

U.S. Department of Commerce  
Performance Progress Report

2. Award or Grant Number: 54-10-S13054

4. EIN: 55-600147

6. Report Date (MM/DD/YYYY) 10/26/2017

7. Reporting Period End Date: (MM/DD/YYYY) 09/30/2017  
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8. Final Report Yes No  
9. Report Frequency Quarterly

1. Recipient Name WV Dept of Homeland Security and Emergency Management

3. Street Address 1900 Kanawha Blvd East Room EB80

5. City, State, Zip Code Charleston, WV 25311

10a. Project/Grant Period

Start Date: (MM/DD/YYYY)

9/1/2013

10b. End Date: (MM/DD/YYYY)

2/28/2018

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	401	Actual number of individuals reached via stakeholder meetings during the quarter (155 SIEC+ 30 Governor+ 20 SPOC+196 Conferenc)
2	Individuals Sent to Broadband Conferences		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)		Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)
4	Contracts Executed		Actual number of contracts executed during the quarter
5	Governance Meetings	6	Actual number of governance, subcommittee, or working group meetings held during the quarter
6	Education and Outreach Materials Distributed	3825	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		Actual number of agreements executed during the quarter
8	Phase 2 - Coverage	Stage 5/6	For each Phase 2 milestone category, please provide the status of the activity during the quarter: <ul style="list-style-type: none"> <li>• Stage 1 - Process Development</li> <li>• Stage 2 - Data Collection in Progress</li> <li>• Stage 3 - Collection Complete; Analyzing/Aggregating Data</li> <li>• Stage 4 - Data Submitted to FirstNet</li> <li>• Stage 5 - Continued/Iterative Data Collection</li> <li>• Stage 6 - Submitted Iterative Data to FirstNet</li> </ul>
9	Phase 2 - Users and Their Operational Areas	Stage 5/6	
10	Phase 2 - Capacity Planning	Stage 5/6	
11	Phase 2 - Current Providers/Procurement	Stage 5/6	
12	Phase 2 - State Plan Decision	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.

**Education and Outreach -**

\* Distributed outreach materials at SIRN Conference

\* We email a weekly FirstNet Update and a monthly SIRN newsletter to each RIC Chairman, who then distributes them to the RIC members there are approximately 25 per the 6 RICs 6 RICs \* 12 weeks per quarter + 3 monthly SIRN newsletters\* 25 members = 1800 + 225 911 directors and EMS.

**July**  
 \*July 11th AT&T/FirstNet gave a PTT demo to the SIEC Governance  
 \*July 13th conference call regarding FirstNet portal

**September**  
 \* September 11th FirstNet/AT&T gave an update at lunch meeting at the Governor's Mansion to 30 attendees of the 911 Council. Discussed Priority and Preemption, FirstNet and At&T partnership for 25 years  
 \* September 15th FirstNet /AT&T - DHSEM Office - meeting with SPOC team - overview and update regarding what Governor's decision to Opt-In would mean to WV. What type of information would be need from WV  
 \* September 24 - 28 - 2017 SIRN Conference FirstNet/At&T held an informational booth at the SIRN Conference. Approximately 200 WV First Responders, stakeholders and decision makers attended the conference.  
 Alex Raffi and Lori Stone presented a FirstNet Update. Topics of discussion: Details about the FirstNet and AT&T partnership, SPP training, timelines, the draft plan review process, comment submission procedures, and the Governor's decision. at the 2017 SIRN Conference and fielded questions.

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

11d. Describe any success stories or best practices you have identified. Please be as specific as possible.  
 10th Annual SIRN Conference - FirstNet /AT&T presented s Update and Overview. Also had a booth at the conference and distributed materials and answered questions. We continue to distribute "FirstNet" updates to all stakeholders and decision makers

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
SWIC GE McCabe	90%	Supervising and supporting activities related to technical considerations, outreach, education, phase 2 planning, staff activities, reporting	
Technical Support Advisor Mark Smith Patick McGue	40%	Provide technical support to the Broadband Committee, SPOC and SWIC. Administering and monitoring the Broadband traffic on the SIRN Broadband Network	
GIS Analyst Project Manager Lisa Paxton	100%	Oversee grant administrative support, outreach, assist with phase 2 planning, plan meetings and conferences	
Project Manager Tommy Dingess	5%	Oversee grant administrative support	
Data Collection Support Fred Mixer	100%	Assist with FirstNet Data Collection efforts	

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
	Legal Services	Vendor	N	N		9/30/2016	\$22,500.00	\$0.00
Lisa Paxton	Program Manager	Vendor	Y	Y		9/30/2016	\$25,200.00	\$0.00
	Support Assistant	Vendor	N	N		9/30/2016	\$100,000.00	\$0.00
Fred Mixer	FirstNet Data Collection Support	Vendor	N	Y	10/21/2015	1/8/2016	\$42,000.00	\$0.00
	Broadband SME	Vendor	N	N		9/30/2016	\$136,500.00	\$0.00

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

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07/01/2017 - 09/30/2017  
Amended Budget as of 08/14/2017

**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	435,000	120,000	555,000	273,521.62	119,857.00	393,378.62
b. Personnel Fringe Benefits	130,500	0	130,500	66,280.80	0.00	66,280.80
c. Travel	60,000	17,974	77,974	32,018.49	17,974.00	49,992.49
d. Equipment	0	0	0	0.00	0.00	0.00
e. Materials/Supplies	25,025	1,500	26,525	16,646.82	811.00	17,457.82
f. Subcontracts Total	159,273	0	159,273	31,271.94	0.00	31,271.94
g. Other	11,700	65,993	77,693	1,001.55	66,825.00	67,826.55
h. Indirect				0.00	0.00	0.00
i. Total Costs	821,498	205,467	1,026,965	420,741.22	205,467.00	626,208.22
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

16a. Typed or printed name and title of Authorized Certifying Official:  Michael L. Todorovich, Deputy Executive Director, WV Div Homeland Security and Emergency Management	16c. Telephone (area code, number, and extension)	(304) 558-5380
	16d. Email Address:	<a href="mailto:Michael.L.Todorovich@wv.gov">Michael.L.Todorovich@wv.gov</a>
16b. Signature of Authorized Certifying Official:  <i>Michael J Todorovich (Michael L Todorovich) Deputy Dir PHSEM</i>	Date:	10-30-17