U.S. Department of Commerce Performance Progress Report				2. Award or Grant Number:	12-10-513012
				4. EIN:	800749868
1. Recipient Name	Florida Division of Emergency Management			6. Report Date (MM/DD/YYYY)	
3. Street Address	2555 Shumard Oak Boulevard			7. Reporting Period End Date: (MM/DD/YYYY)	3/31/2017
5. City, State, Zip Code	Tallahassee, FL 32399			8. Final Report Yes ☐ No ☒	9. Report Frequency Quarterly ☒

10a. Project/Grant Period

Start Date: (MM/DD/YYYY) 9/1/2013	10b. End Date: (MM/DD/YYYY)	2/28/2018	

11. List the individual projects in your approved Project Plan

	Project Type (Capacity Building, SCIP Update,	Project Deliverable Quantity (Number & Indicator Description)	Description of Milestone Category
1	Stakeholders Engaged	792	*Actual number of individuals reached via stakeholder meetings during the quarter*
2	Individuals Sent to Broadband Conferences	14	*Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter*
3	Staff Hired (Full-Time Equivalent)(FTE)	0	*Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)*
4	Contracts Executed	0	*Actual number of contracts executed during the quarter*
5	Governance Meetings	0	*Actual number of governance, subcommittee, or working group meetings held during the quarter*
6	Education and Outreach Materials Distributed	23,777	*Actual volume of materials distributed (inclusive of paper and electronic materials) plus hits to any website or social media account supported by SLIGP during the quarter*
7	Subrecipient Agreements Executed	0	*Actual number of agreements executed during the quarter*
8	Phase 2 - Coverage	STAGE 5	
9	Phase 2 – Users and Their Operational Areas	STAGE 5	*For each Phase 2 milestone category, please provide the status of the activity during the quarter:*
10	Phase 2 – Capacity Planning	STAGE 5	• Stage 1 - Process Development • Stage 2 - Data Collection in Progress • Stage 3 - Collection Complete; Analyzing/Aggregating Data
11	Phase 2 – Current Providers/Procurement	STAGE 2	• Stage 4 - Data Submitted to FirstNet • Stage 5 - Continued/Iterative Data Collection
12	Phase 2 – State Plan Decision	STAGE 2	• Stage 6 - Submitted Iterative Data to FirstNet

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.

DMS's subcontractor ISF conducted 7 regional live workshops, 62 coverage reviews with 10 live and 52 webinars. The regional workshops had 191 attendees. The attendance at the webinar coverage reviews was 394 and the live coverage reviews was 207. January 30 to February 3, 2017 DMS sent 6 employees to the Florida Emergency Preparedness Association annual conference representing FirstNet, over 200 stakeholders in the first responders and emergency managers were reached. On March 1-2, 2017 DMS sent two representatives to Domestic Security Counsel Meeting representing FirstNet. March 27-31 DMS sent 1 employee and five FloridaNet Technical committee members to the International Wireless Communications Expo. DMS attempted one webinar board meeting, that a technical glitch prevented from starting. The total aggregate of DMS employees working on the SLIGP grant is 4.2. ISF developed and sent out newsletters for January, February, and March, the letters were sent to 5353, 5709, and 5894 respectively. 748 hits were counted on the FloridaNet website. For the period of January 1 to March 31, 2017, we tweeted 11 times, gained 52 followers (456 to 508) for a total of 5588. The Twitter account started following 365 accounts from 241 to 606. They include local governments and PSE throughout Florida. For Facebook, we posted three times and gained five followers. Our post reach averaged about 40 (58 for one) for the three posts with an average of 3.6 clicks. The aggregate for Facebook is 120. The Coverage review includes stakeholders and their operational areas. Coverage maps are being updated based upon the Coverage reviews for Capacity planning. Along with the Coverage reviews providing current providers and procurement methods, an online survey will provide additional information regarding current providers and procurement methods. All the phase 2 activities are being compiled to start the State Plan Decision document.

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.
N/A

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

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.

N/A

12b. Staffing Table - *Please include all staff that have contributed time to the project. Please do not remove individuals from this table.*

