

U.S. Department of Commerce Performance Progress Report				2. Award or Grant Number:	51-10-S13051	
				4. EIN:	54-6002286	
1. Recipient Name	Virginia Department of Emergency Management			6. Report Date (MM/DD/YYYY)	10/30/2015	
3. Street Address	10501 Trade Court			7. Reporting Period End Date: (MM/DD/YYYY)	9/30/2015	
5. City, State, Zip Code	North Chesterfield, VA 23236			8. Final Report Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	9. Report Frequency Quarterly <input checked="" type="checkbox"/>	
10a. Project/Grant Period						
Start Date: (MM/DD/YYYY)	8/1/2013	10b. End Date: (MM/DD/YYYY)	1/31/2018			
11. List the individual projects in your approved Project Plan						
	Project Type (Capacity Building, SCIP Update, 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 Amount expended	
1	Stakeholder Meetings	75				
2	Broadband Conferences	0				
3	Staff Hires	0				
4	Contract Executions	0				
5	Governance Meetings	0				
6	Education and Outreach	0				
7	Subrecipient Agreement Executed	1				
8	Phase 2 - Coverage	Stage 1				
9	Phase 2 - Users and Their Operational Areas	Stage 1				
10	Phase 2 - Capacity Planning	Stage 1				
11	Phase 2 - Current Providers/Procurement	Stage 1				
12	Phase 2 - State Plan Decision	Stage 1				
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.						

1. Stakeholder Meetings – During this quarter five of the RPACI's held quarterly meetings and/or conference calls where the FirstNet initiative was discussed. During these discussions there were continued conversation among the regional stakeholders to reintroduce the project and what this means to the region.
2. Broadband Conferences – The planning committee for the APCO conference is wrapping up the final stages for the Conference scheduled the last week of October. The program office stood up a booth for outreach activities. There will be several individuals sponsored by Virginia's SLIP grant; however, at this time the number is not finalized.
3. Hiring Personnel – The Program Manager position (which will be 50% of time spent on FirstNet) has been advertised and recruited. Program Manager will start the first of November.
4. Contract Executions – The MACINAC initiative will continue and the SWIC Office is looking into at what level of involvement this will be, as well as the funding level for this up coming Phase II. This initiative is the group of Mid-Atlantic States that have joined together for advance interoperability <http://www.macinac.org/>.
5. Governance Meetings – In the project plan for CIT, the governance will be the first deliverable. The Commonwealth is aware that we are due the governance structure and should be meeting regularly. CIT has began thier involvement with the stakeholders to develop the governance structure.
6. Education and Outreach Materials – The SWIC Office will be conducted education and outreach during the upcoming conference as well as the normal channels of commucations with stakeholders. CIT has been developing a comprehensive list of stakeholders to reach the appropriate audience.
7. Subrecipient Agreement Executed - The sub grant with the Center of Innovative Technology will go into affect on July 1, 2015. CIT has been working according to thier SOW, there has not been any ependitures within this quarter due to adminstravie procedures.
- 8 - 12. Virginia has submitted the phase two modification package to the program office. For this quarter we have reported 8 - 12 as being in the Stage 1 - Process Development.

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.

The SWIC Office has submitted the Phase II modification package and is working on revising the feedback from NTIA. Once approved, Virginia make the modification changes within the program and reporting.

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

11d. Describe any success stories or best practices you have identified. Please be as specific as possible.
 None at this time

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.

1. The project office is not fully staffed at this time; however this should not impact the project's timeline according to the deliverables.

12b. Staffing Table

Job Title	FTE%	Project (s) Assigned	Change
SWIC (Vacant)	50%	PSBN, FirstNet	Vacant position January 20, 2015
IO Program Manager	50%	PSBN, FirstNet	Projected hire date 10/10/2015

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	
Data Collection	To collect information from stakeholders for PSBN	TBD	Vendor	N	N		\$280,000.00		
Project Manager/Subject Matter Experts	Assist in development of planning for est of NPSBN	TBD	Vendor	N	N		\$639,127		
Regional Coordination/Outreach/Office Mgr	Organize stakeholder meetings; maintain website and awareness	Caliper	Vendor	Y	Y	10/1/2013	6/30/2015	\$312,480	
Regional Coordination	MACINAC	All Hazards	Subrec	N	Y	2/25/2014	6/30/2016	\$90,000	22500
Interop Conference	Annual stakeholder conference, tracks will include informational sessions on PSBN	APCO	Vendor	Y	Y	10/1/2013	Dec-15	\$150,000	
Project Management	Project Management and Support for FirstNet	Center for Innovative Technology (CIT)	Subrec	N	Y	7/1/2015	Jan-18	\$1,285,243	

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 phase two budget.

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	\$228,000.00		\$228,000.00	\$47,553.72		\$47,553.72
b. Personnel Fringe Benefits	\$82,609.00		\$82,609.00	\$15,451.82		\$15,451.82
c. Travel	\$105,480.00		\$105,480.00	\$4,648.06		\$4,648.06
d. Equipment			\$0.00	\$0.00		\$0.00
e. Materials/Supplies	\$29,401.00		\$29,401.00	\$0.00		\$0.00
f. Subcontracts Total	\$2,167,060.00		\$2,167,060.00	\$196,994.03		\$196,994.03
g. Other	\$144,300.00	\$689,213.00	\$833,513.00	\$0.00	\$36,363.04	\$36,363.04
h. Indirect	\$0.00		\$0.00	\$0.00		\$0.00
i. Total Costs	\$2,756,850.00	\$689,213.00	\$3,446,063.00	\$264,647.63	\$36,363.04	\$301,010.67
j. % of Total	80%	20%	100%	88%	12%	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 Grants Director	16c. Telephone (area code, number, and extension)	804-897-9760
	16d. Email Address:	cheryl.lee@vdem.virginia.gov
<i>Cheryl Lee</i>	Date:	10/30/2015