

U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number:	51-10-S13051
1. Recipient Name	Virginia Department of Emergency Management	4. EIN:	54-6002286
3. Street Address	10501 Trade Court	6. Report Date (MM/DD/YYYY)	4/29/2016
5. City, State, Zip Code	North Chesterfield, VA 23236	7. Reporting Period End Date: (MM/DD/YYYY)	3/31/2016
		8. Final Report Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	9. Report Frequency Quarterly <input checked="" type="checkbox"/>

10a. Project/Grant Period			
Start Date: (MM/DD/YYYY)	8/1/2013	10b. End Date: (MM/DD/YYYY)	1/31/2018

11. List the individual projects in your approved Project Plan			Total Federal Funding Amount	Total Federal Funding Amount expended at the end of this reporting period	Percent of Total Federal Amount expended
	Project Type (Capacity Building, SCIP Update, etc.)	Project Deliverable Quantity (Number & Indicator Description)			
1	Stakeholder Meetings	251			
2	Broadband Conferences	2			
3	Staff Hires	0			
4	Contract Executions	0			
5	Governance Meetings	0			
6	Education and Outreach	28			
7	Subrecipient Agreement Executed	0			
8	Phase 2 - Coverage	Stage4			
9	Phase 2 - Users and Their Operational Areas	Stage4			
10	Phase 2 - Capacity Planning	Stage4			
11	Phase 2 - Current Providers/Procurement	Stage4			
12	Phase 2 - State Plan Decision	Stage4			

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.

1. Stakeholder Meetings – Five meetings were conducted with Center for Innovative Technology, Office of Public Safety and Homeland Security, and FirstNet Staff to develop the Commonwealth's outreach campaign for 2016. Five additional meetings were conducted with Regional Preparedness Advisory Committees to provide updates on FirstNet developments.

2. Broadband Conferences – Participated in the 2016 VA Fire and Rescue Conference and VA Emergency Management Symposium. The SWIC office set up a FirstNet information booth for outreach activities and the interoperability program manager attended both.

3. Staff Hires - While there were no staff hires during this reporting period, first responder Subject Matter Experts from multiple disciplines are currently being recruited to support outreach education efforts. Recruiting efforts should result in multiple hires that will be reported with the next report.

4. Governance Meetings – There were no Governance meetings, however, the Commonwealth hosted an Office of Emergency Communications led Governance Best Practices / SCIP Planning workshop to facilitate the reconstitution of the SIEC. Senator Warner's technology advisor, Rafi Martina, met with Deputy Sec. Thiel, Shawn Talamadge, and Tom Gagnon to receive an update on the Commonwealth's PSBN efforts.

5. Education and Outreach Materials – Provided 28 handouts.

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.

None to report at this time.

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.

Support for the reconstitution of the SIEC has been strong across the Commonwealth.

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.

The project office is not fully staffed at this time.

12b. Staffing Table

Job Title	FTE%	Project (s) Assigned	Change
SWIC	50%	PSBN, FirstNet	SWIC is DepSec Brown
IO Program Manager	50%	PSBN, FirstNet	Hired Nov. 10th.

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
Data Collection	To collect information from stakeholders for PSBN	TBD	Vendor	N	N			\$280,000.00	
Project Manager/Subject Matter Experts	Assist in development of planning for est of NPSBN	TBD	Vendor	N	N			\$639,127	
Regional Coordination/Outreach/Office Mgr	Organize stakeholder meetings; maintain website and awareness	Calliper	Vendor	Y	Y	10/1/2013	6/30/2015	\$312,480	
Regional Coordination	MACINAC	All Hazards	Subrec	N	Y	2/25/2014	6/30/2016	\$90,000	22500
Interop Conference	Annual stakeholder conference , tracks will include informational sessions on PSBN	APCO	Vendor	Y	Y	10/1/2013	Dec-15	\$150,000	
Project Management	Project Management and Support for FirstNet	Center for Innovative Technology (CIT)	Subrec	N	Y	7/1/2015	Jan-18	\$1,285,243	

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

The total amount of contracts now exceeds the original budget due to the execution of CIT. Some costs that were originally budgeted in non-contractual costs have been rolled into that contract. This has been accounted for in the revised phase two budget.

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	\$371,250.00		\$371,250.00	\$64,822.76		\$64,822.76
b. Personnel Fringe Benefits	\$188,190.00		\$188,190.00	\$25,165.63		\$25,165.63
c. Travel	\$108,860.00		\$108,860.00	\$6,572.13		\$6,572.13
d. Equipment			\$0.00	\$0.00		\$0.00
e. Materials/Supplies	\$41,680.00		\$41,680.00	\$0.00		\$0.00
f. Subcontracts Total	\$522,819.00		\$522,819.00	\$71,866.30		\$71,866.30
g. Other	\$1,524,051.00	\$689,213.00	\$2,213,264.00	\$287,216.48	\$36,369.04	\$323,585.52
h. Indirect	\$0.00		\$0.00	\$0.00		\$0.00
i. Total Costs	\$2,756,850.00	\$689,213.00	\$3,446,063.00	\$455,643.30	\$36,369.04	\$492,012.34
j. % of Total	80%	20%	100%	93%	7%	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:				16c. Telephone (area code, number, and extension)	804-897-9760	
Cheryl Lee				16d. Email Address:	cheryl.lee@vdem.virginia.gov	
Grants Director <i>Cheryl Lee</i>				Date:	4/29/2016	