

U.S. Department of Commerce State and Local Implementation Grant Program Close Out Report				2. Award or Grant Number:	60-10-S13060
				4. EIN:	97-0000676
1. Recipient Name	AMERICAN SAMOA DEPARTMENT OF HOMELAND SECURITY			6. Report Date (MM/DD/YYYY):	5/29/2018
3. Street Address	P.O. BOX 4567			7. Reporting Period End Date: (MM/DD/YYYY)	2/28/2018
5. City, State, Zip Code	PAGO PAGO, AS 96799				
10a. Project/Grant Period					
Start Date: (MM/DD/YYYY)	9/1/2013	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	499	<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)	10.5	<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	0	<i>Actual number of contracts executed during the period of performance</i>		
5	Governance Meetings	36	<i>Actual number of governance, subcommittee, or working group meetings held during the period of performance</i>		
6	Education and Outreach Materials Distributed	2928	<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	1	<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)					
<p>The primary milestones that were achieved with the SLIGP grant funds included but were not limited to the multiple governance meetings and stakeholder meeting and the conferences. Prior to any of these meetings, the first responders as well as the stakeholders were nowhere near the understanding of FirstNet and the future vision in consolidating communications for first responders. Unfortunately, for the first couple of years, the understanding of what FirstNet would bring and the understanding of what the SLIGP funds were for, were not fully realized until the last year of the funded grant. Thankfully the realizations was made before the end and the big picture has now come into focus for American Samoa. More specifically to the key stakeholders and first responders.</p>					
<p>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.</p>					
<p>Now that the big picture is in better focus, there are a lot of areas that need to be re-examined and re-targeted after even after the SLIGP period of performance. Specifically with the implementation and planning, working on policy and guidance of FirstNet implementations. Continued outreach is needed as well as continued data collection of extended first responders.</p>					

Data collection narrative: Please describe in detail the status of your SLIGP funded data collection activities.
 All data collections activities in support of FirstNet have been completed. However, additional and more focused data collection is now required for local proposes of understanding who the extended first responders are and how to reach out to them for their input and involvement.

Please describe in detail any data collection activities you plan to continue beyond the SLIGP period of performance.
 Data collection activities we plan to continue beyond the SLIGP period of performance will include gather information on extended first responders that play a key pivotal role in island disasters but are not considered first responders according to other state definitions. This list includes other government department agencies such as Department of Education, Public Works, American Samoa Power Authority and Samoan Affairs.

Lessons Learned: Please share any lessons learned or best practices that your organization implemented during your SLIGP project.
 The major lesson we learned is to have full time working staff involved in the SLIGP implementation. Our past history shows sporadic staffing with no continuity and this has adversely affected our results. Thankfully we learned from this.

Part C: Staffing

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

Name	FTE%	Project(s) Assigned	Change
SWIC	100%	Oversight of Stakeholders and Governance Meetings	No Change
SLIGP Program Coordinator	75%	Oversight of project	Removed
Technical/Adminstrative Support Staff (1)	35%	Outreach and Educations	Removed
Technical/Adminstrative Support Staff (1)	100%	IT planning and consulting	No Change
New Staff - SLIGP Program Manager	100%	Oversight of project	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
Blue Sky Communications	Provide Awareness Outreach via local cable channel	Vendor	N	\$1,835.94	

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	\$216,975.00	\$0.00	\$216,975.00	\$216,439.24	\$0.00	\$216,439.24
b. Personnel Fringe Benefits	\$36,235.00	\$0.00	\$36,235.00	\$33,223.27	\$0.00	\$33,223.27
c. Travel	\$122,000.00	\$0.00	\$122,000.00	\$118,701.33	\$0.00	\$118,701.33
d. Equipment	\$7,950.00	\$0.00	\$7,950.00	\$7,950.00	\$0.00	\$7,950.00
e. Materials/Supplies	\$34,379.00	\$0.00	\$34,379.00	\$25,090.85	\$0.00	\$25,090.85
f. Subcontracts Total	\$9,310.00	\$0.00	\$9,310.00	\$8,801.75	\$0.00	\$8,801.75
g. Other	\$20,804.00	\$0.00	\$20,804.00	\$9,076.96	\$0.00	\$9,076.96
Indirect	\$55,277.00	\$0.00	\$55,277.00	\$52,067.25	\$0.00	\$52,067.25
h. Total Costs	\$502,930.00	\$0.00	\$502,930.00	\$471,350.65	\$0.00	\$471,350.65
i. % of Total	100%	0%	100%	94%	0%	94%

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>The conferences were helpful as well as the outreach programs that were funded.</i>
Were SLIGP funds helpful in planning for your FirstNet consultation?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>We had a slow and rough start but by the final year, things fell into place</i>
Were SLIGP funds helpful in informing your stakeholders about FirstNet?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>This area was probably the best use of the funds after the conferences. The funds helped us with the stakeholders.</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>The funds helped, but this is the area that we were less successful in. We were not able to use the funds to help bring the stakeholders together.</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.)?	Somewhat Agree	What was most helpful? What challenges did you encounter?	<i>Staffing preparations were not the best during the first few years. Focused was not made toward the staffing and so this was lacking. However during the final year, funds were directed more towards staffing which in turn helped bring about success.</i>
Were SLIGP funds helpful in updating your Statewide Communications Interoperability Plan?	Agree	What was most helpful? What challenges did you encounter?	<i>The funds were somewhat helpful, however because of the lack of focus on proper staffing, continuity and commitment to develop the statewide communications interoperability plan so the plan is not quite what it should be. This is something that will be fine tuned during the next phase.</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>Again, during the final year things came together much better because of the focus on proper staffing.</i>
Were SLIGP funds helpful in conducting FirstNet determined data collection?	Somewhat Agree	What was most helpful? What challenges did you encounter?	<i>I believed the funds were helpful in the beginning, however there is still data collection that is needed for local use.</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)
Vinnie Atofau, Jr / Acting Director, American Samoa Department of Homeland Security (ASDHS)		684-699-0411
Signature of Authorized Certifying Official:		Email Address:
		v.atofau@asdhs.as.gov
		Date:
		7/13/18
		7/11/2018