

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) 4-30-2016
3. Street Address: 445 Minnesota St Suite 137		7. Reporting Period End Date: 3-31-2016
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	1161			
2	Staff Hires	1			
3	Contract Executions	0 in this period			
4	Governance Meetings	48 meetings			
5	Education and Outreach Materials	38,959 hits on the website 615 pages			
6	Sub-recipient Agreements Executed	0 during this reporting period			
7	Broadband Conferences	2 attendees			
8	Phase 2 Coverage	Stage 5			
9	Phase 2 Users and their Operational Areas	Stage 5			
10	Phase 2 Capacity Planning	Stage 5			
11	Phase 2 Current Providers/Procurement	Stage 5			
12	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.

Stakeholder Meetings: ECN met with the MN Indian Affairs council. ECN presented FirstNet information at the PSAP 911 Conference, the Central Region Emergency Services Board, the HSEM Governor’s conference. Met with the Chippewa tribes in January. Red Lake is still pending for a regional tribal meeting.

Training:

Broadband Conferences: Two people attended and One person presented at International Wireless Communications Expo (IWCE).

Staff Hires: 1 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: Created on-line training for "FirstNet Detailed LTE technical" training module, "Effects of FirstNet Broadband on the PSAP" training module. Created a FirstNet Brief for distribution at Conferences (300 Copies), and a Governor's FirstNet Brief (300 copies). Attended six executive level meetings.
Phase 2 Activities:
Coverage: Analysis completed
Users and Operational Areas: Complete
Capacity Planning: Complete
Current Providers/Procurement: Provided to FirstNet.
State Plan Decision: Outline completed. Met with Governor's staff and Commissioner's office. Reviewing RFP against the outline provided. 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.

Updating CAD data as it comes in from agencies that were slow to provide it. It will be updated when the Reading Room is open again.

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

ECN met with the Chippewa Tribes on January 19, and presented information on FirstNet to the MN Indian Affairs Council on March 10th. It was decided to add a representative of the council to the SECB, which is the Governance Structure. That advisement is being pursued through the proper committees before it will receive approval from the SECB, and then be submitted to the legislature.

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.

Fully Staffed

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
FirstNet Program Manager	100	FirstNet Program Activities	Salary subsidized @ 100%

Director	50	Oversight of all activities.	Salary subsidized @ 50%
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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

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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	\$138,179.00	\$34,545.00	\$172,724.00	\$60,679.90	\$16,218.60	\$76,898.50
b. Personnel Fringe Benefits	38,689.00	\$9,672.00	\$48,361.00	\$16,700.72	\$4,477.38	\$21,178.10
c. Travel	\$34,400.00	\$8,600.00	\$43,000.00	\$17,363.37	\$4,405.39	\$21,768.76
d. Equipment	0	0	\$0	0	0	0
e. Materials/Supplies	16,000.00	4,000.00	\$20,000.00	\$3,705.24	\$926.32	\$4,631.56
f. Subcontracts Total	\$2,099,118.00	\$524,779.00	\$2,623,897.00	\$955,602.59	\$278,073.08	\$1,233,675.67
g. Other	\$50,540.00	\$12,635.00	\$63,175.00	\$32,680.60	\$8,113.95	\$40,794.55
h. Indirect Charges	\$12,734.00	\$3,184.00	\$15,918.00	5245.78	1311.44	\$6,557.22
i. Total Costs	\$2,389,660.00	\$597,415.00	\$2,987,075.00	\$1,091,978.20	\$313,526.16	\$1,405,504.36
i. % of Total	80	20	100	78	22	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)		
Jackie Mines, Director				651 201 7550		
				16d. Email Address		
				jackie.mines@state.mn.us		
16b. Signature of Authorized Certifying Official				16e. Date Report Submitted (month, day, year)		
				6/01/2016 Revision 2		

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.