U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number:	46-10-S13046
		4. EIN:	46-6000364
1. Recipient Name	South Dakota Bureau of Information and Telecommunications	6. Report Date (MM/DD/YYYY)	01/15/2016
3. Street Address	700 Governor's Drive	7. Reporting Period End Date: (MM/DD/YYYY)	12/31/2015
5. City, State, Zip Code	Pierre, SD 57501	8. Final Report Yes ☐ No ☒	9. Report Frequency Quarterly ☒

10a. Project/Grant Period			
Start Date: (MM/DD/YYYY) 08/01/2013	10b. End Date: (MM/DD/YYYY)	01/31/2018	

11. List the individual projects in your approved Project Plan

	Project Type (Capacity Building, SCIP Update,	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 Amount expended
1	Stakeholder Meetings	68			
2	Broadband Conferences	4			
3	Staff Hires	0			
4	Contract Executions	0			
5	Governance Meetings	1			
6	Education and Outreach	1,065			
7	Subrecipient Agreement Executed	0			
8	Phase 2 - Coverage	Stages 5/6			
9	Phase 2 – Users and Their Operational Areas	Stages 5/6			
10	Phase 2 – Capacity Planning	Stages 5/6			
11	Phase 2 – Current Providers/Procurement	Stages 5/6			
12	Phase 2 – State Plan Decision	Stage 4			

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.

Watched the October FirstNet Board meeting webcast. We attended the Fall SPOC meeting in Westminster, CO. Mike Waldner was a panelist for the "Education and Outreach Lessons Learned" breakout session. Presented on some of the outreach social media efforts we have done. Wrote a FirstNet article for the South Dakota Municipal League (SDML) that was published in their November monthly magazine. Hopefully it will help municipalities prepare for such a network if they so choose to do so. (Page 36 and 37 located at: http://www.sdmunicipalleague.org/vertical/Sites/%7B2540DC39-A742-459F-8CAF-7839ECF21E89%7D/uploads/Nov_15_Mag_for_web_1.pdf) Attended the IACP conference (International Association of Chiefs of police) in Chicago. Posted a Blog article "FirstNet: Changing Communications Forever" on our bureau's Blog http://bitsocialmedia.blogspot.com/2015/11/firstnet-changing-communications-forever.html We watched the webcast FirstNet December Board Meetings and they approved the release of the RFP. We looked over our information (one more time) that is going to be placed in the RFP reading room for vendors to work with when they determine how to best respond to the RFP – removed / sanitized it more. We received between 8-10% response from the Mobile Data Survey Tool. We held our SD FirstNet Governance council meeting (12/17/15) Meeting Minutes: http://sdpscc.sd.gov/sdpsccMinutes12-17-15.pdf Our Data Collection and coverage buildout submitted are based on recommendations of this body. We asked the council if we need a Broadband Subcommittee of this group specific for FirstNet? We had a motion and a second that until FirstNet can provide us with a definitive purpose and scope of what a Broadband Subcommittee is supposed to do we will table it; motion carried. FirstNet was going to be in attendance but weather cancelled their plans. Some challenges and questions we hope to work through in 2016 – need to identify how this program fits into our existing Public Safety systems (Databases, CAD, mapping, etc.). We will determine if we need a consultant to help review the South Dakota State Plan to help the Governor's office make an informed opt-in/out decision.

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.

None

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

CEO sent a letter to the Governors of each state – among other things requesting a meeting to go over FirstNet. Our Governor's office requested more information before any meeting take place. Until there is something actionable for their office to be involved in, the SPOC is supposed to handle it.
Governor's Office has questions on costs associated with opting in – Affects ability to opt in actively.

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

Our Blog article "FirstNet: Changing Communications Forever" on the BIT Blog http://bitsocialmedia.blogspot.com/2015/11/firstnet-changing-communications-forever.html Made it on the website BroadbandMatters.com (listed on the news page for November 6th) https://broadbandmatters.com/news/firstnet-changing-communications-forever Also made it on the FirstNet LinkedIn page (we were the first post for them that day!)

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.

Our staffing is now at the level we expect for the balance of the project.

12b. Staffing Table

Job Title	FTE%	Project (s) Assigned	Change
Statewide Project Coordinator	20	Provide oversight of all SLIGP project activities	
Project Manager	100	Provide daily support for the SLIGP process	
Administrative Staffing Assistant	10	Provide administrative support for grant management	
Radio System Chief Engineer	5	Provide engineering expertise and staffing for project	
Engineering Assistant	0	Provide administrative support for grant management	
Program Manager	0	Provide administrative support for governance process	

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
Web Development Contractor	Add Broadband information and associated SLIGP-related survey tools to governance website and the www.PSBN.sd.gov site.	Vendor	N	N	TBD	TBD	$ 51,000	$0
Regional Consultant	Align the SD plan with other states and look to utilize regional resources	Vendor	N	N	TBD	TBD	$ 180,000	$0
BIT Development and/or BIT Social Media/Information Officer	Help design materials (i.e. Infographics, brochures, etc.). May also utilize some of their time to review printed articles (newsletters, press releases, etc.)	Vendor	N	N	TBD	TBD	$ 30,000	$0
BIT GIS Expertise:	Their expertise will be needed to sort through the data provided by FirstNet for coverage baseline information to help determine phase plans for the state plan.	Vendor	N	N	TBD	TBD	$ 30,000	$0
State Plan Contractor	Help review and analyze the draft state plan for South Dakota once received from FirstNet. Help determine recommendations for opt-in/opt-out for Governor's office based on the final State plan from FirstNet	Vendor	N	N	TBD	TBD	$ 140,000	$0
Data Collection Contractor	Help coordinate Phase 2 data and assist us in coordinating a product to return to FirstNet. Cost estimate based on "Statements of Work"proposals from contractors	Vendor	N	N	TBD	TBD	$ 120,000	$0

Phase 2 Tools	Certain expertise may be needed for Phase 2. Specifically data collection may require special tools as those requirements are developed and changed to meet the needs of FirstNet.	Vendor	N	N	TBD	TBD	$	60,000	$25,440

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

BIT work is charge and contractural with no formal contract.

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	$336,788.00	$110,777.00	$447,565.00	$100,451.41	$41,753.53	$142,204.94
b. Personnel Fringe Benefits	$67,357.00	$22,155.00	$89,512.00	$22,028.62	$5,745.29	$27,773.91
c. Travel	$21,000.00	$144,209.00	$165,209.00	$17,556.39	$11,521.35	$29,077.74
d. Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
e. Materials/Supplies	$30,040.00	$356.00	$30,396.00	$1,680.28	$355.79	$2,036.07
f. Subcontracts Total	$611,000.00	$25,440.00	$636,440.00	$1,236.00	$0.00	$1,236.00
g. Other	$171,918.00	$6,591.00	$178,509.00	$7,961.05	$0.00	$7,961.05
Indirect	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
h. Total Costs	$1,238,103.00	$309,528.00	$1,547,631.00	$150,913.75	$59,375.96	$210,289.71
i. % of Total	80%	20%	100%	72%	28%	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)	605-773-4347
Jeff Pierce, Program Administrator		
16b. Signature of Authorized Certifying Official:	16d. Email Address:	Jeff.Pierce@state.sd.us
	Date:	02/16/2016