

U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number 51-10-S13051	
1. Recipient Name: Virginia Department of Emergency Management		4. EIN 54-6002286	
3. Street Address: 10501 Trade Court		6. Report Date (10/30/2013)	
5. City, State, Zip Code Richmond, VA 223236		7. Reporting Period End Date: 09/30/2013	
10a. Project/Grant Period Start Date: (08/01/2013)		10b. End Date: (07/31/2016)	
5. City, State, Zip Code Richmond, VA 223236		8. Final Report <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9. Report Frequency <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> No
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)	
1	Stakeholder meeting	18	
2	Hiring Personnel	.50	
3			
4			
5			
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>1. Stakeholder Meetings – This quarter being the first quarter of the grant cycle there was continuing efforts being made in preparation for the annual interoperability conference. This year there was much emphasis placed on the new broadband activities. In preparation of this conference stakeholder meetings were held across the state with the Commonwealth’s federal, state, and local partners. During these meetings we discussed the SLIP initiatives, milestones, and activities that will be taking place over the next year. We also introduced new key players that will be assisting at the state level and the plans to enhance this staff and reorganization of the office to incorporate the broadband requirements and goals. In addition we discussed the importance of capture matching funds and well as the rules and regulations. Next quarter there will be reported match that encompasses this quarters activities as well as the current quarter as the stakeholders were required to verify that they were in compliance with the regulations before submitted matching funds information for this program.</p> <p>2. Hiring Personnel – During this quarter the Commonwealth has made changes to dedicate 50% of the SWIC’s time this project.</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.			
1. None at this time			

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

- 1. None at this time

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

- 1. 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 is not fully staffed during the first quarter; these activities take an average of 90 days to complete.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
SWIC	50%	PSBN, FirstNet,	

Add Row

Remove Row

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
Data Collection	To collect information from stakeholders for PSBN	Vendor	N	N			\$280,000		
Project Manager/Subject Matter Experts	Assist in development of planning for est of NPSBN	Vendor	N	N			\$1,147,380		
Regional Coordination/Outreach/Office Mgr	Organize stakeholder meetings; maintain website and awareness	Vendor	Y	N	10/1/2013	6/30/15	\$402,480		
Interop Conference	Annual stakeholder conference, tracks will include	Vendor	Y	Y	10/1/2013	12/2015	\$150,000		

informational sessions on PSBN							
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13b. Describe any challenges encountered with vendors and/or subrecipients.

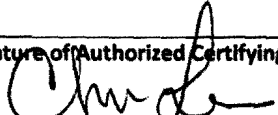
Some contracts have been secured during the first quarter; however, activity did not start until second quarter and will be reported during that PPR.

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		\$228,000	\$0.00		\$0.00
b. Personnel Fringe Benefits	\$82,609		\$82,609	\$0.00		\$0.00
c. Travel	\$105,480		\$105,480	\$0.00		\$0.00
d. Equipment	\$0		\$0	\$0.00		\$0.00
e. Materials/Supplies	\$29,401		\$29,401	\$0.00		\$0.00
f. Subcontracts Total	\$2,167,060		\$2,167,060	\$0.00		\$0.00
g. Other	\$144,300	689,213	\$833,513	\$0.00		\$0.00
h. Total Costs	\$2,756,850	689,213	\$3,446,063	\$0.00		\$0.00
i. % of Total	80%	20%	100%	0%	0%	%



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
16b. Signature of Authorized Certifying Official 	16e. Date Report Submitted (month, day, year) 10/30/2013 – Resubmitted 12/9/2013

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.

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