

U.S. Department of Commerce Performance Progress Report				2. Award or Grant Number:	25-10-S13025
				4. EIN:	04-6002284
1. Recipient Name	Massachusetts Executive Office of Public Safety and Security			6. Report Date (MM/DD/YYYY)	7/27/2017
3. Street Address	12 Mercer Road			7. Reporting Period End Date: (MM/DD/YYYY)	9/30/2017
5. City, State, Zip Code	Natick, MA 01760			8. Final Report Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	9. Report Frequency Quarterly <input checked="" type="checkbox"/>
10a. Project/Grant Period					
Start Date: (MM/DD/YYYY)		8/1/2013	10b. End Date: (MM/DD/YYYY)	1/31/2018	
11. List the individual projects in your approved Project Plan					
	Project Type (Capacity Building, SCIP Update,	Project Deliverable Quantity (Number & Indicator Description)	Description of Milestone Category		
1	Stakeholders Engaged	115	Actual number of individuals reached via stakeholder meetings during the quarter		
2	Individuals Sent to Broadband Conferences	0	Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter		
3	Staff Hired (Full-Time Equivalent)(FTE)	0	Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)		
4	Contracts Executed	0	Actual number of contracts executed during the quarter		
5	Governance Meetings	5	Actual number of governance, subcommittee, or working group meetings held during the quarter		
6	Education and Outreach Materials Distributed	652	Actual volume of materials distributed (inclusive of paper and electronic materials) plus hits to any website or social media account supported by SLIGP during the quarter		
7	Subrecipient Agreements Executed	0	Actual number of agreements executed during the quarter		
8	Phase 2 - Coverage	Stage 5	For each Phase 2 milestone category, please provide the status of the activity during the quarter: • Stage 1 - Process Development • Stage 2 - Data Collection in Progress • Stage 3 - Collection Complete; Analyzing/Aggregating Data • Stage 4 - Data Submitted to FirstNet • Stage 5 - Continued/Iterative Data Collection • Stage 6 - Submitted Iterative Data to FirstNet		
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			
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.					
See attached document "Massachusetts SLIGP PPR Question 11A Narrative Q16 July 2017 v1.docx" for additional details.					
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 Massachusetts SPOC submitted a request to deobligate excess grant funding during the previous period. In addition, Massachusetts requested a budget modification to accommodate estimated indirect costs for the duration of the grant. These changes have been approved and are reflected in this PPR.

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

Massachusetts has met all outstanding data requests from FirstNet to date.

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

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. No additional contracts are currently planned.

12b. Staffing Table - Please include all staff that have contributed time to the project. Please do not remove individuals from this 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	No change.
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%	Grant set-up, Accounting and Reconciliation, Fiscal Monitoring, Financial Reporting and Fiscal Close Out Fiscal Management and Audit Support	No change.

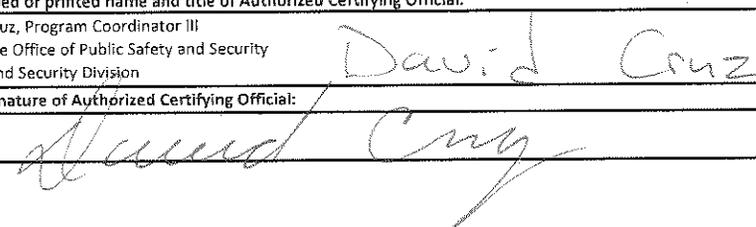
13. Subcontracts (Vendors and/or Subrecipients)

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
McInnis Consulting Services	Project Director Staff Augmentation	Vendor	N/A *	Y	10/1/2013	1/31/2018	\$375,480	
The Innovations Group, Inc.	Broadband Subject Matter Expert Staff Augmentation	Vendor	N/A *	Y	10/1/2013	1/31/2018	\$439,298	\$280,702
SWBailey Consulting LLC	Project Manager Staff Augmentation	Vendor	N/A *	Y	11/18/2013	1/31/2018	\$450,000	
SWBailey Consulting LLC	Education and Outreach Coordinator Staff Augmentation	Vendor	N/A *	Y	11/18/2013	1/31/2018	\$337,500	
SWBailey Consulting LLC	Data Collection Coordinator Staff Augmentation	Vendor	N/A *	Y	11/18/2013	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	11/18/2013	1/31/2018	\$72,000	

