

U.S. Department of Commerce		2. Award or Grant Number 25-10-S13025
Performance Progress Report		4. EIN 04-6002284
1. Recipient Name Massachusetts Executive Office of Public Safety and Security		6. Report Date (MM/DD/YYYY) 7/25/2014
3. Street Address 10 Park Plaza, Suite 3720		7. Reporting Period End Date: September 30, 2014
5. City, State, Zip Code Boston, MA 02116		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		9. Report Frequency <input checked="" type="checkbox"/> Quarterly
10a. Project/Grant Period Start Date: 08/01/2013	10b. End Date: 07/31/2016	

11. List the individual projects in your approved Project Plan

	Project Type (Capacity Building, SCIP Update, Outreach, Training etc.)	Project Deliverable Quantity (Number & Indicator Description)	Total Federal Funding Amount	Total Federal Funding Amount expended at the end of this reporting period	Percent of Total Federal Funding Amount expended
1	Stakeholder Meetings	136			
2	Training Sessions	0			
3	Broadband Conferences	0			
4	Staff Hires (Full Time Equivalent)	0			
5	Contract Executions	0			
6	Statutory or Regulatory Changes	0			
7	Governance Meetings	3			
8	Sub-recipient Agreements	0			
9	Education and Outreach Materials	756			
10	Phase II Activities	0			

NOTES: Below are the calculations used for the Project Deliverable Quantity in Table 11 above.

11-1	STAKEHOLDER MEETINGS	
	Stakeholder Group Presentation, State 911 Commission	050
	Stakeholder Group Presentation, Major City Chiefs of Police	036
	Recurring Stakeholder Meetings	050
	=====	
		136 stakeholder meeting participants
11-7	GOVERNANCE MEETINGS	
	Governance and Status Update Meeting, July 9	1

	Governance and Status Update Meeting, August 15	1
	Governance and Status Update Meeting, September 2	1
	=====	
		3 governance meetings
11-9	EDUCATION AND OUTREACH MATERIALS	
	Outreach mailing to EMS Directors	124
	Outreach mailing to State agency heads and stakeholder groups	081
	Invitation letters to participate on MFAB	015
	Mass.gov/psbo web site visits (estimated based on 1600 page views)	400
	Copies of presentations handed out (at State 911 Commission)	050
	"FirstNet by the Numbers" handed out (approximate)	086
	=====	
		756 education and outreach materials distributed

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.

PSBO Activities: During this quarter, the Commonwealth Public Safety Broadband Office (PSBO) continued to manage the day to day activities of the SLIGP grant. Recurring PSBO activities include communications with stakeholders and first responders, planning and implementing SLIGP activities, managing content on the PSBO web site, participating in related meetings and councils, and grant reporting. The Massachusetts SPOC and Project Director (MA Alternate SPOC) also continued to participate on FirstNet organized webinars for SPOC and PSAC members and on Region 1 Conference Calls. Additionally, the PSBO leveraged an EOPSS technology asset called BrightWork on the MS SharePoint platform to establish a project management portal for the Commonwealth's SLIGP activities. This portal is a repository of key information and documents about the SLIGP grant and is used by project management to track performance against SLIGP goals and responsibilities. This portal was used to help facilitate discussions with representatives of NTIA during the September 3-4 NTIA Site Visit.

Website Updates: The PSBO continued to update the mass.gov/psbo web site with 23 news and update articles from sources like FirstNet, APCO, NIST, FedBizOpps, the Federal Register, and original content from the PSBO. The web site also provides up to date links to Federal partners, broadband resources, calendar of events, frequently asked questions, and other content relevant to the implementation of the NPSBN. New to the website during the quarter are updated FirstNet factsheets, FAQs, and presentations, as well as an executive summary for the in-process FirstNet RFI and links to FirstNet's YouTube content. The web site is part of the PSBO's overall outreach strategy for reaching and continuing to communicate with stakeholders throughout the Commonwealth. There was a conservative estimate of 400 visits to mass.gov/psbo (based on a Google Analytics report of 1,983 total page views during the quarter). The web site is accessible at <http://mass.gov/psbo>.

