

U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number: 26-10-S13026
1. Recipient Name : Michigan State Police – State 911 Administrative Section		4. EIN: 38-6000134
3. Street Address: P.O. Box 30634 333 S Grand Ave.		6. Report Date (MM/DD/YYYY) : January 30, 2014
5. City, State, Zip Code: Lansing, MI 48909-0634		7. Reporting Period End Date: December 31, 2013
10a. Project/Grant Period Start Date: 09/01/2013		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10b. End Date: 08/31/2016		9. Report Frequency X Quarterly

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	120			
2	Conferences	2			
3	Staff Hires (FTE)	1.25			
4	Contract Executions	1			
5	Governance Meetings	2			
6	Education and Outreach Materials	0			
7	Sub-recipient Agreements Executed	0			
8	Phase 2	None			
9					

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.

Milestone Activities: Michigan has been focusing on project initiation and planning activities to outline the SLIGP strategies to accomplish the required grant activities and to detailed project plan and schedule.

Michigan was able to identify 2 education and outreach opportunities where 120 individuals from the Michigan Communication Directors Association (October 25, 2013) and the staff of the Michigan Public Safety Communication System (December 9, 2013) heard presentations relating to the MI SLIGP efforts and FirstNet activities.

Michigan held two governance meetings. Both meetings were held on December 10, 2013 in Lansing.

Michigan had 2 individuals traveled to 2 separate conferences where public safety broadband and FirstNet were topics. The first conference was the National States Geospatial

Information Conference (NSGIC) in Kansas City from October 27 to October 31, 2013. 15% of the conference sessions and conversations related to this topic. 15% of the travel time and staff time for attending this conference will appear as match funding in the financial report. The second conference was the National Council of Statewide Interoperability Coordinators (NCSWIC) held in Glynco, Ga on December 1, 2013. This conference was covered with other funds so it will not appear in the financial report.

6 additional state staff became engaged in the project with different allocated percentage, totaling 1.25 FTEs. The two staff that became engaged during Q1 have continued to be involved in the project. This brings the total FTE count to 1.85.

One contract was established during this quarter. However, work with the vendor did not begin until after the end of the quarter.

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.

The State of Michigan is the process of comparing the approved baseline budget report with the developing project plan and is anticipating some changes. It is understood that if the baseline report changes by more than 10%, it needs to be approved by the Department of Commerce before we proceed with the adjusted plan. If we proceed without prior approval, than the State of Michigan will be responsible for any costs that associated with unapproved activities.

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

Due to the billing cycle and invoicing process, staff recorded time to the federal funds during this quarter but it will not be accounted for in the financial report until quarter 3.

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

The project planning process has caused the State of Michigan to engage in detailed discussions which we feel will ensure a better outcome.

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.

Staff assignments have been made to increase project awareness and to develop a project plan which is refining the project staffing plan. This effort is schedule to be completed by the end of February. At that point, it is anticipated that staffing will be ramped up to meet the project needs after the project staffing plan is finalized. If project staff is not assigned by Q3 then the project may experience delays in the completion of tasks causing adjustments in the project schedule and deliverables.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
SWIC	.5	Provide oversight of all SLIGP project activities and outreach/education efforts	Continued work on SLIGP
Grant Director	.10	Provide oversight of all grant fiduciary activities and reporting requirements for the state.	Continued work on SLIGP

CIO / SPOC	.1	Primary point of contact. Inform Governor's office	Started work on SLIGP
SLIGP Program Manager	.5	Project Management and operations	Started work on SLIGP
Shared Services Director	.10	Executive support and managing SLIGP project team	Started work on SLIGP
Shared Services Director Admin Support	.10	Administrative support relating to SLIGP efforts including scheduling meetings, preparing materials and human resources activities	Started work on SLIGP
Outreach Support Staff	.35	Data preparation for outreach support including research on stakeholders groups and potential outreach engagement opportunities	Started work on SLIGP
Budget & Procurement Analyst	.1	Advise in all procurement and purchasing required for SLIGP. Monitor and track staff time reporting and project invoices	Started 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	Project and % Assigned
Cynergyze	Assist in the project planning phase	Vendor	N	Y	12/31/2013	2/28/2014	\$18,420	\$0.00	

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

We have been able to create a two month short term contract to assist with project planning. This contract was established on the final day of the quarter. The cost associated to the contract will not be reported until quarter 3.

We are looking into the different contract mechanisms to determine the best way to secure the required vendor resources. Delays in securing these resources could cause delays in the completion of tasks causing adjustments in the project schedule and deliverables.

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	\$793,042	\$442,167	\$1,235,209	\$0	\$28,744	\$28,744
b. Personnel Fringe Benefits	\$604,423	\$298,997	\$903,420	\$0	\$22,774	\$22,774
c. Travel	\$469,368	\$0	\$469,368	\$1,405	\$3,124	\$4529

d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0
e. Materials/Supplies	\$11,918	\$14,600	\$26,518	\$0	\$0	\$0
f. Subcontracts Total	\$1,418,136	\$56,160	\$1,474,296	\$0	\$8,880	\$8,880
g. Other	\$50,130	\$25,650	\$75,780	\$0	\$0	\$0
h. Total Costs	\$3,347,017	\$837,574	\$4,184,591	\$1,405	\$63,522	\$64,927
i. % of Total	80%	20%	100%	2%	%98	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				16d. Email Address		
Laura Blastic, SLIGP Program Manager, Department of Technology, Management & Budget (DTMB), Center for Shared Solution (CSS)				blasticl@michigan.gov		
16b. Signature of Authorized Certifying Official				16e. Date Report Submitted (month, day, year)		
				3/3/2014		

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