Dear State Single Point of Contact (SPOC):

Section 6206(c)(2)(A) of the Middle Class Tax Relief and Job Creation Act of 2012 (Act) requires that:

> In developing requests for proposals and otherwise carrying out its responsibilities under this Act, the First Responder Network Authority [FirstNet] shall consult with regional, State, tribal, and local jurisdictions regarding the distribution and expenditure of any amounts required to carry out the policies established under paragraph (1) [of section 6206(c)], including with regard to the—(i) construction of a core network and any radio access network build out; (ii) placement of towers; (iii) coverage areas of the network, whether at the regional, State, tribal, or local level; (iv) adequacy of hardening, security, reliability, and resiliency requirements; (v) assignment of priority to local users; (vi) assignment of priority and selection of entities seeking access to or use of the nationwide public safety interoperable broadband network established under subsection (b); and (vii) training needs of local users (See Appendix 5).

Over the last year, FirstNet has worked to establish the mechanisms and relationships necessary to ensure effective consultation with each state and territory (hereafter referred to as "state"). We thank you for your participation in our regional workshops, State and Local Implementation Grant Program (SLIGP) workshops, the monthly SPOC calls and quarterly SPOC webinars.

FirstNet is now prepared to take the next steps in the state consultation process required under the Act. State consultation will be an active, iterative process. Throughout the process, FirstNet will work with the National Telecommunications and Information Administration (NTIA) to ensure that the consultation activities align with your SLIGP planning efforts. The end goal of this effort is for FirstNet to produce a state plan (and eventually an operational broadband network) that meets the needs of your public safety community.

This next step in the state consultation process will be an initial meeting in your state. The purpose of this initial consultation is to understand the unique needs of your state, share information about FirstNet and the overall consultation process, and to begin a dialogue on how to collaborate with your state as FirstNet works toward the development of your state plan. This meeting is designed as a working session to exchange ideas, provide updates, explain the overall process in detail, and begin the collection of your requirements. The draft agenda for these meetings is included here as Appendix 3. To prepare for these meetings, we are asking for your cooperation in the following process:

1. Each state is provided with this "Initial Consultation Package" for the SPOC to complete. This package includes:
    - **Readiness Checklist (Appendix 1):** This information must be completed and returned to FirstNet. The checklist includes items such as proposed attendees and proposed dates for the initial consultation meeting.
    - **Requested Discussion Topics (Appendix 2):** During the initial meeting, FirstNet would welcome an update on relevant activities and issues for your state. The attached topics are a recommended list of areas to cover. Please feel free to add to or comment upon this list. You may provide information on these topics prior to the meeting (including key questions that you may have). This information will greatly assist with our meeting preparation.
2. FirstNet will contact you confirm receipt of the initial consultation package and to answer any questions the initial consultation process.

3. Upon completion of the Readiness Checklist, the SPOC shall email the information to FirstNet. Please send the completed checklists, and letter indicating your state's readiness to proceed with initial consultation, to . Our goal is to schedule initial consultation meetings between July 1 and November 30, 2014.
4. Upon receiving and reviewing your information FirstNet will contact you to schedule your initial consultation meeting.

Following the initial consultation meeting, FirstNet will coordinate with your state to schedule subsequent meetings to address the specific subjects set forth in sections 6206(c)(1) and 6206(c)(2)(A) of the Act. Please contact me with any questions or clarifications. I look forward to working with you.

Thank you and best regards,

David M. Buchanan
Director of State Consultation
First Responder Network Authority - FirstNet

