

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) 7/29/2015			
3. Street Address 10 Park Plaza, Suite 3720		7. Reporting Period End Date: 6/30/2015			
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)	67			
2	Broadband Conferences	6			
3	Staff Hires (Full Time Equivalent)	0			
4	Contract Executions	0			
5	Governance Meetings	2			
6	Education and Outreach Materials	400			
7	Subrecipient Agreements Executed	0			
8	Phase 2 – Coverage	Stage 2			
9	Phase 2 – Users and their Operational Areas	Stage 2			
10	Phase 2 – Capacity Planning	Stage 2			
11	Phase 2 – Current Providers/Procurement	Stage 2			
12	Phase 2 – State Plan Decision	Stage 1			
<p>NOTES: Below are the calculations used for the Project Deliverable Quantity in Table 11 above.</p> <p>11-1 STAKEHOLDER MEETINGS Massachusetts State Interoperability Executive Committee (4/1) 000 *counted in recurring number below Massachusetts State Interoperability Executive Committee (5/6) 000 *counted in recurring number below</p>					

	Massachusetts FirstNet Advisory Board (5/19)	017
	Recurring Stakeholder Meetings	050
	=====	
		067 stakeholder meeting participants
11-2	BROADBAND CONFERENCES	
	FirstNet State SPOC Meeting, Reston, VA (4/14 to 4/15)	003
	FirstNet Board Meeting and PSCR Annual Conference, (6/3 to 6/5)	003
	=====	
		006 governance meetings
11-5	GOVERNANCE MEETINGS	
	Massachusetts FirstNet Advisory Board Meeting, (5/19)	001
	SLIGP Phase 2 Rebudget Finalization Meeting (6/100)	001
	=====	
		002 governance meetings
11-6	EDUCATION AND OUTREACH MATERIALS	
	Mass.gov/psbo web site visits (estimated based on 1,670 page views)	400
	=====	
		400 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 18 news and update articles from sources like FirstNet, DHS, PSCR, and EMS Strong. 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. A new governance page was added during this quarter describing the roles and responsibilities for FirstNet governance in Massachusetts. The web site is part of the PSBO's overall outreach strategy for reaching and continuing to communicate with stakeholders throughout the Commonwealth. There was a conservative estimate of 400 visits to mass.gov/psbo (based on a Google Analytics report of 1,670 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 is planned to be used for outreach and survey response invitations as part of the SLIGP Phase 2 Data Collection activities.

Broadband Conferences: Members of the PSBO participated in two broadband conferences during this period. Three members of the PSBO, including the Commonwealth SPOC, participated in the two day FirstNet SPOC meeting on April 14-15. Representatives participated in a range of breakout sessions, including a breakout focused on how best to

coordinate with tribal governments during the planning and implementation of the NPSBN. Additionally, three members of the PSBO led by the PSBO Project Director attended and participated in the June FirstNet Board Meeting and PSCR Annual Conference from June 3-5. That conference covered many elements of the technical implementation of the NPSBN.

Phase 2 Data Collection: During this quarter, PSBO began activities to meet the Phase 2 Data Collection needs specified by FirstNet on March 23, 2015. This was the primary activity of the PSBO during this reporting quarter. Key data collection and preparation activities during this quarter included:

- **Researching and selecting a new survey tool for Phase 2 data collection.** Key considerations during this activity was the ability to save and come back to a survey in progress and to be able to seed a survey with information already known about the respondent. The tool SurveyGizmo was selected and procured during this period.
- **Drafting of a new Public Safety Entity user survey.** Building off of the user survey conducted this winter by the PSBO and used in preparation for the FirstNet Initial Consultation, a new online survey was designed that covered the following:
 - Public Safety Entity (PSE) Demographics
 - Organizational Leadership and Point of Contact
 - Areas of Operation
 - Wireless Data Usage
 - Personally Owned Devices
 - Use of Data Services and Applications
 - Current Service Providers and Procurement Options
 - Service Plans (Primary Provider)
 - Barriers to Wireless Data Usage
- **Preparing Data for PSE Survey responses.** To minimize the time it takes to response to the PSE survey, promote data quality, and improve response rates, information already known about a PSE is being aggregated and mapped to the new PSE survey to pre-answer questions for the survey respondent, where practical. Sources of information include OEC public safety entity information, contact information from Massachusetts public safety professional organizations, and responses to the PSBO winter users' survey. Respondents to the new PSE survey will see these mapped questions already answered but will be able to update that information to reflect any changes to their organization.
- **Evaluate scope of Public Safety Entity for Massachusetts.** In planning for the PSE Survey for Phase 2, a key consideration is which groups comprise public safety first responders in Massachusetts for potential inclusion as users of the NPSBN. The PSBO developed an initial list and these are the groups that will be included as respondents to the PSE user survey.
- **Creation of a Massachusetts Coverage Objectives Map.** To supplement the coverage objectives map prepared by FirstNet and distributed to the PSBO this summer, the PSBO created a comprehensive Coverage Objectives Map that includes items that extended the FirstNet baseline map. These include bike and hiking trails, harbors and terminals, ferry routes, event locations, and critical facilities and structures. Layered onto this Massachusetts Coverage Objectives Map are the shaded grids from the FirstNet Baseline Coverage Objectives Map.
- **Obtain Wireless Data Usage Information.** The PSBO has been in consultation with wireless data providers in the Commonwealth to obtain daily wireless data usage information for public safety entities (police and fire) to respond to FirstNet's data usage requests. We are waiting to hear back from the wireless data providers.

