

<b>U.S. Department of Commerce</b>		<b>2. Award or Grant Number</b> 25-10-S13025	
<b>Performance Progress Report</b>		<b>4. EIN</b> 04-6002284	
<b>1. Recipient Name</b> Massachusetts Executive Office of Public Safety and Security		<b>6. Report Date (MM/DD/YYYY)</b> 4/25/2014	
<b>3. Street Address</b> 10 Park Plaza, Suite 3720		<b>7. Reporting Period End Date:</b> March 31, 2014	
<b>5. City, State, Zip Code</b> Boston, MA 02116		<b>8. Final Report</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9. Report Frequency</b> <input checked="" type="checkbox"/> Quarterly
<b>10a. Project/Grant Period</b> Start Date: 08/01/2013	<b>10b. End Date:</b> 07/31/2016		
<b>11. List the individual projects in your approved Project Plan</b>			
	<b>Project Type (Capacity Building, SCIP Update, Outreach, Training etc.)</b>	<b>Project Deliverable Quantity (Number &amp; Indicator Description)</b>	<b>Total Federal Funding Amount</b>
			<b>Total Federal Funding Amount expended at the end of this reporting period</b>
			<b>Percent of Total Federal Funding Amount expended</b>
1	Stakeholder Meetings	130	
2	Training Sessions	0	
3	Broadband Conferences	5	
4	Staff Hires (Full Time Equivalent)	0	
5	Contract Executions	0	
6	Statutory or Regulatory Changes	0	
7	Governance Meetings	3	
8	Sub-recipient Agreements	0	
9	Education and Outreach Materials	875	
10	Phase II Activities	0	
<p>* One contract issued to cover three originally planned contract areas. Executed contract covers project management, education and outreach, and web site management. See notes on #13B.</p>			
<p><b>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.</b></p> <p>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.</p>			

A web site for the PSBO was launched in early January as a component of the Commonwealth's Mass.gov portal. The web site is accessible at <http://mass.gov/psbo>. Content for the web site is managed by members of the PSBO and has been continuously refreshed with current news and updates from FirstNet and other partners. The web site also provides links to Federal partners, broadband resources, calendar of events, frequently asked questions, and other content relevant to the implementation of the PSBN. The web site was part of the outreach strategy for regional FirstNet Information Sessions conducted throughout the Commonwealth starting in March 2014. There was a conservative estimate of 200 visits to [mass.gov/psbo](http://mass.gov/psbo).

The PSBO also expanded on its contact lists to include additional sets of stakeholder contacts, including chiefs of police for public and private colleges and universities, county Sheriffs, PSAP supervisors, and interested parties requesting to be included in PSBO communications lists. The master contact list now includes 4,260 contact listings. In addition, the PSBO has identified numerous email addresses that are currently not valid and has worked with key resources on obtaining updated information where available, including updates to the PSAP contacts via the State 911 Department Deputy Director.

The PSBO also planned and began conducting a series of 10 regional FirstNet Information Sessions. Starting in March, two sessions will be held at each of five locations throughout the Commonwealth corresponding to the five homeland security regions. Two sessions were conducted in Western Massachusetts at UMass-Amherst on March 11 and two sessions were conducted in Central Massachusetts in Worcester on March 12. This series of educational and outreach sessions is intended to inform first responders and interested stakeholders across Massachusetts about the status and direction for the implementation of the NPSBN.

Over 600 email invitations with FirstNet information were sent to police chiefs, fire chiefs, sheriffs, DPW directors, EM directors, public health officers, university police directors, and others. Details of the events were posted on the PSBO web site and personal invitations were also made by members of the SIEC. In total, 80 first response leaders and stakeholders attended the FirstNet Information Sessions in the Central and Western Regions (view [map of the RSVPs](#) to these regional sessions). Approximately 75 PSBO FirstNet Fact Sheets were distributed to attendees. Additional sessions for the Northeast, Southeast, and Metro Boston areas were planned to be held in April.

These meetings included the most recent information available about the activities of FirstNet and its efforts to implement the national Public Safety Broadband Network (PSBN) including:

- What is the Public Safety Broadband Office (PSBO) and what does it do?
- What is FirstNet and the NPSBN?
- What is Long Term Evolution (LTE) technology and how is it envisioned to be used?
- What are the challenges and considerations when planning the network's implementation?
- What is the status of FirstNet and how will it consult with Massachusetts?
- What comes next?

These sessions also provided a venue to field and answer questions about the public safety broadband initiative. Speakers included the Massachusetts SPOC Curtis Wood, FirstNet Region 1 Liaison Bill Casey, PSBO Project Director Michael Saltzman, and Broadband Subject Matter Expert Sandy Bendremer. The [presentation](#) and [handouts](#) are available on the PSBO web site. Additional and updated contact information was obtained from participants in each session.

