U.S. Department of Commerce	**2. Award or Grant Number** 46-10-S13046
Performance Progress Report	**4. EIN** 46-6000364

1. Recipient Name South Dakota Bureau of Information and Telecommunications	**6. Report Date (MM/DD/YYYY)** 04/11/2014
3. Street Address 700 Governor's Drive	**7. Reporting Period End Date:** 04/01/2014 – 06/30/2014

5. City, State, Zip Code Pierre, SD 57501	**8. Final Report** ☐ Yes X No	**9. Report Frequency** X Quarterly

10a. Project/Grant Period Start Date: 08/01/2013	**10b. End Date: 07/31/2016**		

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	2 meetings, 138 attendee's			
2	Training Sessions	TBD (Phase 2)			
3	Broadband Conferences	2			
4	Staff Hires	0			
5	Contract Executions	0			
6	Governance	1			
7	Education & Outreach Materials	5			
8	Phase 2 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.

   (1) Stakeholder meetings. Have met with Chief's/Sheriff's at their bi-annual state meeting and with the Madison City Council.
   (2) Training Sessions. Phase 2 activity as envisioned.
   (3) Broadband Conferences. We sent 2 representatives to the PSCR conference in Westminster Colorado.
   (4) Staff Hires.
   (5) Contract Executions. No progress on this as of yet.
   (6) Governance. We held the quarterly meeting of our Interoperability Governance in June. Broadband subcommittee and report from PSCR were official agenda items, as well as participation list for state consultation meeting.
   (7) Education & Outreach Materials. We continue to update and work with those interested in our website (psbn.sd.gov), our twitter feed @sdpsbn, and our Facebook page.
   (8) Phase 2 Activities. Nothing authorized yet.

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.

We were informed that small changes (less than 10%) of the award amount could be used for acceptable purposes not outlined in the current plan. We will be using a limited amount of funding for personal services (salary and benefits) for a project manager that will help coordinate the outreach. As a new baseline plan will need to be submitted prior to Phase 2 expenditures, a modification will be inserted into that submission.

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

Commercial offerings in South Dakota encompass between 93-94% of our geography (Drive tested by our state SBI initiative), which provides the first responder community with a fairly robust data network. Because of the current capabilities and the smaller user base in a rural state such as South Dakota, the service provided by the commercial carriers is meeting the need for mobile data services here. When the first responder community is approached about the concept of a new service with unknown coverage and unknown cost, they are less than enthusiastic.

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

We have loaded our entire user community into the CASM tool. This database has then ben utilized for mailings and other outreach efforts.

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.

We are still struggling to come up with an approach that resonates with our first responder community, and outreach efforts to this point have been met with very lukewarm response. Our original plan called for substantial expense for contractors and travel, which at this point we do not feel a good use of resources. We are working to get the Mobile Data Survey Tool (MDST) on line in an effort to find any potential issues with the commercial offerings to see if we can come up with an more effective approach, and will continue to hit the first responder larger meetings to answer any questions.

12b. Staffing Table -

Job Title	FTE %	Project(s) Assigned	Change
Statewide Project Coordinator	10	Provide oversight of all SLIGP project activities	No change
Financial Assistant		Provide support for budget management, procurement, and processing invoices	No change
Administrative Staffing Assistant	5	Provide administrative support for grant management	No change
Engineering Assistant		Provide administrative support for grant management	No change
Program Manager	10	Provide administrative support for governance process	No change
Radio System Chief Engineer	10	Provide engineering expertise and staffing for project	No change

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

Legal Rep	Formalize agreements with local governments	Vendor	N	N	TBD	TBD	$75,000		NA
Regional Contractors (3)	Provide outreach & data collection statewide	Vendor	N	N	TBD	TBD	$180,000	0	NA
Regional Plan Coordinator	Align the SD plan with other states and look to utilize regional resources	Vendor	N	N	TBD	TBD	$180,000		
SCIP Contractor	Help the State update the Broadband portion of the SCIP	Vendor	N	N	TBD	TBD	$30,000		100% Completed with OEC SCIP workshop

Add Row   Remove Row

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

Web site was done, in-house rather than being contracted out. Personal service dollars only. We may need additional integrated down the road for data collection, but do not anticipate significant cost.

SCIP update was completed with a workshop put on by OEC. We are going to retain this line item in case we have further requirements for this category.

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	0.00	55,683.00	$55,683.00	5,873.56	19,093.04	24,966.60
b. Personnel Fringe Benefits	0.00	11,137.00	$11,137.00	0.00	2,620.05	2,620.05
c. Travel	240,579.00	127,684.00	$368,263.00	0.00	10,799.85	10,799.85
d. Equipment	21,000.00	0.00	$21,000.00	0.00	0.00	0.00
e. Materials/Supplies	20,439.00	28,984.00	$49,423.00	0.00	355.79	355.79
f. Subcontracts Total	843,000.00	51,000.00	$894,000.00	0.00	0.00	0.00
g. Other	113,085.00	35,040.00	$148,125.00	0.00	0.00	0.00
h. Total Costs	$1,238,103.00	$309,528.00	$1,547,631.00	0.00	$ 32,868.73	$38,742.29
i. % of Total	80%	20%	100%	15%	85%	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)
JEFF PIERCE, PROGRAM ADMINISTRATOR	605-773-4347
	16d. Email Address
	Jeff.Pierce@state.sd.us
16b. Signature of Authorized Certifying Official	16e. Date Report Submitted (month, day, year)
	08-25-2014

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