U.S. Department of Commerce	2. Award or Grant Number
	25-10-S13025
Performance Progress Report	4. EIN
	04-6002284

1. Recipient Name	6. Report Date (MM/DD/YYYY)
Massachusetts Executive Office of Public Safety and Security	1/26/2015

3. Street Address	7. Reporting Period End Date:
10 Park Plaza, Suite 3720	12/31/2015

5. City, State, Zip Code	8. Final Report	9. Report Frequency
Boston, MA 02116	☐ Yes	☑ Quarterly
	☑ No	

10a. Project/Grant Period	10b. End Date:		
Start Date: 08/01/2013	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 (number of individuals reached via stakeholder meetings)	71			
2	Broadband Conferences	3			
3	Staff Hires (Full Time Equivalent)	0			
4	Contract Executions	0			
5	Governance Meetings	2			
6	Education and Outreach Materials	3,292			
7	Subrecipient Agreements Executed	0			
8	Phase 2 – Coverage	Stage 5			
9	Phase 2 – Users and their Operational Areas	Stage 5			
10	Phase 2 – Capacity Planning	Stage 4			
11	Phase 2 – Current Providers/Procurement	Stage 4			
12	Phase 2 – State Plan Decision	Stage 3			

NOTES: Below are the calculations used for the Project Deliverable Quantity in Table 11 above.

11-1   STAKEHOLDER MEETINGS
Massachusetts FirstNet Advisory Board (12/3)   021
Recurring Stakeholder Meetings   050

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                    ====================================================================
                                                   071 stakeholder meeting participants


11-2    BROADBAND CONFERENCES
        SPOC Conference in Colorado (Michael Saltzman, Steve Staffier, Scott Bailey)  003
                    ====================================================================
                                                   003 broadband conference participants


11-5    GOVERNANCE MEETINGS
        SPOC Briefing of the Governor's Office on FirstNet (10/29)            001
        Massachusetts FirstNet Advisory Board Meeting (12/3)                 001
                    ====================================================================
                                                   002 governance meetings