Working Groups: The PSBO is planning to convene working groups to review Phase 2 data collection information and help assure that the information submitted to FirstNet meets the Commonwealth's needs. These working groups are anticipated to be convened in August.

Expanded Use of Social Media: During this quarter, the PSBO reached out to the Commonwealth's IT organization (MassIT) to discuss opportunities for expanded use of social media. The PSBO is examining the use of a blog for the PSBO and how best to distribute periodic updates (e.g., newsletter).

Regional Cooperation: In addition to participation on Region 1 planning calls, the PSBO Program Director participated in the FirstNet New Hampshire Initial Consultation. Additionally, the PSBO has fielded questions and provided technical support to other state's outreach and planning efforts, including responding to email inquiries and calls from regional FirstNet offices.

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. During this quarter, the SPOC convened a meeting of the Massachusetts FirstNet Advisory Board (MFAB) on May 19. The seventeen member Board includes state and local representation across law enforcement, fire services, emergency medical services, emergency management, transportation and public works, budget, technology, and communications. The MFAB meets regularly to address information requests, issues, and required input into the Massachusetts RAN design process and other FirstNet activities. The May 2015 meeting focused on FirstNet's Phase 2 Data Collection requests and the PSBO plans for meeting those requests.

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.

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.

Earlier this year, the Commonwealth PSBO Leadership team worked with FPO Yuki Miyamoto on approaches to close the current gap in state match. The programmatic changes agreed upon on February 6 include the reporting of additional state employee time as state match contributions. Additionally, one of the contracts originally paid with Federal SLIGP funds was moved to a state account and began to be reported as state match during this period. Additionally, the PSBO submitted a revised budget for the extended duration of the SLIGP grant and for Phase 2 activities. This revised budget was received by NTIA and is currently under review.

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

The project is on target for providing FirstNet 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 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. Levering 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	State resource left position at end of 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	7/31/2016	\$ 231,000		
The Innovations Group, Inc.	Broadband Subject Matter Expert Staff Augmentation	Vendor	N/A *	Y	10/1/13	7/31/2016	\$ 280,000	\$200,000	
SWBailey Consulting LLC	Project Manager Staff Augmentation	Vendor	N/A *	Y	11/18/13	7/31/2016	\$ 300,000		
SWBailey Consulting LLC	Education and Outreach Coordinator Staff Augmentation	Vendor	N/A *	Y	11/18/13	7/31/2016	\$ 225,000		
TBD	Data Collection Coordinator Staff Augmentation	Vendor	N	N	TBD	TBD	\$ 65,000		
TBD	Data Collection Staff Augmentation	Vendor	N	N	TBD	TBD	\$ 100,000		
TBD	Consultant for Integration of Broadband into SCIP Plan	Vendor	N	N	TBD	TBD		\$ 343,750	
TBD	Legal and Policy Services	Vendor	N	N	TBD	TBD	\$ 156,000		
TBD	Phase 2 Subject Matter Consulting	Vendor	N	N	TBD	TBD	\$ 165,730	\$ 72,280	
SWBailey Consulting LLC	Project and Collaboration Web Site and Admin	Vendor	N/A *	Y	11/18/13	7/31/2016	\$ 54,000		

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

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

NOTE 3 The Innovations Group, Inc. subcontract was moved from Federal to State match during Quarter 8. For this period, The Innovations Group, Inc. total allocation has been split between Federal and State match.

NOTE 4: Some of these numbers and contracts will be amended once NTIA approves Massachusetts' rebudget for Phase 2. This is expected to be included in the Massachusetts Q9

PPR.

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	\$107,658.00	\$124,500.00	\$232,158.00	\$43,280.15	\$96,116.02	\$139,396.17
b. Personnel Fringe Benefits	\$29,359.00	--	\$29,359.00	\$11,403.38	--	\$11,403.38
c. Travel	\$41,250.00	--	\$41,250.00	\$7,071.27	--	\$7,071.27
d. Equipment	--	--	--	--	--	--
e. Materials/Supplies	--	--	--	--	--	--
f. Subcontracts Total	\$1,776,730.00	\$416,030.00	\$2,192,760.00	\$704,840.98	\$28,437.50	\$733,278.48
g. Other	\$60,000.00	--	\$60,000.00	\$12,263.23	--	\$12,263.23
h. Indirect Charges	\$147,123.00	--	\$147,123.00	\$64,713.29	--	\$64,713.29
i. Total Costs	\$2,162,120.00	\$540,530.00	\$2,702,650.00	\$843,572.30	\$124,553.52	\$968,125.82
j. % of Total	80%	20%	100%	87%	13%	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) 7.29.2015

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