



State and Local Implementation Grant Program Award Closeout Instructions Package

2016 - 2018

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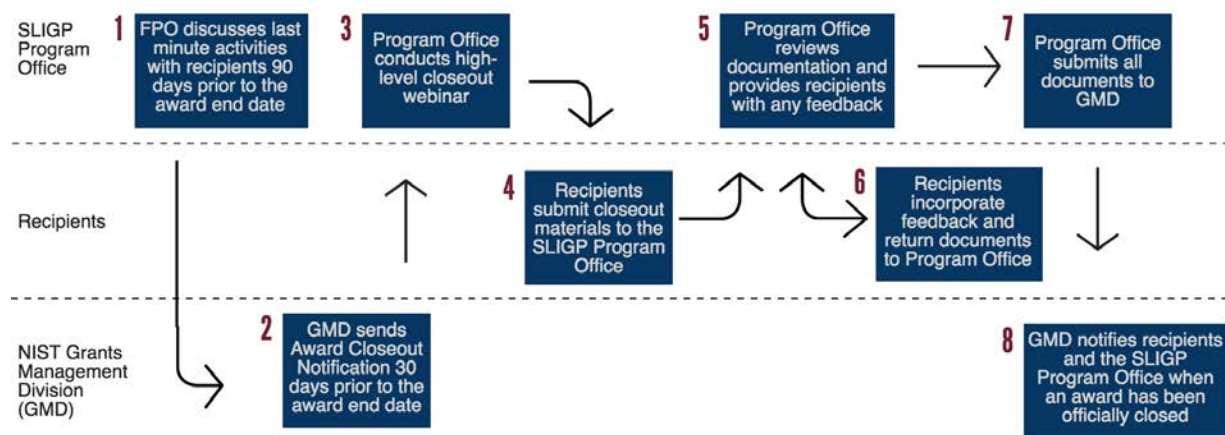
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Introduction to Closeout

Closeout is the process by which the U.S. Department of Commerce (DOC), National Telecommunications and Information Administration (NTIA) and National Institute of Standards and Technology (NIST) Grants Management Division (GMD) determine that the recipient has completed all applicable administrative actions and all required work associated with its State and Local Implementation Grant Program (SLIGP) award. The NTIA Federal Program Officer (FPO) will work with the recipient to verify that it submits all mandatory final documentation required by federal regulations.

Closeout Timeline

In accordance with the Uniform Administrative Guidance for State, Local, and Indian Tribal Governments (15 CFR 24.50), all SLIGP recipients must submit all final closeout reports **within 90 calendar days** after the end date of an award.



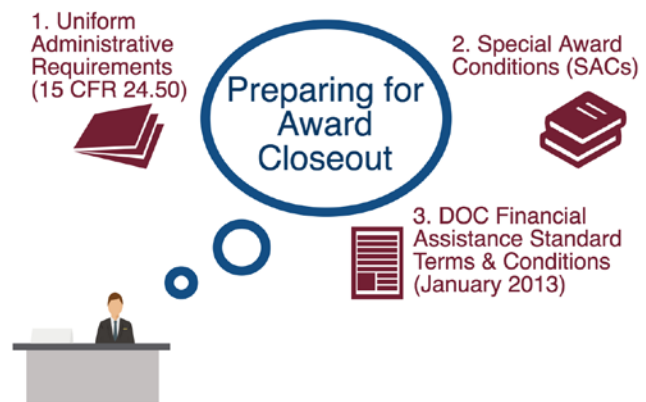
SLIGP Closeout Process and Timeline	
90 Days Prior to Award End Date	<ul style="list-style-type: none"> Recipients will discuss last minute activities with FPOs. NTIA will send recipients a closeout notification email with links to a closeout notification package and additional closeout materials on the SLIGP website. (Links to all closeout documents are included on page 6.)
30 Days Prior to Award End Date	<ul style="list-style-type: none"> NIST will also send recipients a closeout notification letter detailing specific due dates and the documents required (same documents listed on page 6).
15 Days Prior to Award End Date	<ul style="list-style-type: none"> NTIA will conduct high-level closeout webinars.
Closeout Period	<ul style="list-style-type: none"> The closeout period begins immediately following the award end date and lasts no longer than 90 calendar days. In accordance with DOC Financial Assistance Standard Terms and Conditions, closeout activities are limited to the preparation of final progress, financial, and required project audit reports.

