State Name

Statewide Communication Interoperability Plan (SCIP)

Annual Progress Report

[Month, Year]

[Insert picture of State seal or other State logo]

OMB Control Number: 1670-0017
Date of Approval:
Date of Expiration:

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[Note: All text in italics is for reference/instruction purposes and should be removed by States when completing the Annual Progress Report.]

1. ANNUAL PROGRESS REPORT INTRODUCTION

This section describes the purpose of the Statewide Communication Interoperability Plan (SCIP) Annual Progress Report (APR) to inform stakeholders and decision-makers within the State of major accomplishments made during the previous year, and to highlight priorities for the upcoming year to demonstrate the impact of and need for continued funding. Based on information collected through the SCIP APR, the Department of Homeland Security (DHS) Office of Emergency Communications (OEC) staff will also develop a National Summary of the Annual Progress Reports produced in each state to communicate the common themes and trends found throughout the Nation on an annual basis. This National Summary will provide a holistic overview and clear understanding of the current interoperable and emergency communications environment, in terms of progress and challenges across the Nation to inform relevant Federal agencies and Congress on this topic.

The following text has been pre-populated in order to assist in completing the report. Each State should fill in the information prompted in the italicized brackets.

This Statewide Communication Interoperability Plan (SCIP) Annual Progress Report (APR) is designed to provide key stakeholders with an update on *[Insert State Name]*'s progress in achieving the goals and strategic vision identified in the SCIP. This APR supports SCIP-related efforts by providing a vehicle to track accomplishments and challenges as well as demonstrate to decision makers the need for funding or other support to overcome obstacles. Based on information provided in this report, the Department of Homeland Security (DHS) Office of Emergency Communications (OEC) will have an understanding of what progress has been made, what challenges remain, and how resources can be leveraged to support the State in terms of its SCIP vision, mission, goals, and initiatives. OEC will use the information collected to develop and direct future support programs, including Technical Assistance (TA) and SCIP Workshops, while also informing other national reporting efforts to include Federal Emergency Management Agency's (FEMA's) *National Preparedness Report*[1] and OEC's *Report to Congress on Emergency Communications Progress Since 9/11*.

This APR is based on the primary components of the SCIP:

- The **State Interoperable and Emergency Communications Overview** section of this APR provides stakeholders, decision-makers, and OEC with a brief overview of the current interoperable and emergency communications environment within the State.

- The **Vision and Mission** section of this APR clearly articulates the statewide vision for the future of interoperable and emergency communications while also defining how that vision will be achieved through a concise mission statement.

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[1] FEMA's *National Preparedness Report* is available here: http://www.fema.gov/preparedness-1/national-preparedness-report

- The ***Update on Strategic Goals*** section of this APR provides an understanding of the State's progress and accomplishments toward goals that have been focused on over the previous fiscal year.

- The ***Future Priority Strategic Goals*** section of this APR lays out the State's priority strategic goals for the next fiscal year demonstrating where resources plan to be focused.

2. STATE INTEROPERABLE AND EMERGENCY COMMUNICATIONS OVERVIEW

In this section provide a <u>brief</u> description of the current interoperable and emergency communications landscape focusing on any major changes since the SCIP was revised or in the previous fiscal year (e.g., major system enhancements, modifications to the governance structure or funding streams, major events or incidents in the previous fiscal year when communications interoperability solutions or resources were unavailable or failed to function as designed).

Table 1 describes the status of the Statewide Interoperability Coordinator (SWIC), the interoperability governance body, and SCIP-related meetings in the current year in *[Insert State Name]*.

In Table 1 below, identify the most accurate descriptor for the status of the SWIC, the interoperability governance body, and SCIP-related meetings for the current year.

Table 1: Status of SWIC, Governance Body, and SCIP Meetings

SWIC	Deputy SWIC	Governance Body	SCIP Meetings
Position Status Other: _____	Position Status Other: _____	☐ Formalized through statute or Executive Order ☐ Has an active charter	☐ OEC SCIP Workshop ☐ Other SCIP-related meeting
Funding Status _____ % 	Funding Status _____ % 	☐ Is the membership inclusive of the following disciplines?[2] Other: _____	

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[2] For suggestions regarding governance body membership, please reference the DHS guide for *Establishing Governance to Achieve Statewide Communications Interoperability*:
http://www.safecomprogram.gov/SiteCollectionDocuments/EstablishingGovernanceGuide.pdf.

