# U.S. Department of Commerce
## Performance Progress Report

### 2. Award or Grant Number:
- 60-10-513060

### 4. EIN:
- 97-0000676

### 5. City, State, Zip Code:
- Pago Pago, AS 96799

### 10a. Project/Grant Period
- **Start Date:** 09/01/2013
- **End Date:** 02/28/2018

### 11a. Description of Milestone Category
<table>
<thead>
<tr>
<th>Project Deliverable</th>
<th>Number &amp; Indicator Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Stakeholders Engaged 121</td>
</tr>
<tr>
<td>2</td>
<td>Individuals Sent to Broadband Conferences 2</td>
</tr>
<tr>
<td>3</td>
<td>Staff Hired (Full-Time Equivalent)(FTE) 4</td>
</tr>
<tr>
<td>4</td>
<td>Contracts Executed 0</td>
</tr>
<tr>
<td>5</td>
<td>Governance Meetings 6</td>
</tr>
<tr>
<td>6</td>
<td>Education and Outreach Materials Distributed 32</td>
</tr>
<tr>
<td>7</td>
<td>Subrecipient Agreements Executed 0</td>
</tr>
<tr>
<td>8</td>
<td>Phase 2 - Coverage Stage 6</td>
</tr>
<tr>
<td>9</td>
<td>Phase 2 - Users and Their Operational Areas Stage 6</td>
</tr>
<tr>
<td>10</td>
<td>Phase 2 - Capacity Planning Stage 6</td>
</tr>
<tr>
<td>11</td>
<td>Phase 2 - Current Providers/Procurement Stage 6</td>
</tr>
<tr>
<td>12</td>
<td>Phase 2 - State Plan Decision Stage 5</td>
</tr>
</tbody>
</table>

### 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 Project team looks to organize a final major outreach activity for the first responders. The project team also looks to work with the grantor in updating and submitting an updated final Project Narrative and Budget proposal for review.

### OMB Control No. 0660-0038
- Expiration Date: 05/31/2019

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**Performance Progress Report**

**Recipient Name:** AMERICAN SAMOA DEPARTMENT OF HOMELAND SECURITY

**Street Address:** P.O. BOX 4567

**City, State, Zip Code:** Pago Pago, AS 96799

**Award or Grant Number:** 4

**Report Date (MM/DD/YYYY):** 10/01/2018

**Reporting Period End Date (MM/DD/YYYY):** 12/31/2017

**Final Report:** No

**Project/Grant Period Start Date:** 09/01/2013

**Project/Grant Period End Date:** 02/28/2018

**Report Frequency:** Quarterly

**Project Deliverable Quantity (Number & Indicator Description):**
- Stakeholders Engaged: 121
- Individuals Sent to Broadband Conferences: 2
- Staff Hired (Full-Time Equivalent)(FTE): 4
- Contracts Executed: 0
- Governance Meetings: 6
- Education and Outreach Materials Distributed: 32
- Subrecipient Agreements Executed: 0
- Phase 2 - Coverage: Stage 6
- Phase 2 - Users and Their Operational Areas: Stage 6
- Phase 2 - Capacity Planning: Stage 6
- Phase 2 - Current Providers/Procurement: Stage 6
- Phase 2 - State Plan Decision: Stage 5

**Description of Milestone Category:**
- Actual number of individuals reached via stakeholder meetings during the quarter
- Actual number of individuals who were sent to third-party broadband conferences using SL/GP grant funds during the quarter
- Actual number of state personnel FTEs who began supporting SL/GP activities during the quarter (may be a decimal)
- Actual number of contracts executed during the quarter
- Actual number of governance, subcommittees, or working group meetings held during the quarter
- Actual volume of materials distributed (inclusive of paper and electronic materials) plus hits to any website or social media account supported by SL/GP during the quarter
- Actual number of agreements executed during the quarter
- For each Phase 2 milestone category, please provide the status of the activity during the quarter:
  - Stage 1 - Process Development
  - Stage 2 - Data Collection in Progress
  - Stage 3 - Collection Complete; Analyzing/Aggregating Data
  - Stage 4 - Data Submitted to FirstNet
  - Stage 5 - Continued/Iterative Data Collection
  - Stage 6 - Submitted Iterative Data to FirstNet

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**Phase 2 activities:**
- **Coverage:**
  - Phase 2-related activities included bringing on the time line to allow for the release of the state portal and subsequent state plans. Activities also included engaging the additional support staff on the time to assist with the release of the state portal and subsequent state plans. Releasing access of the FirstNet State Portal for American Samoa and reviewing its contents.

- **Operational Areas:** Activities included FirstNet meetings and discussions on the aspects of the State Plan and access to the portal. For the first part of the month, stakeholders were still having trouble accessing the portal due to password and connectivity issues. Had several stakeholder meetings to gain feedback, questions, and input on items in the state portal pages. Other activities included the regular monthly status report program via the local access channel.

- **Planning:**
  - December 2017 activities included meeting with new members of the AT&T Technical Team and to discuss issues with the state portal pages and concerns on some of the content. Activities included additional meetings and ongoing discussions with local stakeholders on the state portal and the release of the official state plan to the Governor. The release of the Final State Plan by the Governor and working group discussions of Ozympic in or Out of FirstNet.

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**Phase 3 activities:**
- **Collecting Data:**
  - Activities included additional meetings and ongoing discussions with local stakeholders on the state portal and the release of the official state plan to the Governor. The release of the Final State Plan by the Governor and working group discussions of Ozympic in or Out of FirstNet.

