

U.S. Department of Commerce Performance Progress Report			2. Award or Grant Number:	23-10-S13023N
			4. EIN:	01-6000001
1. Recipient Name	State of Maine – ConnectME Authority		6. Report Date (MM/DD/YYYY)	07/29/16
3. Street Address	145 State House Station		7. Reporting Period End Date: (MM/DD/YYYY)	06/30/16
5. City, State, Zip Code	Augusta, ME, 04333-0078		8. Final Report Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	9. Report Frequency Quarterly <input checked="" type="checkbox"/>
10a. Project/Grant Period				
Start Date: (MM/DD/YYYY)	04/01/16	10b. End Date: (MM/DD/YYYY)	06/30/16	
11. List the individual projects in your approved Project Plan				
	Project Type (Capacity Building, SCIP Update,	Project Deliverable Quantity (Number & Indicator Description)	Description of Milestone Category	
1	Stakeholders Engaged	485	Actual number of individuals reached via stakeholder meetings during the quarter	
2	Individuals Sent to Broadband Conferences	7	Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter	
3	Staff Hired (Full-Time Equivalent)(FTE)	0	Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)	
4	Contracts Executed	0	Actual number of contracts executed during the quarter	
5	Governance Meetings	1	Actual number of governance, subcommittee, or working group meetings held during the quarter	
6	Education and Outreach Materials Distributed	2679	Actual volume of materials distributed (inclusive of paper and electronic materials) plus hits to any website or social media account supported by SLIGP during the quarter	
7	Subrecipient Agreements Executed	0	Actual number of agreements executed during the quarter	
8	Phase 2 - Coverage	Stage 5	For each Phase 2 milestone category, please provide the status of the activity during the quarter: <ul style="list-style-type: none"> <li>• Stage 1 - Process Development</li> <li>• Stage 2 - Data Collection in Progress</li> <li>• Stage 3 - Collection Complete; Analyzing/Aggregating Data</li> <li>• Stage 4 - Data Submitted to FirstNet</li> <li>• Stage 5 - Continued/Iterative Data Collection</li> <li>• Stage 6 - Submitted Iterative Data to FirstNet</li> </ul>	
9	Phase 2 – Users and Their Operational Areas	Stage 5		
10	Phase 2 – Capacity Planning	Stage 5		
11	Phase 2 – Current Providers/Procurement	Stage 5		
12	Phase 2 – State Plan Decision	NA		
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>For this reporting quarter we exceeding our expectation on both stakeholder meetings and education and outreach efforts. Specifically we conducted the following sessions this quarter: the ConnectME Authority members presented on FirstNet at the Maine Fiber Company Users' Group Forum, the project manager updated a group of 15 on FirstNet at Behavioral Disaster Health training session, the FirstNetME team presented a session on "dead zones" and also manned a booth at the 2016 Maine Partners in Emergency Preparedness Conference, ConnectME presented on FirstNet at the USDA event on telehealth/telemedicine meeting, team members presented on FirstNetME data collection at the Maine DEP disaster planning quarterly meeting in Augusta, FirstNetME team members presented and manned a booth at the 2016 Municipal Technology Conference, FirstNetME team members presented and manned a booth at the ME NENA Annual Conference, FirstNetME team members presented at the MASAR annual education conference, FirstNetME and federal representatives presented to a group at an inter-tribal meeting to discuss data collection maps and next steps, FirstNetME attended and gave an update on the program to the members at the Northeastern Maine Regional Healthcare Meeting. We continue to finalize the next set of data and began discussions on capacity planning and providers. We plan to submit the finalized data next quarter.</p>				
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 at this time.				

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

The MICC governance meeting occurred on May 25th, ongoing discussions for a New England regional meetings and other events are also being planned for the coming quarter. Education and outreach is ongoing. State plan and Governor communication planning are in process; an executive meeting was held to update all avenues to the governor's office for transparency.

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

While the team made up of contractors and ConnectME staff don't meet as often, many outreach efforts are happening simultaneously throughout the state and region. Communication with all the channels to the governor's office have been more formalized and are ongoing as well

**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.**

NA

**12b. Staffing Table - Please include all staff that have contributed time to the project. Please do not remove individuals from this table.**

Job Title	FTE%	Project (s) Assigned	Change
Program Director, ConnectME Authority	60%	SLIGP - all aspects	None

**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/Subject.)	RFP/RFQ Issued (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated
Tilson	FirstNet SLIGP all aspects	Vendor	Y	Y	10/1/2014	8/31/2018	\$744,815.00	\$0.00

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

NA

<b>14. Budget Worksheet</b>						
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	\$194,700.00	\$44,745.00	\$239,445.00	\$114,654.71	\$35,560.02	\$150,214.73
b. Personnel Fringe Benefits	\$61,950.00	\$0.00	\$61,950.00	\$33,074.52	\$0.00	\$33,074.52
c. Travel	\$44,440.00	\$33,586.00	\$78,026.00	\$14,986.14	\$2,946.98	\$17,933.12
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Materials/Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
f. Subcontracts Total	\$744,815.00	\$0.00	\$744,815.00	\$642,648.67	\$0.00	\$642,648.67
g. Other	\$0.00	\$182,477.00	\$182,477.00		\$79,950.48	\$79,950.48
h. Indirect	\$0.00	\$0.00	\$0.00			\$0.00
i. Total Costs	\$1,045,905.00	\$260,808.00	\$1,306,713.00	\$805,364.04	\$118,457.48	\$923,821.52
j. % of Total	80%	20%	100%	87%	13%	100%
<b>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.</b>						
<b>16a. Typed or printed name and title of Authorized Certifying Official:</b>				<b>16c. Telephone (area code, number, and extension)</b>	207-592-0668	
Lisa Leahy, Associate Executive Director, ConnectME Authority				<b>16d. Email Address:</b>	<a href="mailto:Lisa.Leahy@maine.gov">Lisa.Leahy@maine.gov</a>	
<b>16b. Signature of Authorized Certifying Official:</b>				<b>Date:</b>	7/29/2016	
						