

U.S. Department of Commerce Performance Progress Report				2. Award or Grant Number:	26-10-S13026
				4. EIN:	38-6000134
1. Recipient Name	Michigan State Police - State 911 Administrative Section			6. Report Date (MM/DD/YYYY)	10/30/2016
3. Street Address	7150 Harris Drive			7. Reporting Period End Date: (MM/DD/YYYY)	9/30/2016
5. City, State, Zip Code	Dimondale, Michigan 48821			8. Final Report Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	9. Report Frequency Quarterly <input checked="" type="checkbox"/>
<b>10a. Project/Grant Period</b>					
Start Date: (MM/DD/YYYY)	9/1/2013	10b. End Date: (MM/DD/YYYY)	2/28/2018		
<b>11. List the individual projects in your approved Project Plan</b>					
	Project Type (Capacity Building, SCIP Update, etc.)	Project Deliverable Quantity (Number & Indicator Description)	Description of Milestone Category		
1	Stakeholders Engaged	50	<i>Actual number of individuals reached via stakeholder meetings during the quarter</i>		
2	Individuals Sent to Broadband Conferences	2	<i>Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter</i>		
3	Staff Hired (Full-Time Equivalent)(FTE)	n/a	<i>Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)</i>		
4	Contracts Executed	n/a	<i>Actual number of contracts executed during the quarter</i>		
5	Governance Meetings	4	<i>Actual number of governance, subcommittee, or working group meetings held during the quarter</i>		
6	Education and Outreach Materials Distributed	18,242 (1,430 copies + 16,812 (Q13 Tweets*Followers))	<i>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</i>		
7	Subrecipient Agreements Executed	n/a	<i>Actual number of agreements executed during the quarter</i>		
8	Phase 2 - Coverage	Stage 5	<i>For each Phase 2 milestone category, please provide the status of the activity during the quarter:</i> <ul style="list-style-type: none"> <li>• Stage 1 - Process Development</li> <li>• Stage 2 - Data Collection in Progress</li> <li>• Stage 3 - Collection Complete; Analyzing/Aggregating Data</li> <li>• Stage 4 - Data Submitted to FirstNet</li> <li>• Stage 5 - Continued/Iterative Data Collection</li> <li>• Stage 6 - Submitted Iterative Data to FirstNet</li> </ul>		
9	Phase 2 – Users and Their Operational Areas	Stage 5			
10	Phase 2 – Capacity Planning	Stage 5			
11	Phase 2 – Current Providers/Procurement	Stage 4			
12	Phase 2 – State Plan Decision	Stage 1			
<b>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.</b>					

**OUTREACH AND EDUCATION:**

- Presented at MI APCO Conference (August 22, 2016) 25 Attended
- Presented at MIGMIS Conference (September 14, 2016) 25 Attended
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**GOVERNANCE:** (All Governance meetings were hosted in Lansing, MI with additional access through webinar)

- Hosted Monthly MI Public Safety Broadband Work Group Meeting (July 19, 2016)
- Hosted Monthly MI Public Safety Broadband Work Group Meeting (August 9, 2016)
- Hosted Monthly MI Public Safety Broadband Work Group Meeting (September 13, 2016)
- Participated in the MI Public Safety Communication Interoperability Board Meeting (September 13, 2016)

**CONFERENCES:**

- Attended APCO 2016 National Conference in Orlando, FL (August 15-17, 2016)

**SOCIAL MEDIA:**

The @MIPSBB Twitter Account metrics are 467 Followers, 517 Tweets and Following 376 as of September 30, 2016. Twitter has been a great tool for the MIPSBB outreach team to provide information to our followers regarding outreach events and educational opportunities, program updates and activities, governance items and related news items and discussions. Additionally, this has been beneficial to our outreach team in tracking activities with other SLIGP teams.

**OTHER:**

- Participated in FirstNet Consultation Task Team Meeting in Minneapolis, MN (7/12/16)
- Hosted FirstNet Executive Relationship Meeting in Lansing, MI (August 22, 2016)
- Hosted FirstNet Executive Relationship Meeting in Lansing, MI (August 22, 2016)
- Participated on Western States Alliance Call (August 8, August 22, September 5, 2016)
- Participated on FEMA Region V Call (September 15, 2016)
- Participated in SLIGP Quarterly Call (September 19, 2016)

**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.**

Nothing at this time

**11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.**

Nothing at this time

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

The Michigan program formalized the structure, roles, and responsibilities of the Public Safety Broadband Workgroup through the adoption of a Workgroup Charter. The Charter identifies representation from government entity stakeholders and fraternal organizations. Members are appointed by their respective agency or organization and consists of a cross-functional team that includes local, state, and tribal entities, that is geographically diverse with representation from all of the Michigan Regional Planning areas.

