

<b>U.S. Department of Commerce</b>		<b>2. Award or Grant Number</b> 11-10-S13011			
<b>Performance Progress Report</b>		<b>4. EIN</b> 53-6001131			
<b>1. Recipient Name</b> District of Columbia Government		<b>6. Report Date (MM/DD/YYYY)</b> 10/30/2015			
<b>3. Street Address</b> 200 I Street, SE		<b>7. Reporting Period End Date:</b> 09/30/2015			
<b>5. City, State, Zip Code</b> Washington, DC 20003		<b>8. Final Report</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>9. Report Frequency</b> <input checked="" type="checkbox"/> Quarterly	
<b>10a. Project/Grant Period Start Date: (MM/DD/YYYY)</b> 08-01-2013	<b>10b. End Date: (MM/DD/YYYY)</b> 01-31-2018				
<b>11. List the individual projects in your approved Project Plan</b>					
	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	65			
2	Broadband Conferences	6			
3	Staff Hires				
4	Contract Executions				
5	Governance Meetings	2			
6	Education and Outreach Materials	370			
7	Subrecipient Agreements Executed				
8	Phase 2 - Coverage	Stages 2 - 3			
9	Phase 2 – Users and Their Operational Areas	Stages 2 - 3			
10	Phase 2 – Capacity Planning	Stages 2 - 3			
11	Phase 2 – Current Providers/Procurement	Stages 2 - 3			
12	Phase 2 – State Plan Decision	Stage 1			
<b>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.</b>					
<p><b>Stakeholder Meetings</b> – Interoperable Communications Committee (CC) (July 28, August 18) - approximately 20 attendees per meeting. During the July 28<sup>th</sup> meeting the SLIGP team presented a draft Public Safety User Framework document that provides a synopsis of FirstNet’s preliminary interpretations of public safety users and entities and applies this logic to the District universe of potential users. This document captures users and entities as well as non-governmental entities that support first responders. This is a living document as</p>					

we receive more data from agencies and as FirstNet finalizes its public safety user and entity definitions. During the August 18<sup>th</sup> meeting, the team briefed stakeholders on data collection progress, FirstNet leadership changes, and the FirstNet timeline for its RFP.

Additional meetings included outreach and education meetings with eight (8) stakeholders in the following five entities: DC Department of Human Services (DHS) Emergency Management Division (2 attendees), DC Department of General Services (DGS) Protective Services Division (3), Washington Regional Threat Assessment Center (WRTAC) open house and discussion with WRTAC director (1), DC Council Committee on the Judiciary staff briefing (1), Metro Transit Police Emergency Communications (1). The team also conducted outreach and education with each SIEC agency and the DC National Guard during the process of completing agency data in the Mobile Data Survey Tool (MDST). This included updated information about FirstNet and the city's planning effort, answering any questions the agency had, and also working with the agency to reengage with the OEC CASM tool as an information gathering tool (17 participants/attendees).

**Broadband Conferences** – PSCR (June 2-5) (2 attendees), APCO (August 17-19) (2 attendees), New Jersey State Consultation (September 3) (2 attendees).

**Governance Meetings** – ICC (July 28, August 18). The September ICC meeting was cancelled due to planning for the papal visit. Note: In the absence of Statewide Interoperability Executive Council (SIEC) meetings in this quarter, we are considering the ICC – the SIEC's working group whose members are stakeholders who report directly to the agency director/chief members of the SIEC – to serve both a governance and stakeholder role.

**Education and Outreach** – Materials provided: PowerPoint presentations to eight (8) participants at outreach meetings. The FirstNet DC newsletter reached 106 recipients, including stakeholder members of the SIEC and ICC as well as agency legal counsel and public information officers. Website traffic: 256 hits on public website.

**Phase 2 activities** - The District SLIGP team conducted Stages 2 – 3 data collection and analysis/aggregation activities for Coverage, Users and their Operational Areas, Capacity Planning, and Current Providers/Procurement. We completed Stage 4 for these activities (submission to FirstNet) October 6 and will capture this status in our next quarterly report. We also began Stage 1 activities for the State Plan Decision process in the 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 submitted its Phase 2 budget revision in Q9 after requesting an extension to July 23. Highlighted changes in this budget revision include:

- Reallocation of eliminated FTE SWIC salary and fringe associated with it (total of \$64,050); SWIC is fully funded through another program. No funds are expended for the SWIC through this grant.
- Establishment of the Project Manager role under FTE Personnel for Phase 2 (12 Quarters) (a total of \$50,656 including Salary and Fringe).
- Establishment of a Legal/Regulatory Analyst role under FTE Personnel for Phase 2 (12 Quarters) (a total of \$42,213 including Salary and Fringe).
- Reallocation of the salary assigned to the eliminated FTE OUC Technical Lead (a total of \$23,790). No funds expended for Technical Lead through this grant.
- Reallocation of the development of educational and discussion materials from under Contractual to be absorbed across FTE personnel and Travel budgets (a total of \$9,945).