SLIGP Closeout Process and Timeline	
	<ul style="list-style-type: none"> All required documentation must be submitted no later than close of business on the award closeout date.
Documentation Review	<ul style="list-style-type: none"> NTIA and NIST will review all closeout documentation and will notify the recipient if any revisions are required. Once the NTIA Program Office has finalized its review, it will forward all documentation to NIST for its review and final approval.
Award Closed	<ul style="list-style-type: none"> Once NIST has completed its review and provided final approval of the closeout documentation it will notify the recipient and NTIA in writing when the award is closed.

Preparing for Award Closeout

Recipients should also read the resources located in the links below on closing out a Federal grant:

- 15 CFR 24.50 – Uniform Administrative Requirements for Grants and Agreements to State, Local, and Tribal Governments (Closeout Section)
<https://www.gpo.gov/fdsys/pkg/CFR-2006-title15-vol1/pdf/CFR-2006-title15-vol1-sec24-50.pdf>



- Special Award Conditions (SACs) (issued with award documentation)
- DOC Financial Assistance Standard Terms and Conditions (January 2013)
http://www.osec.doc.gov/oam/grants_management/policy/documents/DOC_Stand_ard_Terms_and_Conditions_01_10_2013.pdf

As part of award closeout, recipients should demonstrate that they have completed the following activities, as laid out in the SLIGP Federal Funding Opportunity (FFO):

SLIGP Program Priorities	
✓	Met the 20% match requirement (unless a waiver was granted during the application period)
✓	Established a governance structure, or expanded an existing structure, to consult with FirstNet
✓	Developed procedures to ensure local and tribal representation and participation in the consultation process with FirstNet
✓	Created a process for education and outreach to local and tribal officials, public safety users, and other stakeholders about the Nationwide Public Safety Broadband Network (NPSBN)
✓	Identified potential public safety users of the NPSBN
✓	Developed staffing plans that include local and tribal representation to participate in the public safety governance structure and prepare for data collection activities
✓	Prepared a comprehensive Statewide Communications Interoperability Plan (SCIP), or a complementary or similar plan, describing the public safety needs they expect FirstNet to address
<p><i>*Memorandum of Agreement (MOA) requirement was waived in March 2015, but MOA development is still an allowable cost.</i></p>	

Submitting all Required Documentation during Closeout

Below is a list of documents recipients will need to submit as part of their closeout package. Recipients must be sure to submit all documents within the 90-day closeout period. Using the Award Closeout Checklist found in Appendix 1, recipients can ensure they have completed the required documents before submitting the closeout package to their FPO and copying the SLIGP inbox.

Reports/Documents	Link to Form
Final Performance Progress Report (PPR)	https://www.ntia.doc.gov/files/ntia/publications/slignp_ppr_form_template_renewed_thru_5-31-2019.xlsx
Final SF-425 – Federal Financial Report (FFR)	https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1
SLIGP Closeout Report	https://www.ntiadc.ntia.doc.gov/files/ntia/publications/slignp_closeout_report.xlsx
SF-428 & SF-428B - Tangible Personal Property Report (Recipients should mark “None of the above”)	https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1

If recipients have obtained any patents for inventions created using SLIGP funds, please contact the NIST Grants Officer for further instructions on reporting these patents.

Completing Award Closeout and Retaining Documentation

Recipients must retain all records relating to the award for three years from the date of submission of the final expenditure report. In cases where litigation, claim, or an audit is initiated prior to the expiration of the three-year period, records must be retained until completion of the action and resolution of any issues associated with it or the end of the three year retention period, whichever is later. Additional information pertaining to record retention requirements can be found in [15 CFR 24.42](#).

Frequently Asked Questions and Answers (FAQs)

Q: When are final reports due?

A: Recipients will need to submit all final reports (FFR and Closeout Report) no later than 90 days after the award end date.

Q: What is the difference between the Final PPR and the Closeout Report?

