

U.S. Department of Commerce Performance Progress Report				2. Award or Grant Number:	50-10-S-13050
				4. EIN:	03-6000264
1. Recipient Name	Vermont Department of Public Safety			6. Report Date (MM/DD/YYYY)	12/31/2016
3. Street Address	45 State Drive			7. Reporting Period End Date: (MM/DD/YYYY)	12/31/2016
5. City, State, Zip Code	Waterbury, VT 05671-1300			8. Final Report Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	9. Report Frequency Quarterly <input checked="" type="checkbox"/>
10a. Project/Grant Period					
Start Date: (MM/DD/YYYY)	8/1/2013	10b. End Date: (MM/DD/YYYY)	1/31/2018		
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	62	Actual number of individuals reached via stakeholder meetings during the quarter		
2	Individuals Sent to Broadband Conferences	1	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	1	Actual number of governance, subcommittee, or working group meetings held during the quarter		
6	Education and Outreach Materials Distributed	553	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	Stage 4	For each Phase 2 milestone category, please provide the status of the activity during the quarter: <ul style="list-style-type: none"> • 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	Stage 4			
10	Phase 2 - Capacity Planning	Stage 4			
11	Phase 2 - Current Providers/Procurement	Stage 5			
12	Phase 2 - State Plan Decision	Stage 5			
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>In the fourth quarter, we wrapped up our presentation schedule to first responder agencies. We are now waiting for new developments from FirstNet that would warrant an updated presentation and contacts with Vermont first responders. Presentations were made to the Northfield Fire Department, Bristol Fire Department and Bellows Falls Fire Department. We also staffed an informational table at the Vermont HealthCare and EMS Preparedness Conference at Mt Snow. At the conference, we spoke directly to approximately two dozen first responders and secured emails to supply them with future updates on the project.</p> <p>We conducted planning work for a statewide update meeting for first responders on the FirstNet project, along with a technology demonstration. That meeting had been planned for January 20, 2017. However, with the news that FirstNet would delay the announcement of the national partner due to litigation, we canceled that meeting and plan to reschedule it for later in 2017 as new information becomes available. It is a challenge to keep first responders interested in the project. We have already reached out numerous times to this population through in-person presentations, newsletters and electronic communications. We want to make sure that when we do call for a statewide meeting, first responders will have new information to consider.</p> <p>The Public Safety Broadband Network Commission held one meeting during the quarter. That meeting was held on November 2. Our SPOC, Terry LaValley, attended the November 16 FirstNet meeting in Phoenix.</p> <p>At each presentation, we give attendees a two-page handout on FirstNet. We also work to keep our web site up-to-date and post feature stories and other interesting items on the page to entice first responders to view the materials. For the fourth quarter, approximately 100 handouts were distributed in face-to-face meetings. The remaining materials were recorded via unique visitors to our web site. There were 452 unique visitors to the site and they viewed 5,273 pages.</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.

No changes are anticipated as this time. However, we reserve the right to make changes as the Vermont program continues to develop.

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

See remarks under box 11a.

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

We have found that features stories on technology use by first responders is of interest to our target audience. We publish these in the updates section of our web site.

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 - 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
IT Project Manager IV	100	Managing Education and Outreach, Project Managements of SLIGP, and contractor/sub-contractor management	Permanently Vacant New Position title added in April 2016
FirstNet Outreach Manager	100	Managing Education and Outreach, Project Managements of SLIGP, and contractor/sub-contractor management	
Project Manager	100	Temporary 100% FTE – Not to exceed 1,280 hours (State Funded Personnel)	
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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
AppGeo	GIS Services and Technical advising	GIS Vendor	Y	Y	9/1/2015	10/30/2015		\$25,765.00
TBD	Project Manager for Technical Support	Personal Services Contract	N	N	TBD	TBD	\$199,840.00	

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

N/A

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	\$262,926.00	\$81,364.00	\$344,290.00	\$93,224.00	\$64,175.00	\$157,399.00
b. Personnel Fringe Benefits	\$87,537.00	\$7,258.00	\$94,795.00	\$41,880.00	\$7,162.00	\$49,042.00
c. Travel	\$34,506.00	\$0.00	\$34,506.00	\$19,805.00	\$0.00	\$19,805.00
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Materials/Supplies	\$12,000.00	\$0.00	\$12,000.00	\$1,273.00	\$0.00	\$1,273.00
f. Subcontracts Total	\$178,285.00	\$89,113.00	\$267,398.00	\$0.00	\$25,765.00	\$25,765.00
g. Other	\$6,431.00	\$0.00	\$6,431.00	\$5,454.00	\$0.00	\$5,454.00
h. Indirect	\$129,256.00	\$0.00	\$129,256.00	\$37,925.00	\$0.00	\$37,925.00
i. Total Costs	\$710,941.00	\$177,735.00	\$888,676.00	\$199,561.00	\$97,102.00	\$296,663.00
j. % of Total	80%	20%	100%	67%	33%	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)	802-241-5216	
Terry LaValley, Radio Technology Services Director, Vermont Department of Public Safety				16d. Email Address:	grantnotification@listserv.dps.state.vt.us	
16b. Signature of Authorized Certifying Official:				Date:	2/14/17	
						