U.S. Department of Commerce	2. Award or Grant Number 78-10-S13078
Performance Progress Report	4. EIN # 090101838

1. Recipient Name United States Virgin Islands –Office of the Governor Bureau of Information Technology	6. Report Date (MM/DD/YYYY) 10/13/2013	
3. Street Address 8000 Nisky Shopping Center, Suite 600 A	7. Reporting Period End Date: 09/30/2013	
5. City, State, Zip Code Charlotte Amalie, Virgin Islands 00802	8. Final Report ☐ Yes ☐ No	9. Report Frequency ☐ Quarterly

10a. Project/Grant Period Start Date: (MM/DD/YYYY) 08/01/2013	10b. End Date: (MM/DD/YYYY)	07/31/2016		

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	0	$		
2	Training Sessions	N/A			
3	Broadband Conferences	9			
4	Staff Hires (FTE)	0			
5	Contract Executions	0			
6	Statutory or Regulatory Equivalent	0			
7	Governance Meetings	1			
8	Education and Outreach	0			
9	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.

The VI SLIGP team attended a Broadband Conference in Q1 which was a FirstNet State and Territory Consultation meeting in Arlington, VA. The Virgin Islands SLIGP team members also attended one (1) governance meeting during the reporting period. At that meeting, a brief informative discussion about the approved funding for SLIGP and its purpose occurred. Our major challenge has been employing a Program Manager to manage the grant activities. This is needed to drive the grant activities and its objectives. All planned activities are based on the hiring of the Program Manager. The VI plans to hire the Program Manager during the month of November 2013.

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.

Information regarding changes to the approved Baseline Report for next quarter is unknown at this point. As indicated above, we were unable to complete any major activity under the Grant due to the lack of a Program Manager who has the general oversight responsibility for all grant activities and ensuring that we meet our timelines and milestones activities.

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

This grant is dependent mainly on the employment of a Program Manager. The Program Manager is needed to coordinate grant activities. We anticipate hiring a Program Manager during the month of November 2013.

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

We currently do not have any success stories to report.

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.

This grant was solicited with the intention that a single person, a Program Manager, would have the responsibility of providing oversight for the SLIGP grant. He would ensure that all activities are completed on time and within budget. The Program manager is responsible for carrying out grant activities and reporting to the point of contact (POC). He would also work to expand the State's governance structure. The Program Manager has to provide a Master plan to incorporate the NPSWBN technological requirements into our existing radio and broadband network infrastructure. In addition, he has the responsibility of researching Long Term Evolution (LTE) technologies, educating, coordinating of SLIPG activity, managing the SLIGP Budget, documenting all SLIGP activities, preparing USVI team for the FirstNet consultations and assuring compliance with SLIGP requirements. Without this person we are not able to accomplish much because this is a full time position. The hiring process is not yet completed. A required budget for this grant is on our Office of Management and Budget accounting systems as well as the necessary accounts established in the Enterprise Resource Planning System (ERP) -- our Financial Management System.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change

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

| TBD | Website Development and maintenance | Vendor | N | N | TBD | TBD | $49,920 | $0 | N/A |
| TBD | Cost for wireless technologies consultants | Vendor | N | N | TBD | TBD | $79,350 | $0 | N/A |

Add Row   Remove Row

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

The Bureau of Information Technology is not ready to begin this process. This task should be spearheaded by the Program Manager.

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	$195,000	$0	$195,000	$0	$0	$0
b. Personnel Fringe Benefits	$ 74,283	$0	$ 74,283	$0	$0	$0
c. Travel	87,458	$0	$ 87,458	$ 14,844	$0	$ 14,844
d. Equipment	$ 0	$0	$ 0		$0	$0
e. Materials/Supplies	$ 7,367	$0	$ 7,367	$0	$0	$0
f. Subcontracts Total	$136,170	$0	$136,170	$0	$0	$0
g. Other	$ 15,350	$0	$ 15,350	$0	$0	$0
h. Total Costs	$515,628	$0	$515,628	$14,844	$0	$14,844
i. % of Total	100%	$0	100%	100%	0%	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.
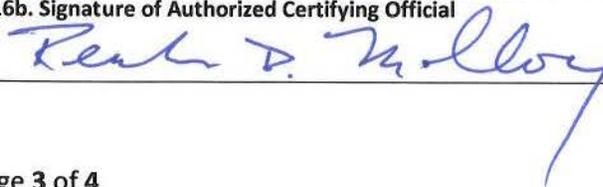
16a. Typed or printed name and title of Authorized Certifying Official	16c. Telephone (area code, number, and extension)
Reuben D. Molloy, MBA	340-713-0354 Extension 5510
Director/Chief Information Technology Officer	**16d. Email Address** reuben.molloy@bit.vi.gov
16b. Signature of Authorized Certifying Official	**16e. Date Report Submitted (month, day, year)**