

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) 04/22/2016		
3. Street Address 8000 Nisky Shopping Center, Suite 600 A			7. Reporting Period End Date: 03/31/2016		
5. City, State, Zip Code Charlotte Amalie, Virgin Islands 00802			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: (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	40			
2	Broadband Conferences	0			
3	Staff Hires	0			
4	Contract Executions	0			
5	Governance Meetings	0			
6	Education and Outreach (Materials, Social Media, face-to-face)	724			
7	Sub recipient Agreement Executed	0			
8	Phase 2 - Coverage	Stage 5			
9	Phase 2 – Users and Their Operational Areas	Stage 5			
10	Phase 2 – Capacity Planning	Stage 4			
11	Phase 2 – Current Providers/Procurement	Stage 4			
12	Phase 2 – State Plan Decision	Stage 4			

<p>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.</p> <p>Milestone Activities:</p> <ul style="list-style-type: none"> • Hosted SPOC Kick-off meeting • Held two FirstNet 101 education session with executive level stakeholders • FirstNetVI increased its social media presence <p>Planned Major activities for next quarter:</p> <ul style="list-style-type: none"> • Meeting with Homeland Security and Public Safety Committee • Expand governance body to include non-profit organizations, as well as other public safety agencies • Schedule a minimum of three (3) Education and Outreach events • Hold quarterly Initiative Working Group Meetings (IWG) <p>Other activities:</p> <ul style="list-style-type: none"> • Participated in monthly FirstNet Regional Meetings • Participated in SLIGP Quarterly Meetings • Coordinated with the PEIS group to schedule the PEIS public meeting for the Virgin Islands. Scheduled for April 22, 2016 in Christiansted, St. Croix. 											
<p>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.</p> <ul style="list-style-type: none"> • 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. 											
<p>11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.</p> <ul style="list-style-type: none"> • Due to scheduling conflicts, no Governance meetings were held this quarter. • 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. 											
<p>11d. Describe any success stories or best practices you have identified. Please be as specific as possible.</p> <ul style="list-style-type: none"> • Maintaining relationships with established stakeholders and providing periodic updates on project efforts. • Engage stakeholders to take lead roles in IWG 											
<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> <ul style="list-style-type: none"> • The 2015 grant extension coupled with the modified budget has revealed that budgetary constraints which will be reassessed when the new financial manager comes aboard. Prior assessment indicated that SLIGP funds for personnel services and fringes will be exhausted prior to termination date of the Grant. Consideration for any available funding is being requested of NTIA in order to fulfill our staffing requirement throughout the term of the grant. 											
<p>12b. Staffing Table</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <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 colspan="4" style="height: 20px;"> </td> </tr> </tbody> </table>				Job Title	FTE %	Project(s) Assigned	Change				
Job Title	FTE %	Project(s) Assigned	Change								

Program Manager 1	0	Program Management of SLIGP Grant as delineated above in 12a	Resigned January 2016
Program Manager 2	100	Program Management of SLIGP Grant as delineated above in 12a	No Change
Financial Manager	0	Provide financial management for SLIGP grant (unfunded)	Resigned February 2016

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

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	\$231,327	\$0	\$231,327
b. Personnel Fringe Benefits	\$107,860	\$0	\$107,860	\$73,081	\$0	\$73,081

c. Travel	\$60,911	\$0	\$60,911	\$54,878	\$0	\$54,878
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	\$6,070	\$0	\$6,070
h. Total Costs	\$515,628	\$0	\$515,628	\$371,520	\$0	\$371,520
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)		

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.