

<b>U.S. Department of Commerce</b>  <b>Performance Progress Report</b>			<b>2. Award or Grant Number</b> 11-10-S13011		
			<b>4. EIN</b> 53-6001131		
<b>1. Recipient Name</b> District of Columbia Government			<b>6. Report Date (MM/DD/YYYY)</b> 4/30/2014		
<b>3. Street Address</b> 200 I Street, SE			<b>7. Reporting Period End Date:</b> 03/30/2014		
<b>5. City, State, Zip Code</b> Washington, DC 20003			<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> <b>Start Date: (MM/DD/YYYY)</b> 08-01-2013	<b>10b. End Date: (MM/DD/YYYY)</b> 07-31-2016				
<b>11. List the individual projects in your approved Project Plan</b>					
	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	74			
2	Broadband Conferences	4			
3	Staff Hires	0			
4	Contract Executions	2 total, 0 this quarter			
5	Governance Meetings	1			
6	Education and Outreach Materials	27 Presentations to SIEC agencies during information gathering sessions – 8 Handouts – 10 Website hits – 9			
7	Subrecipient Agreements Executed	0			
8	Phase II Activities	N/A			
<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>Stakeholder and Local Governance Meetings – The District’s team continued its ongoing briefing on its planning effort to DC government public safety agency leadership, first at the monthly meeting of the Interoperability Communications Committee (ICC), the working group of the District’s Statewide Interoperability Executive Committee (SIEC), on March 18, 2014, and directly to the SIEC on February 14. The team also conducted outreach and information gathering sessions with individual agencies represented in the ICC. These included sessions with the Metropolitan Police Department (MPD), Homeland Security and Emergency Management Agency (HSEMA), the Department of Health, Health Emergency Preparedness and Response Administration (HEPRA), the District Department of Transportation (DDOT), the Department of Public Works (DPW), Fire and Emergency Management Services (FEMS), and the Department of Corrections (DOC). These sessions focused on planned events such as July 4<sup>th</sup> and Inauguration Day type activities and unplanned emergency events such as active shooter, major traffic disruptions, etc., depending on the agency. Our session with FEMS was introductory and a more detailed session is scheduled in Q4. In</p>					



these sessions agency participants discussed their wireless network needs to adequately respond to the emergency, limitations of the current wireless network support, and ways they see the FirstNet network potentially helping them meet their needs.

Regional engagement – The District FirstNet team was represented as an observer at the 1/15/14 MACINAC meeting in Rehoboth, DE.

Grant Governance – The District team attended NTIA's February 25/26 SLIGP workshop in Atlanta. It also met with NTIA (3/20/2013) for its quarterly reporting call and addressed the stakeholder counting item in the PPR and had the award letter signed and sent to NTIA/NIST by District CTO Mancini.

In terms of grant budget accounts, we completed account setup and began drawing against SLIGP funds before the end of Q3.

**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 District team anticipates several changes to the baseline budget when the project shifts from Phase 1 to Phase 2. These changes will involve reallocation of FTE SWIC salary and fringe associated with it (total of \$64,000) and reallocation of the salary assigned to the FTE OUC Technical Lead (a total of \$23,790). We will also recalculate the allocation for Televate contractor to be determined.

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

Outreach efforts – As stated in 11a, the District team began gathering requirements from public safety ICC member agencies directly in face-to-face sessions. We are on track in reaching out to ICC member agencies, with only a few major agencies in queue for Q4. In Q4 we also anticipate going in more depth with FEMS, MPD, and DOC, as well as beginning outreach to other entities such as the newly created Department of Forensic Science, WMATA, the National Guard, and others. We intend to solicit further responses from stakeholder agencies through a questionnaire developed in Q2 of the grant. In Q4, we will also begin developing a more detailed matrix of responder agency needs for the FirstNet network with information drawn from these sessions, along with collecting and organizing data on wireless devices and mobile data router usage. We will continue to brief the ICC and the SEIC on project status – especially as it relates to our preparedness for consultation and, when requirements gathering sessions to ICC agencies have been completed, feedback from those sessions to participating agencies.