11-6    EDUCATION AND OUTREACH MATERIALS
        Mass.gov/psbo web site visits (estimated based on 1,145page views)   300
        Letters to Fire Chiefs, Police Chiefs, EMS Directors, and Others     852
        PSBO FirstNet Flyer for Fire Services                                872
        PSBO FirstNet Flyer for Law Enforcement                              719
        PSBO FirstNet Flyer for EMS                                          333
        Views of ArcGIS.com MA Coverage Objectives Baseline                  216
                    ====================================================================
                                                   3,292 education and outreach materials distributed
```

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.

PSBO Activities: During this quarter, the Commonwealth Public Safety Broadband Office (PSBO) continued to manage the day to day activities of the SLIGP grant. Recurring PSBO activities include communications with stakeholders and first responders, planning and implementing SLIGP activities, managing content on the PSBO web site, participating in related meetings and councils, and grant reporting. The Massachusetts SPOC and Project Director also continued to participate on FirstNet organized webinars for SPOC and PSAC members and on Region 1 Conference Calls.

Website Updates: The PSBO continued to update the mass.gov/psbo web site with 8 news and update articles from sources like the PSBO and FirstNet. The web site also provides up to date links to Federal partners, broadband resources, calendar of events, frequently asked questions, and other content relevant to the implementation of the NPSBN. New content was added to provide a summary of "What's Happening with FirstNet in Massachusetts?" The web site is part of the PSBO's overall outreach strategy for reaching and communicating with stakeholders throughout the Commonwealth. There was a conservative estimate of 300 visits to mass.gov/psbo (based on a Google Analytics report of 1,145 total page views during the quarter). The web site is accessible at http://mass.gov/psbo.

Contact Lists: The PSBO continued to maintain a comprehensive contact list, including chiefs of police, chiefs of fire, emergency managers, EMS directors, chiefs of public and private college and university police, county Sheriffs, PSAP supervisors, and interested parties requesting to be included in PSBO communications lists. This updated contact information was used in this quarter to target mail correspondence to chiefs of police, chiefs of fire, EMS directors, and others. The PSBO has also worked with MassIT to establish a series of LISTSERV email distribution lists for email outreach to first responders and others interested in FirstNet in Massachusetts.

Broadband Conferences: Three members of the PSBO (Project Director Michael Saltzman, Project Manager Scott Bailey, and SWIC Steve Staffier) participated in the October FirstNet SPOC meeting in Colorado. Massachusetts PSBO members participated in sessions involving FirstNet Acquisition, Final Interpretations, 2016 Planning, the State Plan Process, Data Collection Results, SLIGP Funding, and Technical and PSAC Updates. These members also participated in breakout sessions covering Regional Needs, Early Builder Updates, Education and Outreach, Federal Engagement, Governor and Elected Official Engagement, Metropolitan Engagement, Operational Architecture Overview, and Quality of Service, Priority, and Preemption.

Phase 2 Data Collection: During this quarter, PSBO participated on an October conference call with FirstNet to field questions about the Massachusetts data collection submission. There were no outstanding items requested of the PSBO regarding its September Data Collection Submission. The PSBO will continue to update items related to the data submission and provide those updates to FirstNet, as appropriate.

Publish Massachusetts Baseline Coverage Objectives Map: In response to inquiries and to aid with outreach, the PSBO published the Massachusetts FirstNet Baseline Coverage Objectives map to ArcGIS.com as an available data layer and web tool. The web tool was also integrated with the PSBO homepage on Mass.gov. Interested parties can go to the mass.gov/psbo and click on the link for the "Massachusetts FirstNet Baseline Coverage Objective Map" to view the Commonwealth with the FirstNet coverage objectives grid overlay. In addition, users can search for specific locations or towns and can navigate throughout the Commonwealth using this map tool. There have been over 216 views of this information since publishing it to Arcgis.com.

FirstNet Flyers: A major outreach activity during this quarter was outreach to rank and file first responders throughout the Commonwealth. The PSBO decided to try to reach first responders where they work by creating and posting flyers in the common areas of police stations, fire stations, EMS offices, and other locations throughout the Commonwealth. The PSBO customized 852 letters to chiefs of police, fire chiefs, and EMS directors requesting the posting of tailored FirstNet flyers for their staff. Three variations of flyers were created and 872 Fire Services flyers, 719 Law Enforcement flyers, and 333 EMS flyers were mailed to locations throughout the Commonwealth. These letters also provided an update on FirstNet and links to more information on the internet.

Governor's Update: At the end of October, the Massachusetts SPOC provided an update on the FirstNet initiative to the Office of the Governor of the Commonwealth of Massachusetts. Topics covered at this executive briefing included: FirstNet Origin and Vision, Public Safety Wireless Data (Current and Future), Overview of How FirstNet Works, Network Funding, FirstNet Organization in Massachusetts, Overview of the Massachusetts FirstNet Advisory Board, Potential MA FirstNet Users, FirstNet Timeline, Discussion of the 10/16 Letter from FirstNet CEO Poth, Consideration and Recent Updates, and Next Steps.

Expanded Use of Social Media: During this quarter, the PSBO continued discussions with the Commonwealth's IT organization (MassIT) to discuss opportunities for expanded use of social media. The PSBO established the framework for a PSBO blog and the creation of a PSBO master LISTSERV for email newsletters. The blog and electronic newsletter are expected to be launched in the next quarter of SLIGP reporting.

Regional Cooperation: In addition to participation on Region 1 planning calls, the PSBO team participated on calls with other Region 1 states to discuss challenges and approaches to Phase 2 data collection.

Participation in Recurring Stakeholder Meetings: PSBO staff continue to participate in recurring meetings of the Greater Boston Police Council, the Statewide Interoperability Executive Committee, the State 911 Commission, the Barnstable County 700 Mhz Subcommittee, OpenCape (a state BTOP recipient), Massachusetts Broadband Institute (MBI) (a state BTOP recipient), and the UASI region network group (PSNet). This participation includes short updates and fielding NPSBN questions from stakeholders. These meetings included approximately 50 NPSBN stakeholders in total.

