

U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number 11-10-S13011
1. Recipient Name District of Columbia Government		4. EIN 53-6001131
3. Street Address 200 I Street, SE		6. Report Date (MM/DD/YYYY) 4/30/2015
5. City, State, Zip Code Washington, DC 20003		7. Reporting Period End Date: 03/31/2014
		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) 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	134			
2	Broadband Conferences	3			
3	Staff Hires	0			
4	Contract Executions	0 this quarter			
5	Governance Meetings	3			
6	Education and Outreach Materials	81 (2 presentations to agencies during information gathering sessions; 4 presentations at consultation, 78 information packets provided, briefing packet provided to Deputy Mayor) 406 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 – The team provided regular briefings to CTO Tegene Baharu, who briefed the newly appointed Deputy Mayor for Public Safety and Justice on the District’s FirstNet efforts in early February. The team reached out to Office of the Chief Medical Examiner 3/4/15 and conducted a follow-up outreach to and survey tool review with the DOH HEPPRA team 2/20/15—which had a separate performance initiative to engage hospital emergency personnel on FirstNet through a survey they created. This survey was distributed to hospitals in the District and results may come back in Q8. We conducted additional outreach as a byproduct of our planning sessions for consultation, which were open to all ICC members, as well as use case presentation planning sessions with HSEMA and DPW, which expanded FirstNet awareness to new stakeholders and updated knowledge to existing

stakeholders. The team also persisted in efforts to contact with the DC Department of Human Services and Department of Behavioral Health, Department of General Services Protective Services Unit, Metro Transit Police, and Washington Gas.

The stakeholder count breakdown is: 64 at initial consultation plus 70 at other outreach and consultation planning meetings (50 for consultation planning; 5 for OCME and HEPRA outreach; 3 for Executive Office of the Mayor, 12 for MPD, HSEMA, and DPW presentation planning sessions).

The team distributed its planning report to and incorporated feedback from ICC/SIEC agency stakeholders. This report includes the following information:

- Brief overview of the need for the NPSBN, particularly in the nation's capital, and the federal FirstNet authority's role in developing the NPSBN.
- District federal grant funded planning efforts in preparation for participation in the NPSBN.
- A high-level profile of daily mobile data usage in the District.
- District public safety agency and other stakeholder requirements for mobile data broadband.
- Information regarding public safety agencies' current usage along with capacity/coverage data in the District.
- Information about the District government's unique infrastructure assets that FirstNet can leverage in its development of the state Radio Access Network (RAN) in the District of Columbia.
- An overview of the consultation process and topics that will need to be resolved as the District and FirstNet navigate toward developing an interoperable public safety network in the District.

In addition to the public FirstNet.DC.gov website, we also created an intranet website available to all District government stakeholders that includes the detailed agency reports, data collection content, and other information for stakeholder consumption.

Local Governance – Jack Burbridge was formally assigned SPOC in January with the departure of former CTO Rob Mancini. The SLIGP team provided briefing at ICC meeting 2/24/15 and 3/19/15 and email briefings to ICC on 1/28/15. Briefing materials to and CTO level briefing with newly appointed Deputy Mayor for Public Safety and Justice. SWIC provided briefing at February SIEC meeting.

Consultation – The District conducted its initial consultation with FirstNet on the scheduled date of March 26, 2015. There were 78 attendees, including: 46 DC government stakeholders from ICC/SIEC agencies and the Executive Office of the Mayor, 4 utility attendees (DC Water and Pepco), 4 state and regional attendees (NC, VA, MD, and Fairfax County), 8 federal attendees (2 FEMA, 4 OIG, 1 CSOSA, and 1 DHS/OEC), and 14 FirstNet attendees. Key District stakeholders in attendance included MPD chief Cathy Lanier, interim FEMS chief Ed Mills, HSEMA director Chris Geldart, DPW director William Howland, OUC director Jennifer Greene, CTO Tegene Baharu as well as representatives from all ICC/SIEC agencies.

