

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) 4/24/2015	
3. Street Address 10 Park Plaza, Suite 3720		7. Reporting Period End Date: 3/31/2015	
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: 01/31/2018		

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	200			
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	2			
8	Sub-recipient Agreements	0			
9	Education and Outreach Materials	695			
10	Phase II Activities	0			

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

11-1	STAKEHOLDER MEETINGS	
	Massachusetts Communications Supervisors Association (1/21)	045
	Mass Chiefs of Police Executive Board Meeting (2/10)	035
	Central Region Homeland Security Meeting (3/3)	030
	Massachusetts FirstNet Initial Consultation (3/12)	040
	Recurring Stakeholder Meetings	050
	=====	
		200 stakeholder meeting participants

11-7	GOVERNANCE MEETINGS		
	Massachusetts FirstNet Advisory Board Meeting, (2/4)		1
	MFAB participation in Initial Consultation, (3/12)		1
	=====		
			2 governance meetings
11-9	EDUCATION AND OUTREACH MATERIALS		
	Mass.gov/psbo web site visits (estimated based on 2,575 page views)	500	
	"FirstNet by the Numbers" handed out (approximate)	110	
	"FirstNet and LMR" handed out (approximate)	050	
	"FirstNet and Law Enforcement" handed out (approximate)	035	
	=====		
			695 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 continues to leverage an EOPSS technology asset called BrightWork on the MS SharePoint platform to maintain a project management portal for the Commonwealth's SLIGP activities. This portal was upgraded during this quarter.

Website Updates: The PSBO continued to update the mass.gov/psbo web site with 15 news and update articles from sources like FirstNet, FEMA, US DOC, NASCIO, Police Chief Magazine, and original content from the Massachusetts 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. Among the new items to the web site this quarter includes blog postings from FirstNet and the presentations used by the PSBO for the Massachusetts FirstNet Initial Consultation. 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 500 visits to mass.gov/psbo (based on a Google Analytics report of 2,575 total page views during the quarter). The web site is accessible at <http://mass.gov/psbo>.

Contact Lists: The PSBO continued to maintain a comprehensive contact list, 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. Major updates to the contact list were coordinated with the Fire Chiefs Association of Massachusetts (FCAM) and the Massachusetts Chiefs of Police Association (MassChiefs). This updated chief contact information is being used to refresh the information provided by DHS OEC and used as part of the OEC Coverage Workshop on September 4, 2014.

User Surveys: To support Phase 1 data needs and expected consultation topics, the PSBO crafted an end user survey to solicit information from first responder and public safety agencies throughout the Commonwealth. Where possible, the survey borrowed language and response options from the DHS OEC Mobile Data Survey Tool. The Massachusetts PSBO survey was tailored for each responding department, with relevant information already completed where available. The survey was intended to confirm the leadership of the public safety organization, obtain a contact for future information requests, and solicit information about the organization's size, financial structure, fleet, current wireless coverage, current wireless devices, allowed use of personal data devices, and wireless data needs. It also served as an input mechanism for the Initial Consultation meeting by allowing agencies to convey their most pressing questions, requests, or concerns about the NPSBN.

The survey was released by email in January 2015. Each local police department, fire department, and EMS provider received a customized survey by email to be completed and emailed back to the PSBO for inclusion in a master survey response repository. 261 responses were received from 109 fire departments, 132 municipal law enforcement agencies, and 20 EMS providers. Initial findings from the survey were presented as part of the Initial Consultation with FirstNet on March 12. Additionally, information submitted by end user agencies will be included as appropriate in any Phase 2 data collection activities.

Initial Consultation: During this quarter, the PSBO worked with FirstNet to prepare for and host the Massachusetts FirstNet Initial Consultation Meeting. The meeting was held on Thursday, March 12, 2015, at Bentley University in Waltham, MA. The PSBO participated on weekly planning calls with FirstNet beginning in January and ending with a pre-meeting planning session on March 11 at Bentley University. The Initial Consultation Meeting covered the following agenda:

- Welcoming Remarks
- FirstNet Update and Consultation Process (FirstNet)
- State Update (Undersecretary Curtis Wood)
- Panel Discussion: Boston Marathon and Wireless Data Needs (Superintendent Peter Clifford, BFD; Deputy Superintendent John Daley, BPD; Chief James Hooley, Boston EMS; Major Dermot Quinn, MA Fusion Center; Undersecretary Kurt Schwartz, EOPSS; and Undersecretary Curtis Wood, EOPSS)
- User Discussion (FirstNet)
- Coverage Discussion (FirstNet)

In preparing for the Initial Consultation, the PSBO met individually with members of the panel to discuss the annual planning for the Boston Marathon and the events that occurred following the 2013 Boston Marathon bombings. A Case Study was documented covering four use cases and eight discrete topics:

