

U.S. Department of Commerce Performance Progress Report			2. Award or Grant Number: 04-10-S13004		
1. Recipient Name: Arizona Department of Administration			4. EIN: 866004791		
3. Street Address: 100 N 15 th Avenue, Suite 400			6. Report Date (7/30/2014)		
5. City, State, Zip Code: Phoenix, AZ 85007			7. Reporting Period End Date: (6/30/2014)		
			8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9. Report Frequency <input checked="" type="checkbox"/> 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	<i>Arizona hosted a FirstNet session at the Western Regional APCO meeting – 20 people attending BIA Tribal Assistance Coordination Group (TAC-G) National Workshop – 60 people attending Southwest Border Communications Working Group (SWBCWG) – 20 people attending Arizona FirstNet County Kickoff meetings – 191 people attending</i>			
2	Training Sessions	<i>None planned</i>			
3	Broadband Conferences	<i>3 people on the FirstNet Quarterly Single Point-of-Contact (SPOC) Webinar 3 people on the FirstNet Monthly Call with FEMA Region IX States and Territories 4 people to the Southwest Border Communications Working Group (SWBCWG) meeting 7 people to the Public Safety Communications Research (PSCR) Annual Stakeholder Conference</i>			
4	Staff Hires (Full Time Equivalent)	<i>No new hires</i>			

5	Contract Executions	<i>2 new contracts this quarter</i>			
6	Statutory or Regulatory Changes	<i>None planned</i>			
7	Governance meetings	<i>8 Meetings/briefings</i>			
8	Education and Outreach Materials	<i>We have completely overhauled and updated our outreach materials for the Arizona FirstNet County Kickoff meetings. Included are a 3 hour presentation and workshop covering FirstNet at the nationwide level, the Arizona FirstNet program and breakouts for assessing Secondary Users, Current Usage, Agency Validation and Coverage Requirements. We have also developed a web-site for meeting announcements, registration, surveys, presentation materials and current news.</i>			
9	Data Collection and Coverage	<i>n/a until Phase 2</i>			

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.

We are continuing to work on re-establishing our executive level governance in response to the sunset of our primary governance body, the Public Safety Communications Advisory Commission (PSCC). Our Arizona Public Safety Broadband Network (AZPSBN) Workgroup made up of a combination of about 30 public safety, emergency management, elected officials, Public Safety Answering Point/dispatch and information technology personnel is filling the role temporarily.

1. Stakeholder Meetings – Arizona hosted a panel discussion at the Western Regional APCO meeting in Phoenix featuring the FirstNet Single Points of Contact from California and Nevada. The focus was on education and outreach efforts across the western states. In addition, we provided an informational table with Arizona FirstNet promotional materials. The Arizona FirstNet team was invited to present at the BIA Tribal Assistance Coordination Group (TAC-G) National Workshop being held in Phoenix at the Ft McDowell Yavapai Nation. We were able to include Kristi Wilde from the FirstNet Outreach program. There were over 60 people with Arizona ties in attendance at the session. The Southwest Border Communications Working Group (SWBCWG) held a meeting in Phoenix hosted by the Arizona Bureau of Land Management with approximately 20 Arizona stakeholders present over half of the session was dedicated to FirstNet with presentations by Amanda Hilliard, FirstNet Outreach Director, and Dave Buchanan, FirstNet State Consultation Director. In addition, the Arizona FirstNet team had an informational table about the Arizona FirstNet Program. Our major accomplishments for the quarter were the 10 County level kickoff meetings we held throughout the State. These meetings were attended by nearly 200 key stakeholders (almost exclusively first responders) and covered background information and the current status of FirstNet, the Arizona FirstNet Program and state consultation process. In addition, we had breakouts covering secondary users, current usage, agency validation and coverage requirements. The quarterly total was 291 which was under projections but we have 5 more County level meetings coming up to complete this portion of our Education and Outreach.
2. Training Sessions – none were planned.
3. Broadband Conferences – The Arizona FirstNet team were on the FirstNet Quarterly Single Point-of-Contact (SPOC) Webinar and the FirstNet Monthly Call with FEMA Region IX States and Territories. Our team along with Arizona Stakeholders attended the Southwest Border Communications Working Group (SWBCWG) meeting in Phoenix as described in #1 above. Finally, 4 Arizona FirstNet team member and 3 Arizona stakeholders attended the Public Safety Communications Research (PSCR)

Annual Stakeholder Conference in Colorado. We had 17 people attending Broadband conferences/webinars overall which exceeds our projected 13 people for the reporting period.

4. Staff Hires (Full Time Equivalent) – There were no new staff hires planned during the third quarter.
5. Contract Executions – No new Contract executions, however, 2 contractors from the PSIC Office were made available to the Arizona FirstNet Program through the existing Knowledge Services Contract.
6. Statutory or Regulatory Changes - none were planned.
7. Governance meetings – Of the 8 planned for a full quarter we had 8 total meetings/briefings for the fourth quarter as follows: three Governor’s briefings for Mar. Apr and May and five AZPSBN Workgroup meetings on 4/2, 4/16, 5/14, 6/11.
8. Education and Outreach Materials – Development of the outreach materials/web site (www.azfirstnet.az.gov) are complete and have been distributed to ~200 people from over 10 Counties in Arizona. Each participant in the County level meetings received a packet with 8 handouts.
9. Data Collection and Coverage - Not applicable until Phase 2

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 although we are planning on reevaluating our overall plan in light of the changes to the PSCC and the PSIC Office for the next reporting period and we are reducing our planned spending rate of Federal funds until we can reassess and develop an adjusted spending plan.

11c. Provide any other information that would be useful to NTIA as it assesses this project’s progress. We continue to restrict our planned baseline expenditures to counter the impacts of the closure of the PSIC Office whose staff positions were going to be a major contributor to the State’s share of the effort. Our County Kickoff Meetings have provided a significant level of In-kind contribution and may be enough to counter the loss of the PSIC office staff. We continue to meet our portion of the 80/20 split.

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) and this quarter proved very worthwhile for the Western Regional APCO meeting. During one of our County level meetings we were invited to speak before the council of the White Mountain Apache.

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

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

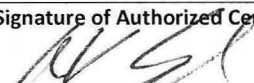
Knowledge Services	Staffing – 3 FTEs (previously 1 FTE)	Vendor	Y Existing Vendor	Y	August 16, 2013	July 31, 2016	\$2,251,200	\$0	
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13b. Describe any challenges encountered with vendors and/or subrecipients. None.

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		\$45,452	\$45,452
b. Personnel Fringe Benefits		\$101,476	\$101,476		\$15,537	\$15,537
c. Travel	\$413,490		\$413,490	\$10,772		\$10,772
d. Equipment						
e. Materials/Supplies	\$49,657		\$49,657	\$8,123		\$8,123
f. Subcontracts Total	\$2,251,200		\$2,251,200	\$175,899		\$175,899
g. Other	\$196,800	\$300,066	\$496,866		\$31,695	\$31,695
h. Total Costs	\$2,911,147	\$739,796	\$3,650,943	\$194,794	\$92,684	\$287,478
i. % of Total	80%	20%	100%	68%	32%	

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

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