**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.**

**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
SWIC	0.5	Provide oversight of all SLIGP project activities and outreach/education efforts	Continued work on SLIGP
Grant Director	0.1	Provide oversight of all grant fiduciary activities and reporting requirements for the state.	Continued work on SLIGP
CIO / SPOC	0.1	Primary point of contact. Inform Governor's office	Continued work on SLIGP
SLIGP Program Manager	0.8	Project Management and operations	Continued work on SLIGP
Shared Services Director	0.1	Executive support and managing SLIGP project team	Continued work on SLIGP
Shared Services Director Admin Support	0.1	Administrative support relating to SLIGP efforts including scheduling meetings, preparing materials and human resources activities	Continued work on SLIGP
Outreach Support Staff 1	0.1	Data preparation for outreach support including research on stakeholders groups and potential outreach engagement opportunities	Continued work on SLIGP
Budget & Procurement Analyst	0.1	Advise in all procurement and purchasing required for SLIGP. Monitor and track staff time reporting and project invoices	Continued work on SLIGP
Outreach Support Staff 2	0.8	Data preparation for outreach support including research on stakeholders groups and potential outreach engagement opportunities	Continued work on SLIGP
Outreach Support Staff 3	0.8	Data preparation for outreach support including research on stakeholders groups and potential outreach engagement opportunities	Continued work on SLIGP
SWIC Admin Support	0.1	Administrative support relating to SLIGP efforts including scheduling meetings, preparing materials and human resources activities	Continued work on SLIGP

Subject Matter Expert Engineer 1	0.2	Provided technical support to project	Continued work on SLIGP
Subject Matter Expert Engineer 2	0.2	Provided technical support to project	Continued work on 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
State of Michigan	DTMB Project Staffing	Vendor	N	Y	10/1/2015	2/28/2018	\$1,708,755.23	\$0.00
Consolidated Telecom Services (CTS)	Consulting and General Support	Vendor	Y	Y	6/9/2015	2/28/2018	\$1,197,362	\$0.00
Michigan State University	Kellogg Hotel & Conference Center	Vendor	N	Y	5/19/2015	9/30/2015	\$2,500	\$0.00
AIC	Consulting and General Support	Vendor	N	Y	7/1/2014	9/30/2014	\$123,455	\$0.00
Cynergyze	Consulting and General Support	Vendor	N	Y	3/1/2014	6/30/2014	\$100,000	\$0.00
Cynergyze	Consulting and General Support	Vendor	N	Y	12/31/2013	2/28/2014	\$18,420	\$8,880.00

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

Nothing 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		\$461,859.00	\$461,859.00		\$342,223.85	\$342,223.85
b. Personnel Fringe Benefits		\$354,137.00	\$354,137.00		\$267,230.08	\$267,230.08
c. Travel	\$146,329.48	\$2,966.00	\$149,295.48	\$39,203.39	\$2,966.00	\$42,169.39
d. Equipment			\$0.00			\$0.00
e. Materials/Supplies	\$27,955.45	\$8,937.00	\$36,892.45	\$13,391.04	\$2,978.60	\$16,369.64
f. Subcontracts Total	\$3,150,492.23	\$8,880.00	\$3,159,372.23	\$2,143,140.24	\$8,880.00	\$2,152,020.24
g. Other	\$22,239.84	\$795.00	\$23,034.84	\$8,288.54	\$794.80	\$9,083.34
h. Indirect			\$0.00			\$0.00
i. Total Costs	\$3,347,017.00	\$837,574.00	\$4,184,591.00	\$2,204,023.21	\$625,073.33	\$2,829,096.54
j. % of Total	80%	20%	100%	78%	22%	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.**

<b>16a. Typed or printed name and title of Authorized Certifying Official:</b>		<b>16c. Telephone (area code, number, and extension)</b>
Pamela Matelski, Director, Michigan's Public Safety Broadband Program		517-373-0084
<b>16b. Signature of Authorized Certifying Official:</b>		<b>16d. Email Address:</b>
<i>Pamela Matelski</i>		<a href="mailto:matelskip1@michigan.gov">matelskip1@michigan.gov</a>
		<b>Date:</b> 10/28/16