

U.S. Department of Commerce Performance Progress Report			2. Award or Grant Number:	38-10-S13038
			4. EIN:	45-0309764
1. Recipient Name	State of North Dakota, Information Technology Department		6. Report Date (MM/DD/YYYY)	1/30/2018
3. Street Address	600 East Boulevard Ave, Dept. 112		7. Reporting Period End Date: (MM/DD/YYYY)	12/31/2017
5. City, State, Zip Code	Bismarck , ND, 58503		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)	9/1/2013	10b. End Date: (MM/DD/YYYY)		
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	10	<i>Actual number of individuals reached via stakeholder meetings during the quarter</i>	
2	Individuals Sent to Broadband Conferences	0	<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	3	<i>Actual number of governance, subcommittee, or working group meetings held during the quarter</i>	
6	Education and Outreach Materials Distributed	556	<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	6	<i>For each Phase 2 milestone category, please provide the status of the activity during the quarter:</i> <input checked="" type="checkbox"/> Stage 1 - Process Development <input checked="" type="checkbox"/> Stage 2 - Data Collection in Progress <input checked="" type="checkbox"/> Stage 3 - Collection Complete; Analyzing/Aggregating Data <input checked="" type="checkbox"/> Stage 4 - Data Submitted to FirstNet <input checked="" type="checkbox"/> Stage 5 - Continued/Iterative Data Collection <input checked="" type="checkbox"/> Stage 6 - Submitted Iterative Data to FirstNet	
9	Phase 2 – Users and Their Operational Areas	6		
10	Phase 2 – Capacity Planning	6		
11	Phase 2 – Current Providers/Procurement	6		
12	Phase 2 – State Plan Decision	6		
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 – Convened one meeting with State Plan reviewers to discuss the final plan, collect comments on the documentation provided, and review inputs and recommendations to be submitted to the SPOC.

Broadband Conferences – No broadband conferences attended this quarter.

Staff Hires – No new hires this quarter.

Governance Meetings – Statewide Interoperability Executive Committee (SIEC) convened on three occasions to discuss FirstNet. The Committee endorsed final recommendations to the SPOC and Governor for their consideration. Additionally, the Committee reviewed and endorsed SCIP updates incorporating FirstNet into the State document in accordance with grant criteria.

Education and Outreach – North Dakota experienced 556 visits to our ND FirstNet websites resulting in 367 unique page views.

Phase 2 Coverage – NO CHANGE. Iterative data submitted to FirstNet September 30, 2016 based on a call for optional submissions.

Phase 2 Users & Operational Areas – NO CHANGE. Iterative data submitted to FirstNet September 30, 2016 based on a call for optional submissions.

Phase 2 Current Providers/Procurement – NO CHANGE. Iterative data submitted to FirstNet September 30, 2016 based on a call for optional submissions.

Phase 2 State Plan Decision – ND FirstNet and the SPOC submitted recommendations to the Governor on the Final State Plan. The Governor's office and the SPOC met with representatives of FirstNet and AT&T to discuss the proposed State Plan and plan changes. As a result of the discussions, Governor Burgum formally opted in on behalf of the State of North Dakota on December 22, 2017.

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.

The project team will be reviewing the overall approved budget for the remainder of the grant with the intent to assess shifting funds away from tasks underutilizing funds toward additional personnel funding for key personnel. A final decision has not yet been made on the need to shift dollars.

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

The State Plan review team and SIEC have all been provided access to the restricted version of the final state plan for North Dakota. After considering all options and discussing the FirstNet proposed plan with the Federal program office, the Governor publically opted the State into the program's RAN. Additionally, the State completed the update of the State Communications Interoperability plan incorporating FirstNet considerations into the document

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

Implementation of the Statewide Governance program allowing for transparency and participation at all levels of Government.

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.

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 Manager	50	Development of program activities and oversight of Subcontractors	No Change
Project Sponsor	9	Oversight of Program Manager and Subrecipient, steering of project	No Change
CIO	0	Oversight of project, interface with Governor's Office	No Change
CFO	0	Oversight of financial planning, tracking, and reporting practices	No Change
Accountant	0	Execution of financial tracking, and reporting practices	No Change
Project Management Specialist	14	Management of project management processes	No Change
Procurement Officer	0	Develop, implement, and oversight of contract for subrecipient services	No Change

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
Televate, LLC	SLIGP Support	Vendor	Y	Y	10/15/2013	12/31/2018	\$769,076	\$0.00
Agency MABU	Design report	Vendor	N	Y	4/1/2014	5/1/2014	\$373.53	\$0.00


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

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	\$167,100.00	\$26,220.00	\$193,320.00	\$172,509.89	\$41,593.48	\$214,103.37
b. Personnel Fringe Benefits	\$55,143.00	\$8,653.00	\$63,796.00	\$62,141.12	\$18,142.55	\$80,283.67
c. Travel	\$92,433.00	\$7,321.00	\$99,754.00	\$51,398.10	\$795.96	\$52,194.06
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Materials/Supplies	\$5,572.00	\$2,800.00	\$8,372.00	\$8.00	\$0.00	\$8.00
f. Subcontracts Total	\$819,227.00	\$0.00	\$819,227.00	\$569,317.44	\$0.00	\$569,317.44
g. Other	\$28,500.00	\$247,000.00	\$275,500.00	\$23,913.89	\$277,641.45	\$301,555.34
h. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
i. Total Costs	\$1,167,975.00	\$291,994.00	\$1,459,969.00	\$879,288.44	\$338,173.43	\$1,217,461.87
j. % of Total	80%	20%	100%	72%	28%	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)
Duane Schell, Program Sponsor		701.328.4360
16b. Signature of Authorized Certifying Official:		16d. Email Address:
		dschell@nd.gov
		Date:
		1/22/2018