

**Developing the Baseline/Expenditure Plan  
Captivate Presentation Script  
April 2015**

The baseline/expenditure plan provides insight to NTIA into specific activities recipients will accomplish over the four and a half -year award period by identifying “Milestone Activity Categories” that reflect the types of activities that recipients will undertake and asking recipients to project spending of federal and non-federal funds cumulatively by quarter over the four and a half-year award period.

The Program Office evaluates recipients' baseline/expenditure or B/E plans as part of monitoring your grant. As part of their Phase 2 package, recipients should submit a revised B/E Plan that will reflect activities and spending for the duration of the revised period of performance.

The first tab of the B/E spreadsheet now includes milestone categories for the FirstNet-determined data collection activities that recipients may now start under Phase 2 in addition to milestone categories for Phase 1, which recipients can and should continue to work towards. The Program Office reviews projected and actual progress toward these milestone categories each quarter when we review your PPRs.

In this example a recipient has projected their progress toward all milestone categories for the entire grant period of performance.

Under stakeholder meetings the recipient reported engaging 1,565 stakeholders in quarters 1-7. Moving forward they project that their stakeholder engagement efforts will remain fairly constant for the remaining quarters, with small upticks when they have more stakeholder engagements planned, and dips when they have fewer planned. The total number of stakeholders engaged throughout the period of performance is projected to be 4,665.

Under broadband conferences the recipient reported sending 8 SLIGP-funded individuals to broadband conferences in quarters 1-7. They looked at the calendar and know that in some future quarters they will send 2 or 3 SLIGP-funded staff and stakeholders to conferences. The total number of SLIGP-funded staff and stakeholders to be sent to conferences is 20.

Under staff hires the recipient hired the equivalent of 3 full time staff in quarters 1-7. Their project is not fully staffed so in quarter 8 they will hire one more full time equivalent, or FTE for a total of 4 FTEs.

Under contract executions the recipient executed one contract in quarters 1-7 and plans to execute one more contract in quarter 8 to support Phase 2 FirstNet determined data collection activities. This recipient will execute a total of 2 contracts.

Under education and outreach materials the recipient produced 2,500 materials in quarters 1-7 and will continue to produce materials until quarter 17 for a total of 4,750 materials including handouts, newsletters, website hits, and activity on their social media accounts.

Under subrecipient agreements the recipient executed 2 in quarters 1-7, but does not anticipate that they will have any additional subrecipient agreements moving forward.

In preparation for Phase 2 data collection activities the same recipient assessed that they will conduct four of the FirstNet determined data collection activities. They do not plan on providing information on current mobile data providers and the state mobile data procurement process.

This recipient plans to prioritize identifying state coverage objectives. In quarter 8 they will develop the data collection process, collect the data, and analyze it. In quarter 9 they will submit their coverage objective data to FirstNet. They will iterate the process in quarters 10-12.

They have similarly prioritized the other data collection activities.

The second tab of the B/E spreadsheet, key indicators, asks recipients to project cumulative spending by quarter for the award period. Phase 2 reserve funds will likely be spread across several object class categories depending on how each recipient decides to resource Phase 2 data collection activities. The Program Office reviews projected and actual spending each quarter when we review your PPRs.

In this example the recipient spent \$70,000 in federal funds on travel in quarters 1 through 7. In quarter 8, they plan on spending \$25,000 in federal funds on travel. Therefore, the cumulative federal funds projected for travel in quarter 8 should be \$95,000.

Recipients should now reflect all projected expenditures by the appropriate object class categories to reflect planned spending for the extended grant period of performance and to perform FirstNet-determined data collection activities. This should include any other Phase 1 adjustments that recipients have made within their budget modification request.