

U.S. Department of Commerce		2. Award or Grant Number 27-10-S13027	
Performance Progress Report		4. EIN 416007161	
1. Recipient Name State of Minnesota		6. Report Date (MM/DD/YYYY) 07 31 2014	
3. Street Address 445 Minnesota St Suite 137		7. Reporting Period End Date: 6 30 2014	
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: 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	300 people			
2	Broadband Conferences	1 staff to PSCR			
3	Staff Hires	0			
4	Contract Executions	7			
5	Governance Meetings	68 meetings			
6	Education and Outreach Materials	7 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.

Stakeholder Meetings: Over 300 public safety personnel reached at Annual Minnesota Public Safety Interoperability Conference April 27-29 with a program focused largely on public safety broadband and FirstNet. Over 300 people reached at this conference. Session topics—including “What is broadband for public safety” and “what is FirstNet” are aligned with stakeholder meeting objectives under SLIGP.

Training: Developed “What is FirstNet” training module accessible through ECN’s public safety online training site through Alexandria community and technical college.

Broadband Conferences: One staff attended PSCR

Staff Hires: none during this period.

Contract Executions: 7 contracts executed with Regional Radio Boards to perform outreach and education for FirstNet, attending the annual interoperability conference, and performing administrative functions related to managing county-state relationships through the consultation process. There are 7 regional entities that have entered into contracts with the state.

Statutory Changes: N/A

Governance Meetings: Monthly meeting of Statewide Emergency Communications Board (SECB), monthly meeting of SECB Interoperable Data Committee.

Education and Outreach materials: 1129 Quarterly newsletter published introducing the FirstNet program, five sample presentations for FirstNet published at ECN's website, and "What is FirstNet" training module published; Tribal outreach: FirstNet presentation to a meeting of the tribal police—five tribes represented.

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.

Current internal accounting does not separate fringe benefits from personnel salaries as of this report. Future reports will make this distinction, so there will be a discrepancy between this quarter and next quarter's reporting for personnel salaries and fringe benefits.

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.

Our annual interoperability conference provided a tremendous opportunity to hit a large group of public safety officials with a variety of content on FirstNet and LTE. The conference allowed us to take deep dives into technology for technical staff, general overviews for elected officials and decision-makers and everything in between. It is up to this point one of the most successful arms of our education and outreach program.

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	25	Support for governance, education and outreach	Contract amended

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	

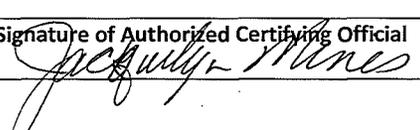
13b. Describe any challenges encountered with vendors and/or subrecipients.

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	\$75,560.00	\$20,804.00	\$96,364.00	\$13,335.91	\$3,553.69	\$16,889.60
b. Personnel Fringe Benefits	\$21,157.00	\$5,825.00	\$26,982.00	0	0	0
c. Travel	\$143,424.00	\$35,856.00	\$179,280.00	\$7,469.81	\$1,847.29	\$9,317.10
d. Equipment	0	0	\$0	0	0	0
e. Materials/Supplies	0	0	\$0	0	0	0

f. Subcontracts Total	\$2,089,520.00	\$522,380.00	\$2,611,900.00	\$92,886.85	\$14,882.32	\$107,769.17
g. Other	\$50,199.00	\$12,550.00	\$62,749.00	\$1,083.50	0	\$1,083.50
h. Indirect Charges	9,800.00		\$9,800.00			
i. Total Costs	\$2,389,660.00	\$597,415.00	\$2,987,075.00	\$114,776.07	\$20,283.30	\$135,059.37
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			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)			
			7/31/2014 Revised 9/11/2014			

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.