

U.S. Department of Commerce
Performance Progress Report

1. Recipient Name		Arkansas Department of Emergency Management	2. Award or Grant Number:	05-10-S13005
3. Street Address		Building #9501 Camp Joseph T Robinson	4. EIN:	71-6043948
5. City, State, Zip Code		North Little Rock, AR 72199	6. Report Date (MM/DD/YYYY)	4/30/2016
			7. Reporting Period End Date: (MM/DD/YYYY)	3/31/2016
			8. Final Report Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	9. Report Frequency Quarterly <input checked="" type="checkbox"/>

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

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 Amount expended at the end of the reporting period	Percent of Total Federal Amount expended
1	Stakeholder Meetings	3: Reaching 72 (See below for descriptions)			
2	Broadband Conferences	3: 21 Attended (See below for descriptions)			
3	Staff Hires				
4	Contract Executions				
5	Governance Meetings	3 AICEC (10 Participants Monthly)			
6	Education and Outreach	Website Visits; 203 Social Media; 148 Additional Information below			
7	Sub recipient Agreement Executed				
8	Phase 2 - Coverage	Stage 2			
9	Phase 2 - Users and Their Operational Areas	Stage 2			
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.

This quarter was focused continued outreach to key stakeholders, state officials, and our federal partners.

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.

4.25.2016 | Will look at adjusting funds from "Other" and "Travel" to meet "Supply" needs.

11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.
 Nothing to report 4.25.2016

11d. Describe any success stories or best practices you have identified. Please be as specific as possible.
 Starting to bring along more technical SME's to Summit's and Conferences. Getting much more feedback and buy-in after they come back and present a new level of understanding.

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.
 Some positions are not currently staffed. While those positions will be filled soon, there will be no impacts to the project timeline.

12b. Staffing Table

Job Title	FTE%	Project (s) Assigned	Change
SLIGP Program Manager	80%	Will provide coordination for grant reporting and financial payouts from the SAA and work with SWIC to monitor progress of overall project	
IT Administrator	10%	Serves on the state broadband working group and provides technical assistance	
Accounting Branch Manager	2%	Will conduct task and provide tracking for disbursement of the entire grant funds	
Financial Analyst	3%	Will provide oversight for the disbursements and tracking of funds	
SWIC	50%	Will oversee all interoperability coordination and is responsible for ensuring SCIP initiatives are tracked and completed	
AWIN Program Manager	50%	Has oversight of all public safety communications projects that the state undertakes and will provide oversight for this project	

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/Subject.)	RFP/RFQ Issued (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated
Buford, Goff, & Associates	Development of Project Management Plan	Vendor	Y	Y	10/1/2013	7/31/2016	\$810,432.00	\$0.00

13b. Describe any challenges encountered with vendors and/or sub recipients.
 4.25.2016 No Issues

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	Total Budget (4)	Federal Funds Expended	Approved Matching	Total funds Expended
a. Personnel Salaries	\$173,887.00	\$395,089.00	\$568,976.00	\$69,571.80	\$153,064.88	\$222,636.68
b. Personnel Fringe Benefits	\$60,988.00	\$114,594.00	\$175,582.00	\$25,889.40	\$37,479.57	\$63,368.97
c. Travel	\$189,201.00	\$0.00	\$189,201.00	\$34,561.07		\$34,561.07
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
e. Materials/Supplies	\$21,513.00	\$0.00	\$21,513.00	\$22,368.96		\$22,368.96
f. Subcontracts Total	\$1,000,115.00	\$0.00	\$1,000,115.00	\$538,383.10		\$538,383.10
g. Other	\$150,007.00	\$34,020.00	\$184,027.00	\$91,208.57		\$91,208.57
h. Indirect			\$0.00			\$0.00
i. Total Costs	\$1,595,711.00	\$543,703.00	\$2,139,414.00	\$781,982.90	\$190,544.45	\$972,527.35
j. % of Total	75%	25%	100%	80%	20%	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:

Bobbie Ann Merkel, ADEM Administration Division Director


16c. Telephone (area code, number, and

501-683-6700

16d. Email Address:

B5B@adem.arkansas.gov

16b. Signature of Authorized Certifying Official:



Date:

5/25/2016

Social Media Outreach Numbers

Webpage:
www.APSBN.Arkansas.gov

Visits (Month)	Total visits
January	60
February	78
March	65

Facebook: Arkansas Public Safety Broadband

Page likes (Month)	Total likes
January	32
February	18
March	54

Twitter: @APSN_FIRSTNET

New followers (Month)	Profile visits
January	9
February	18
March	12

LinkedIn

New Connections
January
February
March

Meetings and Conferences

Meetings & Conferences:

- January 13-15, 2016 – SE US Public Safety Broadband Summit, Orange Beach, AL – 16 individuals from various public safety entities attended & represented APSBN
- January 20, 2016 – APSBN presentation at Faulkner County LEPC – 24 individuals in attendance
- February 4, 2016 – APSBN update for monthly Executive Committee meeting
- February 11, 2016 – APSBN update for Arkansas Department of Information Systems leadership (16 attended)
- February 16, 2016 – Attendance at Legislature 911 Blue Ribbon Committee Meeting, Hope, AR
- February 21-25, 2016 – APSBN Attendance at NENA 9-1-1 Goes to Washington Conference, Washington, DC – 4 individuals from various public safety entities attended & represented APSBN
- March 3, 2016 – APSBN update for monthly Executive Committee meeting & quarterly interoperability Communications Committee meeting
- March 16, 2016 – FirstNet & APSBN meeting with City of Little Rock leadership (32 attendees)
- March 21-25, 2016 – International Wireless Communications Expo (IWCE), Las Vegas, NV – 1 person attended representing APSBN

Newsletters, WhiteSheets, Presentations & Other Documents Created & Shared:

- January Newsletter/Update – emailed to over 200 AR public safety stakeholders
- Public Safety Broadband in Arkansas publication overview January 2016 – emailed to over 200 AR public safety stakeholders & posted to social media
- FirstNet videos (What is the FirstNet RFP? FirstNet 2016 Consultation Program part 1; FirstNet and KG911; FirstNet LT Basic Concepts: Priority, Preemption & QoS part 1; FirstNet Key concepts of Priority, Preemption & QoS part 2) links emailed to over 200 public safety stakeholders
- Analysis of FirstNet RFP white sheet created for AR Executive Committee