

U.S. Department of Commerce SLIGP 2.0 Performance Progress Report				2. Award or Grant Number:	88-10-S18088
1. Recipient Name		Department of Public Safety		4. EIN:	55-1234567
3. Street Address		123 Spring Lane		6. Report Date (MM/DD/YYYY)	10/30/2018
5. City, State, Zip Code		Anywhere USA 34567		7. Reporting Period End Date: (MM/DD/YYYY)	09/30/2018
10a. Project/Grant Period				8. Final Report	9. Report Frequency
Start Date: (MM/DD/YYYY)		10b. End Date: (MM/DD/YYYY)		Yes <input type="checkbox"/>	Quarterly <input checked="" type="checkbox"/>
03/01/2018		02/29/2020		No <input checked="" type="checkbox"/>	
11. List the individual projects in your approved Project Plan					
	Activity Type (Planning, Governance Meetings, etc.)	Was this Activity Performed during the Reporting Quarter? (Yes/No)	Project Deliverable Quantity (Number & Indicator Description)	Description of Milestone Category	
<b>Activities/Metrics for All Recipients during the Reporting Quarter</b>					
1	Governance Meetings	Yes	2	Actual number of governance, subcommittee, or working group meetings related to the NPSBN held during the quarter	
2	Individuals Sent to Broadband Conferences	Yes	2	Actual number of individuals who were sent to national or regional third-party conferences with a focus area or training track related to the NPSBN using SLIGP grant funds during the quarter	
3	Convened Stakeholder Events	Yes	4	Actual number of events coordinated - or held using SLIGP grant funds during the quarter, as requested by FirstNet.	
4	Staff Hired (Full-Time Equivalent)(FTE)	Yes	0.1	Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal).	
5	Contracts Executed	Yes	1	Actual number of contracts executed during the quarter.	
6	Subrecipient Agreements Executed	No	0	Actual number of agreements executed during the quarter.	
7	Data Sharing Policies/Agreements Developed	Yes		Yes or No if data sharing policies and/or agreements were developed during this reporting quarter.	
8	Further Identification of Potential Public Safety Users	Yes		Yes or No if further identification of potential public safety users occurred during this reporting quarter.	
9	Plans for Emergency Communications Technology Transitions	No		Yes or No if plans for future emergency communications technology transitions occurred during this reporting quarter.	
10	Identified and Planned to Transition PS Apps & Databases	Yes		Yes or No if public safety applications or databases within the State or territory were identified and transition plans were developed this reporting quarter	
11	Identify Ongoing Coverage Gaps	No		Yes or No if participated in identifying ongoing coverage gaps using SLIGP funds during this reporting quarter.	
12	Data Collection Activities	No		<b>(Opt-In and Opt-Out Post-SMLA Phase Only)</b> Yes or No if participated in data collection activities as requested by FirstNet or following a documented data collection determination by Opt-Out (Post-SMLA) grantees.	
<b>Activities for Opt-Out States only in the Pre-SMLA Phase during the Reporting Quarter</b>					
13	Stakeholders Engaged			Actual number of individuals reached via stakeholder meetings or events during the quarter.	
14	Education and Outreach Materials Distributed In-Person			Actual number of materials distributed in-person during this quarter.	
15	Education and Outreach Materials distributed Electronically			Actual volume of hits or impressions to any website, e-newsletter, social media post, or other account supported by SLIGP during the quarter.	

**11a. Narrative description for each activity reported in Question 11 for this quarter; 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.**

During this quarter, two governance meetings were held focusing on allowable activities. Two individuals attended the APCO Annual Conference in August to attend FirstNet tracks. We continued to convene FirstNet-requested stakeholder outreach meetings focused on various topics (4 this quarter). As noted below, the Special Projects Director (0.1 FTE) started charging to the grant this quarter. One new contract to SME Consultants LLC was executed this quarter. Other allowable activities performed this quarter include: Data Sharing Agreement developed with help from the new contractor, identifying potential users, and identified public safety apps for transition to the NPSBN during the FN-requested stakeholder meetings.