Contact Lists: The PSBO continued to maintain its contact lists, including chiefs of police, chiefs of fire, emergency managers, EMS directors, chiefs of public and private college and university police, county Sheriffs, PSAP supervisors, and interested parties requesting to be included in PSBO communications lists. In addition, the PSBO has identified numerous email addresses that are currently not valid and has worked with key resources on obtaining updated information where available, including updates to the PSAP contacts via the State 911 Department Deputy Director. This list will be supplemented by the MA Agencies listing maintained by the DHS OEC and used as part of the OEC Coverage Workshop on September 4, 2014.

Initial Consultation Package: During this quarter, the PSBO completed and the SPOC approved the Massachusetts response to the April 30 FirstNet Initial Consultation Checklist. The Massachusetts Initial Consultation Checklist Response was submitted to FirstNet on July 26. Key documents within this submission are the Commonwealth's FirstNet Outreach

and Governance Plans. Massachusetts has not yet received confirmation on the scheduling of the Initial Consultation Meeting.

Regional Cooperation: In addition to participation on Region 1 planning calls, the PSBO worked with the New Hampshire SPOC on approaches for responding to the FirstNet Initial Consultation Checklist. This included several phone calls and the sharing of the Massachusetts Initial Consultation Checklist Response package with the State of New Hampshire.

NTIA Site Visit: The PSBO hosted representatives of the NTIA for a SLIGP site visit on September 3 and 4. Discussions included a project overview (including organization and responsibilities), detailed discussions on Commonwealth grant and financial management policies, and a discussion of best practices. The NTIA team also participated in the OEC coverage workshop with broadband stakeholders on September 4 at the Massachusetts Emergency Management Agency.

DHS OEC Broadband Coverage and SCIP Planning Workshop: The PSBO project team participated in a two-day DHS OEC sponsored workshop that included a broadband coverage workshop for FirstNet planning, as well as a multiple day Statewide Communications Interoperability Plan (SCIP) update. The completion of the SCIP update is scheduled for October.

Transition Planning: The Commonwealth will have a change in administration following the November elections. In preparation for the transition to the new administration, each program was asked to complete a Transition Report. The PSBO SLIGP transition report includes identification of project leadership, a summary of the project, an identification of stakeholders, a summary of project budget, a listing of upcoming milestones, and comments about the new administration's needs to plan for the upcoming opt in/opt out decision following consultation.

FirstNet Stakeholder Group Information Sessions: During this quarter, the PSBO transitioned along its Outreach Plan from broad, regional FirstNet Information Sessions to more targeted FirstNet Stakeholder Group Information Sessions. This new FirstNet update approach entails conducting tailored 30-45 minutes presentations with question and answers at recurring stakeholder meetings. The first of this round of outreach presentations were conducted on August 4, 2014, with the State 911 Commission and September 16, 2014, with the Massachusetts Major City Chiefs of Police Association. Additionally, pre-planning efforts were undertaken to present at meetings of each of the five regional homeland security advisory councils. A presentation with the Southeastern Region Homeland Security Advisory Council's Interoperability Committee was scheduled for October 1. Additional presentations will be scheduled and conducted with state and regional police, fire, EMS, and others. A copy of the short presentation used for these meetings can be found on the PSBO website under "Broadband Resources."

Participation in Recurring Stakeholder Meetings: PSBO staff continue to participate in recurring meetings of the Greater Boston Police Council, the Statewide Interoperability Executive Committee, the State 911 Commission, the Barnstable County 700 Mhz Subcommittee, OpenCape (a state BTOP recipient), Massachusetts Broadband Institute (MBI) (a state BTOP recipient), and the UASI region network group (PSNet). This participation includes short updates and fielding NPSBN questions from stakeholders. These meetings included approximately 50 NPSBN stakeholders in total.

