U.S. Department of Commerce	2. Award or Grant Number
	25-10-S13025
Performance Progress Report	4. EIN
	04-6002284

1. Recipient Name	6. Report Date (MM/DD/YYYY)	
Massachusetts Executive Office of Public Safety and Security	1/26/2015	
3. Street Address	7. Reporting Period End Date:	
10 Park Plaza, Suite 3720	December 31, 2014	
5. City, State, Zip Code	8. Final Report	9. Report Frequency
Boston, MA 02116	☐ Yes	☑ Quarterly
	☑ No	

| 10a. Project/Grant Period | | 10b. End Date: | | |
| Start Date: 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	211			
2	Training Sessions	0			
3	Broadband Conferences	0			
4	Staff Hires (Full Time Equivalent)	0			
5	Contract Executions	0			
6	Statutory or Regulatory Changes	0			
7	Governance Meetings	1			
8	Sub-recipient Agreements	0			
9	Education and Outreach Materials	525			
10	Phase II Activities	0			

NOTES: Below are the calculations used for the Project Deliverable Quantity in Table 11 above.

11-1   STAKEHOLDER MEETINGS
        Southeast MA Homeland Security Interoperability Subcommittee (10/1)   023
        Stakeholder Group Presentation, Commonwealth CIOs Meeting (10/27)   031
        Verizon Wireless Public Safety Day (10/30)   065
        Stakeholder Group Presentation, UASI PSNet Executive Committee (11/4)   015
        Western MA Homeland Security Advisory Council (12/16)   027
        Recurring Stakeholder Meetings   050
==
        211 stakeholder meeting participants

11-7   GOVERNANCE MEETINGS
         Governance and Status Update Meeting, October 29   1
         ==

                                                                    1 governance meetings

11-9   EDUCATION AND OUTREACH MATERIALS
         Mass.gov/psbo web site visits (estimated based on 1,992 page views)   400
         "FirstNet by the Numbers" handed out (approximate)   075
         "FirstNet and LMR" handed out (approximate)   050
         ==

                                                                    525 education and outreach materials distributed

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.

PSBO Activities: During this quarter, the Commonwealth Public Safety Broadband Office (PSBO) continued to manage the day to day activities of the SLIGP grant. Recurring PSBO activities include communications with stakeholders and first responders, planning and implementing SLIGP activities, managing content on the PSBO web site, participating in related meetings and councils, and grant reporting. The Massachusetts SPOC and Project Director (MA Alternate SPOC) also continued to participate on FirstNet organized webinars for SPOC and PSAC members and on Region 1 Conference Calls. Additionally, the PSBO continues to leverage an EOPSS technology asset called BrightWork on the MS SharePoint platform to maintain a project management portal for the Commonwealth's SLIGP activities. This portal is a repository of key information and documents about the SLIGP grant and is used by project management to track performance against SLIGP goals and responsibilities. This portal is currently being upgraded and content will be migrated to the new platform.

Website Updates: The PSBO continued to update the mass.gov/psbo web site with 9 news and update articles from sources like FirstNet, DHS, NFPA, NPSTC, and original content from the Massachusetts PSBO. The web site also provides up to date links to Federal partners, broadband resources, calendar of events, frequently asked questions, and other content relevant to the implementation of the NPSBN. Among the new items to the web site this quarter includes blog postings from FirstNet and the presentation used by the PSBO for its stakeholder outreach activities. The web site is part of the PSBO's overall outreach strategy for reaching and continuing to communicate with stakeholders throughout the Commonwealth. There was a conservative estimate of 400 visits to mass.gov/psbo (based on a Google Analytics report of 1,992 total page views during the quarter). The web site is accessible at http://mass.gov/psbo.

Contact Lists: The PSBO continued to maintain a comprehensive contact list, including chiefs of police, chiefs of fire, emergency managers, EMS directors, chiefs of public and private college and university police, county Sheriffs, PSAP supervisors, and interested parties requesting to be included in PSBO communications lists. Major updates to the contact list were coordinated with the Fire Chiefs Association of Massachusetts (FCAM) and the Massachusetts Chiefs of Police Association (MassChiefs). This updated chief contact information is being used to refresh the information provided by DHS OEC and used as part of the OEC Coverage Workshop on September 4, 2014.

User Surveys: To support Phase 1 data needs and expected consultation topics, the PSBO has crafted an end user survey to solicit information from first responder and public safety agencies throughout the Commonwealth. Where possible, the survey borrows language and response options from the DHS OEC Mobile Data Survey Tool. The Massachusetts PSBO survey is tailored for each responding department, with relevant information already completed where available. The survey is intended to confirm the leadership of the public safety organization, obtain a contact for future information requests, and solicit information about the organization's size, financial structure, fleet, current wireless coverage, current wireless devices, allowed use of personal data devices, and wireless data needs. It also serves as an input mechanism for the Initial Consultation meeting by allowing

agencies to convey their most pressing questions, requests, or concerns about the NPSBN. The survey was initially scheduled for issuance in November but was delayed to coordinate information gathering with emerging FirstNet information needs. A conference call FirstNet to discuss end user surveys was held on November 21. Follow up concerning specific changes to the Massachusetts survey was conducted in December. The survey is scheduled to be released by email in January 2015.

