

**Developing Quarterly Performance Progress Reports**  
**Captivate Presentation Script**  
**July 2015**

The Performance Progress Report (PPR) supports the SLIGP Program Office's recipient monitoring activities. Each quarter recipients report their progress toward stated program milestone categories. Quarterly, the Program Office reviews PPRs along with Federal Financial Reports (FFR), or Standard Forms 425 (SF-425).

In Question 11 you will report your progress in each category. Keep in mind that the metrics reported under each category may be different units. For example, sometimes you will report the number of meetings you attended, other times you will report the number of people you engaged. In this presentation we will explain what to report under each category, so please listen closely. Also keep in mind that the milestone metrics are not reported cumulatively but are meant to capture progress made during the reporting period only.

For stakeholder meetings, list the actual number of individuals reached through the meetings and stakeholder engagements. In this example, let's say the recipient reached 20 individuals at five stakeholder meetings during the quarter. The recipient would report "20" for stakeholder meetings instead of "5," because 20 individuals were reached.

For broadband conferences, list the actual number of people (including stakeholders or staff) who were sent to third-party conferences using SLIGP grant funds (examples include PSCR and IWCE). In this case, let's say three people attended one conference this quarter; the recipient would report "3" for broadband conferences instead of "1," because three individuals were sent to a conference.

For staff hires, list the actual number of full-time equivalents, or FTEs, who started supporting SLIGP activities during the quarter. This measure is not intended to capture the number of individuals or people that started working on SLIGP during the quarter; just their FTE. This number can include a decimal if new employees will only work part-time on SLIGP activities. So for this example we'll write 1.5, representing one full time employee and another that spends only half of their time on the project. Please note, this is only for state employees and not contractors. If no new employees started working on SLIGP in a respective quarter, then report zero.

For contract executions, list the actual number of contracts executed during the quarter. In this case, two contracts were executed during the quarter.

For governance meetings, list the actual number of meetings held during the quarter. For this example, let's say that there were two governance meetings. Please note this is the only project type where you will list the number of meetings instead of the number of individuals reached at meetings or attending meetings. The governance meeting metric

should include any official sub-committees or working groups focused on public safety broadband.

For Education and Outreach, please list the number of outreach materials distributed during the quarter. Please include the number of hits to a website, twitter, YouTube, and Facebook page supported by SLIGP and report these metrics consistently each quarter. In this example, the recipient distributed 200 materials, had 75 hits to their website, and gained 25 new Twitter followers during the quarter, totaling 300 materials distributed.

If you are conducting Phase 2 activities, please list the categories of Phase 2 data collection activities you are conducting, including Coverage, Users and their Operational Areas, Capacity Planning, Current Providers/Procurement, and State Plan Decision Process. Please note that all Phase 2 data collection categories listed in your approved baseline and expenditure plan must be listed in your PPR. On your PPR, please include which stage of each data collection activity you conducted during the quarter. So for this example we'll report that Stage 1 is in progress for Coverage, Stage 2 for Users and their Operational Areas, Stage 1 for Capacity Planning, and Stage 3 for Current Providers and Procurement. This recipient hasn't started documenting their state plan decision process so that field is left blank. You may report more than one stage in a category if those stages all occurred in the same quarter.

For section 11a, please describe your progress meeting each milestone approved in your B/E plan and list any challenges or obstacles you've encountered. Please also include a brief description of any upcoming activities for the next quarter. The program office will compare your response in section 11a to your answers in question 11, so make sure to provide sufficient detail and make sure it is consistent with what you reported in question 11.

For the Staffing Table in Question 12b, list any staff who worked on SLIGP during the quarter or who were previously reported, including positions that are no longer charging time to SLIGP. Please provide each position's FTE. If a staff person's FTE has changed, please provide an explanation for the change in the last column. In this example, the Data Specialist is one FTE on SLIGP and started work on the project this quarter.

For the Subcontracts Table in Question 13a, please list all current contracts or sub-agreements and any pending or future contracts. For this example, the vendor "Websites R Us" will work on website development. An RFP or RFQ was issued and the contract was executed on July 1, 2014 and will end on June 30, 2016. The \$80,000 cost for this contract will be paid by federal funds.

In the budget worksheet chart in Question 14, columns two, three, and four should match your currently approved budget. Columns five, six, and seven are reported cumulatively; the expenditures you report in these columns should always be equal to or greater than the expenditures you reported in the previous quarter. Please also remember to add up your federal and non-federal expenditures in each project budget element in column 7, and remember to total your federal and non-federal expenditures in columns 5 and 6, row i.

Row j for columns five, six, and seven should reflect the cumulative percent of total funds spent through that quarter, not the percent of the total grant award. The percent of total federal funds expended in column five, row j and the percent of total non-federal funds expended in column six, row j should equal one-hundred percent in column seven, row j. The total federal and non-federal funds expended you report in columns five and six on your PPR must be exactly the same as the totals you report for Federal Share of Expenditures (line 10.e) and Recipient Share of Expenditures (line 10.j) on your FFR.