Governance: Monthly governance meetings were conducted involving the Project Director and members of the PSBO. During this quarter, the SPOC finalized plans for a new governance body to advise the Commonwealth on participation with FirstNet during consultation and on other NPSBN and SLIGP matters. Plans for the new governance body, named the Massachusetts FirstNet Advisory Board (MFAB), are detailed in the Governance Plan submitted by the Commonwealth to FirstNet in response to FirstNet's Initial Consultation Checklist. The seventeen member Board will include state and local representation across law enforcement, fire services, emergency medical services, emergency management, transportation and public works, budget, technology, and communications. The MFAB will meet regularly to address information requests, issues, and required input into the Massachusetts RAN design process and other FirstNet activities. Invitations to participate on the MFAB were mailed out to prospective member agencies on August 6, 2014, and the SPOC and Project Director have followed up individually by phone to confirm representation on the Board.

Outreach by Mail: One of the tools identified in the Commonwealth's Outreach Plan is outreach by mail. During this quarter, there were three groups of mailings that were

conducted on behalf of the SPOC and the PSBO. The first mailing on July 17 was directed to 124 directors on municipal and regional emergency medical services. This group includes both public and private EMS providers. A second mailing, also on July 17, was directed to 81 state agency heads and stakeholder groups. Both of these mailings introduced FirstNet, the NPSBN, and the PSBO, as well as providing direction for how agencies and interested parties can keep up to date with FirstNet developments. The third mailing on August 6 was an invitation letter directed to the sixteen additional members of the MFAB. See the Governance description above.

Tribal Outreach: The Project Director has also periodically reached out to Robert Hendricks, representative of the Mashpee Wampanoag Tribe, and Brett Stearns, representative of the Wampanoag of Gay Head Tribe, to keep them up to date with FirstNet developments.

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.

The Commonwealth PSBO Leadership team is examining alternative options for Commonwealth match for SLIGP activities. The original plan for state match included state funding of a portion of the SCIP update. Following the DHS OEC SCIP update workshops, this activity and corresponding funding are likely not needed.

Additional contract executions are on hold until more information is available from FirstNet about the information needs during the state consultation phase and activities for Phase II. See item 12a below for additional information.

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

The project continues to be well ahead of target through this quarter for the important project goals of "Stakeholder Meetings" and "Education and Outreach Materials". The project has also made significant progress in the establishment of a new, formal advisory board to support the Commonwealth's participation in FirstNet consultation.

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

As shared with the NTIA team during the September NTIA SLIGP site visit, the PSBO has identified the following best practices, success stories, or lessons learned in regard to SLIGP-funded activities:

1. FirstNet Involvement in regional outreach meetings
2. Participation in existing recurring stakeholder meetings
3. Conducting outreach on a regional basis
4. Participation preferences for morning sessions (going forward)
5. Combating misconceptions about FirstNet
6. Addressing up-front the impact on T-Band (BAPERB)
7. Maintaining a comprehensive contact list
8. Multiple notification approach and lead time needed to improve attendance
9. Personalizing emails improves response
10. Decision to identify the Massachusetts FirstNet Advisory Board (MFAB) as a critical component of FirstNet governance in Massachusetts
11. Phone calls to confirm participation on MFAB
12. Levering high level relationships with key stakeholders
13. Having credibility on sources of outreach (we've been there before)

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.

Contracts have been executed for the core project staff. Additional contracts will be executed for data collection coordination, SCIP plan updating, legal review, and Phase 2 consulting when needed by the project.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Undersecretary of EOPSS	10%	SLIGP executive oversight	No change.
Deputy Director State 911 Department	10%	Stakeholder liaison for emergency dispatch	No change.
State Police Radio Engineer	10%	Statewide radio area network subject matter expert; needs analysis	No change.
Acting Commissioner of DCJIS	10%	Stakeholder liaison for criminal justice; subject matter expert for criminal justice needs	No change.
Compliance and Data Coordinator (OGR)	15%	Grant management, program reporting, site visits, data collection and program close out.	FTE % adjusted to 15%.
Director HS Division (OGR)	5%	Grant Administrative Management	FTE % adjusted to 5%.
Budget Director (OGR)	7%	Grant set-up, Accounting and Reconciliation, Fiscal Monitoring, Financial Reporting and Fiscal Close Out	FTE % adjusted to 7%.
Fiscal Management and Audit Support	5%	Fiscal Management and Audit Support	Resource changed. FTE % adjusted to 5%.
Contracts Records Support	7%	Contracts, Payments, and Accounting Record Support	FTE % adjusted to 7%.

