U.S. Department of Commerce	2. Award or Grant Number 53-10-S13053_0
Performance Progress Report	4. EIN 91-6001095
1. Recipient Name State of Washington	6. Report Date (MM/DD/YYYY) 01/30/2015
3. Street Address Building 20, Aviation Drive	7. Reporting Period End Date: 12/31/2014
5. City, State, Zip Code Camp Murray, WA 98430	8. Final Report ☐ Yes X No	9. Report Frequency X Quarterly

10a. Project/Grant Period Start Date: 09/01/2013	10b. End Date: 08/31/2016		

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 Meetings	420			
2	Broadband Conferences	0			
3	Staff Hires	0			
4	Contract Executions	2			
5	Governance Meetings	2			
6	Education and Outreach Materials	250			
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: Washington OneNet (the name for our SLIGP efforts in Washington State) conducted initial consultation with FirstNet staff on October 16, 2014, and prepared after-action report which is public on our website here: https://ocio-website-files.s3-us-west-2.amazonaws.com/Initial-Consult-Wash-AfterAction-V3a-11-06-14.pdf; contracted with Washington State University Division of Governmental Studies and Services (WSU-DGSS) to continue outreach to emergency management and governments; contracted with Pacific Northwest Economic Region (PNWER) to continue outreach for utilities, transit and transportation; formed and recruited stakeholder, technical and operational committees and finalized committee descriptions.

Planned major activities next quarter: Finalize update of State Communications Interoperability Plan (SCIP) to include broadband.

Other activities: Through Washington State University, OneNet has engaged the services of retired Assistant Seattle Police Chief Jim Pryor and retired industry executive John DeFeo to work with our Operational Committee, which will be composed of first responders who have been incident commanders in public safety incidents and disasters.

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.

(Repeat from previous report): Washington will probably only need to create 3 or 4 subcontracts to conduct phase 1 outreach activities. This issue has been discussed and resolved with Michael Dame of NTIA.

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

Personnel: Olivia Cookson, the program coordinator with EMD, resigned from state employment. Her SLIGP duties are transferred to Tabitha Laird, another program coordinator.

Match Proportionality Waiver: Due to increased activities in budget elements for which we have not previously provided matching funds, we are short .61% of the required 20% match for this reporting period. We are in the process of ensuring that indirect expenses that were not previously captured will now be charged to a dedicated SLIGP project code for match purposes. Also, our technical support staff – which are 50/50 federal and match – will not become fully engaged until Phase II, which will increase the percentage of match in the program overall. We will monitor more closely and will be in compliance in the next reporting period. A match proportionality waiver request will be sent.

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

- Engaged GovDelivery and Survey Monkey to improve continuous outreach, education and contact with stakeholders, as well as obtaining feedback from stakeholders.
- Attended Oregon initial consultation on October 8. We believe it is important for each state to attend consultation or conduct similar joint meetings with the governance organizations and responders of border states in order to improve coordination of activities and establish relationships.
- Attended and spoke at the Washington Association of Sheriffs and Police Chiefs, reaching about 125 chiefs and sheriffs or their deputies from across the state. Washington OneNet is purchasing booth space at such events to help better engage the stakeholders.
- Published recap newsletter for 2014 SLIGP and OneNet activities.
- In the previous quarter, we finalized a video showcasing members of our SIEC discussing FirstNet's potential for Washington State. Two versions of the video have been produced – a shorter 2 minute 40 second version and a longer 6 minute version. Both can be found at http://onenet.wa.gov. We have extensively used these videos with elected officials and stakeholders. Two more videos are in production: one is a set of interview questions posed to FirstNet Acting Executive Director T. J. Kennedy at our initial consultation on October 16. The other will specifically showcase and target tribal members and outreach.
- We have linked Washington OneNet and SLIGP activities with "Results Washington", Governor Inslee's performance and accountability efforts. Bill Schrier, FirstNet State Point of Contact, and two SIEC members, Fire Chief Jim Sharp and PSAP Director Stephanie Fritts, briefed the Governor and his senior staff on October 29. We believe it a best practice to involve and engage SIEC members and other senior leaders in speaking engagements and elected official briefings.

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.

Project is fully staffed.

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.	
Program Administrator	100	Scheduling, preparation of outreach materials, meeting logistics, listserv management – position retitled from "Program Assistant" in previous report	
SWIC	15	Coordinates updates to SCIP and outreach to existing LMR network managers	Existing, not started
Grants Program Specialist (SAA)	25	Project accounting and reporting	New program coord.
Consulting Engineer	50	Phase II only	Phase II only

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
WSU- DGSS	Outreach and Education	Vendor	N	Y	12-20-14	12-13-15	$388,936	0	N/A
PNWER	Outreach and Education	Vendor	N	Y	12-20-14	12-31-15	$175,000	0	N/A
TBD	Outreach and Education	Vendor	TBD	N	TBD	TBD	$ 14,864	$ 33,000	N/A
	Phase II Data Collection	Subrecipient	N	N	TBD	TBD	$875,000	0	N/A

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

None.

Note: the vendors/subcontractors are Washington State University Division of Governmental Studies and Services (WSU-DGSS) to continue outreach to emergency management and governments and Pacific Northwest Economic Region (PNWER) to continue outreach for utilities, transit and transportation. Both entities are divisions of state agencies or governmental entities.   The contract vehicles are interlocal agreements.

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	$229,636	$78,809	$308,445
b. Personnel Fringe Benefits	$147,225	$44,230	$191,455	$66,883	$19,314	$86,197
c. Travel	$72,988	$0	$72,988	$45,137	$0	$45,137
d. Equipment	$0	$0	$0	$0	$0	$0
e. Materials/Supplies	$52,464	$1,200	$53,664	$8,839	$0	$8,839
f. Subcontracts Total	$1,453,800	$33,000	$1,486,800	$25,367	$0	$25,367
Indirect	$78,629	$298,273	$376,902	$1,449	$0	$1,449
g. Other	$101,360	$71,260	$172,620	$30,598	$0	$30,598
h. Total Costs	$ 2,642,591	$ 669,113	$ 3,311,704	$407,909	$98,123	$506,032
i. % of Total	80%	20%	100%	80.61%	19.39%	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)
Kurt Hardin	253-512-7041
Interim Preparedness Unit Manager, Emergency Management Division	**16d. Email Address**
Washington Military Department	Kurt.hardin@mil.wa.gov
16b. Signature of Authorized Certifying Official	**16e. Date Report Submitted (month, day, year)**
	2/19/15