2.1 Key Accomplishments

In this section, provide a brief summary of any major accomplishments that took place or were implemented over the previous fiscal year that had an impact on interoperable and emergency communications within the State. This summary may include executive-level highlights from or major impacts as a result of specific accomplishments listed in Table 2. Table 2 provides updates for strategic goals and initiatives in progress for the current year.

Example: "During fiscal year (FY) 2012 the State's legislature and Governor developed and appointed a communication system coordinating body. The members of the coordinating body have been tasked with:

- *Soliciting and accepting appropriations, grants, and other monies to be used for the purpose of expanding, upgrading, and operating the statewide system*
- *Representing the members in matters concerning network growth, maintenance, upgrades, operation, technology, rules, spectrum allocations, and radio frequency licensing*
- *Advising the Governor and the General Assembly on the development, maintenance, upgrade, and operation of the system"*

2.2 Key Challenges

In this section, provide a brief summary of any challenges that were encountered over the previous fiscal year. This summary may include executive-level highlights from or major impacts as a result of specific challenges listed in Table 2. When applicable, provide possible solutions to these key challenges and what resources or circumstances, if made available, could help to address and overcome these challenges.

Example: "The Statewide Interoperability Executive Committee (SIEC) has recommended establishment of working groups that represent a wide variety of public sector agencies from within the State that will benefit from the Nationwide Public Safety Broadband Network (NPSBN). Since this is an unproven concept it may be difficult to obtain buy-in from key agencies."

3. VISION AND MISSION

In this section, articulate the current strategic vision and mission (please insert current vision and mission from SCIP) for maintaining or improving operability, interoperability, and continuity of emergency communications in the State. Provide a short summary of, and rationale for, any substantive changes to the State's vision and/or mission since the previous fiscal year.

[Insert State Name] Interoperable and Emergency Communications Vision: *[Insert vision statement]*

> **[Insert State Name] Interoperable and Emergency Communications Mission:**
>
> *[Insert mission statement]*

4. UPDATE ON STRATEGIC GOALS AND INITIATIVES

In Table 2, summarize the progress made over the previous fiscal year toward achieving the strategic goals and initiatives identified in the SCIP. Provide information only for strategic goals and initiatives where there are updates on progress, accomplishments, or challenges that occurred over the previous fiscal year. **Do not document or report on any strategic goals or initiatives identified in the SCIP for which there was no activity or progress achieved during the previous year.** *Each goal reported on should have a separate section in Table 2 below. Information for the Goal, Initiatives, Owner, and Completion Date columns should be consistent with the latest version of the SCIP.*

The following text has been pre-populated in order to assist in completing the report. Each State should fill in the information prompted in the italicized brackets.

This section of the *[Insert State Name]* APR describes the progress made over the previous fiscal year on specific strategic goals and initiatives for delivering the vision for interoperable and emergency communications. These goals and initiatives align to the strategic goals and initiatives identified in the SCIP.

Each State should fill in the applicable information as prompted and replicate the table sections as needed for additional goals. The text in the second row of the following table has been populated to provide an example for the report.

Table 2: Update on Strategic Goals and Initiatives

Goals and Initiatives In Progress or Completed								
Goal #	Goal	Initiatives	Owner	Completion Date	Accomplishments	Challenges	Status	Trends
1.	*[Insert a previously identified priority strategic goal]*	1.1 *[Insert corresponding initiatives to achieve the goal. List only initiatives for which progress was made this year]*	*[Insert the position title(s), organization(s), or governing body responsible for the initiative for reference]*	*[Insert the date by which the State plans to complete the initiative]*	*[Describe successes, best practices, and the quantitative/qualitative outcome(s) of completing the initiative]*	*[Describe challenges and lessons learned in implementing the initiative]*	*[Check the box(es)[3] that most accurately describe the status]*	*[Check the box(es) that most accurately describe the type of initiative]*
		1.2						
		1.3						
2.	*SAMPLE: Update the SIEC membership to include additional representation for State agencies and tribal nations*	2.1 *Identify gaps in SIEC membership and obtain Governor's approval to add appropriate representative positions to the SIEC.*	*SIEC and SWIC*	*December 2013*	*Representatives from the State Department of Transportation [DOT], State Office of Information Technology [OIT], and a tribal nation added with Governor's approval in November 2012. Additional members provided full representation during NPSBN meetings.*	*Full tribal representation still not present in the SIEC membership roster*	*Completed*	*Governance Strengthening*
		2.2						

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[3] Note: All directions that refer to boxes and drop-down menus refer to features that will be available in the SCIP Online Tool.

