

U.S. Department of Commerce Performance Progress Report				2. Award or Grant Number:	72-10-S13072
				4. EIN:	660679060
1. Recipient Name	Puerto Rico Office of Public Safety Affairs			6. Report Date (MM/DD/YYYY)	4/24/2017
3. Street Address	P.O Box 194140			7. Reporting Period End Date: (MM/DD/YYYY)	3/31/2017
5. City, State, Zip Code	San Juan, PR 00919-4140			8. Final Report Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	9. Report Frequency Quarterly <input type="checkbox"/> <input checked="" type="checkbox"/>
10a. Project/Grant Period					
Start Date: (MM/DD/YYYY)		9/1/2013	10b. End Date: (MM/DD/YYYY)		2/28/2018
11. List the individual projects in your approved Project Plan					
	Project Type (Capacity Building, SCIP Update, etc.)	Project Deliverable Quantity (Number & Indicator Description)	Description of Milestone Category		
1	Stakeholders Engaged	125	<i>Actual number of individuals reached via stakeholder meetings during the quarter</i>		
2	Individuals Sent to Broadband Conferences	0	<i>Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter</i>		
3	Staff Hired (Full-Time Equivalent)(FTE)	0	<i>Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)</i>		
4	Contracts Executed	1	<i>Actual number of contracts executed during the quarter</i>		
5	Governance Meetings	0	<i>Actual number of governance, subcommittee, or working group meetings held during the quarter</i>		
6	Education and Outreach Materials Distributed	28,978	<i>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</i>		
7	Subrecipient Agreements Executed	0	<i>Actual number of agreements executed during the quarter</i>		
8	Phase 2 - Coverage	5	<i>For each Phase 2 milestone category, please provide the status of the activity during the quarter:</i> <ul style="list-style-type: none"> <li>• Stage 1 - Process Development</li> <li>• Stage 2 - Data Collection in Progress</li> <li>• Stage 3 - Collection Complete; Analyzing/Aggregating Data</li> <li>• Stage 4 - Data Submitted to FirstNet</li> <li>• Stage 5 - Continued/Iterative Data Collection</li> <li>• Stage 6 - Submitted Iterative Data to FirstNet</li> </ul>		
9	Phase 2 – Users and Their Operational Areas	5			
10	Phase 2 – Capacity Planning	5			
11	Phase 2 – Current Providers/Procurement	1			
12	Phase 2 – State Plan Decision	1			
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.					
January, 2017 - January 26, 2017 - Stakeholder meeting in the west region about FirstNet updates. 18 participants - January 31, 2017 - Stakeholder meeting in the central region about FirstNet updates. 16 participants - January 24, 2017 - Performance Progress Report delivered to NTIA. - State plan to the governor in coordination with Chuck Murph. - Multiple calls and communications between Region 4 Lead and the Program Manager, about FirstNet updates. - Weekly social media maintenance.					

February, 2017

- February 1, 2017 - Stakeholder meeting in the south region about FirstNet updates. 23 participants
- February 7, 2017 - Stakeholder meeting in the north region about FirstNet updates. 21 participants
- February 8, 2017 - Private sector stakeholder meeting about the FirstNet and updates of the project. 5 participants
- February 9, 2017 - Stakeholder meeting in the east region about FirstNet updates. 19 participants
- February 16, 2017 - Stakeholder meeting in the north (Metro 1) region about FirstNet updates. 23 participants
- The program manager created an infographic roadmap about the FirstNet activities in the first 100 days post award contract.
- The program manager work with the RFP for the supplies maintenance of the new SLIGP multifunctional printer, that is used to print FirstNet material for the conferences.
- We participate in the SLIGP Quaterly Call. (2/15/2017)
- The program manager have a meeting with the acting director about the SLIGP narrative budget, the organization chart, and the new AOR. (2/21/2017)
- Weekly social media maintenance. (@PRFirstNet - Twitter/Facebook)
- Read the weekly FirstNet updates from Kenzie Capece.

