U.S. Department of Commerce	2. Award or Grant Number 37-10-S13037	
Performance Progress Report	4. EIN 300712287	
1. Recipient Name NORTH CAROLINA OFFICE OF INFORMATION TECHNOLOGY SERVICES	6. Report Date (MM/DD/YYYY) 6/1/2015	
3. Street Address 301 N. Wilmington St, 4352 Mail Service Center, Rm 400F	7. Reporting Period End Date: 3/31/2015	
5. City, State, Zip Code Raleigh, NC, 27699	8. Final Report ☐ Yes x No	9. Report Frequency x Quarterly
10a. Project/Grant Period Start Date: (08/01/2013)	10b. End Date: (MM/DD/YYYY) (02/28/2018)	

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	450	N/A	N/A	N/A
2	Broadband Conferences	1	N/A	N/A	N/A
3	Staff Hires (FTE)	2.64	N/A	N/A	N/A
4	Contract Executions	4	N/A	N/A	N/A
5	MOU/MOA Meetings	0	N/A	N/A	N/A
6	Governance Meetings	1	N/A	N/A	N/A
7	Education & Outreach Materials	4229	N/A	N/A	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.

This is the third report under the new Recipient Agency (North Carolina Office of Information Technology Services) as well as the first report for a full quarter for the new SPOC (P. Allan Sadowski). During this quarter we hired two full time staff as well as four part time outreach/liaison staff. This has allowed us to get our Social Media program moving as well as perform significantly more liaison outreach activity (47 Facebook likes and 512 Constant Contact signups to get our email newsletters). We are still moving forward with additional full time staff (one offer has been made) to further assist our efforts. In the coming months, we will be using the community liaison experience and skills of State Employees who were a part of the NC Broadband effort – to help with Phase one and Phase two activities.

Plans for Q2 include: continued expanded education and outreach efforts (web, social media, and email campaigns as well as development of NC and subject area focused presentations and handouts), continued hiring of liaison and business staff, visits to adjacent States Consultations, Governance development/Stakeholder meetings, execute our State Consultation Meeting, and submit changes to SLIGP (budget and schedule due to extension). Across the 25 Outreach Meetings this quarter we have briefed approximately 450 responders and responder support personnel…. With our Constant Contact (Self signup) we have distributed 4229 emails concerning FirstNetNC efforts.

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.

No dramatic changes anticipated at this time. That said, there will be requests forthcoming due to the extension of the Grant period and related PM document changes.

11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.
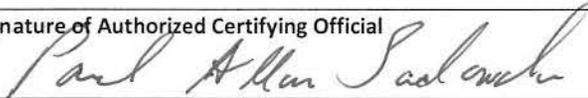
No major issues anticipated at this time. Fulltime staff hiring continues. The outreach campaign has dramatically moved this quarter, continued preparation for State Consultation (23 April). Governance is of some concern as NC State Government is not allowing new Boards – and existing structures are not good fit. Governance continues to evolve as a developing Broad Stakeholder group advising SPOC as State Lead. This stakeholder advisory group mirrors the PSAC Advisory Committee with some additions and replacements where there is not a corresponding organization at the State level.

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

We have hired Liaisons for subject areas via a State Contract with Temp Solutions Inc. Each Liaison is a part time position who has many years in their subject area (we have so far hired a Law Enforcement Liaison – over 40 years as Police Officer), a EMT with over 25 years' experience, an Emergency Management Liaison with over 10 years' experience, and a local government Liaison with over 40 years' experience. These people are well known statewide for their expertise and this enables us to gain access to Department/Agency Leadership as well as opportunities with Professional Associations. They have been a great assist in our Education and Outreach mission and we plan to expand the numbers to better cover Fire and EMS.

