U.S. Department of Commerce Performance Progress Report		2. Award or Grant Number:	37-10-S13037N
		4. EIN:	562032825
1. Recipient Name	Executive Office of the State of North Carolina (North Carolina Department of Information Technology)	6. Report Date (MM/DD/YYYY)	10/26/2017
3. Street Address	3700 Wake Forest Road	7. Reporting Period End Date: (MM/DD/YYYY)	9/30/2017
5. City, State, Zip Code	Raleigh, NC 27609	8. Final Report Yes ☐ No ☒	9. Report Frequency Quarterly ☒

10a. Project/Grant Period			
Start Date: (MM/DD/YYYY)	1/7/2014	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	302	*Actual number of individuals reached via stakeholder meetings during the quarter*
2	Individuals Sent to Broadband Conferences	3	*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	4	*Actual number of governance, subcommittee, or working group meetings held during the quarter*
6	Education and Outreach Materials Distributed	568	*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 4	*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 5	• *Stage 1 - Process Development*
10	Phase 2 – Capacity Planning	Stage 4	• *Stage 2 - Data Collection in Progress* • *Stage 3 - Collection Complete; Analyzing/Aggregating Data*
11	Phase 2 – Current Providers/Procurement	Stage 4	• *Stage 4 - Data Submitted to FirstNet* • *Stage 5 - Continued/Iterative Data Collection*
12	Phase 2 – State Plan Decision	Stage 3	• *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.

North Carolina has continued a varied outreach and education program to provide information on FirstNet during this past quarter. FirstNetNC has continued internal conversations on how to expand its education and outreach efforts now that a vendor has been chosen by FirstNet. Our office continues to staff informational booths at conventions and conferences in order to provide the opportunity to engage stakeholders in one on one conversations. North Carolina sent three (3) people to participate in conferences this past quarter. The Statewide Interoperability Executive Committee (Governance) held a regular meeting in which FirstNetNC provided an update. In addition to the regular meeting, FirstNetNC staff also participated in a SCIP update meeting, a working group focused on the NG911/FirstNet, and a taskforce for evaluating the State Plan – for a total of 4 Governance meetings this quarter. A total of 302 stakeholders were reached and 568 materials were distributed including both digital and physical methods.

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.

Amendment #6 was approved by NTIA

11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.
Amendment #6 was approved during this quarter as well as the de-obligation of funds in support of SLIGP 2.0.

11d. Describe any success stories or best practices you have identified. Please be as specific as possible.
There have been consistent correspondence with the NC Governor's Office and senior leadership with the NC Department of Information Technology (FirstNetNC is located in the NCDIT) regarding the FirstNet program and how it will affect the state now that AT&T has been chosen as the vendor to build the nationwide network.

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.
The North Carolina Office continues to operate with limited staff. Never-the-less the Education and Outreach Mission continues. As discussed with NTIA, match efforts will continue to be counted for First Responder stakeholders attending FirstNetNC meetings. The FTE percentages below reflect the changes in staff time related to the new State fiscal year beginning July 1, 2017.

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
IT Project Program Manager (FirstNetNC Director/SPOC)	100	(federal) Overall responsibility for SLIGP and FirstNetNC effort, including SPOC duties	
Networking Specialist (Technical Consultant, FirstNetNC)	0	(federal) Supports FirstNetNC with focus on technical questions/opportunities with responders, vendors, potential partners	
Networking Specialist (Assistant Director, FirstNetNC)	0	(federal) Supports FirstNetNC / oversees Education and Outreach with first responders and other stakeholders	100%
Information & Communications Specialist III (Dir. of Comms, Digital Infrastructure)	0	(federal) Development/responsibility for all media and communications materials/coordination	
Administrative Assistant I (Administrative Assistant, Digital Infrastructure)	0	(federal) Administrative support to FirstNetNC staff, including travel	
IT Director (Executive Director, Digital Infrastructure)	0	(federal) Oversight of Digital Infrastructure team. Coordination/strategy between FirstNetNC, Broadband Infrastructure Office and DIT	
IT Manager (Program Management Specialist)	0	(federal) Supports FirstNetNC with focus on Program Management and Budget responsibilities	
Industrial Development Rep (Grants Management Specialist)	50	(federal) Supports FirstNetNC with focus on Program Management and Budget responsibilities	

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
GIS-DIT	Planning, GIS, Consultation	State Service	Y	Y	1/Jul/2014	30/Jan/2018	$46,460.00	
Research Analyst - DOC	Data analysis, research, consultation	State Service	Y	Y	27/Jun/2016	30/Jun/2017		$20,000.00
Outreach/Data Collection/Inventory	Contractors - education, outreach, data collection, & inventory	State Service & Vendor	Y	Y	1/Jul/2014	30/Jan/2018	$160,126.60	$25,888.28
Hosting Services	Database; webpage development & maintenance	State Service	Y	Y	1/Jul/2015	30/Jan/2018	$40,500.00	
Conferences	Education & staff development	State Service & Vendor	Y	Y	1/Jul/2015	30/Jan/2018	$143,300.00	
Administrative Support	Administrative & Budget support	State Contract	Y	Y	7/1/2015	30/Jan/2018	$216,980.00	$46,918.06
Local Cooperative Efforts	Local government expenditures	State & Local Government Service	Y	Y	7/1/2015	30/Jan/2018		

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

The administrative assistant left employment in 2016 and there is a challenge in identifying a new candidate that possesses the knowledge and skill set with the limited amount of time of the grant. Therefore, administrative support functions were provided by NC DIT as in-kind match.

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	$1,031,048.83	$47,465.40	$1,078,514.23	$818,826.72	$47,465.40	$866,292.12
b. Personnel Fringe Benefits	$296,263.22	$9,171.03	$305,434.25	$236,861.45	$9,171.03	$246,032.48
c. Travel	$122,171.97	$59,575.11	$181,747.08	$31,659.05	$58,619.34	$90,278.39
d. Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
e. Materials/Supplies	$7,077.22	$8,952.40	$16,029.62	$2,910.55	$5,197.17	$8,107.72
f. Subcontracts Total	$607,366.60	$92,806.34	$700,172.94	$124,128.74	$150,813.76	$274,942.50
g. Other	$227,379.52	$218,487.15	$445,866.67	$60,563.28	$117,007.12	$177,570.40
h. Indirect	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
i. Total Costs	$2,291,307.36	$436,457.43	$2,727,764.79	$1,274,949.79	$388,273.82	$1,663,223.61
j. % of Total	84%	16%	100%	77%	23%	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)	919-961-1131
Red Grasso, NC FirstNet Director/SPOC, NC Department of Information Technology		
	16d. Email Address:	red.grasso@nc.gov
16b. Signature of Authorized Certifying Official:		
	Date:	10/26/2017