

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 (4/30/2014)			
3. Street Address: 100 N 15 th Avenue, Suite 400			7. Reporting Period End Date: (3/30/2014)			
5. City, State, Zip Code: Phoenix, AZ 85007			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>Topaz Regional Wireless Cooperative board meeting – 20 people attending Yuma Regional Communications System board meeting – 22 people attending OEC Coverage Workshop – 28 people attending Regional Governance meetings – over 150 people attending Western Arizona Council of Governments – 40 people attending KTAR Valley Watch radio program – an unknown number of people listened Valley Fire Partners – 35 people attending</i>				
2	Training Sessions	<i>None planned</i>				
3	Broadband Conferences	<i>1 person to the CalFRN Board Meeting, 3 people to the Tribal Telecom & Technology Summit, 2 people to the Electric Power Research Institute - Field Area Network meeting, 6 people to the NTIA SLIGP SPOC meeting in</i>				

		<i>Phoenix and 2 people to the International Wireless Communications Expo (IWCE)</i>			
4	Staff Hires (Full Time Equivalent)	<i>No new hires</i>			
5	Contract Executions	<i>No 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 developed several presentation packages dependent on the time allotment in the agenda. We also have several handouts including a 2-page synopsis and also provide the discipline specific fact sheets from FirstNet</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.

During this reporting period we were informed that our primary governance body, the Public Safety Communications Advisory Commission (PSCC) was to be sunsetted and the supporting Public Safety Interoperable Communications (PSIC) Office was to be closed by the end of March (see the attached PSCC sunset memo). As a result, considerable effort has gone into reviewing governance options and evaluating the impacts on our staffing plans. We are continuing to work with our Arizona Public Safety Broadband Network (AZPSBN) Workgroup made up of a combination of about 30 Public Safety, Emergency Management, Elected Officials, PSAP/Dispatch and Information Technology personnel to develop an executive steering committee with clearly define goals to address FirstNet planning in Arizona.

1. Stakeholder Meetings – We had planned on starting our County-level kickoff meetings during the third quarter but decided to delay while we adjusted our plan in light of the changes in governance and staffing. We were invited to attend 2 meetings of our Regional Systems Boards in Yuma and Mesa. The total attendance for these meetings was 42 people. We also held our Department of Homeland Security (DHS) Office of Emergency Communications (OEC) Coverage workshop with over 30 in attendance. During this reporting period the PSIC Office staff were holding Regional governance meetings aimed at remediation efforts for NECP Goal II issues. During these meetings they also presented Arizona FirstNet material and provided upcoming informational material. The number of people attending these meetings was 156. We were invited to introduce the Arizona FirstNet program to a meeting of the Western Arizona Council of Governments (WACOG) with 40 people attending. Michael Britt and FirstNet Public Safety Advisory Committee (PSAC) member, Mike Worrell (Phoenix Fire) were interviewed during a regular weekly radio program focused on firefighting called Valley Watch (<http://www.ktar.com/173/1552630/Valley-Watch>). Finally, we were able to present FirstNet material to a regularly scheduled meeting of metro Phoenix fire-fighting personnel with 35 in attendance.
2. Training Sessions – none were planned.
3. Broadband Conferences – one person attended and presented at the CalFRN Board Meeting in February, three people attended the 2014 Tribal Telecom & Technology Summit, two people attended and presented at the Electric Power Research Institute - Field Area Network meeting, six people attended the NTIA SLIGP SPOC meeting in Phoenix and two people attended and presented at the International Wireless Communications Expo (IWCE) in Las Vegas. We had 14 people attending Broadband conferences 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 – Although there were two planned in the previous reporting period, there were no new contract executions during the second or third quarter. One possible outcome of the closing of the PSIC Office is that PSIC Office staff may become available to meet the resource needs of the Arizona FirstNet Program effort.
6. Statutory or Regulatory Changes - none were planned.
7. Governance meetings – Of the 8 planned for a full quarter we had 8 total meetings for the third quarter as follows: one SIEC meeting (1/21), three Governor’s briefings for Dec, Jan and Feb and four AZPSBN WG meetings on 1/8, 2/19, 3/5, and 3/19.
8. Education and Outreach Materials – Development of the materials/web site are in progress and have not been distributed in any significant volume 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.

11c. Provide any other information that would be useful to NTIA as it assesses this project’s progress. With the closure of the PSIC Office we have lost some staff positions which were going to contribute to the State’s share of the effort. We are evaluating ways to compensate for the loss, including a possible reduction in the overall spend to assure we maintain an appropriate 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). We have also been invited to speak at the upcoming Tribal Assistance Coordination Group (TAC-G) National Workshop organized by Federal Emergency management Administration (FEMA) and the Bureau of Indian Affairs (BIA).

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	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		\$45,172	\$45,172
b. Personnel Fringe Benefits		\$101,476	\$101,476		\$13,552	\$13,552
c. Travel	\$413,490		\$413,490	\$6,354		\$6,354
d. Equipment						\$0
e. Materials/Supplies	\$49,657		\$49,657	\$2,206		\$2,206
f. Subcontracts Total	\$2,251,200		\$2,251,200	\$108,080		\$108,080
g. Other	\$196,800	\$300,066	\$496,866		\$8,244	\$8,244
h. Total Costs	\$2,911,147	\$739,796	\$3,650,943	\$116,640	\$66,968	\$183,608
i. % of Total	80%	20%	100%	64%	36%	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

Aaron Sandeen for
 Brian C. McNeil, Director
 Arizona Department of Administration

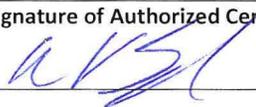
16c. Telephone (area code, number, and extension)

602-501-3261

16d. Email Address

aaron.sandeen@azdoa.gov

16b. Signature of Authorized Certifying Official



16e. Date Report Submitted (month, day, year)

April 30, 2014

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.