

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) 10 20 2015		
3. Street Address: 445 Minnesota St Suite 137			7. Reporting Period End Date: 09 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: 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	39			
2	FirstNet Consultation Meeting				
3	Staff Hires	0			
4	Contract Executions	0			
5	Governance Meetings	18 meetings			
6	Education and Outreach Materials	994 hits on the website			
7	Sub-recipient Agreements Executed	0 during this reporting period			
	<b>Phase II Activities</b>				
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 4			
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.					
<p><b>Stakeholder Meetings:</b> Throughout this quarter ECN met with every region to review and gain approval to move forward with the recommended NPSBN build out strategy developed by the wireless broadband working group. There were 7 regional meetings and 17 meetings with individual counties to complete the coverage assessments. There were also 15 wireless broadband workgroup meetings to review the coverage assessment data collected and to develop a NPSBN buildout strategy across the state. Two different</p>					

strategy views were provided to the working group. One was based upon the number of incidents within each region and the other was based upon a “book-ends” approach which covered the majority of areas where incidents occur as well as addressing areas where there is no coverage today. The workgroup ended up choosing the “book-ends” approach and was accepted statewide by the seven regions and also approved via the SECB. The Interoperable Data Committee (broadband committee) reviewed and approved the response to FirstNet’s Phase 2 data collection items due Sept 30th.

**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.

**Phase 2 Activities:**

**Coverage:** Stage 5 Continued/iterative data collection. Seven regional meetings took place to demonstrate the phased buildout strategies to get feedback on preferred buildout strategy. Completed all coverage assessments. There are just a few agencies that we continue to collect and further refine the data. Otherwise assumptions were extrapolated. Analysis completed and presented to FirstNet on Sept. 30<sup>th</sup>.

**Users and Operational Areas:** Stage 5 Continued/iterative data collection. High level information provided to FirstNet but a more thorough GIS document of Users and Operational areas is still being worked on. Expected to be completed Dec 1st.

**Capacity Planning:** Stage 5 Continued/iterative data collection. Information provided to FirstNet. We are taking a deeper dive and will share with FirstNet as completed.

**Current Providers/Procurement:** Stage 4. Analysis completed from survey’s and presented to FirstNet.

**State Plan Decision:** Stage 2: 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 30<sup>th</sup> deadline.

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

One of the most effective things we have done is to create a set time to meet up with workgroup members who are interested in a particular topic. We have a standing meeting on Thursdays for two hours and then if we don’t need it we cancel. The invite goes out to all members and we usually get about 10 people at each one, each with a particular area of expertise. These members of the workgroup are really providing some great feedback and insight.

**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 a month. 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	
RIC Southern	Support for Governance, education and outreach	Vendor	N	Y	07/01/2014	6/30/2016	\$37,440.00	\$9,360.00	

RIC Northern	Support for Governance, education and outreach	Vendor	N	Y	08/19/2013	6/30/2016	\$37,440.00	\$9,360.00	
RIC Metro	Support for Governance, education and outreach	Vendor	N	Y	01/05/2015	6/30/2016	\$37,440.00	\$9,360.00	

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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	\$75,560.00	\$20,804.00	\$96,364.00	\$44,745.01	\$12,289.58	\$57,034.59
b. Personnel Fringe Benefits	\$21,157.00	\$5,825.00	\$26,982.00	\$12,575.87	\$3,391.72	\$15,967.59
c. Travel	\$143,424.00	\$35,856.00	\$179,280.00	\$4,972.56	\$1,243.14	\$6,215.7
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	\$615,817.73	\$153,998.58	\$769,816.31
g. Other	\$50,199.00	\$12,550.00	\$62,749.00	\$30,836.80	\$7,652.95	\$38,489.75
h. Indirect Charges	9,800.00		\$9,800.00	\$5,314.16	0	\$5,314.16
i. Total Costs	\$2,389,660.00	\$597,415.00	\$2,987,075.00	\$714,262.13	\$178,575.97	\$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

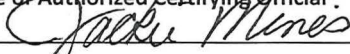
**16c. Telephone (area code, number, and extension)**

651 201 7550

**16d. Email Address**

jackie.mines@state.mn.us

16b. Signature of Authorized Certifying Official



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

10/30/2015 Revised 11/19/2015

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.