

U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number 05-10-S13005	
		4. EIN 71-6043948	
1. Recipient Name Arkansas Department of Emergency Management		6. Report Date (MM/DD/YYYY) 1/14/2015	
3. Street Address Camp Joseph T Robinson Building 9501		7. Reporting Period End Date: 12/31/2014	
5. City, State, Zip Code North Little Rock, AR 72199		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: (08/1/2013)	10b. End Date: (07/31/2016)		

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)	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	2 APSBN Presentations at ADEM Midyear Conference (177) and North/Central TTX (127)			
2	Training Sessions	0			
3	Broadband Conferences	0			
4	Staff Hires (Full Time Equivalent)	0			
5	Contract Executions	0			
6	Statutory and Regulatory Changes	0			
7	Governance Meetings	3 AICEC (10 participants Monthly)			
8	Education and Outreach Materials	Website Visits 350 Over 473 Reached through Social Media (Twitter, LinkedIn, and Facebook) and the APSBN Website			
9	Subrecipient Agreements Executed	0			

11a. Describe your progress meeting each major activity 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. 4.27.2015 Nothing to report

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. No Change as of this report. Will begin working on revision for Phase 2

11c. Provide any other information that would be useful to NTIA as it assesses this project's progress. 4.27.2015 Nothing to report

11d. Describe any success stories or best practices you have identified. Please be as specific as possible. 4.27.2015 Nothing to report

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. Position staffing from federal funds began during the 2nd qtr.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
SLIGP Program Coordinator	80%	Will provide coordination for grant reporting and financial payouts.	
Homeland Security Branch Manager	10%	Will provide oversight for all grants activities and reporting	
IT Administrator	10%	Serves on the state broadband working group and provides technical assistance to AICEC	
Accounting Branch Manager	2%	Will conduct task and provide tracking for the 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 communication projects that the state undertakes and will provide oversight for this project	

13. Subcontracts (Vendors and/or Subrecipients) Contracts started in 2nd qtr.

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
Buford Goff and Associates	Development of Project Management plan	Vendor	Y	Y	10/1/13	7/31/16	\$810,342.00	\$0.00	


13b. Describe any challenges encountered with vendors and/or sub recipients. 10.30.2014 Nothing to report at this time.

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	135,996.00	387,191.00	523,187.00	\$41,999.62	\$88,166.22	\$130,165.84
b. Personnel Fringe Benefits	47,697.00	113,990.00	161,687.00	\$15,936.94	\$21,660.75	\$37,597.69
c. Travel	216,407.00	0.00	216,407.00	\$5,960.25		\$5,960.25
d. Equipment	0.00	0.00	0.00	N/A		
e. Materials/Supplies	19,821.00	0.00	19,821.00	\$12,637.64		\$12,637.64
f. Subcontracts Total	1,057,375.00	0.00	1,057,375.00	\$237,675.88		\$237,675.88
g. Other	118,415.00	5,582.00	123,997.00	\$88,432.50		\$88,432.50
h. Total Costs	1,595,711.00	506,763.00	2,102,474.00	\$402,642.83	\$109,826.97	\$512,469.80
i. % of Total	80%	20%	100%	79%	21%	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 extension) 501-683-6700
	16d. Email Address BobbieAnn.Merkel@adem.arkansas.gov
16b. Signature of Authorized Certifying Official 	16e. Date Report Submitted (month, day, year) 4/27/2015

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 Telecom Communications and Information Administration, U.S. Department of Commerce (DOC), 1401 Constitution Avenue, N.W., HCHB, Room 7324, Washington, D.C. 20230.

Facebook page:

Jan – 33 new likes

Feb – 43 new likes

March – 128 new likes

Total = 204 new likes for the quarter

Twitter:

Jan – 20 new followers, 80 profile visits

Feb – 15 new followers, 39 profile visits

March – 22 new followers, 47 profile visits

Total = 57 new followers, 166 profile visits for the quarter (152 followers total)

Webpage:

Approx. 350 visits total – 100 new for the quarter

Linked In:

Total = 3 new members for the quarter (81 members total)

Meetings:

March 15th - APSBN Presentation at ADEM Mid-Year Conference 177 people in attendance

March 19th – APSBN Presentation at North Central Preparedness Drill/Tabletop Exercise, Ozark Folk Center, Mountain View, Stone County – 127 people from approx. 8 North Central Arkansas Counties