

U.S. Department of Commerce Performance Progress Report			2. Award or Grant Number:	66-10-S13066
			4. EIN:	980018947
1. Recipient Name	Guam Homeland Security / Office of Civil Defense		6. Report Date (MM/DD/YYYY)	4/30/2017
3. Street Address	221B Chalan Palasyo		7. Reporting Period End Date: (MM/DD/YYYY)	3/31/2017
5. City, State, Zip Code	Agana Heights, Guam 96910		8. Final Report Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	9. Report Frequency Quarterly <input checked="" type="checkbox"/>
10a. Project/Grant Period				
Start Date: (MM/DD/YYYY)	9/1/2013	10b. End Date: (MM/DD/YYYY)	1/31/2018	
11. List the individual projects in your approved Project Plan				
	Project Type (Capacity Building, SCIP Update,	Project Deliverable Quantity (Number & Indicator Description)	Description of Milestone Category	
1	Stakeholders Engaged	21	Individuals including the new Guam HSA, Senators from the 34th Guam Legislature's Public Safety Oversight Committee, Guam Airport Fire Chief	
2	Individuals Sent to Broadband Conferences		No travel this quarter	
3	Staff Hired (Full-Time Equivalent)(FTE)	0	No hires during this quarter	
4	Contracts Executed	3	Purchase orders for printing companies for printing and production of outreach materials	
5	Governance Meetings	0		
6	Education and Outreach Materials Distributed	133	Fact Sheets on SLIGP and NPSBN, www.GuamPSBN.org website statistics, email updates to ICWG	
7	Subrecipient Agreements Executed	0	None	
8	Phase 2 - Coverage	Stage 5 and 6		
9	Phase 2 - Users and Their Operational Areas	Stage 5 and 6	For each Phase 2 milestone category, please provide the status of the activity during the quarter: <ul style="list-style-type: none"> <li>• Stage 1 - Process Development</li> <li>• Stage 2 - Data Collection in Progress</li> <li>• Stage 3 - Collection Complete; Analyzing/Aggregating Data</li> <li>• Stage 4 - Data Submitted to FirstNet</li> <li>• Stage 5 - Continued/Iterative Data Collection</li> <li>• Stage 6 - Submitted Iterative Data to FirstNet</li> </ul>	
10	Phase 2 - Capacity Planning	Stage 4		
11	Phase 2 - Current Providers/Procurement	Stage 4		
12	Phase 2 - State Plan Decision	Stage 2		
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.				
<p>In January 2017, a new Guam Homeland Security Advisor was appointed and was briefed on the SLIGP as well as the NPSBN progress-to-date. In March 2017, the Guam HSA resigned from his position and a new person has not been appointed as of the close of Quarter 15. Requisition forms for printing of outreach material and the like was processed in Quarter 14 and was only issued during Quarter 15. Additionally, a requisition for video production services was also processed in Quarter 14 and has yet to be issued as of March 31, 2017. As a new legislative body was elected in November 2016, a new oversight committee chairperson was appointed for Public Safety. Leadership of Guam Homeland Security/Office of Civil Defense and SLIGP Program Coordinator was able to provide brief on the project. Quarterly SLIGP call with Federal Program Officer was also completed on March 2, 2017.</p>				
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.				
none at this time.				
11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.				
<p>Recently, the Governor of Guam appointed a new Statewide Interoperable Coordinator (SWIC) who is also the Guam SPOC - Mr. Frank Lujan, Chief Technology Officer and alternates which will work on governance body issues. A meeting was held with Mr. Lujan in March to re-establish quarterly meetings of the Interoperable Communications Working Group (ICWG). Plans to meet during Quarter 16 are currently in discussion.</p>				
11d. Describe any success stories or best practices you have identified. Please be as specific as possible.				

**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
Program Coordinator III	100%	Manages SLIGP - financial, outreach/education activities; data collection and any related activities involving the SLIGP and Nationwide Public Safety Broadband Network	

**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
American Printing	Printing/production services	Vendor	Y	Y	1/27/2017	9/30/2017	\$500.00	\$0.00
Fast Copy Factory	Printing/production services	Vendor	Y	Y	1/27/2017	9/30/2017	\$500.00	\$0.00
Copy Express	Printing/production services	Vendor	Y	Y	1/27/2017	9/30/2017	\$500.00	\$0.00
Guam Webz	Hosting and Maintenance of GuamPSBN.org	Vendor	Y	Y	12/20/2016	3/31/2018	\$13,520.00	\$0.00
Westin Resort Guam	Meeting room space for Initial Consultation Mtg	Vendor	Y	Y	10/14/2015	9/30/2016	\$3,000.00	\$0.00
Sheraton Laguna Resort	Meeting room space	Vendor	Y	Y	10/14/2015	9/30/2016	\$3,000.00	\$0.00
Pacific Star Hotel	Meeting room space	Vendor	Y	Y	10/14/2015	9/30/2016	\$3,000.00	\$0.00
Copy Express	Printing/Copy Services	Vendor	Y	Y	10/14/2015	9/30/2016	\$400.00	\$0.00
Fast Copy	Printing/Copy Services	Vendor	Y	Y	10/14/2015	9/30/2016	\$400.00	\$0.00
Victoria Printing	Printing/Copying/Banner Production	Vendor	Y	Y	10/14/2015	9/30/2016	\$400.00	\$0.00
Guam Webz	Website Developer	Vendor	Y	Y	8/20/2015	12/31/2015	\$1,848.00	\$0.00
Victoria Printing	Graphic Design Services	Vendor	Y	Y	5/1/2015	9/30/2015	\$500.00	\$0.00
American Printing	Printing/Production services	Vendor	Y	Y	5/1/2105	9/30/2015	\$500.00	\$0.00
Copy Express	Printing/Copying/Banner Production	Vendor	Y	Y	5/1/2015	9/30/2015	\$500.00	\$0.00
Sorensen Media Group	Video Production Services	Vendor	Y	Y	9/21/2015	12/31/2015	\$5,000.00	\$0.00

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

While the start date of the printing/production services (American Printing, Fast Copy Factory and Copy Express) indicate a start date of 1/27/2017 as printed on the purchase order, the PO was not received by the SLIGP office until 3/20/17 and forwarded to the vendor. Therefore, expenses were not incurred during Quarter 15 and likely to begin in Quarter 16.

**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.

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	\$166,200.20	\$0.00	\$166,200.20	\$106,489.52		\$106,489.52
b. Personnel Fringe Benefits	\$78,822.71	\$0.00	\$78,822.71	\$33,823.63		\$33,823.63
c. Travel	\$83,360.00	\$0.00	\$83,360.00	\$42,734.68		\$42,734.68
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
e. Materials/Supplies	\$25,800.00	\$0.00	\$25,800.00	\$10,067.13		\$10,067.13
f. Subcontracts Total	\$148,397.35	\$0.00	\$148,397.35	\$16,369.39		\$16,369.39
g. Other	\$10,000.00	\$0.00	\$10,000.00	\$0.00		\$0.00
h. Indirect	\$16,719.74	\$0.00	\$16,719.74	\$9,634.33		\$9,634.33
i. Total Costs	\$529,300.00	\$0.00	\$529,300.00	\$219,118.68	\$0.00	\$219,118.68
j. % of Total	100%	0%	100%	100%	0%	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:**

CHARLES V. ESTEVES, ADMINISTRATOR, OFFICE OF CIVIL DEFENSE

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

671-478-0282/0285

**16b. Signature of Authorized Certifying Official:**



**16d. Email Address:**

leigh.pereda@ghs.guam.gov

**Date:**

4/30/2017