- Use Case 1: Preparing for the Annual Boston Marathon
- Use Case 2: Responding to the Mass Casualty Incident
 - Topic 1: Managing the MCI on the Scene
 - Topic 2: Managing Surge Volume at Hospitals
 - Topic 3: Identifying Victims and Reuniting Families
 - Topic 4: Conducting Bomb Disposal Investigations
- Use Case 3: Conducting the Investigation
 - Topic 5: Managing Volumes of Digital Assets
 - Topic 6: Managing Competing Command Needs
- Use Case 4: Managing the Multijurisdictional Manhunt
 - Topic 7: "Shelter in Place" and Door to Door Search
 - Topic 8: Establishing Situational Awareness

Additionally in discussions with the participants in the Boston Marathon planning, the PSBO identified 73 potential needs for inclusion in the implementation of the NPSBN. The meeting was attended by around 40 representatives of Massachusetts public safety and first response.

Regional Cooperation: In addition to participation on Region 1 planning calls, the PSBO invited members of Region 1 and the State of New York to attend the Massachusetts FirstNet Initial Consultation. Representatives of Maine, Vermont, and New Hampshire attended the meeting. Additionally, the PSBO has fielded questions and provided technical

support to other state's outreach and planning efforts, including responding to multiple email inquiries and a call with the new project manager for Vermont on March 26.

Transition Planning: The Commonwealth had a change in administration in January. To support the smooth transition to the new administration, the PSBO prepared a Transition Report and supported transition requests.

FirstNet Stakeholder Group Information Sessions: During this quarter, the PSBO continued its planned, 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. These stakeholder group presentations were conducted at the Massachusetts Communications Supervisors Association on January 21, the Massachusetts Chiefs of Police Executive Board Meeting on February 10, and the Central Region Homeland Security Meeting on March 3. 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: Periodic planning meetings were conducted involving the Massachusetts SPOC, the Project Director, and members of the PSBO. During this quarter, the SPOC convened the first meeting of the Massachusetts FirstNet Advisory Board (MFAB). Plans for the new governance body are detailed in the Governance Plan submitted by the Commonwealth to FirstNet in response to FirstNet's Initial Consultation Checklist. The seventeen member Board includes state and local representation across law enforcement, fire services, emergency medical services, emergency management, transportation and public works, budget, technology, and communications. The MFAB meet regularly to address information requests, issues, and required input into the Massachusetts RAN design process and other FirstNet activities. The new governance body will advise the Commonwealth on participation with FirstNet during consultation and on other NPSBN and SLIGP matters. Members or member designees to the MFAB were invited and attended the Massachusetts FirstNet Initial Consultation meeting on March 12.

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. Both tribal representatives were invited to participate in the March 12 Initial Consultation Meeting with FirstNet, and Robert Hendricks of the Mashpee Wampanoag Tribe was in attendance.

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 worked with FPO Yuki Miyamoto on approaches to close the current gap in state match. The programmatic changes agreed upon on February 6 include the reporting of additional state employee time as state match contributions. Additionally, one of the contracts originally paid with Federal SLIGP funds is being moved to a state account and will be reported as state match. Additionally, the PSBO plans to submit a revised budget for the extended duration of the SLIGP grant. The revised budget will lay out how the Commonwealth will meet its state match obligations under the grant.

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 made the significant step of establishing and convening 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 (BAPERIN)
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	20%	SLIGP executive oversight	Increased from 10% to 20%
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.
EOPSS Special Projects, Project Manager	10%	Setup of PSBO office logistics, coordination of EOPSS resources, managing SharePoint resources	Newly added.
Compliance and Data Coordinator (OGR)	15%	Grant management, program reporting, site visits, data collection and program close out.	No change.
Director HS Division (OGR)	5%	Grant Administrative Management	No change.
Budget Director (OGR)	7%	Grant set-up, Accounting and Reconciliation, Fiscal Monitoring, Financial Reporting and	No change.

		Fiscal Close Out							
Fiscal Management and Audit Support	5%	Fiscal Management and Audit Support							No change.
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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/RFO 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.

NOTE 3 The Innovations Group, Inc. subcontract will be moved from Federal to State match during Quarter 8. Changes will be reflected in the next NTIA quarterly report.

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	\$36,112.73	\$77,779.07	\$113,891.80
b. Personnel Fringe Benefits	\$29,359.00		\$29,359.00	\$9,630.63		\$9,630.63
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	\$630,739.82		\$630,739.82
g. Other	\$60,000.00		\$60,000.00	\$6,704.31		\$6,704.31
h. Indirect Charges	\$147,123.00		\$147,123.00	\$60,217.82		\$60,217.82
i. Total Costs	\$2,162,120.00	\$540,530.00	\$2,702,650.00	\$748,118.30	\$77,779.07	\$825,897.37
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) 4. 29. 2015
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