

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)	4/28/2017
3. Street Address	600 East Boulevard Ave, Dept. 112		7. Reporting Period End Date: (MM/DD/YYYY)	6/30/2017
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)	2/28/2018	
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	6	<i>Actual number of individuals reached via stakeholder meetings during the quarter</i>	
2	Individuals Sent to Broadband Conferences	2	<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	4	<i>Actual number of governance, subcommittee, or working group meetings held during the quarter</i>	
6	Education and Outreach Materials Distributed	336	<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> <ul style="list-style-type: none"> • Stage 1 - Process Development • Stage 2 - Data Collection in Progress • Stage 3 - Collection Complete; Analyzing/Aggregating Data • Stage 4 - Data Submitted to FirstNet • Stage 5 - Continued/Iterative Data Collection • 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	3		
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 - The ND FirstNet program hosted one stakeholder meeting with 6 attendees on June 16, 2017 in Fargo, ND. The meeting was facilitated by the Televate support contractor. Topics included a summary review of the Federally proposed plan, a review of the timeline to a final gubernatorial decision, the review process and the contractor's supporting role.

Broadband Conferences - 2 participants attended the FirstNet SPOC meeting in Dallas, Tx, June 7-9, 2017

Staff Hires - No new hires this quarter.

Governance Meetings - Statewide Interoperability Executive Committee (SIEC) convened on two occasions to discuss public safety interoperability. The Program Manager updated the committee on the status of the federal program and reviewed the State Plan review process. The SIEC governing body also appointed participants for the State Plan review team and approved the award of a contract amendment to add State Plan review technical and programmatic support to the Televate contract. The ND FirstNet also supported two meetings this quarter between the Federal FirstNet/AT&T team and the Governor's office, providing background information and subject matter expertise.

Education and Outreach - North Dakota experienced 336 visits to our ND FirstNet websites resulting in 190 unique page views. ND FirstNet finalized a video-based certified training program for first responders that explains the value of utilizing FirstNet services and disseminated the video statewide.

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 - NO CHANGE. ND FirstNet completed received the draft plan from FirstNet and the FirstNet contractor for the proposed ND State plan. Inputs on the draft plan are due in the next quarter, so expect this to change.

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. The ND SPOC and program sponsor will review the submitted data in August/September and consider whether a request should be submitted.

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

The project team will be issuing a change order to the contract removing several items no longer required during the next quarter. While the Televate contract value went up this quarter, this will shift back down once the contract change order is executed. The State Plan review team and SIEC have all been provided access to the restricted version of the draft state plan for North Dakota. Currently, the state team will conduct reviews and submit comments until the week of July 24, 2017. The project sponsor will review the results with the SIEC on July 31, 2017 and the ND SPOC on August 1, 2017 in anticipation of submitting comments to FirstNet and AT&T by August 3, 2017.

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

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	\$826,476	\$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	\$151,173.46	\$41,593.48	\$192,766.94
b. Personnel Fringe Benefits	\$55,143.00	\$8,653.00	\$63,796.00	\$54,057.47	\$18,142.55	\$72,200.02
c. Travel	\$92,433.00	\$7,321.00	\$99,754.00	\$50,672.28	\$795.96	\$51,468.24
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	\$20,087.69	\$277,641.45	\$297,729.14
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	\$845,316.34	\$338,173.43	\$1,183,489.77
j. % of Total	80%	20%	100%	71%	29%	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:		
				7/28/2017		