

U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number 53-10-S13053_0
1. Recipient Name State of Washington		4. EIN 91-6001095
3. Street Address Building 20, Aviation Drive		6. Report Date (MM/DD/YYYY) 01/30/2014
5. City, State, Zip Code Camp Murray, WA 98430		7. Reporting Period End Date: 12/31/2013
10a. Project/Grant Period Start Date: 09/01/2013		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10b. End Date: 08/31/2016		9. Report Frequency <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	710			
2	Broadband Conferences	8			
3	Staff Hires	2			
4	Contract Executions	0			
5	Governance Meetings	1			
6	Education and Outreach Materials	800			
7	Sub-recipient Agreements Executed	0			
8	Phase II activities	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.**

Milestone Activities: This quarter's activities included 14 stakeholder meetings reaching approximately 710 attendees. In addition, we conducted one governance meeting with the State Interoperability Executive Committee (SIEC) and kicked off a FirstNet Stakeholder Committee meeting with a DHS/OEC technical assistance Coverage Workshop. We hired two full-time employees: Carl Rebstock, Program Outreach Manager, and Shelley Westall, Program Administrator. A three-tiered approach to outreach collateral was developed in both PowerPoint and Word. Each approach targets different audiences. Materials will be made available to stakeholders in both formats through a program-specific webpage.

Other activities:  
 Work began on a state-specific program logo and education/outreach materials, program specific webpage, email, calendaring, stakeholder management, Quick Response Codes, social meeting plans, as well as an outreach and communication plan.

**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.**

Polling of stakeholders has begun to determine willingness and ability to serve as subcontractors for both user and data information gathering. Subcontractor roles and responsibilities have to be defined in the outreach plan.

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

Two additional employees were hired: Carl Rebstock, Program Outreach Manager and Shelley Westall, Program administrator. Both are dedicated full time to grant-related work.

The following expenses have been accrued in this reporting period but have not yet paid by Military Department: Salaries (\$1,829), Benefits (\$457), Indirect (\$210) and matching expenses (\$734). A match proportionality waiver will be requested.

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

Evaluated the use of Salesforce, a web-based Customer Relationship Management (CRM) application, to manage stakeholder outreach and education, time management, and expenditures. Deployment of Salesforce is scheduled for February 2014. Started using Twitter for outreach at [www.twitter.com/waononet](http://www.twitter.com/waononet).

**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.**

Subcontracting efforts are in development with deployment expected in March 2014.

**12b. Staffing Table**

Job Title	FTE %	Project(s) Assigned	Change
Senior Program Manager	50	Provides oversight and management of all SLIGP project activities. Keynotes at events.	
Program Manager	50	Convenes meetings of advisory work groups and technical workgroups, Speaks at stakeholder meetings. Writes reports.	
Program Manager/Outreach Consultant	100	Prepares outreach materials, subcontracts with local and non-profit organization to do both phase 1 and 2 activities, speaks at stakeholder meetings.	Hired this period
Program Administrator	100	Scheduling, preparation of outreach materials, meeting logistics, listserv management – position retitled from “Program Assistant” in previous report	Hired this period
Statewide Interoperability Coordinator	15	Coordinates updates to SCIP and outreach to existing LMR network managers	Existing, not started
Grants Program Specialist (SAA)	25	Grant administration and reporting	
Consulting Engineer	50	Phase II only	Phase II only

Add Row

Remove Row

**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/RFO 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 (35 contracts)	Subrecipient	N	N	TBD	TBD	\$350,000	0	N/A
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.**

None at this time.

**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	\$3,561.22	\$683.23	\$4,244.45
b. Personnel Fringe Benefits	\$ 147,225	\$ 44,230	\$ 191,455	\$1,112.00	\$213.34	\$1,325.34
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	\$635.56	\$ 121.93	\$757.49
g. Other	\$ 101,360	\$ 71,260	\$ 172,620	\$ 0	\$ 0	\$ 0
h. Total Costs	\$ 2,642,591	\$ 669,113	\$ 3,311,704	\$5,308.78	\$ 1,018.50	\$6,327.28
i. % of Total	80%	20%	100%	84%	16%	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  
 E911/HLS Unit Manager, Emergency Management Division  
 Washington Military Department

**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 31, 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.