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| U.S. Department of Commerce<br><br>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) 7 08 2015   |   |  |
| 3. Street Address 445 Minnesota St Suite 137                          |  |  | 7. Reporting Period End Date: 06 30 2015  |   |  |
| 5. City, State, Zip Code St Paul MN 55101                             |  |  | 8. Final Report<br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |   | 9. Report Frequency<br><input checked="" type="checkbox"/> Quarterly |
| 10a. Project/Grant Period<br>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   | 380 people   |   |   |  |
| 2   | FirstNet Consultation Meeting  | 0  |   |   |  |
| 3   | Staff Hires  | 0  |   |   |  |
| 4   | Contract Executions  | 0 in this period   |   |   |  |
| 5   | Governance Meetings  | 6 meetings   |   |   |  |
| 6   | Education and Outreach Materials                                       | 127 hits on the website regarding; 2500 pieces of education material distributed at the Interop Conference |   |   |  |
| 7   | Sub-recipient Agreements Executed                                      | 0 during this reporting period   |   |   |  |
|   | <b>Phase II Activities</b>   |  |   |   |  |
| 8   | Phase 2 Coverage   | Stage 2 & 3  |   |   |  |
| 9   | Phase 2 Users and their Operational Areas                              | Stage 2 & 3  |   |   |  |
| 10  | Phase 2 Capacity Planning  | Stage 2 & 3  |   |   |  |
| 11  | Phase 2 Current Providers/Procurement                                  | Stage 2 & 3  |   |   |  |
| 12  | Phase 2 State Plan Decision  | Stage 1  |   |   |  |

**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.**

**Stakeholder Meetings:** April 27 through April 29 held the annual Public Safety Interoperable Communications Conference. T.J. Kennedy spoke at the kick off. Forty percent of the breakout sessions were on FirstNet. The other breakout sessions covered Next Generation 911 (NG911), ARMER 800 Mhz radio system and IPAWs. Held 22 Coverage Assessment sessions with county and first responder agencies. Reached a total of 38 agencies and 134 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. Kicked off the Phase 2 Buildout Strategy meetings with workgroup representing every SECB region and cross section of law, fire, EMS and Emergency Management. Held three follow-up sessions in this quarter. The group worked on a Phase 2 Buildout Strategy and also met regarding the FirstNet draft RFP response. The Interoperable Data Committee (broadband committee) also approved the response to the FirstNet Third Public Notice. ECN Director, Jackie Mines gave a presentation on FirstNet to the Minnesota Bureau of Criminal Apprehension.

**Training:** Nothing additional developed during this reporting period. Interoperable Communications Conference presented many breakout sessions on FirstNet.

**Staff Hires:** 0 During the period.

**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:** Presentation to MN Bureau of Criminal Apprehension.

**Phase 2 Activities:**

**Coverage:** Created a Phase 2 Buildout Strategy Workgroup consisting of representation from all SECB regions and all public safety disciplines. Reviewed the draft RFP with this workgroup and identified two possible phase buildout strategies around information gleaned from the draft RFP. FirstNet Coverage data comparison against incident data collected has begun using the two strategies. Next quarter regional meetings will take place to demonstrate the phase buildout in both strategies to get feedback on preferred buildout strategy.

**Users and Operational Areas:** Last push to get in as many surveys as possible. Feedback from Fire is the hardest due to so many volunteers. Preliminary analysis completed. Various workgroup's output has been compiled and analysis has commenced.

**Capacity Planning:** Information has been collected from the workgroup and analysis is started.

**Current Providers/Procurement:** Survey's completed. Analysis begun.

Still completing the last of the collection of data needed for coverage assessment and the survey. Preliminary analysis is started on all these items with the data received. All of the above are on target to deliver information by Sept 30<sup>th</sup>, 2015.

**State Plan Decision:** Work on Outline has commenced. Meeting with Governor's office staff to garner their input.

**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 have been identified and will be included in the next report after grand amendment documents have been approved.

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

Responded to FirstNet's 3rd public notice and began planning to respond to the draft RFP and began work on the Phase 2 data collection requirements.



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

Created a Phase 2 Buildout Strategy Workgroup consisting of representation from all SECB regions and all public safety disciplines. Met with MN Bureau of Criminal Apprehension to answer questions about FirstNet and discuss concerns around sharing of data and MN Data Privacy laws.

**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                  |
|-------------|-------|------------------------------|-------------------------|
| Deputy SWIC | 50    | Oversight of all activities. | Salary subsidized @ 50% |


**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 |
|--------|-------------------------------|-----------------------------|----------------------|-------------------------|------------|-----------|-------------------------------|--------------------------------|------------------------|
| 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 |  |
|--------|-------------------------------|-----------------------------|---|---|-----------|-----------|-------------|-----------|--|

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


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      | \$36,324.35                | \$10,184.44                          | \$46,508.79              |
| b. Personnel Fringe Benefits | \$21,157.00               | \$5,825.00                  | \$26,982.00      | \$9843.14                  | \$2708.70                            | \$12,551.84              |
| c. Travel                    | \$143,424.00              | \$35,856.00                 | \$179,280.00     | \$4972.56                  | \$1243.14                            | \$6,215.7                |
| 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   | \$372,253.48               | \$92,916.66                          | \$465,170.14             |
| g. Other                     | \$50,199.00               | \$12,550.00                 | \$62,749.00      | \$17,438.84                | \$4,359.70                           | \$21,798.54              |
| h. Indirect Charges          | 9,800.00                  |                             | \$9,800.00       | \$3,987.83                 | 0                                    | \$3,987.83               |
| i. Total Costs               | \$2,389,660.00            | \$597,415.00                | \$2,987,075.00   | \$444,820.20               | \$111,412.64                         | \$556,232.84             |
| 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.

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| <b>16a. Typed or printed name and title of Authorized Certifying Official</b><br><br>Jackie Mines, Director<br> | <b>16c. Telephone (area code, number, and extension)</b><br>651 201 7550 |
|  | <b>16d. Email Address</b><br>jackie.mines@state.mn.us                    |
| <b>16b. Signature of Authorized Certifying Official</b>  | <b>16e. Date Report Submitted (month, day, year)</b><br>9/01/2015        |

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.