

U.S. Department of Commerce		2. Award or Grant Number 24-10-S13024			
Performance Progress Report		4. EIN 526002033			
1. Recipient Name State of Maryland Department of Information Technology (DoIT)		6. Report Date (MM/DD/YYYY) 04.30.15			
3. Street Address 45 Calvert Street		7. Reporting Period End Date: 3.31.15			
5. City, State, Zip Code Annapolis, MD 21401		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: 08/01/13	10b. End Date: 7/31/16				
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	77 people			
2	Broadband Conferences	18 people			
3	Staff Hires	.25 FTE			
4	Contract Executions	0			
5	Governance Meetings	0			
6	Education and Outreach Materials	1,748 website page views; 438 Twitter followers; 80 materials distributed			
7	Phase II Activities	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.

Milestone activities:

During the months of January, February, and March the Maryland FirstNet team continued to work on its milestones:

PPR Quarterly Report

January 2015

1. The team worked on major website content revisions. The revisions including reworking the sections on “How It Gets Built,” “Progress,” “Frequently Asked Questions,” and a documents library to post updates, one-pagers, and slideshows. The team also developed Service Level Agreement defining roles and responsibilities regarding website updates among the team members. The team designed, developed, and launched the new FirstNet website as a State of Maryland approved HTML5/JavaScript template with responsive design: firstnet.maryland.gov.
2. The team worked on planning for a data-collection pilot project in Caroline County. The work included scheduling meetings, planning sessions, and drafting materials to introduce the proposed user needs assessment process. The team refined a data needs "menu" of items to be included in the assessment. The team also analyzed the OEC Broadband Workshop maps, and OEC Mobile Data Survey Tool results.
3. The team researched the D.C. Metro fire failures and drafted an outreach blog. This event was important because it highlighted the need for a reliable data communications network for public safety.
4. The team participated in planning calls and meetings, secured speakers, and attended the January 2015 MACINAC Regional FirstNet conference, where the Acting SPOC gave a presentation prepared by the team about Maryland’s outreach activities. We handled all logistical travel, including hotel reservation requests and reimbursement documentation, for the 14 State and local participants and SLIGP team.
5. The team participated in the FirstNet Quarterly Webinar on January 8.
6. Team members met with the Department of Information Technology to discuss budgeting and reporting from its ASAP system on January 8.
7. The team gave its FirstNet presentation to the Office of Preparedness and Response at the Maryland Department of Health and Mental Hygiene. Six people attended the two-hour presentation and discussion about the use of FirstNet in a public health setting.
8. The team participated in FirstNet’s Region III Monthly call on January 23.
9. The team prepared the Quarter six Performance Progress Report and the Financial Progress Report and submitted them to NTIA by the January 30, 2015 due date.

10. A team member developed technical updates for outreach materials and continued to provide monthly LTE technical and FirstNet regulatory updates

February 2015

1. The team gave its FirstNet presentation to the Maryland Broadband Cooperative. Two people, the Vice-President of Strategic Partnerships and the Legislative Director, attended the two-hour presentation and discussion. The Maryland Broadband Cooperative is a non-profit (501 C12) charged with offering, through its membership, expanded and world class network services around the state. They work in partnership with more than 70 members that provide “last-mile services” to consumers in order to expand the broadband footprint all across Maryland and the Mid-Atlantic region.
2. The team held a meeting with the Caroline County Emergency Services Director on February 4 to continue the discussion on planning for a data-collection pilot project. We discussed the materials to introduce the proposed user needs assessment process and the data needs "menu" of items to be included in the assessment. The team reviewed the FirstNet project and discussed future use, response areas, and how it will compare to current first responder commercial services. The County Emergency Services Director agreed to use Caroline County as a pilot for collecting CAD calls for service data to assess public safety broadband needs in the county. The team then determined that a quarter-mile square grid is best for Maryland, rather than a one mile grid proposed by the national FirstNet team. A quarter mile grid will allow for better local planning while maintaining generalized sensitive information. The team determined data is received from Caroline County as entire dataset, and EMS is pulled for current Caroline County Emergency Services Dashboard
3. The team prepared a briefing memo for state leadership on MACINAC’s response to FirstNet’s RFI/First Public Notice. This memo was also shared with the MACINAC group. The team reviewed talking point slides prepared by MACINAC staff in advance of the call and participated in a MACINAC call to review slides/talking points.
4. The Maryland SPOC held a call with Illinois SPOC to discuss that state’s FirstNet outreach and education efforts and to share Maryland’s work in this area.
5. The team participated in the National 9-1-1 Program Webinar on February 10.
6. The team participated in a meeting on February 13 with Johns Hopkins Applied Physics Lab about the National Institute of Justice grant to its National Criminal Justice Technology Research, Test and Evaluation Center which is tasked with evaluating the impact of FirstNet on law enforcement agencies nationwide. The team presented Maryland’s FirstNet work and discussed the possibility of how our projects can work together to share data and contacts in the State. APL is seeking guidance from NIJ about such a collaboration, here in MD and nationwide. Ten people attended, five from APL.
7. The team participated in call on February 13 with the FirstNet Technical Branch to discuss its public safety concentration maps for Maryland and to learn how they developed the mapping process and determined the data points.
8. The team worked together to complete a list of public safety agencies throughout Maryland. The team also continued its review of the new coverage “concentration” data maps provided by FirstNet. The team continued to discuss Caroline County pilot data and proposed to use FirstNet concentration map to identify capacity needs. The team pulled police and fire calls for service data from

