

U.S. Department of Commerce State and Local Implementation Grant Program Close Out Report				2. Award or Grant Number:	51-10-S13051
				4. EIN:	54-6002286
1. Recipient Name	Virginia Department of Emergency Management			6. Report Date (MM/DD/YYYY):	5/29/2018
3. Street Address	10501 Trade Court			7. Reporting Period End Date: (MM/DD/YYYY)	2/28/2018
5. City, State, Zip Code	North Chesterfield, VA 23236				
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	3849	<i>Actual number of individuals reached via stakeholder meetings during the period of performance</i>		
2	Individuals Sent to Broadband Conferences	16	<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)	3	<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	6	<i>Actual number of contracts executed during the period of performance</i>		
5	Governance Meetings	11	<i>Actual number of governance, subcommittee, or working group meetings held during the period of performance</i>		
6	Education and Outreach Materials Distributed	4694	<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	2	<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	Partial 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 SLIGP grant funds assisted in the reconvening and realignment of the States Interoperability Executive Committee, which served as the Governance Structure that met quarterly to assist in the states outreach, education, plan review and final statewide FirstNet opt in decision. The SLIGP funds assisted in connecting First Responders across multiple disciplines in various collaborative workshops, and meetings to discuss and document the unique communications capabilities and barriers that currently exist both regionally and statewide.</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 Virginia Interoperability Program Office will continue to facilitate the Statewide Interoperability Executive Committee as the PSBN will remain a priority throughout the 5 year buildout of FirstNet across the state. The Program Office along with regionally dedicated staff will work with FirstNet to engage regional working groups and individual public safety agencies</p>					

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

Please describe in detail any data collection activities you plan to continue beyond the SLIGP period of performance.
 At this time Virginia has not identified specific data collection topics, however as the buildout of the network proceeds, we will utilize stakeholder feedback to identify potential data collection needs.

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

Part C: Staffing

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

Name	FTE%	Project(s) Assigned	Change
Program Manager/SWIC	50%		
Grants Manager	50%		
First Net Program Manager	100%		
Administrative Assistant	100%		

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
Caliper	Contract Personnel	Vendor	Y	\$229,072.00	
Macinac	Regional Coordination	Subrec	N	\$90,000.00	\$22,500.00
Vert Mobile, LLC	Public Safety Broadband Network Website	Vendor	Y	\$34,491.00	
Old Dominion University	Independent review and analysis of state plan	Vendor	N	\$150,000.00	
Center for Innovative Technology (CIT)	Project Management	Subrec	N	\$246,213.00	
Televate	Independent review and analysis of state plan	Vendor	N	\$163,965.00	
Cadmus	Regional Outreach Coordination	Vendor	Y	\$97,125.00	
Cadmus	Regional Outreach Coordination	Vendor	Y	\$165,000.00	
APCO	Regional Outreach Coordination	Vendor	N	\$50,000.00	

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	\$245,440.00	\$0.00	\$245,440.00	\$209,896.23		\$209,896.23
b. Personnel Fringe Benefits	\$127,639.00	\$0.00	\$127,639.00	\$80,110.52		\$80,110.52
c. Travel	\$40,320.00	\$0.00	\$40,320.00	\$29,058.60		\$29,058.60
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
e. Materials/Supplies	\$41,680.00	\$0.00	\$41,680.00	\$47,219.56		\$47,219.56
f. Subcontracts Total	\$1,225,866.00	\$0.00	\$1,225,866.00	\$655,777.36		\$655,777.36
g. Other	\$308,213.00	\$497,289.50	\$805,502.50	\$308,213.00	\$334,160.12	\$642,373.12
Indirect	\$0.00	\$0.00	\$0.00			\$0.00
h. Total Costs	\$1,989,158.00	\$497,289.50	\$2,486,447.50	\$1,330,275.27	\$334,160.12	\$1,664,435.39
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>Having dedicated funding for education and outreach efforts made it possible to prioritize FirstNet amongst our stakeholder community</i>
Were SLIGP funds helpful in planning for your FirstNet consultation?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>SLIGP funds were helpful in adding personnel capacity for the statewide planning effort that required coordination across 7 regions and 16 disciplines of public safety.</i>
Were SLIGP funds helpful in informing your stakeholders about FirstNet?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Through SLIGP funding, our office was able to provide multiple workshops, meetings and conferences that</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 SLIGP funds were used to reinvogorate and expand the states interoperability executive committee, which served as the governing structure for this project</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>Through SLIGP funding, program personnel were able to attend regional and national conferences, workshops, and meetings that provided extensive information and training on broadband technology, interoperability and emerging technologys</i>
Were SLIGP funds helpful in updating your Statewide Communications Interoperability Plan?	Neutral	What was most helpful? What challenges did you encounter?	<i>The State is currently evaluating how it will incorporate Broadband technology and its offerings into its SCIP.</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>SLIGP funds were used to conduct muliple layers of plan review, and coverage analysis</i>
Were SLIGP funds helpful in conducting FirstNet determined data collection?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>SLIGP funds were used for the coordination of the data collected and submitted to assist in the formation of the State Plan</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)	804-897-9760
Cheryl Lee		Email Address:	cheryl.lee@vdm.virginia.gov
Signature of Authorized Certifying Official:		Date:	7/9/2018
Sign here 			