

	MFAB Working Group – Fire Services (9/3)	015	
	Recurring Stakeholder Meetings	050	
	=====		
			170 stakeholder meeting participants
11-2	BROADBAND CONFERENCES		
	None	000	
	=====		
			000 governance meetings
11-5	GOVERNANCE MEETINGS		
	SLIGP Phase 2 Planning Meeting (7/9)	001	
	SPOC Final Walk-through of Data Collection Materials (9/22)	001	
	=====		
			002 governance meetings
11-6	EDUCATION AND OUTREACH MATERIALS		
	Mass.gov/psbo web site visits (estimated based on 1,480 page views)	350	
	FirstNet by the Numbers Handouts	090	
	FirstNet and Fire Services Handouts	090	
	=====		
			530 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 also continued to participate on FirstNet organized webinars for SPOC and PSAC members and on Region 1 Conference Calls.

Website Updates: The PSBO continued to update the mass.gov/psbo web site with 9 news and update articles from sources like FirstNet, NTIA, NVFC, and NIST. 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 content was added to provide an overview of FirstNet activities in Massachusetts. 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 350 visits to mass.gov/psbo (based on a Google Analytics report of 1,480 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. This updated contact information has been used for outreach and survey response invitations as part of the SLIGP Phase 2 Data Collection activities.

Broadband Conferences: The PSBO did not participate in any broadband conference during this quarter.

Phase 2 Data Collection: During this quarter, PSBO continued activities to meet the Phase 2 Data Collection needs specified by FirstNet on March 23, 2015. This was the primary activity of the PSBO during this reporting quarter. All requested data collection was submitted to FirstNet on time. Key data collection and preparation activities during this quarter included:

- **Implementing and Managing the Phase 2 Survey Tool.** Building off of the user survey conducted last winter by the PSBO and used in preparation for the FirstNet Initial Consultation, a new online survey was designed and launched that covered the following:
 - Public Safety Entity (PSE) Demographics
 - Organizational Leadership and Point of Contact
 - Areas of Operation
 - Wireless Data Usage
 - Personally Owned Devices
 - Use of Data Services and Applications
 - Current Service Providers and Procurement Options
 - Service Plans (Primary Provider)
 - Barriers to Wireless Data Usage

In addition, this survey collected information about the respondents operating areas and important coverage objectives within the respondent's jurisdiction. The PSBO mapped and prepopulated information already known about each PSE in the survey tool and distributed login credentials to each agency. By the end of September, there were 372 completed survey responses across a range of public safety entities (public, private, and nonprofit) in the Commonwealth.

- **Creating a Massachusetts Coverage Objectives Map.** To supplement the coverage objectives map prepared by FirstNet and distributed to the PSBO this summer, the PSBO created a comprehensive Coverage Objectives Map that includes items that extended the FirstNet baseline map. These include bike and hiking trails, harbors and terminals, ferry routes, event locations, and critical facilities and structures. Layered onto this Massachusetts Coverage Objectives Map are the shaded grids from the FirstNet Baseline Coverage Objectives Map.
- **Analyzing Wireless Data Usage Information.** The PSBO worked with a prominent wireless data provider in the Commonwealth to obtain daily wireless data usage information for public safety entities (police and fire) to respond to FirstNet's data usage requests. The results of this information request were analyzed and included in the Commonwealth's Phase 2 data submission.
- **Creating a Phased Deployment Plan:** The PSBO created a five phase deployment approach for the rollout of FirstNet in Massachusetts. In Phase 1, Band 14 coverage would begin with the major urban areas in all five of the Commonwealth's homeland security regions and the connecting interstates and major routes. Phases 2 and 3 would build on this coverage with additional major roads, critical infrastructure sites, and other population centers. The final two phases of implementation would extend Band 14 coverage to populations, buildings, and operational areas throughout all of the Commonwealth's homeland security regions.
- **Analyzing Wireless 911 Data:** Working with the State 911 Department, the PSBO aggregated, mapped, and analyzed wireless 911 calls in the Commonwealth throughout 2014. This call analysis helped provide insight into calls for service locations and volumes. The PSBO used this ArcGIS map of 911 call locations to confirm and to suggest changes to the FirstNet Baseline Coverage Objectives Map.

