

U.S. Department of Commerce Performance Progress Report				2. Award or Grant Number:	47-10-513047
				4. EIN:	62-6001445
1. Recipient Name	Tennessee Department of Safety and Homeland Security			6. Report Date (MM/DD/YYYY)	7/29/2016
3. Street Address	1150 Foster Avenue			7. Reporting Period End Date: (MM/DD/YYYY)	6/30/2016
5. City, State, Zip Code	Nashville, Tennessee 37243			8. Final Report	9. Report Frequency
				Yes <input type="checkbox"/>	Quarterly <input type="checkbox"/>
				No <input checked="" type="checkbox"/>	
10a. Project/Grant Period					
Start Date: (MM/DD/YYYY)	8/1/2013	10b. End Date: (MM/DD/YYYY)	1/30/2018		
11. List the individual projects in your approved Project Plan					
	Project Type (Capacity Building, SCIP Update,	Project Deliverable Quantity (Number & Indicator Description)	Description of Milestone Category		
1	Stakeholders Engaged	949	Actual number of individuals reached via stakeholder meetings during the quarter		
2	Individuals Sent to Broadband Conferences	7	Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter		
3	Staff Hired (Full-Time Equivalent)(FTE)	0	Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)		
4	Contracts Executed	0	Actual number of contracts executed during the quarter		
5	Governance Meetings	4	Actual number of governance, subcommittee, or working group meetings held during the quarter		
6	Education and Outreach Materials Distributed	64,500	Actual volume of materials distributed (inclusive of paper and electronic materials) plus hits to any website or social media account supported by SLIGP during the quarter		
7	Subrecipient Agreements Executed	0	Actual number of agreements executed during the quarter		
8	Phase 2 - Coverage	5	For each Phase 2 milestone category, please provide the status of the activity during the quarter: * Stage 1 - Process Development * Stage 2 - Data Collection in Progress * Stage 3 - Collection Complete; Analyzing/Aggregating Data * Stage 4 - Data Submitted to FirstNet * Stage 5 - Continued/Iterative Data Collection * Stage 6 - Submitted Iterative Data to FirstNet		
9	Phase 2 – Users and Their Operational Areas	5			
10	Phase 2 – Capacity Planning	5			
11	Phase 2 – Current Providers/Procurement	5			
12	Phase 2 – State Plan Decision	3			
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.					
<p>We have been focusing our outreach at numerous public safety association and municipal league meetings, renting exhibit booths to maximize the number of people we are able to speak with one on one. We have our statewide public safety broadband conference planned for July, with a great turnout expected. We have found that by meeting people one-on-one we are able to dispel any misinformation about FirstNet, answer questions in a more personal setting, and steer people toward our conference for new/correct information.</p>					
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.					
<p>We anticipate needing to reallocate some funds to other categories going forward. The SPOC position overtime/benefits and the Outreach & Education Coordinator salary and benefits are now paid state positions and are no longer funded through the grant.</p>					

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

Our team is looking forward to the next SPOC meeting; anticipating some good information. We would like more direction on best practices for getting into major metropolitan mayor's offices for outreach. We also look forward to the SPOC portal being live.

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

We have had much success with one on one conversations at association meetings. We find that the majority of people have heard of FirstNet and are eager to know more about cost and coverage.

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.

We are currently fully staffed. The SPOC position has been filled by Arnold Hooper.

12b. Staffing Table - Please include all staff that have contributed time to the project. Please do not remove individuals from this table.

Job Title	FTE%	Project (s) Assigned	Change
Outreach & Education Coord.	85	Program management ,outreach and education, external and internal stakeholder relationships; position no longer grant funded.	-15
Administrative Assistant	100	Program management support, administrative functions, scheduling	

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
Bufford Goff and Associates	Data Collection and Outreach and Education	Vendor	Y	Y	7/1/2014	6/30/2017	\$1,616,105.00	\$590,335.00

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

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	\$346,026.00		\$346,026.00	\$129,882.34		\$129,882.34
b. Personnel Fringe Benefits	\$65,344.00		\$65,344.00	\$39,288.54		\$39,288.54
c. Travel	\$243,780.00		\$243,780.00	\$81,161.58		\$81,161.58
d. Equipment			\$0.00			\$0.00
e. Materials/Supplies	\$27,595.00		\$27,595.00	\$11,539.15		\$11,539.15
f. Subcontracts Total	\$1,616,105.00	\$590,335.00	\$2,206,440.00	\$992,605.18	\$248,151.29	\$1,240,756.47
g. Other	\$62,490.00		\$62,490.00	\$27,998.22		\$27,998.22
h. Indirect			\$0.00			\$0.00
i. Total Costs	\$2,361,340.00	\$590,335.00	\$2,951,675.00	\$1,282,475.01	\$248,151.29	\$1,530,626.30
j. % of Total	80%	20%	100%	84%	16%	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)	615-487-7010	
Stephanie Waye, Outreach & Education Coordinator, TACN FirstNet				16d. Email Address:	stephanie.waye@tn.gov	
16b. Signature of Authorized Certifying Official:				Date:	8/11/16	
						

