

U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number 78-10-S13078			
		4. EIN # 090101838			
1. Recipient Name United States Virgin Islands –Office of the Governor Bureau of Information Technology		6. Report Date (MM/DD/YYYY) 01/27/2014			
3. Street Address 8000 Nisky Shopping Center, Suite 600 A		7. Reporting Period End Date: 12/31/2013			
5. City, State, Zip Code Charlotte Amalie, Virgin Islands 00802		8. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No		9. Report Frequency <input type="checkbox"/> Quarterly	
10a. Project/Grant Period Start Date: (MM/DD/YYYY)	10b. End Date: (MM/DD/YYYY) 08/01/2013	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	0			
4	Staff Hires (FTE)	1 FTE			
5	Contract Executions	0			
6	Statutory or Regulatory Equivalent	0			
7	Governance Meetings	0			
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. During the reporting period we did not attend any Broadband Conferences, Stakeholders Meetings or Governance Meeting. Our Program Manager was hired in November 2013. He did not come on board until December 16, 2013. The Bureau is now in a better position to plan, coordinate and manage activities of the grant in order to ensure the milestones are met and that we are on track with our planned activities. During the next quarter, we planned a Governance meeting with the PSC to inform them that they would be utilized as the Governance Body for the SLIGP grant as planned and thereafter plan to meet once per month.					
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. 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. Since he is now on board, he will assess the grant timelines and attempt to get the VI					

<p>on track with planned activities.</p>																																							
<p>11d. Describe any success stories or best practices you have identified. Please be as specific as possible.</p> <p>We currently do not have any success stories to report.</p>																																							
<p>12. Personnel</p>																																							
<p>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.</p> <p>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.</p> <p>He is currently on board and now able to get the VI team back on track.</p>																																							
<p>12b. Staffing Table</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Job Title</th> <th style="width: 10%;">FTE %</th> <th style="width: 40%;">Project(s) Assigned</th> <th style="width: 20%;">Change</th> </tr> </thead> <tbody> <tr> <td>Program Manager</td> <td>100%</td> <td>Program Management of SLIGP Grant as delineated above in 12a</td> <td>No Change</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Add Row"/> <input type="button" value="Remove Row"/> </div>										Job Title	FTE %	Project(s) Assigned	Change	Program Manager	100%	Program Management of SLIGP Grant as delineated above in 12a	No Change																						
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<p>13. Subcontracts (Vendors and/or Subrecipients)</p>																																							
<p>13a. Subcontracts Table – Include all subcontractors. The totals from this table must equal the "Subcontracts Total" in Question 14f.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Name</th> <th style="width: 15%;">Subcontract Purpose</th> <th style="width: 10%;">Type (Vendor/Subrec.)</th> <th style="width: 8%;">RFP/RFQ Issued (Y/N)</th> <th style="width: 8%;">Contract Executed (Y/N)</th> <th style="width: 6%;">Start Date</th> <th style="width: 6%;">End Date</th> <th style="width: 10%;">Total Federal Funds Allocated</th> <th style="width: 10%;">Total Matching Funds Allocated</th> <th style="width: 13%;">Project and % Assigned</th> </tr> </thead> <tbody> <tr> <td>TBD</td> <td>Website Development and maintenance</td> <td>Vendor</td> <td>N</td> <td>N</td> <td>TBD</td> <td>TBD</td> <td>\$49,920</td> <td>\$0</td> <td>N/A</td> </tr> <tr> <td>TBD</td> <td>Cost for wireless technologies consultants</td> <td>Vendor</td> <td>N</td> <td>N</td> <td>TBD</td> <td>TBD</td> <td>\$82,800</td> <td>\$0</td> <td>N/A</td> </tr> </tbody> </table>										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	\$82,800	\$0	N/A
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13b. Describe any challenges encountered with vendors and/or subrecipients.

The Bureau of Information Technology is not ready to begin this process. This task will 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	2500	\$0	\$2,500
b. Personnel Fringe Benefits	\$ 74,283	\$0	\$ 74,283	853	\$0	\$853
c. Travel	87,458	\$0	\$ 87,458	\$ 14,844	\$0	\$14,844
d. Equipment	\$ 0	\$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	\$18,197	\$0	\$18,197
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

Reuben D. Molloy, MBA

Director/Chief Information Technology Officer

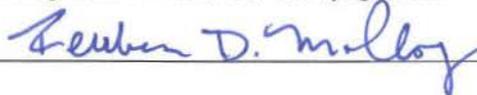
16c. Telephone (area code, number, and extension)

340-713-0354 Extension 5510

16d. Email Address

reuben.molloy@bit.vi.gov

16b. Signature of Authorized Certifying Official



16e. Date Report Submitted (month, day, year)

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.