

U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number 33-10-S13033			
		4. EIN 02-6000618			
1. Recipient Name New Hampshire Department of Safety		6. Report Date (MM/DD/YYYY) 1/20/2015			
3. Street Address 33 Hazen Drive		7. Reporting Period End Date: 12/31/2014			
5. City, State, Zip Code Concord, NH 03305		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: (09/01/2013)	10b. End Date: (MM/DD/YYYY) 08/31/16				
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	198 (people attended)	n/a	n/a	n/a
2	Broadband Conferences	0	n/a	n/a	n/a
3	Staff hires	0	n/a	n/a	n/a
4	Contract Executions	0	n/a	n/a	n/a
5	Governance Meetings	2	n/a	n/a	n/a
6	Education and Outreach Materials	198 (informational / educational manuals)	n/a	n/a	n/a
7	Subrecipient Agreements Executed	0	n/a	n/a	n/a
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.					
<p>During the last quarter the SWIC and the Office of Interoperability continued to emphasize outreach events throughout the state. Addressing concerns not only in the north country, but throughout the state, regarding the challenges set forth by statewide interoperability. The SCIP-update Workshop conducted in October 2014 outlined timelines and deliverables assigned to three distinct Working Groups. The SIEC and its Working Groups are scheduled to meet in early 2015 to address the issues as assigned by the 2015 SCIP. The SIEC and the Office of Interoperability are anxiously waiting on a date for the FirstNet Consultation based on the Checklist that was submitted to FirstNet in November 2014. Pertinent to all that is being accomplished is fostering a cooperative and collaborative work environment statewide that is being met with very positive reviews. The following stakeholder meetings were held during this quarter:</p> <p>10/15/2014 and 10/16/2014: SIP Update Workshop – 120 people attended 12/11/2014: Department of Safety Group Presentation – 12 people attended 12/17/2014: Governor’s Advisory Council on Emergency Preparedness and Security – 28 people attended 12/19/2014: 9-1-1 Commission Meeting – 27 people attended 12/22/2014: North Country Interoperability Consortium – 11 people attended</p>					

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.

At this time, we do not anticipate any changes to take place the next quarter.

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

Progress regarding FirstNet and defining the SWIC's position has been to collaborate with FEMA Region 1 States through regional planning sessions. Attendance in the past year to Regional Meetings and RECCWG conferences, along with FirstNet Webinars has been instrumental in this capacity. The important milestones attained in 2014 have been the development of Governance, the actual standing up of the SIEC, gaining the legislative authority required by the SIEC, and updating the SCIP as a more readable and contemporaneous document that reflects the statewide effort, not to mention the positive relationships that have been fostered throughout the state by the Outreach Program. The NTIA Grant has allowed us that platform to move forward as we look ahead to FirstNet and the on-site consultation that will form the basis to move on to Phase II.

11d. Describe any success stories or best practices you have identified. Please be as specific as possible. At the completion of the SCIP Workshop, I asked for a Gant Chart delineating responsibilities including timelines and deliverables assigned to each Working Group. The Technical Assessment Team from DHS OEC stated that they had never been asked for that before, but recognized the importance of assignment of duties.

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.

In the Baseline/Expenditure Plan, NHDOS anticipates hiring a Business Systems Analyst during 2015. The foundation of the program was structured in 2014 as we now expect to move forward with a future hire in 2015. We are currently evaluating position responsibilities required to move forward and we anticipate staffing will be key to our future progress.

12b. Staffing Table

	FTE %	Project(s) Assigned	Change
SWIC	0.75	Management and coordination of grant project activities.	No change.
Program specialist III	.01	Financial Tracking and Reporting	No change.

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13. Subcontracts (Vendors and/or Subrecipients) N/A

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
N/A									

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13b. Describe any challenges encountered with vendors and/or subrecipients. 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	280,698	144,357	425,055	559	76,753	77,312
b. Personnel Fringe Benefits	151,617	75,616	227,233	109	5,872	5,981
c. Travel	30,168	0	30,168	1,356	223	1,579
d. Equipment	0	0	0	0	0	0
e. Materials/Supplies	19,445	0	19,445	94	0	94
f. Subcontracts Total	335,550	0	335,550	0	0	0
g. Other	11,080	0	11,080	2,758	0	2,758
Indirect	51,329	0	51,329	488	0	488
h. Total Costs	879,887	219,973	1,099,860	5,364	82,848	88,212
i. % of Total	80%	20%	100%	6%	94%	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

Pamela Urban-Morin, Grant Administrator

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

(603) 271-7663

16d. Email Address

Pamela.Urban-Morin@dos.nh.gov

16b. Signature of Authorized Certifying Official

Pamela Urban-Morin

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

January 20, 2015

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.