

U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number 56-10-S13056	
		4. EIN 83-0208667	
1. Recipient Name State of Wyoming		6. Report Date (MM/DD/YYYY) 10/30/2013	
3. Street Address 2001 Capitol Avenue		7. Reporting Period End Date: 10/30/2013	
5. City, State, Zip Code Cheyenne, WY 82002		8. Final Report <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9. Report Frequency <input checked="" type="checkbox"/> Quarterly
10a. Project/Grant Period Start Date: (MM/DD/YYYY) 8/1/13	10b. End Date: (MM/DD/YYYY) 07/31/2016		

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 Meetings	24 in attendance			
2	Broadband Conferences	9 in attendance			
3	Staff Hires	0 – new hires, 3 existing FTE's working % of time on grant			
4	Contract Executions	0			
5	Governance Meetings	0			
6	Education and Outreach Materials	0			
7	Subrecipient Agreements Executed	0			
8	Phase II Activities	N/A			

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.

Milestone activities: Several existing state employees were able to begin work on SLIGP, included the broadband enterprise architect, SWIC and budget administrator. We have a number of questions about SLIGP in general, and plan to follow up with additional information in the next quarter. We were able to hold two public safety work group sessions that included 24 emergency responder stakeholders in attendance. (There are 23 that are invited to each session). Also had a team of 9 individuals attend regional meeting in Denver, May22, 2013. (There were 10 invited, one canceled the morning of the meeting).

We will begin planning outreach and education efforts for next quarter.

We have also joined with other Western States in collaboration and meetings because of our similar rural issues, and are planning to meet with them several times a month.

For the time being, we are relying on State of Wyoming public safety work group and our existing user information from our land mobile radio (LMR) system to determine potential National Public Safety Broadband Network (NPSBN) users.

Governance structure anticipated to begin in Q2.

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.

We anticipated contractual staff to be hired in Q2, but might not occur until Q3.

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

Most of our work this quarter focused on education for the SLIGP project team and completing administrative activities (signing the CD-450, completing the Baseline/Expenditure Plan, reviewing financial processes with our state financial team).

11d. Describe any success stories or best practices you have identified. Please be as specific as possible.

We conducted additional outreach to the State of Wyoming's public safety working group members, to encourage attendance and participation.

We communicated that we would be providing information about SLIGP at the meeting, and wanted them to be engaged with the grant program.

We have had meetings with our state financial team so SLIGP team members could learn about processes for procuring services, processing invoices, and managing the SLIGP budget.

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.

The project has begun with 3 FTE's working a % of their time on the grant (see 12b). Therefore the project is not fully staffed, but we anticipate hiring staff (contractors) by Q2 or Q3, as projected in our Baseline/Expenditure Plan. Project's timeline could possibly be pushed into Q3.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Broadband Enterprise Architect	25%	Provide oversight of all SLIGP project activities	Started work on SLIGP
SWIC	50%	Provide administrative support for grant management, governance meetings, and outreach activities	Started work on SLIGP
Budget Administrator	1%	Provide support for budget management, procurement, and processing invoices	Started work on SLIGP

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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.

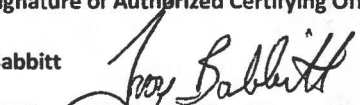
Name	Subcontract Purpose	Type (Vendor/Subrec.)	RFP/RFQ Issued (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated	Project and % Assigned
TBD	Program Manager – Technical writer	Vendor	N	N	TBD	TBD	\$489,600	\$0	N/A
TBD	Data Collection Manager	Vendor	N	N	TBD	TBD	\$384,000	\$0	N/A
TBD	Research - Planning	Vendor	N	N	TBD	TBD	\$230,400	\$0	N/A

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

None at this time. We will start working on RFP development Q2 or Q3 quarter.

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	\$0	\$147,300	\$147,300	\$0	\$11,161	\$11,161
b. Personnel Fringe Benefits	\$0	\$44,190	\$44,190	\$0	\$3,349	\$3,349
c. Travel	\$242,400	\$0	\$242,400	\$0	\$0	\$0
d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0
e. Materials/Supplies	\$4,193	\$0	\$4,193	\$0	\$0	\$0
f. Subcontracts Total	\$1,104,000	\$0	\$1,104,000	\$0	\$0	\$0
g. Other	\$0	\$146,158	\$146,158	\$0	\$3,421	\$3,421
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
h. Total Costs	\$1,350,593	\$337,648	\$1,688,241	\$0	\$17,931	\$17,931
i. % of Total	80%	20%	100%	0%	100%	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				16c. Telephone (area code, number, and extension)		
Troy Babbitt – Broadband Enterprise Architect				307-777-5648		
State of Wyoming				16d. Email Address		
				Troy.babbitt@wyo.gov		
16b. Signature of Authorized Certifying Official				16e. Date Report Submitted (month, day, year)		
Troy Babbitt 				Oct. 30, 2013		

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.