

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) 1 30 2016		
3. Street Address: 445 Minnesota St Suite 137			7. Reporting Period End Date: 12 30 2015		
5. City, State, Zip Code: St Paul MN 55101			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: 2/28/2018				
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	216			
2	Staff Hires	0			
3	Contract Executions	0 in this period			
4	Governance Meetings	17 meetings			
5	Education and Outreach Materials	675 hits on the website			
6	Sub-recipient Agreements Executed	0 during this reporting period			
	Phase II Activities				
7	Phase 2 Coverage	Stage 5			
8	Phase 2 Users and their Operational Areas	Stage 5			
9	Phase 2 Capacity Planning	Stage 5			
10	Phase 2 Current Providers/Procurement	Stage 5			
11	Phase 2 State Plan Decision	Stage 2			
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>Stakeholder Meetings: Although ECN has met with the public safety personnel from each tribal nation as part of the coverage county assessment, this quarter we decided to host a regional tribal meeting with the Sioux tribes and invite FirstNet. Our eleven tribes fall into three main tribal nations—Sioux, Red Lake and Chippewa tribes. We will continue to reach out to the other two regions to host a regional tribal meeting with FirstNet tribal government liaisons. Throughout this quarter ECN met with every PSAP agency and their GIS</p>					

representative to review each of their public safety agency's boundaries and put this into a coordinate database (GIS) for FirstNet. ECN met with each agency a second time to review the data after it was put into a GIS map.

Training: Nothing additional developed during this reporting period. A great deal of training occurred during the Phased Buildout presentations helping everyone understand the various methodologies that could be adopted as well as a thorough review of the recommendations provided to FirstNet for the Phase 2 data delivery.

Staff Hires: 0 During the period.

Contract Executions: None during this reporting period.

Statutory Changes: N/A

Governance Meetings: Monthly meetings of Statewide Emergency Communications Board (SECB) and its various committees and working groups, monthly meetings of SECB Interoperable Data Committee.

Education and Outreach materials: Website contains the Phase 2 material summary presentation as well as the responses to all FirstNet Public Notices. Working on a FirstNet and NG911 training module as well as a detailed LTE technical training module.

Phase 2 Activities:

Coverage: Analysis completed and presented to FirstNet on Sept. 30th.

Users and Operational Areas: Users and Operational area information uploaded to FirstNet.

Capacity Planning: Information has been collected from the workgroup and uploaded to FirstNet.

Current Providers/Procurement: Analysis completed from survey's and presented to FirstNet. Additional information being requested from all the carriers providing coverage in MN. Received data from each carrier on the number of public safety entity device type and usage data. Provided to FirstNet.

State Plan Decision: Outline completed. Met with Governor's staff and Commissioner's office. Waiting for next steps requested of FirstNet.

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.

Nothing new to report this quarter.

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

Completed and submitted all Phase 2 data collection requirements with Sept 30th deadline. Updating some data as it comes in from agencies that were slow to provide it.

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

ECN has met with the 11 tribal nation's public safety agencies through the Coverage Assessment process however, this quarter we also hosted a regional tribal meeting with all the members of the Sioux nation (Mdewakanton, Upper, Lower, and Pine Island nations) and the FirstNet tribal government liaisons, Carl Rebstock and Adam Geroler. In addition to inviting back the public safety contacts we met with initially, ECN invited tribal leaders, IT, legal and emergency management as well to broaden the contacts within the Sioux Tribe. This meeting went very well. ECN, FirstNet and the tribal representatives had an opportunity to ask each other more questions, get a better understanding of each other's concerns and fears. We have scheduled the second major tribal nation, the Chippewa Tribe, for January, 2016 with a request to Red Lake Nation also.

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.

Director. Expect to be fully staffed in January 2016. No impact to project timeline. I utilize Regional Interoperability Coordinators and contractors for most of the work. We are also engaging our state GIS office to assist with the GIS components of this work as it relates directly to our NG911 project as well.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Director	50	Oversight of all activities.	Salary subsidized @ 50%

Add Row

Remove Row

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 (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated	Project and % Assigned
MnFCP	Comprehensive consultation	Vendor	Y	Y	11/4/2013	6/31/2016	\$1,114,884.00	\$278,721.00	
NE ECB	Regional consultation support	Vendor; joint-powers entity	N	Y	4/27/2014	6/31/2016	\$37,288.80	\$9322.20	
NW ECB	Regional consultation support	Vendor; joint-powers entity	N	Y	4/27/2014	6/31/2016	\$37,288.80	\$9322.20	
MESB	Regional consultation support	Vendor; joint-powers entity	N	Y	4/27/2014	6/31/2016	\$37,288.80	\$9322.20	
SE ESB	Regional consultation support	Vendor; joint-powers entity	N	Y	4/27/2014	6/31/2016	\$37,288.80	\$9322.20	
SR ECB	Regional consultation support	Vendor; joint-powers entity	N	Y	4/27/2014	6/31/2016	\$37,288.80	\$9322.20	
SW ECB	Regional consultation support	Vendor; joint-powers entity	N	Y	4/27/2014	6/31/2016	\$37,288.80	\$9322.20	
CM ECB	Regional consultation support	Vendor; joint-powers entity	N	Y	4/27/2014	6/31/2016	\$37,288.80	\$9322.20	

Add Row

Remove Row

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	\$138,179.00	\$34,545.00	\$172,724.00	\$53,709.89	\$14,530.77	\$68,240.66
b. Personnel Fringe Benefits	38,689.00	\$9,672.00	\$48,361.00	\$15,231.37	\$4,055.42	\$19,286.79
c. Travel	\$34,400.00	\$8,600.00	\$43,000.00	\$15,744.52	\$4,000.68	\$19,745.20
d. Equipment	0	0	\$0	0	0	0
e. Materials/Supplies	16,000.00	4,000.00	\$20,000.00	\$0	\$0	\$0
f. Subcontracts Total	\$2,099,118.00	\$524,779.00	\$2,623,897.00	\$621,668.88	\$155,189.66	\$776,858.54
g. Other	\$50,540.00	\$12,635.00	\$63,175.00	\$30,836.60	\$7,652.95	\$38,489.75
h. Indirect Charges	\$12,734.00	\$3,184.00	\$15,918.00	\$4,991.54	\$1,247.88	\$6,239.42
i. Total Costs	\$2,389,660.00	\$597,415.00	\$2,987,075.00	\$742,182.80	\$186,677.36	\$892,838.10
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)**

Revised on 2/22/2016

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.