	U.S. Department of Commerce Performance Progress Report				2. Award or Grant Number:	49-10-S13049N
					4. EIN:	87-0587139
1. Recipient Name	Utah Communications Authority				6. Report Date (MM/DD/YYYY)	8/11/2016
3. Street Address	5360 S Ridge Village Drive				7. Reporting Period End Date: (MM/DD/YYYY)	6/30/2016
5. City, State, Zip Code	Salt Lake City, UT 84118				8. Final Report Yes ☐ No ☒	9. Report Frequency Quarterly ☒

10a. Project/Grant Period				
Start Date: (MM/DD/YYYY)	11/1/2014	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)	Description of Milestone Category
1	Stakeholders Engaged	270	*Actual number of individuals reached via stakeholder meetings during the quarter*
2	Individuals Sent to Broadband Conferences	3	*Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the quarter*
3	Staff Hired (Full-Time Equivalent)(FTE)	0	*Actual number of state personnel FTEs who began supporting SLIGP activities during the quarter (may be a decimal)*
4	Contracts Executed	1	*Actual number of contracts executed during the quarter*
5	Governance Meetings	4	*Actual number of governance, subcommittee, or working group meetings held during the quarter*
6	Education and Outreach Materials Distributed	210	*Actual volume of materials distributed (inclusive of paper and electronic materials) plus hits to any website or social media account supported by SLIGP during the quarter*
7	Subrecipient Agreements Executed	0	*Actual number of agreements executed during the quarter*
8	Phase 2 - Coverage	Stage 1-5	*For each Phase 2 milestone category, please provide the status of the activity during the quarter:*
9	Phase 2 – Users and Their Operational Areas	Stage 1-5	• *Stage 1 - Process Development*
10	Phase 2 – Capacity Planning	Stage 1-5	• *Stage 2 - Data Collection in Progress* • *Stage 3 - Collection Complete; Analyzing/Aggregating Data*
11	Phase 2 – Current Providers/Procurement	Stage 1-5	• *Stage 4 - Data Submitted to FirstNet* • *Stage 5 - Continued/Iterative Data Collection*
12	Phase 2 – State Plan Decision	Stage 1	• *Stage 6 - Submitted Iterative Data to FirstNet*

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.

Attended monthly UCA board meetings to discuss any FirstNet updates, FirstNet RFP timeline, delivery of state plans, and process for reviewing state plans. Accepted letters of interest for Interoperability Advisory Committee. This committee will be responsible to review the state plan. Other meetings attended where outreach was accomplished are the monthly Utah 911 Advisory Committee and the Bi-monthly Utah Broadband Advisory Committee. We participated in the 2016 Spring meeting in Virginia. Continued discussions with Scientific Applications International Corporation, still trying to work out contract details for their services to help with outreach and education for FirstNet. Participated in the Navajo Nation tour in April. Attended National Governor's Association Policy Academy for Interoperability and also attended the PSCR Conference in San Diego, California. Participated in biweekly FirstNet status meetings with FirstNet Region 8 lead. Requested and received technical assistance from OEC for the update of the statewide communications interoperability plan. Participated in planning meetings during the quarter.

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.

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

UCA is currently hiring for an Executive Director. The AOR duties have been reassigned to the Interim Executive Director, Jake Hunt, in the mean time.

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 - *Please include all staff that have contributed time to the project. Please do not remove individuals from this table.*

Job Title	FTE%	Project (s) Assigned	Change
Statewide Interoperability Coordinator (SWIC)	0.9	Oversee SLIGP activities	Filled
SWIC Assistant	1	Assist with SLIGP activities	Currently vacant
SWIC Assistant for Utah tribes	1	Assist with SLIGP activities relating to the tribes in Utah	Currently vacant
UCA Director	0.2	Oversight	Interim
UCA Operations Manager	0.1	Oversight	Filled

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
Accounting Support and Solutions	Financial Management	Vendor	N	N	11/1/2014	3/25/2016	$74,880.00	$0.00
Marketing	Outreach Coordination	Vendor	N	N			$84,000.00	$0.00
Marketing	Material Development	Vendor	N	N			$56,000.00	$0.00
Film Crew	Educational Video	Vendor	N	N			$49,815.00	$0.00
Ballard Spahr, LLP	Contract Review	Vendor	N	N			$17,000.00	$0.00
Fletcher, Heald & Hildreth	Assistance in Project Management	Vendor	N	Y	3/23/2015	6/30/2015	$74,250.00	$0.00
AGRC	Data Gathering and Analysis	Vendor	N	Y	7/1/2015	12/31/2016	$227,760.00	$0.00
Strata	Data Gathering and Analysis	Vendor	N	Y	7/1/2015	12/31/2016	$81,000.00	$0.00
Third Sun Productions	Web Site Development	Vendor	N	N			$11,400.00	$0.00
HEB Business Solutions	Financial Management	Vendor	N	Y	3/28/2016	TBD	$16,045.00	$0.00

