

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) : October 30, 2013	
3. Street Address: P.O. Box 30634 333 S Grand Ave.		7. Reporting Period End Date: September 30, 2013	
5. City, State, Zip Code: Lansing, MI 48909-0634		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9. Report Frequency <input checked="" type="checkbox"/> Quarterly
10a. Project/Grant Period Start Date: 09/01/2013	10b. End Date: 08/31/2016		

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	247			
2	Conferences	7			
3	Staff Hires (FTE)	.6			
4	Contract Executions	0			
5	Governance Meetings	0			
6	Education and Outreach Materials	40			
7	Sub-recipient Agreements Executed	0			
8	Phase 2	None			
9					

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: Michigan did not receive the grant notice until 9/17/2013, so many of the planned activities were on hold until we could receive the grant money for use in contractual support and additional state staff, so very limited activities occurred from September 17 through September 30. Many of the intended activities, such as contract executions are expected to occur in the next reporting cycle. We were able to identify 3 events where Public Safety Broadband and FirstNet were explicitly covered to educate and inform members of the Michigan Wireless Association, Michigan Government Management Information Sciences, Michigan APCO, Michigan Communication Directors Association, a statewide communications staff meeting, and two separate online webinars (used to test a new venue for outreach) where I was able to reach a total of 247 representatives. Fortunately, Michigan had planned these meetings when the award was anticipated for July, so the meetings were already on the calendar during this quarter and we planned to continue the efforts even if the SLIGP had not been awarded yet. Limited state staff have been involved through this quarter, but planned staffing will be brought in to work the activities and support the efforts going forward. Forty hand outs were supplied with one of the earlier groups to attempt to identify easier means to disseminate information and "take-aways" for staff attending to see if it creates a growing desire for others to attend future events. FirstNet Regional meeting in St. Louis, June 12-13 was attended by 7 state of Michigan representatives with a mix of disciplines.

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.

With the delayed award many of our planned efforts, specifically contract executions are delayed as we scramble to use limited resources until contractual staff can be brought on to aide in monthly status to the workgroups, and development of outreach materials and venues. Given the fact that this next quarter covers two major holidays we may see a ripple effect across some of our planned outreach efforts until contractual staff are back in place. We expect this to be resolved and no longer an issue by the third reporting cycle allowing the State of Michigan to move forward with expected deliverables as planned.

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

As this quarter was very short (award to end of quarter for Michigan), very few activities other than outreach were able to be engaged. We still see a ripple into the next quarter as the state worked to identify the in-kind match tracking mechanisms prior to actual fiduciary sign-off for the grant award (October 17, 213).

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

Webinars may be a useful tool for geographically diverse staff, but will not work for all people to engage in an education and outreach effort.

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.

As identified previously, as the award to end of quarter was very short no additional staff were brought in and a lapse was created between contractual staffing we had in place to the actual award to the state, where our state dollars ran out supporting the contractor prior to SLIGP award to retain the contractor. This will be an impact if the state must start over with new contractual staff to support Michigan's Public Safety Broadband Program.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
SWIC	.5	Provide oversight of all SLIGP project activities and outreach/education efforts	Started work on SLIGP
Grant Director	.10	Provide oversight of all grant fiduciary activities and reporting requirements for the state.	Started work on SLIGP

Add Row

Remove Row

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/RFO Issued (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated	Project and % Assigned
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Cynergyze	Outreach and Education - webinar	vendor	N	N	09/17/2013	09/30/2013	\$0	\$8,880	
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13b. Describe any challenges encountered with vendors and/or subrecipients.

State funding expired at end of State fiscal year (September 30, 2013), so contractual staff were let go until SLIGP funds are accessible to bring contractual resources back to support the program. The vendor was leveraged from an existing contract vehicle, so no new contract was executed, simply a change order that added the new activities and the vendor partner.

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	\$793,042	\$442,167	\$1,235,209	\$0	\$2592	\$2592
b. Personnel Fringe Benefits	\$604,423	\$298,997	\$903,420	\$0	\$2047	\$2047
c. Travel	\$469,368	\$0	\$469,368	\$1405	\$2966	\$4371
d. Equipment	\$0	\$0	\$0	\$0	0	
e. Materials/Supplies	\$11,918	\$14,600	\$26,518	\$0	0	
f. Subcontracts Total	\$1,418,136	\$56,160	\$1,474,296	\$0	\$8,880	\$8,880
g. Other	\$50,130	\$25,650	\$75,780	\$0	0	
h. Total Costs	\$3,347,017	\$837,574	\$4,184,591	\$1405	\$16,485	\$17,890
i. % of Total	80%	20%	100%	8.5%	91.5%	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

 Laura Blastic, SLIGP Program Manager, Department of Technology, Management & Budget (DTMB), Center for Shared Solution (CSS)

16d. Email Address

 blasticl@michigan.gov

16b. Signature of Authorized Certifying Official


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

 November 25, 2013

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.