U.S. Department of Commerce Performance Progress Report			2. Award or Grant Number 78-10-S13078 4. EIN # 090101838	
1. Recipient Name United States Virgin Islands –Office of the Governor Bureau of Information Technology			6. Report Date (MM/DD/YYYY) 7/17/2015	
3. Street Address 8000 Nisky Shopping Center, Suite 600 A			7. Reporting Period End Date: 6/30/2015	
5. City, State, Zip Code Charlotte Amalie, Virgin Islands 00802			8. Final Report □ Yes x□ No	9. Report Frequency x Quarterly
10a. Project/Grant Period Start Date: (MM/DD/YYYY) 08/01/2013	10b. End Date: (MM/DD/YYYY) 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	300			
2	Broadband Conferences	5			
3	Staff Hires	0			
4	Contract Executions	0			
5	Governance Meetings	1			
6	Education and Outreach	325			
7	Subrecipient Agreement Executed	0			
8	Phase 2 - Coverage	Stage 1			
9	Phase 2 – Users and Their Operational Areas	Stage 2			
10	Phase 2 – Capacity Planning	Stage 2			
11	Phase 2 – Current Providers/Procurement	Stage 2			
12	Phase 2 – State Plan Decision	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:

- Submitted SLIGP Phase II Package
- Hosted state consultation on May 19, 2015
- Conducted a SCIP review workshop facilitated by the Department of Homeland Security Office of Emergency Communications Region II NJ, NY, PR, VI
- Attend SPOC conference in Reston, VA
- Commenced data collection efforts

Planned Major activities for next quarter:

- Expand governance body to include non-profit organizations, as well as other public safety agencies
- Schedule a minimum of four (4) Education and Outreach events
- Schedule a meeting with Homeland Security regarding data collection efforts
- Complete phase II data collection

Other activities:

- Attended Monthly FirstNet Regional Meetings
- Attended SLIGP Quarterly Meetings
- Conducted Outreach and Education
- Attended a communication exercise coordinated by the Virgin Islands National Guard

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 revised baseline/expenditure plan has been submitted to the SLIGP team. This revision moved funding from Travel and Contractual Services to Personnel Services & Fringe. This change recognized the need to use in-house personnel to assist with the numerous activities required under this grant as well as to handle data collection that is required in Phase II. FirstNet Program Managers will develop, conduct and maintain data collection and surveys and other data collection methods which will decrease the amount of funds needed for contractual services. We do anticipate utilizing contractual services to aid in data collection efforts. No contractors have been hired as of yet.
- Due to scheduling conflicts as it relates to FirstNet activities, the Territory Wide Communication Interoperability Governing Board (TWCIGB) held only one (1) governance meeting this quarter. However, FirstNetVI reached over 400 individuals via in person, telephone outreach and education sessions coupled with information materials distribution.

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

- The Phase II budget modification has been submitted. Extension of the project by 1 ½ years poses a budgetary concern, as no additional funding has been awarded.

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

- The May 19, 2015 Initial Consultation visit was a success with over 50 emergency responders and decision makers.
- The USVI FirstNet website www.firstnet.vi.gov is live, but remains a work in progress.
- FirstNetVI Twitter account is established an now has over 40 followers

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.

- The grant extension coupled with the modified budget has revealed that budgetary constraints will only allow for the salaries of two Program Managers under the SLIGP grant until the end of the original grant term. SLIGP funds for personnel services and fringes will be exhausted prior to termination date of the Grant. Based on projections, current availability of funds will only sustain the two program managers until mid 2016. Subsequently, staffing will have to be reduced to one program manager due to the budget shortfall. Consideration for any available funding is being requested of NTIA in order to fulfill our staffing requirement throughout the term of the grant.
- The Program Managers will carry out all assignments under this grant, utilizing contractual services when necessary. They are responsible for carrying out grant activities and reporting to the Single Point of Contact (SPOC) while ensuring that all activities are completed on time and within budget. The incorporation of FirstNet into the SCIP will serve as master plan to integrate the NPSWBN technological requirements into the existing radio and broadband network infrastructure. These efforts will be guided by the Territory-wide Communication Interoperability Governing Board.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Program Manager 1	100%	Program Management of SLIGP Grant as delineated above in 12a	No Change
Program Manager 2	100%	Program Management of SLIGP Grant as delineated above in 12a	No Change

Add Row Remove Row

13. Subcontracts (Vendors and/or Sub recipients)

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
TBD	Cost for Wireless Technology Consultants	Vendor	N	N	TBD	TBD	$22,260	$0	N/A

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

The Bureau of Information Technology is not ready to begin this process. This task will be spearheaded by the Program Manager.

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	$292,188	$0	$292,188	$141,073	$0	$141,073
b. Personnel Fringe Benefits	$ 91,000	$0	$ 91,000	$39,946	$0	$39,946
c. Travel	$87,458	$0	$ 87,458	$46,252	$0	$46,252
d. Equipment	$ 0	$0	$ 0		$0	$0
e. Materials/Supplies	$ 7,372	$0	$ 7,372	$6,164	$0	$6,164
f. Subcontracts Total	$ 22,260	$0	$22,260		$0	$0
g. Other	$ 15,350	$0	$ 15,350	$3,732	$0	$3,732
h. Total Costs	$515,628	$0	$515,628	$237,167	$0	$237,167
i. % of Total	100%	$0	100%	100%	0%	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 **Reuben D. Molloy, MBA** **Director/Chief Information Technology Officer**	**16c. Telephone (area code, number, and extension)** 340-713-0354 Extension 5510 **16d. Email Address** reuben.molloy@bit.vi.gov
16b. Signature of Authorized Certifying Official Digitally signed by Reuben D. Molloy DN: cn=Reuben D. Molloy, o=Government of the United States Virgin Islands, ou=Bureau of Information Technology, email=reuben.molloy@vi.gov, c=US Date: 2015.07.30 16:36:19 -04'00'	**16e. Date Report Submitted (month, day, year)**

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.