

U.S. Department of Commerce		2. Award or Grant Number 51-10-S13051	
Performance Progress Report		4. EIN 54-6002286	
1. Recipient Name: Virginia Department of Emergency Management		6. Report Date (01/28/2013)	
3. Street Address: 10501 Trade Court		7. Reporting Period End Date: 12/31/2013	
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)	
1	Stakeholder meeting	18	
2	Hiring Personnel	0	
3	Broadband Conferences	5	
4	Contract Executions	2	
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 – During this quarter the Commonwealth had a change in administration, which resulted in the SWIC position becoming vacant. The new administration has made decision to delay hiring of additional staff until the new SWIC is hired. They are currently in the process of interviewing people and should make a decision early in the next quarter. 3. Broadband Conferences - APCO/NENA/Interoperability Conference was held in October 2013. Representatives from across the Commonwealth, private sector organizations and additional out of state personnel attended the Conference to discuss broadband initiatives and activities and how each state can collaborate with each other to maximize their resources and ideas. Also, there were tracks that assist stakeholders to have a better understanding for FirstNet and broadband. 4. Contract Executions – As stated in item 2, the administration will delay on making any contractual decisions until the new SWIC is hired. In this same category, there has been two contract employees hired to assist with program activities at the administration level (Regional Coordination and Executive Assistant). 5. Education and Outreach Materials – During this quarter the SCIP was updated according to statute. There were no costs associated with this update during this quarter. 			

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.

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	Vendor	Y	Y	10/1/2013	6/30/15	\$402,480		
Interop Conference	Annual stakeholder conference , tracks will include informational sessions on PSBN	Vendor	Y	Y	10/1/2013	12/2015	\$150,000		

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

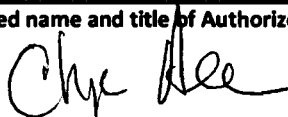
14. Budget Worksheet

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	\$4037.50		\$4037.50
b. Personnel Fringe Benefits	\$82,609		\$82,609	\$1420.38		\$1420.38
c. Travel	\$105,480		\$105,480	\$796.88		\$796.88
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	\$14,605.43		\$14,605.43
g. Other	\$144,300	689,213	\$833,513	\$0.00	\$4,170.00	\$4,170.00
h. Total Costs	\$2,756,850	689,213	\$3,446,063	\$20,860.19	\$4,170.00	\$25,030.19
i. % of Total	80%	20%	100%	.75%	.60%	.72%

16a. Typed or printed name and title of Authorized Certifying Official

Ceryl 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 	16c. Date Report Submitted (month, day, year) 1/28/2014
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