

<b>U.S. Department of Commerce Performance Progress Report</b>			<b>2. Award or Grant Number:</b>	51-10-S13051
			<b>4. EIN:</b>	54-6002286
<b>1. Recipient Name</b>	Virginia Department of Emergency Management		<b>6. Report Date (MM/DD/YYYY)</b>	revised 2/22/18
<b>3. Street Address</b>	10501 Trade Court		<b>7. Reporting Period End Date: (MM/DD/YYYY)</b>	12/31/2017
<b>5. City, State, Zip Code</b>	North Chesterfield, VA 23236		<b>8. Final Report</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>9. Report Frequency</b> Quarterly <input checked="" type="checkbox"/>
<b>10a. Project/Grant Period</b>				
<b>Start Date: (MM/DD/YYYY)</b>	8/1/2013	<b>10b. End Date: (MM/DD/YYYY)</b>	1/31/2018	
<b>11. List the individual projects in your approved Project Plan</b>				
	<b>Project Type (Capacity Building, SCIP Update,</b>	<b>Project Deliverable Quantity (Number &amp; Indicator Description)</b>	<b>Description of Milestone Category</b>	
1	Stakeholders Engaged	28	<i>Actual number of individuals reached via stakeholder meetings during the quarter</i>	
2	Individuals Sent to Broadband Conferences	0	<i>Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter</i>	
3	Staff Hired (Full-Time Equivalent)(FTE)	0	<i>Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)</i>	
4	Contracts Executed	0	<i>Actual number of contracts executed during the quarter</i>	
5	Governance Meetings	1	<i>Actual number of governance, subcommittee, or working group meetings held during the quarter</i>	
6	Education and Outreach Materials Distributed	0	<i>Actual volume of materials distributed (inclusive of paper and electronic materials) plus hits to any website or social media account supported by SLIGP during the quarter</i>	
7	Subrecipient Agreements Executed	0	<i>Actual number of agreements executed during the quarter</i>	
8	Phase 2 - Coverage	Stage 5	<i>For each Phase 2 milestone category, please provide the status of the activity during the quarter:</i> <ul style="list-style-type: none"> <li>• Stage 1 - Process Development</li> <li>• Stage 2 - Data Collection in Progress</li> <li>• Stage 3 - Collection Complete; Analyzing/Aggregating Data</li> <li>• Stage 4 - Data Submitted to FirstNet</li> <li>• Stage 5 - Continued/Iterative Data Collection</li> <li>• Stage 6 - Submitted Iterative Data to FirstNet</li> </ul>	
9	Phase 2 – Users and Their Operational Areas	Stage 5		
10	Phase 2 – Capacity Planning	Stage 5		
11	Phase 2 – Current Providers/Procurement	Stage 4		
12	Phase 2 – State Plan Decision	Stage 4		
<b>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.</b>				
<p>1. Stakeholders Engaged: 2. Governance Meetings: The SIEC Governance Body met during this quarter at the states Annual APCO conference to discuss First Net, Broadband Technology and future policy engagement. 3. Conference Outreach Events: 7 regional outreach workshops were planned to engage stakeholders and educate them on how to effectively prepare for new technology and service plans. These workshops were scheduled to begin in November but were strategically reformatted and will be delivered in the last performance quarter. 4. Education and Outreach Materials Distributed: Stakeholder engagement was limited in this quarter and did not require dissemination of materials.</p>				
<b>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.</b>				
No.				

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

The States Interoperability Program Manager resigned from the position in October, however program initiatives have continued to be carried out by the Deputy Secretary of Public Safety and Homeland Security, Interim Program Manager, and VDEM Grants Office.

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

The State's Interoperability Executive Committee continues to be engaged and identified working groups/committees to assist in the evaluation of the FirstNet plan as presented to the Commonwealth. This group was identified with access to the FirstNet Portal to assist in their evaluation.

**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 - Please include all staff that have contributed time to the project. Please do not remove individuals from this table.**

Job Title	FTE%	Project (s) Assigned	Change
SWIC	0%	PSBN, FirstNet	Deputy Secretary of Public Safety Homeland Security named SWIC 10/2017.
IO Program Manager	50%	PSBN, FirstNet	FT Program Manager resigned 10/2017. Grant Administrator currently serves as Acting Program Manager beginning 10/2017
Grant Administrator	50%	PSBN, FirstNet	

**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
Regional Coordination/Outreach/Office Mgr	Organize stakeholder meetings; maintain website and awareness	Caliper Vendor	Y	Y	10/1/2013	1/31/2018	\$229,072	
Regional Coordination	MACINAC	All Hazards Subrec	N	Y	2/25/2014	6/30/2016	\$90,000	\$22,500.00
Project Management	Project Management and Support for FirstNet	Center for Innovative Technology (CIT) Subrec	N	Y	7/1/2015	1/28/2018	\$246,213	
Interop Conference	APCO		N	N			\$50,000	
Website Development and Deployment	FirstNet Website for outreach and information dissemination	VERT Mobile, LLC Vendor	Y	Y	5/4/2017	1/31/2018	\$34,491	
Regional State Plan Evaluation	Multi independent review and analysis of state plan	Old Dominion University Vendor	N	Y	8/4/2017	11/30/2017	\$150,000	
State Plan Evaluation	Independent review and analysis of state plan	Televate Vendor	Y	Y	7/17/2017	12/31/2017	\$163,965	
Conference Planning, Logistics and Coordinator	Lead in the support, planning and facilitation of regional conferences	CADMUS Vendor	Y	Y	6/16/2017	9/30/2017	\$97,125	
Conference Planning, Logistics and Coordinator	Lead in the support, planning and facilitation of regional conferences	TBD Vendor	N	N	10/12/2017	2/28/2018	\$165,000	

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

The total amount of contracts now exceeds the original budget due to the execution of CIT. Some costs that were originally budgeted in non-contractual costs have been rolled into that contract. This has been accounted for in the revised

**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	\$245,440.00		\$245,440.00	\$172,544.79		\$172,544.79
b. Personnel Fringe Benefits	\$127,639.00		\$127,639.00	\$63,505.76		\$63,505.76
c. Travel	\$40,320.00		\$40,320.00	\$27,052.07		\$27,052.07
d. Equipment			\$0.00	\$0.00		\$0.00
e. Materials/Supplies	\$41,680.00		\$41,680.00	\$41,554.21		\$41,554.21
f. Subcontracts Total	\$1,225,866.00		\$1,225,866.00	\$341,067.00		\$341,067.00
g. Other	\$308,213.00	\$497,289.50	\$805,502.50	\$308,213.00	\$251,678.18	\$559,891.18
h. Indirect	\$0.00		\$0.00	\$0.00		\$0.00
i. Total Costs	\$1,989,158.00	\$497,289.50	\$2,486,447.50	\$953,936.83	\$251,678.18	\$1,205,615.01
j. % of Total	80%	20%	100%	79%	21%	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:**

Cheryl Lee, Chief Financial Officer

**16b. Signature of Authorized Certifying Official:**

*Cheryl Lee*

**16c. Telephone (area code, number, and**

804-897-9760

**16d. Email Address:**

[cheryl.lee@vdem.virginia.gov](mailto:cheryl.lee@vdem.virginia.gov)

**Date:**

revised 2/22/18