5.   FUTURE PRIORITY STRATEGIC GOALS AND INITIATIVES

In Table 3, describe in detail those strategic goals that have been identified by the SWIC and applicable stakeholders as a priority to achieve measurable improvements to interoperable communications statewide in the next fiscal year. It is not necessary for these strategic goals to be completed in the next fiscal year; however, progress should be expected. Briefly identify the expected impact of achieving the strategic goal, as well as anticipated challenges. When describing anticipated challenges, consider including how the State could benefit from additional resources (e.g., OEC Technical Assistance, SCIP Workshops, inter-State coordination efforts) related to the Future Priority Strategic Goals to assist OEC, leadership, and other stakeholders with aligning resources for the next fiscal year. Information for the Goal, Initiatives, Owner, and Completion Date columns should be consistent with the latest version of the SCIP. Each goal reported should have a separate section in Table 3.

The following text has been pre-populated in order to assist in completing the report. Each State should fill in the information prompted in the italicized brackets.

This section of the *[Insert State Name]* APR describes in detail those strategic goals that have been identified by the Statewide Interoperability Coordinator (SWIC) and applicable stakeholders as a priority to achieve measurable improvements to interoperable communications statewide in the next fiscal year.

Each State should fill in the applicable information as prompted and replicate the table sections as needed for additional goals. The text in the second row of the following table has been populated to provide an example for the report.

Table 3: 20XY Strategic Goals

Future Goals and Initiatives							
Goal #	Goal	Initiatives	Owner	Completion Date	New/Existing Effort	Impact	Anticipated Challenges	Trends
1.	*[Insert a strategic goal that will be a priority in the upcoming year. This may include an existing or new priority.]*	*3.1 [Insert corresponding initiatives to achieve the goal. List only initiatives for which progress is anticipated this year]*	*[Insert the position title(s), organization(s), or governing body responsible for the initiative for reference]*	*[Insert the date by which the State plans to complete the initiative]*	*[Choose a drop-down menu item to indicate whether efforts for this initiative are just starting or already in s]*	*[Describe the anticipated quantitative and qualitative outcome(s) of completing the initiative]*	*[Describe anticipated challenges and additional resources needed to implement the initiative]*	*[Check the box(es) that most accurately describe the type of initiative]*
		3.2						
		3.3						
2.	*SAMPLE: Prepare for engagement with First Responder Network Authority (FirstNet) regarding NPSBN implementation.*	*4.1 Codify in law or by Executive Order a public safety broadband planning governing body to lead statewide NPSBN planning.*	*SIEC*	*June 2014*	*New effort*	*A formal NPSBN planning body will coordinate the required asset inventory process, develop an implementation and staffing plan, and oversee compliance with State and Local Implementation Grant Program (SLIGP) requirements*	• *Broadband planning governance body members may already be overtaxed with responsibilities* • *Achieving buy-in from the possible subscribers in the State*	*Broadband Planning*
		4.2						

6. UPDATE ON MEASURES OF SUCCESS

In Table 4, summarize the status (Current State) of measures of success for strategic goals identified in the SCIP. Provide information only for strategic goals where there are updates in relation to the target measurement (Target) that occurred over the previous fiscal year. **Do not document or report on any strategic goals identified in the SCIP for which there was no activity or progress achieved during the previous year.** *Information for the Strategic Goal Supported, Initial State, Target, and Owner or Source columns should be consistent with the latest version of the SCIP.*

The following text has been pre-populated in order to assist in completing the report. Each State should fill in the information prompted in the italicized brackets.

This section of the *[Insert State Name]* APR describes the progress made over the previous fiscal year on specific measures of success for strategic goals for interoperable and emergency communications in the State. These measures of success align to those identified in the SCIP.

Each State should fill in the applicable information as prompted and replicate the table sections as needed for additional goals. The text in the second and third rows of the following table has been populated to provide an example for the report.

