

<b>U.S. Department of Commerce</b>  <b>Performance Progress Report</b>		<b>2. Award or Grant Number</b> 53-10-S13053	
<b>1. Recipient Name</b> State of Washington		<b>4. EIN</b> 91-6001095	
<b>3. Street Address</b> Military Dept. Emergency Management Division Building 20, Aviation Drive		<b>6. Report Date (MM/DD/YYYY)</b> 10/30/2013	
<b>5. City, State, Zip Code</b> Camp Murray, WA 98430		<b>7. Reporting Period End Date:</b> 09/30/2013	
<b>10a. Project/Grant Period</b> Start Date: 09/01/2013		<b>10b. End Date:</b> 8/31/2016	
<b>8. Final Report</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>9. Report Frequency</b> <input checked="" type="checkbox"/> Quarterly	

**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	445			
2	Broadband Conferences	0			
3	Staff Hires	1.25			
4	Contract Executions	0			
5	Governance Meetings	1			
6	Education and Outreach Materials	600			
7	Sub-recipient Agreements Executed	0			
8	Phase II activities	N/A			

**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: During this period we conducted 7 stakeholder meetings reaching a total of 445 individuals. These meetings included presentations to the Washington State Emergency Managers' Association, one meeting with 12 tribes represented, two meetings with stakeholders from six counties, and two cross-border interoperability workshops. Our State Interoperability Executive Board (SIEC) met, with a total of 30 people present, discussed our SLIGP plan and authorized the formation of a Stakeholder Committee of local and state agency representatives. We started the hiring process for a program/outreach manager as authorized by the grant and anticipate the individual will start on October 28. We developed version 2 of our one-page outreach/education flyer and a newer version of the presentation used in conducting stakeholder meetings. 600 copies of these materials were distributed.

Other activities: We've set up two listservs to regularly contact and inform stakeholders and vendors about our SLIGP activities.

**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.**

Our approved grant calls for the execution of 35 contracts during SLIGP Phase 1. But our baseline report calls for execution of 66 subrecipient agreements. This is a mismatch due to a misunderstanding of the terminology. In a conference call with our Federal Program Officer this misunderstanding has been clarified, but we will need to make a decision whether to use contracts, and then correct our baseline milestone report, or use subrecipient agreements, and then ask for a grant modification.

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

Per approved application, the Office of the Chief Information Officer (OCIO) has made staffing adjustments to ensure project deliverables are met.

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

Use of listservs to regularly contact stakeholders and allow them to interact with each other will be a best practice which we have implemented.

**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 SLIGP outreach and education efforts, and sub-contracting or sub-recipient efforts, will be delayed until staff are hired.

**12b. Staffing Table**

Note: The second column is title "FTE %" not FTE so the numbers given there are percentages, e.g. 50 means 50% means 0.5 FTE.

Job Title	FTE %	Project(s) Assigned	Change
Senior Program Manager	50	Provides oversight and management of all SLIGP project activities. Keynotes at events.	Started work
Program Manager	50	Convenes meetings of advisory work groups and technical workgroups, Speaks at stakeholder meetings. Writes reports.	Partially working on SLIGP
Grants Program Specialist (SAA)	25	Project accounting and reporting	Started work

**13. Subcontracts (Vendors and/or Sub recipients)**

**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
TBD	Outreach and Education	Subrecipient	N	N	TBD	TBD	350,000	0	N/A

	(35 contracts)								
TBD	Phase II Data Collection (35 contracts)	Subrecipient	N	N	TBD	TBD	875,000	0	N/A

Add Row

Remove Row

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

This work is not started, pending the hiring of a program manager. See also item 11b.

**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	\$ 736,125	\$ 221,150	\$ 957,275	\$1,829	\$ 366	\$2,195
b. Personnel Fringe Benefits	\$ 147,225	\$ 44,230	\$ 191,455	\$ 457	\$ 81	\$ 549
c. Travel	\$ 72,988	\$ 0	\$ 72,988	\$ 0	\$ 0	\$ 0
d. Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
e. Materials/Supplies	\$ 52,464	\$ 1,200	\$ 53,664	\$ 0	\$ 0	\$ 0
f. Subcontracts Total	\$ 1,453,800	\$ 33,000	\$ 1,486,800	\$ 0	\$ 0	\$ 0
Indirect	\$ 78,629	\$298,273	\$ 376,902	\$ 336	\$ 0	\$ 336
g. Other	\$ 101,360	\$ 71,260	\$ 172,620	\$ 0	\$ 0	\$ 0
h. Total Costs	\$ 2,642,591	\$ 669,113	\$ 3,311,704	\$ 2,622	\$ 457	\$ 3,080
i. % of Total	80%	20%	100%	80%	20%	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**

SIGFRED J. DAHL, HLS/E911 UNIT MANAGER, MILITARY DEPT, STATE OF WASHINGTON

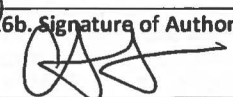
**16c. Telephone (area code, number, and extension)**

253-512-7468

**16d. Email Address**

Sigfred.dahl@mil.wa.gov

**16b. Signature of Authorized Certifying Official**



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

January 7, 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.