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. Project staffing started improving this quarter. Effort moved to State CIO at beginning of Q3 2014 and new SPOC was hired Q4 2014. SPOC reported to State CIO until Director of ODI was hired this quarter. Staffing moving in a productive direction and looks to continue that way so as to meet program schedule. FirstNet NC effort appears to be progressing successfully. Staffing table updated to reflect all personnel who are assisting as part of match as well as full time staff (difference noted) . Of note, the Staff Table shows a number of people that had fraction of 1% involvement – but whose FTE number was rounded to 1%.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Program Director	100	(all NTIA funded) Overall responsibility for effort	
Admin Assistant	100	(all NTIA funded) Assist Program Director as necessary	
State CIO	1	(match) State Cabinet Level Guidance	
State IT Fiscal Director	1	(match) State IT Fiscal support for FirstNetNC	
State IT HR Director	2	(match) Development of Staff positions for FirstNetNC	
Assistant HR Manager	1	(match) Assisted development of Staff positions for FirstNetNC	
Executive Assistant to State CIO	1	(match) Support CIO – FirstNetNC Program interaction	
Admin Assistant Supervisor	1	(match) Admin support to FirstNetNC program at Admin supervisor level	
Technical Recruiter	4	(match) Efforts to recruit FirstNetNC Staff	
Financial Analyst	1	(match) FirstNet Grant financial support	
Director of Communications	100	(all NTIA funded) All Media and communications materials	Started this quarter
Technical Lead	100	(all NTIA funded) Supports FirstNetNC / NC responders with technical questions	Started this quarter
Director, Office of Digital Infrastructure (ODI)	50	(NTIA funded) FirstNetNC under ODI and this individual is in charge of ODI	Started this quarter
Director, NC Broadband	10	(match) Coordination and Cooperation interaction for State Broadband	Started this quarter
Law Enforcement Liaison	1	(NTIA funded) Education and Outreach to Law Enforcement	Started this quarter
Emergency Management and NGO Liaison	1	(NTIA funded) Education and Outreach to Emergency Management and NGOs	Started this quarter
Municipal and County Government Liaison	1	(NTIA funded) Education and Outreach to Local Government	Started this quarter
EMS Liaison	1	(NTIA funded) Education and Outreach to EMS, Hospital, Medical Community	Started this quarter

Add Row   Remove Row

13. Subcontracts (Vendors and/or Sub recipients)

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
NC ITS-GIS	Assist in mapping data	State Service	N	Y	2/1/14	6/30/14	5,500	0	
NC Commerce Broadband	Assist in broadband data gathering in rural NC	State Service	N	N	7/1/14	6/30/16	100,000	0	N/A
NC ITS-GIS	Assist in mapping data and providing geospatial options	State Service	N	N	7/1/14	6/30/16	300.000		
Data Collection	Augment staff for data gathering and assessments during phase II	Private	N	N	7/1/14	6/30/16	430,000	510,000	
Local MOUs	Develop MOUs with local co-opts as necessary	Local Service/Private	N	N	7/1/14	6/30/16	50,000		

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13b. Describe any challenges encountered with vendors and/or sub recipients.   Terminated use of two consultants that had been working on effort.

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	1,134,214	0	1,134,214	151,394	32,658	184,052
b. Personnel Fringe Benefits	329,635	0	329,635	42,358	6,396	48,754
c. Travel	156,528	0	156,528	3,061	2,392	5,453
d. Equipment	0	0	0	0	0	0
e. Materials/Supplies	16,260	0	16,260	498	0	498
f. Subcontracts Total	1,425,000	485,000	1,910,000	36,940	46,918	83,858
g. Other	56,063	108,038	164,101	7,737	39,117	46,854
h. Total Costs	3,117,700	593,038	3,710,738	241,988	127,481	369,469
i. % of Total	84%	16%	100%	65%	35%	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. NOTE: In doing the Q4 PPR, an error was discovered in spreadsheet calculations for Fringe (medical) that resulted in an overage of $866.39 in the Q3 PPR. To adjust for this overage, $819.93 was subtracted for the Q4 6b number. Note (2): Additional spreadsheet errors found 12 Feb – this version corrects problem. Given recent changes to overall program at National Level and as pointed out by NTIA Manager, we will be submitting a revised budget that will have Match amounts in 14a, b, and c. We will also likely have some reduction in amounts allocated to Subcontracts 14f.

16a. Typed or printed name and title of Authorized Certifying Official	16c. Telephone (area code, number, and extension)
Allan Sadowski	(919)-413-9705
	16d. Email Address
North Carolina FirstNet Program Director	Allan.sadowski@nc.gov
16b. Signature of Authorized Certifying Official	**16e. Date Report Submitted (month, day, year)**
Paul A Allen Sadowski	06/1/2015