

U.S. Department of Commerce  Performance Progress Report			2. Award or Grant Number 27-10-S13027		
			4. EIN 416007161		
1. Recipient Name State of Minnesota			6. Report Date (MM/DD/YYYY) 5 13 2015		
3. Street Address 445 Minnesota St Suite 137			7. Reporting Period End Date: 03 30 2015		
5. City, State, Zip Code St Paul MN 55101			8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9. Report Frequency <input checked="" type="checkbox"/> Quarterly
10a. Project/Grant Period Start Date: 9/1/2013	10b. End Date: 8/31/2016				
<b>11. List the individual projects in your approved Project Plan</b>					
	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	31 meetings 419 people			
2	FirstNet Consultation Meeting				
3	Staff Hires	1			
4	Contract Executions	0 in this period			
5	Governance Meetings	8 meetings			
6	Education and Outreach Materials	1 Quarterly Newsletter publication sent to 2000 people			
7	Sub-recipient Agreements Executed	0 during this reporting period			
8	Phase II Activities	N/A			
<p><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> <p><b>Stakeholder Meetings</b> Held 23 Coverage Assessment sessions with county and first responder agencies. Reached a total of 66 agencies and 99 individuals. These coverage assessments are a review of their wireless broadband coverage data compared with CAD incident data collection analysis to identify the county's priority coverage areas and wireless carrier coverage gaps; 4 working group sessions to finalize the following workgroup public safety requirements for a NPSBN: Applications and NG911 Workgroup, Devices Workgroup, Service Area and Coverage Workgroup; Three meetings with the new System and Security Workgroup. FirstNet Board Member, Sheriff Stanek and ECN Director Mines represented FirstNet and Minnesota's project to the Minnesota Telecom Alliance and Minnesota Cable Association. About 100 people attended. Director Mines and the Regional Interoperability Coordinators also were invited to present at the New Sheriffs and New Deputies school in this quarter. Deputy SWIC and Regional Interoperability Coordinators attended and presented FirstNet overview to state APCO/MSA/NENA conference attendees that totaled 220.</p> <p><b>Training:</b> Nothing additional developed during this reporting period.</p> <p><b>Staff Hires:</b> 1 During the period.</p>					

Contract Executions: None during this reporting period.

Statutory Changes: N/A

**Governance Meetings** Monthly meeting of Statewide Emergency Communications Board (SECB), monthly meeting of SECB Interoperable Data Committee.

Education and Outreach materials: 2000 pieces of Quarterly newsletter were distributed introducing the Phase 2 data collection points and FirstNet strategy for next six months.

Final workgroup meetings on Service Area and Coverage, Applications and NG911, Device. Kick off in April of the System and Security Workgroup with weekly meetings.

**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.**

Regional Interoperability Coordinators salaries were included under salaries in past reporting. They are now included under Subcontractors as they should. Previous reporting also did not separate out travel for sub-grantees. This report has been modified with the appropriate travel expenses under Travel. Phase 2 Data Collection costs will also be addressed in the updated Baseline Report forthwith.

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

Started response planning to 2<sup>nd</sup> public notice and immediately filed for extension of time to respond. The short response time seems to be the biggest road block to filing a good response.

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

FirstNet Board Member, Sheriff Stanek and ECN Director Mines represented FirstNet and Minnesota's project to the Minnesota Telecom Alliance and Minnesota Cable Association. About 100 people attended. Director Mines and the Regional Interoperability Coordinators also were invited to present at the New Sheriffs and New Deputies school in this quarter.

SWIC and Regional Interoperability Coordinators attended and presented FirstNet overview to state APCO/MSA/NENA conference attendees..

## 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.**

The project is fully staffed.

### 12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
SWIC	50	Oversight of all activities.	Salary subsidized @ 50%

Add Row

Remove Row



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/RFO Issued (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated	Project and % Assigned
MnFCP	Comprehensive consultation	Vendor	Y	Y	11/4/2013	6/31/2016	\$1,114,884.00	\$278,721.00	
NE ECB	Regional consultation support	Vendor; joint-powers entity	N	Y	4/27/2014	6/31/2016	\$37,288.80	\$9322.20	
NW ECB	Regional consultation support	Vendor; joint-powers entity	N	Y	4/27/2014	6/31/2016	\$37,288.80	\$9322.20	
MESB	Regional consultation support	Vendor; joint-powers entity	N	Y	4/27/2014	6/31/2016	\$37,288.80	\$9322.20	
SE ESB	Regional consultation support	Vendor; joint-powers entity	N	Y	4/27/2014	6/31/2016	\$37,288.80	\$9322.20	
SR ECB	Regional consultation support	Vendor; joint-powers entity	N	Y	4/27/2014	6/31/2016	\$37,288.80	\$9322.20	
SW ECB	Regional consultation support	Vendor; joint-powers entity	N	Y	4/27/2014	6/31/2016	\$37,288.80	\$9322.20	
CM ECB	Regional consultation support	Vendor; joint-powers entity	N	Y	4/27/2014	6/31/2016	\$37,288.80	\$9322.20	
RIC D	Support for Governance, education and outreach	Vendor	N	Y	07/01/2014	06/30/2016	\$37,440.00	\$9360.00	
RIC M	Support for Governance, education and outreach	Vendor	N	Y	08/19/2013	06/30/2015	\$37,440.00	\$9360.00	
RIC J	Support for Governance, education and outreach	Vendor	N	Y	01/05/2015	06/30/2016	\$37,440.00	\$9360.00	

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

None at this time.

None at this time.

#### 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	\$75,560.00	\$20,804.00	\$96,364.00	\$25,447.79	\$7,465.30	\$32,913.09
b. Personnel Fringe Benefits	\$21,157.00	\$5,825.00	\$26,982.00	\$6,106.55	\$1,774.64	\$7,881.19
c. Travel	\$143,424.00	\$35,856.00	\$179,280.00	\$30,226.87	\$7,620.62	\$37,847.49
d. Equipment	0	0	\$0	0	0	0
e. Materials/Supplies	0	0	\$0	0	0	0
f. Subcontracts Total	\$2,089,520.00	\$522,380.00	\$2,611,900.00	\$273,660.95	\$68,204.62	\$341,865.57
g. Other	\$50,199.00	\$12,550.00	\$62,749.00	\$3,803.95	\$950.98	\$4,754.94
h. Indirect Charges	9,800.00		\$9,800.00	\$2,395.92	0	\$2,395.92
i. Total Costs	\$2,389,660.00	\$597,415.00	\$2,987,075.00	\$341,642.03	\$86,016.16	\$427,658.19
i. % of Total	80	20	100	80	20	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

Jackie Mines, Director

16c. Telephone (area code, number, and extension)

651 201 7550

16d. Email Address

jackie.mines@state.mn.us

16b. Signature of Authorized Certifying Official



16e. Date Report Submitted (month, day, year)

5/13/2015

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 10 hours per response for the application process, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Michael Dame, Director, State and Local Implementation Grant Program, Office of Public Safety Communications, National Telecommunications and Information Administration, U.S. Department of Commerce (DOC), 1401 Constitution Avenue, N.W., HCHB, Room 7324, Washington, D.C. 20230.