The SWIC, Senior Administrative Assistant, and Technical Lead FTE roles were removed due to our adjustments internally from the original project planning as we moved forward with Phase 1. These FTE roles were not utilized and no money was spent or reported under these personnel lines.

We received word back from NIST that our Phase 2 submission was accepted on September 21.

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

The SPOC and a team member attended the New Jersey State Consultation meeting on September 3. Attending the New Jersey state consultation was helpful for a number of reasons: we were able to see the effects of a deployed network in urban environments and learn more about how New Jersey is using state owned fiber infrastructure to support this network. We look forward to continuing the outreach with our colleagues in New Jersey in an effort to learn and understand more.

Data Collection: The OCTO SLIGP team, OCTO GIS, and OUC coordinated data in response to the FirstNet data request. While the information was completed by the FirstNet deadline of September 30, this was still in stakeholder and executive review and subsequently released to FirstNet on October 6, in advance of the Fall SPOC Meeting. We used the OEC Mobile Data Survey Tool to capture public safety agency user, device, application, usage and cost data. We worked with all 12 agencies that participate in the Statewide Interoperability Executive Council (SIEC) in addition to Metro Police and the DC National Guard, to obtain survey responses. The OCTO GIS and OUC teams worked closely together to collect and aggregate call data over sample periods covering 2014 and 2015. We used the Maryland state GIS team's criteria as a basis for coverage mapping and then used a 200 meter by 200 meter hexagonal grid (instead of the FirstNet 1 mile by 1 mile grid) to gauge coverage needs throughout the city.

Public Safety Users: The SLIGP team began developing a draft Public Safety User/Entity framework based on the FirstNet interpretations of public safety users and entities in its Third Notice, and what this means in the District of Columbia. This effort supports both our data collection efforts and our policy and governance framework efforts around authorization, prioritization, and preemption, as well as the overall ESF roles of agencies identified by the District's emergency response plan.

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

The quarterly newsletter has been a good tool for distributing information to stakeholders. We have expanded the pool of recipients by about 25 percent from our first quarterly issue to the second. This quarter's newsletter focused on the findings from our data collection efforts, SLIGP team actions of interest to our stakeholders (i.e. notes from the New Jersey consultation) events and actions going on with FirstNet (RFP, leadership changes, etc.), and topics of interest (mobile data use on drones, early builders). We are looking for ways to increase the open rate, which is currently approximately 20 percent, and are considering more focused and frequently timed communications.

Public Safety User Framework will be a useful tool for us to understand the community of users on this network, especially in the context of ESF roles and in relation to prioritization.

**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** See Item 11b above for an explanation of changes noted below.

Job Title	FTE %	Project(s) Assigned	Change
Project Manager	10%	Provide management of all aspects of project	Role established
Outreach Manager/Project Coordinator	12%	Provide management and coordination of all outreach activities	Reduced percentage time from 25%
Legal/Regulatory Analyst	10%	Provide technical oversight, support and management of all SLIGP activities	Role established
SWIC	0%	N/A	Removed role
Senior Administrative Assistant	0%	N/A	Removed role
Technical Lead	0%	N/A	Removed role

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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/Triage	Technical Subject Matter Experts	Vendor	N	Y	8/1/13	1/31/18	\$341,035	\$131,943	
CTC	Policy Governance/Planning	Vendor	N	Y	8/1/13	1/31/18	\$91,101	\$16,499	
CTC/Triage	Education and Outreach Support Data Collection Support Conference planning	Vendor	N	Y	8/1/13	1/31/18	\$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	\$131,442.00	\$4,812.00	\$136,254.00	\$74,028.63	\$4,812.00	\$78,840.63
b. Personnel Fringe Benefits	\$31,338.00	\$0	\$31,338.00	\$20,345.79	\$0	\$20,345.79
c. Travel	\$27,382.00	\$0	\$27,382.00	\$5,237.10	\$0	\$5,237.10
d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0
e. Materials/Supplies	\$29.00	\$1,000.00	\$1,029.00	\$0	\$0	\$0
f. Subcontracts Total	\$433,631.00	\$153,369.00	\$586,878.00	\$234,134.42	\$122,834.98	\$356,969.40
g. Other	\$12,900.00	\$0	\$12,900.00	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
h. Total Costs	\$636,722.00	\$159,181.00	\$795,903.00	\$333,745.94	\$127,646.98	\$461,392.92
i. % of Total	80%	20%	100%	72%	28%	100%

<b>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.</b>	
<b>16a. Typed or printed name and title of Authorized Certifying Official</b>  Jack Burbridge, State Single Point of Contact, Office of the Chief Technology Officer, District of Columbia Government	<b>16c. Telephone (area code, number, and extension)</b>  202-715-7536
<b>16b. Signature of Authorized Certifying Official</b> 	<b>16d. Email Address</b>  Jack.Burbridge@dc.gov
	<b>16e. Date Report Submitted (month, day, year)</b>  10/30/15 (11/30/15 correction)

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