

U.S. Department of Commerce Performance Progress Report				2. Award or Grant Number:	45-10-S13004
				4. EIN:	866004791
1. Recipient Name	Arizona Department of Administration			6. Report Date (MM/DD/YYYY)	10/1/2015
3. Street Address	100 N 15th Avenue, Suite 401			7. Reporting Period End Date: (MM/DD/YYYY)	12/31/2015
5. City, State, Zip Code	Phoenix, AZ 85007			8. Final Report Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	9. Report Frequency Quarterly <input checked="" type="checkbox"/>
10a. Project/Grant Period					
Start Date: (MM/DD/YYYY)	8/16/2013	10b. End Date: (MM/DD/YYYY)	1/31/2018		
11. List the individual projects in your approved Project Plan					
	Project Type (Capacity Building, SCIP Update,	Project Deliverable Quantity (Number & Indicator Description)			
1	Stakeholder Meetings	80			
2	Broadband Conferences	0			
3	Staff Hires	0			
4	Contract Executions	1			
5	Governance Meetings	2			
6	Education and Outreach	0			
7	Subrecipient Agreement Executed	0			
8	Phase 2 - Coverage	5			
9	Phase 2 – Users and Their Operational Areas	5			
10	Phase 2 – Capacity Planning	5			
11	Phase 2 – Current Providers/Procurement	0			
12	Phase 2 – State Plan Decision	0			
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.					

1. Completed and received approval for Phase 2.
2. ADOA contracted with Zuggand (previous Arizona State CIO and program SPOC) to assist with governance, data research and strategy.
3. Completed the tribal and stakeholder outreach and education plan for Phase 2.
4. Rebranded the program from AZ FirstNet to Digital Arizona.
5. Created and launched a new website <https://digitalarizona.az.gov/>.

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.

NA

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

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

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.

12b. Staffing Table

Job Title	FTE %	Project(s) Assigned	Change
Executive Manager	25%	Management oversight	drop
Statewide Interoperability Coordinator (SWIC)	40%	Management oversight and integration with current interoperability initiatives	update
Senior Program Advisor	100%	Management oversight and select sub-projects	drop
Sr. Project Manager	90%	Finance, performance tracking and deliverable reporting, and grants management	add
Finance & Planning	15%	Finance oversight	update
SPOC	40%	Single point of contact	add
Statewide Grant Administrator	50%	Management oversight	add

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.

Vendor	State Vendor	Start Date	End Date	Amount	Total
Knowledge Services	State Vendor				\$0
Mission Critical Partners (MCP)	State Vendor	October 2015	January 2018	\$800,000	\$0

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

Contractors are no longer being utilized for this grant.

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	\$0.00	\$338,254.00	\$338,254.00	\$120,257.10	\$187,204.84	\$307,461.94
b. Personnel Fringe Benefits	\$0.00	\$101,476.00	\$101,476.00	\$31,170.36	\$70,295.33	\$101,465.69
c. Travel	\$413,490.00		\$413,490.00	\$62,146.57		\$62,146.57
d. Equipment			\$0.00			\$0.00
e. Materials/Supplies	\$49,657.00		\$49,657.00	\$88,549.47		\$88,549.47
f. Subcontracts Total	\$2,251,200.00		\$2,251,200.00	\$820,986.21		\$820,986.21
g. Other	\$196,800.00	\$300,066.00	\$496,866.00		\$268,218.09	\$268,218.09
h. Indirect						
i. Total Costs	\$2,911,147.00	\$739,796.00	\$3,650,943.00	\$1,123,109.71	\$525,718.26	\$1,648,827.97
j. % of Total	80%	20%	100%	68%	32%	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.

16a. Typed or printed name and title of Authorized Certifying Official Matt Hanson for Craig Brown, Director Arizona Department of Administration	16c. Telephone (area code, number, and extension)	602-364-0689
	16d. Email Address	dina.martinez@azdoa.gov
16b. Signature of Authorized Certifying Official 	Date: 2/9/16	Revised 2/9/2016

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.