Table 4: Update on Measures of Success

Measures of Success for Goals						
Goal #	Strategic Goal(s) Supported	Initial State	Current State	Target	Measure Completion Date	Owner or Source
[Insert related goal number]	*[Insert goal language]*	*[Describe initial state in relation to the target measurement]*	*[Describe current state as a result of efforts in the past year in relation to the target measurement]*	*[Insert description that precisely defines achievement of the Goal, including a qualitative and/or quantitative aspect to measure success]*	*[Insert the latest completion date for an initiative within this goal's measure as the measure's completion date]*	*[Insert the position title(s), organization(s), or governing body responsible for tracking the measure]*
1.	*Establish a statewide COML/COMT recognition/certification process*	*Conducting COML/COMT training in the State but do not have a formal certification program. 10% of trained COML/COMTs have formal certification from the State*	*40% of trained COML/COMTs are formally certified by the State*	*65% of trained COML/COMTs are formally certified by the State*	*June 2015*	*SWIC or SIGB*

Measures of Success for Goals

Goal #	Strategic Goal(s) Supported	Initial State	Current State	Target	Measure Completion Date	Owner or Source
2.	*Improve multi-agency incident communications through the use of trained communications personnel on-scene*	*COML/COMT position roles are not consistently incorporated into training and exercises in the State. 20% of all exercises with communications-specific objectives include a COML or COMT position*	*60% of all exercises with communications-specific objectives include a COML or COMT position*	*90% of all exercises with communications-specific objectives include a COML or COMT position*	*December 2016*	*SIGB*
2.	*Improve multi-agency incident communications through the use of trained communications personnel on-scene*	*COML/COMT positions are not widely used during Type 3 or larger real-world incidents. 25% of past Type 3 or larger incidents had a staffed COML position*	*50% of Type 3 or larger incidents to date had a staffed COML position*	*75% of Type 3 or larger incidents have a staffed COML position*	*December 2018*	*SIGB*
3.						

APPENDIX A – MAJOR SYSTEMS

In this section, list the existing major communications systems in the State. Indicate if updates have been made to those systems or if new communications systems have been developed in the State since the publication of the latest SCIP and/or APR. Such changes can include, but are not limited to, the expansion of existing systems, the build-out of new systems, and the inclusion of additional agencies and/or jurisdictions on existing systems.

The following text has been pre-populated in order to assist in completing the report. Each State should fill in the information prompted in the italicized brackets.

Table A-1 contains information regarding major systems in *[Insert State Name]*. It identifies any changes to the existing major communications systems as well as new communications systems that may have been implemented in *[Insert State Name]* since the publication of the latest SCIP and/or APR.

Table A-1: Major Systems, Updates, and New Systems

Major Systems Information						
System Type	System Name	System Owner(s)	System Description	# Subscribers and Agencies	Users' Level of Government	Status and Changes/Updates
[Choose the drop-down menu item that most accurately describes the system type (e.g. Shared Statewide System, State Agency(ies) System, Multi-County/Parish System, Multi-City System, City/County System, or Local System)]	*[Insert name of the system]*	*[Insert the organization(s) or governing body responsible for the system]*	*[Choose all appropriate descriptors for the major system]* Other: _____ *[Check the box that describes the primary usage of the system (e.g., voice, data, or voice and data)]* *[Identify the number of system sites]*	*[Insert the estimated number of subscribers as well as the number of agencies on the system]*	*[Check the box(es) that Identifies all levels of government for which there are users on the system]*	*[Choose the drop-down menu item that describes the system's status. If the status is "Updated," describe the changes or updates to the system in the space below (e.g., expansion or decrease in terms of infrastructure or user base)]*
Example: Shared Statewide Radio System	*Statewide Interoperability Radio Network (SIRN)*	*State Office of Information Technology*	*Digital trunked 700 MHz* *Voice* *121 sites*	*1,700 subscribers* *7 agencies*	*State, Local, Regional, and Tribal*	*New system*

APPENDIX B – ACRONYM LIST

APR   Annual Progress Report

DHS   Department of Homeland Security

EMS   Emergency Medical Services

FEMA   Federal Emergency Management Agency

OEC   Office of Emergency Communications

NGO   Non-Governmental Organization

SCIP   Statewide Communication Interoperability Plan

SWIC   Statewide Interoperability Coordinator

TA   Technical Assistance