A: Just as with all previous PPRs, the Final PPR captures progress toward SLIGP priority areas *for the final quarter of the period of performance only*; Question 14 of the Final PPR will capture cumulative expenditures through the final quarter of the period of performance. The Final PPR is due 30 days after the final quarter ends.

The Closeout Report measures the same metrics as the PPR (Stakeholders Engaged, Broadband Conferences Attended, Staff Hires, Contracts Executed, Governance Meetings Held, Education and Outreach Materials Distributed, Subrecipient Agreements Executed, and Phase 2 Data Collection), but recipients will report on these activities *cumulatively* for the entire period of performance. The Closeout Report also includes qualitative questions asking recipients to assess their activities and use of SLIGP funds throughout the entire period of performance. The Closeout Report is due 90 days after the period of performance end date.

Q: What are the other deadlines for submitting our reports?

A: Since your grant ends on February 28, 2018, you are required to submit a PPR and FFR for Quarter 19 (ending March 31, 2018) by April 30, 2018. Please remember to mark your quarter ending March 31, 2018 PPR as FINAL. Your Closeout Report and Final FFR are due May 29, 2018, which is 90 days after the period of performance end date.

The chart below depicts PPR and FFR submission requirements and due dates based on your period of performance end date.

Period of Performance End Date	PPR/FFR Submission Requirements
February 28, 2018	<ul style="list-style-type: none"> • Q19 PPR (Final) and Q19 FFR (due April 30, 2018) • Final FFR (due May 29, 2018, 90 days after the period of performance end date)

Q: May I incur costs after the award end date? When should I request final costs through the Automated Standard Application for Payment (ASAP)?

A: Recipients may only incur costs for closeout activities after the award end date. Closeout activities are limited to the preparation of final reports, such as progress, financial, and audit reports. Recipients should request final costs through ASAP prior to the end of the 90-day closeout period.

Q: When should I submit the final FFR? Should it cover the period through the award end date only or should it include closeout-related costs?

A: The final FFR should reflect all expenditures, including any closeout-related costs. The final FFR should not reflect any unliquidated obligations or remaining share due to the recipient. Please submit your final FFR with your other closeout documents within the 90-day closeout period. Instructions for the FFR can be found here:

<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1>

Q: Do I have to contribute all match before the award end date or may I count as match staff costs for preparing final reports during the closeout period?

A: Recipients may count as match staff costs for preparing final reports during closeout. These contributions should be reflected in the recipient share of expenditures reported on the FFR.

Q: May I initiate closeout with a provisional indirect cost rate? For example, my grant ends in December 2017; however, my deadline to submit my 2017 indirect cost proposal is June 2018.

A: You should use the latest approved rate during the closeout period.

Q: We didn't purchase any tangible property using SLIGP funds. Do we still need to complete this form?

A: Yes, all recipients and subrecipients must submit a SF-428 and SF-428B even if there is no tangible property (equipment or supplies meeting the \$5,000 value or residual value threshold) to report. It is likely that most recipients will not have any tangible personal property to report. If the recipient determines that there are no equipment or supplies to report, please write a comment in Section 8 of form SF-428 stating "no items of equipment meeting the \$5,000 threshold and no unused supplies have a residual value of \$5,000 or more to report" and complete the top section of form SF-428B and check "1.d."

Q: When should I submit my audit?

A: Recipients should submit their audit in accordance with their typical Single Audit reporting timeline.

Appendix 1 - Award Closeout Checklist

Award Closeout Checklist for SLIGP Recipients

NTIA developed the following checklist for recipients to use during the SLIGP Award Closeout process. The checklist will guide recipients through all three closeout phases:

- **Preparing for Award Closeout**
- **Submitting all Required Documentation During Closeout**
- **Completing Award Closeout and Retaining Documentation**

Recipients should review the process with their SLIGP FPO leading up to and during the quarter preceding the award end date.

