

U.S. Department of Commerce Performance Progress Report				2. Award or Grant Number:	78-10-S13078
1. Recipient Name				4. EIN:	090101838
United States Virgin Islands- Office of the Governor - Bureau of Information Technology				6. Report Date (MM/DD/YYYY)	4/26/2018
3. Street Address				7. Reporting Period End Date: (MM/DD/YYYY)	2/28/2018
8000 Nisky Shopping Center, Suite 600 A				8. Final Report Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	9. Report Frequency Quarterly <input checked="" type="checkbox"/>
5. City, State, Zip Code				Charlotte Amalie, VI 00802	
10a. Project/Grant Period					
Start Date: (MM/DD/YYYY)		10b. End Date: (MM/DD/YYYY)			
8/1/2013		2/28/2018			
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	0	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	0	Actual number of governance, subcommittee, or working group meetings held during the quarter		
6	Education and Outreach Materials Distributed	500	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: <ul style="list-style-type: none"> • 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 5			
11	Phase 2 – Current Providers/Procurement	Stage 5			
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.					

Milestone Activities:

- A NOFO waiver request letter regarding received supplemental funding was submitted on 1/10/2018
- Vendor contracted to build New FirstNetVI website. Work in progress
- Distributed FirstNetVI Newsletter to over 500 stakeholders
- Participated in NG911 demonstration which included talks on FirstNet integration (50 attendees)
- Issued Disaster relief phones to VITEMA, VIPD and VIFS.

Other activities:

- Participated in the SLIGP 2.0 webinar
- Participated in SLIGP Quarterly Meeting
- Provided content to Crucian Point for FirstNetVI web development to include latest FirstNetVI Newsletter, new AT&T FirstNet service logo etc.
- Purchased office Supplies

Planned Major activities for next quarter:

- FirstNetVI and AT&T Kick-off meeting
- The SPOC, SWIC, and FirstNetVI program manager will attend the upcoming IWCE conference in Orlando
- Launch new FirstNetVI website

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 supplemental budget was approved as of July 2017.

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

The communications infrastructure is being rebuilt with great collaboration from AT&T. USVI requests to be a pilot for the Stand-up of the FirstNet network. FirstNet and the AT&T FirstNet team has participated in some of the territory's communication calls.

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.

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.

USVI's request for supplemental grant funding was approved as of July 2017 to support the project till the end of the performance period.

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 BIT's new financial manager as of May 2016. Mrs. Harris will provide support for SLIGP.
SPOC	0	Provide SLIGP grant (unfunded)	Angelo Riddick has been appointed BIT's Director/CIO as of November 2016, and was officially designated as SPOC by the Governor.

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	\$365,938.00		\$365,938.00	\$360,285.26		\$360,285.26
b. Personnel Fringe Benefits	\$135,084.00		\$135,084.00	\$130,457.05		\$130,457.05
c. Travel	\$76,436.00		\$76,436.00	\$60,659.51		\$60,659.51
d. Equipment	\$0.00		\$0.00	\$0.00		\$0.00
e. Materials/Supplies	\$7,372.00		\$7,372.00	\$7,521.06		\$7,521.06
f. Subcontracts Total	\$0.00		\$0.00	\$0.00		\$0.00
g. Other	\$10,798.00		\$10,798.00	\$14,613.50		\$14,613.50
h. Indirect	\$0.00		\$0.00	\$0.00		\$0.00
i. Total Costs	\$595,628.00	\$0.00	\$595,628.00	\$573,536.38	\$0.00	\$573,536.38
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)
Angelo Riddick, PMP Director/Chief Information Officer		340-713-0354 Extension 5510
16b. Signature of Authorized Certifying Official:		16d. Email Address:
		angelo.riddick@bit.vi.gov
		Date:
		5/1/18