In terms of preparation for consultation with FirstNet, the District anticipates completing the readiness checklist from FirstNet in Q4 and responding as a candidate ready for consultation as soon as FirstNet is ready to begin this process.

Budget and Administrative – Accounts were set up within OCTO in the District government and we began drawing against SLIGP funds, applied to DC government matching funds, in Q3. Drawdowns from federal funding were also requested in Q3 but will not be drawn down until Q4.

Upcoming – Members of the District team will be attending the APCO conference here in Washington, DC on May 5-6 and the PSCR meeting in Boulder on June 4-6.

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

The District team pursues both high level briefings and group discussions to determine needs assessment of individual agencies. In each type of meeting, an attempt is made to engage staff who consider themselves "technical visionaries" for their respective agencies. A brief explanation of FirstNet's history and purpose is given. It is followed by agency specific scenarios to discuss current and potential data communications. An agency's Emergency Support Function (ESF) under FEMA guidelines is also discussed. Mutual interests regardless of an agency's individual mission are the amount of bandwidths and its allocation, credentialing, network access, device capability, video capabilities, funding, and FirstNet's overlap with any existing projects.



<b>12. Personnel</b>									
<p><b>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.</b></p> <p>The project is fully staffed.</p>									
<b>12b. Staffing Table</b>									
<b>Job Title</b>		<b>FTE %</b>	<b>Project(s) Assigned</b>					<b>Change</b>	
SWIC		0.125	Provide coordination support between State and federal entities						
Outreach Manager		0.25	Provide management and coordination of all outreach activities						
Senior Administrative Assistant		0.25	Provide support to the project manager and program manager						
Technical Lead		0.125	Provide technical oversight, support and management of all SLIGP activities						
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<b>13. Subcontracts (Vendors and/or Subrecipients)</b>									
<b>13a. Subcontracts Table – Include all subcontractors. The totals from this table must equal the "Subcontracts Total" in Question 14f.</b>									
<b>Name</b>	<b>Subcontract Purpose</b>	<b>Type (Vendor/Subrec.)</b>	<b>RFP/RFQ Issued (Y/N)</b>	<b>Contract Executed (Y/N)</b>	<b>Start Date</b>	<b>End Date</b>	<b>Total Federal Funds Allocated</b>	<b>Total Matching Funds Allocated</b>	<b>Project and % Assigned</b>
CTC/Telestate	Technical Subject Matter Experts	Vendor	N	Y	8/1/13	7/31/16	\$341,035	\$131,943	
CTC	Policy Governance/Planning/MOA's	Vendor	N	Y	8/1/13	7/31/16	\$91,101	\$16,499	
CTC/Telestate	Development of Educational & Discussion Materials Conference planning	Vendor	N	Y	8/1/13	7/31/16	\$4,018	\$5,927	
	Web Development & Web Surveys								



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

No challenges were encountered. We leveraged and or modified existing contract to facilitate grant requirements.

**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	\$134,400	\$0	\$134,400	\$0	\$0	\$0
b. Personnel Fringe Benefits	\$29,568	\$0	\$29,568	\$0	\$0	\$0
c. Travel	\$23,700	\$3,812	\$27,512	\$0	\$0	\$0
d. Equipment	\$0	\$0	\$0	\$0	\$0	\$0
e. Materials/Supplies	\$0	\$1,000	\$1,000	\$0	\$0	\$0
f. Subcontracts Total	\$436,154	\$154,369	\$590,523	\$0	\$46,367	\$46,367
g. Other	\$12,900	\$0	\$12,900	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
h. Total Costs	\$636,722	\$159,181	\$795,903	\$0	\$0	\$0
i. % of Total	80%	20%	100%	0%	100%	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**

Anil Sharma, Director of Operations, DC-Net, Office of the Chief Technology Officer,  
District of Columbia Government

**16c. Telephone (area code, number, and extension)**

202-715-3805

**16d. Email Address**

Anil.Sharma@dc.gov

**16b. Signature of Authorized Certifying Official**

Anil Sharma

**16e. Date Report Submitted (month, day, year)**

April 30, 2014

5/14/14

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.