In preparation for consultation we conducted 5 open planning/discussion sessions with ICC members with an average of 10 per session (and with a variety of stakeholders in attendance) in addition to sessions with presenting agencies: MPD, HSEMA, DPW, OUC, and OCTO. District presentations led by MPD, HSEMA, and DPW covered the Navy Yard shooting, the presidential inauguration, and the 2011 earthquake respectively. A separate presentation by OCTO and OUC focused on the infrastructure supporting public safety communications, the types of mobile data devices deployed with police and fire/EMS vehicles today, and a broad roadmap of public safety communications in the District.

Grant Governance – The District SLIGP team submitted its PPR and FFR 1/30/15 and held our quarterly conference call with NTIA manager on 02/23/15. CTO Baharu received the NIST Amendment to Financial Assistance Award 3/25/15 and subsequently signed it April 16. The SPOC Attended FirstNet/NTIA WebEx on Phase 2 grant activities (and data collection) on 3/23/15.

Conferences and Workshops – The SPOC attended the MACINAC conference 1/28-29/15, the FirstNet SPOC data collection preview on 2/18/15, and the Delaware state consultation 2/19/15.

Budget – The District made drawdowns for FTE personnel salaries and fringe benefits. Subcontractor invoices, to be assigned to District matching funds, were in the pipeline for processing in Q7. The District made drawdowns for FTE personnel salaries and fringe benefits. Subcontractor invoices, to be assigned to District matching funds, were in the pipeline

for processing in Q7. Upon payment of these invoices, the District will be in compliance of the match proportionality requirement. We anticipate these funds to be expensed and paid by the end of May 2015 (within Q8).

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.

In Q8, we anticipate submitting a revised budget in line with a transition to Phase 2 activities.

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

Second Public Notice Response – The District SLIGP team began work on the District's response to FirstNet's second public notice. While the bulk of this work will be recorded in the Q8 report, in Q7 the team created a detailed synopsis of the notice for circulation among stakeholders for feedback.

Preparing for Data Collection – The District attended FirstNet sessions on data collection (2/18/15 and 3/23/15 as well as the data collection session during the Delaware consultation on 2/19/15 and the District initial consultation on 3/26/15) but did not begin any Phase 2 data collection activities in Q7. The team began strategizing for on its approach to data collection.

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

Outreach and consultation – As stated in 11a, the District team conducted a successful initial consultation session with FirstNet. This was well attended by leading public safety stakeholders in the District. A key contributing factor to this was the multi-agency, two-tiered approach within the smaller planning team represented by OCTO (SPOC and other staff), OUC staff, and HSEMA (SWIC). While the CTO engaged his peers at the director and chief level on the SIEC and the SWIC facilitated interaction with the SIEC, the SLIGP planning team engaged peers at the ICC level through briefings at ICC meetings and special planning sessions to walk through the goals of the consultation meeting, content that would be shared, use cases, specific agenda flow, and possible issues that may come up. This planning process was successful—over a two month window we were able to engage the EOM and public safety stakeholders and get input, incorporate planning ideas, and garner key support for how to approach the meeting.

One lesson learned was that more time after a mayoral transition would have benefited our planning efforts, as the three months allotted still fell within the Mayor's 100 day window for new initiatives. While FirstNet is a key program for the Executive Office of the Mayor, other more immediate initiatives took precedent within this window. Additionally, the time and effort invested in the SLIGP team report was helpful on a number of levels: 1) this creates a record of planning work conducted by the team in outreach, 2) it provides a means of getting new stakeholders up to speed, 3) content is repurposed for executive summaries and other briefings, and 4) the report as a living document will be revised to capture new developments.

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/Telestate	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/Telestate	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	\$47,308	\$4,812.00	\$52,120
b. Personnel Fringe Benefits	\$29,568	\$0	\$29,568	\$12,836	\$0	\$12,836
c. Travel	\$23,700	\$3,812	\$27,512	\$ 3,566	\$0	\$ 3,566
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	\$148,332	\$46,367	\$194,699
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	\$212,042	\$51,179	\$263,221
i. % of Total	80%	20%	100%	81%	19%	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				16c. Telephone (area code, number, and extension)		
Jack Burbridge, State Single Point of Contact, Office of the Chief Technology Officer, District of Columbia Government				202-715-7536		
				16d. Email Address		
				Jack.Burbridge@dc.gov		
16b. Signature of Authorized Certifying Official				16e. Date Report Submitted (month, day, year)		
				April 30, 2015		

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