

U.S. Department of Commerce		2. Award or Grant Number 11-10-S13011			
Performance Progress Report		4. EIN 53-6001131			
1. Recipient Name District of Columbia Government		6. Report Date (MM/DD/YYYY) 7/30/2014			
3. Street Address 200 I Street, SE		7. Reporting Period End Date: 06/30/2014			
5. City, State, Zip Code Washington, DC 20003		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: (MM/DD/YYYY) 08-01-2013	10b. End Date: (MM/DD/YYYY) 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	45 representatives this quarter at 8 meetings			
2	Broadband Conferences	11			
3	Staff Hires	0			
4	Contract Executions	2 total, 0 this quarter			
5	Governance Meetings	1			
6	Education and Outreach Materials	135 – 45 presentations to SIEC agencies during information gathering sessions plus 90 FirstNet handouts distributed 106 – Website hits			
7	Subrecipient Agreements Executed	0			
8	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.					
<p>Stakeholder Outreach – During Q4 of the SLIGP grant, the DC SLIGP team conducted and participated in eight outreach sessions to agencies in the Interoperability Communications Committee (ICC) under the Statewide Interoperable Executive Committee (SIEC). Meetings included: Fire and Emergency Medical Services (FEMS), Metropolitan Police Department Homeland Security Bureau, Department of Corrections (two meetings), Department of Forensic Sciences, the DC National Guard, the Office of Unified Communications regarding FirstNet/Next Gen 911 requirements, and a briefing on FirstNet to public safety agency PIOs. The team met with a total of 45 stakeholders through these meetings. We distributed, either in print or PDF format, 45 presentations and 90 FirstNet factsheets in these meetings. The DC FirstNet webpage has received 106 page views during the quarter. The SLIGP team presentation on FirstNet was tailored for the agency as a basis for the requirements gathering discussion. The majority of agency outreach meetings have been attended by CIOs and emergency response managers or their delegates.</p>					

Local Governance – The District’s team briefed DC government public safety agency leadership at the monthly meeting of the ICC, the working group of the District’s Statewide Interoperability Executive Committee (SIEC), on 5/18/14. It presented preliminary findings from outreach sessions conducted to that point.

Consultation – The District received its readiness checklist package from FirstNet on 4/30/14. We had a pre-consultation call with FirstNet on 6/28/14, in which FirstNet representatives walked us through their expectations on the checklist response. We also discussed the potential for a meeting between the District and FirstNet before initial consultation to familiarize FirstNet with the assets and facilities the District owns and manages. (We delivered our readiness response 7/9/14, shortly after Q4 ended.)

Grant Governance – The District SLIGP team submitted its PPR and FFR 4/30/14 and held our quarterly conference call with NTIA manager on 5/9/14. We also submitted the Form CD-451 signed by CTO Mancini on 5/15/14.

Conferences and Workshops – The District SPOC designee and/or other team members attended the APCO Public Safety conference May 4-5 in Washington, DC, the Public Safety Broadband conference June 4-6 in Westminster, CO, and the NPSTC Broadband Summit in Washington, DC, on June 23-24. We anticipate attending the APCO International conference August 3-6 in New Orleans.

Budget – The District made drawdowns for FTE personnel salaries and fringe benefits, travel, and subcontractors. As of end of Q4, we are re-evaluating the baseline and will be submitting a budget revision request in the next quarter.

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 District did not require any changes to the baseline budget in Q4, but intends to submit a budget revision request in Q5 in anticipation of initial consultation with FirstNet in late fall 2014. In our previous quarterly report we had made note of the following, which remains true: “The District team anticipates several changes to the baseline budget when the project shifts from Phase 1 to Phase 2. These changes will involve reallocation of FTE SWIC salary and fringe associated with it (total of \$64,000) and reallocation of the salary assigned to the FTE OUC Technical Lead (a total of \$23,790). We will also recalculate the allocation for Televate contractor to be determined.”

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

Readiness Checklist Response – Once it receive the package from FirstNet on April 30, the team completed the checklist response which was delivered to FirstNet in early July 2014.

