

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) 04/14/2014			
3. Street Address 8000 Nisky Shopping Center, Suite 600 A		7. Reporting Period End Date: 03/31/2014			
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	10	\$		
2	Training Sessions	N/A			
3	Broadband Conferences	5			
4	Staff Hires (FTE)	0			
5	Contract Executions	0			
6	Statutory or Regulatory Equivalent	0			
7	Governance Meetings	3			
8	Education and Outreach	0			
9	Phase II Activities	N/A			
<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>During the reporting period we attended one Broadband Conference in Atlanta, Georgia. One Stakeholders Meeting was held during the quarter which was combined with one Governance Meeting. In addition, two additional Governance Meeting were held. Our Program Manager has been on board since December 16, 2013 and he has been assisting in the coordination, attendance and material presentations at the Stakeholders and Governance meetings. No additional staff was hired, however, consideration has been requested to hire additional personnel. It may not require a revision to the grant if we utilize cost savings realized during the period we sought a Program Manager for this grant.</p>					
<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> <p>A review of the baseline indicates we held the planned number of outreach meetings, had an 80% attendance during our stakeholder’s meetings, hired no new personnel or hired any contractors as yet. No flyers were distributed however FirstNet information received were shared with the attendees at the Stakeholders and Outreach meetings.</p>					

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

We currently do not have any success stories to report.

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.

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 the USVI team for the FirstNet consultations and assuring compliance with SLIGP requirements.

As indicated earlier, he is currently on board and now able to get the VI team back on track.

12b. Staffing Table

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

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	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

Add Row

Remove Row

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	15,000	\$0	\$15,000
b. Personnel Fringe Benefits	\$ 74,283	\$0	\$ 74,283	4,897	\$0	\$4,897
c. Travel	87,458	\$0	\$ 87,458	\$ 21,140	\$0	\$21,140
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	\$41,037	\$0	\$41,037
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.