March, 2017

- Preparation of a new informative material using "FactSheets" from the FirstNet website.
- Sharing information and videos, like the "The Evolution of FirstNet" through the social media.
- The program manager work with a new supplies replacement contract for the SLIGP multifunctional printer.
- We sent to NTIA the information related to our new AOR.
- Sharing information through the social media from the article "FirstNet Major Milestone with Opening of Test Lab".
- The program manager participated in the "FirstNet preparation Webinar about the State Planning Process".
- We attend at the Firstnet board & Comittee Meeting teleconference.
- The program manager do the reservation for the PSCR activity in June, 2017.

**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.**

No changes anticipated.

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

We continue to use social media (twitter and facebook), emails and phone calls to reach and engage more people, public in general and public safety personnel and bring to them the most updated information about FirstNet.

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

26.5K impressions over 3 month period according to twitter analytics. It means that more people heard about FirstNet, have been reached, and engage. In Facebook 1,853 people were reached in the same period.

**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.**

In the next quarter we will have a new Program Manager and a new Technology Officer to assist with the SLIGP activities.

**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
SLIGP Program Manager	55%	Develop and coordinate outreach and education plans to Puerto Rico public safety community.	The program manager is working tasks related to other grants.
Grant Administrator	30%	Provide grant management support, managing the project's budget, and ensuring that the grant activities are completed on time.	
Financial Coordinator	25%	Produce financial statements, oversight transactions and implementing audit systems.	
SWIC	20%	Implementation a statewide vision for interoperability.	
SPOC	0%	Primary point of contact for NTIA and FirstNet.	

**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
Data Supplies Corp	Multifunctional Printer Supplies Replacement	Vendor	Y	Y	3/17/2017	2/28/2018	\$0.00	\$2,999.60
Cybertech Solutions	Outreach and Educational Efforts - Web Design	Vendor	Y	Y	2/1/2016	5/31/2017	\$44,662.00	\$8,058.00
Lex Santos	Project Management/Technical Advisor	Vendor	Interviews	Y	8/17/2015	8/31/2015	\$103,600.00	\$0.00
Andés F. Márquez	Data Collector	Vendor	Interviews	Y	8/17/2015	9/30/2015	\$4,800.00	\$0.00
Frances T. Vázquez	Data Collector	Vendor	Interviews	Y	8/17/2015	9/30/2015	\$4,800.00	\$0.00
TBD	Planning/Legal Consultant/Engineering Organization	Vendor	N	N	TBD	TBD	\$401,381.00	\$181,885.00
TBD	Outreach and Educational Efforts - Web Design	Vendor	N	N	TBD	TBD	\$224,381.00	\$40,567.00
TBD	Legal Services	Vendor	N	N	TBD	TBD	\$12,000.00	\$0.00
RBD	Grant Writing Services	Vendor	Y	Y	3/14/2013	6/30/2013	\$10,200.00	\$0.00

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

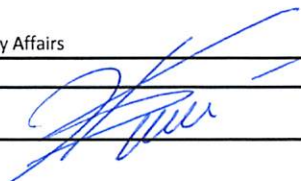
None

**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	\$383,200.00	\$15,693.00	\$398,893.00	\$191,511.61	\$15,693.00	\$207,204.61
b. Personnel Fringe Benefits	\$79,061.00	\$2,957.00	\$82,018.00	\$24,705.98	\$2,957.00	\$27,662.98
c. Travel	\$102,784.00	\$0.00	\$102,784.00	\$61,996.37	\$0.00	\$61,996.37
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Materials/Supplies	\$14,608.00	\$2,000.00	\$16,608.00	\$10,285.68	\$6,793.00	\$17,078.68
f. Subcontracts Total	\$806,280.00	\$234,510.00	\$1,040,790.00	\$75,506.04	\$4,153.00	\$79,659.04
g. Other	\$46,691.00	\$103,000.00	\$149,691.00	\$14,444.53	\$9,328.00	\$23,772.53
h. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
i. Total Costs	\$1,432,624.00	\$358,160.00	\$1,790,784.00	\$378,450.21	\$38,924.00	\$417,374.21
j. % of Total	80%	20%	100%	91%	9%	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:**Heriberto N. Sauri Santiago, MPH, CHS-III  
Executive Director of Puerto Rico Office of Public Safety Affairs**16b. Signature of Authorized Certifying Official:**

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

787-763-3424

**16d. Email Address:**[hsauri@oasp.pr.gov](mailto:hsauri@oasp.pr.gov)**Date:**

4/24/2017