During 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) – all of whom are stakeholders of the NPSBN – the PSBO provided updates as to the status of the PSBN, ongoing discussions at FirstNet, and the current status of SLIGP. This included 50 stakeholders.

Additionally, five members of the Commonwealth's PSBN team represented the state at the Atlanta NTIA SLIGP conference held February 25-26. Contacts were made with

representatives from other New England states and additional follow up concerning potential regional planning is being considered.

Monthly governance meetings were conducted involving the Project Director and members of the PSBO. The PSBO also continued planning for the creation of a formalized working group to represent a broad spectrum of Commonwealth first responders and NPSBN stakeholders.

**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.**

Stakeholder meetings originally planned for the 2nd Quarter were started in March of the 3rd Quarter and will be completed in April of the 4th Quarter, due in part to the Q1 grant award "slippage," onboarding of project staff, scheduling through the holidays and winter weather, and delays in available FirstNet information for the sessions.

Governance structures are still being finalized with the creation of a PSBN Working Group. Those governance meetings are expected to begin later this year.

Additional contract executions are on hold until more information is available from FirstNet about the state consultation phase and activities for Phase II. 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.**

Most of the activities of the PSBO this quarter focused on education and outreach including the planning and conducting of regional FirstNet Information Sessions. The PSBO has continued to interact with more first responders and key stakeholders from local, regional, county, and state levels. Our web site is launched and frequently updated. The office is serving as the primary conduit for information concerning the PSBN.

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

Having Bill Casey attend the regional FirstNet Information Sessions was an added incentive for attendance. Participants appreciated the direct involvement of FirstNet at these sessions. Additionally to boost attendance at regional events, the PSBO team revised its communications approaches following the first two regional information sessions in Western and Central Massachusetts to provide additional time from the invitation to the actual event, customize each individual email request for the stakeholder and the stakeholder's organization, and refresh outdated contact information. Invitations were also sent out in groups so that participants could pick the best time (morning or afternoon) and location for their schedule. In many instances, participants traveled out of their regions to participate in one of these meetings.

To supplement the more formalized SLIPG activities (e.g., web site release, regional stakeholder meetings, etc.), the PSBO project team continues to participate in a variety of regional public safety meetings as opportunities arise. These informal events help stakeholders address questions specific to their interests, allows the PSBO to continue to build interest in the PSBN, and helps inform future users of the status of the network's implementation.

## **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)	15.4%	Grant management, program reporting, site visits, data collection and program close out.	No change.
Director HS Division (OGR)	11.5%	Grant Administrative Management	No change.
Budget Director (OGR)	7.7%	Grant set-up, Accounting and Reconciliation, Fiscal Monitoring, Financial Reporting and Fiscal Close Out	No change.
Fiscal Management and Audit Support	3.8%	Fiscal Management and Audit Support	No change.
Contracts Records Support	7.7%	Contracts, Payments, and Accounting Record Support	No change.
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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/RFO 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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**13b. Describe any challenges encountered with vendors and/or subrecipients.**

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

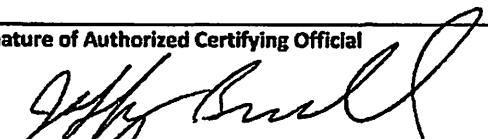
NOTE 2: Three subcontracts executed with SWBailey Consulting LLC through a consolidated scope of work for project management, education and outreach, and project and collaboration web site and administration.

**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	\$ 124,500	\$ 232,158	\$9,368	\$31,125	\$40,493
b. Personnel Fringe Benefits	\$ 29,358		\$ 29,358	\$1,939		\$1,939
c. Travel	\$ 41,250		\$ 41,250	\$1,011		\$1,011
d. Equipment						\$0
e. Materials/Supplies						\$0
f. Subcontracts Total	\$ 1,776,730	\$ 416,030	\$ 2,192,760	\$151,305		\$151,305
g. Other	\$ 60,000		\$ 60,000	\$1,223		\$1,223
h. Indirect Charges	\$ 147,123		\$ 147,123	\$27,075		\$27,075
i. Total Costs	\$ 2,162,120	\$ 540,530	\$ 2,702,650	\$191,921	\$31,125	\$223,046
j. % of Total	80%	20%	100%	86%	14%	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	
<b>16a. Typed or printed name and title of Authorized Certifying Official</b> Jeffrey Brownell, Compliance and Data Coordinator	<b>16c. Telephone (area code, number, and extension)-</b> 617.725.3325
	<b>16d. Email Address-</b> <a href="mailto:jeffrey.brownell@state.ma.us">jeffrey.brownell@state.ma.us</a>
<b>16b. Signature of Authorized Certifying Official</b> 	<b>16e. Date Report Submitted (month, day, year)</b> 4/25/2014

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.