

<b>U.S. Department of Commerce Performance Progress Report</b>				<b>2. Award or Grant Number:</b>	23-10-S13023N
				<b>4. EIN:</b>	01-6000001
<b>1. Recipient Name</b>	State of Maine – ConnectME Authority			<b>6. Report Date (MM/DD/YYYY)</b>	01/30/17
<b>3. Street Address</b>	145 State House Station			<b>7. Reporting Period End Date: (MM/DD/YYYY)</b>	12/30/16
<b>5. City, State, Zip Code</b>	Augusta, ME, 04333-0078			<b>8. Final Report</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>9. Report Frequency</b> Quarterly <input checked="" type="checkbox"/>
<b>10a. Project/Grant Period</b>					
<b>Start Date: (MM/DD/YYYY)</b>	10/01/16	<b>10b. End Date: (MM/DD/YYYY)</b>	12/30/16		
<b>11. List the individual projects in your approved Project Plan</b>					
	<b>Project Type (Capacity Building, SCIP Update,</b>	<b>Project Deliverable Quantity (Number &amp; Indicator Description)</b>	<b>Description of Milestone Category</b>		
1	Stakeholders Engaged	131	<i>Actual number of individuals reached via stakeholder meetings during the quarter</i>		
2	Individuals Sent to Broadband Conferences	15	<i>Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter</i>		
3	Staff Hired (Full-Time Equivalent)(FTE)	0	<i>Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)</i>		
4	Contracts Executed	0	<i>Actual number of contracts executed during the quarter</i>		
5	Governance Meetings	0	<i>Actual number of governance, subcommittee, or working group meetings held during the quarter</i>		
6	Education and Outreach Materials Distributed	586	<i>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</i>		
7	Subrecipient Agreements Executed	0	<i>Actual number of agreements executed during the quarter</i>		
8	Phase 2 - Coverage	Stage 6	<i>For each Phase 2 milestone category, please provide the status of the activity during the quarter:</i> <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 6			
10	Phase 2 – Capacity Planning	Stage 6			
11	Phase 2 – Current Providers/Procurement	Stage 6			
12	Phase 2 – State Plan Decision	NA			
<b>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.</b>					
<p>As noted 8 broadband conferences were attend this quarter by 15 team members. Specifically, 2016 Convention of Maine Counties, 2016 MMA Convention: 80th Year Anniversary and 2016 Annual Maine Rural Water Association all held various dates in Bangor, ME; Atlantic APCO in Albany, NY; IACP conference in San Diego, CA; a New England states FirstNet discussion held in Concord, NH; Franklin County Opportunity Center meeting in Farmington, ME and CITIG 10 in Vancouver Canada. During this quarter several meetings and conferences allowed the FN ME team to shared materials and create more contacts for awareness on the SLIGP grant goals. FN ME provided an updates at the monthly ConnectME Authority Board Meeting in Hallowell. FN ME members provided a update at the ME NENA quarterly meeting and also answered any questions from its members. A update on the national perspective was provided at the ME 911 Advisory and MEMA overall update meetings. Various contacts were also made, while discussing federal match for the SLIGP grant. Team members attended the RECCWG Meeting Region 1. A booth was staffed and a presentation was conducted at various venues throughout the quarter.</p>					
<b>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.</b>					
None at this time.					

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

The MEMA status and awareness meetings occurred throughout the quarter, along with 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

**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	\$194,700.00	\$44,745.00	\$239,445.00	\$119,362.00	\$43,722.35	\$163,084.35
b. Personnel Fringe Benefits	\$61,950.00	\$0.00	\$61,950.00	\$37,781.82	\$0.00	\$37,781.82
c. Travel	\$44,440.00	\$33,586.00	\$78,026.00	\$18,180.60	\$2,946.98	\$21,127.58
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	\$744,814.00	\$0.00	\$744,814.00	\$709,475.94	\$0.00	\$709,475.94
g. Other	\$0.00	\$182,477.00	\$182,477.00		\$143,545.17	\$143,545.17
h. Indirect	\$0.00	\$0.00	\$0.00			\$0.00
i. Total Costs	\$1,045,904.00	\$260,808.00	\$1,306,712.00	\$884,800.36	\$190,214.50	\$1,075,014.86
j. % of Total	80%	20%	100%	82%	18%	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.**

<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>	1/30/2017