

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)	7/11/2016
3. Street Address	8000 Nisky Shopping Center, Suite 600 A			7. Reporting Period End Date: (MM/DD/YYYY)	6/30/2016
5. City, State, Zip Code	Charlotte Amalie, VI 00802			8. Final Report Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	9. Report Frequency Quarterly <input checked="" type="checkbox"/>
10a. Project/Grant Period					
Start Date: (MM/DD/YYYY)		8/1/2013	10b. End Date: (MM/DD/YYYY)	1/13/2018	
11. List the individual projects in your approved Project Plan					
	Project Type (Capacity Building, SCIP Update,	Project Deliverable Quantity (Number & Indicator Description)	Description of Milestone Category		
1	Stakeholders Engaged	50	Actual number of individuals reached via stakeholder meetings during the quarter		
2	Individuals Sent to Broadband Conferences	2	Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter		
3	Staff Hired (Full-Time Equivalent)(FTE)	0	Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)		
4	Contracts Executed	0	Actual number of contracts executed during the quarter		
5	Governance Meetings	1	Actual number of governance, subcommittee, or working group meetings held during the quarter		
6	Education and Outreach Materials Distributed	381	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		
7	Subrecipient Agreements Executed	0	Actual number of agreements executed during the quarter		
8	Phase 2 - Coverage	Stage 5	For each Phase 2 milestone category, please provide the status of the activity during the quarter: • Stage 1 - Process Development • Stage 2 - Data Collection in Progress • Stage 3 - Collection Complete; Analyzing/Aggregating Data • Stage 4 - Data Submitted to FirstNet • Stage 5 - Continued/Iterative Data Collection • Stage 6 - Submitted Iterative Data to FirstNet		
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 5			
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>Milestone Activities: SPOC Reuben Molloy and Program Manager Khanisa Figaro both attended FirstNet in-person spring SPOC meeting in McLean, Virginia. On April 22nd, FirstNet hosted a 3-hour open house style Programmatic Environmental Impact Statement (PEIS) meeting on the island of St. Croix. On May 11th, FirstNetVI testified before the Legislature's committee on Homeland Security, Justice and Public Safety which was broadcasted on-air and on-line.</p> <p>Other activities: Participated in monthly FirstNet Regional Meetings. Participated in SLIGP Quarterly Meetings. Director Molloy also interviewed with radio personality Ronald Redfield which was broadcasted live on-air and on-line, during which there were 1100 hits to the website.</p> <p>Planned Major activities for next quarter: 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). Participate in Regional Consultation Task Team meeting scheduled for August 2nd. FirstNet representatives to attend in-person governance meeting scheduled for August 17th.</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.					
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.					

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

One Governance meeting was held this quarter. FirstNet update provided. 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. The CTT has been formed and the members are preparing for the upcoming regional meeting.

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

Maintaining relationships with established stakeholders and providing periodic updates on project efforts. Engaging stakeholders to take lead roles in IWG has been helpful to the success of our local efforts.

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 be reassessed next quarter. Prior assessment indicated that SLIGP funds for personnel services and fringes will be exhausted prior to grant termination date. 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 - 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
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)	Hasina Harris is the new Financial Manager for BIT and will provide support for SLIGP.

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
TBD	Cost of Wireless Technology Consultants	Vendor	N	N	TBD	TBD	\$5,072.00	\$0.00

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

The Bureau of Information Technology has not utilized the services of any vendors and/or subrecipients thus far;Therefore, there are no issues to report.

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	\$329,688.00		\$329,688.00	\$247,580.66		\$247,580.66
b. Personnel Fringe Benefits	\$107,860.00		\$107,860.00	\$80,263.30		\$80,263.30
c. Travel	\$60,911.00		\$60,911.00	\$55,557.75		\$55,557.75
d. Equipment	\$0.00		\$0.00			\$0.00
e. Materials/Supplies	\$7,372.00		\$7,372.00	\$6,164.47		\$6,164.47
f. Subcontracts Total	\$5,072.00		\$5,072.00	\$0.00		\$0.00
g. Other	\$4,725.00		\$4,725.00	\$6,118.50		\$6,118.50
h. Indirect	\$0.00		\$0.00	\$0.00		\$0.00
i. Total Costs	\$515,628.00	\$0.00	\$515,628.00	\$395,684.68	\$0.00	\$395,684.68
j. % 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)	340-713-0354 Extension 5510
Reuben D. Molloy, MBA Director/Chief Information Technology Officer			16d. Email Address:	reuben.molloy@bit.vi.gov
16b. Signature of Authorized Certifying Official:			Date:	