

U.S. DEPARTMENT OF COMMERCE

Performance Progress Report

2. Award or Grant Number

37-50-M09002N

4. Report Date (MM/DD/YYYY)

10-01-2014

1. Recipient Name

North Carolina Department of Commerce

6. Reporting Period End Date:

09-30-2014

3. Street Address

301 N. Wilmington St., 4301 Mail Service Center,

5. City, State, Zip Code

Raleigh, NC 27601

**7a. Project / Grant Period
Start Date: (MM/DD/YYYY)**

10-01-2009

7b. End Date: (MM/DD/YYYY)

01-31-2015

8. Designated Entity on Behalf of:

9. List the individual projects in your approved project plan

	Project Type (Data Collection, Capacity Building, Technical Assistance, etc.)	Project Name (if different from Project Type)	Total Federal Funding Amount	Total Federal Funding Amount expended at the end of this reporting period	Percent of Total Federal Funding amount expended
1	Data Collection	Data Collection & Mapping	1,444,807	1,064,098	74%
2	Capacity Building	State Capacity Building	733,305	676,552	92%
3	Technical Assistance	Technical Assistance	1,536,679	1,423,960	93%
4	Ownership and Adoption	NC LITE-UP	131,168	134,342	
5	Address File	Address File Improvement Project	200,000	66,603	33%
6	N/A				
			\$4,045,959	\$3,365,555	83%

10. Personnel

10a. If the project is not fully staffed, describe how any lack of staffing may impact the project's timeline and when the project will be fully staffed.

The project has been fully staffed, although we had a reduction in staffing in Q3 2014. The Accountant for NC Broadband moved to another Agency as of the end of June 2014. The position was not re-filled. Commerce's fiscal office has been supporting the division in terms of fiscal support for Q3. And an Administrative Assistant was brought on board from mid-July through mid-October as staff support. The position is not listed in 10b. since it was a temporary assignment through the State's temp agency.

10b. Staffing Table									
Job Title		FTE %	Project(s) Assigned		Change				
Director, NC Broadband		75	State Capacity Building		No Change				
Director, NC Broadband		10	Data Collection & Mapping		No Change				
Senior Director, Research Development		100	State Capacity Building		No Change				
Data Administrator/GIS Specialist		100	Data Collection & Mapping		No Change				
Senior Technical Assistance Director		25	Data Collection & Mapping		No Change				
Senior Technical Assistance Director		75	Technical Assistance		No Change				
Research Associate I		25	Data Collection & Mapping		No Change				
Research Associate I		25	State Capacity Building		No Change				
Research Associate I		50	Technical Assistance		No Change				
Research Associate II		25	Data Collection & Mapping		No Change				
Research Associate II		25	State Capacity Building		No Change				
Research Associate II		50	Technical Assistance		No Change				
Technical Assistance Director (West)		63	Technical Assistance		No Change				
Technical Assistance Director (East)		63	Technical Assistance		No Change				
Technical Assistance Director (Central)		63	Technical Assistance		No Change				
		Add Row		Remove Row					
11. Subcontracts									
11a. Subcontracts Table - Include all subcontractors. The totals from this table equal the "Subcontracts Total" from the Program Budget Worksheet (Q. 12, Column 2, 3, and 4)									
Name	Subcontract Purpose	RFP Issued (Y/N)	Contract Executed (Y/N)	Start Date	End Date	Total Federal Funds Allocated	Total Matching Funds Allocated	Project and % Assigned (Example: Data Collection 75)	
Frank Odasz- LITE-UP Training	Ownership and Adopti	No	Yes	01/01/2013	05/31/2013	14,500	0	Ownership & Adoptio	100
NC Center for Geographic Information and Analysis	Address File	No	Yes	01/01/2012	07/31/2014	200,000	156,271	Address File	100
Edward Feser, Facilitator Economic Impact NC LITE-UP	Technical Assistance	No	Yes	10/01/2012	03/31/2013	6,000	0	Technical Assistance	100

