

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) 10/28/2014 – Revised 11/19/2014
3. Street Address 1220 Washington Ave, State Campus Building 7A, Suite 610		7. Reporting Period End Date: 09/30/2014
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	26			
2	Training Sessions	0			
3	Broadband Conferences	0			
4	Staff Hires	2 x 0.15 FTE (added existing employees, not new hires)			
5	Contract Executions	0			
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 – While not specific to FirstNet, we did hold a quarterly meeting of the State Interoperable and Emergency Communication Board, where a public safety broadband update was provided to the attendees.
 #2 – N/A per NTIA
 #3 – None
 #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. We have added both our office Senior Administrative Analyst (who, among other duties, supports our State Interop Board) and our Senior Administrative Analyst (who works on Outreach and project management) to the listing. These are existing State employees, not

new SLIGP hires. They are funded through State funds and will provide match which will be tracked in our Leave and Accrual Tracking System (LATS).
 #5 –We have an executed contract with our outreach contractor and they have been conducting work.
 #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, a governance board meeting was held in July.
 #8 – None have been prepared or distributed yet, however we have developed a draft website design.
 #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.

At some point, we will likely need to revisit our list of titles on State match, as well as removing our need for a website development contract (as this will be done internally). Depending on the timing of Phase 2 modifications, this may be done at the same time.

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 details needed for State outreach, there was limited internal activity during Quarter 5 The State continues to wait for direction from FirstNet on specific details needed for outreach. (E.g. What the network will look like, what the monthly cost will be, what the user base will be (first responders, or first responders plus public works, etc.). During Q5 we developed a “short form” mobile data usage survey and distribution to stakeholders. We submitted information on this survey to NTIA and received an email confirming that a detailed HSR memo was not required.

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.

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 Budget Analyst	0.40	Supports communication’s office budget/fiscal	Continues SLIGP/PSBB Work.

Senior Administrative Analyst	0.15	Supports office activities, including the Interop Board and its working groups	Added to staffing table list. (existing employee)
Senior Administrative Assistant	0.15	Supports office outreach and project management efforts	Added to staffing table list. (existing employee)

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)	Y	08/01/2013 (*approved by OSC 03/03/2014)	07/31/2016	\$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	

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

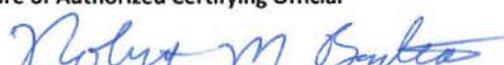
Due to the delay in getting the grant award funds and the approval process for contracts in New York, no subcontracts were awarded in Q1 or Q2. We had expected our main subcontractor award early in Q2, however the Office of the State Comptroller required a revised contract with lower rates (reflecting a blanket reduction in all contractor rates – not specific to just this award) to be put in place first. This contract was approved in Q3, however it wasn't until Q4 that invoices were paid against this contract. Additionally, it appears we no longer require a separate website development contract, as that is being done in part by our Outreach contractor and in part by State employees in our State Office of Information Technologies Services.

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	\$43,604.60	\$43,604.60
b. Personnel Fringe Benefits	\$0	\$405,995	\$405,995	\$0	\$24,191.83	\$24,191.83
c. Travel	\$301,320	\$0	\$301,320	\$14,263.26	\$0	\$14,263.26
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	\$50,320.46	\$0	\$50,320.46
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	\$64,583.72	\$67,796.43	\$132,380.15
i. % of Total	80%	20%	100%	49%	51%	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 Robert Barbato Director, Office of Interoperable and Emergency Communications	16c. Telephone (area code, number, and extension) 518-322-4915 16d. Email Address Robert.Barbato@dhses.ny.gov
16b. Signature of Authorized Certifying Official 	16e. Date Report Submitted (month, day, year) November 19, 2014 (revised)

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