

U.S. Department of Commerce		2. Award or Grant Number 11-10-S13011	
Performance Progress Report		4. EIN 53-6001131	
1. Recipient Name District of Columbia Government		6. Report Date (MM/DD/YYYY) 1/30/2014	
3. Street Address 200 I Street, SE		7. Reporting Period End Date: 12/31/2013	
5. City, State, Zip Code Washington, DC 20003		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: (MM/DD/YYYY) 08-01-2013	10b. End Date: (MM/DD/YYYY) 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	43	
2	Broadband Conferences	0	
3	Staff Hires	0	
4	Contract Executions	2	
5	Governance Meetings	1	
6	Education and Outreach Materials	89 pages 1 st ICC briefing (17 pages) 2 nd ICC briefing (27 pages) 3 rd ICC briefing (31 pages) SIEC briefing (13 pages) Outreach Flow Chart (1 page)	
7	Subrecipient Agreements Executed	0	
8	Phase II Activities	N/A	
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>Staff hires/contract executions: We have fully staffed the project FTEs and contractors needed to complete the project.</p> <p>Stakeholder and Local Governance Meetings – The District's team presented an introduction to the FirstNet network and the District's planning effort regarding this 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 October 30, 2013, and then directly to the SIEC on October 30, 2013. A second presentation/discussion with the ICC on November 20 went into more detail on the FirstNet planning process. A third presentation/discussion with the ICC on December 19 focused on how agencies would use and need broadband communications technology in 1) a planned large-scale multi-agency National Special Security Event (NSSE) and 2) an unplanned critical response event, such as a mass shooter -</p>			

exemplified by the tragic Navy Yard shooting. In this session participants discussed what had been done in the past, limitations of the current environment, and needs within the future FirstNet environment.

Grant Governance – The District team met with NTIA (12/3/2013) for its quarterly reporting call. In terms of grant budget accounts, we began setting up accounts to start drawing against SLIGP funds. We anticipate the accounts to be ready in the early part of Q3, giving us the ability to reflect draw downs before the completion 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.

We submitted the revised budget narrative, detail, and baseline expenditure plan to NTIA on November 4, 2013. The revision resulted from a review of staffing and internal grant management needs. To summarize changes to the budget, the District will utilize a contractor who is also a technical expert to aid with project management needs. We have also reduced the amount of time needed by FTEs identified. This shifted dollars to the contracts line and adjusted the Grant Administration fee (charged on FTE salary and Fringe Benefits). Additionally, for ease of grant management internally for the District, we have shifted the Fringe Benefit apportionment to the Federal column and adjusted/balanced the apportionment by adding more dollars to the State match in the contracts line. The apportionment remains 80% Federal and 20% State as required by the grant. The revised spend plan/baseline allow the District more time to set up the necessary internal accounts to track and manage the SLIGP grant that align with the fiscal year (which began October 1).

NTIA approved the modification request and forwarded this to the Grants Office for review and processing on December 12, 2013.

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 users in the December 19 ICC meeting. This discussion with the ICC set the stage for more detailed outreach and information gathering meetings with individual public safety agencies, potential FirstNet public safety broadband network users, participating in the ICC and SIEC that will occur in Q3 of the grant. The FirstNet team developed its stakeholder outreach plan during Q2. Supporting this outreach effort, the team created a draft questionnaire to stakeholder agencies regarding wireless data user requirements.

The team, through the Office of Unified Communications, has also developed a draft template Memorandum of Agreement for tower structures and will use it as a starting point for discussions with FirstNet.

Team members represented the District at the SAFECOM/NCSWIC meeting on December 11-12. At the meeting we received a briefing from a representative of the FirstNet board describing the next steps in the consultation process. We also met with representatives of other states regarding their planning processes.

Budget – We began setting up accounts to start drawing against SLIGP funds. We anticipate the accounts to be ready in the early part of Q3, giving us the ability to reflect draw downs before the completion of Q3.

Administrative – The team submitted its Human Subject Exemption Request on November 22, 2013 and submitted its request for content redaction from the submitted SLIGP application on December 16, 2013.

Upcoming – In the coming quarter (Q3) the District team has already been represented at the regional MACINAC meeting held in Rehobeth Beach, Delaware on January 15-16, 2014, will set up a training workshop with the DHS Office of Emergency Communications to prepare for our FirstNet consultation, and will attend the NTIA grant workshop in late February.

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

The District team has adopted the practice of holding weekly status meetings punctuated by monthly project status/milestone briefings to OCTO and OUC leadership, and has established a SharePoint site to capture initiatives, meeting minutes, and deliverables related to the project – including presentations to public safety agency executive and steering committee leadership. The team has established a process for how it engages with DC government public safety leadership and has operated under that process. This led to a successful high level scenario-based exploration of public safety needs during an NSSE and a more localized event. Given the District's large federal government presence, attention is being paid to the coordination of local and federal first responder efforts. The team anticipates gathering more detailed information from focused sessions with stakeholder agencies and is scheduling outreach sessions with each District agency represented in the SIEC.

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.

Project is fully staffed.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
SWIC	0.125	Provide coordination support between State and federal entities	Started work on SLIGP
Outreach Manager	0.25	Provide management and coordination of all outreach activities	Started work on SLIGP
Senior Administrative Assistant	0.25	Provide support to the project manager and program manager	Started work on SLIGP
Technical Lead	0.125	Provide technical oversight, support and management of all SLIGP activities	Started work on SLIGP

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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/RFO 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	7/31/16	\$341,035	\$131,943	N/A
CTC	Policy Governance/Planning/ MOA's	Vendor	N	Y	8/1/13	7/31/16	\$91,101	\$16,499	N/A
CTC/Telestate	Development of Educational & Discussion Materials Conference planning	Vendor	N	Y	8/1/13	7/31/16	\$4,018	\$5,927	N/A

Web Development & Web Surveys							
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13b. Describe any challenges encountered with vendors and/or subrecipients.


No challenges 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	\$0	\$0
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%	0%	0%

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
16b. Signature of Authorized Certifying Official 	16d. Email Address Anil.Sharma@dc.gov
	16e. Date Report Submitted (month, day, year) 03/26/14

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