

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)

02/10/2015

3. Street Address

700 Governor's Drive

7. Reporting Period End Date:

10/01/2014 – 12/31/2014

5. City, State, Zip Code

Pierre, SD 57501

8. Final Report

 Yes No

9. Report Frequency

 Quarterly

10a. Project/Grant Period

Start Date: 08/01/2013

10b. End Date: 07/31/2016

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	3 meetings, 87 attendee's			
2	Training Sessions	TBD (Phase 2)			
3	Broadband Conferences	0			
4	Staff Hires	1			
5	Contract Executions	0			
6	Governance	2			
7	Education & Outreach Materials	272			
8	Phase 2 Activities	N/A			

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.

(1) Stakeholder meetings.

- a. Met with Police Chief's, and Fire Chief's at SDML meeting in Spearfish Oct 6th
- b. Sheriff's Association meeting November 12th.
- c. Met with Tribal Relations Secretary Steve Emery and Staffer David Reiss December 31st.
- d. Plan to attend the Colorado State Consultation meeting in Denver (Jan 14th)
 - i. As part of trip to Denver - Attending a meeting/tour with PSCR director, staff and others from various states, and FirstNet CTO and his staff members
- e. Plan to discuss FirstNet with Lake County Emergency Planning Committee, Police Chiefs Association, Bureau of Indian Affairs EMS personnel

(2) Training Sessions.

- a. Phase 2 activity as envisioned.

(3) Broadband Conferences.

- a. No activity this quarter.

(4) Staff Hires

- a. Mike Waldner is full time as Project Manager as of 12-24-2014.
- (5) Contract Executions.
 - a. No progress on this as of yet.
- (6) Governance.
 - a. Governance meetings October 14th and December 18th.
- (7) Education & Outreach Materials.
 - a. Ongoing: Updates to our website (psbn.sd.gov), our twitter feed @sdpsbn, and our Facebook page.
 - b. Mike & I have worked to develop a more interactive presentation, keep losing folks during the process.
 - c. Materials specific to Tribal Relations was generated for a meeting with that office. (2)
 - d. One-page contact sheet for first responders to contact us on FirstNet issues.
 - e. Materials distributed during the Municipal League meeting (45).
 - f. Materials distributed during the Sheriff's meeting (25).
 - g. Twitter feed averaging around 200 visits per week, but have not maintained counts prior to this.
- (8) Phase 2 Activities.
 - a. Nothing authorized yet.

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.

We were informed that small changes (less than 10%) of the award amount could be used for acceptable purposes not outlined in the current plan. We will be using a limited amount of funding for personal services (salary and benefits) for a project manager that will help coordinate the outreach. As a new baseline plan will need to be submitted prior to Phase 2 expenditures, a modification will be inserted into that submission.

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

Still struggling to attract and keep attention on this project, as we are still waiting for answers to frequently asked questions.

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

We have loaded our entire user community into the CASM tool. This database has then ben utilized for mailings and other outreach efforts. We are also ramping up for the Mobile Data Survey Tool to generate additional feedback.

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 -

Job Title	FTE %	Project(s) Assigned	Change
Statewide Project Coordinator	10	Provide oversight of all SLIGP project activities	No change
Project Manager	100	Provide daily support for the SLIGP process	Now full time

Administrative Staffing Assistant	5	Provide administrative support for grant management	No change
Engineering Assistant		Provide administrative support for grant management	No change
Program Manager	10	Provide administrative support for governance process	No change
Radio System Chief Engineer	10	Provide engineering expertise and staffing for project	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	Project and % Assigned
Legal Rep	Formalize agreements with local governments	Vendor	N	N	TBD	TBD	\$75,000		NA
Regional Contractors (3)	Provide outreach & data collection statewide	Vendor	N	N	TBD	TBD	\$180,000	0	NA
Regional Plan Coordinator	Align the SD plan with other states and look to utilize regional resources	Vendor	N	N	TBD	TBD	\$180,000		
SCIP Contractor	Help the State update the Broadband portion of the SCIP	Vendor	N	N	TBD	TBD	\$30,000		100% Completed with OEC SCIP workshop

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	0.00	55,683.00	\$55,683.00	13,027.43	22,342.53	35,369.96
b. Personnel Fringe Benefits	0.00	11,137.00	\$11,137.00	3,112.47	3,074.33	6,186.80
c. Travel	240,579.00	127,684.00	\$368,263.00	2,419.42	11,521.35	13,940.77
d. Equipment	21,000.00	0.00	\$21,000.00	0.00	0.00	0.00

e. Materials/Supplies	20,439.00	28,984.00	\$49,423.00	96.95	355.79	452.74
f. Subcontracts Total	843,000.00	51,000.00	\$894,000.00	1,236.00	0.00	1,236.00
g. Other	113,085.00	35,040.00	\$148,125.00	126.15	0.00	126.15
h. Total Costs	\$1,238,103.00	\$309,528.00	\$1,547,631.00	20,018.42	37,294.00	57,312.42
i. % of Total	80%	20%	100%	35%	65%	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	16c. Telephone (area code, number, and extension) 605-773-4347
	16d. Email Address Jeff.Pierce@state.sd.us
16b. Signature of Authorized Certifying Official 	16e. Date Report Submitted (month, day, year) 02-10-2015

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