13. Subcontracts (Vendors and/or Subrecipients) N/A

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	Project and % Assigned
McInnis Consulting Services	Project Director Staff Augmentation	Vendor	N/A *	Y	10/1/13	7/31/2016	\$ 231,000		
The Innovations Group, Inc.	Broadband Subject Matter Expert Staff Augmentation	Vendor	N/A *	Y	10/1/13	7/31/2016	\$ 480,000		
SWBailey Consulting LLC	Project Manager Staff Augmentation	Vendor	N/A *	Y	11/18/13	7/31/2016	\$ 300,000		
SWBailey Consulting LLC	Education and Outreach Coordinator Staff Augmentation	Vendor	N/A *	Y	11/18/13	7/31/2016	\$ 225,000		

TBD	Data Collection Coordinator Staff Augmentation	Vendor	N	N	TBD	TBD	\$ 65,000		
TBD	Data Collection Staff Augmentation	Vendor	N	N	TBD	TBD	\$ 100,000		
TBD	Consultant for Integration of Broadband into SCIP Plan	Vendor	N	N	TBD	TBD		\$ 343,750	
TBD	Legal and Policy Services	Vendor	N	N	TBD	TBD	\$ 156,000		
TBD	Phase 2 Subject Matter Consulting	Vendor	N	N	TBD	TBD	\$ 165,730	\$ 72,280	
SWBailey Consulting LLC	Project and Collaboration Web Site and Admin	Vendor	N/A *	Y	11/18/13	7/31/2016	\$ 54,000		

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NOTE 1: Subcontracts awarded through existing Commonwealth statewide staffing contracts.

NOTE 2: Three subcontracts executed with SWBailey Consulting LLC through a consolidated scope of work for project management, education and outreach, and project and collaboration web site and administration.

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

None.

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	\$107,658.00	\$124,500.00	\$232,158.00	\$21,954.16	\$50,330.21	\$72,284.37
b. Personnel Fringe Benefits	\$29,359.00	\$-	\$29,359.00	\$5,843.98	\$-	\$5,843.98
c. Travel	\$41,250.00	\$-	\$41,250.00	\$4,712.99	\$-	\$4,712.99
d. Equipment	\$-	\$-	\$-	\$-	\$-	\$-
e. Materials/Supplies	\$-	\$-	\$-	\$-	\$-	\$-
f. Subcontracts Total	\$1,776,730.00	\$416,030.00	\$2,192,760.00	\$399,358.66	\$-	\$399,358.66

g. Other	\$60,000.00	\$-	\$60,000.00	\$5,902.73	\$-	\$5,902.73
h. Indirect Charges	\$147,123.00	\$-	\$147,123.00	\$62,631.51	\$-	\$62,631.51
i. Total Costs	\$2,162,120.00	\$540,530.00	\$2,702,650.00	\$500,404.03	\$50,330.21	\$550,734.24
j. % of Total	80%	20%	100%	91%	9%	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 Jeffrey Brownell, Compliance and Data Coordinator			16c. Telephone (area code, number, and extension)- 617.725.3325			
			16d. Email Address- Jeffrey.brownell@state.ma.us			
16b. Signature of Authorized Certifying Official 			16e. Date Report Submitted (month, day, year) 10.31.2014			

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 10 hours per response for the application process, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Michael Dame, Director, State and Local Implementation Grant Program, Office of Public Safety Communications, National Telecommunications and Information Administration, U.S. Department of Commerce (DOC), 1401 Constitution Avenue, N.W., HCHB, Room 7324, Washington, D.C. 20230.

