

U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number 51-10-S13051			
		4. EIN 54-6002286			
1. Recipient Name: Virginia Department of Emergency Management		6. Report Date (05/14/2014)			
3. Street Address: 10501 Trade Court		7. Reporting Period End Date: 03/31/2014			
5. City, State, Zip Code Richmond, VA 223236		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: (08/01/2013)	10b. End Date: (07/31/2016)				
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 meeting	126			
2	Hiring Personnel	0			
3	Broadband Conferences	0			
4	Contract Executions	0			
5	Education and Outreach Materials	0			
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.					
<ol style="list-style-type: none"> 1. Stakeholder Meetings – During this quarter the SWIC attended the Regional Preparedness Advisory Committee for Interoperability across the state. During these meetings the SEIC briefed the stakeholders on FirstNet, SCIP update, and new administration during this time period. 2. Hiring Personnel – An Interim SWIC has been appointed by the current Administration. There continues to be a a delay in hiring of additional staff until the new SWIC is hired. 3. Broadband Conferences – The interim SWIC and members of the Grant Management Office attended the NTIA SLIGP Workshop. 4. Contract Executions – As stated in item 2, the administration will delay on making any contractual decisions until the new SWIC is hired. 5. Education and Outreach Materials – 					
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.					
<ol style="list-style-type: none"> 1. None at this time 					

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

1. None at this time

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

1. None at this time

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.

1. The project is not fully staffed during this quarter. At this time this should not impact the program.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
SWIC	50%	PSBN, FirstNet,	

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
Data Collection	To collect information from stakeholders for PSBN	Vendor	N	N			\$280,000		
Project Manager/Subject Matter Experts	Assist in development of planning for est of NPSBN	Vendor	N	N			\$1,147,380		
Regional Coordination/Outreach/Office Mgr	Organize stakeholder meetings; maintain website and awareness	Secretariat Office of Public Safety and Homeland Security	Y	Y	10/1/2013	6/30/15	\$402,480		
Interop Conference	Annual stakeholder conference , tracks will include	AAPCO	Y	Y	10/1/2013	12/2015	\$150,000		

	informational sessions on PSBN						
<div style="display: flex; justify-content: center; gap: 20px;"> Add Row Remove Row </div>							
13b. Describe any challenges encountered with vendors and/or subrecipients.							
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	\$228,000		\$228,000	\$12,112.50		\$12,112.50	
b. Personnel Fringe Benefits	\$82,609		\$82,609	\$4,261.14		\$4,261.14	
c. Travel	\$105,480		\$105,480	\$3,484.66		\$3,484.66	
d. Equipment	\$0		\$0	\$0.00		\$0.00	
e. Materials/Supplies	\$29,401		\$29,401	\$0.00		\$0.00	
f. Subcontracts Total	\$2,167,060		\$2,167,060	\$35,773.29		\$35,773.29	
g. Other	\$144,300	689,213	\$833,513	\$0.00	\$13,907.83	\$13,907.83	
h. Total Costs	\$2,756,850	689,213	\$3,446,063	\$54,289.23	\$13,907.83	\$68,197.06	
i. % of Total	80%	20%	100%	1.969%	20%	80%	
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 Cheryl Lee Grants Director				16c. Telephone (area code, number, and extension) 804 897 9760			
				16d. Email Address Cheryl.Lee@vdem.virginia.gov			
16b. Signature of Authorized Certifying Official <i>Cheryl J. Lee</i>				16e. Date Report Submitted (month, day, year) 5/14/2014			

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.

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