

U.S. Department of Commerce  Performance Progress Report		2. Award or Grant Number 25-10-S13025	
1. Recipient Name Massachusetts Executive Office of Public Safety and Security		4. EIN 04-6002284	
3. Street Address 10 Park Plaza, Suite 3720		6. Report Date (MM/DD/YYYY) 7/25/2014	
5. City, State, Zip Code Boston, MA 02116		7. Reporting Period End Date: June 30, 2014	
10a. Project/Grant Period Start Date: 08/01/2013		10b. End Date: 07/31/2016	
8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9. Report Frequency <input checked="" type="checkbox"/> Quarterly	

**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	342			
2	Training Sessions	0			
3	Broadband Conferences	1			
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	2,000			
10	Phase II Activities	0			

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

11-1 STAKEHOLDER MEETINGS

FirstNet Information Sessions, Southeast Region	045
FirstNet Information Sessions, Northeast Region	030
FirstNet Information Sessions, Metro Boston Region	075
2014 Massachusetts Statewide Emergency Management Conference	035
2014 Nlets Annual Business Meeting	107
Recurring Stakeholder Meetings	050
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	342 stakeholder meeting participants

11-3	<b>BROADBAND CONFERENCES</b> Project Director Michael Saltzman attended the 5th Annual Public Safety Communications Research (PSCR) Broadband Stakeholder Conference in Boulder, Colorado	1
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		1 broadband conference attendee
11-7	<b>GOVERNANCE MEETINGS</b> Governance and Status Update Meeting, Waltham, April 14 Governance and Status Update Meeting, 1 Ashburton, May 14 Governance and Status Update Meeting, 1 Ashburton, June 11	1 1 1
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		3 governance meetings
11-9	<b>EDUCATION AND OUTREACH MATERIALS</b> Mass.gov/psbo web site visits (estimated based on 1600 page views) Personalized email invitations to attend FirstNet Information Sessions PSBO FirstNet Fact Sheets handed out (approximate) "FirstNet and EMS" FAQ handed out (approximate) "FirstNet and the Fire Service" FAQ handed out (approximate) "FirstNet and Law Enforcement" FAQ handed out (approximate) "FirstNet and LMR" FAQ handed out (approximate) Thank you emails with links to online content and presentation	300 900 150 050 100 100 100 300
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		2,000 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. Additionally, the PSBO has taken the lead in preparing materials in response to the FirstNet Initial Consultation Package Checklist and in preparation for the NTIA Site Visit in September.

**Website Updates:** The PSBO continued to update the mass.gov/psbo web site with fourteen news and update articles from sources like FirstNet, NASCIO, US DOC, NPSTC, Government Technology, and the PSBO. 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 NPSBN. 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 300 visits to mass.gov/psbo (based on a Google Analytics report of 1,639 total page views during the quarter). The web site is accessible at <http://mass.gov/psbo>.

**Contact Lists:** The PSBO continued to maintain its contact lists, 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. 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.

**FirstNet Information Sessions:** Additionally during this quarter, the PSBO continued a series of 10 regional FirstNet Information Sessions. This series of educational and outreach sessions is structured to inform first responders and interested stakeholders across Massachusetts about the status and direction for the implementation of the NPSBN. In April, two sessions (a morning and an afternoon) were conducted in the following three locations:

- Southeast Massachusetts Region in Plymouth on April 1
- Northeast Massachusetts Region in Peabody on April 2
- Metropolitan Boston Region in Waltham on April 14

Over 900 individualized 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 for the FirstNet Information Sessions held in Eastern Massachusetts. Details of the events were posted on the PSBO web site and personal invitations were also made by members of the PSBO and other public safety broadband leaders. In total, 150 first response leaders and stakeholders attended the FirstNet Information Sessions in the Northeast, Southeast, and Metro Boston Regions (view [map of the RSVPs](#) to these regional sessions). Approximately 500 FirstNet Fact Sheets and FAQs were distributed to attendees at all PSBO speaking events or downloaded from the web site during the quarter. Over 300 thank you emails were sent to FirstNet Information Session attendees with links to the presentation content and other online information.

