U.S. Department of Commerce	2. Award or Grant Number
	33-10-S13033
Performance Progress Report	4. EIN
	02-6000618

1. Recipient Name	6. Report Date (MM/DD/YYYY)	
New Hampshire Department of Safety	10/23/2014	
3. Street Address	7. Reporting Period End Date:	
33 Hazen Drive	9/30/2014	
5. City, State, Zip Code	8. Final Report	9. Report Frequency
Concord, NH 03305	☐ Yes	X Quarterly
	☒ No	

10a. Project/Grant Period Start Date: (09/01/2013)	10b. End Date: (MM/DD/YYYY) 08/31/16				

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	156 (people attended)	n/a	n/a	n/a
2	Broadband Conferences	1	n/a	n/a	n/a
3	Staff hires	0	n/a	n/a	n/a
4	Contract Executions	0	n/a	n/a	n/a
5	Governance Meetings	4	n/a	n/a	n/a
6	Education and Outreach Materials	156 (informational / educational manuals)	n/a	n/a	n/a
7	Subrecipient Agreements Executed	0	n/a	n/a	n/a
8	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.

The last quarter has been extremely busy with outreach events throughout the state. Addressing concerns in the north country to expanding governance (working groups) to planning and conducting a SCIP-update Workshop, preparing and conducting the second SIEC Meeting, to readying the FirstNet Checklist for submission by the end of October, the Office of Interoperability has remained engaged statewide. Pertinent to all that is being accomplished is fostering a cooperative and collaborative work environment statewide that is being met with very positive reviews. The following stakeholder meetings were held during this quarter:

07/24/2014: 1st SIEC Meeting (invited 91) - 61 people attended
08/11/2014: Develop Interoperability Training Curriculum meeting – 7 people attended
09/13/2014: Interoperability Concerns for North Country meeting – 13 people attended
09/17/2014: NH Fire Federation meeting, Fire Mutual Aid Districts, Laconia – 14 people attended
09/24/2014: SIEC Meeting, Concord, NH – 61 people attended

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.

At this time, we do not anticipate any changes to take place the next quarter.

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

Progress regarding FirstNet and defining the SWIC's position has been to collaborate with FEMA Region 1 States through regional planning sessions. Attendance in the past year to the NCSWIC and RECCWG conferences, along with FirstNet Webinars has been instrumental in this capacity. The important milestones reached this past year have been the development of Governance, the actual standing up of the SIEC, gaining the legislative authority required by the SIEC, and updating the SCIP as a more readable and contemporaneous document that reflects the statewide effort, not to mention the positive relationships that have been fostered throughout the state by the Outreach Program. The NTIA Grant has allowed us that platform to move forward as we look ahead to FirstNet and the on-site consultation that will form the basis to move on to Phase II.

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

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.

In the Baseline/Expenditure Plan, NHDOS anticipates hiring a Business Systems Analyst as we begin to move into the near year. Much of the foundation needed to be in place before we anticipated future hires. We are currently evaluating the needs required to move forward and we anticipate staffing will be key to our future progress.
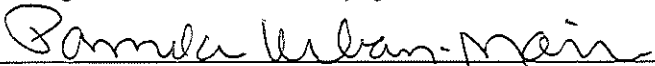
12b. Staffing Table

	FTE %	Project(s) Assigned	Change
SWIC	0.75	Management and coordination of grant project activities.	No change.
Program specialist III	.01	Financial Tracking and Reporting	No change.

Add Row   Remove Row

13. Subcontracts (Vendors and/or Subrecipients)   N/A

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
N/A									

Add Row   Remove Row

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

None at this time.

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	280,698	144,357	425,055	424	64,391	64,815
b. Personnel Fringe Benefits	151,617	75,616	227,233	84	4,926	5,010
c. Travel	30,168	0	30,168	1,356	99	1,455
d. Equipment	0	0	0	0	0	0
e. Materials/Supplies	19,445	0	19,445	10	0	10
f. Subcontracts Total	335,550	0	335,550	0	0	0
g. Other	11,080	0	11,080	496	0	496
Indirect	51,329	0	51,329	240	0	240
h. Total Costs	879,887	219,973	1,099,860	2,610	69,416	72,026
i. % of Total	80%	20%	100%	4%	96%	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 Pamela Urban-Morin, Grant Administrator	16c. Telephone (area code, number, and extension) (603) 271-7663
	16d. Email Address Pamela.Urban-Morin@dos.nh.gov
16b. Signature of Authorized Certifying Official	16e. Date Report Submitted (month, day, year) October 23, 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.