



SLIGP Quarterly Reporting

PPRs in Phase 2

SLIGP State and Local Implementation Grant Program



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QUARTERLY REPORTING IN PHASE 2

What Has Changed

Recipients will still report on progress toward Phase 1 program priority areas, but you will also report on additional Phase 2 program priority areas.

Phase 2 program priority areas are coverage, users and their operational areas, capacity planning, current providers and procurement, and state plan decision process.

Phase 2 PPRs

What Remains the Same

PPRs and FFRs are still due 30 days after the quarter ends (January 30, April 30, July 30, October 30).

Late submission of reports may result in an audit finding.



COMPLETING THE QUARTERLY PPR

- **NTIA has developed the following resources to help recipients fill out their PPRs, which are located on the SLIGP website under “Grants Management”:**
 - **Quarterly Progress Report Template**
 - **Guidance for the Performance Progress Report (Word document)**
 - **Sample Performance Progress Report**
 - **Short Presentation on How to Fill Out the Performance Progress Report (Captive Presentation and Transcript)**
- **Do not include any personal identifiable information (names, email addresses, etc.); the final reports will be posted on the NTIA website**
- **FPOs may request clarifications or revisions before the PPR is approved as final**
- **The following slides discuss various sections of the PPR in detail**



QUESTION 11: PROJECT PLAN CHART

- **Question 11** contains the project plan chart, where recipients report on their progress toward the milestone activity categories included in the **Baseline/Expenditure Plan**
- The milestone categories detailed in the following slides are the **ONLY** categories on which you should report in your project plan chart
- These categories should align with the milestone activity categories in your **Baseline/Expenditure Plan**



QUESTION 11: PROJECT PLAN CHART (CONT.)

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	20			
2	Broadband Conferences	3			
3	Staff Hires	1.5			
4	Contract Executions	0			
5	Governance Meetings	2			
6	Education and Outreach	300			
7	Subrecipient Assessment	0			
8	Phase 2 - Coverage	Stage 1			
9	Phase 2 - Users and Their Operational Areas	Stage 2			
10	Phase 2 - Capacity Planning	Stage 1			
11	Phase 2 - Current Providers/Procurement	Stage 3			
12	Phase 2 - State Plan Decision				

Phase 2 Milestone Activity Categories



PHASE 2 MILESTONE CATEGORIES: DEFINITIONS

Milestone Activity Category	Definition	Data To Be Reflected
8. Phase 2 - Coverage	Identify desired coverage within the state/territory and proposed build-out phases	<p>For each Phase 2 milestone category, provide the status of activity:</p> <ul style="list-style-type: none"> • Stage 1: Process development • Stage 2: Data collection • Stage 3: Analyzing/aggregating data • Stage 4: Data submitted to FirstNet • Stage 5: Continued/iterative data collection • Stage 6: Iterative data submitted to FirstNet
9. Phase 2 – Users and Their Operational Areas	Gather information on potential user base and their operational areas	
10. Phase 2 – Capacity Planning	Estimate current data usage and projected data usage on FirstNet	
11. Phase 2 – Current Providers/Procurement	Identify current service providers and plans, procurement vehicles and barriers to adoption	
12. Phase 2 – State Plan Decision	Document the process for state plan review and decision-making	



COMMON PPR ERRORS: QUESTION 11

Reporting Project Plan Chart Cumulatively

Please remember that the numbers entered in Question 11 (Project Plan Chart) are to be reported **quarterly**, not cumulatively

Reporting Meetings versus Individuals

For stakeholder meetings, please report the **number of individual stakeholders** reached at stakeholder meetings during the quarter

For broadband conferences, please report the **number of staff/stakeholders** sent to third-party conferences (like the FirstNet SPOC meeting and PSCR) during the quarter

Reporting Individuals versus Meetings

For governance meetings, please report the **number of meetings** held during the quarter

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COMMON PPR ERRORS: QUESTION 11 (CONT.)

**Reporting
Individuals
Hired
versus FTE**

Please remember to report on the **full-time equivalent (FTE)** of new staff added to the SLIGP project during the quarter, not the number of individuals added to the staff

**Not Reporting
All Outreach
Materials
Distributed**

Please remember to include **all outreach materials distributed** during the quarter, including website hits, new followers on social media, email newsletters, presentation materials, and other paper and electronic outreach materials

Please be consistent in how you report these items each quarter



FILLING OUT QUESTION 11A

Question 11a should include a detailed description of your progress toward the milestone activities in the Project Plan Chart

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.

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.



