

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) 10/30/2013
3. Street Address 600 East Boulevard Avenue, Dept. 117		7. Reporting Period End Date: 9/31/2013
5. City, State, Zip Code Bismarck ND 58103		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: (MM/DD/YYYY) 09/01/2013	10b. End Date: (MM/DD/YYYY) 08/31/2016	

11. List the individual projects in your approved Project Plan

	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	207			
2	Broadband Conferences	7			
3	Staff Hires	.34			
4	Contract Executions	0			
5	Governance Meetings	2			
6	Education and Outreach Materials	0			
7	Subrecipient Agreements	0			

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 – During pre-award and Q1, we hosted several discussions about FirstNet and the SLIGP process. These included three meetings with the ND 911 association, three meetings with the ND Emergency Services Communications Coordination Committee, one with the ND Firefighters Association, one with the ND Emergency Management Association, and one with the ND APCO. Each of these meetings was designed to introduce the respective audience to FirstNet and SLIGP and how it relates to their individual specialization. There has been significant interest and feedback from the 911 community – there are a lot of questions about how FirstNet will interact with upcoming NG 911 systems.

Broadband Conferences – We sent 7 attendees to the regional meeting in Denver this May.

Staff Hires – We have enlisted the part time services of a Program Manager, Accountant, CIO, CFO, Project Sponsor, Project Management Specialist, and a Procurement Officer. This groups collective hours directly attributable to the project for the pre-award and Q1 period totals to .34 FTE's. The SWIC is also contributing time to the project, but we are not expecting to bill any of this time to the grant.

Governance Meetings – We held two governance meetings through the ND SIEC. The first one was to approve the SLIGP project plan and the second one was to approve an RFP for procuring services to support the SLIGP.

In Q2, we expect to begin and complete regional outreach meetings as well as form stakeholder work groups to discuss broadband needs within North Dakota. We will also begin marketing campaigns in cooperation with various stakeholder groups to distribute education and outreach materials.

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.

N/A

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

We will have a subrecipient award made in Q2 of this project.

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

We have been able to receive commitment from our Association of Counties to provide space on its regular newsletter for FirstNet/SLIGP. This is a direct mailing to over 1200 individuals across North Dakota. We expect to further expand this and approach the other relevant stakeholder groups to include FirstNet news on their mailings.

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.

We expect to hire a project manager in Q2 to complete our staffing. Additional partial FTE resources will also be dedicated by the Program Manager as the project progresses. We do not anticipate any changes in the schedule because of staffing concerns.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Program Manager	23	Development of program activities and oversight of Subrecipient	Started work on SLIGP
Project Sponsor	5	Oversight of Program Manager and Subrecipient, steering of project	Started work on SLIGP
CIO	<1	Oversight of project, interface with Governors Office	Started work on SLIGP
CFO	<1	Oversight of financial planning, tracking, and reporting practices	Started work on SLIGP
Accountant	<1	Execution of financial tracking, and reporting practices	Started work on SLIGP
Project Management Specialist	1	Development of project management methodology	Started work on SLIGP
Procurement Officer	5	Develop, implement, and oversight of contract for subrecipient services	Started work on SLIGP

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
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

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


RFP for subrecipient services is awarded, pending contract negotiations in Q2.

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	105,740.00	75,444.00	181,184.00	0.00	17751.24	17751.24
b. Personnel Fringe Benefits	34,894.00	24,897.00	59,791.00	0.00	8,017.56	8,017.56
c. Travel	157,972.00	7,399.00	165,371.00	3,740.97	795.96	4,536.93
d. Equipment	0.00	0.00	0.00	0.00	0.00	0.00
e. Materials/Supplies	22,563.00	0.00	22,563.00	0.00	0.00	0.00
f. Subcontracts Total	796,286.00	70,000.00	866,286.00	0.00	0.00	0.00
g. Other	50,520.00	114,254.00	164,774.00	0.00	0.00	0.00
h. Total Costs	1,167,975.00	291,994.00	1,459,969.00	3,740.97	26,564.77	31,101.70
i. % of Total	75%	25%	100%	12%	88%	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.

<p>16a. Typed or printed name and title of Authorized Certifying Official</p> <p>Travis Durick Program Manager</p>	<p>16c. Telephone (area code, number, and extension)</p> <p>701.328.1125</p> <p>16d. Email Address</p> <p>tdurick@nd.gov</p>
<p>16b. Signature of Authorized Certifying Official</p> 	<p>16e. Date Report Submitted (month, day, year)</p> <p>10/30/2013</p>

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.