Recipient:	
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Activity		Associated Documents	Status		
			Done	Date	Submitted
1	Discuss closeout process and award end date with FPO	SLIGP Award Closeout Checklist for Recipients	<input type="checkbox"/>		
2	Verify that all project activities will be completed by the award end date	None	<input type="checkbox"/>		
3	Final Performance Progress Report (PPR) (Q19) and Q19 FFR— covering all activities for the last quarter of the project and expenses through the last quarter of the award	PPR and FFR	<input type="checkbox"/>		<input type="checkbox"/>
4	Final Federal Financial Report (SF-425)— covering all expenses including those incurred during the last quarter of the project and during closeout	FFR	<input type="checkbox"/>		<input type="checkbox"/>
5	SLIGP Closeout Report	Closeout Report	<input type="checkbox"/>		<input type="checkbox"/>

Activity		Associated Documents	Status		
			Done	Date	Submitted
6	Tangible Personal Property Report (SF-428, SF-428B)	SF-428 and attachments	<input type="checkbox"/>		<input type="checkbox"/>
<p>NOTE: Recipients are responsible for retaining all documentation related to the SLIGP grant for a period of three years. The retention period starts the day the recipient submits its final financial report.</p>					

Appendix 2 - Glossary of Closeout Terms and Definitions

Terms	Definitions
Award End Date	The award end date is the last day of the recipient’s award period as modified by the most recent award amendment (CD-451).
Award Closeout Documents Due Date	The closeout documents due date occurs 90 calendar days after the award end date. The date is listed in both the NIST closeout letter and NTIA’s closeout notification email.
Award Closeout Instructions Package	This award closeout instructions package, sent to recipients approximately 90 days prior to the end of an award period, notifies the recipient that the award period is nearing its end date and outlines the schedule of activities that must be completed for the award to be closed out. This package also provides a checklist to aid recipients in the closeout process.
Closeout Confirmation Letter	The closeout confirmation letter is the letter from NIST to the recipient confirming the award has been closed.
Closeout Period	The closeout period is a 90-day window, which begins immediately following the award end date, during which the recipient must submit all required documentation, perform any final financial accounting of the award, and receive final review by NTIA and NIST.
Final Single Audit Report	According to OMB Circular A-133, nonprofits, state, tribal, and local government or universities that expend \$750,000 or more in federal funds in a year must file a single audit report with the Federal Audit Clearinghouse. The audit must be submitted within 30 calendar days of receiving it from the auditor, and no later than nine months after the end of the recipient’s fiscal year.
Final Performance Progress Report (Final PPR)	The final PPR should be marked final and cover activities for the last quarter of the project.
SLIGP Closeout Report	Recipients are requested to complete and submit a closeout report providing data on activities during the entire period of performance.

Terms	Definitions
SF-425 Final Federal Financial Report (FFR)	The Final Federal Financial Report details all financial transactions from award inception to the completion of the award, including administrative costs that may be incurred during closeout. The final FFR may not include any unliquidated obligations.
SF-428, SF-428B Tangible Personal Property Reports	The SF-428 and SF-428B are forms used by awarding agencies to collect information related to tangible personal property when required by a federal financial assistance award. All recipients and subrecipients must submit a SF-428 and SF-428B even if there is no tangible property (equipment or supplies meeting the \$5,000 value or residual value threshold) to report. It is likely that most recipients will not have any tangible personal property to report . If the recipient determines that there are no equipment or supplies to report, complete the SF-428 and the top section of form SF-428B by selecting “1.d.- None of the above.”
Uniform Administrative Requirements—15 CFR 24	The Uniform Administrative Requirements, defined in the Code of Federal Regulations (CFR), help guide the implementation of the grants. 15 CFR Part 24 applies to state, local, and tribal governments, and 15 CFR 24.50 provides guidance on closeout requirements for DOC grants.
Special Award Conditions (SACs)	Each SLIGP award includes SACs that pertain to SLIGP grants. SACs can be found in the recipient’s original award package behind the CD-450 (Financial Assistance Award) plus any award amendments (CD-451).
DOC Financial Assistance Standard Terms and Conditions	The DOC Financial Assistance Standard Terms and Conditions provide recipients and subrecipients with a list of terms and conditions and requirements applicable to their grant.

