



January 10, 2014

Industrial Commission of North Dakota
Attn: Karlene Fine and Brent Brannan
State Capitol 14th Floor
600 E Boulevard Avenue Dept 405
Bismarck, ND 58505-0840

RE: Contract No. FY13-LXXV-185 Monthly Report for November 1, 2013

Dear Karlene and Brent:

Please find a summary of my report on the project progress, below, during the reporting period of Aug. 21 (date of receiving verbal commitment that the requested grant from the Oil & Gas Research Council would be awarded) through Nov. 1, 2013.

Project Update

During the reporting period, the Energy Curriculum Project has made great headway by enlisting curriculum writers for the project, Gwyn Herman and Laverne Johnson. The draft contract for the curriculum writers was submitted to Karlene Fine for approval and was granted on the condition that the curriculum writers' contract include and reference the Industrial Commission contract with Bismarck State College. The contract was signed, and the first two deliverables of that contract were already met, as Gwyn and Laverne drafted an outline for the curriculum development with corresponding standards and objectives. The outline was also presented to a roundtable industry meeting, and it was very well received.

I submitted an article to the North Dakota Studies newsletter to solicit additional feedback from teachers. Preliminary discussions have been held with North Dakota Studies officials on partnering on teacher training in the fall of 2014.

I made a report to the Governor's Workforce Development Council the scope of the project and progress thus far. There was a lot of interest and support from the Council Members that this project was underway.

Brent and I met to discuss the status of the project and upcoming milestones to continue progress toward our goal of Fall 2014.



Financials

I've been working with staff at Bismarck State College and various stakeholders to finalize the system that will be used for collecting and recording in-kind donations for the project. The spreadsheet with the status of income and expenses as of Nov. 1, 2013, has been attached to this letter.

Now that the contract has been signed with the Oil & Gas Research Council, I will work with the North Dakota Petroleum Council to procure the matching cash donation for the grant (\$50,000) and update you on the status for the March 1, 2014, status report.

I've also visited with Andrea Holl Pfennig at the North Dakota Department of Commerce on a possible opportunity to leverage the projects funds to write another grant to provide hands-on kits for teachers to use in conjunction with the curriculum. I am in talks with the State Historical Society of North Dakota to see if this is partnership and idea is feasible within the projected timeframe. This leveraged resource would be through the State Energy Program at the North Dakota Department of Commerce.

Please accept this letter as my status report for November 1, 2013. Also attached is the financial spreadsheet of project expenditures through Nov. 1, 2013. If you'd like additional information on the project or clarification, please contact me at 701-224-2410 or emily.mckay@bismarckstate.edu. Thank you for your time!

Respectfully,

A handwritten signature in black ink that reads 'Emily McKay'.

Emily McKay, Principal Investigator and Project Manager
Energy Curriculum Project

Enclosure: Financial spreadsheet of project income and expenses as of Nov. 1, 2013

ND Industrial Commission - Lignite Research Council: Energy Curriculum Project																			
ND Industrial Commission	Fund 41000 / Dept 3200 / Project BSC0004372																		
	Fund 40500 / Dept 3200 / Project BSC0004372																		
	Fund 40500 / Dept 3200 / Project BSC0004508 / Program 02806																		
Budget Period	7/1/2013	Through		10/31/2014															
BUDGET		FY14 Q1			FY14 Q2			FY14 Q3			FY14 Q4			FY15 Q1			FY15 Q2	Totals	
		Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Expenditures	Balance
Lignite Research Council																			
Grant Funds	75,000.00	-	1,387.77	1,200.00														2,587.77	72,412.23
	75,000.00	-	1,387.77	1,200.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,587.77	72,412.23
IN-KIND/CASH MATCH																			
In-Kind Match	30,000.00																	-	30,000.00
Cash Match (11 Energy Companies)	50,000.00	148.45	1,387.77	1,077.20														2,613.42	47,386.58
	80,000.00	148.45	1,387.77	1,077.20	-	-	-	-	-	-	-	-	-	-	-	-	-	2,613.42	77,386.58
Total State	75,000.00	-	1,387.77	1,200.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,587.77	72,412.23
Total In-Kind & Cash Match	80,000.00	148.45	1,387.77	1,077.20	-	-	-	-	-	-	-	-	-	-	-	-	-	2,613.42	77,386.58
TOTAL	\$ 155,000.00	\$ 148.45	\$ 2,775.54	\$ 2,277.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,201.19	\$ 149,798.81