**12. Personnel**

**12a. Staffing Table - Please include all staff that have contributed time to the project with current quarter's utilization. Please only include FTE staff employed by the state not contractors. Please do not remove individuals from this table.**

Job Title	FTE%	Project (s) Assigned	Change
Project Director	25%	Grants Management, daily operations, and project reporting	No change
Compliance and Data Coordinator	0%	Grants management, data collection, audit resolution, and reporting	Vacant - to be filled at 25% FTE again
Grants Manager	25%	Grant set-up, Accounting and Reconciliation, Fiscal Monitoring, Financial Reporting and Fiscal Close Out	No change
Assistant Project Director	0%	Grants Management, project reporting, supporting the project director with grant activities	Retired - will not be backfilled
Special Projects Director	10%	Manages office space, responsible for logistics regarding travel, and governance meetings	New position added

**12b. Narrative description of any staffing challenges, vacancies, or changes.**

This quarter, the Special Projects Director starting charging to the SLIGP 2.0 grant at 0.1 FTE focusing on admin logistics, travel, and governance support. The compliance and data coordinator position employee departed the agency and we plan on hiring for this position in the next quarter. The Assistant Project Director retired and the agency will not backfill the position.

**13. Contractual (Contract and/or Subrecipients)**

**13a. Contractual Table – Include all contractors. The totals from this table should equal the “Contractual” in Question 14f.**

Name	Subcontract Purpose	Type (Contract/Subrec.)	RFP/RFQ Issued (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated
SME Consultants LLC	Assist with development of data sharing policies/agreements and transition plan	Contract	Y	Y	08/01/2018	01/31/2020	\$53,550	\$10,000

**13b. Narrative description any challenges, updates, or changes related to contracts and/or subrecipients.**

We executed 1 contract this quarter with the SME Consultants LLC on August 1st to support data sharing agreements.

<b>14. Budget Worksheet</b>										
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)	NTE Total Federal Funds Approved (2)	NTE Total Matching Funds Approved (3)	NTE Total Budget (4)	Federal Funds Obligated to Date (5)	Matching Funds Approved to Date (6)	Total Budget to Date (7)	Federal Funds Expended (8)	Approved Matching Funds Expended (9)	Total funds Expended (10)	
a. Personnel Salaries	\$14,800.00	\$140,000.00	\$154,800.00	\$5,550.00	\$52,500.00	\$58,050.00	\$2,775.00	\$26,250.00	\$29,025.00	
b. Personnel Fringe Benefits	\$5,368.00	\$0.00	\$5,368.00	\$2,013.00	\$0.00	\$2,013.00	\$1,006.50	\$0.00	\$1,006.50	
c. Travel	\$17,600.00	\$0.00	\$17,600.00	\$6,600.00	\$0.00	\$6,600.00	\$3,300.00	\$0.00	\$3,300.00	
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
e. Materials/Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
f. Contractual	\$585,600.00	\$35,000.00	\$620,600.00	\$207,100.00	\$10,000.00	\$217,100.00	\$23,000.00	\$5,000.00	\$28,000.00	
g. Other	\$1,650.00	\$0.00	\$1,650.00	\$619.00	\$0.00	\$619.00	\$309.50	\$0.00	\$309.50	
h. Indirect	\$74,982.00	\$0.00	\$74,982.00	\$28,118.00	\$0.00	\$28,118.00	\$5,775.76	\$0.00	\$5,775.76	
i. Total Costs	\$700,000.00	\$175,000.00	\$875,000.00	\$250,000.00	\$62,500.00	\$312,500.00	\$36,166.76	\$31,250.00	\$67,416.76	
j. Proportionality Percent	80.00%	20.00%	100.00%	80.00%	20.00%	100.00%	53.65%	46.35%	100.00%	
<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> Rebecca Sligp2							<b>16c. Telephone (area code, number, and extension)</b>	555-555-5555		
<b>16b. Signature of Authorized Certifying Official:</b>							<b>16d. Email Address:</b>	<a href="mailto:SLIGP2.gov">SLIGP2.gov</a>		
							<b>Date:</b>	10/30/2018		

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