Job Title	FTE%	Project (s) Assigned	Change
DEM Grant Manager	50%	Grant management and oversight	0.00%
DHSMV FloridaNet Data Processing Administrator/Policy	0	Education and outreach, policy, governance	0.00%
DHSMV FloridaNet Data Processing Administrator/Design	0	Administer the FloridaNet.gov website and assist with daily grant activities	0.00%
DHSMV FloridaNet Data Processing Administrator/Planning	0	Project planning and scheduling, web content, education and outreach, documentation	0.00%
DHSMV Grant Assistant	0	Assists grant manager and the FloridaNet team on day-to-day management of SLIGP activities	0.00%
DHSMV Chief Technology Officer	0	Provides expertise in the technology and law enforcement areas	0.00%
DHSMV SLERS Communication Expert	0	Provides expertise in radio communications and law enforcement areas	0
DHSMV Utilities Systems/Engineering Specialist	0	Assists in SLIGP activities and research	0.00%
DMS Facilitator	10%	Review documentation for guidance and recommendations	
DMS Grant/Project Manager Supervisor	15%	Review project planning and provide guidance.	
DMS Grant/Project Manager Program	50%	Project planning, review deliverables, project management, and daily grant activities	
DMS Grant/Project Manager Program alternate	50%	Project planning, review deliverables, project management, and daily grant activities	
DMS Grant/ Project Manager researcher	1%	Assists in SLIGP activities and research	
DMS Grant/ Project Manager researcher	1%	Assists in SLIGP activities and research	
DMS Chief Technology Officer	12%	Provides expertise in the technology and law enforcement areas	
DMS Policy/Technical Advisor Legislative Affairs	5%	Provides review and quality control checks on web content, education and outreach materials, and documentation.	
DMS Policy/Technical Advisor Divtel	1%	Provides review and quality control checks on web content, education and outreach materials, and documentation.	
DMS SLERS Communications Expert	1%	Provides expertise in radio communications and law enforcement areas	
DMS Utilities Systems. Engineering Specialist	50%	Assists in SLIGP activities and research	
DMS Grants Assistant	100%	Assists grant manager and the FloridaNet team on day-to-day management of SLIGP activities	
DMS Assistant Facilitator	100%	Administer the FloridaNet.gov website and assist with daily grant activities	
DMS Finance and Accounting Supervisor	1%	Review, approve and present budget change requests for the DMS	

DMS Divtel Finance and Accounting Supervisor	5%	Collect financial records and prepare budget requests							
DMS Divtel Finance and Accounting Program Analyst	5%	Assists in SLIGP financial planning activities and research							
DMS Policy and Budgeting Supervisor	1%	Review, approve and present budget change requests for the DMS							
DMS Departmental Purchasing Director	1%	Review and approval purchasing related SLIGP requests and contracts							
DMS Departmental Purchasing Deputy Director	2%	Prepare and review purchasing related SLIGP requests and contracts							
DMS Departmental Purchasing Agent	2%	Preview, document audit and route contracts and requests related to SLIGP							
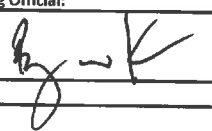
13. Subcontracts (Vendors and/or Subrecipients)

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
DHSMV	Carry out daily grant activities	subrecipient	N	Y	11/13/2013	9/30/2016	$4,768,658.00	$1,229,010.00
Televate	Assist with Florida's response to the FirstNet RFI	vendor	Y	Y	10/3/2014	10/17/2014	$27,500.00	$0.00
LeGrande Technical, LLC	Assist with Florida's response to the FirstNet RFC	vendor	Y	Y	10/8/2014	10/24/2014	$34,899.00	$0.00
MemberClicks	Host FloridaNet website	vendor	Y	Y	7/1/2016	6/30/2017	$5,795.00	$0.00
DMS	Carry out daily grant activities	subrecipient	N	Y	10/28/2016	2/28/2018	$4,007,753.00	$732,217.00
ISF, Inc	Assist with Florida's response for data collection	vendor	Y	Y	11/18/2016	6/30/2017	$1,858,905.00	$0.00

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

N/A

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	$62,199.00		$62,199.00	$50,023.18		$50,023.18
b. Personnel Fringe Benefits	$28,611.00		$28,611.00	$26,979.97		$26,979.97
c. Travel	$3,001.00		$3,001.00	$1,438.14		$1,438.14
d. Equipment	$0.00		$0.00	$0.00		$0.00
e. Materials/Supplies	$2,403.00		$2,403.00	$478.12		$478.12
f. Subcontracts Total	$4,768,657.00	$1,229,010.00	$5,997,667.00	$1,480,635.75	$652,781.31	$2,133,417.06
g. Other	$23,360.00		$22,360.00	$11,118.25		$11,118.25
h. Indirect	$28,809.00		$28,809.00	$19,403.03		$19,403.03
i. Total Costs	$4,916,040.00	$1,229,010.00	$6,145,050.00	$1,590,076.44	$652,781.31	$2,242,857.75
j. % of Total	80%	20%	100%	71%	29%	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:

Bryan Koon, Director

16b. Signature of Authorized Certifying Official:

16c. Telephone (area code, number, and extension) 850-815-4000

16d. Email Address: bryan.koon@em.myflorida.com

Revised 06/12/2017

Date: 06/14/17