

U.S. Department of Commerce Performance Progress Report			2. Award or Grant Number:	26-10-S13026
			4. EIN:	38-6000134
1. Recipient Name	Michigan State Police - State 911 Administrative Section		6. Report Date (MM/DD/YYYY)	1/30/2018
3. Street Address	7150 Harris Drive		7. Reporting Period End Date: (MM/DD/YYYY)	12/30/2017
5. City, State, Zip Code	Dimondale, Michigan 48821		8. Final Report	9. Report Frequency
			Yes <input type="checkbox"/>	Quarterly <input checked="" type="checkbox"/>
			No <input checked="" type="checkbox"/>	
10a. Project/Grant Period				
Start Date: (MM/DD/YYYY)	9/1/2013	10b. End Date: (MM/DD/YYYY)	2/28/2018	
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	251	<i>Actual number of individuals reached via stakeholder meetings during the quarter</i>	
2	Individuals Sent to Broadband Conferences	1	<i>Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter</i>	
3	Staff Hired (Full-Time Equivalent)(FTE)	n/a	<i>Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)</i>	
4	Contracts Executed	n/a	<i>Actual number of contracts executed during the quarter</i>	
5	Governance Meetings	3	<i>Actual number of governance, subcommittee, or working group meetings held during the quarter</i>	
6	Education and Outreach Materials Distributed	28,388 (604 Followers*47 Q18 Tweets)	<i>Actual volume of materials distributed (inclusive of paper and electronic materials) plus hits to any website or social media account supported by SLIGP during the quarter</i>	
7	Subrecipient Agreements Executed	n/a	<i>Actual number of agreements executed during the quarter</i>	
8	Phase 2 - Coverage	Stage 5	<i>For each Phase 2 milestone category, please provide the status of the activity during the quarter:</i> <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>	
9	Phase 2 – Users and Their Operational Areas	Stage 5		
10	Phase 2 – Capacity Planning	Stage 5		
11	Phase 2 – Current Providers/Procurement	Stage 5		
12	Phase 2 – State Plan Decision	Stage 4		

**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.**

OUTREACH AND EDUCATION

- MiPSB Hosted Broadband Forum Upper Peninsula Webinar – 10/17/17 (3 attendees)
- MiPSB Hosted Broadband Forum Gaylord – 10/24/17 (17 attendees)
- MiPSB Hosted Broadband Forum Bay City – 10/25/17 (11 attendees)
- MiPSB Hosted Webinar – 10/31/17 (1 attendee)
- MiPSB Hosted Broadband Forum Dimondale – 11/28/17 (76 attendees)
- MiPSB Hosted Broadband Forum Kalamazoo – 11/29/17 (50 attendees)
- MiPSB Hosted Broadband Forum Novi – 12/5/17 (93 attendees)

GOVERNANCE

- MiPSB Workgroup Meeting (10/10/17, 12/12/17)
- MI Public Safety Communications Interoperability Board (12/12/17)

CONFERENCES

- OH Public Safety Broadband Conference – 11/1/17 (1 attendee)

SOCIAL MEDIA

- The @MiPSBB Twitter Account metrics are 604 Followers, 784 Tweets and Following 397 as of December 30, 2017.

OTHER

- FirstNet / AT&T / MiPSB Conference Call (10/4/17, 10/11/17, 10/18/17, 11/8/17, 11/15/17, 12/6/17)
- SLIGP Quarterly Call (12/1/17)
- FEMA Region V Conference Call (10/3/2017)

**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.**

Nothing at this time

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

The State of Michigan adopted a new financial reporting system on October 1, 2017, (the beginning of the state's 2018 fiscal year). 1st quarter financial reports (October 1 – December 31, 2017) have not yet been thoroughly vetted for accuracy through the entire process. The Funds Expended reported for this period are based on manual calculations and an amended report may be submitted if discrepancies are identified.

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

During this reporting period the MiPSB Program held a series of educational Public Safety Broadband Forums across the state. Two on-site forums were scheduled in the Upper Peninsula, however due to low registration they were conducted as a webinar. All other locations were well attended with a total of 250 participants. Surveys were conducted following each forum through Survey Monkey, and the responses were overwhelmingly positive. Conversely, the MiPSB Program began hosting monthly webinars in January 2017. Participation was good through June and was an effective way to communicate the State Plan Review process, however participation dropped after the Governor's decision to opt-in, and the decision was made to cancel the program after the October webinar. Weekly conference calls between the State, FirstNet, and AT&T have been very beneficial in keeping the lines of communication open. In addition, quarterly on-site meetings have been scheduled; the first will be held in March 2018.