Appendix 1 – Readiness Checklist

#	Description	Rationale	Request	Response
1	**Governance Body:** Provide a current membership list, organizational chart, and any other information available on your governance body.	This information will help FirstNet better understand the representative composition of the governance body and how it makes decisions or reaches consensus.	Membership list, minutes from previous meetings, organizational chart, charter (if it exists), legislation or executive orders pertinent to the governance body (if they exist), narrative of decision making authority, and any other relevant information.	Attached ☐
2	**Attendees:** In addition to the SPOC, who else does your state propose attend the initial consultation meeting?	This information will be used to understand which local, regional and tribal representation will be involved, as well as to prepare materials for attendees.	List of proposed attendees including, name, title, agency, and discipline.	Attached ☐
3	**Scheduling:** Provide a list of available dates (after July 1, 2014) and locations for the initial consultation meeting.	FirstNet's goal is to schedule these meetings between July 1 and November 30, 2014 for all 56 states and territories. Currently FirstNet is planning on sending 5-7 representatives for 1 to 2 days.	List of at least three proposed dates, locations and venues along with any other information that could drive scheduling choices.	Attached ☐
4	**Wireless Contract Vehicles**: Provide any existing contract vehicles/terms and available usage information for wireless voice and data services used by your state and/or metropolitan areas, where permitted.	This information will be used to assist FirstNet with business planning efforts, providing an understanding of the services and pricing plans currently provided to state and local public safety that choose to leverage the state contract.	Copy of contract vehicles and any available usage information (e.g., data and voice usage, number of users/agencies, costs, types of services, etc.), where permitted.	Attached ☐
5	**Outreach Plan**: Provide your detailed method and plan for education, outreach, and training to multi-discipline, public safety, and other government users.	FirstNet will review this information prior to the meeting to be prepared to discuss how to best support your state's outreach efforts. The state and FirstNet will align vision and strategy for outreach to ensure goals are complementary.	Copies of state outreach strategy, or synopsis of state's current broadband outreach methods/plan, and copies of any materials that have been used by state for outreach.	Attached ☐
6	**Barriers:** Describe any specific legal (e.g., existing laws or regulations) or non-legal issues that could impede your ability to participate fully in the consultation process.	This information will provide FirstNet the opportunity to plan the remainder of the consultation process in a manner that addresses any unique issues or concerns in your state.	Narrative of any legal or non-legal issues.	Attached ☐

Appendix 2 – Requested Discussion Topics

During the initial consultation meeting, FirstNet welcomes an update on relevant activities and issues for your state. The attached topics are a recommended list of areas to cover. Please feel free to add to or comment upon this list. You may provide information on these topics prior to our meeting (including key questions). This information will greatly assist with our meeting preparation.

#	Topic	Discussion
1	State's Governance Process	Is your governance body in place and meeting on FirstNet issues? What is the organization and how does it ensure local input? Does your state have a description of its state legislative process and authorities to better understand how a state plan could be presented and approved by the governor?
2	Metropolitan / Rural / Tribal POCs	Has your state included representatives from metropolitan, rural, and tribal jurisdictions in your governance body? Have Points of Contact (POCs) from these areas been identified for specific outreach and education? How will your state engage these and other diverse stakeholders during the consultation process?
3	Eligible Users	Describe plans to identify potential users for the public safety broadband network within your state, including local, tribal and other potential users. To utilize the same data set and analysis tools, the U.S. Department of Homeland Security Office of Emergency Communications (OEC) Mobile Data Survey Tool (MDST) is available to help states and FirstNet prepare for consultation relating to users.
4	Coverage	Has your state participated in the optional OEC coverage workshops? Has your state governance body had meetings or discussions about coverage requirements?
5	Public Safety Stakeholders	Has your state created a list of public safety stakeholders? For instance, does your state have a list of public safety associations in your state with points of contact (e.g., state fire/law enforcement/EMS associations)?
6	Public Safety Meetings and Events	Can your state provide a schedule of public safety association events and meetings in your state during the next year?
7	Major State Events	Can your state provide a schedule of major events planned in state that have a significant impact on public safety (e.g., state fairs, motorcycle rallies, first night events on New Year's Eve, etc.)?
8	State Specific Information	Is there any other state specific or unique information that you would like to provide to FirstNet for discussion during the initial consultation meetings?