These meetings included the most recent information available about the activities of FirstNet and its efforts to implement the National Public Safety Broadband Network 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. Updated contact information was obtained from participants in each session.

**Presentations at Public Safety Conferences:** Leaders of the PSBO also presented formal FirstNet updates at two additional venues during this quarter. The Project Director and the City of Cambridge Fire Chief presented at a FirstNet Breakout Session at the 2014 Massachusetts Statewide Emergency Management Conference in Worcester on May 29. There were approximately 35 attendees in this breakout session. Additionally, Undersecretary Wood, the Massachusetts SPOC and President of NLETS, provided an update on FirstNet activities to the state represents to Nlets at the 2014 National Law Enforcement Telecommunications System (Nlets) Annual Business Meeting in Sante Fe, New Mexico on June 26. There were 107 attendees at this presentation.

**Recurring Stakeholder Meetings:** At 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),

the PSBO provided updates as to the status of the NPSBN, ongoing discussions at FirstNet, the consultation process with FirstNet, and the current status of SLIGP. These included approximately 50 NPSBN stakeholders.

**Broadband Conferences:** The Project Director of the Commonwealth's NPSBN team represented the state at the 5th Annual Public Safety Communications Research (PSCR) Broadband Stakeholder Conference in Boulder, Colorado in early June. Contacts were made with representatives from other state FirstNet teams and additional follow up concerning the use of the Public Safety Technical Assistance Tools, including the Mobile Data Survey Tool and the Communications Assets Survey and Mapping Next Generation (CASM NextGen) tool.

**Governance:** 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 advisory board to represent a broad spectrum of Commonwealth first responders and NPSBN stakeholders. Details of the planned advisory board are currently being reviewed by public safety broadband executive leadership.

**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.

**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 were 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.

The PSBO continues to work toward the creation of a NPSBN advisory board. The roles and responsibilities of this governance body and its membership are currently being finalized.

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 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 and participating as presenters at other public safety conferences. The PSBO has continued to interact with more first responders and key stakeholders from local, regional, county, and state levels. Our web site has seen increased traffic and is frequently updated. The office is serving as the primary conduit for information concerning the NPSBN.

**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 NPSBN, 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%	SLIPG 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.	FTE % adjusted to 15%.
Director HS Division (OGR)	5%	Grant Administrative Management	FTE % adjusted to 5%.
Budget Director (OGR)	7%	Grant set-up, Accounting and Reconciliation, Fiscal Monitoring, Financial Reporting and Fiscal Close Out	FTE % adjusted to 7%.
Fiscal Management and Audit Support	5%	Fiscal Management and Audit Support	Resource changed. FTE % adjusted to 5%.
Contracts Records Support	7%	Contracts, Payments, and Accounting Record Support	FTE % adjusted to 7%.

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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.

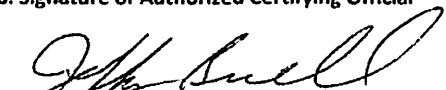
13b. Describe any challenges encountered with vendors and/or subrecipients.

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	\$15,911.02	\$40,917.27	\$56,828.29

b. Personnel Fringe Benefits	\$29,359.00	\$-	\$29,359.00	\$3,848.67	\$-	\$3,848.67
c. Travel	\$41,250.00	\$-	\$41,250.00	\$1,796.62	\$-	\$1,796.62
d. Equipment	\$-	\$-	\$-	\$-	\$-	\$-
e. Materials/Supplies	\$-	\$-	\$-	\$-	\$-	\$-
f. Subcontracts Total	\$1,776,730.00	\$416,030.00	\$2,192,760.00	\$321,357.63	\$-	\$321,357.63
g. Other	\$60,000.00	\$-	\$60,000.00	\$4,101.66	\$-	\$4,101.66
h. Indirect Charges	\$147,123.00	\$-	\$147,123.00	\$37,939.16	\$-	\$37,939.16
i. Total Costs	\$2,162,120.00	\$540,530.00	\$2,702,650.00	\$384,954.76	\$40,917.27	\$425,872.03
j. % of Total	80%	20%	100%	90%	10%	100%
<b>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>						
<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> 7/25/2014		

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.