- **Documenting and Submitting Phase 2 Data.** Following the design, collection, analysis, and documentation of the data requested for Phase 2, the PSBO published and submitted the following documents to FirstNet by the due date of September 30:
 - **1A Coverage Objectives:** This document provides a table of contents or legend to the Massachusetts coverage objectives model, which is maintain in ESRI's ArcMap. There are 73 data sets in this coverage objectives map.
 - **1B Phased Deployment:** This document includes a five phase proposed incremental deployment plan for Massachusetts. Each phase includes a listing of the categories of coverage objectives to be met and a map that depicts the location of included coverage objectives within each incremental deployment phase.
 - **2A PSE Information:** This document summarizes and analyzes the 372 completed responses to the Massachusetts FirstNet Planning Survey. Completed responses were received from PSEs from all five homeland security regions, thirteen of the fourteen counties, and 252 of the 351 cities and towns in Massachusetts.
 - **2B Devices:** This document summarizes and analyzes survey responses concerning the quantity of mobile data devices used, personal use policies, and compensation for use of personal devices.
 - **2C Users and Devices Summary:** This document summarizes the total public safety agencies, personnel, and devices surveyed and estimated statewide in the Commonwealth.
 - **2D-I Operational Areas:** This document summarizes the operational areas of the 1,014 public safety agencies and its personnel and volunteers. PSEs were grouped into data layers mapped to geographic areas at either the local, county, or statewide levels.
 - **2D-II Calls for Service:** This document includes analysis of the locations of the 2,238,952 911 wireless 911 calls received by Commonwealth Public Safety Answering Points (PSAPs) in calendar year 2014. The analysis of 911 call volume suggests increasing the FirstNet Coverage Objective Baseline in certain areas from low to medium and from medium to high in other areas.
 - **3A Applications:** This document summarizes and analyzes survey responses concerning public safety application usage on mobile broadband.
 - **3B Data Usage:** This document provides analysis of wireless data devices provided by a prominent wireless carrier operating in the Commonwealth of Massachusetts. It also provides analysis of the volume and nature of CJIS transactions from January to August 2015.
 - **4A Current Providers:** This document analyzes responses to survey questions about current mobile data providers, procurement options, relationships with current carrier, and average pricing per device.
 - **4B Barriers:** This document analyzes responses to survey questions about barriers to expanded use of mobile data.

Along with these documents, the PSBO submitted the raw data from its survey, a master listing of PSEs in the Commonwealth, spreadsheets of wireless data usage, and the ArcGIS maps for coverage objectives, wireless 911 calls, and phased deployments.

Working Groups: The PSBO convened two working groups (law enforcement and fire services) to review Phase 2 data collection information and approach and to review FirstNet's Baseline Coverage Objectives maps. These working groups met at MEMA in early September and reviewed initial survey findings, identified areas of potential issue with the FirstNet Baseline Coverage Objectives maps, and put forth ideas to help structure the review and use of wireless 911 data as a supplement to the FirstNet proposed coverage objectives.

Expanded Use of Social Media: During this quarter, the PSBO continued discussions with the Commonwealth's IT organization (MassIT) to discuss opportunities for expanded use of social media. The PSBO requested the creation of a blog for the PSBO and the creation of a PSBO master LISTSERV for email newsletters. These both are in process.

Regional Cooperation: In addition to participation on Region 1 planning calls, the PSBO team participated on calls with other Region 1 states to discuss challenges and approaches to Phase 2 data collection.

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. Governance meetings during this period were led by the Commonwealth SPOC and focused on defining the approach and reviewing content for the Phase 2 Data Collection activities.

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 tribes were invited to participate in the Massachusetts FirstNet Planning Survey and are included in materials submitted to FirstNet for the Phase 2 Data Collection. On September 18, the Mashpee Wampanoag tribe's application for Land-into-Trust was approved by the US Department of Interior.

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.

This PPR reflects the reviewed, NTIA-approved SLIGP budget for the Commonwealth of Massachusetts. No additional changes are anticipated.

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

The project met FirstNet's target for providing Phase 2 information as requested by September 30, 2015.