Appendix 3 – Initial Consultation Meeting Agenda

The proposed agenda for the initial consultation meeting includes detailed discussions around:

#	Topic	Discussion
1	Introductions	An introduction of the FirstNet team and representatives from the states.
2	State or Territory Update	Review of the discussion topics (Appendix 2) as well as any additional topics or questions identified by your state, allowing time for the state to bring up any areas of discussion that it feels are necessary to facilitate a smooth consultation process.
3	FirstNet Update	An update on FirstNet activities related to technical design, organization, outreach and overall network policies.
4	Consultation Process	A delineation of the consultation process, timeframe, key steps and strategy.
5	Roles and Responsibilities	A discussion around the responsibilities and roles for all of the FirstNet and state officials and major stakeholders.
6	Eligible Users	A review of the baseline information provided by FirstNet about potential users in each state. This will include a background page, instructions for updates, and a form to use to provide the required feedback.
7	Coverage	A definition of coverage will be provided and a guided conversation will occur to help states begin to think about coverage needs. FirstNet will explain the planned process to gather state inputs on coverage needs including any tools that may be used in the process. Additional information may be provided.
8	Joint Outreach Planning	A working session to identify how FirstNet can best support outreach efforts in your state based on a review of material provided in the Readiness Checklist.
9	Next Steps	A discussion on joint outreach activities, completion of the user baseline, and any additional next steps identified in the meeting.

Appendix 4 – Readiness Checklist Instructions

Sending Checklist
As noted above, when your state has completed the checklist and is ready to begin consultation, please email the checklist items to: The email shall include an affirmation that your state is ready to proceed and shall include the checklist items. The email should be sent by the SPOC or otherwise indicate that the information is sent with the SPOC's approval.

Saving and Naming Documents
To help FirstNet review and manage your documents, please title your documents with your state abbreviation first, followed by the name of the content. For example, if Michigan is submitting its outreach plan, please save this document as:

- "MI-Outreachplan.docx."

Or if Pennsylvania is submitting its governance body minutes, please save it as:

- "PA-Governancebodyminutes.docx"

Alternatively, you may save all Appendices in a single saved document. If you do this, please clearly label each new page or section in the document, so that it is easy to identify the beginning and end of each section.

Materials
We are aware some of the checklist items were also items included in your SLIGP application from March 2013. If you include any information from your SLIGP application, please ensure that the information is up to date and that it reflects current activity, not merely planned activities.

If you do not have a submission for a checklist item, please note that in your submission.

Appendix 5 – Relevant Provisions of the Middle Class Tax Relief and Job Creation Act of 2012 (Act)

SEC. 6206. POWERS, DUTIES, AND RESPONSIBILITIES OF THE FIRST RESPONDER NETWORK AUTHORITY.

(a) **General Powers**

The First Responder Network Authority shall have the authority to do the following:

(1) To exercise, through the actions of its Board, all powers specifically granted by the provisions of this subtitle, and such incidental powers as shall be necessary.

(2) To hold such hearings, sit and act at such times and places, take such testimony, and receive such evidence as the First Responder Network Authority considers necessary to carry out its responsibilities and duties.

(3) To obtain grants and funds from and make contracts with individuals, private companies, organizations, institutions, and Federal, State, regional, and local agencies.

(4) To accept, hold, administer, and utilize gifts, donations, and bequests of property, both real and personal, for the purposes of aiding or facilitating the work of the First Responder Network Authority.

(5) To spend funds under paragraph (3) in a manner authorized by the Board, but only for purposes that will advance or enhance public safety communications consistent with this title.

(6) To take such other actions as the First Responder Network Authority (through the Board) may from time to time determine necessary, appropriate, or advisable to accomplish the purposes of this title.

(b) **Duty and responsibility to deploy and operate a nationwide public safety broadband network**

(1) **In general-** The First Responder Network Authority shall hold the single public safety wireless license granted under section 6201 and take all actions necessary to ensure the building, deployment, and operation of the nationwide public safety broadband network, in consultation with Federal, State, tribal, and local public safety entities, the Director of NIST, the Commission, and the public safety advisory committee established in section 6205(a), including by, at a minimum—

(A) ensuring nationwide standards for use and access of the network;

(B) issuing open, transparent, and competitive requests for proposals to private sector entities for the purposes of building, operating, and maintaining the network that use, without materially changing, the minimum technical requirements developed under section 6203;

(C) encouraging that such requests leverage, to the maximum extent economically desirable, existing commercial wireless infrastructure to speed deployment of the network; and

(D) managing and overseeing the implementation and execution of contracts or agreements with non-Federal entities to build, operate, and maintain the network.

