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) 01/11/2016	
3. Street Address 8000 Nisky Shopping Center, Suite 600 A	7. Reporting Period End Date: 12/31/2015	
5. City, State, Zip Code Charlotte Amalie, Virgin Islands 00802	8. Final Report ☐ Yes x☐ No	9. Report Frequency x Quarterly

10a. Project/Grant Period Start Date: (MM/DD/YYYY) 08/01/2013	10b. End Date: (MM/DD/YYYY) 01/31/2018		

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	215			
2	Broadband Conferences	1			
3	Staff Hires	0			
4	Contract Executions	0			
5	Governance Meetings	1			
6	Education and Outreach (Materials, Social Media, face-to-face)	1120			
7	Sub recipient Agreement Executed	0			
8	Phase 2 - Coverage	Stage 4			
9	Phase 2 – Users and Their Operational Areas	Stage 4			
10	Phase 2 – Capacity Planning	Stage 4			
11	Phase 2 – Current Providers/Procurement	Stage 4			
12	Phase 2 – State Plan Decision	Stage 4			

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:
- Attended SPOC meeting in Westminster, Colorado
- FirstNetVI increased outreach efforts by distributing outreach materials and communicating FirstNet's mission to first responders and everyday citizens at local Public Safety events.
- FirstNetVI participated at the "All Hazards Expo" on all three (3) islands hosted by the Virgin Islands Emergency Management Authority (VITEMA)
- VITEMA conducted a full-scale maritime exercise in the St. Thomas-St. John district to test the first responder capabilities in managing a major incident at sea. A FirstNetVI rep was in attendance to document and record the capabilities in the Virgin Islands.
- Initiative Working Group (IWG) activated as of December 2016.

Planned Major activities for next quarter:
- Hold Meeting with Governor and Legislative body
- Expand governance body to include non-profit organizations, as well as other public safety agencies
- Schedule a minimum of four (4) Education and Outreach events
- Hold Monthly Initiative Working Group Meetings (IWG)
- Increase social media presence, reach minimum of 500 individuals by June 2016

Other activities:
- Participated in monthly FirstNet Regional Meetings
- Participated in SLIGP Quarterly Meetings

Conducted Outreach and Education

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 additional request for change is anticipated at this time. A revised baseline/expenditure plan was submitted to the SLIGP team in quarter ending 6/30/2015.
- Due to scheduling conflicts, the Territory Wide Communication Interoperability Governing Board (TWCIGB) held one (1) governance meeting this quarter. However, FirstNetVI reached approximately 500 individuals via in person, telephone outreach and education sessions coupled with information materials distribution.

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

- Utilizing the Initiative Working Group (IWG) remains a major focus for our FirstNet outreach efforts.
- FirstNetVI is focused on preparations for the second round of consultations.

11d. Describe any success stories or best practices you have identified. Please be as specific as possible.
- Maintain relationships with established stakeholders. Provide periodic updates on project efforts.
- Engage stakeholders to take lead roles in IWG

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.

- The 2015 grant extension coupled with the modified budget has revealed that budgetary constraints will only allow for the salaries of two Program Managers under the SLIGP grant until the end of the original grant term. SLIGP funds for personnel services and fringes will be exhausted prior to termination date of the Grant. Based on projections, current availability of funds will only sustain the two program managers until mid 2016. Subsequently, staffing will have to be reduced to one program manager due to the budget shortfall. Consideration for any available funding is being requested of NTIA in order to fulfill our staffing requirement throughout the term of the grant.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Program Manager 1	100%	Program Management of SLIGP Grant as delineated above in 12a	No Change
Program Manager 2	100%	Program Management of SLIGP Grant as delineated above in 12a	No Change

Add Row   Remove Row

13. Subcontracts (Vendors and/or Sub recipients)

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	Cost for Wireless Technology Consultants	Vendor	N	N	TBD	TBD	$5,072	$0	N/A

Add Row   Remove Row

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

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	$329,688	$0	$329,688	$206,077	$0	$206,077
b. Personnel Fringe Benefits	$107,860	$0	$107,860	$63,355	$0	$63,355
c. Travel	$60,911	$0	$60,911	$52,890	$0	$52,890
d. Equipment	$ 0	$0	$ 0	$0	$0	$0
e. Materials/Supplies	$ 7,372	$0	$ 7,372	$6,164	$0	$6,164
f. Subcontracts Total	$5,072	$0	$5,072	$0	$0	$0
g. Other	$4,725	$0	$4,725	$5,702	$0	$5,702
h. Total Costs	$515,628	$0	$515,628	$334,188	$0	$334,188
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
	16d. Email Address
Director/Chief Information Technology Officer	reuben.molloy@bit.vi.gov
16b. Signature of Authorized Certifying Official	**16e. Date Report Submitted (month, day, year)**

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