

U.S. Department of Commerce State and Local Implementation Grant Program Close Out Report				2. Award or Grant Number:	66-10-513066
				4. EIN:	98-0018947
1. Recipient Name	Guam Homeland Security/Office of Civil Defense			6. Report Date (MM/DD/YYYY):	5/29/2018 (revised 6.12.18)
3. Street Address	221B Chalan Palasyo			7. Reporting Period End Date: (MM/DD/YYYY)	2/28/2018
5. City, State, Zip Code	Agana Heights, Guam 96910				
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	1252	<i>Actual number of individuals reached via stakeholder meetings during the period of performance</i>		
2	Individuals Sent to Broadband Conferences	22	<i>Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the period of performanc. In the PPR ending 9/30/13, there was a total of 6 broadband conferences reported. However, this number was budgeted number of travel, not actual. Therefore, the total individuals sent to broadband conferences during the entire period of performance is 22, not 28.</i>		
3	Staff Hired (Full-Time Equivalent)(FTE)	1	<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	20	<i>Actual number of contracts executed during the period of performance. The contract of Diagnostic Laboratory Services was executed as required by the</i>		
5	Governance Meetings	23	<i>Actual number of governance, subcommittee, or working group meetings held during the period of performance</i>		
6	Education and Outreach Materials Distributed	1417	<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"> <li>• Not Complete</li> <li>• Partial Dataset Submitted to FirstNet</li> <li>• Complete Dataset Submitted to FirstNet</li> </ul>		
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 outreach and education of the island's public safety community was far and wide reaching; the materials that were distributed and the avenues by which the outreach engaged was also successful. A total of 4 informational videos were produced and disseminated among the public safety community; the website, www.GuamPSBN.org, was also a helpful tool to provide information, updates and resources on the NPSBN and how it affects Guam's Public Safety community; The broadband conferences and meetings that were attended assisted in helping learn more about FirstNet, NPSBN and provided the opportunity to network among the states and territories in sharing ideas, challenges and solutions. The governance body meetings provided guidance when needed and information on the progress was sent to the members to keep them updated on the progress of SLIGP and the NPSBN.</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>The informational videos for Law Enforcement and Fire/911 continued after the period of performance by the Guam Police Department and Guam Fire Department; Fact Sheets on FirstNet were distributed and requested by Guam's public safety community; Governance Body was made aware of the SLIGP 2.0 grant and the requirements in regards to planning; FirstNet weekly update emails were also forwarded to Governance Body members for their information.</p>					

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

All data collection activities associated with SLIGP 2.0 were executed, completed and submitted to FirstNet.

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

No other data collection activities were planned or executed after the period of performance.

**Lessons Learned: Please share any lessons learned or best practices that your organization implemented during your SLIGP project.** For the Guam public safety community, the information videos and website helped in the education and outreach efforts.

**Part C: Staffing**

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

Name	FTE%	Project(s) Assigned	Change
Program Coordinator III	100%	Coordination of all programs, activities, outreach/education in addition to handling the administrative and grants management	none

**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
Westin Resort Guam	Meeting room space for governance and/or FirstNet related meetings	Vendor	Y	\$500.00	\$0.00
Sheraton Laguna Guam Resort	Meeting room space for governance and/or FirstNet related meetings	Vendor	Y	\$0.00	\$0.00
Hyatt Regency Guam	Meeting room space for governance and/or FirstNet related meetings	Vendor	Y	\$0.00	\$0.00
KUAM (Pacific Telestations)	Video Production Services	Vendor	Y	\$7,500.00	\$0.00
American Printing	Printing/Production Services	Vendor	Y	\$500.00	\$0.00
Fast Copy Factory	Printing/Production Services	Vendor	Y	\$317.60	\$0.00
Copy Express	Printing/Production Services	Vendor	Y	\$362.00	\$0.00
Guam WebZ	Hosting and Maintenance of www.GuamPSBN.org	Vendor	Y	\$13,520.00	\$0.00
Westin Resort Guam	Meeting room space for Initial Consultation Meeting	Vendor	Y	\$2,550.00	\$0.00
Sheraton Laguna Guam Resort	Meeting room space	Vendor	Y	\$1,595.00	\$0.00
Pacific Star Hotel	Meeting room space	Vendor	Y	\$0.00	\$0.00
Copy Express	Printing/Copying services	Vendor	Y	\$374.60	\$0.00
Fast Copy Factory	Printing/Copying services	Vendor	Y	\$325.82	\$0.00
Victoria Printing	Printing/copying/banner production	Vendor	Y	\$400.00	\$0.00
Guam WebZ	Website Developer	Vendor	Y	\$1,848.00	\$0.00
Victoria Printing	Graphic Design Services	Vendor	Y	\$350.00	\$0.00
American Printing	Printing/Production Services	Vendor	Y	\$465.00	\$0.00
Copy Express	Printing/copying/banner production	Vendor	Y	\$500.00	\$0.00
Sorensen Media	Video Production Services	Vendor	Y	\$5,000.00	\$0.00
Diagnostic Laboratory Services (via Government of Guam DOA)	Personnel Drug Testing	Vendor	Y	\$40.00	\$0.00

