U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number:	46-10-S13046
		4. EIN:	46-6000364
1. Recipient Name	South Dakota Bureau of Information and Telecommunications	6. Report Date (MM/DD/YYYY)	01/15/2017
3. Street Address	700 Governor's Drive	7. Reporting Period End Date: (MM/DD/YYYY)	12/31/2016
5. City, State, Zip Code	Pierre, SD 57501	8. Final Report Yes ☐ No ☒	9. Report Frequency Quarterly ☒

10a. Project/Grant Period			
Start Date: (MM/DD/YYYY)	08/01/2013	10b. End Date: (MM/DD/YYYY)	01/31/2018

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	246	*Actual number of individuals reached via stakeholder meetings during the quarter*
2	Individuals Sent to Broadband Conferences	2	*Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter*
3	Staff Hired (Full-Time Equivalent)(FTE)	0	*Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)*
4	Contracts Executed	0	*Actual number of contracts executed during the quarter*
5	Governance Meetings	1	*Actual number of governance, subcommittee, or working group meetings held during the quarter*
6	Education and Outreach Materials Distributed	17,773	*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*
7	Subrecipient Agreements Executed	0	*Actual number of agreements executed during the quarter*
8	Phase 2 - Coverage	Stage 6	*For each Phase 2 milestone category, please provide the status of the activity during the quarter:*
9	Phase 2 – Users and Their Operational Areas	Stage 6	• *Stage 1 - Process Development*
10	Phase 2 – Capacity Planning	Stage 6	• *Stage 2 - Data Collection in Progress* • *Stage 3 - Collection Complete; Analyzing/Aggregating Data*
11	Phase 2 – Current Providers/Procurement	Stage 6	• *Stage 4 - Data Submitted to FirstNet* • *Stage 5 - Continued/Iterative Data Collection*
12	Phase 2 – State Plan Decision	Stage 4	• *Stage 6 - Submitted Iterative Data to FirstNet*

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.

We continue to monitor activity surrounding the FirstNet RFP. Outreach continues. Stakeholders were engaged at various events, of which included: Presentation to SD Municipal League Chiefs of Police Association meeting in Rapid City, Mike Waldner was on a panel discussion at IWCE's Critical LTE Communications Forum in Chicago, IL. (http://www.criticalltecommunications.net/) FirstNet CEO Mike Poth provided the Keynote, presented (two separate days to different groups) at the South Dakota Telecommunications Association (SDTA) Field Workers Workshop - these are the telecommunication installers/end users (possible working with FirstNet's partner) and some are also volunteer EMS, firemen etc., presentation at the South Dakota Telecommunications Association (SDTA) Public Utilities Commission (PUC) FORUM in Sioux Falls. We also attended the fall FirstNet SPOC meeting in Phoenix, Arizona where FirstNet discussion was on delayed partner announcement, state plan contents and new timelines. Our governance council - the SD Public Safety Communications Council (SDPSCC) held their quarterly meeting. We provided them a short update, as the FirstNet discussion was limited as we are in a holding pattern until a partner is selected. We continue to discuss the State Plan Evaluation Process (What do we want to do when FirstNet presents the state plan to us?) We are visiting with various possible consultants to assist us – if needed. We are also talking with and reviewing other state evaluation documents. Our education and outreach materials include, emails, handouts, Twitter (tweets/followers/impressions), Facebook (posts/likes), website sessions. The vast majority of outreach materials distributed are via Twitter impressions as Twitter continues to be the most engaged method for us.

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.

None

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

As we were informed by NTIA of their work to continue the SLIGP grant (SLIGP 2.0), we watched a webinar and listened to the presentation at the fall SPOC meeting. We are in a position to voluntarily de-obligate excess funds and look forward to working with NTIA to help with this.

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

This quarter we were again able to provide outreach to numerous entities. Some were with associations where they called us as they wanted us to be included in their conferences.

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.

Our staffing is now at the level we expect for the balance of the project

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
Statewide Project Coordinator	20	Provide oversight of all SLIGP project activities	
Project Manager	100	Provide daily support for the SLIGP process	
Administrative Staffing Assistance	10	Provide administrative support for grant management	
Radio System Chief Engineer	5	Provide engineering expertise and staffing for project	
Engineering Assistant	0	Provide administrative support for grant management	
Program Manager	0	Provide administrative support for governance process	

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
Web Development Contractor	Add Broadband information and associated SLIGP-related survey tools to governance website and the www.PSBN.sd.gov site.	Vendor	N	N	TBD	TBD	$ 51,000	$0
Regional Consultant	Align the SD plan with other states and look to utilize regional resources	Vendor	N	N	TBD	TBD	$ 180,000	$0
BIT Development and/or BIT Social Media/Information Officer	Help design materials (i.e. Infographics, brochures, etc.). May also utilize some of their time to review printed articles (newsletters, press releases, etc.)	Vendor	N	N	TBD	TBD	$ 30,000	$0
BIT GIS Expertise	Their expertise will be needed to sort through the data provided by FirstNet for coverage baseline information to help determine phase plans for the state plan.	Vendor	N	N	TBD	TBD	$ 30,000	$0
State Plan Contractor	Help review and analyze the draft state plan for South Dakota once received from FirstNet. Help determine recommendations for opt-in/opt-out for Governor's office based on the final State plan from FirstNet	Vendor	N	N	TBD	TBD	$ 140,000	$0
Data Collection Contractor	Help coordinate Phase 2 data and assist us in coordinating a product to return to FirstNet. Cost estimate based on "Statements of Work" proposals from contractors	Vendor	N	N	TBD	TBD	$ 120,000	$0
Phase 2 Tools	Certain expertise may be needed for Phase 2. Specifically data collection may require special tools as those requirements are developed and changed to meet the needs of FirstNet.	Vendor	N	N	TBD	TBD	$ 60,000	$25,440

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

BIT work is charged and contractural with no formal contract.

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	$336,788.00	$110,777.00	$447,565.00	$194,950.25	$53,608.88	$248,559.13
b. Personnel Fringe Benefits	$67,357.00	$22,155.00	$89,512.00	$41,413.41	$7,376.59	$48,790.00
c. Travel	$21,000.00	$144,209.00	$165,209.00	$29,111.74	$11,521.35	$40,633.09
d. Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
e. Materials/Supplies	$30,040.00	$356.00	$30,396.00	$4,903.86	$355.78	$5,259.64
f. Subcontracts Total	$611,000.00	$25,440.00	$636,440.00	$1,236.00	$0.00	$1,236.00
g. Other	$171,918.00	$6,591.00	$178,509.00	$18,507.77	$0.00	$18,507.77
h. Indirect	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
i. Total Costs	$1,238,103.00	$309,528.00	$1,547,631.00	$290,123.03	$72,862.60	$362,985.63
j. % 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:

Jeff Pierce, Program Administrator

16b. Signature of Authorized Certifying Official:

16c. Telephone (area code, number, and extension)	605-773-4347
16d. Email Address:	Jeff.Pierce@state.sd.us
Date:	01/15/2017