John Horrigan, Facilitator Economic Impact NC LITE-UP	Technical Assistance	No	Yes	10/01/2012	03/31/2013	6,000	0	Technical Assistance	100
William Lehr, Facilitator Economic Impact NC LITE-UP	Technical Assistance	No	Yes	10/01/2012	03/31/2013	6,000	0	Technical Assistance	100
Jane Patterson, Facilitator Economic Impact NC LITE-UP	Technical Assistance	No	Yes	10/01/2012	03/31/2013	6,000	0	Technical Assistance	100
Telecommunications Specialist - Richard Kelly	Technical Assistance	No	Yes	02/01/2012	01/31/2013	0	83,262	Technical Assistance	100
Telecommunications Specialist - Brian Rathbone	Technical Assistance	No	Yes	01/01/2013	09/30/2014	168,880	0	Technical Assistance	100
Telecommunications Specialist - Brian Rathbone	Data Collection	No	Yes	01/01/2013	09/30/2014	20,000	0	Technical Assistance	100
Anna Tapp - GIS Support	Data Collection	No	Yes	08/01/2014	11/15/2014	9,900	0	Data Collection	100

Add Row

Remove Row

11b. Describe any challenges encountered with vendors or subrecipients.

No challenges. Our handful of remaining active projects with subrecipients/vendors are all targeted for completion as follows:

Infrastructure Inventories (mid-Nov)

Master Address File (end of Oct)

LITE-UP (mid-Nov)

Open Source Mapping modules available (by Dec)

Hosting/movement of data from MCNC servers to new servers at OITS (by Dec)

Note: an additional contract of \$9900 has been added in table 11a. Because this change is below the 10% rule, a budget amendment has not been submitted.

12. Budget worksheet						
Columns 2, 3, and 4 will match your current project budget for your entire award, which is the SF-424A on file. Only list matching funds that the Department of Commerce has already approved.						
Project Budget Element	Federal Funds Awarded	Approved Matching Funds	Total Budget	Federal Funds Expended	Approved Matching Funds Expended	Total Funds Expended
Personnel Salaries	\$1,461,492	\$223,291	\$1,684,783	\$1,368,409	\$201,364	\$1,569,773
Personnel Fringe Benefits	\$424,635	\$65,532	\$490,167	\$415,027	\$58,703	\$473,730
Travel	\$138,890	\$0	\$138,890	\$105,178	\$108	\$105,286
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Materials / Supplies	\$17,335	\$0	\$17,335	\$13,872	\$0	\$13,872
Subcontracts Total	\$427,380	\$239,533	\$666,913	\$293,395	\$240,447	\$533,842
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$1,361,783	\$452,829	\$1,814,612	\$967,823	\$426,976	\$1,394,799
Total Direct Costs	\$3,831,515	\$981,185	\$4,812,700	\$3,163,704	\$927,598	\$4,091,302
Total Indirect Costs	\$214,444	\$0	\$214,444	\$201,852	\$0	\$201,852
Total Costs	\$4,045,959	\$981,185	\$5,027,144	\$3,365,556	\$927,598	\$4,293,154
% of Total	80	20	100	78	22	100
13. Hardware / Software						
13a. List any hardware/software purchased during this reporting period.						
N/A						
13b. Please note any hardware/software that has yet to be purchased and explain why it has not been purchased.						
N/A						
14. SBI PPR Project Attachment (Skip question 14b if Data Collection is your only project).						
14a. Complete a SBI PPR Project Data Collection Attachment and attach it to the PPR.						
14b. Complete a SBI PPR Attachment for each additional funded project and attach it to the PPR.						

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 set forth in the award documents.

15a. Typed or Printed Name and Title of Authorized Certifying Official

Angie Bailey

Director

15c. Telephone
(area code, number, and extension)

919-715-0793

15d. Email Address

abailey@ncommerce.com

15b. Signature of Authorized Certifying Official

Submitted Electronically

15e. Date Report Submitted
(MM/DD/YYYY)

11-21-2014