

U.S. Department of Commerce Performance Progress Report			2. Award or Grant Number 36-10-S13036		
			4. EIN 146013200		
1. Recipient Name New York State Division of Homeland Security and Emergency Services			6. Report Date (MM/DD/YYYY) 01/30/2014		
3. Street Address 1220 Washington Ave, State Campus Building 7A, Suite 610			7. Reporting Period End Date: 12/31/2013		
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	0			
4	Staff Hires	0 - No change			
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 – No SLIGP travel occurred during this quarter. #4 – Staff are working on SLIGP activities as needed. Staff are not yet working at their predicted match rate. This is due to limited public safety broadband activities for staff to work on. We expect that as FirstNet begins consultation with the State, our efforts will increase. #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 expected the contract to be executed early in Q2. However, we were required to revise the contract to utilize new lower rates (newly negotiated from centralized contract). We are still waiting for the Office of the State Comptroller to approve the amended contract. We were also planning 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. However, our internal website development team has informed us they expect to support our FirstNet effort using existing internal staff. If so, we may switch those employees to accounting under our required match as website development begins.

#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 November.

#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.

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

Due to limited direction from FirstNet on the direction of State outreach, there was limited activity during Quarter 2. We are also still awaiting the Office of the State Comptroller's approval of our consulting support contract for outreach.

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. We also expect we will need to revise our list of positions and percentages that are working on SLIGP activities as activities ramp up.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
SWIC	0.15	Overall SLIGP and policy oversight and liaison	Continues SLIGP/PSBB Work.
Radio Engineer (#1)	0.50	SLIGP/State FirstNet Primary	Continues SLIGP/PSBB Work.
Radio Engineer (#2)	0.40	Support SLIGP and FirstNet Activities	Continues SLIGP/PSBB Work.

Agency Finance Director	0.20	Agency Finance	Continues SLIGP/PSBB Work.
Agency Budget Analyst	0.40	Supports communication's office budget/fiscal	Continues SLIGP/PSBB Work.
Agency Counsel	0.40	Legal Counsel for communication's office activities	Not yet working on SLIGP
Analyst	0.30	General office/meeting support.	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 (As noted above, this may not be needed).	Website development	Vendor	Likely not needed due to existing state IT contracts	N			\$84,864	\$0.00	

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

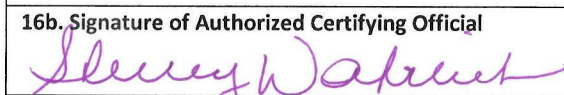
Due to the delay in getting the grant award funds and the approval process for contracts in New York, no subcontracts were awarded in Q1. We had expected our main subcontractor award early in Q2, however the Office of the State Comptroller required a revised contract with lower rates (reflecting a blanket reduction in all contractor rates – not specific to just this award) to be put in place first. We are still waiting for the approval of the revised contract.

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	\$16,598	\$16,598
b. Personnel Fringe Benefits	\$0	\$405,995	\$405,995	\$0	\$9,208	\$9,208
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	\$25,806	\$28,250
i. % of Total	80%	20%	100%	09%	91%	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) January 30, 2014

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