U.S. Department of Commerce
Performance Progress Report

1. Recipient Name: United States Virgin Islands - Office of the Governor - Bureau of Information Technology
2. Award or Grant Number: 78-10-S13078
3. Street Address: 8000 Nisky Shopping Center, Suite 600 A
4. EIN: 090101838
5. City, State, Zip Code: Charlotte Amalie, VI 00802
7. Reporting Period End Date: 6/30/2016
8. Final Report Frequency: Yes Quarterly
9. Project Type (Capacity Building, SCIP Update, Project Deliverable Quantity (Number & Indicator Description): Stakeholders Engaged 50
   2. Individuals Sent to Broadband Conferences 2
   3. Staff Hired (Full-Time Equivalent)(FTE) 0
   4. Contracts Executed 0
   5. Governance Meetings 1
   6. Education and Outreach Materials Distributed 381
   7. Subrecipient Agreements Executed 0
   8. Phase 2 - Coverage Stage 5
   9. Phase 2 – Users and Their Operational Areas Stage 5
   10. Phase 2 – Capacity Planning Stage 4
   11. Phase 2 – Current Providers/Procurement Stage 4
   12. Phase 2 – State Plan Decision Stage 5
   Description of Milestone Category:
   1. Actual number of individuals reached via stakeholder meetings during the quarter
   2. Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter
   3. Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)
   4. Actual number of contracts executed during the quarter
   5. Actual number of governance, subcommittee, or working group meetings held during the quarter
   6. Actual volume of materials distributed (inclusive of paper and electronic materials) plus hits to any website or social media account supported by SLIGP during the quarter
   7. Actual number of agreements executed during the quarter
   8. 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
10a. Project/Grant Period
Start Date: (MM/DD/YYYY) 8/1/2013
End Date: (MM/DD/YYYY) 1/13/2018
11. List the individual projects in your approved Project Plan

Milestone Activities: SPOC Reuben Molloy and Program Manager Khansia Figaro both attended FirstNet in-person spring SPOC meeting in McLean, Virginia. On April 22nd, FirstNet hosted a 3-hour open house style Programmatic Environmental Impact Statement (PEIS) meeting on the island of St. Croix. On May 11th, FirstNetVI testified before the Legislature’s committee on Homeland Security, Justice and Public Safety which was broadcast on-air and on-line.
Other activities: Participated in monthly FirstNet Regional Meetings. Participated in SLIGP Quarterly Meetings. Director Molloy also interviewed with radio personality Ronald Redfield which was broadcast live on-air and on-line, during which there were 1100 hits to the website.
Planned Major activities for next quarter: Expand governance body to include non-profit organizations, as well as other public safety agencies. Schedule a minimum of three (3) Education and Outreach events. Hold quarterly Initiative Working Group Meetings (IWG). Participate in Regional Consultation Task Team meeting scheduled for August 2nd. FirstNet representatives to attend in-person governance meeting scheduled for August 17th.
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.

No additional request for change is anticipated at this time. A revised baseline/expenditure plan was submitted to the SLIGP team in quarter ending 6/30/2015.
One Governance meeting was held this quarter. FirstNet update provided. Utilizing the Initiative Working Group (IWG) remains a major focus for our FirstNet outreach efforts. FirstNetVI is focused on preparations for the second round of consultations. The CTT has been formed and the members are preparing for the upcoming regional meeting.

11d. Describe any success stories or best practices you have identified. Please be as specific as possible.
Maintaining relationships with established stakeholders and providing periodic updates on project efforts. Engaging stakeholders to take lead roles in IWG has been helpful to the success of our local 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 2015 grant extension coupled with the modified budget has revealed that budgetary constraints will be reassessed next quarter. Prior assessment indicated that SLIGP funds for personnel services and fringes will be exhausted prior to grant termination date. Consideration for any available funding is being requested of NTIA in order to fulfill our staffing requirement throughout the term of the grant.

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>Program Manager 1</td>
<td>0</td>
<td>Program Management of SLIGP Grant as delineated above in 12a</td>
<td>Resigned January 2016</td>
</tr>
<tr>
<td>Program Manager 2</td>
<td>100</td>
<td>Program Management of SLIGP Grant as delineated above in 12a</td>
<td>No Change</td>
</tr>
<tr>
<td>Financial Manager</td>
<td>0</td>
<td>Provide financial management for SLIGP grant (unfunded)</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>TBD</td>
<td>Cost of Wireless Technology Consultants</td>
<td>Vendor</td>
<td>N</td>
<td>N</td>
<td>TBD</td>
<td>TBD</td>
<td>$5,072.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

13b. Describe any challenges encountered with vendors and/or subrecipients.
The Bureau of Information Technology has not utilized the services of any vendors and/or subrecipients thus far; Therefore, there are no issues to report.
## 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>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Personnel Salaries</td>
<td>$329,688.00</td>
<td>$329,688.00</td>
<td>$247,580.66</td>
<td>$247,580.66</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>b. Personnel Fringe Benefits</td>
<td>$107,860.00</td>
<td>$107,860.00</td>
<td>$80,263.30</td>
<td>$80,263.30</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>c. Travel</td>
<td>$60,911.00</td>
<td>$60,911.00</td>
<td>$55,557.75</td>
<td>$55,557.75</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>d. Equipment</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td>e. Materials/Supplies</td>
<td>$7,372.00</td>
<td>$7,372.00</td>
<td>$6,164.47</td>
<td>$6,164.47</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>f. Subcontracts Total</td>
<td>$6,164.47</td>
<td>$6,164.47</td>
<td>$6,118.50</td>
<td>$6,118.50</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>g. Other</td>
<td>$4,725.00</td>
<td>$4,725.00</td>
<td>$6,118.50</td>
<td>$6,118.50</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>h. Indirect</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td>i. Total Costs</td>
<td>$515,628.00</td>
<td>$0.00</td>
<td>$515,628.00</td>
<td>$395,684.68</td>
<td>$0.00</td>
<td>$395,684.68</td>
<td>100%</td>
</tr>
<tr>
<td>% of Total</td>
<td>100%</td>
<td>0%</td>
<td>100%</td>
<td>100%</td>
<td>0%</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:**
Reuben D. Molloy, MBA
Director/Chief Information Technology Officer

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

**16c. Telephone (area code, number, and extension):**
340-713-0354 Extension 5510

**16d. Email Address:**
reuben.molloy@bit.vi.gov

**16e. Date:**