

U.S. Department of Commerce Performance Progress Report			2. Award or Grant Number 11-10-S13011		
1. Recipient Name District of Columbia Government			4. EIN 53-6001131		
3. Street Address 200 I Street, SE			6. Report Date (MM/DD/YYYY) 7/30/2015		
5. City, State, Zip Code Washington, DC 20003			7. Reporting Period End Date: 06/30/2015		
10a. Project/Grant Period Start Date: (MM/DD/YYYY) 08-01-2013			10b. End Date: (MM/DD/YYYY) 01-31-2018		
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	32			
2	Broadband Conferences	7			
3	Staff Hires	0			
4	Contract Executions	0			
5	Governance Meetings	2			
6	Education and Outreach Materials	342			
7	Subrecipient Agreements Executed	0			
8	Phase 2 - Coverage	Stage 1			
9	Phase 2 - Users and Their Operational Areas	Stage 1			
10	Phase 2 - Capacity Planning	Stage 1			
11	Phase 2 - Current Providers/Procurement	Stage 1			
12	Phase 2 - State Plan Decision	Not started			
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>Stakeholder Meetings – In addition to regularly briefing the Interoperable Communications Committee (captured under “Governance Meetings”) the SLIGP team conducted FirstNet consultation follow-up (April 1) with approximately 15 stakeholder attendees (out of approximately 60 invited), a Data Collection Strategy review (May 21) with approximately 17 public safety and GIS team stakeholder attendees (out of approximately 60 invited).</p>					

Broadband Conferences – SPOC conference (April 14-15) (3), APCO (May 4-5) (2), PSCR (June 2-5) (2)

Governance Meetings – The SLIGP team briefs the ICC during its monthly meeting (April 21, May 19). The ICC serves as the action committee for the Statewide Interoperability Executive Council, and in this capacity acts as a governance body. (The SIEC did not meet in Q8.) There were approximately 15-20 stakeholder attendees in each ICC meeting (no meeting was held in June).

Education and Outreach – MPD Automated Traffic Enforcement (April 21, 1 stakeholder) and License Plate Reader (June 15, 6 stakeholders). Some of the same staff in both of these meetings but the programs are under different leadership within MPD. Metro Transit Police/Wmata call regarding data collection - 1 attendee. Newsletter: 84 recipients. Website traffic: 249 hits on our public website. In addition the Data Collection Strategy stakeholder review was also an educational and outreach activity in that we informed stakeholders on the Phase 2 data collection request from FirstNet and the timelines.

Phase 2 activities - The District SLIGP team conducted process development activities in Q8.

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 began its process for submitting its Phase 2 budget revision in Q8 and requested an extension to July 23 for submittal. Highlighted changes in this budget revision include:

- Reallocation of eliminated FTE SWIC salary and fringe associated with it (total of \$64,000)
- Establishment of the Project Manager role under FTE Personnel for Phase 2 (a total of \$34,320.)
- Establishment of a Legal/Regulatory Analyst role under FTE Personnel for Phase 2 (a total of \$41,184)
- Reallocation of the salary assigned to the eliminated FTE OUC Technical Lead (a total of \$23,790).
- Reallocation of the development of educational and discussion materials from under Contractual to be absorbed under FTE personnel Functions (a total of \$9,945)

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

The SLIGP team led the District's response to FirstNet 2nd notice for public comment, submitted on April 27.

Data collection process: The District SLIGP team developed a plan for communicating the FirstNet data requests with public safety stakeholders and in consultation with stakeholders developed a strategy for gathering data. This strategy involves using the OEC Mobile Data Survey Tool to capture agency user, device, application, usage and cost data. We have engaged the OCTO GIS and OUC teams to gather coverage data. Our GIS team conducted a meeting with the Maryland state GIS team on June 18 to compare and align our approaches to coverage mapping. Regarding regional public safety entities such as WMATA, the District team coordinated with the Maryland SPOC and Metro Police to confirm that WMATA information will be covered. (All Metro Police data will be captured by Maryland.)

Public Safety Users: The SLIGP team began developing a draft Public Safety User/Entity framework based on the FirstNet interpretations of public safety users and entities in its Third Notice, and what this means in the District of Columbia. This effort supports both our data collection efforts and our policy and governance framework efforts around authorization, prioritization, and preemption, as well as the overall ESF roles of agencies identified by the District's emergency response plan.

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

Establishing a quarterly newsletter and releasing the first issue in May was a good way for the District SLIGP team to follow up on the momentum from the initial consultation and to communicate to stakeholders a number of timely events and actions going on with FirstNet this spring. We are targeting a second issue this summer that will tie into our data collection efforts.

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.**

The project is fully staffed.

12b. Staffing Table

The SWIC position is removed from the table and funds for the SWIC will be reallocated in the revised budget as stated in 11b.

Job Title	FTE %	Project(s) Assigned	Change
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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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.**

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
CTC/Telestate	Technical Subject Matter Experts	Vendor	N	Y	8/1/13	1/31/18	\$341,035	\$131,943	
CTC	Policy Governance/Planning/ MOA's	Vendor	N	Y	8/1/13	1/31/18	\$91,101	\$16,499	
CTC/Telestate	Development of Educational & Discussion Materials Conference planning Web Development & Web Surveys	Vendor	N	Y	8/1/13	1/31/18	\$4,018	\$5,927	

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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	\$64,539.95	\$4,812.00	\$69,351.95
b. Personnel Fringe Benefits	\$29,568	\$0	\$29,568	\$17,679.03	\$0	\$17,679.03
c. Travel	\$23,700	\$3,812	\$27,512	\$5,237.10	\$0	\$5,237.10
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	\$166,282.25	\$78,677.24	\$244,959.49
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	\$253,739.33	\$83,489.24	\$337,227.57
i. % of Total	80%	20%	100%	75%	25%	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

Jack Burbridge, State Single Point of Contact,
Office of the Chief Technology Officer, District of Columbia Government

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

202-715-7536

16d. Email Address

Jack.Burbridge@dc.gov

16b. Signature of Authorized Certifying Official

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

7/30/15 (Revised 8/13/15)

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.