Appendix 3 – Sample Closeout Documents

U.S. Department of Commerce State and Local Implementation Grant Program Close Out Report				2. Award or Grant Number:	XX-S13XXX
				4. EIN:	XXXXXX
1. Recipient Name	State Department of Emergency Management			6. Report Date (MM/DD/YYYY):	5/29/2018
3. Street Address	ADDRESS			7. Reporting Period End Date: (MM/DD/YYYY)	2/28/2018
5. City, State, Zip Code	Anywhere, AL XXXXX				
10a. Project/Grant Period					
Start Date: (MM/DD/YYYY)	8/1/2013	10b. End Date: (MM/DD/YYYY)	2/28/2018		
Part A: Metrics - Final PPR Milestone Data (cumulative through the last quarter)					
	Project Type (Capacity Building, SCIP Update,	Project Deliverable Quantity (Number & Indicator Description)	Description of Milestone Category		
1	Stakeholders Engaged	4600	<i>Actual number of individuals reached via stakeholder meetings during the period of performance</i>		
2	Individuals Sent to Broadband Conferences	30	<i>Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the period of performance</i>		
3	Staff Hired (Full-Time Equivalent)(FTE)	6.8	<i>Actual number of state personnel FTEs who began supporting SLIGP activities during the period of performance (may be a decimal)</i>		
4	Contracts Executed	2	<i>Actual number of contracts executed during the period of performance</i>		
5	Governance Meetings	20	<i>Actual number of governance, subcommittee, or working group meetings held during the period of performance</i>		
6	Education and Outreach Materials Distributed	6400	<i>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 period of performance</i>		
7	Subrecipient Agreements Executed	0	<i>Actual number of agreements executed during the period of performance</i>		
8	Phase 2 - Coverage	Complete Dataset Submitted to FirstNet	<i>Please choose the option that best describes the data you provided to FirstNet in each category during the period of performance:</i> <ul style="list-style-type: none"> • Not Complete • Partial Dataset Submitted to FirstNet • Complete Dataset Submitted to FirstNet 		
9	Phase 2 – Users and Their Operational Areas	Complete Dataset Submitted to FirstNet			
10	Phase 2 – Capacity Planning	Complete Dataset Submitted to FirstNet			
11	Phase 2 – Current Providers/Procurement	Complete Dataset Submitted to FirstNet			
12	Phase 2 – State Plan Decision	Complete Dataset Submitted to FirstNet			
Part B: Narrative					
Milestone Data Narrative: Please Describe in detail the types of milestone activities your SLIGP grant funded (Please reference each project type you engaged in. Example: Governance Meetings, Stakeholders Engaged)					
This is a high-level description of all milestone activities our SLIGP grant funded:					
Please describe in detail any SLIGP program priority areas (education and outreach, governance, etc.) that you plan to continue beyond the SLIGP period of performance.					
This is a description of all SLIGP program priority areas we plan to continue beyond the SLIGP period of performance.					

Data collection narrative: Please describe in detail the status of your SLIGP funded data collection activities.

This is a detailed description of our SLIGP funded data collection activities.

Please describe in detail any data collection activities you plan to continue beyond the SLIGP period of performance.

This is a detailed description of data collection activities we plan to continue beyond the SLIGP period of performance.

Lessons Learned: Please share any lessons learned or best practices that your organization implemented during your SLIGP project.

These are our lessons learned.

Part C: Staffing

Staffing Table - Please provide a summary of all positions funded by SLIGP.

Name	FTE%	Project(s) Assigned	Change
Project Manager	100	Oversight of the project	No change
Outreach Coordinator	50	Outreach and education	No change
Grant Manager	25	Quarterly reporting and financial assistance	No change

Part D: Contracts and Funding

Subcontracts Table – Include all subcontractors engaged during the period of performance. The totals from this table must equal the “Subcontracts Total” in your Budget Worksheet

Name	Subcontract Purpose	Type (Vendor/Subrec.)	RFP/RFQ Issued (Y/N)	Total Federal Funds Allocated	Total Matching Funds Allocated
Vendor A	Project Management Support	Vendor	Y	\$250,000.00	\$0.00
Vendor B	Outreach Support	Vendor	Y	\$75,000.00	\$0.00
Vendor C	Data Collection	Vendor	Y	\$50,000.00	\$0.00

Budget Worksheet

Columns 2, 3 and 4 must match your project budget for the entire award and your final SF 424A. Columns 5, 6, and 7 should list your final budget figures, cumulative through the last quarter