Initial Consultation: During this quarter, the PSBO received confirmation of the scheduling of the Massachusetts FirstNet Initial Consultation Meeting on March 12. The PSBO has been working to prepare information relevant to the Initial Consultation Meeting based on the draft agenda and local use case questions received from FirstNet. A planning call with FirstNet was scheduled for January 5.

Regional Cooperation: In addition to participation on Region 1 planning calls, the PSBO worked with the Maine SPOC on approaches for responding to the FirstNet Initial Consultation Checklist. This included several phone calls and the sharing of the Massachusetts Initial Consultation Checklist Response package with the State of Maine. The States of New Hampshire and Maine plan to attend the Massachusetts Initial Consultation at the invitation of the Massachusetts SPOC, Undersecretary Wood.

DHS SCIP Planning Workshop: The PSBO project team participated in a follow-up DHS sponsored workshop for the update of the Commonwealth's Statewide Communications Interoperability Plan (SCIP) on October 9. The project team focused on the integration of wireless broadband needs in the overall interoperability plan.

Transition Planning: The Commonwealth will have a change in administration in January. In preparation for the transition to the new administration, each program was asked to complete a Transition Report. The PSBO supported the Executive Office of Public Safety and Security in its preparations for this transition to the new administration.

FirstNet Stakeholder Group Information Sessions: During this quarter, the PSBO continued its planned, targeted FirstNet Stakeholder Group Information Sessions. This new FirstNet update approach entails conducting tailored 30-45 minutes presentations with question and answers at recurring stakeholder meetings. These stakeholder group presentations were conducted at the Southeast MA Homeland Security Interoperability Subcommittee on October 1, the Commonwealth CIOs Meeting on October 27, the Verizon Wireless Public Safety Day on October 30, the UASI PSNet Executive Committee on November 4, and the Western MA Homeland Security Advisory Council on December 16. Additional presentations will be scheduled and conducted with state and regional police, fire, EMS, and others. A copy of the short presentation used for these meetings can be found on the PSBO website under "Broadband Resources."

Participation in Recurring Stakeholder Meetings: PSBO staff continue to participate in recurring meetings of the Greater Boston Police Council, the Statewide Interoperability Executive Committee, the State 911 Commission, the Barnstable County 700 Mhz Subcommittee, OpenCape (a state BTOP recipient), Massachusetts Broadband Institute (MBI) (a state BTOP recipient), and the UASI region network group (PSNet). This participation includes short updates and fielding NPSBN questions from stakeholders. These meetings included approximately 50 NPSBN stakeholders in total.

Governance: Periodic governance meetings were conducted involving the Project Director and members of the PSBO. During this quarter, the SPOC and Project Director followed up with agencies and individuals invited to participate on the newly formed Massachusetts FirstNet Advisory Board (MFAB). The goal of this outreach was to gauge interest in participating on the newly formed advisory board and identifying the appropriate representative for the group or agency. Plans for the new governance body are detailed in the Governance Plan submitted by the Commonwealth to FirstNet in response to FirstNet's Initial Consultation Checklist. The seventeen member Board will include state and local representation across law enforcement, fire services, emergency medical services, emergency management, transportation and public works, budget, technology, and communications. The MFAB will meet regularly to address information requests, issues, and required input into the Massachusetts RAN design process and other FirstNet activities. The new governance body will advise the Commonwealth on participation with FirstNet during consultation and on other NPSBN and SLIGP matters.

Tribal Outreach: The Project Director has also periodically reached out to Robert Hendricks, representative of the Mashpee Wampanoag Tribe, and Brett Stearns, representative of the Wampanoag of Gay Head Tribe, to keep them up to date with FirstNet developments. Both tribal representatives will be invited to participate in the March 12 Initial

Consultation Meeting with FirstNet.

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.

The Commonwealth PSBO Leadership team is examining alternative options for Commonwealth match for SLIGP activities. The original plan for state match included state funding of a portion of the SCIP update. Following the DHS SCIP update workshops, this activity and corresponding funding are not needed. The PSBO project manager will reach out to Massachusetts' SLIGP contact at NTIA, Yuki Miyamoto, in January to begin the process of revising the Massachusetts SLIGP budget to close the existing gap in budgeted state match.

Additional contract executions are on hold until more information is available from FirstNet about the information needs during the state consultation phase and activities for Phase 2. See item 12a below for additional information.

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

The project continues to be well ahead of target through this quarter for the important project goals of "Stakeholder Meetings" and "Education and Outreach Materials". The project has also made significant progress in the establishment of a new, formal advisory board to support the Commonwealth's participation in FirstNet consultation. The Board is expected to hold its initial meeting(s) prior to the March 12 Initial Consultation.

