

U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number 29-10-S13029
1. Recipient Name Missouri Department of Public Safety		4. EIN 44-6000987
3. Street Address 301 W. High St, Harry S Truman Building, Room 870		6. Report Date (MM/DD/YYYY) 01/31/2014
5. City, State, Zip Code Jefferson City, MO 65102		7. Reporting Period End Date: 12/31/2013
		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: (07/01/2013)	10b. End Date: (06/30/2016)	

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	0			
2	Training Sessions	N/A			
3	Broadband Conferences	0			
4	Staff Hires	1.5			
5	Contract Executions	0			
6	Statutory or Regulatory Changes	N/A			
7	Governance Meetings	0			
8	Education and Outreach Meetings	0			
9	Sub recipient Agreements Executed	N/A			
10	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:

The hiring process was initiated for our final Missouri (MO) State and Local Implementation Program (SLIGP) position. All positions have been filled with the exception of the Education/Outreach Coordinator, which we will have filled by the end of Quarter 3. Activities associated with filling this position included clarifying the job description, posting the position per State of Missouri hiring processes, drafting the job interview questions, and scheduling the job interviews for next quarter.

A series of meetings with the Missouri Association of Councils of Government (MACOG) planning coordinator were held in reference to contracting the education and outreach meetings as defined in the MO SLIGP work plan on behalf of the nineteen Regional Planning Commissions (RPCs), and a presentation was made by the Program Director to the

MACOG regarding the contractually proposed work plan and to identify and engage the proper stakeholders to participate in the process. A draft contract was developed by the Missouri SLIGP team and a thorough legal review conducted before submission to the MACOG for final execution. Finalization of the contract will occur during the next quarter per State of Missouri contract requirements, as well as finalization of the outreach meeting schedule being developed cooperatively between both parties.

Other Activities:

During this quarter, we have been engaged in activities to launch SLIGP successfully in Missouri. We have continued to develop our public safety stakeholder database (urban, rural, by discipline) containing agency information and points of contact, and have continued to develop and update our internal SharePoint site to track milestones and workflow for SLIGP, and to manage documents and content associated with the program.

Representatives from Missouri's SLIGP team attended a number of meetings during this quarter. The SLIGP Project Manager attending a FirstNet presentation in Arlington, VA on December 12, 2013, while the Director, Assistant Director and Assistant Project Manager attended Regional Homeland Security meetings in both the St Louis and Kansas City areas to discuss FirstNet and SLIGP. During attendance at the Kansas City meeting, Missouri SLIGP team members met with Kansas SLIGP team representatives and discussed the planning process and the best way to approach stakeholders from regions important to both states.

The Missouri SLIGP project team has worked diligently during this quarter to assist in the development of an executive order to form Missouri's governance structure. In addition to that activity, the Missouri SLIGP team has been developing forms and tracking databases to record activities during the SLIGP outreach process. The team has also been updating the SharePoint Portal developed and being utilized to manage all project documentation and tracking databases, developing education and outreach content, and developing a meeting schedule for the Public Safety Broadband Network (PSBN) governance in Missouri and revision of the statewide communications interoperability plan (SCIP) to incorporate PSBN. Finally, the Missouri SLIGP team prepared and submitted a quarterly progress report and modified expenditure plan to the Federal Program Office (FPO) during this quarter as well.

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.

We have attached a letter to this report requesting a match proportionality waiver for this reporting period. The State of Missouri will meet match requirements as noted in the approved budget during the life cycle of the grant.

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

Most of our work this quarter focused on preparative activities for launching our education and outreach process scheduled to begin next quarter, and on the transition of new and existing staff members onto the SLIGP project team. This has included a review of our internal processes for reporting and tracking measures, deciding on a process to contract stakeholder meetings and getting to work on the contract(s), and working out our financial processes with contractor(s).

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

We have initiated an internal SharePoint site for SLIGP will help our team members to keep accurate and thorough records of activities, and share and access documents and forms associated with the program. The site is an excellent tool for helping us to remain organized and keeping us on target.

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 project is almost fully staffed with the addition of the grant specialist and part-time office support. Our existing Education/Outreach Coordinator was promoted to Assistant Project Manager during the last quarter, leaving the Education/Outreach Coordinator position vacant. Since that time we have posted the position, received applications, developed interview questions, and scheduled interviews for the vacancy. We anticipate hiring a new Education/Outreach Coordinator during Quarter 3, as projected in our Baseline/Expenditure Plan, upon completion of interviews.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Director/SWIC	0.5	Provide oversight and coordination for the SLIGP project	Started Work on SLIGP
Assistant Director	0.5	Provide technical support and oversight to the SLIGP project	Started Work on SLIGP
Project Manager	1.0	Responsible for accomplishing objectives by planning and evaluating project activities	Started Work on SLIGP
Assistant Project Manager	1.0	Coordinate project activities to ensure cost, schedule, and quality standards are met	Started Work on SLIGP
Project Specialist	1.0	Provide project management support to deliver projects within budget and deadlines	Started Work on SLIGP
Project Specialist (Assistant)	1.0	Provide project management support to deliver projects within budget and deadlines	Started Work on SLIGP
Education/Outreach Coordinator		Responsible for coordination and implementation of public safety broadband program	Not backfilled yet
Grant Specialist	1.0	Administers the grant life cycle process and coordinates implementation with the SWIC	Started Work on SLIGP
Part-time Attorney	0.25	Responsible for negotiating, writing, and executing agreements and contracts	Started Work on SLIGP
Part-time Office Support	0.5	Administrative support for the public safety broadband initiative	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
TBD	Regional Stakeholder Meetings	Contract	N	N	TBD	TBD	\$165,000	\$0	
TBD	Phase II Support	Contract	N	N	TBD	TBD	\$777,838	\$120,796	

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

We have issued a single master agreement with the MACOG rather than 19 individual contract executions with each RPC as originally anticipated.

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	1,055,088	263,772	1,318,860	101,161	0	101,161
b. Personnel Fringe Benefits	369,281	92,320	461,601	40,108	0	40,108
c. Travel	231,140	0	231,140	463	0	463
d. Equipment	0	0	0	0	0	0
e. Materials/Supplies	0	142,500	142,500	0	2,835	02,835
f. Subcontracts Total	822,042	120,796	942,838	0	0	0
g. Other	0	0	0	0	0	0
h. Total Costs	2,477,551	619,388	3,096,939	141,732	2,835	144,567
i. % of Total	80%	20%	100%	98%	2%	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 Bruce Clemonds, Administrator				16c. Telephone (area code, number, and extension) 573-522-6125		
				16d. Email Address bruce.clemonds@dps.mo.gov		
				16e. Date Report Submitted (month, day, year) January 31, 2014 Revised February 7, 2014		

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