Caroline County EMS database and reviewed it.

9. The team continued development of a user requirements gathering plan to support FirstNet consultation. The team reviewed the FirstNet data collection elements draft and provided comments prior to a SPOC meeting with FirstNet.
10. The SPOC participated in the in-person meeting on February 18 and joined several team members on the February 20 webinar to preview and provide feedback on FirstNet's proposed Phase 2 data collection activities. The team submitted its written feedback on the proposed activities to FirstNet on February 27.
11. The team redesigned, reprogrammed, and re-launched its outreach stakeholder tracking system ahead of increased outreach efforts. Improvements implemented addressed lessons learned over six months of using previous version.
12. The SPOC participated in several calls to prepare for the panel presentation about FirstNet work at the International Wireless Communications Expo on March 20. The SPOC prepared the presentation and submitted it to the moderator.
13. The SPOC participated in Delaware's Initial Consultation on February 19.
14. The team handled the logistics to reserve booths and assign staffing for the FirstNet booth at the exhibit halls of the summer conferences of the Maryland Emergency Management Association; the Maryland Municipal League; and the Maryland Association of Counties.
15. The SPOC helped to arrange a speaker from FirstNet to present at the National State GIS Coordinators (NCGIS) Conference on February 24 in Annapolis and attended the conference.
16. The SPOC and grants administrator participated in the quarterly call with our NTIA SLIGP program manager.
17. The team participated in the FirstNet Region III monthly call on February 27.
18. The team set up a conference call with the FirstNet technical team to follow up from the NSGIC meeting and to discuss the FirstNet Coverage Objectives Baseline for Maryland on February 27.
19. Team members created an outline of the Midterm Report summarizing work performed during the SLIGP grant.

March 2015

1. The SPOC organized and participated in a ride-along with the Howard County Police Department's Computer Operations Section to learn more about the operational and data needs of a large law enforcement agency.
2. The team developed and added an events calendar to Maryland's FirstNet website.
3. The team gave a FirstNet briefing to the Operations section of the Maryland Emergency Management Agency (MEMA) on March 2. There were ten attendees. Based on feedback from that meeting the team held an outreach strategy session to discuss the development of new efforts such as web-based video/e-learning tools. The team had the following action items.
 - a. Generate new handouts by first responder discipline with our website
 - b. Generate new website content for e-learning and engagement
 - c. Rework outreach materials to focus on data collection efforts, once funding for those activities is approved
 - d. Creation of the handouts and planning for the website content began immediately, requiring multiple drafts and content revisions. The activity will be finalized in the next quarter.

4. A team member developed a State of Maryland SLIGP Requirements Plan. The entire team reviewed and provided comments to the plan.
5. A team member presented “Planning for FirstNet in Maryland” and distributed outreach materials at Garrett County’s Local Emergency Planning Committee meeting on March 3. The County’s LEPC is comprised of a cross-section of stakeholders from emergency management, law enforcement; fire/rescue; health; social services; public utilities; community groups; and the private sector. Twenty people attended this meeting.
6. The SPOC participated in Pennsylvania’s FirstNet Regional Outreach Meeting at Shippensburg State University on March 6.
7. The team worked to develop PSAP questions about CAD data collection process and the survey for the Public Safety Entities and held several calls to review internally.
8. The team analyzed police and fire calls for service from Caroline County database with address data and developed duration of type. The team began developing graphic examples of calls for service results.
9. The team read and generated notes to be included in a proposed Maryland response to FirstNet’s release of second notice and public comment MACINAC then held a planning meeting, where the FEMA region 3 states were able to come together and agree that a MACINAC response to the Second Notice and Public comment would be acceptable. The team was involved in calls to review subsequent drafts of the MACINAC response through the end of the quarter, although the actual final draft and filling of the response will continue into the next quarter.
10. The team joined the call of FirstNet’s special board meeting on March 9, and a member of the team attended the FirstNet Congressional hearing at the Senate Commerce committee on March 11. The team member provided a debriefing and notes to the entire team.
11. The SPOC organized and participated in a ride-along with the Montgomery County Fire and Rescue Department to learn more about the operational and data needs of a large metropolitan first responder agency.
12. Members of the team attended the NTIA grants webinar where funding guidelines for SLIGP Phase 2 and Phase 1 extensions were detailed. The team met to review that meeting and plan a strategy to begin data collection efforts now that such work is authorized.
13. The team worked to migrate data to the redesigned, reprogrammed, and re-launched outreach stakeholder tracking system. Work on this task will continue into the next quarter.
14. The team handled the logistics to reserve a FirstNet booth at the exhibit hall of the Miltenberger EMS and Trauma Conference on April 11 in Garrett County.
15. The SPOC participated in the FirstNet track at the International Wireless Communications Expo from March 18-20 and spoke on the panel on March 20 to describe the State’s FirstNet work.
16. A team member presented “Planning for FirstNet in Maryland” and distributed outreach materials at the Mid-Shore Regional Council (MSRC) Meeting on March 18 in Easton. Twenty-six people attended the meeting. The MSRC operates as a cooperative regional planning and development agency within Caroline, Dorchester and Talbot Counties to sponsor physical, economic, and social development.

