U.S. Department of Commerce Performance Progress Report	2. Award or Grant Number: 04-10-S13004
	4. EIN: 866004791
1. Recipient Name: Arizona Department of Administration	6. Report Date (10/30/2014)
3. Street Address: 100 N 15th Avenue, Suite 400	7. Reporting Period End Date: (9/30/2014)
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	*Arizona Ambulance Assoc., Arizona League of Cities and Towns, AZ/NM Tribal Telecom, La Paz County Fire Chiefs, Phoenix Fire and the Arizona Assoc. of Chiefs of Police* *– 241 people attending* *AZDOHS Regional Advisory Councils (RACs)* *– 66 people attending* *County PSAP Managers meetings* *– 44 people attending* *Arizona FirstNet County Kickoff meetings* *– 282 people attending*			
2	Training Sessions	*None planned*			
3	Broadband Conferences	*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 APCO 2014 annual conference* *1 person to the Southwest Border Communications Working Group (SWBCWG) meeting* *1 person to the FEMA Region IX RECCWG meeting*			

4	Staff Hires (Full Time Equivalent)	No new hires this quarter			
5	Contract Executions	No new contracts this quarter			
6	Statutory or Regulatory Changes	None planned			
7	Governance meetings	9 Meetings/briefings			
8	Education and Outreach Materials	We continued to tune our outreach materials for the Arizona FirstNet County Kickoff meetings. We have also developed 10 and 30 minute versions of our presentation material specifically for Association and Stakeholder meetings where we don't control the agenda. We have finalized work on our web-site and are having good success with meeting announcements and registrations.			
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.

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). The SIEC has been reconstituted and had their first meeting in six months on August 5th. We plan to be on their agenda during the next meeting planned for November. 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 – We attended and presented at a number of county-level stakeholder, regional governance and association meetings over the quarter with a total attendance of 241. We had a large number of stakeholders at the Arizona Association of Chiefs of Police and although our presentation time was limited we were able to supplement with a display table where we provided handouts, contact information and gathered survey data on individual agencies. We were invited to present at the League of Arizona cities and towns along with Amanda Hilliard, FirstNet Outreach Director. We split of the informational content so that Amanda covered the national level information and we were able to speak specifically to the Arizona program. Our major accomplishments for the quarter were the final 5 County level kickoff meetings we held throughout the State. These meetings were attended by nearly 282 key stakeholders (almost exclusively first responders) and covered background information and the current status of FirstNet, the Arizona FirstNet Program and state consultation process. The quarterly total was over 650, well over our projected number of 200 and covers our shortfall from last quarter.
2. Training Sessions – none were planned.
3. Broadband Conferences – The Arizona FirstNet team was on the FirstNet Quarterly Single Point-of-Contact (SPOC) Webinar, presented at the FEMA Region IX RECCWG meeting and attended the FirstNet Monthly Call with FEMA Region IX States and Territories. Our team presented at the Southwest Border Communications Working Group (SWBCWG) meeting in Santa Fe, NM. Finally, 4 Arizona FirstNet team member and 2 Arizona stakeholders attended the APCO Annual Conference in New Orleans, LA. We had 12 people attending Broadband conferences/webinars overall which exceeds our projected 6 people for the reporting period.
4. Staff Hires (Full Time Equivalent) – There were no new staff hires planned during the fifth quarter.
5. Contract Executions – No new contract executions were planned during the fifth quarter.

6. Statutory or Regulatory Changes - none were planned.
7. Governance meetings – Of the 8 planned for a full quarter we had 9 total meetings/briefings for the fourth quarter as follows: one SIEC meeting in August, three Governor's briefings for June, July and August and five AZPSBN Workgroup meetings on 7/9, 7/23, 8/20, 9/4 and 9/18.
8. Education and Outreach Materials – Finalized the web site _(www.azfirstnet.az.gov)_ and had over 600 hits this quarter versus ~200 planned. Updated education and outreach materials for the county meetings which were distributed to ~280 people from 5 County meetings this quarter. We created additional presentations and handout material to deliver our message in shorter presentations and to keep it up to date.
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 have continued to restrict our planned baseline expenditures to counter the impacts of the closure of the PSIC Office, however, our County Kickoff and other stakeholder meetings have provided a significant level of In-kind contribution and appear to 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 are planning our next round of meetings which will focus on named agencies in specific locations to assure that most, if not all, Arizona public safety agencies are contacted. Further, we have begun a systematic plan to reach the 22 Tribal nations in Arizona.

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	

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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	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		$58,375	$58,375
b. Personnel Fringe Benefits		$101,476	$101,476		$17,512	$17,512
c. Travel	$413,490		$413,490	$25,201		$25,201
d. Equipment						
e. Materials/Supplies	$49,657		$49,657	$30,063		$30,063
f. Subcontracts Total	$2,251,200		$2,251,200	$274,617		$274,617
g. Other	$196,800	$300,066	$496,866		$75,243	$75,243
h. Total Costs	$2,911,147	$739,796	$3,650,943	$329,881	$151,130	$481,011
i. % of Total	80%	20%	100%	69%	31%	

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)** Oct 30, 2014