

U.S. Department of Commerce		2. Award or Grant Number 24-10-S13024			
Performance Progress Report		4. EIN 526002033			
1. Recipient Name State of Maryland Department of Information Technology (DoIT)		6. Report Date (MM/DD/YYYY) 01.30.15			
3. Street Address 45 Calvert Street		7. Reporting Period End Date: 12.30.14			
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	162 people			
2	Broadband Conferences	0			
3	Staff Hires	0			
4	Contract Executions	2			
5	Governance Meetings	2			
6	Education and Outreach Materials	993 website hits and 613 materials distributed			
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 added two additional team members and continued to work on its milestones.

October:

1. Oct. 1: The Maryland Broadband Team attend the Governor's monthly StateStat meetings to report on progress. The SWIC/SPOC and Broadband Outreach Coordinator updated the StateStat Director, the Governor's Homeland Security Advisor, the Governor's Legal Counsel, and other high-ranking administration officials on the outreach and education efforts and the measurable statistics for the NPSBN planning.
2. Oct. 1: The SWIC/SPOC and Broadband Outreach Coordinator participated in the FirstNet Regional Quarterly SPOC call/webinar.
3. Oct. 2: The Broadband Outreach Coordinator gave a presentation on the State's FirstNet work during Urgent Communications "State of the States 2" webinar. Several other states also gave presentations on their work. 215 people participated in the webinar.
4. Oct. 7: The Team gave its FirstNet presentation, via an in-person meeting and a webinar, to three people from Baltimore Gas & Electric/Constellation Energy and one person from the Utilities Telecom Council.
5. Oct. 10: The Team gave its FirstNet presentation to the Emergency Manager of the MD Department of General Services, the Deputy Chief of the MD Capitol Police, and the Sergeant of the Capitol Police Support Services Unit.
6. Oct. 17-19: The SWIC/SPOC attended the AT&T Public Safety Mobile Apps Hackathon in Atlanta, GA. He served as a Public Safety SME and gave input to the participants as they developed apps.
7. Oct. 29: The Broadband Outreach Coordinator reviewed the final draft of OEC's Cyber Infrastructure Risk Mitigation Strategies

for FirstNet and provided feedback. This review follows up on the assessment process that took place in the spring to develop the draft.

8. Oct. 30: An MOU between the State Department of Information Technology and Allegany County was executed and authorized grant funds for the County to supply one Regional Coordinator to handle the outreach and education in Western Maryland.
9. During much of October the Team worked on MACINAC's regional response to FirstNet's Request for Information (RFI) and Public Notice (PN). We conducted research, contributed to many drafts, revised content, and participated in several regional calls and meetings. The final response was submitted to FirstNet and signed by all SPOCs/SWIC in MACINAC.
10. In October, the SWIC/SPOC and Broadband Outreach Coordinator reviewed responses to the Task Order Request for Proposals and held interviews for the two finalists, selecting the candidate.

November:

11. Nov. 3: The Maryland Broadband Team attend the Governor's monthly StateStat meetings to report on progress. The SWIC/SPOC updated the StateStat Director, the Governor's Homeland Security Advisor, the Governor's Legal Counsel, and other high-ranking administration officials on the outreach and education efforts and the measurable statistics for the NPSBN planning.
12. Nov. 3: The Maryland Broadband Team held a strategy session with our partners at the Eastern Shore Regional GIS Cooperative at Salisbury University and the GIS office at the MD Department of Information Technology to plan a strategy for user needs assessment, collection, and evaluation. Two members of FirstNet participated in the meeting.
13. Nov. 6: The Broadband Outreach Coordinator gave a presentation on the State's FirstNet work to the State Emergency Numbers Services Board. This Governor-appointed committee of professionals from the emergency services, the communications and public safety industries examines current trends and needs of the State's 24 Public Safety Answering Points. 43 people attended the presentation.
14. Nov. 7: The SWIC/SPOC and Broadband Outreach Coordinator participated in the FirstNet Region III Monthly SPOC/SWIC

call/webinar.

