

<b>U.S. Department of Commerce Performance Progress Report</b>				<b>2. Award or Grant Number:</b>	54-10-S13054
				<b>4. EIN:</b>	55-600147
<b>1. Recipient Name</b>	WV Dept of Homeland Security and Emergency Management			<b>6. Report Date (MM/DD/YYYY)</b>	4/27/2016
<b>3. Street Address</b>	1900 Kanawha Blvd East Room EB80			<b>7. Reporting Period End Date: (MM/DD/YYYY)</b>	03/31/2016 Qrt 11
<b>5. City, State, Zip Code</b>	Charleston, WV 25311			<b>8. Final Report Yes No</b>	<b>9. Report Frequency Quarterly</b>

<b>10a. Project/Grant Period</b>			
<b>Start Date: (MM/DD/YYYY)</b>	9/1/2013	<b>10b. End Date: (MM/DD/YYYY)</b>	8/31/2018

<b>11. List the individual projects in your approved Project Plan</b>				
	<b>Project Type (Capacity Building, SCIP Update, Project Deliverable Quantity (Number &amp; Indicator Description)</b>	<b>Total Federal Funding Amount</b>	<b>Total Federal Funding Amount expended at the end of this reporting period</b>	<b>Percent of Total Federal Amount expended</b>
1	Stakeholder Meetings 392			
	Broadband Committee Meetings 3 mtgs/with 92 attendees			
2	Broadband Conferences			
3	Staff Hires			
4	Contract Executions			
5	Governance Meetings 3 with 92 attendees			
6	Education and Outreach 2775			
7	Subrecipient Agreement Executed			
8	Phase 2 - Coverage Stage 4 and 5			
9	Phase 2 – Users and Their Operational Areas Stage 4 and 5			
10	Phase 2 – Capacity Planning Stage 4 and 5			
11	Phase 2 – Current Providers/Procurement Stage 4 and 5			
12	Phase 2 – State Plan Decision 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.**

Education and Outreach We email a weekly FirstNet Update and a monthly SIRN newsletter to each RIC Chairman, who then distributes them to the RIC members there are approximately 25 per the 6 RICs 6 RICs \* 12 weeks per quarter + 3 monthly SIRN newsletters\* 25 members = 1800 + 225 911 directors and EMS. We created and distributed a FirstNet Flyer with the collaboration of Lori Stone, FirstNet and YukiMiyamoto Ntia. We distributed via email to 750 stakeholders.

**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.**

**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.**

We will be distributing a FirstNet flyer to over 700 First Responders at the WV Safety Expo. These flyer will be inserted in each participants welcome and information packet The SWIC, GE McCabe has attended many of the RIC meetings, which is another opportunity to conduct outreach and give updates of the data collection phase.

**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**

Job Title	FTE%	Project (s) Assigned	Change
SWIC GE McCabe	90%	Supervising and supporting activities related to technical considerations, outreach, education, phase 2 planning, staff activities, reporting	
Technical Support Advisor Mark Smith Patick McGue	40%	Provide technical support to the Broadband Committee, SPOC and SWIC. Administering and monitoring the Broadband traffic on the SIRN Broadband Network	
GIS Analyst			
Project Manager Lisa Paxton	100%	Oversee grant administrative support, outreach, assist with phase 2 planning, plan meetings and conferences	
Project Manager Tommy Dingess	5%	Oversee grant administrative support	
Data Collection Support Fred Mixer	100%	Assist with FirstNet Data Collection efforts	Added in October

**13. Subcontracts (Vendors and/or Sub recipients)**

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
	Legal Services	Vendor	N	N		9/30/2016	\$22,500.00	\$0.00
Lisa Paxton	Program Manager	Vendor	Y	Y		9/30/2016	\$25,200.00	\$0.00
	Support Assistant	Vendor	N	N		9/30/2016	\$100,000.00	\$0.00
Fred Mixer	FirstNet Data Collection Support	Vendor	N	Y	10/21/2015	1/8/2016	\$42,000.00	\$0.00
	Broadband SME	Vendor	N	N		9/30/2016	\$136,500.00	\$0.00

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

**14. Budget Worksheet**

3/31/2016

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	\$435,000	\$170,520	\$605,520	\$117,068.00	\$111,457.00	\$228,525.00
b. Personnel Fringe Benefits	\$130,500	\$0	\$130,500	\$21,702.00	\$0.00	\$21,702.00
c. Travel	\$122,428	\$11,014	\$133,442	\$16,902.00	\$11,014.00	\$27,916.00
d. Equipment	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00
e. Materials/Supplies	\$25,650	\$7,200	\$32,850	\$12,528.00	\$468.00	\$12,996.00
f. Subcontracts Total	\$326,200	\$0	\$326,200	\$31,272.00	\$0.00	\$31,272.00
g. Other	\$81,720	\$92,273	\$173,993	\$402.00	\$35,147.00	\$35,549.00
h. Indirect			\$0	\$0.00	\$0.00	\$0.00
i. Total Costs	\$1,121,498	\$281,007	\$1,402,505	\$199,874	\$158,086	\$357,960
j. % of Total	80%	20%	100%	56%	44%	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.

Tommy Dingess, Director of Administration, WVDHSEM	16c. Telephone (area code, number, and extension)	(304) 558-5380
	16d. Email Address:	<a href="mailto:tommy.l.dingess@wv.gov">tommy.l.dingess@wv.gov</a>
16b. Signature of Authorized Certifying Official:	Date:	4-29-16