17. The team began to organize the logistics of a second round of Regional Interoperability Forums to be held in June and July. These forums were held last year with much success. This year, we're expanding the number of forums from three to six and inviting the counties to join the agenda. The forums will be held around the State to discuss Public Safety Technology and Interoperability Programs at the State and County level, with the goal of providing updates on FirstNet as the technology that will underpin all of these programs. We will also hold a table top exercise in the afternoon so that all of the programs discussed would be put to the test.
18. A team member presented "Planning for FirstNet in Maryland" and distributed outreach materials at the Garrett County Fire and Rescue Association on 25 March 25, 2015 at the Oakland Volunteer Fire and Rescue Station. Ten people attended this meeting.
19. A team member attended and participated in Washington DC's Initial Consultation with FirstNet on March 26.
20. The team continued to organize and contribute to the first draft of the Midterm Report summarizing its work during Phase 1 and the recently opened Phase 2 of the SLIGP grant.

Social Media

1. In this quarter, the @MDInterOP Twitter account gained 72 followers to bring our total to 438 followers.
 - JANUARY 2015 SUMMARY
 - Tweets: 22
 - Tweet impressions: 9,796
 - Profile visits: 260
 - Mentions: 61
 - New followers: 23

 - FEBRUARY 2015 SUMMARY
 - Tweets: 12
 - Tweet impressions: 3,500
 - Profile visits: 130
 - Mentions: 12
 - New followers: 21

 - MARCH 2015 SUMMARY
 - Tweets: 9
 - Tweet impressions: 2,901
 - Profile visits: 89
 - Mentions: 8

- New followers: 30
2. The launch of our newly redesigned and updated website with an easier address (firstnet.maryland.gov) brought an increased number of traffic this quarter when compared to last quarter. From January 1 to March 31, 2015 we had 616 sessions, 474 users, and 1,748 page views. 75.5% of the visitors were new users and 24.5% were returning users.

PROJECTED TASKS TO BE COMPLETED NEXT PERIOD

1. Data Collection: The team will work to collect FirstNet's recommended data collection elements from our public safety community:
 - Coverage: Identify desired coverage within the state and proposed build out phases.
 - Users and Operational Areas: Gather information on the eligible user base and their respective operational areas.
 - Capacity Planning: Estimate current data usage today from typical users with indicators of potential growth.
 - Current Providers/Procurement: Identify current service providers and plans, procurement vehicles, and barriers to adoption.
 - State Plan Decision Process: Document the final state plan review process prior to submission to the Governor and any potential barriers/issues FirstNet should be aware of.
2. Regional Interoperability Forums: Plan a series of Forums to continue to educate public safety and its stakeholders about FirstNet, as well as the State's other public safety technology programs that could be supported by FirstNet. This year we are asking Counties to speak about their programs, as well as their successes and challenges, as a way to build on what FirstNet will be able to offer them. We will also hold a tabletop exercise in the afternoon to work through the public safety communications programs and see how and where the FirstNet network could be used.
3. SLIGP Budget Amendment for Phase Two Modification – Draft and submit to NTIA: cover letter; revised budget detail spreadsheet; revised budget narrative; revised SF-424A; supplemental application narrative question 14; and revised baseline/expenditure plan.

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.

A new SLIGP Budget Amendment for Phase Two Modification will be submitted next quarter.

