

U.S. Department of Commerce  Performance Progress Report		2. Award or Grant Number 34-10-S13034			
1. Recipient Name State of New Jersey		4. EIN 216000928			
3. Street Address 300 Riverview Plaza		6. Report Date (MM/DD/YYYY) 02/19/2014			
5. City, State, Zip Code Trenton, NJ 08625		7. Reporting Period End Date: 12/31/2013			
		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: (MM/DD/YYYY) 08/01/2013	10b. End Date: (MM/DD/YYYY) 07/31/2016				
<b>11. List the individual projects in your approved Project Plan</b>					
	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	0	N/A	N/A	N/A
2	Broadband Conferences	0	N/A	N/A	N/A
3	Staff Hires	0.7	N/A	N/A	N/A
4	Contract Executions	0	N/A	N/A	N/A
5	Governance Meetings	1	N/A	N/A	N/A
6	Education and Outreach Materials	0	N/A	N/A	N/A
<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>					
Stakeholder Meetings	Planning continues and contractors must be procured prior to scheduling stakeholder meetings. New Jersey anticipates that educational outreach meetings will begin in March upon procurement of consultant support.				
Broadband Conferences	Receipts continue to be collected to reimburse pre-award travel for State attendees to the FirstNet regional workshop in Boston in June 2013. New Jersey anticipates completion of pre-award reimbursement by the end of next quarter. New Jersey plans to send five members of the project team to the SLIGP workshop administered by the NTIA in February.				
Staff Hires	Two State FTEs – Program Manager and Outreach Director – began activities on the project. New Jersey anticipates the engagement of the SWIC and Public Information Officer to the project in the next quarter.				
Contract Executions	New Jersey is going through the procurement process to procure consultants for the project. Contractors will be procured to provide support with outreach, governance, project management, compliance, and administrative activities. A consultant has been retained to provide governance support and will continue work throughout the project; an invoice is outstanding for the pre-award work that was conducted by the Governance consultant. New Jersey anticipates procurement of all consultants by the end of next quarter.				
Governance Meetings	The Program Manager discussed the SLIGP grant activities and next steps for statewide outreach with the Statewide Public Safety Communications Commission. The Program Manager will be presenting to the Statewide Public Safety Communications Commission in February.				
Education and Outreach Materials	As no stakeholder meetings were held in the current reporting period, education and outreach materials were not developed or distributed. New Jersey anticipates that educational outreach meetings will begin in March upon procurement of consultant support.				

Other Activities	The Program Manager attended the SLIGP PPR webinar, to gain better knowledge in the reporting practices with the grant guidelines. Additionally, the Program Manager attended the FirstNet SPOC/SWIC meeting, allowing for an introductory discussion with the FirstNet outreach team to discuss next steps that FirstNet will request of the State during Phase 1 activities.
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**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.**

We anticipated attending 4 governance meetings in the current reporting period and 4 in the next quarter. Due to delays in procuring governance support, we have not been able to attend as many governance meetings as indicated. Additionally, due to delays in procuring consultant support for outreach and project management, we have not been able to meet with stakeholders as previously indicated. New Jersey anticipates procurement of all consultants by the end of next quarter. As no stakeholder meetings were held in the current reporting period, education and outreach materials were not developed or distributed. New Jersey anticipates that educational outreach meetings will begin in March upon procurement of consultant support.

We anticipated the start of educational and outreach activities in this quarter; however, due to delays in procurement of consultant support, no activities were conducted in the current reporting period. No funds were expended towards the project except for activities conducted by the Program Manager and the Outreach Director. We anticipate expending funds designated for previous quarters and pre-award activities in the next quarter.

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

The team is being developed and discussing major milestones for future quarters. Once the project team is fully staffed, the project will begin to progress smoothly.

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

As the project is not fully staffed, New Jersey has no success stories or best practices to share this quarter.

**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.**

The project is not fully staffed, but we anticipate hiring all staff by Q3, as projected in our Baseline/Expenditure Plan. We don't anticipate any changes to the project's timeline. The SWIC, governance body members, and key stakeholder staff have not been engaged on the project, but will start billing work on the project in the next quarter.

**12b. Staffing Table**

Job Title	FTE %	Project(s) Assigned	Change
Program Manager	33	Programmatic direction for all Public Safety broadband projects and Point of Contact for FirstNet/SLIGP	Started work on SLIGP
Outreach Director	36.592	Directs all NJ OIT outreach, including SLIGP	Started work on SLIGP

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**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
TBD	Project Management, Administrative support, and Finance & Compliance Oversight	Vendor	Y	N	TBD	7/31/2016	\$1,040,220	\$0	N/A
TBD	Governance support	Vendor	Y	N	TBD	7/31/2016	\$300,000	\$0	N/A
TBD	Broadband SME	Vendor	Y	N	TBD	7/31/2016	\$300,150	\$0	N/A
TBD	Outreach specialist	Vendor	Y	N	TBD	7/31/2016	\$540,000	\$0	N/A

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


None at this time. We started working on RFP development this quarter and will finalize details next quarter.

**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	\$100,923	\$435,131	\$536,054	\$1,978	\$4,714	\$6,692
b. Personnel Fringe Benefits	\$0	\$181,634	\$181,634	\$0	\$2,138	\$2,138
c. Travel	\$51,120	\$0	\$51,120	\$0	\$0	\$0
d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0
e. Materials/Supplies	\$8,038	\$0	\$8,038	\$0	\$0	\$0
f. Subcontracts Total	\$2,514,197	\$0	\$2,514,197	\$0	\$0	\$0

g. Other	\$37,650	\$64,960	\$102,610	\$0	\$0	\$0
h. Total Costs	\$2,711,928	\$681,725	\$3,393,653	\$1,978	\$6,852	\$8,830
i. % of Total	80%	20%	100%	22%	78%	100%
<b>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.</b>						
<b>16a. Typed or printed name and title of Authorized Certifying Official</b>				<b>16c. Telephone (area code, number, and extension)</b>		
William Drew Public Safety Broadband Program Manager				(609)777-2650		
				<b>16d. Email Address</b>		
				William.Drew@oit.state.nj.us		
<b>16b. Signature of Authorized Certifying Official</b>				<b>16e. Date Report Submitted (month, day, year)</b>		
				February 19, 2014		

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