Outreach and Data Gathering – As stated in 11a, the District team began gathering requirements from most public safety ICC member agencies directly in face-to-face sessions. We are on track in reaching out to remaining ICC member agencies and other users of the network including: the Department of Youth Rehabilitation Services (DYRS), DC Water, WMATA Metro Transit Police, PEPCO, and the University Consortium public safety leads, which are pending in Q5. Reports from ICC member agency meetings will be sent to agency POCs in Q5.

As we move toward consultation with FirstNet, the team is reviewing its outreach and communication plan with an eye toward extending its efforts beyond direct outreach to public safety agencies and to other stakeholders, public safety users, and the general public. We will expand the information available through our website and via handout. We will also review our project plan to include greater focus on more phase 2 tasks – such as gathering coverage data. OUC and OCTO members of the SLIGP team will engage public safety agencies to complete inputs to the PSCR Mobile Data Survey tool, which is designed to be completed without taking a great deal of time from agency POCs. We will also follow up with Nada Golmie and her NIST research team which presented at PSBB and used Washington, DC, in its wireless data coverage modeling.

Upcoming – Members of the District team will be attending the APCO conference in New Orleans in August.

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

The District team pursues both high level briefings and group discussions to determine needs assessment of individual agencies, which has enabled us to speak directly with emergency response managers and Chief Information Officers in each public safety agency in the District of Columbia government. In addition to these meetings we participated in a multi-agency site visit to the DC Department of Corrections that concentrated on communications and emergency response issues and several different locations within the agency.

We have endeavored to find efficiencies to make our dollars stretch farther and have, as a result met targeted goals at a lower burn rate than originally anticipated. Specifically, our contractor supplied a uniquely qualified subject matter expert for our required outreach efforts to District public safety agencies (a recently retired police commander previously in charge of emergency operations at MPD). This helped us to open doors more quickly and engage public safety agencies effectively. In addition, the FTE Outreach manager role has expanded to include more project management tasks.

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 project is fully staffed.

12b. Staffing Table

The SWIC position is removed from the table and funds for the SWIC will be reallocated in the revised budget as stated in 11b.

Job Title	FTE %	Project(s) Assigned	Change
Outreach Manager	0.25	Provide management and coordination of all outreach activities	
Senior Administrative Assistant	0.25	Provide support to the project manager and program manager	
Technical Lead	0.125	Provide technical oversight, support and management of all SLIGP activities	

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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/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
CTC/Televate	Technical Subject Matter Experts	Vendor	N	Y	8/1/13	7/31/16	\$341,035	\$131,943	

CTC	Policy Governance/Planning/ MOA's	Vendor	N	Y	8/1/13	7/31/16	\$91,101	\$16,499	
CTC/Televate	Development of Educational & Discussion Materials Conference planning Web Development & Web Surveys	Vendor	N	Y	8/1/13	7/31/16	\$4,018	\$5,927	

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

No challenges were encountered. We leveraged and or modified existing contract to facilitate grant requirements.

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	\$134,400	\$0	\$134,400	\$13,977	\$0	\$13,977
b. Personnel Fringe Benefits	\$29,568	\$0	\$29,568	\$3,799	\$0	\$3,799
c. Travel	\$23,700	\$3,812	\$27,512	\$1,225	\$0	\$1,225
d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0
e. Materials/Supplies	\$0	\$1,000	\$1,000	\$0	\$0	\$0
f. Subcontracts Total	\$436,154	\$154,369	\$590,523	\$56,137	\$46,367	\$102,504
g. Other	\$12,900	\$0	\$12,900	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
h. Total Costs	\$636,722	\$159,181	\$795,903	\$75,139	\$46,367	\$121,507
i. % of Total	80%	20%	100%	62%	38%	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

Anil Sharma, Director of Operations, DC-Net, Office of the Chief Technology Officer, District of Columbia Government

16c. Telephone (area code, number, and extension)

202-715-3805

16d. Email Address

Anil.Sharma@dc.gov

16b. Signature of Authorized Certifying Official <i>Anil Sharma</i> <i>11/18/14</i> <i>(REVISED).</i>	16e. Date Report Submitted (month, day, year) July 30, 2014
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