Project Budget Element (1)	Federal Funds Awarded (2)	Approved Matching Funds (3)	Total Budget (4)	Final Federal Funds Expended (5)	Final Approved Matching Funds Expended (6)	Final Total funds Expended (7)
a. Personnel Salaries	\$1,134,214.00	\$0.00	\$1,134,214.00	\$1,134,214.00	\$0.00	\$1,134,214.00
b. Personnel Fringe Benefits	\$329,635.00	\$0.00	\$329,635.00	\$329,635.00	\$0.00	\$329,635.00
c. Travel	\$156,528.00	\$0.00	\$156,528.00	\$156,528.00	\$0.00	\$156,528.00
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Materials/Supplies	\$16,260.00	\$200,000.00	\$216,260.00	\$16,260.00	\$200,000.00	\$216,260.00
f. Subcontracts Total	\$1,425,000.00	\$485,000.00	\$1,910,000.00	\$1,425,000.00	\$485,000.00	\$1,910,000.00
g. Other	\$56,063.00	\$108,038.00	\$164,101.00	\$56,063.00	\$108,038.00	\$164,101.00
Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
h. Total Costs	\$3,117,700.00	\$793,038.00	\$3,910,738.00	\$3,117,700.00	\$793,038.00	\$3,910,738.00
i. % of Total	80%	20%	100%	80%	20%	100%

Part E: Additional Questions: Please select the option (Strongly Disagree, Disagree, Neutral, Agree, Somewhat Agree, Strongly Agree) that best suits your answer.			
Overall, were SLIGP funds helpful in preparing for FirstNet?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Narrative.</i>
Were SLIGP funds helpful in planning for your FirstNet consultation?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Narrative.</i>
Were SLIGP funds helpful in informing your stakeholders about FirstNet?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Narrative.</i>
Were SLIGP funds helpful in developing a governance structure for broadband in your state?	Agree	What was most helpful? What challenges did you encounter?	<i>Narrative.</i>
Were SLIGP funds helpful in preparing your staff for FirstNet activities in your state (e.g. attending broadband conferences, participating in training, purchasing software, procuring contract support etc.)?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Narrative.</i>
Were SLIGP funds helpful in updating your Statewide Communications Interoperability Plan?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Narrative.</i>
Were SLIGP funds helpful in preparing for your review of the FirstNet developed State Plan?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Narrative.</i>
Were SLIGP funds helpful in conducting FirstNet determined data collection?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Narrative.</i>
Part F: 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.			
Typed or printed name and title of Authorized Certifying Official:		Telephone (area code, number, and extension)	XXX-XXX-XXXX
Name of Authorized Certifying Official, Title of Authorized Certifying Official		Email Address:	x@statename.gov
Signature of Authorized Certifying Official:		Date:	5/29/2018
Sign here			

TANGIBLE PERSONAL PROPERTY REPORT
SF- 428

OMB Number: 4040-0018
Expiration Date: 6/30/2020

1. Federal Agency and Organizational Element to Which Report is Submitted Department of Commerce		
2. Federal Grant or Other Identifying Number Assigned by Federal Agency XX-10-S13XXX	3a. DUNS 1234567890	3b. EIN 13579
4. Recipient Organization (Name and complete address including zip code) Recipient Organization Name: State Department of Emergency Management Street1: 123 State Street Street2: City: Anywhere County: Anywhere State: AL: Alabama Province: Country: USA: UNITED STATES ZIP / Postal Code: 12345		
5. Recipient Account or Identifying Number N11111	6. Attachment (Check applicable) <input type="checkbox"/> Annual Report (SF-428-A) <input checked="" type="checkbox"/> Final (Award Closeout) Report (SF-428-B) <input type="checkbox"/> Disposition Report/Request (SF-428-C)	7. Supplemental Sheet <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8. Comments <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>		
9a. Typed or Printed Name and Title of Authorized Certifying Official Prefix: Mr. First Name: Joe Middle Name: Last Name: Smith Suffix: Title: Director		
9b. Signature of Authorized Certifying Official Joe Smith		
9c. Telephone (area code, number, extension) 123-456-7890		
9d. E-Mail Address joe@ems.statename.gov		
9e. Date report submitted (MM/DD/YYYY) 05/29/2018	10. Agency use only	

TANGIBLE PERSONAL PROPERTY REPORT

Final Report SF-428-B

OMB Number: 4040-0018
Expiration Date: 6/30/2020

Federal Grant or Other Identifying Number Assigned by Federal Agency (Block 2 on SF-428).

