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 (1/30/2014)	
3. Street Address: 100 N 15th Avenue, Suite 400	7. Reporting Period End Date: (12/30/2013)	
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	*Regional Wireless Cooperative – 28 people attending AZ Regional Admins Forum – 16 people attending PC-WIN Board of Directors – 21 people attending*			
2	Training Sessions	*None planned*			
3	Broadband Conferences	*4 people to the PSCR Roadmap Workshop, 1 person to the LTE North America Conference and 2 people to the 2013 APCO Emerging Technology Forum.*			
4	Staff Hires (Full Time Equivalent)	*No new hires*			
5	Contract Executions	*No new contracts this quarter*			
6	Statutory or Regulatory Changes	*None planned*			
7	Governance meetings	*10 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.

This is our first full quarter for reporting and we met or exceeded most goals.

1. Stakeholder Meetings – we had not planned on any stakeholder meetings for the second quarter, however, we were invited to attend 3 meetings of our Regional Systems Boards and Administrators. The total attendance for these meetings was 65 people. Also, we were invited to attend a meeting with the Gila River Indian Community with representation from tribal Law Enforcement, Fire, EMS, Public Health, Transportation, Telco, Public Works, Education and the Council numbering 12 people.
2. Training Sessions – none were planned.
3. Broadband Conferences – Four people attended the PSCR Roadmap Workshop, one person attended/presented the LTE North America Conference and two people attended the 2013 APCO Emerging Technology Forum for a total of 7 people-trips. We had planned for 13 people to attend Broadband conferences; however, there were no NPSTC or SWBCWG meetings during the second quarter.
4. Staff Hires (Full Time Equivalent) – There were no new staff hires planned during the second quarter.
5. Contract Executions – Although there were two planned, there were no new contract executions during the second quarter. However, we are nearly finished with an RFP to hire a contractor meeting management team. We decided to develop an all-encompassing meeting management contract rather than hire individuals.
6. Statutory or Regulatory Changes - none were planned.
7. Governance meetings – Of the 8 planned for a full quarter we had 10 total meetings for the quarter as follows: 1 SIEC meeting (10/15), 1 PSCC meeting (11/19), 3 Governor's briefings for Sep, Oct and Nov and five AZPSBN WG meetings on 10/2, 10/16, 10/30, 11/27 and 12/11.
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 decision to go with an RFP will impact Q3 deliverables; however, we believe it will benefit the overall project timeline and delivery.

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.

The Baseline Report does not need to be modified at this time.

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 planning on releasing an RFP targeted at meeting management services. Due to the reduced contract staff our matching funds are outpacing our federal expenditures resulting in a 64/36 ratio (Q2 alone was 71/29 so we are well within the 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 continue to work with the Western States (16 State POCs with a focus on the common issues of rural coverage and tribal interaction). We have also been invited to speak at the upcoming Tribal Telcomm & Technology Conference which may help in making contacts with some additional tribal entities.

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	
Statewide Interoperability Coordinator (SWIC)	25%	Management oversight and integration with current interoperability initiatives	
Finance & Planning	25%	Finance oversight and grants management	

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		$338,254	$338,254		$27,067	$27,067
b. Personnel Fringe Benefits		$101,476	$101,476		$8,120	$8,120
c. Travel	$413,490		$413,490	$5060		$5,060
d. Equipment						$0
e. Materials/Supplies	$49,657		$49,657	$657		$657
f. Subcontracts Total	$2,251,200		$2,251,200	$61,396		$61,396
g. Other	$196,800	$300,066	$496,866		$2,868	$2,868
h. Total Costs	$2,911,147	$739,316	$3,650,463	$67,113	$38,055	105,169
i. % of Total	80%	20%		64%	36%	

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)
Aaron Sandeen for	602-501-3261
Brian C. McNeil, Director	16d. Email Address
Arizona Department of Administration	aaron.sandeen@azdoa.gov
16b. Signature of Authorized Certifying Official	16e. Date Report Submitted (month, day, year)
	January 30, 2014