

U.S. Department of Commerce		2. Award or Grant Number 36-10-S13036
Performance Progress Report		4. EIN 146013200
1. Recipient Name New York State Division of Homeland Security and Emergency Services		6. Report Date (MM/DD/YYYY) 11/22/2013 (REVISED)
3. Street Address 1220 Washington Ave, State Campus Building 7A, Suite 610		7. Reporting Period End Date: 09/30/2013
5. City, State, Zip Code Albany, NY 12226		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		9. Report Frequency <input checked="" type="checkbox"/> Quarterly
10a. Project/Grant Period Start Date: 08/01/2013	10b. End Date: (MM/DD/YYYY) 07/31/2016	

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	0			
3	Broadband Conferences	6			
4	Staff Hires	1.29 equiv FTE assigned (match – not new hires)			
5	Contract Executions	0 – 1 pending			
6	Statutory or Regulatory Changes	None			
7	Governance Meetings	0 – not SLIGP funded			
8	Education and Outreach Materials	0			
9	Subrecipient Agreements Executed	None – none planned			
10	Phase 2	None at this time			

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.

#1 – No activity this quarter.
 #2 – N/A per NTIA
 #3 – 6 staff using SLIGP funding (plus 1 using local funding) attended the Needham, Mass. FirstNet/NTIA conference in June. No other SLIGP travel occurred.
 #4 – Staff are beginning to work on SLIGP activities. Staff are not yet working at their predicted match rate. This is due to a combination of limited public safety broadband activities and the likely need to revise our matching staff plan to reflect staff who are, or will be, working on SLIGP activities. Due to the nature of our operations and the evolving public safety broadband environment, it is difficult to predict the percentages of time certain staff will spend on activities that in some cases are not yet defined. New York will be contact with NTIA to discuss a modification to reflect the staff titles / percentages for State Match.

#5 – During the first quarter we finalized a statement of work for our primary outreach contractor and submitted it into our procurement/finance process for processing. We expect the contract to be executed early in Q2. We will also be working to process an hourly IT contract, using the State’s Hourly Based IT Services backdrop contract, for website development specifically targeted towards FirstNet activities in New York.

#6 – N/A per NTIA

#7 – Per NTIA, since our governance meetings are not SLIGP funded, this value will be 0 in the progress reports. However, the State Interoperable and Emergency Communication Board met in September and agency staff provided a FirstNet update to the Board members.

#8 – None have been prepared or distributed yet.

#9 – None are planned.

#10 –No Phase 2 activities have been conducted yet. We are waiting further direction from FirstNet and NTIA.

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 New York may ask for changes in the titles/roles being used for State matching funds.

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

Due to the process required to make the Grant funds available and limited direction from FirstNet on the direction of State outreach, there was limited activity during Quarter 1. The most significant activity was the pre-award travel to the FirstNet workshop in Needham, MA.

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

None at this time.

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 analyst position is not currently staffed due to a promotion. The position is pending refill. As described above, we expect we will need to revise our list of positions and percentages that are working on SLIGP activities.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
SWIC	0.15	Overall SLIGP and policy oversight and liaison	Began SLIGP work
Radio Engineer (#1)	0.50	SLIGP/State FirstNet Primary	Began SLIGP work
Radio Engineer (#2)	0.40	Support SLIGP and FirstNet Activities	Began SLIGP work
Agency Finance Director	0.20	Agency Finance	Began SLIGP work
Agency Budget Analyst	0.40	Supports communication’s office budget/fiscal	Began SLIGP work
Agency Counsel	0.40	Legal Counsel for communication’s office activities	Not yet working on

Analyst	0.30	General office/meeting support.	SLIGP Position vacant – pending refill
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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
New York State Technology Enterprise Corporation (NYSTEC)	Outreach, project management, support	Vendor	Not needed (existing State contract)	Pending			\$2,013,960.00	\$0.00	
TBD	Website development	Vendor	Likely not needed due to existing state IT contracts	N			\$84,864	\$0.00	

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

Due to the delay in getting the grant award funds and the approval process for contracts in New York, no subcontracts were awarded in Q1. We expect our main subcontractor award early in Q2.

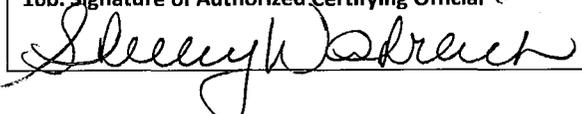
14. Budget Worksheet

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	\$0	\$706,815	\$706,815	\$0	\$5,375	\$5,375
b. Personnel Fringe Benefits	\$0	\$405,995	\$405,995	\$0	\$2,982	\$2,982
c. Travel	\$301,320	\$0	\$301,320	\$2,444	\$0	\$2,444

d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0
e. Materials/Supplies	\$18,940	\$0	\$18,940	\$0	\$0	\$0
f. Subcontracts Total	\$2,098,824	\$0	\$2,098,824	\$0	\$0	\$0
g. Other	2,448,128	\$103,993	\$2,552,121	\$0	\$0	\$0
h. Total Costs	\$4,867,212	\$1,216,803	\$6,084,015	\$2,444	\$8,357	\$10,801
i. % of Total	80%	20%	100%	23%	77%	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 Shelley Wahrlich	16c. Telephone (area code, number, and extension) 518-242-5120 16d. Email Address swahrlich@dhses.ny.gov
16b. Signature of Authorized Certifying Official 	16e. Date Report Submitted (month, day, year) November 22, 2013 (REVISED)

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