(2) **Requirements**

In carrying out the duties and responsibilities of this subsection, including issuing requests for proposals, the First Responder Network Authority shall—

(A) ensure the safety, security, and resiliency of the network, including requirements for protecting and monitoring the network to protect against cyberattack;

(B) promote competition in the equipment market, including devices for public safety communications, by requiring that equipment for use on the network be—

(i) built to open, non-proprietary, commercially available standards;

(ii) capable of being used by any public safety entity and by multiple vendors across all public safety broadband networks operating in the 700 MHz band; and

(iii) backward-compatible with existing commercial networks to the extent that such capabilities are necessary and technically and economically reasonable;

(C) promote integration of the network with public safety answering points or their equivalent; and

(D) address special considerations for areas or regions with unique homeland security or national security needs.

(3) **Rural coverage**
In carrying out the duties and responsibilities of this subsection, including issuing requests for proposals, the nationwide, interoperable public safety broadband network, consistent with the license granted under section 6201, shall require deployment phases with substantial rural coverage milestones as part of each phase of the construction and deployment of the network. To the maximum extent economically desirable, such proposals shall include partnerships with existing commercial mobile providers to utilize cost-effective opportunities to speed deployment in rural areas.
(4) **Execution of authority**
In carrying out the duties and responsibilities of this subsection, the First Responder Network Authority may—
(A) obtain grants from and make contracts with individuals, private companies, and Federal, State, regional, and local agencies;
(B) hire or accept voluntary services of consultants, experts, advisory boards, and panels to aid the First Responder Network Authority in carrying out such duties and responsibilities;
(C) receive payment for use of—
(i) network capacity licensed to the First Responder Network Authority; and
(ii) network infrastructure constructed, owned, or operated by the First Responder Network Authority; and
(D) take such other actions as may be necessary to accomplish the purposes set forth in this subsection.

(c) **Other Specific Duties and Responsibilities**
(1) **Establishment of Network Policies**.—In carrying out the requirements under subsection (b), the First Responder Network Authority shall develop—
(A) requests for proposals with appropriate—
(i) timetables for construction, including by taking into consideration the time needed to build out to rural areas and the advantages offered through partnerships with existing commercial providers under paragraph (3);
(ii) coverage areas, including coverage in rural and nonurban areas;
(iii) service levels;
(iv) performance criteria; and
(v) other similar matters for the construction and deployment of such network;
(B) the technical and operational requirements of the network;
(C) practices, procedures, and standards for the management and operation of such network;
(D) terms of service for the use of such network, including billing practices; and
(E) ongoing compliance review and monitoring of the—
(i) management and operation of such network;
(ii) practices and procedures of the entities operating on and the personnel using such network; and
(iii) necessary training needs of network operators and users.
(2) **State and Local Planning**.—
(A) REQUIRED CONSULTATION.—In developing requests for proposals and otherwise carrying out its responsibilities under this Act, the First Responder Network Authority shall consult with regional, State, tribal, and local jurisdictions regarding the distribution and expenditure of any amounts required to carry out the policies established under paragraph (1), including with regard to the—
(i) construction of a core network and any radio access network build out;
(ii) placement of towers;
(iii) coverage areas of the network, whether at the regional, State, tribal, or local level;
(iv) adequacy of hardening, security, reliability, and resiliency requirements;
(v) assignment of priority to local users;
(vi) assignment of priority and selection of entities seeking access to or use of the nationwide public safety interoperable broadband network established under subsection (b); and
(vii) training needs of local users.
(B) Method of Consultation
The consultation required under subparagraph (A) shall occur between the First Responder Network Authority and the single officer or governmental body designated under section 6302(d).