15. Nov 12: The SWIC/SPOC participated in a panel at the Performance Institute's event, "Are you prepared for the National Public Safety Broadband Network?" The Panel/Q&A Session covered such topics as: benefits of early adoption; building a roadmap covering finance, technology, and architecture; and developing a sound transition plan. 25 attended the presentation.
16. Nov. 13: The Broadband Outreach Coordinator gave a presentation on the State's FirstNet work to the Rural Maryland Council. The RMC, an independent state agency, brings together rural leaders, government solutions to the challenges unique to rural Maryland. The nonpartisan Council is governed by an Executive Board, and all meetings are open to the public. Approximately 1.6 million people live in MD's rural counties. 57 people attended the presentation.
17. Nov. 17: Under the leadership of the chair of the SIEC, the Superintendent of the Maryland State Police, the SWIC/SPOC and the Broadband Outreach Coordinator gave a presentation on the State's FirstNet work to the 18 people who attended the meeting. The team received validation on their work and feedback on efforts for 2015.
18. Nov. 19: The SWIC/SPOC, the MD Broadband Team, and participants from DC and DE attended a presentation and tour of Northrup Grumman to hear about the company's FirstNet work.
19. Nov. 20: The SWIC/SPOC and Broadband Outreach Coordinator gave a presentation and updates on the progress of FirstNet and SLIGP to the Practitioner Steering Committee, the work group that advises the SIEC on all matters related to interoperability around the State. 15 people from State and local public safety, emergency management, and information technology agencies attended.
20. Nov. 20: The SWIC/SPOC and Broadband Outreach Coordinator participated in the MD Quarterly SLIGP call with NTIA.
21. During November the MD Broadband Team drafted content for the Fall/Winter MD FirstNet team newsletter.
22. During November the MD Broadband Team prepared a transition memo for the newly-elected Governor and is prepared to brief his staff on our FirstNet work when called upon.

December:

23. Dec. 4: The Broadband Outreach Coordinator participated in a panel with three other states at the NCSWIC annual conference on each State's FirstNet outreach efforts. 63 people were present for the panel.
24. Dec. 9: The SWIC/SPOC and Broadband Outreach Coordinator held a call with Minnesota's SPOC to discuss that state's user data assessment and how we can build on their work in Maryland.
25. Dec. 9: The DoIT Task Order request for Proposal (TORFP) was executed with Integrity Consulting to bring on the Broadband Technical SME.
26. Dec. 10: The Fall/Winter MD FirstNet Broadband Team distributed its newsletter to contacts around the State and via the distribution list of the Maryland Joint Operations Center. More than 450 people received from the newsletter.
27. Dec. 11: Two members of the Maryland FirstNet Broadband Team gave a presentation on the State's FirstNet work to the Washington County Local Emergency Planning Committee (LEPC). Local LEPCs are comprised of a cross-section of stakeholders from emergency management, police, fire/rescue, health, social services, public utilities, community groups, and the private sector. 27 people were present for the discussion.
28. Dec. 17: The SWIC/SPOC gave a presentation on the State's FirstNet work to the Prince George's County Public Safety Technology Working Group. 11 people were present for the discussion.
29. Dec. 17: Two members of the Maryland FirstNet Broadband Team gave a presentation on the State's FirstNet work to the Maryland Fire Chiefs Association Briefing. 17 people were present for the discussion.
30. Dec. 19: The SWIC/SPOC participated in the FirstNet Region III Monthly SPOC/SWIC call/webinar.
31. Dec. 22: A kick-off call was held with the subcontractor brought on by the DoIT TORPF to discuss the scope of work with the Broadband Outreach Coordinator.

32. Dec. 30: The SWIC/SPOC drafted and submitted a closeout memo to document the position's responsibilities upon retirement on 12.31.14.
33. During October, November, and December the SWIC/SPOC and Broadband Outreach Coordinator participated in monthly MACINAC meetings to prepare for the January 2015 Regional Workshop. The Broadband Outreach Coordinator secured three speakers at the conference and worked to invite State and local participants.
34. During October, November, and December, the ESRGC/Salisbury University worked on Website Development. The ESRGC team migrated content from existing SharePoint site to State of Maryland-approved HTML 5/JavaScript template, including responsive design. The team worked with the DoIT web team to secure the domain: firstnet.maryland.gov. They provided a site content guide to the Maryland Broadband Team which is helpful to understand the file structure of the site and how to change/update content using GitHub repository. Following that, the Maryland Broadband Team completed the technology side of the website redesign. The ESRGC team also provided Mapping Support to the project by providing examples of mapping work completed during the broadband mapping grant detailing broadband coverage areas. They reviewed and commented on potential data menu for pilot during the Nov. 3 meeting. They presented examples of existing and ancillary data sources for population density, number of users, and location of roads and other infrastructure. They prepared a statewide 2x2 mile grid for potential future analysis. The MD Broadband Team collaborated on the work designing a project pilot to test our user needs assessment and collection methodology and tools in the field.