Governance: Periodic planning meetings were conducted involving the Massachusetts SPOC, the Project Director, and members of the PSBO. Governance meetings during this period were led by the Commonwealth SPOC and focused on findings from the Phase 2 Data Collection activities and next steps in the State Plan process. Additionally, the Commonwealth SPOC briefed the Governor's Office in October on FirstNet and discussed Massachusetts' role and participation in the initiative.

Tribal Outreach: The Project Director has also periodically reached out to Robert Hendricks, representative of the Mashpee Wampanoag Tribe, and Brett Stearns, representative of the Wampanoag of Gay Head Tribe, to keep them up to date with FirstNet developments. Both tribes were invited to participate in the Massachusetts FirstNet Planning Survey and are included in materials submitted to FirstNet for the Phase 2 Data Collection. On September 18, the Mashpee Wampanoag tribe's application for Land-into-Trust was approved by the US Department of Interior. This new Land into Trust is not yet represented in FirstNet's Tribal GIS data layers.

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.

This PPR reflects the reviewed, NTIA-approved SLIGP budget for the Commonwealth of Massachusetts. No additional changes are anticipated.

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

The project met FirstNet's target for providing Phase 2 information as requested by September 30, 2015.

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

As shared with the NTIA team during the September 2014 NTIA SLIGP site visit, the PSBO has identified the following best practices, success stories, or lessons learned in regard to SLIGP-funded activities:

1. FirstNet Involvement in regional outreach meetings
2. Participation in existing recurring stakeholder meetings
3. Conducting outreach on a regional basis
4. Participation preferences for morning sessions (going forward)
5. Combating misconceptions about FirstNet
6. Addressing up-front the impact on T-Band (BAPERN)
7. Maintaining a comprehensive contact list
8. Multiple notification approach and lead time needed to improve attendance
9. Personalizing emails improves response
10. Decision to identify the Massachusetts FirstNet Advisory Board (MFAB) as a critical component of FirstNet governance in Massachusetts
11. Phone calls to confirm participation on MFAB
12. Leveraging high level relationships with key stakeholders
13. Having credibility on sources of outreach (we've been there before)

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.

Contracts have been executed for the core project staff. Additional contracts will be executed for data collection coordination, SCIP plan updating, legal review, and Phase 2 consulting when needed by the project.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Undersecretary of EOPSS	20%	SLIGP executive oversight	No change.
Deputy Director State 911 Department	10%	Stakeholder liaison for emergency dispatch	Position vacant and not billed as match this quarter.
State Police Radio Engineer	10%	Statewide radio area network subject matter expert; needs analysis	No change.
Acting Commissioner of DCJIS	10%	Stakeholder liaison for criminal justice; subject matter expert for criminal justice needs	No change.
EOPSS Special Projects, Project Manager	10%	Setup of PSBO office logistics, coordination of EOPSS resources, managing SharePoint resources	No change.
Compliance and Data Coordinator (OGR)	15%	Grant management, program reporting, site visits, data collection and program close out.	No change.
Director HS Division (OGR)	5%	Grant Administrative Management	No change.
Budget Director (OGR)	7%	Grant set-up, Accounting and Reconciliation, Fiscal Monitoring, Financial Reporting and Fiscal Close Out	No change.
Fiscal Management and Audit Support	5%	Fiscal Management and Audit Support	No change.

13. Subcontracts (Vendors and/or Subrecipients) N/A

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
McInnis Consulting Services	Project Director Staff Augmentation	Vendor	N/A *	Y	10/1/13	1/31/2018	$ 375,480		
The Innovations Group, Inc.	Broadband Subject Matter Expert Staff Augmentation	Vendor	N/A *	Y	10/1/13	1/31/2018	$ 439,298	$280,702	
SWBailey Consulting LLC	Project Manager Staff Augmentation	Vendor	N/A *	Y	11/18/13	1/31/2018	$ 450,000		
SWBailey Consulting LLC	Education and Outreach Coordinator Staff Augmentation	Vendor	N/A *	Y	11/18/13	1/31/2018	$ 337,500		
SWBailey Consulting LLC	Data Collection Coordinator Staff Augmentation	Vendor	N/A *	Y	11/18/13	1/31/2018	$ 50,000		

| TBD | Legal and Policy Services | Vendor | N | N | TBD | TBD | $ 132,665 | | |
| SWBailey Consulting LLC | Project and Collaboration Web Site and Admin | Vendor | N/A * | Y | 11/18/13 | 1/31/2018 | $ 72,000 | | |

NOTE 1: Subcontracts awarded through existing Commonwealth statewide staffing contracts.

NOTE 2: Four subcontracts executed with SWBailey Consulting LLC through a consolidated scope of work for project management, education and outreach, data collection, and project and collaboration web site and administration.

NOTE 3   The Innovations Group, Inc. subcontract has been moved from Federal funding to State match.

NOTE 4: Several contract durations and funds allocated have been amended with the NTIA approval of the Massachusetts' rebudget for Phase 2. Several items, no longer in the budget, have been removed.

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

None.

| 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.

NOTE: The budget columns 2-4 below have been updated to reflect the amended, Phase 2 budget approved by NTIA on July 27, 2015.

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	$114,688.00	$253,029.00	$367,717.00	$56,286.30	$124,039.14	$180,325.44
b. Personnel Fringe Benefits	$34,537.00	$-	$34,537.00	$15,335.03	$-	$15,335.03
c. Travel	$33,400.00	$-	$33,400.00	$15,551.11	$-	$15,551.11
d. Equipment	$-	$-	$-	$-	$-	$-
e. Materials/Supplies	$-	$6,799.00	$6,799.00	$-	$5,898.82	$5,898.82
f. Subcontracts Total	$1,856,943.00	$280,702.00	$2,137,645.00	$850,545.60	$103,437.50	$953,983.10
g. Other	$24,000.00	$-	$24,000.00	$12,381.63	$-	$12,381.63
h. Indirect Charges	$98,552.00	$-	$98,552.00	$65,727.82	$-	$65,727.82
i. Total Costs	$2,162,120.00	$540,530.00	$2,702,650.00	$1,015,827.49	$233,375.46	$1,249,202.95
j. % 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)-
Jeffrey Brownell, Compliance and Data Coordinator	617.725.3325
	16d. Email Address-
	Jeffrey.brownell@state.ma.us
16b. Signature of Authorized Certifying Official	**16e. Date Report Submitted (month, day, year)**
[signature]	1/27/2016

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.