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

As shared with the NTIA team during the September NTIA SLIGP site visit, the PSBO has identified the following best practices, success stories, or lessons learned in regard to SLIGP-funded activities:

1.   FirstNet involvement in regional outreach meetings
2.   Participation in existing recurring stakeholder meetings
3.   Conducting outreach on a regional basis
4.   Participation preferences for morning sessions (going forward)
5.   Combating misconceptions about FirstNet
6.   Addressing up-front the impact on T-Band (BAPERN)
7.   Maintaining a comprehensive contact list
8.   Multiple notification approach and lead time needed to improve attendance
9.   Personalizing emails improves response
10.   Decision to identify the Massachusetts FirstNet Advisory Board (MFAB) as a critical component of FirstNet governance in Massachusetts
11.   Phone calls to confirm participation on MFAB
12.   Levering high level relationships with key stakeholders
13.   Having credibility on sources of outreach (we've been there before)

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.

Contracts have been executed for the core project staff. Additional contracts will be executed for data collection coordination, SCIP plan updating, legal review, and Phase 2 consulting when needed by the project.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Undersecretary of EOPSS	10%	SLIGP executive oversight	No change.
Deputy Director State 911 Department	10%	Stakeholder liaison for emergency dispatch	No change.
State Police Radio Engineer	10%	Statewide radio area network subject matter expert; needs analysis	No change.
Acting Commissioner of DCJIS	10%	Stakeholder liaison for criminal justice; subject matter expert for criminal justice needs	No change.
Compliance and Data Coordinator (OGR)	15%	Grant management, program reporting, site visits, data collection and program close out.	No change. .
Director HS Division (OGR)	5%	Grant Administrative Management	No change.
Budget Director (OGR)	7%	Grant set-up, Accounting and Reconciliation, Fiscal Monitoring, Financial Reporting and Fiscal Close Out	No change.
Fiscal Management and Audit Support	5%	Fiscal Management and Audit Support	No change.
Contracts Records Support	0%	Contracts, Payments, and Accounting Record Support	Changed to 0%. Resource no longer working on SLIGP account and not billed during this quarter.

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13. Subcontracts (Vendors and/or Subrecipients) N/A

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
McInnis Consulting Services	Project Director Staff Augmentation	Vendor	N/A *	Y	10/1/13	7/31/2016	$ 231,000	-	
The Innovations Group, Inc.	Broadband Subject Matter Expert Staff Augmentation	Vendor	N/A *	Y	10/1/13	7/31/2016	$ 480,000		
SWBailey Consulting LLC	Project Manager Staff Augmentation	Vendor	N/A *	Y	11/18/13	7/31/2016	$ 300,000		

SWBailey Consulting LLC	Education and Outreach Coordinator Staff Augmentation	Vendor	N/A *	Y	11/18/13	7/31/2016	$ 225,000		
TBD	Data Collection Coordinator Staff Augmentation	Vendor	N	N	TBD	TBD	$ 65,000		
TBD	Data Collection Staff Augmentation	Vendor	N	N	TBD	TBD	$ 100,000		
TBD	Consultant for Integration of Broadband into SCIP Plan	Vendor	N	N	TBD	TBD		$ 343,750	
TBD	Legal and Policy Services	Vendor	N	N	TBD	TBD	$ 156,000		
TBD	Phase 2 Subject Matter Consulting	Vendor	N	N	TBD	TBD	$ 165,730	$ 72,280	
SWBailey Consulting LLC	Project and Collaboration Web Site and Admin	Vendor	N/A *	Y	11/18/13	7/31/2016	$ 54,000		

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NOTE 1: Subcontracts awarded through existing Commonwealth statewide staffing contracts.

NOTE 2: Three subcontracts executed with SWBailey Consulting LLC through a consolidated scope of work for project management, education and outreach, and project and collaboration web site and administration.

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

None.

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	$107,658.00	$124,500.00	$232,158.00	$30,018.79	$62,304.36	$92,323.15
b. Personnel Fringe Benefits	$29,359.00	$-	$29,359.00	$7,563.56	$-	$7,563.56
c. Travel	$41,250.00	$-	$41,250.00	$4,712.99	$-	$4,712.99

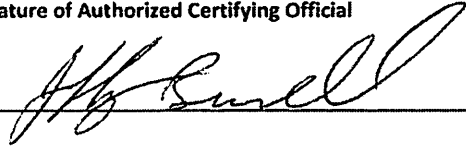|						
d. Equipment	$-	$-	$-	$-	$-	$-
e. Materials/Supplies	$-	$-	$-	$-	$-	$-
f. Subcontracts Total	$1,776,730.00	$416,030.00	$2,192,760.00	$527,430.98	$-	$527,430.98
g. Other	$60,000.00	$-	$60,000.00	$6,704.31	$-	$6,704.31
h. Indirect Charges	$147,123.00	$-	$147,123.00	$50,104.64	$-	$50,104.64
i. Total Costs	$2,162,120.00	$540,530.00	$2,702,650.00	$626,535.27	$62,304.36	$688,839.63
j. % of Total	80%	20%	100%	91%	9%	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 Jeffrey Brownell, Compliance and Data Coordinator	16c. Telephone (area code, number, and extension)- 617.725.3325
	16d. Email Address- Jeffrey.brownell@state.ma.us
16b. Signature of Authorized Certifying Official	16e. Date Report Submitted (month, day, year) 1/26/2015

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.