	U.S. Department of Commerce	2. Award or Grant Number:	45-10-S13004
	Performance Progress Report	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)	9/30/2015
5. City, State, Zip Code	Phoenix, AZ 85007	8. Final Report Yes ☐ No ☒	9. Report Frequency Quarterly ☒

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)	Total Federal Funding Amount	Total Federal Funding Amount expended at the end of this reporting period	Percent of Total Federal Amount expended
1	Stakeholder Meetings	80			
2	Broadband Conferences	0			
3	Staff Hires	1.3			
4	Contract Executions	0			
5	Governance Meetings	2			
6	Education and Outreach	0			
7	Subrecipient Agreement Executed	0			
8	Phase 2 - Coverage				
9	Phase 2 – Users and Their Operational Areas				
10	Phase 2 – Capacity Planning				
11	Phase 2 – Current Providers/Procurement				
12	Phase 2 – State Plan Decision				

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. On August 1, 2015, the management of this grant was reassigned to another team.
2. ADOA contracted with Mission Critical Partners (MCP) to assist with the data collection analysis and submission.
3. Completed the FirstNet first consultation meeting in two parts - 9/17 data collection and 9/29 first consultation meeting with stakeholders.
4. Successfully submitted the data collection report to FirstNet on 9/30/2015.

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.

Knowledge Services	Staffing - 4 FTEs	Vendor	Y Existing Vendor		August 16, 2013	July 31, 2016	$2,151,200	$0
IWS - High ground	Elected Officials	Vendor	Existing Vendor		November 1, 2014	October 19, 2015	$100,000	$0

13b. Describe any challenges encountered with vendors and/or Subrecipients.
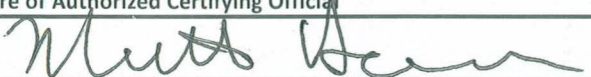
Contractors are no longer being utilized for this grant.

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	$95,920.39	$129,795.64	$225,716.03
b. Personnel Fringe Benefits	$0.00	$101,476.00	$101,476.00	$22,406.61	$48,479.84	$70,886.45
c. Travel	$413,490.00		$413,490.00	$56,420.16		$56,420.16
d. Equipment			$0.00			$0.00
e. Materials/Supplies	$49,657.00		$49,657.00	$83,032.35		$83,032.35
f. Subcontracts Total	$2,251,200.00		$2,251,200.00	$807,467.46		$807,467.46
g. Other	$196,800.00	$300,066.00	$496,866.00		$266,901.67	$266,901.67
h. Indirect						
i. Total Costs	$2,911,147.00	$739,796.00	$3,650,943.00	$1,065,246.97	$445,177.14	$1,510,424.11
j. % of Total	80%	20%	100%	71%	29%	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	16c. Telephone (area code, number, and extension)	602-364-0689
Matt Hanson for Craig Brown, Director Arizona Department of Administration		
	16d. Email Address	dina.martinez@azdoa.gov
16b. Signature of Authorized Certifying Official	Date:	10/1/2015