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

HEB Business Solutions has replaced Accounting Support and Solutions as the organization's financial management group. The prior CPA, Kathy Trees, billed UCA at a rate of $80/hr. The new firm, HEB, has a rate of $90 per hour. RFP's were not issued for AGRC and Strata, as they are State agencies and we were able to contract with them without an RFP. Third Sun is an existing vendor that designed and developed the UCA website, and we continue to use them to update all changes to our website on and ongoing hourly rate.

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	$428,133.16	$207,504.00	$635,637.16	$32,924.65	$47,711.00	$80,635.65
b. Personnel Fringe Benefits	$205,075.78	$99,394.42	$304,470.20	$12,496.58	$14,497.72	$26,994.30
c. Travel	$269,980.00		$269,980.00	$18,158.69		$18,158.69
d. Equipment			$0.00	$0.00		$0.00
e. Materials/Supplies	$111,868.36		$111,868.36	$1,868.27		$1,868.27
f. Subcontracts Total	$676,105.00		$676,105.00	$67,107.00		$67,107.00
g. Other	$79,216.50	$112,558.81	$191,775.31	$11,709.84	$22,481.69	$34,191.53
h. Indirect			$0.00			$0.00
i. Total Costs	$1,770,378.80	$419,457.23	$2,189,836.03	$144,265.03	$84,690.41	$228,955.44
j. % of Total	81%	19%	100%	63%	37%	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.
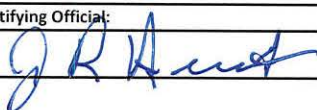
16a. Typed or printed name and title of Authorized Certifying Official:	16c. Telephone (area code, number, and extension)	801-840-4200
Jacob R Hunt, UCA Interim Executive Director		
16b. Signature of Authorized Certifying Official:	16d. Email Address:	jhunt@uca911.org
	Date:	8/11/2016

From:	Dame, Michael <MDame@ntia.doc.gov>
Sent:	Thursday, August 11, 2016 2:51 PM
To:	UCA Accounting
Cc:	SLIGP; Gordon Coles; lowen@hebcpa.com; Jake Hunt; samantha.wigglesworth@nist.gov
Subject:	RE: 2016 Q2 UCA PPR

Dear UCA Officials:

Thank you very much for submitting your PPR for the quarter ending June 30, 2016. We have a few questions/comments outlined below. Please review and let me know if you have any questions.

Once you've completed your revisions please email a signed copy of your revised PPR to me and copy the SLIGP inbox (SLIGP@ntia.doc.gov). If possible, please submit your revision within seven (7) calendar days.

Revision Requests:

Potential Issues: Question 11 (Project Plan Chart), 11a, 11b, 11c, 11d –
The information in questions 11-11d helps NTIA stay informed on your progress, and serves as an indicator of potential challenges you might be facing.

1) Based on the information provided in Question 13.a and b, it appears as though UCA should report a new contract executed on line 11.4 "contracts executed." Please update this metric.

Potential Issues: Question 13.a – 13.b, Vendors/Subcontracts/Subrecipients
The information in question 13-13b helps NTIA discern what type of resources, dedicated to the grant, are driving toward implementation of grant activities.

1) Based on your description in Question 13b, it looks like you executed a new contract with HEB Business Solutions for financial management, as a replacement for Accounting Support and Solutions. Since this a new contract, please report it as "Executed" with a "Y" in the table in Question 13a, and please note the estimated Federal and/or matching funds allocated to the contract.

Best,

Mike

From: UCA Accounting [mailto:accounting@uca911.org]
Sent: Thursday, July 21, 2016 6:57 PM
To: Dame, Michael; samantha.wigglesworth@nist.gov; robin.bunch@nist.gov
Cc: SLIGP; Gordon Coles; lowen@hebcpa.com; Jake Hunt
Subject: 2016 Q2 UCA PPR

All,

Attached are the reports.
Looking forward to your response.

Thanks,