

U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number 24-10-S13024
		4. EIN 526002033
1. Recipient Name State of Maryland Department of Information Technology (DoIT)		6. Report Date (MM/DD/YYYY) 01.30.14
3. Street Address 45 Calvert Street		7. Reporting Period End Date: 12.30.13
5. City, State, Zip Code Annapolis, MD 21401		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: 08/01/13	10b. End Date: 7/31/16	

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	97 people			
2	Broadband Conferences	0			
3	Staff Hires	0			
4	Contract Executions	1			
5	Governance Meetings	0			
6	Education and Outreach Materials	4 presentations given; 48 FAQ handouts passed out			
7	Phase II Activities	N/A			

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.

Milestone activities:
 During the months of October, November, and December, the State Broadband team was involved in many aspects of moving forward on the major activities/milestones listed in the Baseline Report.

During the October meeting of the Practitioner Steering Committee, the work group that advises the Statewide Interoperability Executive Committee on all matters related to interoperability around the State, the SWIC and Broadband Outreach Coordinator gave a presentation and updates on the progress of FirstNet and SLIGP. The meeting was attended by 25 people from State and local public safety, emergency management, and information technology agencies.

We also held our OEC Broadband Workshop in October. 24 people attended and received a great overview of FirstNet and well-researched materials put together specifically for Maryland. The number of people who attended is included in the stakeholder conferences.

During these months we also continued to participate in follow-up meetings with firms that responded to the MACINAC RFI seeking information on how industry experts would deploy the public safety broadband network and ideas for proposing Public Private Partnerships in the FEMA Region. We also worked closely with the MACINAC members to plan for the first MACINAC Public Safety Broadband Workshop to be held in January, 2014. The workshop is a day-and-a-half event with keynote speakers, roundtable discussions, and breakout sessions. About 80 to 100 people are expected to attend. We have been heavily involved in recruiting speakers and inviting participants from the State to attend.

DoIT signed an MOU with the University of Maryland Center for Health and Homeland Security to provide a Broadband Outreach Coordinator and a Broadband Regional Coordinator Team to work in four of the State's five interoperability regions. (This is one contractual vehicle that provides for all these positions). We have had continued discussions on the best way to bring in a final Regional Coordinator for the fifth region which will be either via an MOU or a subrecipient agreement with a local county. We have also discussed the correct contractual vehicles to bring on other contractual staff listed in the budget plan. A major "in-house" milestone was reached in mid-December when DoIT received legislative authority via a budget amendment to spend the grant funds.

With the DoIT Information Technology and GIS team we are evaluating several broadband websites that the State currently deploys in order to develop one "portal" that will serve as the gateway to all things Broadband in the State. FirstNet and the NPSBN will be prominently featured on the site. In the meantime we continue to update our Google website so that stakeholders in the State can track progress and stay updated on the development of FirstNet as well as what the State team is doing.

In early November we distributed the call from the PSAC for "use cases" for Fire, Medical and Law Enforcement Disciplines. We distributed this request to our Broadband Working Group and received 14 unique ideas for app development in the various disciplines. We submitted our ideas to our NCSWIC representative on the PSAC.

The Broadband Outreach Coordinator developed a presentation on FirstNet and what it means for Maryland. 18 people from the Maryland Institute for Emergency Medical Systems Services attended the presentation on November 26. Our "one-page" fact sheet about FirstNet was also handed out to each attendee.

We are continuing to work with the Maryland Center at Bowie State University to develop a program for computer science and engineering students to develop applications for First Responders to use on the Network. Prince George's County public safety officials have agreed to work on the project along with corporate partners, Lockheed Martin, Motorola, Verizon, and APCO. The corporate partners have committed to establishing a pilot broadband network on the campus of Bowie and to provide handheld devices to allow the students to test, develop, and build, in close partnership with first responders, new applications for use on the Network. The Broadband Outreach Coordinator and SWIC are continuing to coordinate these efforts with all of the parties. A draft Letter of Understanding detailing each party's responsibilities is currently being reviewed by the parties. We have held two meetings in this quarter with public safety professionals from Prince George's County and the students. More than 30 public safety professionals have attended and shared their experiences with the students and professors involved in the project. At both meetings the SWIC gave a presentation of FirstNet and what it means for public safety.

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.

Because the proportion of actual match expenditures is less than the proportion of total match expenditures in our total project budget a match proportionality waiver was submitted to NIST in mid-December. To date there has been no reply to the State in response to this waiver request.

We plan to submit a budget modification in the next quarter to increase the SWIC's efforts as SPOC from 10% to 25%. In this quarter we have learned that as the SPOC, he is regularly called up to contribute his expertise for this project and his involvement has substantially increased more than first predicted. As SPOC it is imperative he be involved in all aspects of this project. Given the increase in time, the in-kind match for the SPOC's contribution will increase. Correspondingly we have decreased the amount of match that our site

surveys in Phase 2 are expected to cost.

The budget modification will also see an increase in the funds set aside for the Broadband SME in order to staff that position in year 1 rather than year 2; as well as an increase in the funds for the coordination role played by MACINAC given the complexity of tasks this group will undertake. We also plan to use a contractual vehicle, either an MOU or subrecipient agreement with a local county to hire our last Regional Coordinator.

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

This second quarter continues with more administrative in work to make sure the State is set up for the grant. We have completed an MOU to bring on the Broadband Outreach Coordinator and most of the Regional Coordinator team.

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

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.

We continue to work on staffing the project as projected in the Baseline/Expenditure plan. The FTE staff (SWIC and DoIT AAG) started working on the SLIGP in the first quarter.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
SWIC	.10	Serve as State Single Point of Contact and responsible for oversight of all SLIGP work	none
DoIT AAG	.025%	Serve as Legal Authority for State to enter into agreements and MOUs with vendors and contractors	none

Add Row

Remove Row

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
University of Maryland	Broadband Outreach Administrator	Contractor	N	Y	8.1.13	7.31.16	\$480,000	\$0	N/A

TBD	Broadband SME	Contractor	N	N	TBD	7.31.16	\$208,000	\$0	N/A
University of Maryland	Regional Coordinator Team for 4 interop regions	Contractor	N	Y	2.1.14	7.31.16	\$429,000	\$0	N/A
Allegany County	Regional Coordinator for one region	Contractor	N	N	4.1.14	7.31.16	\$100,000	\$0	
TBD	Website Developer	Contractor	N	N	12.1.13	7.31.16	\$345,000	\$0	N/A
Motorola	Site Surveys	Vendor	Y	Y	Phase II - TBD	7.31.16	\$0	\$436,000	N/A

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

None at this time.

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	\$257,811	\$47,910	\$305,721	0	\$3,938	\$3,938
b. Personnel Fringe Benefits	\$72,187	\$13,230	\$85,417	0	\$1,103	\$1,103
c. Travel	\$113,862	0	\$113,862	0	0	0
d. Equipment	0	0	0	0	0	0
e. Materials/Supplies	\$3,901	0	\$3,901	0	0	0
f. Subcontracts Total	\$1,462,000	\$436,000	\$1,898,000	\$48,644	0	\$48,644
g. Other	\$75,600	0	\$75,600	0	0	0
h. Total Costs	1,985,361	\$497,140	\$2,482,501	\$48,644	\$5,041	\$53,685
i. % 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

16c. Telephone (area code, number, and extension)

Ray Lehr, State Interoperability Director	410-533-4610
	16d. Email Address Ray.lehr@maryland.gov
16b. Signature of Authorized Certifying Official 	16e. Date Report Submitted (month, day, year) 1/31/14

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