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 2014 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																																																											
<p>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.</p> <p>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.</p> <p>12b. Staffing Table</p> <table border="1"> <thead> <tr> <th>Job Title</th> <th>FTE %</th> <th>Project(s) Assigned</th> <th>Change</th> </tr> </thead> <tbody> <tr> <td>Undersecretary of EOPSS</td> <td>20%</td> <td>SLIGP executive oversight</td> <td>No change.</td> </tr> <tr> <td>Deputy Director State 911 Department</td> <td>10%</td> <td>Stakeholder liaison for emergency dispatch</td> <td>Position vacant and not billed as match this quarter.</td> </tr> <tr> <td>State Police Radio Engineer</td> <td>10%</td> <td>Statewide radio area network subject matter expert; needs analysis</td> <td>No change.</td> </tr> <tr> <td>Acting Commissioner of DCJIS</td> <td>10%</td> <td>Stakeholder liaison for criminal justice; subject matter expert for criminal justice needs</td> <td>No change.</td> </tr> <tr> <td>EOPSS Special Projects, Project Manager</td> <td>10%</td> <td>Setup of PSBO office logistics, coordination of EOPSS resources, managing SharePoint resources</td> <td>No change.</td> </tr> <tr> <td>Compliance and Data Coordinator (OGR)</td> <td>15%</td> <td>Grant management, program reporting, site visits, data collection and program close out.</td> <td>No change.</td> </tr> <tr> <td>Director HS Division (OGR)</td> <td>5%</td> <td>Grant Administrative Management</td> <td>No change.</td> </tr> <tr> <td>Budget Director (OGR)</td> <td>7%</td> <td>Grant set-up, Accounting and Reconciliation, Fiscal Monitoring, Financial Reporting and Fiscal Close Out</td> <td>No change.</td> </tr> <tr> <td>Fiscal Management and Audit Support</td> <td>5%</td> <td>Fiscal Management and Audit Support</td> <td>No change.</td> </tr> </tbody> </table>										Job Title	FTE %	Project(s) Assigned	Change	Undersecretary of EOPSS	20%	SLIGP executive oversight	No change.	Deputy Director State 911 Department	10%	Stakeholder liaison for emergency dispatch	Position vacant and not billed as match this quarter.	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	No change.	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 Fiscal Close Out	No change.	Fiscal Management and Audit Support	5%	Fiscal Management and Audit Support	No change.										
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<p>13. Subcontracts (Vendors and/or Subrecipients) N/A</p> <p>13a. Subcontracts Table – Include all subcontractors. The totals from this table must equal the "Subcontracts Total" in Question 14f.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Subcontract Purpose</th> <th>Type (Vendor/Subrec.)</th> <th>RFP/RFQ Issued (Y/N)</th> <th>Contract Executed (Y/N)</th> <th>Start Date</th> <th>End Date</th> <th>Total Federal Funds Allocated</th> <th>Total Matching Funds Allocated</th> <th>Project and % Assigned</th> </tr> </thead> <tbody> <tr> <td>McInnis Consulting Services</td> <td>Project Director Staff Augmentation</td> <td>Vendor</td> <td>N/A *</td> <td>Y</td> <td>10/1/13</td> <td>1/31/2018</td> <td>\$ 375,480</td> <td></td> <td></td> </tr> <tr> <td>The Innovations Group, Inc.</td> <td>Broadband Subject Matter Expert Staff Augmentation</td> <td>Vendor</td> <td>N/A *</td> <td>Y</td> <td>10/1/13</td> <td>1/31/2018</td> <td>\$ 439,298</td> <td>\$280,702</td> <td></td> </tr> <tr> <td>SWBailey Consulting LLC</td> <td>Project Manager Staff Augmentation</td> <td>Vendor</td> <td>N/A *</td> <td>Y</td> <td>11/18/13</td> <td>1/31/2018</td> <td>\$ 450,000</td> <td></td> <td></td> </tr> <tr> <td>SWBailey Consulting LLC</td> <td>Education and Outreach Coordinator Staff Augmentation</td> <td>Vendor</td> <td>N/A *</td> <td>Y</td> <td>11/18/13</td> <td>1/31/2018</td> <td>\$ 337,500</td> <td></td> <td></td> </tr> </tbody> </table>										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	1/31/2018	\$ 375,480			The Innovations Group, Inc.	Broadband Subject Matter Expert Staff Augmentation	Vendor	N/A *	Y	10/1/13	1/31/2018	\$ 439,298	\$280,702		SWBailey Consulting LLC	Project Manager Staff Augmentation	Vendor	N/A *	Y	11/18/13	1/31/2018	\$ 450,000			SWBailey Consulting LLC	Education and Outreach Coordinator Staff Augmentation	Vendor	N/A *	Y	11/18/13	1/31/2018	\$ 337,500		
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SWBailey Consulting LLC	Data Collection Coordinator Staff Augmentation	Vendor	N/A *	Y	11/18/13	1/31/2018	\$ 50,000		
TBD	Legal and Policy Services	Vendor	N	N	TBD	TBD	\$ 132,665		
SWBailey Consulting LLC	Project and Collaboration Web Site and Admin	Vendor	N/A *	Y	11/18/13	1/31/2018	\$ 72,000		

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

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

NOTE 3 The Innovations Group, Inc. subcontract has been moved from Federal funding to State match.

NOTE 4: Several contract durations and funds allocated have been amended with the NTIA approval of the Massachusetts' rebudget for Phase 2. Several items, no longer in the budget, have been removed.

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.

NOTE: The budget columns 2-4 below have been updated to reflect the amended, Phase 2 budget approved by NTIA on July 27, 2015.

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	\$114,688.00	\$253,029.00	\$367,717.00	\$49,423.70	\$108,732.33	\$158,156.03
b. Personnel Fringe Benefits	\$34,537.00	\$-	\$34,537.00	\$13,548.17	\$-	\$13,548.17
c. Travel	\$33,400.00	\$-	\$33,400.00	\$11,746.09	\$-	\$11,746.09
d. Equipment	\$-	\$-	\$-	\$-	\$-	\$-
e. Materials/Supplies	\$-	\$6,799.00	\$6,799.00	\$-	\$5,898.82	\$5,898.82
f. Subcontracts Total	\$1,856,943.00	\$280,702.00	\$2,137,645.00	\$760,067.09	\$54,062.50	\$814,129.59
g. Other	\$24,000.00	\$-	\$24,000.00	\$12,263.23	\$-	\$12,263.23
h. Indirect Charges	\$98,552.00	\$-	\$98,552.00	\$48,172.00	\$-	\$48,172.00
i. Total Costs	\$2,162,120.00	\$540,530.00	\$2,702,650.00	\$895,220.28	\$168,693.65	\$1,063,913.93
j. % of Total	80%	20%	100%	84%	16%	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) 11.3.2015

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.