TIPS FOR FILLING OUT QUESTIONS 11A-D

Milestone Activity Categories	Data To Be Reflected
Question 11a: Progress, Challenges, and Planned Activities	Narrative description of milestone activities reported in the project plan chart (including Phase 2 activities, if applicable), plans for next quarter, and challenges you overcame
Question 11b: Changes to Baseline/Expenditure Plan	Any changes you anticipate requesting to your baseline or budget in the next quarter
Question 11c: Any Other Information	Any other information on your progress or challenges you have faced that are not included in the questions above
Question 11d: Best Practices	Any success stories that could be shared with other recipients as best practices



COMMON PPR ERRORS: QUESTION 11A

**Not
Including an
Explanation
of Activities**

Please remember to include a detailed description of your activities that you report on in Question 11, including a description of your data collection activities in each data collection category

Please also include any planned activities for the next quarter



TIPS FOR FILLING OUT QUESTIONS 12A-B (PERSONNEL)

Milestone Activity Categories	Data To Be Reflected
Question 12a: Staffing	Describe whether or not your project is fully staffed, and how lack of staffing may impact the project's timeline
Question 12b: Staffing Table	List any staff who worked on SLIGP during this quarter or staff who were reported previously. Please include job titles, FTE, projects assigned, and change in FTE from the previous quarter



COMMON PPR ERRORS: QUESTION 12B

Not Including All Staff that Have Worked on SLIGP

The staffing table in 12b is intended to capture all full-time and part-time individuals who have contributed time to SLIGP (both Federal share and match), even those who are no longer working on the project

If an individual has left the project, please include a comment in the “change” column

FTE for New Staff and Staff Hires Don't Align

When reporting individuals in your staffing table that started work on SLIGP during the quarter, make sure that the total FTE for the new individual(s) matches the FTE reported in staff hires on Question 11

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TIPS FOR FILLING OUT QUESTIONS 13A-B (SUBCONTRACTS)

Milestone Activity Categories	Data To Be Reflected
Question 13a: Subcontracts Table	List of all subcontractors and subrecipients and any pending or future contracts, including total amounts of federal and matching funds allocated to each contract and the name, purpose, and type of entity. Please also note whether an RFP/RFQ was issued and the start and end date
Question 13b: Vendor Challenges	Any challenges encountered in releasing an RFP/RFQ, executing a contract, meeting deliverable deadlines, or other obstacles that you have encountered with a vendor and/or subrecipient



COMMON PPR ERRORS: QUESTION 13B

**Not
Including All
Planned
Contracts**

Please include all contracts you have executed and for which you plan to issue an RFP

If you have not issued an RFP, please list the contractor name as “TBD,” include the purpose of the contract (e.g. data collection, outreach), and include the federal and matching funds allocated to the contract



QUESTION 14: BUDGET WORKSHEET CHART

- **Reflect information here as projected in Baseline/Expenditure Plan**
- **Actual expenditures should be reported *cumulatively*, not on a quarterly basis; reported expenditures in each category should be higher (or possibly the same) than what was reported in the previous quarter**
- **Please remember that Federal and match expenditures reported in the PPR should match Federal and match expenditures in the FFR**



QUESTION 14: BUDGET WORKSHEET CHART (CONT.)

Sample PPR Question 14

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	\$330,000	\$240,000	\$570,000	\$0	\$15,000	\$15,000
b. Personnel Fringe Benefits	\$99,000	\$72,000	\$171,000	\$0	\$4,500	\$4,500
c. Travel	\$216,400	\$0	\$216,400	\$0	\$0	\$0
d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0
e. Materials/Supplies	\$79,600	\$0	\$79,600	\$2,000	\$0	\$2,000
f. Subcontracts Total	\$580,000	\$0	\$580,000	\$0	\$0	\$0
g. Other	\$27,996	\$62,004	\$90,000	\$0	\$0	\$0
h. Indirect	\$163,020	\$0	\$163,020	\$4,290	\$0	\$4,290
i. Total Costs	\$1,496,016	\$374,004	\$1,870,020	\$6,290	\$19,500	\$25,790
j. % of Total	80%	20%	100%	24%	76%	100%

Remember your match proportionality!

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COMMON PPR ERRORS: QUESTION 14

Expenditures Reported Quarterly

Please remember to report your expenditures in Question 14 (Budget Worksheet Chart) **cumulatively** for the entire award period

Your reported expenditures should always be the same or greater than your reported expenditures in the previous quarter

Percent of Total Calculated Incorrectly

Please remember that the “Percent of Total” (Row J) is intended to capture **match proportionality** and should be calculated based on total expenditures to date, not total awarded amount

PPR and FFR Don't Align

Please remember that Row I in Columns 5 and 6 **must align** with lines 10.e (Federal Share of Expenditures) and 10.j (Non-Federal Share of Expenditures) on your FFR

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Questions?