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) 10/27/2014	
3. Street Address 8000 Nisky Shopping Center, Suite 600 A	7. Reporting Period End Date: 09/30/2014	
5. City, State, Zip Code Charlotte Amalie, Virgin Islands 00802	8. Final Report □ Yes □ No	9. Report Frequency □ Quarterly

10a. Project/Grant Period Start Date: (MM/DD/YYYY) 08/01/2013	10b. End Date: (MM/DD/YYYY) 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	44	$		
2	Training Sessions	0			
3	Broadband Conferences	1			
4	Staff Hires (FTE)	.625			
5	Contract Executions	0			
6	Statutory or Regulatory Equivalent	0			
7	Governance Meetings	3			
8	Education and Outreach	4			
9	Phase II Activities	N/A			

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.

On 10 September 2014, we attended the Governor's Public Safety Sub-Committee meeting at Government House in St. Thomas, USVI. Seventeen (17) Stakeholders were in attendance for the meeting and a FirstNet update was given via PowerPoint. The SPOC and Program Managers have attended three Emergency Management meetings. One of our Program Managers have 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. Since then, additional staff was hired on 26 August 2014 and approved as a part time Project Manager. We utilized cost savings analysis and realized that by cutting back in the contractual agreements category, we were able to revise the grant to obtain an additional Full-Time Program Manager. This keeps the work in house rather than outsourcing. Director Reuben Molloy (SPOC) submitted the initial consultation package on 2 September 2014. The territory's governor and his administration will reach the end of term in the near future. It is important that we have the consultation as soon as possible. This governor has been supportive of this initiative since its inception. Changing the SPOC could create stagnant progress due to the learning curves and lack of network.

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.

A review of the baseline indicates we held the planned number of outreach meetings, had an 80% attendance during our governance meetings, and hired one new personnel. No contractors have been hired as yet. No flyers were distributed, however, the FirstNet information we received was shared with the attendees at the Stakeholders and Outreach meetings. The SLIGP team is reviewing the Baseline information as a result of a recent budget revision occurring in 1st quarter FY 2015. This revision moved funding from Contractual Services to Personnel Services & Fringe. This change recognized the need to use in-house personnel to assist with the numerous activities required under this grant as well as too handle data collection that is required in Phase II. Upon notification of the commencement of Phase II, our Baseline Report will be revised because more specificity will be known about Phase II. This information will therefore be very helpful to us, as we revise the document.

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

A brochure was developed using "FirstNet VI" as a logo. This was created to be approved by TWIGB for local first responders. The creation of a website is complete (www.vi.gov/firstnetvi) and the facebook page can be accessed by clicking the FirstNetVI's Facebook Page link on the website. The website is a work in progress and is at 80% complete. The Initial Consultation checklist is complete and was submitted on 2 September 2014.

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 originally solicited with the intention that a single person, a Program Manager, would have the responsibility of providing oversight for the SLIGP. The budget has been revised in order to hire two Program Managers under the SLIGP grant instead of one. The premise is that the enormous amount of work that is required under this grant warrants the hiring of an additional person to assist with carrying out all assignments under this grant. This revision will account for the remaining pay periods under year one for Program Manager #1 and his subsequent Years two and three Salary since he did not come on board until December 2013. It will also account for the salary year two and year three for a second Program Manager (Program Manager II). They would ensure that all activities are completed on time and within budget. The Program Managers are responsible for carrying out grant activities and reporting to the point of contact (POC). They would also participate and ensure the viability of the State Wide Interoperability Communication State's governance structure. The Program Managers will ensure that the FirstNet plan will be incorporated in the SCIP to provide support to a master plan to integrate the NPSWBN technological requirements into our existing radio and broadband network infrastructure. In addition, they have the responsibility of researching Long Term Evolution (LTE) technologies, educating the public and other stakeholders, coordinating of SLIPG activity, managing all SLIGP Budget, documenting all SLIGP activities, preparing the USVI team for the FirstNet consultation meetings and assuring compliance with SLIGP requirements. Approval was requested and granted to hire an additional Program Manager part-time.

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—Part Time	62.5%	Program Management of SLIGP Grant as delineated above in 12a	New hire

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	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 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	$195,000	$0	$195,000	$53,031	$0	$53,031
b. Personnel Fringe Benefits	$ 74,283	$0	$ 74,283	$13,959	$0	$13,959
c. Travel	87,458	$0	$ 87,458	$34,380	$0	$34,380
d. Equipment	$ 0	$0	$ 0		$0	$0
e. Materials/Supplies	$ 7,367	$0	$ 7,367	$3,768	$0	$3,768
f. Subcontracts Total	$136,170	$0	$136,170		$0	$0
g. Other	$ 15,350	$0	$ 15,350		$0	$0
h. Total Costs	$515,628	$0	$515,628	$105,138	$0	$105,138
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)
	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	16e. Date Report Submitted (month, day, year) 11/2/2014

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