U.S. Department of Commerce	2. Award or Grant Number: 04-10-S13004	
Performance Progress Report	4. EIN: 866004791	
1. Recipient Name: Arizona Department of Administration	6. Report Date (10/30/2013)	
3. Street Address: 100 N 15th Avenue, Suite 400	7. Reporting Period End Date: (09/30/2013)	
5. City, State, Zip Code: Phoenix, AZ 85007	8. Final Report □ Yes ✓ No	9. Report Frequency ✓ Quarterly
10a. Project/Grant Period Start Date: (08/16/2013)	10b. End Date: (07/31/2016)	

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	None planned			
2	Training Sessions	None planned			
3	Broadband Conferences	2 people to the 2013 APCO Annual Conference and Expo			
4	Staff Hires (Full Time Equivalent)	0.75 FTE - part-time Executive Manager, SWIC and Finance & Planning staff			
5	Contract Executions	1 FTE – Program Manager			
6	Statutory or Regulatory Changes	None planned			
7	Governance meetings	6 Meetings/briefings			
8	Education and Outreach Materials	None planned			
9	Data Collection and Coverage	n/a until Phase 2			

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.

Due to the award date of August 16, 2013 we essential had only one half of a quarter for grant activities and reporting.

1. Stakeholder Meetings – We had not planned on any stakeholder meetings for the first quarter.
2. Training Sessions – None were planned.
3. Broadband Conferences – Two individuals attended the 2013 APCO Annual Conference and Expo and presented on "How Will NPSBN Impact Your PSAPs Governance, Policies, Standards and Procedures?" We had planned on six individuals for a full quarter so we were slightly under our projections (2 versus 3).
4. Staff Hires (Full Time Equivalent) – Our part-time assignment of the Executive Manager, SWIC and Finance & Planning staff resulted in three quarters of an FTE being directed toward the SLIGP effort for the half quarter we are reporting on rather than the .85 which was planned.
5. Contract Executions – The Program Manager has been assigned full-time, as planned.

6. Statutory or Regulatory Changes - none were planned.
7. Governance meetings – Of the 8 planned for a full quarter we had 5 total meetings for the half quarter as follows: 1 SIEC meeting (9/4/2013), 2 Governor's briefings for July and August and two AZPSBN WG meetings on 9/3/2013 and 9/18/2013.
8. Education and Outreach Materials – Development of the materials/site are in progress and have not been distributed in any significant volume to date, as planned.
9. Data Collection and Coverage - Not applicable until Phase 2

The delay in starting will impact Q2 as well, especially as it relates to hiring staff.

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 have found an error in the Baseline Expenditure Plan and would like to correct it for next quarter. Part of the $318,191 for Non-Federal "Other" included $140,692 for Data Collection and Coverage In-kind match and it should not be included until Phase II. The new total should be $245,538. This correction does not impact this report because the item 14. Budget Worksheet includes both Phase I and Phase II expenditures in each line item.

11c. Provide any other information that would be useful to NTIA as it assesses this project's progress. We are working on staffing up and are holding preliminary conversations with firms whose primary expertise is planning and logistics for meetings. Several of the firms have been engaged by the Arizona Department of Transportation for required public meetings. We are also developing our Education and Outreach content and preparing the detailed meeting schedules to assure we contact with as many agencies as possible. The inclusion of our State and Local Implementation Grant Program (SLIGP) preparation effort inflates our matching funds and results in a disproportionate 52/48 ratio, however, when those one-time funds are ignored the result is an appropriate 80/20 split. We will continue to monitor the ratio as we add staff.

11d. Describe any success stories or best practices you have identified. Please be as specific as possible. We have been working with the Western States (16 State POCs with a focus on the common issues of rural coverage and tribal interaction). We recently compiled and shared state summaries providing our unique approaches with respect to Governance, Land Mobile Radio (LMR), Education and Outreach approach and schedule. The roll-up of this information was provided to the Firstnet Education and Outreach team and to the Western Federal Program Officer (FPO) for the SLIGP.

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 currently on track to meet anticipated staffing levels and we do not anticipate any impact on the project's time line.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Executive Manager	25%	Management oversight	New
Statewide Interoperability Coordinator (SWIC)	25%	Management oversight and integration with current interoperability initiatives	New
Finance & Planning	25%	Finance oversight and grants management	New

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

| Knowledge Services | Staffing | Vendor | Y Existing Vendor | Y | August 16, 2013 | July 31, 2016 | $2,251,200 | $0 | |

Add Row   Remove Row

13b. Describe any challenges encountered with vendors and/or subrecipients. None.

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		$289,989	$289,989		$14,590	$14,590
b. Personnel Fringe Benefits		$86,997	$86,997		$4,377	$4,377
c. Travel	$413,490		$413,490	$595		$595
d. Equipment						$0
e. Materials/Supplies	$49,657		$49,657			$0
f. Subcontracts Total	$2,251,200		$2,251,200	$20,390		$20,390
g. Other	$196,800	$362,811	$559,611		$588	$588
h. Total Costs	$2,911,147	$739,316	$3,650,463	$20,985	$19,555	42,211
i. % of Total	80%	20%		52%	48%	

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)
Brian C. McNeil, Director	602-542-1500
Arizona Department of Administration	**16d. Email Address** brian.mcneil@azdoa.gov

16b. Signature of Authorized Certifying Official	16e. Date Report Submitted (month, day, year)
	October 30, 2013
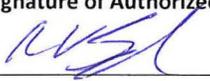
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 10 hours per response for the application 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.