| U.S. Department of Commerce | | 2. Award or Grant Number 29-10-S13029 | |
|---|---|---|---|
| Performance Progress Report | | 4. EIN 44-6000987 | |
| 1. Recipient Name Missouri Department of Public Safety | | 6. Report Date (MM/DD/YYYY) 04/30/2014 | |
| 3. Street Address 1101 Riverside Drive, Lewis and Clark Building, 4fth Floor | | 7. Reporting Period End Date: 3/31/2014 | |
| 5. City, State, Zip Code Jefferson City, MO 65102 | | 8. Final Report □ Yes X No | 9. Report Frequency X Quarterly |
| 10a. Project/Grant Period Start Date: (07/01/2013) | 10b. End Date: (06/30/2016) | | |

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 | 4 | | | |
| 4 | Staff Hires | 1.0 | | | |
| 5 | Contract Executions | 1 | | | |
| 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 final Missouri (MO) State and Local Implementation Program (SLIGP) position, Education/Outreach Coordinator was filled. The Education/Outreach Coordinator has been tasked with developing content for the planned education and outreach sessions scheduled for the next quarter.

Missouri finalized the contract with Missouri Association of Councils of Government (MACOG) to assist Missouri DPS in facilitating the quarterly meetings. A kick-off meeting with MACOG's planning coordinator and all of their nineteen Regional Planning Commissions (RPCs) was held to review the process for all of the upcoming nineteen quarterly sessions for education and outreach. A master schedule for all meetings over the next five quarters was finalized and potential agencies for outreach were identified and distributed to the

nineteen RPCs along with FirstNet Factsheets to begin the education and outreach process. Online accounts for RPC members were set up to allow them to host the quarterly meetings via webinar as well to further encourage attendance. Missouri project team members hosted an online training for the RPCs on web hosting and how to utilize the software, and several RPC members were assisted in setting up those online meeting rooms in one-on-one sessions.

Other Activities:

During this quarter, we have continued to develop our public safety stakeholder database (urban, rural, by discipline) containing agency information and points of contact, and have continued to develop and update our internal SharePoint site to track milestones and workflow for SLIGP, and to manage documents and content associated with the program.

Orders for supplies for all of the upcoming education and outreach activities were placed with materials scheduled for delivery prior to the first round of quarterly meetings.

The State Point of Contact (SPOC) has participated in the regional and quarterly SPOC webinars to maintain awareness of activities both at the national level and in bordering states.

The Missouri SLIGP Project Director, Assistant Project Director, Project Manager and Grant Specialist attended the FirstNet/SLIGP Workshop in Phoenix, Arizona.

**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.**
We do not anticipate any changes.

**11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.**
Most of our work this quarter has continued to focus on preparative activities for launching our education and outreach process scheduled to begin next quarter, and on the development of content for the upcoming quarterly meetings.

**11d. Describe any success stories or best practices you have identified. Please be as specific as possible.**
We have continued to maintain an internal SharePoint site for SLIGP to keep accurate and thorough records of activities, and share and access documents and forms associated with the program. We are also using SharePoint to coordinate a master project calendar to plan and prepare for upcoming meetings and to track documentation associated with each.

**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.**

The project is fully staffed now with the addition of the Education/Outreach Coordinator.

**12b. Staffing Table**

| Job Title | FTE % | Project(s) Assigned | Change |
|---|---|---|---|
| Director/SWIC | 0.5 | Provide oversight and coordination for the SLIGP project | Continue Work on SLIGP |
| Assistant Director | 0.5 | Provide technical support and oversight to the SLIGP project | Continue Work on SLIGP |
| Project Manager | 1.0 | Responsible for accomplishing objectives by planning and evaluating project activities | Continue Work on SLIGP |

| Assistant Project Manager | 1.0 | Coordinate project activities to ensure cost, schedule, and quality standards are met | Continue Work on SLIGP |
|---|---|---|---|
| Project Specialist | 1.0 | Provide project management support to deliver projects within budget and deadlines | Continue Work on SLIGP |
| Project Specialist (Assistant) | 1.0 | Provide project management support to deliver projects within budget and deadlines | Continue Work on SLIGP |
| Education/Outreach Coordinator | 1.0 | Responsible for coordination and implementation of public safety broadband program | Started Work on SLIGP |
| Grant Specialist | 1.0 | Administers the grant life cycle process and coordinates implementation with the SWIC | Continue Work on SLIGP |
| Part-time Attorney | 0.25 | Responsible for negotiating, writing, and executing agreements and contracts | Continue Work on SLIGP |
| Part-time Office Support | 0.5 | Administrative support for the public safety broadband initiative | Continue Work on SLIGP |

Add Row       Remove Row

## 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 |
|---|---|---|---|---|---|---|---|---|---|
| MACOG | Regional Stakeholder Meetings | Contract | Y | Y | 1/1/14 | 6/30/15 | $165,000 | $0 | |
| TBD | Phase II Support | Contract | N | N | TBD | TBD | $777,838 | $120,796 | |

Add Row       Remove Row

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

We have issued a single master agreement with the 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 | 201,253 | 0 | 201,253 |
| b. Personnel Fringe Benefits | 369,281 | 92,320 | 461,601 | 77,469 | 0 | 77,469 |

| | | | | | | |
|---|---|---|---|---|---|---|
| c. Travel | 231,140 | 0 | 231,140 | 4,511 | 0 | 4,511 |
| d. Equipment | 0 | 0 | 0 | 0 | 0 | 0 |
| e. Materials/Supplies | 0 | 142,500 | 142,500 | 0 | 14,858 | 14,858 |
| 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 | 283,233 | 14,858 | 298,091 |
| i. % of Total | 80% | 20% | 100% | 95% | 5% | 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 | 16c. Telephone (area code, number, and extension) |
|---|---|
| Bruce Clemonds, Administrator | 573-522-6125 |
| | **16d. Email Address** |
| | Bruce.clemonds@dps.mo.gov |
| **16b. Signature of Authorized Certifying Official** | **16e. Date Report Submitted (month, day, year)** |
| | April 30, 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.