

U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number: 26-10-S13026			
		4. EIN: 38-6000134			
1. Recipient Name : Michigan State Police – State 911 Administrative Section		6. Report Date (MM/DD/YYYY) : July 30, 2014			
3. Street Address: P.O. Box 30634 333 S Grand Ave.		7. Reporting Period End Date: June 30, 2014			
5. City, State, Zip Code: Lansing, MI 48909-0634		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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	230			
2	Conferences	7			
3	Staff Hires (FTE)	0			
4	Contract Executions	0			
5	Governance Meetings	5			
6	Education and Outreach Materials	150			
7	Sub-recipient Agreements Executed	0			
8	Phase 2	None			
9					
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.					
<p>Milestone Activities:</p> <p>Outreach & Education :</p> <ul style="list-style-type: none"> Michigan has launched @MiPSBB Twitter. Presented 'Michigan's Public Safety Broadband - Planning and Next Steps' at the 2014 Annual 911 Technology Forum to 134 911 Directors and Staff Conducted Public Safety LTE 101 Training – 3, 2 hour presentations to a total of 34 members of Technical Advisory Team and project support staff. Hosted DHS-OEC Coverage Workshop - 35 individuals attended the 5 hour workshop Presented 'Michigan's Public Safety Broadband - Planning and Next Steps' to 15 members of the Michigan Criminal Information System Board for 1 hour 					

- Hosted DHS-OEC Mobile Data Survey Tool Webinar - 12 individuals attended the 1.5 hour workshop

Governance: All governance meetings were hosted in Lansing MI with additional access through a webinar

- Hosted MI Public Safety Broadband Workgroup Meetings: April 30, May 20, and June 18
- Hosted Lunch Meeting for MI Public Safety Broadband Workgroup and the Michigan Public Safety Communication Interoperability Board on June 18
- Hosted Michigan Public Safety Communication Interoperability Board Meeting: June 18
- Kicked off MI PSB Technical Advisory Team comprised of State and Local Public Safety Stakeholders.

Conferences:

- APCO Broadband Summit, Washington DC: 2 attendees
- PSCR Westminster Co: 2 attendees
- Great Lakes Homeland Security Conference, Grand Rapids MI: 3 attendees

Other Program Activities :

- Evaluating and working on the FirstNet States with the Readiness Checklist for preparation of FirstNet State consultation. Anticipate submitting to FirstNet in early Fall 2014. Pre-Consultation call is scheduled for July 31st.
- Launched Michigan Public Safety Broadband Program SharePoint Site for internal project teams for project documentation management. Anticipate launching to our governance teams and FEMA Region V in Q5.
- Michigan User Engagement Database has completed design and development. The MI PSB team is testing and has begun to enter data into the database.

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.

Not planning to change within the next quarter

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

Nothing at this time

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

The State of Michigan has been working with Cynergy to begin the process of designing and developing the MI Public Safety Broadband (MiPSB) Users and Stakeholders database.

The database will capture a list of stakeholders with individual users for each stakeholder group. All events relating to MiPSB education, outreach, governance and team meeting will be tracked in the database. The database will link the users and stakeholders to each event so that Michigan will have a comprehensive way to quantify user outreach and engagement. The database user interface will be comprised of a data entry page as well as a mapping interface. This will allow Michigan to graphically represent user engagement through both mapping reports as well as tabular reports. The future vision of this database is to add data collection functionality to inventory data components such as user and device information and other FirstNet required data elements.

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.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
SWIC	.5	Provide oversight of all SLIGP project activities and outreach/education efforts	Continued work on SLIGP
Grant Director	.10	Provide oversight of all grant fiduciary activities and reporting requirements for the state.	Continued work on SLIGP
CIO / SPOC	.1	Primary point of contact. Inform Governor’s office	Continued work on SLIGP
SLIGP Program Manager	.5	Project Management and operations	Continued work on SLIGP
Shared Services Director	.10	Executive support and managing SLIGP project team	Continued work on SLIGP
Shared Services Director Admin Support	.10	Administrative support relating to SLIGP efforts including scheduling meetings, preparing materials and human resources activities	Continued work on SLIGP
Outreach Support Staff 1	.35	Data preparation for outreach support including research on stakeholders groups and potential outreach engagement opportunities	Continued work on SLIGP
Budget & Procurement Analyst	.1	Advise in all procurement and purchasing required for SLIGP. Monitor and track staff time reporting and project invoices	Continued work on SLIGP
Outreach Support Staff 2	.5	Data preparation for outreach support including research on stakeholders groups and potential outreach engagement opportunities	Started work on SLIGP
Outreach Support Staff 3	.8	Data preparation for outreach support including research on stakeholders groups and potential outreach engagement opportunities	Started work on SLIGP
SWIC Admin Support	.1	Administrative support relating to SLIGP efforts including scheduling meetings, preparing materials and human resources activities	Started work on SLIGP

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
Cynergyze	Consulting and General Support	Vendor	N	Y	3/1/2014	6/30/2014	\$100,000	\$0.00	

Add Row

Remove Row

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

Nothing 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	\$793,042	\$442,167	\$1,235,209	\$26,396	\$82,716	\$109,112
b. Personnel Fringe Benefits	\$604,423	\$298,997	\$903,420	\$25,439	\$67,360	\$92,799
c. Travel	\$469,368	\$0	\$469,368	\$2,607	\$2966	\$5,573
d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0
e. Materials/Supplies	\$11,918	\$14,600	\$26,518	\$0	\$0	\$0
f. Subcontracts Total	\$1,418,136	\$56,160	\$1,474,296	\$0	\$8,880	\$8,880
g. Other	\$50,130	\$25,650	\$75,780	\$0	\$0	\$0
h. Total Costs	\$3,347,017	\$837,574	\$4,184,591	\$54,442	\$161,922	\$216,364
i. % of Total	80%	20%	100%	25%	75%	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

Laura Blastic, SLIGP Program Manager, Department of Technology, Management & Budget (DTMB), Center for Shared Solution (CSS)

16d. Email Address

blasticl@michigan.gov

16b. Signature of Authorized Certifying Official

Laura Blastic

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

7/30/2014

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.