

<b>U.S. Department of Commerce</b>		<b>2. Award or Grant Number</b> 51-10-S13051			
<b>Performance Progress Report</b>		<b>4. EIN</b> 54-6002286			
<b>1. Recipient Name: Virginia Department of Emergency Management</b>		<b>6. Report Date (01/28/2015)</b>			
<b>3. Street Address: 10501 Trade Court</b>		<b>7. Reporting Period End Date: 12/31/2014</b>			
<b>5. City, State, Zip Code</b> Richmond, VA 223236		<b>8. Final Report</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>9. Report Frequency</b> <input checked="" type="checkbox"/> Quarterly	
<b>10a. Project/Grant Period</b> Start Date: (08/01/2013)	<b>10b. End Date: (07/31/2016)</b>				
<b>11. List the individual projects in your approved Project Plan</b>					
	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	162			
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 the RPACI regular quarterly meetings were held during the APCO Conference in October. In addition, there were several informal meetings to discuss local projects that being implemented with other funding and to discover how these projects will or could relate/affect the broadband activities. The Interim SWIC was made aware of these projects as they related to broadband in Arlington County, Virginia Beach, and Richmond City. The SWIC office engaged in several opportunities to discuss the FirstNet Directives and RFI with the Commonwealth’s Public Safety Officials in the Governor’s Cabinet.
2. **Hiring Personnel** – An RFP has been develop to stand up a Program Office to carry out the deliverables in the grant agreement. This RFP is being reviewed by Senior Management and comments will be produced during the next quarter. Currently the Interim SWIC and one Office Manager is being charged to grant.
3. **Broadband Conferences** – The APCO conference was held in October. During this conference there were outreach and networking opportunities for stakeholders regarding broadband initiatives across the commonwealth. There were breakout session for stakeholders to gain an understanding of FirstNet and their opportunity to engage in dialogue with FirstNet and the IO Officials within the Commonwealth. The intent was to ensure awareness across the Commonwealth of the initiative. Please see attachment of the 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/>.
5. **Education and Outreach Materials** –
6. **Governance Meetings** – The RFP mentioned before will outline the governance structure. Once this has been approved (or a variation of) governance meetings will take place.

**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. It is undetermined if the baseline report will be modified.

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

1. During this quarter there has been a great deal work on the match documentation. A list of stakeholders has been indentified and cataloged (over 300). There are plans for the VDEM Grants Office personnel along with the SLIP Office Manager to conduct outreach meetings with these stakeholders to educate them on the formal process of submitting their match documentation. They will also be 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.
2. VDEM utilizes their standard in-kind worksheets, in-kind tracking sheets, and formal instructions as with any other grant that in-kind match is being collected.
3. During the last quarter, the match figure on the 425 was revised. This quarter VDEM has not made any requests for funds until this matter is resolved.

**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,	

**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 informational sessions on PSBN	Vendor	Y	Y	10/1/2013	12/2015	\$150,000		

**13b. Describe any challenges encountered with vendors and/or subrecipients.**

<b>14. Budget Worksheet</b>						
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	\$228,000		\$228,000	\$39,317.78		\$39,317.78
b. Personnel Fringe Benefits	\$82,609		\$82,609	\$15,451.82		\$15,451.82
c. Travel	\$105,480		\$105,480	\$3,867.66		\$3,867.66
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	\$130,254.97		\$130,254.97
g. Other	\$144,300	689,213	\$833,513	\$0.00	\$13,863.04	\$13,863.04
h. Total Costs	\$2,756,850	689,213	\$3,446,063	\$188,970.23	\$13,863.04	\$202,755.27
i. % of Total	80%	20%	100%	93.16%	6.84%	100.00%
<b>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.</b>						
<b>16a. Typed or printed name and title of Authorized Certifying Official</b>			<b>16c. Telephone (area code, number, and extension)</b>			
Cheryl Lee			804 897 9760			
Grants Director			<b>16d. Email Address</b>			
			Cheryl.Lee@vdem.virginia.gov			
<b>16b. Signature of Authorized Certifying Official</b>			<b>16e. Date Report Submitted (month, day, year)</b>			
			2/19/2015			

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.

n