

U.S. Department of Commerce		2. Award or Grant Number 25-10-S13025			
Performance Progress Report		4. EIN 04-6002284			
1. Recipient Name Massachusetts Executive Office of Public Safety and Security		6. Report Date (MM/DD/YYYY) 4/22/2016			
3. Street Address 10 Park Plaza, Suite 3720		7. Reporting Period End Date: 3/31/2016			
5. City, State, Zip Code Boston, MA 02116		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: 08/01/2013	10b. End Date: 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)	121			
2	Broadband Conferences	1			
3	Staff Hires (Full Time Equivalent)	0			
4	Contract Executions	0			
5	Governance Meetings	3			
6	Education and Outreach Materials	746			
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			
<p>NOTES: Below are the calculations used for the Project Deliverable Quantity in Table 11 above.</p> <p>11-1 STAKEHOLDER MEETINGS Barnstable County Data Subcommittee (1/26) 012 State 911 Committee Meeting (2/25) 040</p>					

	Governor's Briefing (2/16)	015	
	Carlisle Wireless Advisory Committee (2/23)	004	
	Recurring Stakeholder Meetings	050	
	=====		
			121 stakeholder meeting participants
11-2	BROADBAND CONFERENCES		
	International Wireless Communications Expo (Michael Saltzman)	001	
	=====		
			001 broadband conference participants
11-5	GOVERNANCE MEETINGS		
	SPOC Meeting with FirstNet (2/4)	001	
	Briefing of the Governor of Massachusetts (2/16)	001	
	SPOC Meeting with FirstNet (2/26)	001	
	=====		
			003 governance meetings
11-6	EDUCATION AND OUTREACH MATERIALS		
	Mass.gov/psbo web site visits (estimated based on 1,671 page views)	400	
	Views of ArcGIS.com MA Coverage Objectives Baseline	110	
	User Sessions on PSBO Blog (852 page views)	236	
	=====		
			746 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 calls with the FirstNet Region 1 Liaison.

Website Updates and Blog Launch: During this quarter, the PSBO launched a new blog site focusing on topics related to FirstNet. Among the blog articles posted this quarter are:

- [Welcome to the Public Safety Broadband Office's Blog \(2/8\)](#)
- [An Introduction to the FirstNet and the National Public Safety Broadband Network \(2/23\)](#)
- [When Will the NPSBN Be Available in Massachusetts? \(3/8\)](#)
- [Paying for the National Public Safety Broadband Network \(3/29\)](#)

The PSBO continued to update the mass.gov/psbo web site with 13 news and update articles from sources like the PSBO, FirstNet, and Firehouse Magazine. 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 also added to provide easy access to the PSBO's new blog site.

The web and blog sites are part of the PSBO's overall outreach strategy for reaching and communicating with stakeholders throughout the Commonwealth. There was a conservative estimate of 400 visits to mass.gov/psbo (based on a Google Analytics report of 1,671 total page views during the quarter). The web site is accessible at <http://mass.gov/psbo>. Additionally, there were 236 user sessions and 852 page views to the PSBO blog site.

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. 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. The LISTSERV is planned to be used for mass email updates on FirstNet in the next quarter.

Broadband Conferences: During this quarter, a representative of the PSBO (Project Director Michael Saltzman) participated in the March International Wireless Communications Expo in Nevada. Massachusetts PSBO members participated in sessions involving the FirstNet acquisition, planning, and implementation.

Phase 2 Data Collection: The PSBO will continue to track updates to coverage objectives and user needs related to the Phase 2 Data Collection. It is anticipated that the State Plan Decision Process deliverable will be updated and submitted to FirstNet this summer.

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 326 total views of this information since publishing it to Arcgis.com.

FirstNet Flyers: Completing a major activity from the last quarter, in January the team completed a mass mailing of customized letters and flyers to chiefs of police, fire chiefs, and EMS directors. 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: In February, the Massachusetts SPOC provided an update on the FirstNet initiative to the Governor of the Commonwealth of Massachusetts and his staff. Topics covered at this executive briefing included: providing an overview of FirstNet and why it is being implemented, introducing the opt in/opt out decision expected from the Governor in 2017, and discussing options for moving forward.

Article for MassChiefs Newsletter: During the quarter, the PSBO drafted an article for Massachusetts Chiefs of Police Association newsletter. The article covered topics relevant to law enforcement in the Commonwealth and introduces key information about FirstNet. This article is scheduled to be included in a MassChiefs newsletter during the next quarter. The PSBO is also planning articles for other public safety professional newsletters in the coming months.

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 consultation planning and coordination with FirstNet's Region 1 Liaison. Additionally, the Commonwealth SPOC briefed the Governor in February 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, 2015, 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, and is actively supporting FirstNet's 2016 consultation initiatives.

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 (BAPERB)
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/RFO 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	\$62,665.15	\$137,446.75	\$200,111.90
b. Personnel Fringe Benefits	\$34,537.00	\$-	\$34,537.00	\$17,609.39	\$-	\$17,609.39
c. Travel	\$33,400.00	\$-	\$33,400.00	\$15,601.11	\$-	\$15,601.11
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	\$926,395.17	\$143,125.00	\$1,069,520.17
g. Other	\$24,000.00	\$-	\$24,000.00	\$15,251.98	\$-	\$15,251.98
h. Indirect Charges	\$98,552.00	\$-	\$98,552.00	\$80,956.41	\$-	\$80,956.41
i. Total Costs	\$2,162,120.00	\$540,530.00	\$2,702,650.00	\$1,118,479.21	\$286,470.57	\$1,404,949.78
j. % of Total	80%	20%	100%	80%	20%	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 Jeffrey Brownell, Compliance and Data Coordinator	16c. Telephone (area code, number, and extension)- 617.725.3325
	16d. Email Address- Jeffrey.brownell@state.ma.us
16b. Signature of Authorized Certifying Official 	16e. Date Report Submitted (month, day, year) April 22, 2016

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