

<b>U.S. Department of Commerce</b>  <b>Performance Progress Report</b>		<b>2. Award or Grant Number</b> 18-10-S13018	<b>Expiration Date:</b> 8/31/2016
		<b>4. EIN</b> 35-6000158	
<b>1. Recipient Name</b> INDIANA INTEGRATED PUBLIC SAFETY COMMISSION		<b>6. Report Date (MM/DD/YYYY)</b> 04/29/2016	
<b>3. Street Address</b> 100 N SENATE AVENUE, IGC-N825		<b>7. Reporting Period End Date:</b> 03/31/2016	
<b>5. City, State, Zip Code</b> INDIANAPOLIS, IN 46204-2213		<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: 09/01/2013	<b>10b. End Date:</b> 02/28/2018		

**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	26 meetings/1898 attendees			
2	Broadband Conferences	0			
3	Staff Hires	0			
4	Contract Executions	0			
5	Governance Meetings	4			
6	Education and Outreach Materials	500			
7	Subrecipient Agreements Executed	NA			
8	Phase 2 - Coverage	Stage 5			
9	Phase 2 - Users and their Operational Areas	Stage 5			
10	Phase 2- Capacity Planning	Stage 5			
11	Phase 2 -Current Providers/Procurement	NA			
12	Phase 2 - State Plan Decision	NA			

**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

1. Stakeholder Meetings – Project staff attended 26 stakeholder meetings (728 attendees) this quarter, including 11 District Planning Council (DPC) meetings and 4 county fire chiefs meetings. Indiana FirstNet staff also purchased booth space at several association conferences for stakeholder outreach:
  - Indiana Association of Cities & Towns Newly Elected Officials (1000+ attendees)
  - Indiana Association of Chiefs of Police Mid-Winter Conference (150 attendees)
  - Indiana APCO Quarterly meeting (20 attendees)
2. Broadband Conferences –
3. Contract Executions – None
4. Governance Meetings – Four governance meetings were held in this reporting period. The Integrated Public Safety Commission (IPSC) and Statewide Interoperability Executive Committee (SIEC) both held quarterly meetings on March 15, 2016. Two SIEC monthly conference calls were also held. FirstNet/broadband updates and activity details were provided to commissioners/representatives at all meetings.
5. Other Activities
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  - Project staff continues to meet weekly to discuss broadband issues, strategy and logistics. The two chairs of the Indiana Broadband Working Group (Indiana Department of Homeland Security Executive Director David Kane and Indiana Chief Information Officer Paul Baltzell) attend these meetings at least once a month, along with other key FirstNet interested parties.
6. Project Team attended all NCSWIC and FirstNet/NTIA webinars and participated in the SPOC calls.
7. Thea *Request for Proposal* for general project management and additional data collection was released. Proposals were due April 5, 2016. Contract will be awarded by May, 2016

**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.**

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

**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.**

Indiana Governor Mike Pence instituted a “recalibration” effort (i.e. hiring freeze) in February, which put a halt to our imminent plan to hire an Outreach Coordinator for the Northern half of the state. IPSC staff is filling in the gap to ensure regular attendance at meetings continues

**12b. Staffing Table**

Job Title	FTE %	Project(s) Assigned	Change
Executive Director	.15	FirstNet Single Point of Contact	

Statewide Interoperability Coordinator (SWIC)	.5	Provides project oversight	
Communications Director	.5	Directs outreach program and oversee grant reporting	
Comptroller	.05	Supports budgetary and financial requirements, including grants and RFPs	
Operations Manager	.05	Provides operational support	
Logistics Manager	.05	Provides technical guidance (SME)	
Field Coordinator	.5	Provides outreach/education	
Field Coordinator	.5	Provides outreach/education	
Administrative Assistant	.05	Provides administrative support for governance meetings and other project requirements	
Clerk	.045	Provides clerical support	
Co-chair of Exec Comm (IN DHS Dir)	.05	Provides Governance	
Co-chair of Exec Comm (CIO)	.05	Provides Governance	
Gov's Ofc Public Safety Counselor	.00	Provides Governance	Not charging to grant
GIS Coordinator	.07		Started on SLIGP

**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
Professional Conventions and Meetings. Inc. (ProCaM)	Conference Planner	Vendor	N	Y	09/01/2014	08/31/2016	24,000	0	NA
Michael Baker Intl. (via Guidesoft)	Vendor for Focus Groups	Vendor	Y	Y	07/08/2015	12/08/2015	89,800	0	NA
TBD	Project Management/ Consulting Services	Vendor	Y	N	TBD	TBD	422,850	0	NA
TBD	Data Collection/Alignment	Vendor	Y	N	TBD	TBD	1,369,375	0	NA

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

The IPSC contract with ProCaM was extended for one year in August 2015; the new contract end date is 08/31/2016.

Michael Baker Int'l was selected as the focus group vendor in August 2015 and their work was completed in October 2015. Of the total \$89,800 billed to IPSC by Michael Baker Int'l, only \$78,400 was paid by IPSC because the vendor was unable to document or itemize the \$11,400 in project expenses.

**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	0.00	459,864.00	459,864.00	0.00	195,318.79	195,318.79
b. Personnel Fringe Benefits	0.00	128,762.00	128,762.00	0.00	54,694.86	54,694.86
c. Travel	343,354.00	0.00	343,354.00	23,297.13	0.00	23,297.13
d. Equipment	0.00	0.00	0.00	0.00	0.00	0.00
e. Materials/Supplies	4,800.00	0.00	4,800.00	59.96	0.00	59.96
f. Subcontracts Total	1,930,850.00	0.00	1,930,850.00	94,480.16	0.00	94,480.16
g. Other	75,500.00	0.00	75,500.00	41,679.63	0.00	41,679.63
h. Total Costs	2,354,504.00	588,626.00	2,943,130.00	159,876.88	250,013.65	409,890.53
i. % of Total	80%	20%	100%	39%	61%	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**  
 David W. Vice  
 Executive Director, Indiana Integrated Public Safety Commission  
 State Point of Contact

**16c. Telephone (area code, number, and extension)**  
 317-232-8993

**16d. Email Address**  
 dvice@ipsc.in.gov

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



**16e. Date Report Submitted (month, day, year)**

04/29/2016 (revised 5/11/2016)

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.