**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
SWIC	0.5	Provide oversight of all SLIGP project activities and outreach/education efforts	Continued work on SLIGP
Grant Director	0.1	Provide oversight of all grant fiduciary activities and reporting requirements for the state.	Continued work on SLIGP
CIO / SPOC	0.1	Primary point of contact. Inform Governor's office	Continued work on SLIGP
SLIGP Program Manager	0.8	Project Management and operations	Continued work on SLIGP
Shared Services Director	0.1	Executive support and managing SLIGP project team	Continued work on SLIGP
Shared Services Director Admin Support	0.1	Administrative support relating to SLIGP efforts including scheduling meetings, preparing materials and human resources activities	Continued work on SLIGP
Outreach Support Staff 1	0.1	Data preparation for outreach support including research on stakeholders groups and potential outreach engagement opportunities	Continued work on SLIGP
Budget & Procurement Analyst	0.1	Advise in all procurement and purchasing required for SLIGP. Monitor and track staff time reporting and project invoices	Continued work on SLIGP
Outreach Support Staff 2	0.8	Data preparation for outreach support including research on stakeholders groups and potential outreach engagement opportunities	Continued work on SLIGP
Outreach Support Staff 3	0.8	Data preparation for outreach support including research on stakeholders groups and potential outreach engagement opportunities	Continued work on SLIGP
SWIC Admin Support	0.1	Administrative support relating to SLIGP efforts including scheduling meetings, preparing materials and human resources activities	Continued work on SLIGP
Subject Matter Expert Engineer 1	0.2	Provided technical support to project	Continued work on SLIGP
Subject Matter Expert Engineer 2	0.2	Provided technical support to project	Continued work 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
State of Michigan	DTMB Project Staffing	Vendor	N	Y	10/1/2015	2/28/2018	\$1,708,755.23	\$0.00
BearCom (CTS)	Consulting and General Support	Vendor	Y	Y	6/9/2015	2/28/2018	\$1,304,404.00	\$175,000.00
Michigan State University	Kellogg Hotel & Conference Center	Vendor	N	Y	5/19/2015	9/30/2015	\$2,500.00	\$0.00
AIC	Consulting and General Support	Vendor	N	Y	7/1/2014	9/30/2014	\$123,455.00	\$0.00
Cynergyze	Consulting and General Support	Vendor	N	Y	3/1/2014	6/30/2014	\$100,000.00	\$0.00
Cynergyze	Consulting and General Support	Vendor	N	Y	12/31/2013	2/28/2014	\$18,420.00	\$8,880.00

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

Nothing at this time

**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		\$288,000.00	\$288,000.00	\$0.00	\$256,246.87	\$256,246.87
b. Personnel Fringe Benefits		\$213,000.00	\$213,000.00	\$0.00	\$188,861.11	\$188,861.11
c. Travel	\$97,100.00	\$2,966.00	\$100,066.00	\$79,699.09	\$2,966.00	\$82,665.09
d. Equipment			\$0.00	\$0.00	\$0.00	\$0.00
e. Materials/Supplies	\$13,950.00	\$3,900.00	\$17,850.00	\$13,561.35	\$3,360.00	\$16,921.35
f. Subcontracts Total	\$2,873,756.00	\$183,880.00	\$3,057,636.00	\$2,459,445.17	\$183,880.00	\$2,643,325.17
g. Other	\$62,211.00	\$70,004.00	\$132,215.00	\$32,215.72	\$80,510.65	\$112,726.37
h. Indirect			\$0.00			\$0.00
i. Total Costs	\$3,047,017.00	\$761,750.00	\$3,808,767.00	\$2,584,921.33	\$715,824.63	\$3,300,745.96
j. % of Total	80%	20%	100%	78%	22%	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.**

<b>16a. Typed or printed name and title of Authorized Certifying Official:</b>		<b>16c. Telephone (area code, number, and extension)</b>	
Pamela Matelski, Director, Michigan's Public Safety Broadband Program		517-373-0084	
<b>16b. Signature of Authorized Certifying Official:</b>		<b>16d. Email Address:</b>	
<i>Pamela Matelski</i>		<a href="mailto:matelskip1@michigan.gov">matelskip1@michigan.gov</a>	
		<b>Date:</b>	
		1/30/18	