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) 4/29/2015	
3. Street Address 8000 Nisky Shopping Center, Suite 600 A	7. Reporting Period End Date: 3/31/2015	
5. City, State, Zip Code . Charlotte Amalie, Virgin Islands 00802	8. Final Report □ Yes x□ No	9. Report Frequency x 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	145			
2	Training Sessions	0			
3	Broadband Conferences	1			
4	Staff Hires (FTE)	0			
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.

Milestone Activities:
- Consultation Scheduled for May 19, 2015
- Hosted local pre-consultation meeting with working group
- Established working group
- Expanded governance body to include the Virgin Islands National Guard
- Planned early submission of Quarterly Reports

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 four (4) Education and Outreach events

- Schedule a meeting with Homeland Security
- Attend SPOC conference in Reston, VA
- Phase II activities to be initiated
- Plan a SCIP workshop facilitated by the Department of Homeland Security Office of Emergency Communications Region II NJ, NY, PR, VI
- Pre Consultation Planning

Other activities:
- Attended Monthly FirstNet Regional Meetings
- Conducted Outreach and Education
- Presented FirstNet and the SCIP at the Emergency Management Council Meeting in March

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.

We have held four outreach events with 80% of governance members in attendance. No contractors have been hired as yet. Two different flyers were distributed via Twitter, Facebook and posted in public safety offices. 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 to 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. We anticipate the need for additional funds to be transferred from contractual services to personnel services. A SPOC update gave clear direction and expectation of the data collection for Phase II. FirstNet Program Managers will develop, conduct and maintain data collection and surveys which will decrease the amount of funds needed for contractual services.

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

The extension of the project by 1 ½ years poses a problem. No additional funding has been allocated to this project.

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

- The Initial Consultation visit has been scheduled for May 19, 2015
- We are Utilizing Social Media to promote Outreach and Education
- Launched a SCIP awareness campaign to highlight the addition of FirstNet to the SCIP
- The USVI FirstNet website (www.vi.gov/firstnetvi) remains a work in progress

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.

- At this moment our FirstNet team is preparing documentations to request an extension for the grant. If the extension is granted, the team can continue its focused dedication on the SLIGP but funds for personnel services and fringes will the exhausted 6 months prior to termination date. 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. The grant will 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 Single point of contact (SPOC). 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.

- Once phase II is more clearly defined, a staffing analysis can be conducted to determine the need for additional personnel.

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	100%	Program Management of SLIGP Grant as delineated above in 12a	No Change

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	Cost for Wireless technology consultants	Vendor	N	N	TBD	TBD	$22,260	$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	$292,188	$0	$292,188	$106,049	$0	$106,049
b. Personnel Fringe Benefits	$ 91,000	$0	$ 91,000	$28,153	$0	$28,153
c. Travel	$87,458	$0	$ 87,458	$36,096	$0	$36,096
d. Equipment	$ 0	$0	$ 0		$0	$0
e. Materials/Supplies	$ 7,372	$0	$ 7,372	$3,768	$0	$3,768
f. Subcontracts Total	$ 22,260	$0	$22,260		$0	$0
g. Other	$ 15,350	$0	$ 15,350	$3,282	$0	$3,282
h. Total Costs	$515,628	$0	$515,628	$177,348	$0	$177,348
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 Digitally signed by Reuben D. Molloy DN: cn=Reuben D. Molloy, o=Government of the United States Virgin Islands, ou=Bureau of Information Technology, email=reuben.molloy@vi.gov, c=US Date: 2015.04.29 12:40:14 -04'00'	16e. Date Report Submitted (month, day, year) 04/29/2015

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