<b>Budget Worksheet</b>						
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						
<b>Project Budget Element (1)</b>	<b>Federal Funds Awarded (2)</b>	<b>Approved Matching Funds (3)</b>	<b>Total Budget (4)</b>	<b>Final Federal Funds Expended (5)</b>	<b>Final Approved Matching Funds Expended (6)</b>	<b>Final Total funds Expended (7)</b>
a. Personnel Salaries	\$166,200.20	\$0.00	\$166,200.20	\$150,598.72	\$0.00	\$150,598.72
b. Personnel Fringe Benefits	\$78,822.71	\$0.00	\$78,822.71	\$47,258.92	\$0.00	\$47,258.92
c. Travel	\$83,360.00	\$0.00	\$83,360.00	\$71,668.08	\$0.00	\$71,668.08
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Materials/Supplies	\$25,800.00	\$0.00	\$25,800.00	\$12,899.05	\$0.00	\$12,899.05
f. Subcontracts Total	\$148,397.35	\$0.00	\$148,397.35	\$36,148.02	\$0.00	\$36,148.02
g. Other	\$10,000.00	\$0.00	\$10,000.00	\$2,010.00	\$0.00	\$2,010.00
Indirect	\$16,719.74	\$0.00	\$16,719.74	\$9,634.33	\$0.00	\$9,634.33
h. Total Costs	\$529,300.00	\$0.00	\$529,300.00	\$330,217.12	\$0.00	\$330,217.12
i. % of Total	100%	0%	100%	100%	0%	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>The funds were helpful in all aspects from hiring a full time staff to be responsible for the programs as well as take care of expenses involved in preparing for FirstNet such as outreach material production, meeting venues and travel for FirstNet meetings/broadband conferences.</i>
Were SLIGP funds helpful in planning for your FirstNet consultation?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Yes, the funds were used to successfully coordinate and hold the initial consultation meeting for Guam i October 2015. Prior to the Guam Initial Consultation Meeting, the SLIGP Program Coordinator was able to utilize SLIGP funds to travel to an initial consultation meeting for another state in order to observe, evaluate and organize a successful consultation meeting for Guam's public safety community. The funds were also used to secure the meeting venue, prepare meeting agenda/materials.</i>
Were SLIGP funds helpful in informing your stakeholders about FirstNet?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>The funds were used to fund the production of the information videos as well as outreach materials such as Fact Sheets, banners, posters, and the development/maintenance of the website (www.GuamPSBN.org). The SLIGP Program Coordinator also met with public safety stakeholders in either individual or group meetings for outreach/education purposes.</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 were available for the Governance Body meetings. The challenge was that at a certain point during the grant performance period, a regularly scheduled governance meeting was not established. However, when necessary, meetings were organized and executed to discuss FirstNet and SLIGP issues due to the busy schedules of the members. Additionally, correspondences and materials were also forwarded to the governance body members in regards to the NPSBN.</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>Yes, the funds were used to send the SLIGP program coordinator, FirstNet SPOC and other public safety stakeholders on training, conferences and FirstNet related meetings. The meetings helped in preparing the initial consultation meeting, State Plan, Governor's Decision and other matters related to FirstNet and the NPSBN.</i>
Were SLIGP funds helpful in updating your Statewide Communications Interoperability Plan?	Neutral	What was most helpful? What challenges did you encounter?	<i>While money was available to update the SCIP, the funds were not used during the period of performance due to challenges in schedule; additionally, the SWIC retired in 2015 and a new SWIC was not officially appointed until 2016 and was not familiar with the process of getting the SCIP updated. Challenges were also getting the appropriate stakeholders to attend meetings to update.</i>
Were SLIGP funds helpful in preparing for your review of the FirstNet developed State Plan?	Agree	What was most helpful? What challenges did you encounter?	<i>The review process consisted of a small group of public safety stakeholders who reviewed and provided input to the State Plan; use of SLIGP funds were minimal.</i>
Were SLIGP funds helpful in conducting FirstNet determined data collection?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>After reviewing the required data collection needs for FirstNet, the decision was made that the SLIGP staff can handle the collection of the necessary information from Guam's public safety community and generate the reports to submit to FirstNet. Therefore, the budget that was budgeted for data collection to utilize a contracted vendor was not utilized.</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)	671-478-0282
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Signature of Authorized Certifying Official:		Date:	5/29/2018 (revised 6/12/2018)

*for Esteves*