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

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

Job Title	FTE %	Project(s) Assigned	Change
Acting SWIC - Assistant Bureau Chief/Chief Information Officer; Technology and Information Management Command of the Maryland Department of State Police; FirstNet Program Manager	25%	Responsible for oversight of all SLIGP work	None in percentage
DoIT AAG	.025%	Serve as Legal Authority for State to enter into agreements and MOUs with vendors and contractors	none

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/Su brec.)	RFP/R FQ Issued	Contra ct Execut	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds	Project and % Assigned
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			(Y/N)	ed (Y/N)				Allocated	
University of Maryland	Broadband Outreach Administrator	Contractor	N	Y	8.1.13	7.31.16	\$480,000	\$0	N/A
Integrity Consulting	Broadband SME	Contractor	Y	Y	12.9.14	7.31.16	\$313,560	\$0	N/A
University of Maryland	Regional Coordinator Team for 4 interop regions	Contractor	N	Y	2.1.14	7.31.16	\$518,275	\$0	N/A
Allegany County	Regional Coordinator for one region	Contractor	N	Y	10.30.14	7.31.16	\$75,000	\$0	
Salisbury State University	Website Developer and GIS	Contractor	N	Y (Task Order MOU)	6.5.14	7.31.16	\$330,000	\$0	N/A
Motorola	Site Surveys	Vendor	Y	Y	Phase II - TBD	7.31.16	\$0	\$358,240	N/A
All Hazards Consortium	Regional Coordination MACINAC	Contractor*	Y	Y	9.25.14	7.31.16	\$90,750*	0	N/A

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

*The sole source contract amount with the All Hazards Consortium is listed in the “other” category on Section 14 of this PPR. This contract is unique and does not fit within the subcontracts total.

14. Budget Worksheet

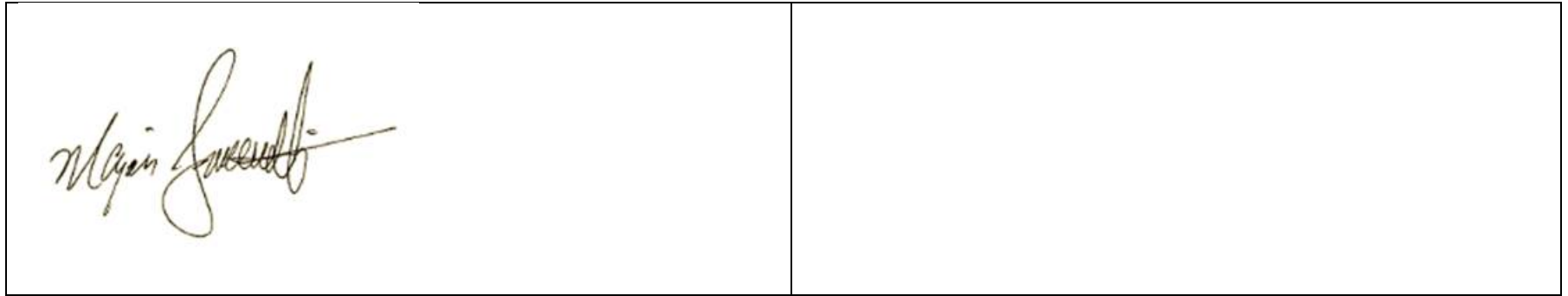
Columns 2, 3 and 4 must match your current project budget for the entire award, which is the SF-424A on file. Only list matching funds that the Department of Commerce has already approved.

*Please note that these reported figures for federal funds expended and approved matching funds expended are now cumulative. Previous figures reported in these columns in PPRs for Q1-Q3 were reported as quarterly.

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	\$0	\$108,660	\$108,660	0	\$46,723.12	\$46,723.12
b. Personnel Fringe Benefits	\$0	\$30,240	\$30,240	0	\$7,110.70	\$7,110.70
c. Travel	\$149,082	0	\$149,082	\$16,358.10	0	\$16,358.10
d. Equipment	0	0	0	0	0	0
e. Materials/Supplies	\$13,694	0	\$13,694	\$2,681.60	0	\$2,681.60
f. Subcontracts Total	\$1,731,835	\$358,240	\$2,090,075	\$367,363.09	0	\$386,402.79
g. Other	\$90,750	0	\$90,750	\$0	\$30,006.51	\$30,006.51
h. Total Costs	\$1,985,361	\$497,140	\$2,482,501	\$386,402.79	\$83,840.33	\$489,282.82
i. % of Total	80%	20%	100%	83%	17%	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 Major Ken Hasenei Assistant Bureau Chief/Chief Information Officer Technology and Information Management Command Maryland Department of State Police	16c. Telephone (area code, number, and extension) 410-653-4229
	16d. Email Address John.hasenei@maryland.gov
16b. Signature of Authorized Certifying Official	16e. Date Report Submitted (month, day, year) 4.29.15



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