

U.S. Department of Commerce  Performance Progress Report		2. Award or Grant Number <b>18-10-S13018</b>			
		4. EIN <b>35-6000158</b>			
1. Recipient Name <b>INTEGRATED PUBLIC SAFETY COMMISSION</b>		6. Report Date (MM/DD/YYYY) <b>11-10-2014</b>			
3. Street Address <b>100 N SENATE AVENUE, IGC-N340</b>		7. Reporting Period End Date: <b>10-30-2014</b>			
5. City, State, Zip Code <b>INDIANAPOLIS, IN 46204-2213</b>		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9. Report Frequency <b>x Quarterly</b>	
10a. Project/Grant Period Start Date: <b>(09/01/2013)</b>	10b. End Date: <b>(08/31/2016)</b>				
<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	16 meetings/1002 attendees			
2	Broadband Conferences	1 (3 attendees to FEMA Region 5 meeting)			
3	Staff Hires	0			
4	Contract Executions	1			
5	Governance Meetings	5			
6	Education and Outreach Materials	1500			
<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 – Five governance meetings were held in this reporting period. The quarterly Integrated Public Safety Commission (IPSC) meeting was held on September 16. Members of the Broadband Executive Committee were invited to attend the Broadband Coverage Workshop, facilitated by the OEC, on September 17<sup>th</sup>. (31 members attended this meeting). This meeting was scheduled on the day prior to the first Indiana Statewide FirstNet Conference. The Quarterly SIEC meeting was held on July 9, and 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 –</p> <ul style="list-style-type: none"> <li>• The first statewide FirstNet conference was held on September 18. 220 attendees from 67 counties, 14 state agencies and four federal agencies attended the conference .</li> <li>• Outreach staff attended/purchased booth space at two (2) Association conferences: the Indiana Sheriff's Association, (178 attendees), and the Indiana Emergency Response Conference (404 attendees).</li> <li>• Staff continued to attend all 10 District Planning Council meetings. 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 12 District Planning Council meetings, reaching approximately 200 individuals.</li> <li>• Three Indiana FirstNet reps (CIO Paul Baltzell, SWIC Steve Skinner and Sally Fay) attended the FEMA Region 5 meeting in Chicago to discuss the regional view/strategy for FirstNet</li> </ul>					

Other Activities – Project staff continues to meet weekly to discuss broadband issues, strategy and logistics. The two chairs of the Indiana Broadband Working Group (Governor’s Public Safety Chief Deputy 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 miscalculated the expenses for our event planner (Subcontract Category). We will need to adjust our budget to reflect this under-estimation. Additionally, we anticipate requesting a change to our budget to reflect needs for materials and supplies and also plan to adjust the budget to allow for attendance at additional stakeholder conferences.

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

Our Comptroller retired in August, which affected our ability to provide timely reports and adjustments. Her replacement started at the end of October.

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

Our focus on District Planning Council meetings is starting to pay off. 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.**

Our replacement Outreach Coordinator began work July 21<sup>st</sup>, so we are now fully staffed. Our Comptroller retired in August, her replacement did not begin until the end of October.

**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

**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	Y	09/01/2014	08/31/2015	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

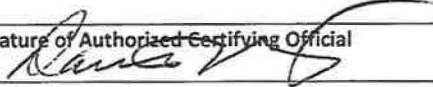
**13b. Describe any challenges encountered with vendors and/or subrecipients.**

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		73,046.54	73,046.54
b. Personnel Fringe Benefits	0.00	127,121.00	127,121.00		20453.03	20453.03
c. Travel	328,959.00	0.00	328,959.00	11,687.99		11,687.99
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	16,320.00		16,320.00
g. Other	119,520.00	7,500.00	127,020.00	2178.20		2178.20
h. Total Costs	2,354,504.00	588,626.00	2,943,130.00	30,186.19	93,449.57	123,685.76
i. % of Total	80%	20%	100%	24.41%	75.59%	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) 317.233.8625
	16d. Email Address dvice@ipsc.in.gov
16b. Signature of Authorized Certifying Official 	16e. Date Report Submitted (month, day, year) 11.10.2014

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.