U.S. Department of Commerce	2. Award or Grant Number 78-10-S13078
Performance Progress Report	4. EIN # 090101838

1. Recipient Name United States Virgin Islands –Office of the Governor Bureau of Information Technology	6. Report Date (MM/DD/YYYY) 12/30/2014	
3. Street Address 8000 Nisky Shopping Center, Suite 600 A	7. Reporting Period End Date: 12/31/2014	
5. City, State, Zip Code Charlotte Amalie, Virgin Islands 00802	8. Final Report □ Yes □ No	9. Report Frequency x 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	137			
2	Training Sessions	0			
3	Broadband Conferences	1			
4	Staff Hires (FTE)	0			
5	Contract Executions	0			
6	Statutory or Regulatory Equivalent	0			
7	Governance Meetings	3			
8	Education and Outreach	5			
9	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.

Milestone Activities:
- On December 11 & 12, 2014 we conducted two (2) Education and Outreach Stakeholder events on St. Thomas and St. Croix respectively. Kristi Wilde, our FirstNet Outreach Coordinator, and Reuben Molloy, our FirstNet SPOC, and the rest of the FirstNetVI team delivered dynamic presentations on both islands.
- Program Manager #2 was reclassified to Full-Time status as of December 15, 2014.
- SPOC attended Broadband conference in Oklahoma.
- Scheduled a Governance body working group meeting for January 2015.

Planned Major activities for next quarter:
- Establish working group.
- Expand governance body to include the National Guard, Rescue, and other public safety agencies.
- Schedule a minimum of four (4) Education and Outreach events.

- Schedule a meeting with Homeland Security
- Attend another state's consultation visit

Other activities:
- The SPOC and Program Managers have attended two Emergency Management meetings during this period, using this as a venue to provide FirstNet update, education and outreach.
- Attended Monthly FirstNet Regional Meetings.
- Gained clarification of SLIGP allowable costs for NTIA.

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.

A review of the baseline indicates we held the planned number of outreach meetings, had an 80% attendance during our governance meetings, and reclassified the Part Time Program Manager to Full Time. No contractors were hired during the reporting period. No flyers were distributed, however, the FirstNet information we received was shared with the attendees at the Stakeholders and Outreach meetings. The SLIGP team is reviewing the Baseline information as a result of a recent budget revision occurring in 1st quarter FY 2015. This revision moved funding from Contractual Services to Personnel Services & Fringe. This change recognized the need to use in-house personnel to assist with the numerous activities required under this grant as well as to handle data collection that is required in Phase II. Upon notification of the commencement of Phase II, our Baseline Report will be revised because more specificity will be known about Phase II. This information will therefore be very helpful to us, as we revise the document.

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

A new governor will be sworn in January 2015 and may make personnel changes. They will need to be brought up to speed on the project. The new administration will need to be made aware of the opt-in/opt-out decision.

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

- Our stakeholder Education and Outreach events were well attended by the highest levels of leadership within the public safety community. During the outreach sessions, they were "deputized" and made aware of their responsibility to share the information presented with all users in their respective agencies.
- A brochure was created using "FirstNetVI" as a logo. The "FirstNetVI" logo is now utilized on all territory specific FirstNet documents created.
- The USVI FirstNet website has been created (www.vi.gov/firstnetvi) and is a work in progress.
- Social media websites have been created. Twitter and Facebook pages can be accessed by clicking a link via FirstNetVI's website. We were able to share photos from the stakeholder outreach event, where Kristi Wilde was the guest speaker, via our social media sites.
- The Initial Consultation checklist was submitted on 2 September 2014 and we are awaiting scheduling for the consultation visit.

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 budget has been revised in order to employ two Program Managers under the SLIGP grant instead of one. The premise is that the volume of work required under this grant justifies the hiring of an additional person to collaborate with carrying out all assignments under this grant. The grant will account for the salary year two and year three for a second Program Manager (Program Manager II). This individual was previously working under the Grant on a part-time basis, and will now work alongside Program Manager I to ensure that all activities are completed on time and within budget. The Program Managers are responsible for carrying out grant activities and

reporting to the Single point of contact (SPOC). They would also participate and ensure the viability of the State Wide Interoperability Communication State's governance structure. The Program Managers will ensure that the FirstNet plan will be incorporated in the SCIP to provide support to a master plan to integrate the NPSWBN technological requirements into our existing radio and broadband network infrastructure. In addition, they have the responsibility of researching Long Term Evolution (LTE) technologies, educating the public and other stakeholders, coordinating of SLIGP activity, managing all SLIGP Budget, documenting all SLIGP activities, preparing the USVI team for the FirstNet consultation meetings and assuring compliance with SLIGP requirements.

- Once phase II is more clearly defined a staffing analysis can be conducted to determine the need for additional personnel.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Program Manager 1	100%	Program Management of SLIGP Grant as delineated above in 12a	No Change
Program Manager 2	100 %	Program Management of SLIGP Grant as delineated above in 12a	Full-Time Status

Add Row   Remove Row

13. Subcontracts (Vendors and/or Sub recipients) None

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
TBD	Cost for wireless technologies consultants	Vendor	N	N	TBD	TBD	$22,260	$0	N/A

Add Row   Remove Row

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

The Bureau of Information Technology is not ready to begin this process. This task will be spearheaded by the Program Manager.

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	$292,188	$0	$292,188	$75,938	$0	$75,938
b. Personnel Fringe Benefits	$ 91,000	$0	$ 91,000	$18,858	$0	$18,858
c. Travel	87,458	$0	$ 87,458	$35,735	$0	$35,735
d. Equipment	$ 0	$0	$ 0	$0	$0	$0
e. Materials/Supplies	$ 7,372	$0	$ 7,372	$3,768	$0	$3,768
f. Subcontracts Total	$ 22,260	$0	$ 22,260	$0	$0	$0
g. Other	$ 15,350	$0	$ 15,350	$3,282	$0	$0
h. Total Costs	$515,628	$0	$515,628	$137,581	$0	$137,581
i. % of Total	100%	$0	100%	100%	0%	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	16c. Telephone (area code, number, and extension)
Reuben D. Molloy, MBA	340-713-0354 Extension 5510
Director/Chief Information Technology Officer	16d. Email Address reuben.molloy@bit.vi.gov
16b. Signature of Authorized Certifying Official	16e. Date Report Submitted (month, day, year)
Reuben D. Molloy	1/16/2015