

U.S. Department of Commerce		2. Award or Grant Number 46-10-S13046			
Performance Progress Report		4. EIN 46-6000364			
1. Recipient Name South Dakota Bureau of Information and Telecommunications		6. Report Date (MM/DD/YYYY) 04/11/2014			
3. Street Address 700 Governor's Drive		7. Reporting Period End Date: 01/01/2014 – 03/31/2014			
5. City, State, Zip Code Pierre, SD 57501		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9. Report Frequency X 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, 38 attendees			
2	Training Sessions	TBD (Phase 2)			
3	Broadband Conferences	5			
4	Staff Hires	2 hires at .10 each for .2 FTE			
5	Contract Executions	0			
6	Governance	2			
7	Education & Outreach Materials	5			
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.					
<p>(1) Stakeholder meetings. Have met with Tribal relations, Office of Emergency Management, and South Dakota Network, a telco provider. Mass mailing (appx. 800) to all First Responder agencies and support agencies, with South Dakota (FirstNet approved) materials. Have state meetings scheduled for next quarter.</p> <p>(2) Training Sessions. Phase 2 activity as envisioned.</p> <p>(3) Broadband Conferences. We sent 5 representatives to the SLIGP workshop in Phoenix.</p> <p>(4) Staff Hires. We have had two additional personnel begin working part-time on the project, their full time equivalent is .20. Mike Waldner is part-time project manager .10 FTE, and Todd Dravland, Chief Engineer for the state LMR system was been involved in some of our activities and recording time for match .10 FTE.</p> <p>(5) Contract Executions. No progress on this as of yet.</p> <p>(6) Governance. We held meetings of our Interoperability Governance in December and March. Broadband subcommittee and report from SLIGP workshop were official agenda items. In our correspondence to the First Responders, we solicited interest in participating on the broadband subcommittee, but had only two replies.</p> <p>(7) Education & Outreach Materials. We have sent a statewide mailing to (1) First Responder Community (2) Utilities & Telco's in state. Have also set up (3) website (psbn.sd.gov), (4) a twitter feed @sdpsbn, (5) a Facebook page.</p> <p>(8) Phase 2 Activities. Nothing authorized yet.</p>					

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.

Depending upon how much and how fast we ramp up, we may need personal services dollars for a program manager. Right now we are using state funding as our part of the match to pay for the personal services hours we are utilizing.

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

We have completed our contact list and have entered those in the CASM NG tool to allow mapping, mailing list generation, etc., To date we have around 900 entries in the database and have sent an approved correspondence out to first responder agencies as well as telco, utility, and power companies. From that same process we will be soliciting participation in our broadband subcommittee, which will reside under our Public Safety Communications Council, our interoperability governance for LMR

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

We are loading our entire user community into the CASM tool. OEC held a Broadband Workshop in South Dakota giving us access to the ESRI tools for broadband planning, and better prepare us for the process.

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.

Even after the SLIGP workshop, our team still came back without a clear mission that would allow us to effectively go out to the first responder community individually and be an effective outreach program. Right now utilizing existing personnel, we are going to concentrate on getting on every state and local group meetings agenda we can and try to provide the outreach that way. Our original plan called for substantial expense for contractors and travel, which at this point we do not feel a good use of resources.

12b. Staffing Table -

Job Title	FTE %	Project(s) Assigned	Change
Statewide Project Coordinator	10	Provide oversight of all SLIGP project activities	
Financial Assistant		Provide support for budget management, procurement, and processing invoices	
Administrative Staffing Assistant	5	Provide administrative support for grant management	
Engineering Assistant		Provide administrative support for grant management	
Program Manager	10	Provide administrative support for governance process	Started on project
Radio System Chief Engineer	10	Provide engineering expertise and staffing for project	Started on project

Add Row

Remove Row

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	Contract Executed	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated	Project and % Assigned
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Legal Rep	Formalize agreements with local governments	Vendor	(Y/N) N	(Y/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

Add Row

Remove Row

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

Web site was done, in-house rather than being contracted out. Personal service dollars only. We may need additional integrated down the road for data collection, but do not anticipate significant cost.

SCIP update was completed with a workshop put on by OEC. We are going to retain this line item in case we have further requirements for this category.

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	0.00	14,335.49	14,335.49
b. Personnel Fringe Benefits	0.00	11,137.00	\$11,137.00	0.00	1,965.42	1,965.42
c. Travel	240,579.00	127,684.00	\$368,263.00	0.00	9466.37	9,466.37
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	0.00	355.79	355.79
f. Subcontracts Total	843,000.00	51,000.00	\$894,000.00	0.00	0.00	0.00
g. Other	113,085.00	35,040.00	\$148,125.00	0.00	0.00	0.00
h. Total Costs	\$1,238,103.00	\$309,528.00	\$1,547,631.00	0.00	\$ 26,123.07	\$26,123.07
i. % of Total	80%	20%	100%	0%	100%	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
16b. Signature of Authorized Certifying Official 	16d. Email Address Jeff.Pierce@state.sd.us 16e. Date Report Submitted (month, day, year) May 13, 2014

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