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**Phase 4 activities:**
- **Decisions:**
  - Activities included the continued outreach awareness program via the local cable access channel.
11c. Provide any other information that would be useful to NTIA as it assesses this project’s progress.

ASDHS leadership and program management envisions FirstNet activities to wrap up with a final outreach activity for first responders before the transition to SLIGP 2.0. These actions or activities will be reflected in the next quarter PPR.

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

The Governor has made the final decision to Opt-in

12. Personnel

12a. If the project is not fully staffed, describe how any lack of staffing may impact the project’s timeline and when the project will be fully staffed.

The project was adequately and fully staffed for the first time which reflected in the increased awareness to first responders as well as the final outcome of the Governor’s Opt-In into FirstNet. During the quarter, the staffing culminating 4 full time.

12b. Staffing Table - Please include all staff that have contributed time to the project. Please do not remove individuals from this table.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>FTE%</th>
<th>Project(s) Assigned</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWIC</td>
<td>100</td>
<td>Duties of the SWIC are performed collaterally by the Deputy Director of ASDHS.</td>
<td>Increase to 100% FTE</td>
</tr>
<tr>
<td>SLIGP Program Coordinator</td>
<td>100</td>
<td>Coordinate and manage the program and all its related activities including the compilation and timely submission of the required PPR.</td>
<td></td>
</tr>
<tr>
<td>IT Support Staff</td>
<td>100</td>
<td>Provide IT/technical support to the program.</td>
<td>Increase to 100% FTE</td>
</tr>
<tr>
<td>IT/Administrative Support Staff</td>
<td>100</td>
<td>Provide administrative/technical support to the program.</td>
<td></td>
</tr>
</tbody>
</table>

13. Subcontracts (Vendors and/or Subrecipients)

13a. Subcontracts Table – Include all subcontractors. The totals from this table must equal the “Subcontracts Total” in Question 14f.

<table>
<thead>
<tr>
<th>Name</th>
<th>Subcontract Purpose</th>
<th>Type (Vendor/Subrec.)</th>
<th>RFP/RFQ Issued (Y/N)</th>
<th>Contract Executed (Y/N)</th>
<th>Start Date</th>
<th>End Date</th>
<th>Total Federal Funds Allocated</th>
<th>Total Matching Funds Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Sky Communications</td>
<td>Provide Awareness Outreach via local cable channel</td>
<td>Vendor</td>
<td>N</td>
<td>Y</td>
<td>9/1/2017</td>
<td>2/28/2018</td>
<td>$1,835.94</td>
<td></td>
</tr>
</tbody>
</table>

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

No RFP/RFQ issued because the vendor is the only cable channel vendor in the territory.
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.

<table>
<thead>
<tr>
<th>Project Budget Element (1)</th>
<th>Federal Funds Awarded (2)</th>
<th>Approved Matching Funds (3)</th>
<th>Total Budget (4)</th>
<th>Federal Funds Expended (5)</th>
<th>Approved Matching Funds Expended (6)</th>
<th>Total funds Expended (7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Personnel Salaries</td>
<td>$166,231.00</td>
<td>$0.00</td>
<td>$166,231.00</td>
<td>$170,736.30</td>
<td>$170,736.30</td>
<td></td>
</tr>
<tr>
<td>b. Personnel Fringe Benefits</td>
<td>$33,326.00</td>
<td>$0.00</td>
<td>$33,326.00</td>
<td>$34,729.25</td>
<td>$34,729.25</td>
<td></td>
</tr>
<tr>
<td>c. Travel</td>
<td>$155,891.00</td>
<td>$0.00</td>
<td>$155,891.00</td>
<td>$118,701.33</td>
<td>$118,701.33</td>
<td></td>
</tr>
<tr>
<td>d. Equipment</td>
<td>$7,950.00</td>
<td>$0.00</td>
<td>$7,950.00</td>
<td>$7,950.00</td>
<td>$7,950.00</td>
<td></td>
</tr>
<tr>
<td>e. Materials/Supplies</td>
<td>$24,797.00</td>
<td>$0.00</td>
<td>$24,797.00</td>
<td>$25,090.85</td>
<td>$25,090.85</td>
<td></td>
</tr>
<tr>
<td>f. Subcontracts Total</td>
<td>$46,446.00</td>
<td>$0.00</td>
<td>$46,446.00</td>
<td>$8,801.75</td>
<td>$8,801.75</td>
<td></td>
</tr>
<tr>
<td>g. Other</td>
<td>$20,802.00</td>
<td>$0.00</td>
<td>$20,802.00</td>
<td>$9,076.96</td>
<td>$9,076.96</td>
<td></td>
</tr>
<tr>
<td>h. Indirect</td>
<td>$47,487.00</td>
<td>$0.00</td>
<td>$47,487.00</td>
<td>$63,067.25</td>
<td>$63,067.25</td>
<td></td>
</tr>
<tr>
<td>i. Total Costs</td>
<td>$502,390.00</td>
<td>$0.00</td>
<td>$502,390.00</td>
<td>$426,653.69</td>
<td>$426,653.69</td>
<td></td>
</tr>
<tr>
<td>j. % of Total</td>
<td>100%</td>
<td>0%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

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:
Samana Semo Ve'ave'a

16b. Signature of Authorized Certifying Official:

Date: February 12, 2018