XX-10-S13XXX

1. Report (Select all that apply)

- a. Federally-owned Property (List on Supplemental Sheet SF-428S or recipient equivalent and complete Section 2a below)
- b. Acquired Equipment with acquisition cost of \$5,000 or more for which the awarding agency has reserved the right to transfer title (List on Supplemental Sheet SF-428S or recipient equivalent and complete Section 2b below).
- c. Residual Unused Supplies with total aggregate fair market value exceeding \$5,000 not needed for any other Federally sponsored programs or projects (Complete Section 2c below).
- d. None of the above

2. Complete relevant section(s)

For Agency Use Only

2a. Federally-owned Property (Select one or more).

- (i) Request transfer to Award
- (ii) Request Federal Agency disposition instructions
- (iii) Other (Provide detail in Block 3 or attach request)

Agency response to requested disposition of Federally owned property:

- (i) Recipient request approved denied
- (ii) Dispose in accordance with attached instructions:

2b. Acquired Equipment (Select one or more).

- (i) Request unconditional transfer of title with no further obligation to the Federal Government
- (ii) Request Federal Agency disposition instructions

Agency response to requested disposition of acquired equipment:

- (i) Recipient request approved denied
- (ii) Dispose in accordance with attached instructions:

Authorized Awarding Agency Official:

Note: If the awarding agency does not provide disposition instructions within 120 days the recipient may continue to use the equipment for Federally supported projects or dispose in accordance with the applicable property standards.

Signature:	Date:
Name:	Phone:
Title:	E-Mail:

2c. Reportable Residual Unused Supplies

- (i) Sale proceeds or Estimate of current fair market value \$
- (ii) Percentage of Federal participation %
- (iii) Federal share \$
- (iv) Selling and handling allowance. \$
- (v) **Amount remitted to the Federal Government** \$

3. Comments

Add Attachment

Delete Attachment

View Attachment

Agency Use Only

U.S. Department of Commerce Performance Progress Report				2. Award or Grant Number:	XX-10-513XXX
				4. EIN:	XXXXXX
1. Recipient Name	State Department of Emergency Management			6. Report Date (MM/DD/YYYY)	4/30/2018
3. Street Address	ADDRESS			7. Reporting Period End Date: (MM/DD/YYYY)	2/28/2018
5. City, State, Zip Code	Anywhere, AL XXXXX			8. Final Report Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	9. Report Frequency Quarterly <input type="checkbox"/>
10a. Project/Grant Period					
Start Date: (MM/DD/YYYY)	8/1/2013	10b. End Date: (MM/DD/YYYY)	2/28/2018		
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	20	Actual number of individuals reached via stakeholder meetings during the quarter		
2	Individuals Sent to Broadband Conferences	0	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	0	Actual number of contracts executed during the quarter		
5	Governance Meetings	2	Actual number of governance, subcommittee, or working group meetings held during the quarter		
6	Education and Outreach Materials Distributed	20	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	Stage 6	Actual number of agreements executed during the quarter		
8	Phase 2 - Coverage	Stage 6	For each Phase 2 milestone category, please provide the status of the activity during the quarter: <ul style="list-style-type: none"> • Stage 1 - Process Development • Stage 2 - Data Collection in Progress • Stage 3 - Collection Complete; Analyzing/Aggregating Data • Stage 4 - Data Submitted to FirstNet • Stage 5 - Continued/Iterative Data Collection • Stage 6 - Submitted Iterative Data to FirstNet 		
9	Phase 2 – Users and Their Operational Areas	Stage 6			
10	Phase 2 – Capacity Planning	Stage 6			
11	Phase 2 – Current Providers/Procurement	Stage 6			
12	Phase 2 – State Plan Decision	Stage 6			
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.					
These are all the activities we conducted during Quarter 19: Description of activities.					
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.					
We do not anticipate any changes.					