Social Media

1. In this quarter, the @MDInterOP Twitter account earned 8.8k impressions, averaging 97 per day. We gained 80 followers to bring our total to 366 followers. We also continue to update our Facebook page and LinkedIn account.
2. On our website this quarter, we had 400 sessions, 265 users, and 993 page views. 60.5% were new users and 39.5% were returning users.

PROJECTED TASKS TO BE COMPLETED NEXT PERIOD

1. Website: Update website with new material prepared by the MD Broadband team. Design and implement a secure portion of

the site for data sharing and communication.

2. User Needs Assessment and Collection: Work with the pilot counties/agencies to build a comprehensive GIS database related to the demand for first responder that supports the analytics necessary to show the value of FirstNet for emergency response. Develop analytical techniques to determine locations where gaps exist between existing wireless data coverage and potential demand for wireless data coverage among first responders. Expand pilot data coverage and analytical techniques statewide.

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 SWIC/SPOC is retiring at the end of Dec. 2014. This will affect our personnel salary and fringe match since the acting SPOC as of Jan. 1, 2015 will be 100% grant funded. The Assistant Bureau Chief/Chief Information Officer; Technology and Information Management Command of the Maryland Department of State Police will take over the programmatic oversight and will contribute to the personnel match, however at a likely lower percentage.

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

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.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
SWIC	25%	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
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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/R FQ 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
Integrity Consulting	Broadband SME	Contractor	Y	Y	12.9.14	7.31.16	\$313,560	\$0	N/A
University of Maryland	Regional Coordinator Team for 4 interop regions	Contractor	N	Y	2.1.14	7.31.16	\$518,275	\$0	N/A
Allegany County	Regional Coordinator for one region	Contractor	N	Y	10.30.14	7.31.16	\$75,000	\$0	
Salisbury State University	Website Developer and GIS	Contractor	N	Y (Task Order MOU)	6.5.14	7.31.16	\$330,000	\$0	N/A
Motorola	Site Surveys	Vendor	Y	Y	Phase II - TBD	7.31.16	\$0	\$358,240	N/A
All Hazards Consortium	Regional Coordination MACINAC	Contractor*	Y	Y	9.25.14	7.31.16	\$90,750*	0	N/A

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

*The sole source contract amount with the All Hazards Consortium is listed in the “other” category on Section 14 of this PPR. This contract is unique and does not fit within the subcontracts total.

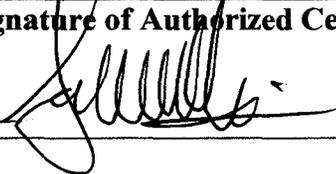
14. Budget Worksheet

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.

*Please note that these reported figures for federal funds expended and approved matching funds expended are now cumulative. Previous figures reported in these columns in PPRs for Q1-Q3 were reported as quarterly.

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	\$0	\$108,660	\$108,660	0	\$41,146.42	\$41,146.42
b. Personnel Fringe Benefits	\$0	\$30,240	\$30,240	0	\$4,565.12	\$4,565.12
c. Travel	\$149,082	0	\$149,082	\$14,009.42	0	\$14,009.42
d. Equipment	0	0	0	0	0	0
e. Materials/Supplies	\$13,694	0	\$13,694	\$2,681.60	0	\$2,681.60
f. Subcontracts Total	\$1,731,835	\$358,240	\$2,090,075	\$207,235.89	0	\$207,235.89
g. Other	\$90,750	0	\$90,750	\$0	\$14,943.08	\$14,943.08
h. Total Costs	\$1,985,361	\$497,140	\$2,482,501	\$223,926.91	60,654.62	\$284,581.53
i. % 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 Major Ken Hasenei Assistant Bureau Chief/Chief Information Officer Technology and Information Management Command Maryland Department of State Police	16c. Telephone (area code, number, and extension) 410-653-4229
16b. Signature of Authorized Certifying Official 	16d. Email Address John.hasenei@maryland.gov 16e. Date Report Submitted (month, day, year) 2/10/15

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.