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.						
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	\$238,850.00	\$353,538.00	\$100,910.20	\$243,605.97	\$344,516.17
b. Personnel Fringe Benefits	\$34,537.00	\$0.00	\$34,537.00	\$30,738.95	\$0.00	\$30,738.95
c. Travel	\$41,200.00	\$0.00	\$41,200.00	\$35,868.66	\$0.00	\$35,868.66
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Materials/Supplies	\$0.00	\$6,799.00	\$6,799.00	\$0.00	\$5,898.82	\$5,898.82
f. Subcontracts Total	\$1,724,278.00	\$271,027.00	\$1,995,305.00	\$1,413,203.06	\$262,152.74	\$1,675,355.80
g. Other	\$24,000.00	\$0.00	\$24,000.00	\$16,196.98	\$0.00	\$16,196.98
h. Indirect	\$128,000.00	\$0.00	\$128,000.00	\$118,629.88	\$0.00	\$118,629.88
i. Total Costs	\$2,066,703.00	\$516,676.00	\$2,583,379.00	\$1,715,547.73	\$511,657.53	\$2,227,205.26
j. % of Total	80%	20%	100%	77%	23%	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: David Cruz, Program Coordinator III Executive Office of Public Safety and Security Homeland Security Division				16c. Telephone (area code, number, and extension) 508-650-4514		
16b. Signature of Authorized Certifying Official: 				16d. Email Address: david.cruz@state.ma.us		
				Date: 10/30/17		

NOTES: Below are the calculations used for the Project Deliverable Quantity in Table 11 of the Performance Progress Report, as well as a summary of major activities accomplished during this reporting period.

11-1 STAKEHOLDERS ENGAGED

Statewide Interoperability Executive Committee (monthly)	025
State 911 Committee Meeting (monthly)	030
Commonwealth CIO Committee (monthly)	030
Other Recurring Stakeholder Meetings	030

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115 stakeholders engaged

11-2 INDIVIDUALS SENT TO BROADBAND CONFERENCES

None.

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000 individuals sent to broadband conferences

11-5 GOVERNANCE MEETINGS

FirstNet/AT&T Plan Meeting with US Wood (7/14)	001
FirstNet State Plan Review Session with US Wood (7/20)	001
FirstNet State Plan Comments Session with US Wood (8/1)	001
FirstNet/AT&T Pricing Discussions (8/14)	001
FirstNet State Plan Review Planning with US Wood (9/12)	001

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005 governance meetings

11-6 EDUCATION AND OUTREACH MATERIALS DISTRIBUTED

Mass.gov/psbo web site visits (estimated based on 1198 page views)	300
Views of ArcGIS.com MA Coverage Objectives Baseline (222 views, 1,816 requests)	222

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652 education and outreach materials distributed

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 and other social media, participating in related meetings and councils, and grant reporting. The Massachusetts SPOC and Project Director also continued to participate on FirstNet organized webinars, on National Governor's Association peer networking calls, and on calls with the other regional leaders.

PSBO Website and Blog Updates: The PSBO continued to update the mass.gov/psbo web site with news articles covering the FirstNet procurement award and the resulting state plans. During this period, the PSBO supported the Commonwealth's move to a new web content management tool and a new approach to Mass.gov.

The web and blog sites are part of the PSBO's overall outreach strategy for reaching out to 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 1198 unique page views during the quarter). The web site is accessible at <http://mass.gov/psbo>. Additionally, there were 130 user sessions and 341 page views to the PSBO blog site and 222 views of the online Massachusetts coverage map (with over 1,800 data requests).

Contact Lists and Newsletter: 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 information is used for an email LISTSERV for a PSBO newsletter.

Governor's Update: The Governor's Office has continued to be actively involved with FirstNet planning and the SPOC periodically updates both the Secretary of Public Safety and Security and the Governor's Office on developments regarding FirstNet. The Governor's Office participated in reviews of the FirstNet State Plan and in discussions with FirstNet and AT&T concerning improving the State Plan for Massachusetts.

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.

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 the state plan review process. Additionally, the Massachusetts FirstNet Advisory Board was updated as to the progress of the State Plan review and the consideration of opt in/out options.

Tribal Outreach: The Project Director has also periodically reached out to representatives of the Mashpee Wampanoag Tribe and the Wampanoag of Gay Head Tribe to keep them up to date with FirstNet developments. AT&T's coverage maps indicated planned coverage throughout both tribal areas.

Regional Meeting: The PSBO participated in a state plan review session with the New Hampshire Statewide Interoperable Executive Committee on September 19. This meeting included a presentation by AT&T concerning the NH State Plan.

Support NTIA Audit Follow-up: The PSBO responded to information requests from the NTIA concerning findings from an Office of Inspector General's audit of the SLIGP grant. Information provided covered:

PPA 2 -- Developed procedures to ensure local/tribal representation and participation in the consultation process

PPA 3 -- Created a process for education and outreach

PPA 5 -- Developed staffing plans including local/tribal representation on governance structure and in preparation for data collection