

U.S. Department of Commerce				2. Award or Grant Number 40-10-S13040	
Performance Progress Report				4. EIN 73-6017987	
1. Recipient Name STATE OF OKLAHOMA			6. Report Date (MM/DD/YYYY) 4/27/2016		
3. Street Address 3115 N. Lincoln Blvd.			7. Reporting Period End Date: 3/31/2016		
5. City, State, Zip Code Oklahoma City, OK 73105			8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9. Report Frequency x Quarterly	
10a. Project/Grant Period Start Date: 09/01/2013		10b. End Date: 08/31/2016			
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 – Outreach and awareness	74			
2	Training Sessions	-			
3	Broadband conference	0			
4	Staff Hires (Full time) Matching FTE	0			
5	Contract Executions	0			
6	Governance Board Meeting/Technical Steering Com.	5			
7	Education and Outreach	211			
8	Phase 2 - Coverage	Stage 4			
9	Phase 2 – Users and Their Operational Areas	Stage 4			
10	Phase 2 – Capacity Planning	Stage 4			
11	Phase 2 – Current Providers/Procurement	Stage 4			
12	Phase 2- State Plan Decision	Stage 1			

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.

Milestone activities: Two (2) outreach and awareness summits were conducted this quarter (30 ppl). Members of the Steering Committee participated in weekly telecom meetings with Televate, LLC (6); monthly Steering Committee meetings (4) and 1 Governing Board meeting was held. There were 0 Staff hires. Continued efforts to drive responses to POP Survey, including email blasts, calls and newsletters along with invitations to consultation, website visits and distribution of educational materials. As of March 31, 2016, 42 counties and 8 tribes have completed their coverage reviews via webinars held by Televate and other members of the Steering Committee. The aggregated maps and statistics are kept up to date, ready for delivery when the next call for data comes. The project team also began work on the OKPSBN website, revamping it and making it active, current, and useful. The website work will continue through the end of the project.

Round 2 of Training and Education has been scheduled in 8 different counties with an emphasis on city, county and state governments. Also targeted in this round of outreach is the utility partners in the state, ie, water, electric, gas. Worked with FirstNet Tribal Liaison to put together a multi-tribe outreach session, still in process. Planning for five work groups to evaluate the State Plan continues. These work groups consist of 5-7 members, and are chartered to focus on Operations, Technical, Policy, Financial, and Tribal areas of the state plan process. This same group will be utilized for the CTT process as those assignments reach us. A handbook and presentation for the kickoff session were drafted. Kickoff session is scheduled for May 25, 2016.

We also completed a draft Governance Charter and recommendations document, set up a process to interview 20 key stakeholders on governance, and developed the questions to ask during the interviews. The interview process for the governance plan has been completed and the report will be delivered in April. The findings from the interviews have had an impact on the charter and recommendation documents, which are being rewritten.

Looking ahead to Q12, we have a very busy quarter coming up with three conference appearances and 8 outreach sessions already scheduled. The work group kick off meeting is on May 25, from that point Oklahoma will be prepared for state plan consultations and CTT assignments. The final governance plan will be presented to the governing board on April 21 for discussion and ratification.

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.
 N/A

11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.
 Due to changes/issues with the website hosting, reporting of visits/hits on the OKPSBN website were not available for Q11. This has since been reconciled and the Q12 visits/hits will be available for reporting when appropriate.

11d. Describe any success stories or best practices you have identified. Please be as specific as possible.
 Working Groups tasked with the review of state plan once submitted by FirstNet are scheduled to attend a Kick-Off meeting on June 28, 2016. This meeting is being conducted to train and familiarize each group with the process and establish criteria for state plan review.

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.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Grant Manager	35%	Governance and Steering Committee Organization, preliminary PR	No change
Admin Support	50%	Admin. support, communication with committees, website development	No change
ODOT Radio	20%	Communication expertise	No change
LTE	50%	Radio technology specialist	No change
Legal Attorney	25%		

Accountant	36%	Preliminary review of grant funding, set up time tracking, travel management	No change
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13. Subcontracts (Vendors and/or Sub-recipients)

Televate, LLC continues to be the only Vendor. This contract initiated on 4/1/2015 and is scheduled to conclude on 2/29/2018.

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
TELEVATE	Phase I Support	Vendor	Y	Y			651,554		
TELEVATE	Phase II Support	Vendor	Y	Y			669,697		
TBD	Conference locations & trainers (RURAL)	Vendor	N	N			41,600		
TBD	Overnight stays for trainers	Vendor	N	N			1,700		
TBD	Conference locations & trainers (LOCAL)	Vendor	N	N			5,200		
Oklahoma Interactive/Ok.gov	Website development	Vendor	Y	Y			10,000		
TBD	PR interns	Vendor	N	N			4,500		
TBD	Legal assistance with MOU's	Vendor	N	N			\$60,000		
TBD	Video production for training	Vendor	N	N			\$10,000		


13b. Describe any challenges encountered with vendors and/or sub-recipients. N/A

 N/A

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	0	320,733	320,733	0	125,753	\$125,753
b. Personnel Fringe Benefits	0	160,471	160,471	0	67,453	\$67,453
c. Travel	219,085	0	219,085	42,527	0	\$42,527
d. Equipment	0	0	0	0	0	0
e. Materials/Supplies	8,230	0	8,230	5,220	0	\$5,220
f. Subcontracts Total	1,678,499	0	1,678,499	127,112	0	\$127,112
g. Other	19,000	0	19,000	20,859	0	\$20,859
h. Total Costs	1,924,814	481,204	2,406,018	195,718	193,206	\$388,924
i. % of Total	80%	20%	100%	50.3%	49.7%	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 Ben Gherezgiher, Public Safety Segment Director 3115 N. Lincoln Blvd. Oklahoma City, OK 73105	16c. Telephone (area code, number, and extension) (405) 521-6642
	16d. Email Address Ben.gherezgiher@omes.ok.gov
16b. Signature of Authorized Certifying Official 	16e. Date Report Submitted (month, day, year) 4/30/16

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