

U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number 34-10-S13034	
1. Recipient Name State of New Jersey		4. EIN 216000928	
3. Street Address 300 Riverview Plaza		6. Report Date (MM/DD/YYYY) 04/21/2014	
5. City, State, Zip Code Trenton, NJ 08625		7. Reporting Period End Date: 03/31/2014	
10a. Project/Grant Period Start Date: (MM/DD/YYYY) 08/01/2013		10b. End Date: (MM/DD/YYYY) 07/31/2016	
		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9. Report Frequency <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	39	N/A	N/A	N/A
2	Broadband Conferences	2	N/A	N/A	N/A
3	Staff Hires	0.1	N/A	N/A	N/A
4	Contract Executions	1	N/A	N/A	N/A
5	Governance Meetings	1	N/A	N/A	N/A
6	Education and Outreach Materials	0	N/A	N/A	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.

Stakeholder Meetings	The New Jersey team disseminated information about FirstNet and the New Jersey SLIGP project efforts at two stakeholder meetings this reporting period – the New Jersey State OEM EMS Coordinators Meeting, and at a scheduled meeting with the Atlantic City officials. Planning continues and additional stakeholder meetings will be scheduled in coming months in order to meet the anticipated milestones in the Baseline Report.
Broadband Conferences	The New Jersey team requested reimbursement of pre-award travel for State attendees for the FirstNet regional workshop in Boston on June 2013. Additionally two State employees attended the SLIGP workshop in Atlanta in February 2014; reimbursement is pending. The Program Manager is considering additional conferences to attend in the coming months.
Staff Hires	Two State FTEs – Program Manager and Outreach Director – continued activities on the project. New Jersey also engaged the SWIC in the project; the SWIC attended the SLIGP workshop in Atlanta, along with the Program Manager. As day-to-day activities have been transitioned to the New Jersey Office of Homeland Security and Preparedness, additional staff will be engaged in the coming months.
Contract Executions	A consultant has been retained to provide governance support and will continue work throughout the project; an invoice is outstanding for the pre-award work that was conducted by the Governance consultant. Due to day-to-day activities being transitioned to the New Jersey Office of Homeland Security and Preparedness, the procurement process has been delayed; however, procurement of consultants is anticipated within the next quarter.
Governance Meetings	The Program Manager presented an update of SLIGP grant activities to the Statewide Public Safety Communications Commission in February.
Education and Outreach Materials	Although stakeholder meetings occurred in the reporting period, education and outreach materials were not developed or distributed. As the

	stakeholder meetings have begun to occur, New Jersey anticipates that materials will be prepared for distribution.
Other Activities	The day-to-day activities of New Jersey's SLIGP project are being transitioned to the New Jersey Office of Homeland Security and Preparedness. Therefore, activities planned for this quarter and next quarter have been delayed until the transition is complete.

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 day-to-day activities of New Jersey's SLIGP project are being transitioned to the New Jersey Office of Homeland Security and Preparedness. Therefore, activities planned for this quarter and next quarter have been delayed until the transition is complete.

We anticipated attending 4 governance meetings in the current reporting period and 4 in the next quarter. Due to the day-to-day activities being transitioned to the New Jersey Office of Homeland Security & Preparedness, the team has not been procured and the Program Manager has been unable to attend as many governance meetings as anticipated. Additionally, due to delays in procuring consultant support for outreach and project management, we have not been able to meet with as many stakeholders as previously indicated. New Jersey anticipates procurement of all consultants by the end of next quarter. As no stakeholder meetings were held in the current reporting period, education and outreach materials were not developed or distributed. New Jersey anticipates that educational outreach meetings will begin in March upon procurement of consultant support.

We anticipated the continuation of educational and outreach activities in this quarter, with a significant increase from last quarter; however, due to delays in procurement of consultant support, limited activities were conducted in the current reporting period. No funds were expended towards the project except for activities conducted by the Program Manager, Outreach Director, and travel for State employees to attend NTIA/FirstNet workshops.

11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.
 The team is being developed and discussing major milestones for future quarters. Once the project team is fully staffed, the project will begin to progress smoothly.

11d. Describe any success stories or best practices you have identified. Please be as specific as possible.
 As the project is not fully staffed, New Jersey has no success stories or best practices to share this quarter.

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 not fully staffed, but we anticipate hiring all staff by Q5, which as projected in our Baseline/Expenditure Plan. We don't anticipate any changes to the project's timeline. The governance body members and key stakeholder staff have not been engaged on the project, but will start billing work on the project in the next quarter.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Program Manager	33	Programmatic direction for all Public Safety broadband projects and Point of Contact for FirstNet/SLIGP	No change
Outreach Director	36.592	Directs all NJ OIT outreach, including SLIGP	No change
SWIC	10	Statutory point for NJ Interoperability plan and public safety communications	Started work on SLIGP

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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
TBD	Project Management, Administrative support, and Finance & Compliance Oversight	Vendor	Y	N	TBD	7/31/2016	\$1,040,220	\$0	N/A
Ken Boley, Computer Aid Inc.	Governance support	Vendor	Y	Y	8/31/2013	7/31/2016	\$300,000	\$0	N/A
TBD	Broadband SME	Vendor	Y	N	TBD	7/31/2016	\$300,150	\$0	N/A
TBD	Outreach specialist	Vendor	Y	N	TBD	7/31/2016	\$540,000	\$0	N/A

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

None at this time. We started working on RFP development this quarter and will finalize details next quarter.

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	\$100,923	\$435,131	\$536,054	\$0	\$5,981	\$5,981
b. Personnel Fringe Benefits	\$0	\$181,634	\$181,634	\$0	\$3,035	\$3,035
c. Travel	\$51,120	\$0	\$51,120	\$2,159	\$0	\$2,159
d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0
e. Materials/Supplies	\$8,038	\$0	\$8,038	\$0	\$0	\$0
f. Subcontracts Total	\$2,514,197	\$0	\$2,514,197	\$1,219	\$0	\$1,219

g. Other	\$37,650	\$64,960	\$102,610	\$0	\$0	\$0
h. Total Costs	\$2,711,928	\$681,725	\$3,393,653	\$3,378	\$9,016	\$12,394
i. % of Total	80%	20%	100%	27%	73%	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)		
William Drew Assistant Public Safety Broadband Program Manager				(609)588-2487		
				16d. Email Address		
				<u>William.Drew@ohsp.state.nj.us</u>		
16b. Signature of Authorized Certifying Official				16e. Date Report Submitted (month, day, year)		
				June 3, 2014		

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