| 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) 10/30/2014 | |
| 3. Street Address 200 I Street, SE | | 7. Reporting Period End Date: 09/30/2014 | |
| 5. City, State, Zip Code Washington, DC 20003 | | 8. Final Report □ Yes ☑ No | 9. Report Frequency ☑ 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 | 22 representatives this quarter at 6 meetings | | | |
| 2 | Broadband Conferences | 3 | | | |
| 3 | Staff Hires | 0 | | | |
| 4 | Contract Executions | 2 total, 0 this quarter | | | |
| 5 | Governance Meetings | 2 | | | |
| 6 | Education and Outreach Materials | 9 presentations to agencies during information gathering sessions plus 44 handouts distributed 366 – 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.**

Stakeholder Outreach – During Q5, the DC SLIGP team conducted and participated in six outreach sessions – DC Water, Department of Youth Rehabilitation Services, Metro Transit Police (WebEx), PEPCO, College Consortium, Public Services Commission (WebEx) and DDOT and DYRS Public Information Officers (WebEx) – reaching out to 22 stakeholders. With these sessions we have completed outreach to all agencies represented under the SIEC and its Interoperable Communications Committee (ICC). The number of handouts directly provided: 44. We have expanded our web presence (firstnet.dc.gov) which is accessible from the DC-Net and OCTO websites and has received 360+ page views in Q5. We also developed a handout that provides DC specific information regarding FirstNet (http://dcnet.dc.gov/publication/firstnet-dc-fact-sheet).

In addition, the DC SLIGP team followed up with the NIST research team led by Nada Golmia which presented at PSBB and used Washington, DC, in its wireless data coverage modeling. The meeting was helpful for the District, in that we gained insight into NIST team's methodology and established a peer relationship as we move forward.

Local Governance – ICC briefing August and September on planning status.

Consultation – We submitted our consultation readiness package to FirstNet on July 9 and received word from FirstNet for a consultation date sometime in early 2015 (this will likely by in March, 2014). As a follow up to our pre-consultation call with FirstNet in June, we extended an invitation to the FirstNet Outreach team to meet with the District CTO and other officials to discuss District assets that FirstNet may leverage and are awaiting a response. Preparing a report based on the outcomes from the outreach sessions and other available data. The DC SPOC is represented and participates in monthly FirstNet outreach and SPOC calls.

Grant Governance – The District SLIGP team submitted its PPR and FFR 7/30/14 and held our quarterly conference call with NTIA manager on 8/19/14. The District also provided information to NIST grant compliance officer regarding our closure of outstanding corrective action plans from previous Department of Commerce grants.

Conferences and Workshops – The District SPOC designee and/or other team members attended the APCO International Public Safety 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 Q5, we are re-evaluating the baseline and will be ready to submit a budget revision request based on guidance from NTIA.

**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 Q5, but is ready to submit a budget revision request as per NTIA guidance in anticipation of initial consultation with FirstNet (tentatively scheduled in March, 2015). 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.**

Outreach and Data Gathering – As stated in 11a, the District team completed gathering requirements from most public safety ICC member agencies directly in face-to-face sessions. Having completed this round of outreach, the DC SLIGP team has begun consolidating key requirements related points from these sessions, along with available usage and capacity data for public safety mobile wireless communications in the District into a report that will inform both incoming District leadership at the mayoral and agency director level and FirstNet in our initial consultation. This deliverable will be key in maintaining the momentum through the city's mayoral transition and provide a supporting framework for what the District hopes to discuss in consultation.

We have also begun outreach to utilities and other users of the network, such as DC agencies that are not included under the SIEC but play a role in emergency response, such as the Department of Behavioral Health and the DC Housing Authority Police. We will monitor FirstNet's reading of public comments regarding the term "public safety" user. In terms of federal outreach, the DC SWIC has continued his efforts in coordinating with the Department of Homeland Security's OEC to invite federal agencies to a DC interoperability capabilities session.

With the FirstNet in DC handout and our website approach we are relating FirstNet information to local concerns. Going forward, we will leverage earned media from partner agencies for use in expanding information and communications channels to the general public, public safety users, and stakeholders.

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

The SLIGP team is developing a working report to District leadership and for FirstNet consultation on its FirstNet planning efforts with data regarding wireless capacity available to public safety. This report will draw heavily from and consolidate user requirements gathered through sessions with public safety agencies and will be a baseline tool for further outreach and data gathering and inter-agency engagement. It will also be instrumental in communicating both status and direction for wireless broadband public safety communications in the District.

**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 | |

Add Row      Remove Row

**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 | Vendor | N | Y | 8/1/13 | 7/31/16 | $4,018 | $5,927 | |

| | Web Development & Web Surveys | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|

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**13b. Describe any challenges encountered with vendors and/or subrecipients.**
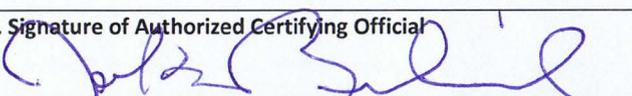
No challenges were encountered. We leveraged and or modified existing contract to facilitate grant requirements.

**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 | $27,372 | $0 | $27,372 |
| b. Personnel Fringe Benefits | $29,568 | $0 | $29,568 | $ 7,440 | $0 | $ 7,440 |
| c. Travel | $23,700 | $3,812 | $27,512 | $ 3,176 | $0 | $ 3,176 |
| 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 | $94,125 | $46,367 | $140,492 |
| i. % of Total | 80% | 20% | 100% | 67% | 33% | 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<br><br>Jack Burbridge, FirstNet Project Manager and SPOC Designee, DC-Net,<br>Office of the Chief Technology Officer, District of Columbia Government | 16c. Telephone (area code, number, and extension)<br><br>202-715-7536 |
|---|---|
| | 16d. Email Address<br><br>Jack.Burbridge@dc.gov |
| 16b. Signature of Authorized Certifying Official | 16e. Date Report Submitted (month, day, year)<br><br>October 30, 2014 |

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.