

<b>U.S. Department of Commerce</b>  <b>Performance Progress Report</b>		<b>2. Award or Grant Number</b> 29-10-S13029
<b>1. Recipient Name</b> Missouri Department of Public Safety		<b>4. EIN</b> 44-6000987
<b>3. Street Address</b> 301 W. High St, Harry S Truman Building, Room 870		<b>6. Report Date (MM/DD/YYYY)</b> 10/30/2013
<b>5. City, State, Zip Code</b> Jefferson City, MO 65102		<b>7. Reporting Period End Date: 9/30/13</b>
<b>10a. Project/Grant Period</b> Start Date: (07/01/2013)		<b>8. Final Report</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>10b. End Date: (06/30/2016)</b>		<b>9. Report Frequency</b> <input checked="" type="checkbox"/> 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	0			
2	Training Sessions	N/A			
3	Broadband Conferences	0			
4	Staff Hires	5.25			
5	Contract Executions	0			
6	Statutory or Regulatory Changes	N/A			
7	Governance Meetings	0			
8	Education and Outreach Meetings	0			
9	Sub recipient Agreements Executed	N/A			
10	Phase II Activities	N/A			

**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: The hiring process was initiated for **State and Local Implementation Grant Program (SLIGP)** these positions were hired: director, assistant director, project manager, project specialist, assistant project specialist, education/outreach coordinator, and part-time attorney. We are currently in the process of hiring vacant positions.

Other Activities: During the first quarter of the SLIGP, we have been engaged in activities to launch SLIGP successfully in Missouri (MO). We have initiated a public safety stakeholder database containing agency information and points of contact, and have developed an internal SharePoint site to track milestones and workflow for SLIGP, and to manage documents and content associated with the program. A meeting with the **Missouri Association of Councils of Government (MACOG)** planning coordinator was held in reference to contracting the **Regional Planning Commissions (RPCs)** in education and outreach meetings as defined in the MO SLIGP work plan. Content development is underway for education and outreach, along with a meeting schedule and a master agreement for execution with the MACOG for the 19 Regional Planning Commissions (RPCs). A meeting schedule is also in development for the **Public Safety Broadband Network (PSBN)** governance in Missouri and revision of the statewide communications interoperability plan to incorporate PSBN. A MO SLIGP expenditure plan was submitted to the **Federal Program Officer (FPO)** during this quarter as well.

<p><b>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.</b></p> <p><b>We have attached a letter to this report requesting a match proportionality waiver for this reporting period. The State of Missouri will meet match requirements as noted in the approved budget, during the life cycle of the grant.</b></p>			
<p><b>11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.</b></p> <p>Most of our work this quarter focused on transitioning existing staff and new staff onto the SLIGP project team and completing administrative activities (completing the baseline/expenditure plan, reviewing our internal processes for reporting and tracking measures, deciding on a process to contract stakeholder meetings, and working out our financial processes). We were able to plan for several activities to be carried out in Quarters 2 and 3.</p>			
<p><b>11d. Describe any success stories or best practices you have identified. Please be as specific as possible.</b></p> <p>Development of an internal SharePoint site for SLIGP will help our team members to keep accurate and thorough records of activities, and share and access documents and forms associated with the program. The site is an excellent tool for helping us to remain organized and keeping us on target.</p>			
<p><b>12. Personnel</b></p>			
<p><b>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.</b></p> <p>The project is almost fully staffed, but <b>we anticipate hiring the assistant project manager, grant specialist and part-time office support</b> during Quarter 2, as projected in our Baseline/Expenditure Plan. We don't anticipate any changes to the project's timeline.</p>			
<p><b>12b. Staffing Table</b></p>			
Job Title	FTE %	Project(s) Assigned	Change
Director/SWIC	0.5	Provide oversight and coordination for the SLIGP project	Started Work on SLIGP
Assistant Director	0.5	Provide technical support and oversight to the SLIGP project	Started Work on SLIGP
Project Manager	1.0	Responsible for accomplishing objectives by planning and evaluating project activities	Started Work on SLIGP
Assistant Project Manager		Coordinate project activities to ensure cost, schedule, and quality standards are met	<b>Not hired yet</b>
Project Specialist	1.0	Provide project management support to deliver projects within budget and deadlines	Started Work on SLIGP
Project Specialist (Assistant)	1.0	Provide project management support to deliver projects within budget and deadlines	Started Work on SLIGP
Education/Outreach Coordinator	1.0	Responsible for coordination and implementation of public safety broadband program	<b>Started Work on SLIGP</b>
Grant Specialist		Administers the grant life cycle process and coordinates implementation with the SWIC	<b>Not hired yet</b>
Part-time Attorney	0.25	Responsible for negotiating, writing, and executing agreements and contracts	Started Work on SLIGP
Part-time Office Support		Administrative support for the public safety broadband initiative	<b>Not hired yet</b>

**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
TBD	Regional Stakeholder Meetings	Contract	N	N	TBD	TBD	\$165,000	\$0	
TBD	Phase II Support	Contract	N	N	TBD	TBD	\$777,838	\$120,796	

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


We may end up with a single master agreement with MACOG rather than 19 individual contract executions with each RPC as originally anticipated.

**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	1,055,088	263,772	1,318,860	26,975	0	26,975
b. Personnel Fringe Benefits	369,281	92,320	461,601	11,015	0	11,015
c. Travel	231,140	0	231,140	0	0	0
d. Equipment	0	0	0	0	0	0
e. Materials/Supplies	0	142,500	142,500	0	0	0
f. Subcontracts Total	822,042	120,796	942,838	0	0	0
g. Other	0	0	0	0	0	0
h. Total Costs	2,477,551	619,388	3,096,939	37,990	0	37,990
i. % of Total				.015%		

**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>  Bruce Clemonds, Administrator	<b>16c. Telephone (area code, number, and extension)</b>  573-522-6125
	<b>16d. Email Address</b>  Bruce.clemonds@dps.mo..gov
<b>16b. Signature of Authorized Certifying Official</b>  	<b>16e. Date Report Submitted (month, day, year)</b>  Revised 11-21-13

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.