During this quarter three of the seven RPACI's held quarterly meetings and/or conference calls where the FirstNet initiative was discussed. During these discussions there were conversation among the regional stakeholders to reintroduce the project and what this means to the region. There were also outreach calls made by the SWIC Office and VDEM to discuss the plan forward, match, and the FirstNet Plan. The Deputy Secretary (SWIC) was on the call and addressed any concerns that the stakeholders had regarding the program activities.
2. Hiring Personnel – As discussed in the April monitoring visit the entire budget for the SLIP grant will be revised. There will be minimal FTE support on this grant. The SWIC Office is currently in negotiations with the Center for Innovative Technology (CIT) to stand up a Program Management Office (PMO) to carry out the deliverables of the grant. CIT is a major player within the FirstNet project and completely understands the aspects of the program. This agreement should be executed by Mid-May and will be reported in the next quarterly report.
3. Broadband Conferences – The planning committee for the APCO conference is currently planning for the 2015 conference. FirstNet will be a major topic on that agenda.
4. Contract Executions – A contract was entered into with All Hazard Consortium for the MACINAC group. This initiative is the group of Mid-Atlantic States that have joined together for advance interoperability <http://www.macinac.org/>. This contract has closed during this quarter and will receive final payout in the next quarter. It is still undetermined if CIT will be a contract relationship with a MOU (because they are a VA agency) or a subgrant. VDEM is aware that if a subgrant is entered into we will make the Program and Grants Office aware in advance. This will be outlined in the upcoming budget revision.
5. Education and Outreach Materials –
6. Governance Meetings – In the project plan for CIT, the governance will be the first deliverable. The Commonwealth is aware that we are due the governance structure and should be meeting regularly. The next quarterly reports will reflect an update.

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.

1. The baseline and the budget will be revised before June 30th and submitted for approval.

11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.

1. During this quarter the effort has continued regarding the match documentation. A list of stakeholders has been identified and cataloged (over 300). There are plans for the VDEM Grants Office personnel along with the SLIP Office Manager conducted outreach meetings with these stakeholders to educate them on the formal process of submitting their match documentation. They were asked to go back and calculate (using their calendars) the meetings that have taken place since the inception of this grant. This will be a large undertaking and will take some time to completely capture this information. However, the SWIC Office does have a baseline with meetings and attendance sheets to work from. The additional match reported this period is from the MACINAC project. The project reported \$22,500.00 in matching funds.
2. In our negotiations the CIT we all agree that the in-kind contributions outlined in the original project plan and budget is a major undertaking at a costly rate of labor hours. CIT will look for ways to identify other types of match during their involvement with the project.
3. This quarter VDEM submitted the match proportionately waiver request and we are currently waiting on the outcome. To date we have not continued to draw upon the federal funds because of this issue. We have been working with the grants office on the next steps.
4. During this quarter we updated the Governor's designation to Deputy Secretary Thiel as the SPOC and also updated the 424 to change the AOR to Dr. Stern.

11d. Describe any success stories or best practices you have identified. Please be as specific as possible.
1. None at this time

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.
1. The project office is not fully staffed at this time; however this should not impact the project's timeline according to the deliverables.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
SWIC	50%	PSBN, FirstNet,	Vacant position January 20, 2015

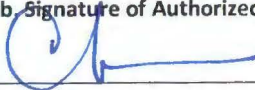
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13. Subcontracts (Vendors and/or Subrecipients)

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	Project and % Assigned
Data Collection	To collect information from stakeholders for PSBN	Vendor	N	N			\$280,000		
Project Manager/Subject Matter Experts	Assist in development of planning for est of NPSBN	Vendor	N	N			\$1,147,380		
Regional Coordination/Outreach/Office Mgr	Organize stakeholder meetings; maintain website and awareness	Vendor	Y	Y	10/1/2013	6/30/15	\$402,480		
Interop Conference	Annual stakeholder conference, tracks will include	Vendor	Y	Y	10/1/2013	12/2015	\$150,000		

	informational sessions on PSBN							
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<p>13b. Describe any challenges encountered with vendors and/or subrecipients.</p>								
<p>14. Budget Worksheet</p> <p>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.</p>								
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	\$228,000		\$228,000	\$43,163.56		\$43,163.56		
b. Personnel Fringe Benefits	\$82,609		\$82,609	\$15,451.82		\$15,451.82		
c. Travel	\$105,480		\$105,480	\$4,225.86		\$4,225.86		
d. Equipment	\$0		\$0	\$0.00		\$0.00		
e. Materials/Supplies	\$29,401		\$29,401	\$0.00		\$0.00		
f. Subcontracts Total	\$2,167,060		\$2,167,060	\$152,270.74		\$152,270.74		
g. Other	\$144,300	689,213	\$833,513	\$0.00	\$36,363.04	\$36,363.04		
h. Total Costs	\$2,756,850	689,213	\$3,446,063	\$215,111.98	\$36,363.04	\$251,475.02		
i. % of Total	80%	20%	100%	85.54%	14.46%	100.00%		
<p>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.</p>								
<p>16a. Typed or printed name and title of Authorized Certifying Official</p> <p>Cheryl Lee Grants Director</p>				<p>16c. Telephone (area code, number, and extension)</p> <p>804 897 9760</p> <p>16d. Email Address</p> <p>Cheryl.Lee@vdem.virginia.gov</p>				
<p>16b. Signature of Authorized Certifying Official</p> 				<p>16e. Date Report Submitted (month, day, year)</p> <p>4/29/2015 Revised - 5/19/15</p>				

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 10 hours per response for the application process, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this

collection of information, including suggestions for reducing this burden, to Michael Dame, Director, State and Local Implementation Grant Program, Office of Public Safety Communications, National Telecommunications and Information Administration, U.S. Department of Commerce (DOC), 1401 Constitution Avenue, N.W., HCHB, Room 7324, Washington, D.C. 20230.

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