

U.S. Department of Commerce  Performance Progress Report		2. Award or Grant Number 18-10-S13018			
1. Recipient Name INTEGRATED PUBLIC SAFETY COMMISSION		4. EIN 35-6000158			
3. Street Address 100 N SENATE AVENUE, IGC-N340		6. Report Date (MM/DD/YYYY) 07-30-2014			
5. City, State, Zip Code INDIANAPOLIS, IN 46204-2213		7. Reporting Period End Date: 06-30-2014		9. Report Frequency x Quarterly	
10a. Project/Grant Period Start Date: (09/01/2013)	10b. End Date: (08/31/2016)	8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<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 Meetings	26 meetings/1035 attendees			
2	Broadband Conferences	1 (2 attendees to Public Safety Broadband Stakeholders Conf.)			
3	Staff Hires	.5			
4	Contract Executions	0			
5	Governance Meetings	3			
6	Education and Outreach Materials	600			
<b>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.</b>					
<p>Milestone Activities</p> <p>Governance Meetings – Three governance meetings were held in this reporting period. The quarterly Integrated Public Safety Commission (IPSC) meeting was held on June 17<sup>th</sup>. Two SIEC monthly conference calls were also held. FirstNet/broadband updates and activity details were provided to commissioners/representatives at all meetings.</p> <p>Stakeholder Meetings – Outreach to stakeholders increased dramatically this quarter.</p> <ul style="list-style-type: none"> <li>Six (6) Regional FirstNet informational meetings were held at the end of April/beginning of May. Each meeting had 50-60 stakeholders present, for a total of 325 attendees.</li> <li>Outreach staff attended/purchased booth space at three (3) Association conferences: the Indiana state NENA/APCO conference (260 attendees); the Indiana Emergency Medical Services Annual Conference (175 attendees); and the Indiana APCO chapter quarterly meeting (25 attendees).</li> <li>Staff attended all 10 District Planning Council meetings at least once. The District Planning Councils meet monthly or every other month, and attending these meetings is a cornerstone of our state outreach and marketing efforts. During this quarter, we attended 17 District Planning Council meetings, reaching approximately 250 individuals.</li> </ul> <p>Broadband Conferences – Two representatives (SPOC &amp; SWIC) attended the Public Safety Broadband Stakeholders Conference in Denver June 2-5.</p>					

Staff Hires – After careful evaluation, we decided one of our two Outreach Coordinators was not a good “fit” for the job, so we have hired a replacement. This new employee will start work on July 21, 2014.

Other Activities – Project staff continues to meet weekly to discuss broadband issues, strategy and logistics. The two chairs of the Indiana Broadband Working Group (Indiana Dept. of Homeland Security Executive Director John Hill and Indiana Chief Information Officer Paul Baltzell) attend these meetings at least once a month.

Project Team attended all NCSWIC and FirstNet/NTIA webinars and participated in the SPOC calls.

**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 anticipate requesting a change to our budget to reflect needs for materials and supplies. We will also adjust the budget to compensate for under-estimated costs for attending stakeholder conferences.

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

Our outreach efforts increased dramatically this quarter.

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

We believe our efforts to attend all District Planning Council meetings will reap dividends in the future. The DPCs are structured to help Indiana’s ten Homeland Security Districts in planning, organizing and managing critical emergency response activities on a regional basis. It brings together multiple jurisdictions, disciplines and agencies into a formal organizational structure to focus on common strategic goals and objectives. Each DPC is made up of local emergency responders, emergency managers and representatives from other public safety agencies. We believe the relationships we are forming with these key decision makers will establish trust and will help smooth the path in the future.

**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.**

We were fully staffed, but after careful consideration, decided that one of our new hires was not an optimal fit for Outreach. This employee’s last day was May 16. We have hired a replacement who will begin July 21<sup>st</sup>, so we have been working with one fewer Outreach Coordinator than planned. During this period, other staff members have stepped up to ensure that all meetings have been attended.

**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	.05	Provides Governance

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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	Conference Planner	Vendor	N	N	TBD	TBD	7,650	0	NA
TBD	Asset Survey	Vendor	N	N	TBD	TBD	529,000	0	NA
TBD	Data Collection/Alignment	Vendor	N	N	TBD	TBD	1,369,375	0	NA

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

NA

**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	454,005.00	454,005.00		62,553.32	62,553.32
b. Personnel Fringe Benefits	0.00	127,121.00	127,121.00			
c. Travel	328,959.00	0.00	328,959.00	8,948.74		8948.74
d. Equipment	0.00	0.00	0.00			
e. Materials/Supplies	0.00	0.00	0.00			

f. Subcontracts Total	1,906,025.00	0.00	1,906,025.00			
g. Other	119,520.00	7,500.00	127,020.00	300.00		300.00
h. Total Costs	2,354,504.00	588,626.00	2,943,130.00	9248.74	62,553.32	71,802.06
i. % of Total	80%	20%	100%	12.8%	87.2%	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, Integrated Public Safety Commission  
 State Point of Contact

**16c. Telephone (area code, number, and extension)**  
 317.233.8625

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

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



**16e. Date Report Submitted (month, day, year)**  
 Revised 09/02/2014

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.