

U.S. Department of Commerce  Performance Progress Report		2. Award or Grant Number 27-10-S13027
		4. EIN 416007161
1. Recipient Name State of Minnesota		6. Report Date (MM/DD/YYYY) 03 26 2014
3. Street Address 445 Minnesota St Suite 137		7. Reporting Period End Date: 12 31 2014
5. City, State, Zip Code St Paul MN 55102		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: 9/1/2013	10b. End Date: 8/31/2016	

**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	0 people			
2	Broadband Conferences	0			
3	Staff Hires	.5 FTE			
4	Contract Executions	3 contracts			
5	Governance Meetings	34 meetings			
6	Education and Outreach Materials	0 publications			
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.**

Note: Minnesota will begin drawdown of Federal funds on a monthly basis starting February 2014. While Minnesota has at this time begun work and has expended its funds for SLIGP it has not drawn any cash from Federal funds as of this report.

Progress:

Stakeholder meetings: None

Training: N/A

Broadband Conferences: N/A

Staff Hires: RIC contract amendment executed to include SLIGP funds and expand hours (0.25 FTE). SWIC salary subsidized through SLIGP starting pay period beginning 12/4.

Contract Executions: \$1.3M contract awarded to Televate, LLC for Minnesota-FirstNet consultation program.

Statutory Changes: N/A

Governance Meetings: Monthly meeting of Statewide Emergency Communications Board (SECB), Bi-monthly meeting of SECB Interoperable Data Committee, Bi-monthly meetings for South Central, Southwest, Northeast, and Northwest Regional Emergency Communications Board (RECB) (or equivalent), Bi-monthly meetings for South Central, Southwest, Northeast, and Northwest RECB (or equivalent) subject matter committee, Monthly meetings for Central, Metro, and Southeast RECB, Monthly meetings for Central, Metro, and Southeast RECB subject matter committee  
 Education and Outreach materials: None

**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 changes anticipated during the next quarter.

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

None at this time.

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

None at this time. Reporting period spent organizing project resources, staff, preparing contracts, and related early project work.

**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**

Job Title	FTE %	Project(s) Assigned	Change
SWIC	50	Oversight of all activities.	Salary subsidized @ 50%
RIC	25	Support for governance, education and outreach	Contract amended
RIC	25	Support for governance, education and outreach	Contract amended
RIC	0	Support for governance, education and outreach	Work not yet started

**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	Contract Executed	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated	Project and % Assigned
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MnFCP	Comprehensive consultation	Vendor	(Y/N) Y	(Y/N) Y	11/4/20 13	6/31/2 016	\$1,114,884	\$278,721	
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**13b. Describe any challenges encountered with vendors and/or subrecipients.**

None at this time.

**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	\$76,559	\$20,804	\$97,363	\$1082	\$270	\$1352
b. Personnel Fringe Benefits	\$23,301	\$5,825	\$29,126	0	0	0
c. Travel	\$143,424	\$35,856	\$179,280	\$4884	\$1221	\$6105
d. Equipment	0	0	\$0	0	0	0
e. Materials/Supplies	0	0	\$0	0	0	0
f. Subcontracts Total	\$2,089,520	\$522,380	\$2,611,900	\$233	\$59	\$292
g. Other	\$50,199	\$12,550	\$62,749	0	0	0
h. Total Costs	\$2,389,660	\$597,415	\$2,987,075	\$6199	\$1550	\$7749
i. % of Total	80	20	100	80	20	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**

Jackie Mines, Director



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

651 201 7550

**16d. Email Address**

jackie.mines@state.mn.us

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

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

2/7/2014

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.