

U.S. Department of Commerce  Performance Progress Report		2. Award or Grant Number 45-10-S13045
1. Recipient Name South Carolina Budget & Control Board, Division of State IT		4. EIN 57-6000286
3. Street Address 4430 Broad River Road		6. Report Date (MM/DD/YYYY) 12/16/2013
5. City, State, Zip Code Columbia, SC 29210		7. Reporting Period End Date: 09/30/2013
10a. Project/Grant Period Start Date: 09/01/2013		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10b. End Date: (MM/DD/YYYY) 08/31/2016		9. Report Frequency <input checked="" type="checkbox"/> Quarterly

**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	69			
2	Broadband Conferences	1			
3	Staff Hires	1.25			
4	Contract Executions	0			
5	Governance Meetings	1			
6	Education and Outreach Materials	0			
7	Sub-recipient Agreements Executed	0			
8	Phase II 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.**

Milestone activities: Although we did not anticipate holding any stakeholder meetings this quarter, we were able to hold two state-level informational sessions that were attended by 60 individuals. We had a number of questions about FirstNet in general, and plan to follow up with additional information in the next quarter.

Several existing state employees were able to begin work on SLIGP, included administrative and financial support personnel, and the SWIC. We intended that a project support position would also begin, but this position will not be able to start until next quarter.

Other activities: We attended the Regional FirstNet meeting in Memphis, TN along with nine state/local public safety and communications stakeholders. We also reached out to associations that represent various public safety disciplines, and are planning to meet with them the first week in November 2013.

For the time being, we are relying on existing user information from our land mobile radio (LMR) system to determine potential National Public Safety Broadband Network (NPSBN) users. We would like to widen our scope on this issue in the future, so we may contact some public safety associations or distribute surveys. This is unlikely to happen in the next quarter, however, given existing plans.

**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.**

We anticipated developing and distributing a FirstNet fact sheet next quarter, but we may not be able to complete this activity until our outreach coordinators are hired (anticipated in Q3).

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

Most of our work this quarter focused on transitioning existing staff onto the SLIGP project team and completing administrative activities (signing the CD-450, completing the Baseline/Expenditure Plan, reviewing financial processes with our state financial team). We were able to plan for several activities, which will be executed in the next quarter.

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

We conducted initial outreach for the governance body working group meeting, including emails and phone calls to each working group members, to encourage attendance. We communicated that we would be providing information about FirstNet at the meeting, and wanted them to be engaged with the grant program.

We have also scheduled budget workshop with our state financial team so SLIGP team members could learn about processes for procuring services, processing invoices, and managing the SLIGP budget. The financial team has been able to tell us about tools they had that we did not know about. Those tools will make it easier for us to manage our budget and keep accurate financial records.

**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 project is not fully staffed, but we anticipate hiring all staff by Q4, as projected in our Baseline/Expenditure Plan. The project is currently being assisted by the following staff personnel identified below in item #12b. We don't anticipate any changes to the project's timeline.

**12b. Staffing Table**

Job Title	FTE %	Project(s) Assigned	Change
SWIC	.5	Provide oversight of all SLIGP project activities	Started work on SLIGP
Administrative Assistant	.5	Provide administrative support for grant management, governance meetings, and outreach activities	Started work on SLIGP
Finance Assistant	.25	Provide support for budget management, procurement, and processing invoices	Started work on SLIGP

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 (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated	Project and % Assigned
TBD	Website development	Vendor	N	N	TBD	TBD	\$80,000	\$0	N/A
TBD	Legal assistance with MOUs	Vendor	N	N	TBD	TBD	\$50,000	\$0	N/A
TBD	Conference planning	Vendor	N	N	TBD	TBD	\$50,000	\$0	N/A
TBD	Phase II Support	Vendor	N	N	TBD	TBD	\$400,000	\$0	N/A

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

None at this time. We will start working on RFP development next quarter.

**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	500,000	303,997	803,997	0	0	0
b. Personnel Fringe Benefits	140,000	85,119	225,119	0	0	0
c. Travel	159,300	6,048	165,348	9395	1879	11274
d. Equipment	0	0	0	0	0	0
e. Materials/Supplies	5,998	3,420	9,418	0	0	0
f. Subcontracts Total	912,000	0	912,000	0	0	0
g. Other	136,224	64,800	201,024	0	0	0
Indirect	0	0	0	0	0	0
h. Total Costs	1,853,522	463,384	2,316,906	0	0	0
i. % of Total	80%	20%	100%	83%	17%	100%

<b>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.</b>	
<b>16a. Typed or printed name and title of Authorized Certifying Official</b>  Robert D. Steadman, FirstNet POC	<b>16c. Telephone (area code, number, and extension)</b>  803-896-4469
	<b>16d. Email Address</b>  rsteadman@cio.sc.gov
<b>16b. Signature of Authorized Certifying Official</b> 	<b>16e. Date Report Submitted (month, day, year)</b> 12/16/2013

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 10 hours per response for the application process, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Michael Dame, Director, State and Local Implementation Grant Program, Office of Public Safety Communications, National Telecommunications and Information Administration, U.S. Department of Commerce (DOC), 1401 Constitution Avenue, N.W., HCHB, Room 7324, Washington, D.C. 20230.