

U.S. Department of Commerce  Performance Progress Report		2. Award or Grant Number 25-10-S13025			
		4. EIN 04-6002284			
1. Recipient Name Massachusetts Executive Office of Public Safety and Security		6. Report Date (MM/DD/YYYY) 1/27/2014			
3. Street Address 10 Park Plaza, Suite 3720		7. Reporting Period End Date: December 31, 2013			
5. City, State, Zip Code Boston, MA 02116		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9. Report Frequency <input checked="" type="checkbox"/> Quarterly		
10a. Project/Grant Period Start Date: 08/01/2013	10b. End Date: 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	50			
2	Training Sessions	0			
3	Broadband Conferences	0			
4	Staff Hires (Full Time Equivalent)	0.86			
5	Contract Executions	5*			
6	Statutory or Regulatory Changes	0			
7	Governance Meetings	0			
8	Sub-recipient Agreements	0			
9	Education and Outreach Materials	1250			
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>					
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.					
<p>During this quarter, the Commonwealth Public Safety Broadband Office (PSBO) was established and staffed. Contracts were executed for the project director, project management, technical subject matter expertise, education and outreach, and web site design and implementation.</p> <p>A web site for the PSBO was designed, reviewed, and submitted for implementation as a component of the Commonwealth's Mass.gov portal. The web site is accessible at</p>					

<http://mass.gov/psbo>. Content for the web site will be managed by members of the PSBO and will include news and updates, links to Federal partners, broadband resources, calendar of events, frequently asked questions, and other content relevant to the implementation of the NPSBN.

The PSBO also established a master first responder and FirstNet stakeholder worksheet with over 3800 contacts throughout all five regions of the Commonwealth. The database includes updated contact information for police chiefs, sheriffs, fire chiefs, State agency heads, chief municipal officers, emergency management directors and deputy directors, law enforcement police councils, public health officers, public works directors, educational institutions with certified public safety officers, EMS ambulance services, and other key stakeholders.

From this master list, an initial postal mailing was made to nearly 1250 stakeholders informing them about the creation of the PSBO, identifying key SLIPG activities planned over the coming months, and introducing the new PSBO web site as a repository of FirstNet and NPSBN information.

Monthly meetings of the Greater Boston Police Council, the Statewide Interoperability Executive Committee, the State 911 Commission, and the UASI region network group (PSNet) – all of whom are stakeholders of the NPSBN – have been given updates as to the status of the NPSBN, current ongoing discussions at FirstNet, and the current status of SLIPG. This included 50 stakeholders.

Also during this quarter, the PSBO began 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 are planned to be held during the 3rd Quarter, due in part to the Q1 grant award "slippage," onboarding of project staff, and scheduling through the holidays. These stakeholder meetings are currently in the planning stage. We anticipate beginning to hold these meetings starting in late February or early March.

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

With the receipt of SLIPG funding during this quarter, the Commonwealth was able to enter into contracts for the implementation of key SLIPG activities, including project direction, project management, technical oversight, education and outreach, and web site management. Contracts for the core project team have been finalized and these resources are onboard. Additionally, the first major communications effort with first responders throughout the Commonwealth has been conducted and the PSBO has a growing contact list to support planned education and outreach efforts on SLIPG.

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

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.

We are also working on establishing a formal working group to provide consultation on Massachusetts-specific needs and requirements for the implementation of the NPSBN in Massachusetts.

**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	New this quarter.
Deputy Director State 911 Department	10%	Stakeholder liaison for emergency dispatch	New this quarter.
State Police Radio Engineer	10%	Statewide radio area network subject matter expert; needs analysis	New this quarter.
Acting Commissioner of DCJIS	10%	Stakeholder liaison for criminal justice; subject matter expert for criminal justice needs	New this quarter.
Compliance and Data Coordinator (OGR)	15.4%	Grant management, program reporting, site visits, data collection and program close out.	New this quarter.
Director HS Division (OGR)	11.5%	Grant Administrative Management	New this quarter.
Budget Director (OGR)	7.7%	Grant set-up, Accounting and Reconciliation, Fiscal Monitoring, Financial Reporting and Fiscal Close Out	New this quarter.
Fiscal Management and Audit Support	3.8%	Fiscal Management and Audit Support	New this quarter.
Contracts Records Support	7.7%	Contracts, Payments, and Accounting Record Support	New 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	TBD	\$ 231,000		
The Innovations Group, Inc.	Broadband Subject Matter Expert Staff Augmentation	Vendor	N/A *	Y	10/1/13	TBD	\$ 480,000		

SWBailey Consulting LLC	Project Manager Staff Augmentation	Vendor	N/A *	Y	11/18/13	TBD	\$ 300,000		
SWBailey Consulting LLC	Education and Outreach Coordinator Staff Augmentation	Vendor	N/A *	Y	11/18/13	TBD	\$ 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	TBD	\$ 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	\$2,326	\$15,563	\$17,889
b. Personnel Fringe Benefits	\$ 29,358		\$ 29,358			\$0
c. Travel	\$ 41,250		\$ 41,250			\$0

d. Equipment						\$0
e. Materials/Supplies						\$0
f. Subcontracts Total	\$ 1,776,730	\$ 416,030	\$ 2,192,760	\$44,507		\$44,507
g. Other	\$ 60,000		\$ 60,000			\$0
h. Indirect Charges	\$ 147,123		\$ 147,123	\$5,703		\$5,703
i. Total Costs	\$ 2,162,120	\$ 540,530	\$ 2,702,650	\$52,536	\$15,563	\$68,099
j. % of Total	80%	20%	100%	77%	23%	100%

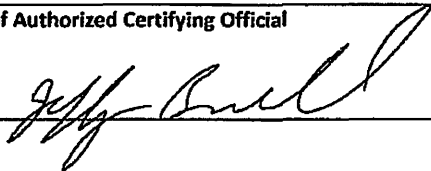
15. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purpose(s) set forth in the award documents.

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](mailto:jeffrey.brownell@state.ma.us)

16b. Signature of Authorized Certifying Official



16e. Date Report Submitted (month, day, year)  
 01/27/2014  
 03/24/2014 Revised

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.