11c. Provide any other information that would be useful to NTIA as it assesses this project's progress.								
We do not have any additional information to provide.								
11d. Describe any success stories or best practices you have identified. Please be as specific as possible.								
The following are best practices that we have identified: Description of best practices.								
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.								
The project is 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	
Project Manager	100	Oversight of the project					No change	
Outreach Coordinator	50	Outreach and education					No change	
Grants Manager	25	Quarterly reporting and financial oversight					No change	
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
Vendor A	Project Management Support	Vendor	Y	Y	9/1/2013	2/28/2018	\$250,000.00	\$0.00
Vendor B	Outreach Support	Vendor	Y	Y	6/1/2014	2/28/2018	\$75,000.00	\$0.00
Vendor C	Data Collection	Vendor	Y	Y	6/1/2014	2/28/2018	\$50,000.00	\$0.00
13b. Describe any challenges encountered with vendors and/or subrecipients.								
No challenges identified.								

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	\$1,134,214.00	\$0.00	\$1,134,214.00	\$1,134,214.00	\$0.00	\$1,134,214.00
b. Personnel Fringe Benefits	\$329,635.00	\$0.00	\$329,635.00	\$329,635.00	\$0.00	\$329,635.00
c. Travel	\$156,528.00	\$0.00	\$156,528.00	\$156,528.00	\$0.00	\$156,528.00
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Materials/Supplies	\$16,260.00	\$200,000.00	\$216,260.00	\$16,260.00	\$200,000.00	\$216,260.00
f. Subcontracts Total	\$1,425,000.00	\$485,000.00	\$1,910,000.00	\$1,425,000.00	\$485,000.00	\$1,910,000.00
g. Other	\$56,063.00	\$108,038.00	\$164,101.00	\$56,063.00	\$108,038.00	\$164,101.00
h. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
i. Total Costs	\$3,117,700.00	\$793,038.00	\$3,910,738.00	\$3,117,700.00	\$793,038.00	\$3,910,738.00
j. % of Total	80%	20%	100%	80%	20%	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)		XXX-XXX-XXXX
Name of Authorized Certifying Official, Title of Authorized Certifying Official				16d. Email Address:		x@statename.gov
16b. Signature of Authorized Certifying Official:				Date:		4/28/2018
Sign here						

Federal Financial Report

(Follow form instructions)

OMB Number: 4040-0014
Expiration Date: 01/31/2019

1. Federal Agency and Organizational Element to Which Report is Submitted U.S. Department of Commerce		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) XX-10-S13XXX	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: XX State Department of Emergency Services Street1: 123 State Street Street2: City: State County: State: AL: Alabama Province: Country: USA: UNITED STATES ZIP / Postal Code: 12345			
4a. DUNS Number 1234567890	4b. EIN 13579	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) N11111	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: 08/01/2013 To: 02/28/2018	9. Reporting Period End Date 02/28/2018
10. Transactions			Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>			
Federal Cash (To report multiple grants, also use FFR attachment):			
a. Cash Receipts			3,117,700.00
b. Cash Disbursements			3,117,700.00
c. Cash on Hand (line a minus b)			0.00
<i>(Use lines d-o for single grant reporting)</i>			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized			3,117,700.00
e. Federal share of expenditures			3,117,700.00
f. Federal share of unliquidated obligations			0.00
g. Total Federal share (sum of lines e and f)			3,117,700.00
h. Unobligated balance of Federal Funds (line d minus g)			0.00
Recipient Share:			
i. Total recipient share required			793,038.00
j. Recipient share of expenditures			793,038.00
k. Remaining recipient share to be provided (line i minus j)			0.00
Program Income:			
l. Total Federal program income earned			0.00
m. Program Income expended in accordance with the deduction alternative			0.00
n. Program Income expended in accordance with the addition alternative			0.00
o. Unexpended program income (line l minus line m or line n)			0.00

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Totals:				<input type="text"/>	<input type="text"/>	<input type="text"/>

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, section 1001)

a. Name and Title of Authorized Certifying Official

Prefix: First Name: Middle Name:
Last Name: Suffix:
Title:

b. Signature of Authorized Certifying Official

c. Telephone (Area code, number and extension)

d. Email Address

e. Date Report Submitted

14. Agency use only: