

U.S. Department of Commerce State and Local Implementation Grant Program Close Out Report				2. Award or Grant Number:	50-10-S-13050
				4. EIN:	03-6000264
1. Recipient Name	Vermont Department of Public Safety			6. Report Date (MM/DD/YYYY):	4/17/2018
3. Street Address	45 State Drive			7. Reporting Period End Date: (MM/DD/YYYY)	2/28/2018
5. City, State, Zip Code	Waterbury, VT 05671-1300				
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	2,587	Actual number of individuals reached via stakeholder meetings during the period of performance		
2	Individuals Sent to Broadband Conferences	24	Actual number of individuals who were sent to third-party broadband conferences using SLIGP grant funds during the period of performance		
3	Staff Hired (Full-Time Equivalent)(FTE)	3.8	Actual number of state personnel FTEs who began supporting SLIGP activities during the period of performance (may be a decimal)		
4	Contracts Executed	2	Actual number of contracts executed during the period of performance		
5	Governance Meetings	32	Actual number of governance, subcommittee, or working group meetings held during the period of performance		
6	Education and Outreach Materials Distributed	20,025	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		
7	Subrecipient Agreements Executed	0	Actual number of agreements executed during the period of performance		
8	Phase 2 - Coverage	Complete Dataset Submitted to FirstNet	Please choose the option that best describes the data you provided to FirstNet in each category during the period of performance: • 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><b>Governance:</b> SLIGP 1.0 funds enabled the administrative creation and operation of a Governor's advisory commission and staff to engage Vermont first responders in the FirstNet initiative and to prepare for the state plan delivery. This governance system enabled DPS to execute two RFPs for technical consulting that were key to gathering and evaluating data in preparation for the state plan and for evaluating the state plan once delivered. Thirty-two governance meetings were held to facilitate decision-making toward the final opt-in recommendation made to the Governor.</p> <p><b>Stakeholders Engaged:</b> The SLIGP 1.0 grant provided funds to complete 108 meetings and events that reached more than 2,500 Vermont FirstNet stakeholders. The grant funded a comprehensive data collection process that enabled DPS to reach 850 public safety entities statewide.</p> <p><b>Education &amp; Outreach Materials:</b> The SLIGP 1.0 grant provided funds to create and maintain a web site for Vermont first responders on the FirstNet initiative. The web site went live in 2015 and was used to educate stakeholders on the FirstNet progress nationally and in Vermont. Google Analytics data from 5/1/16-2/28/18 indicates there were 3,959 users who initiated 5,798 sessions with 39,386 page views. Grant monies also enabled the creation and distribution of fact sheets, presentation materials and newsletters. More than 20,000 items were distributed in the grant period.</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><b>Governance:</b> DPS will maintain the existing Governor's advisory commission and staff to facilitate future coordination efforts between the state, public safety stakeholders, NTIA, FirstNet and AT&amp;T.</p> <p><b>Education &amp; Outreach:</b> DPS will maintain its communication channels with public safety stakeholders to help in organizing outreach events and facilitate planning for the NPSBN implementation. Those channels include the project web site and bi-annual newsletter.</p>					

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

From June to September 2015, Vermont participated in a national survey to collect data from the first responder community to send to FirstNet. The goal of the survey was to better understand the mobile wireless usage of Vermont's first responders. There were 591 public safety entities in Vermont that completed the survey, representing almost 75% of the public safety entities in the state. There were 18,700+ Vermont public safety personnel represented in the survey response. That data was used to identify five phases of deployment in Vermont for the National Public Safety Broadband Network (NPSBN). The data was delivered to FirstNet by September 30, 2015. This data set remains a base of information that Vermont will use to evaluate the build-out of the NPSBN in the coming years.

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

Data collections activities under SLIGP 1.0 were concluded. Under SLIGP 2.0 it is anticipated Vermont will perform data gathering and field measurements to validate NPSBN coverage within an IOC period following an implementation phase. Such follow-up data is critical to ensure that NPSBN coverage objectives are met.

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

**LESSON ONE:** Outreach and education efforts play a key role in the successful utilization by the public safety community of the network. The creation of a new governmental entity, FirstNet, and the mission of building the first nationwide broadband network for public safety, requires extensive outreach to ensure stakeholders are fully and accurately informed about the project. DPS learned you could not assume that stakeholders understood terms and concepts associated with broadband. DPS worked diligently to explain basic concepts and how the implementation of a broadband network could enhance emergency communications. If public safety stakeholders do not have a sound grounding in what FirstNet is and how they can benefit from the build-out of the Nationwide Public Safety Broadband Network, they will not be prepared to incorporate new applications and systems into their service. Outreach efforts must continue through the build-out period to ensure that a network is delivered to the public safety community that meets its unique needs and is embraced by stakeholders.

**LESSON TWO:** Leverage the procurement process to secure the technical expertise needed to fully plan for and evaluate any broadband network development in your state. The SLIGP enabled DPS to hire technical experts who were current in the development of broadband networks across the country. Accessing such experience enabled DPS to fully evaluate the broadband technology challenges Vermont must anticipate as it looks toward a five-year build-out of the NPSBN. While our governing advisory commission was knowledgeable on the needs and challenges of the Vermont public safety community, it was not a group that could be considered experts in broadband technology. Using the procurement process, DPS was able to bring in experts who could educate the commission, staff and stakeholders about broadband technology and assist in evaluating plans for Vermont.

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

Name	FTE%	Project(s) Assigned	Change
IT Project Manager IV	0	Managing Education and Outreach, Project Managements of SLIGP, and contractor/sub-contractor management	Permanently Vacant New Position title added in
FirstNet Outreach Manager	100	Managing Education and Outreach, Project Managements of SLIGP, and contractor/sub-contractor	
Project Manager	0	Temporary 100% FTE-Not to exceed 1,280 hours (State Funded Personnel)	
Project Manager	0	Temporary 100% FTE-Not to exceed 1,280 hours (State Funded Personnel)	
Project Manager	0	Temporary 100% FTE-Not to exceed 1,280 hours (State Funded Personnel)	

**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**

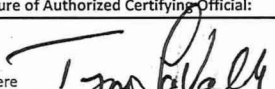
Name	Subcontract Purpose	Type (Vendor/Subrec.)	RFP/RFQ Issued (Y/N)	Total Federal Funds Allocated	Total Matching Funds Allocated
AppGeo	GIS Services and Technical advising	GIS Vendor	Y		\$25,773.98
TeleVate	Technical support and advising	Personal Service Contract	Y	\$56,390.00	

**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	\$262,926.00	\$81,364.00	\$344,290.00	\$184,178.00	\$72,116.00	\$256,294.00
b. Personnel Fringe Benefits	\$87,537.00	\$7,258.00	\$94,795.00	\$91,554.00	\$10,490.00	\$102,044.00
c. Travel	\$34,506.00	\$0.00	\$34,506.00	\$28,465.00	\$0.00	\$28,465.00
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Materials/Supplies	\$12,000.00	\$0.00	\$12,000.00	\$5,020.00	\$0.00	\$5,020.00
f. Subcontracts Total	\$178,285.00	\$89,113.00	\$267,398.00	\$56,390.00	\$25,765.00	\$82,155.00
g. Other	\$6,431.00	\$0.00	\$6,431.00	\$6,003.00	\$0.00	\$6,003.00
Indirect	\$129,256.00	\$0.00	\$129,256.00	\$57,446.00	\$0.00	\$57,446.00
h. Total Costs	\$710,941.00	\$177,735.00	\$888,676.00	\$429,056.00	\$108,371.00	\$537,427.00
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> SLIGP funds were very important in helping Vermont prepare for FirstNet and the build-out of the National Public Safety Broadband Network. The grant provided the resources to hire staff for foundational planning, outreach and data gathering.
Were SLIGP funds helpful in planning for your FirstNet consultation?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Narrative.</i> The SLIGP funds were very helpful in planning for our FirstNet consultation. Grant funds enabled DPS to hire and manage a team of people to mobilize efforts to prepare for the state planning process. Without this team, DPS would have found it difficult to build a substantive consultation process based on defined needs by our public safety community and the best approaches to meet this community's broadband technology needs.
Were SLIGP funds helpful in informing your stakeholders about FirstNet?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Narrative.</i> Without the grant money, DPS would not have had the resources to send staff around the state to make presentations, create a web site, produce and distribute educational materials, and solicit input from the Vermont public safety community.
Were SLIGP funds helpful in developing a governance structure for broadband in your state?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Narrative.</i> The SLIGP funds enabled DPS to hire staff that assisted the Vermont Public Safety Broadband Network Commission (PSBC) in meeting its charge given by the Governor. The PSBC was created to help plan, develop, and implement a public safety broadband network to support the communication needs of first responders. The staff took care of all administrative functions for the PSBC including agenda building, meeting coordination, research for policy development, and facilitation of information from FirstNet and the NTIA with the commission throughout the NPSBN planning process.
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> The SLIGP grant allowed DPS to procure contract assistance to leverage the technical expertise needed to evaluate the required data gathered on Vermont public safety broadband needs. A firm was able to create a phased roll-out plan to transmit to FirstNet to use in its planning process. The grant also enabled DPS to secure a contractor to assist in evaluating the final state plan from FirstNet and determine whether it would best meet Vermont's public safety needs. Staff also used grant funds to attend broadband conferences that enhanced their knowledge of the uses of broadband technology in public safety and become better informed about developments nationally in this field.
Were SLIGP funds helpful in updating your Statewide Communications Interoperability Plan?	Agree	What was most helpful? What challenges did you encounter?	<i>Narrative.</i> The information gathered for the FirstNet planning process broadened our information on the communication needs of the Vermont public safety community. That information was shared with the committee that oversees the Vermont Statewide Communications Interoperability Plan. FirstNet developments were consequently included in the SCIP overall planning process.
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> SLIGP funding enabled DPS to hire the Televate company to provide a technical evaluation of the final state plan for Vermont. The Televate evaluation assisted the Public Safety Broadband Network Commission in composing their final opt-in/opt-out recommendation to the Governor.
Were SLIGP funds helpful in conducting FirstNet determined data collection?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Narrative.</i> The grant enabled DPS to hire staff to administer the national FirstNet survey, compile the data and prepare a report. This process involved a high level of outreach. Staff personally visited with numerous groups and contacted individual public safety organizations statewide to assemble the needed information. These efforts resulted in Vermont securing a 75% response rate, one of the highest in the country.

<b>Part F: Certification:</b> 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)
Terry LaValley, Radio Technology Services, Director, Vermont Department of Public Safety		802-241-5216
Signature of Authorized Certifying Official:		Email Address:
Sign here 		<a href="mailto:dps.grantnotification@vermont.gov">dps.grantnotification@vermont.gov</a>
		Date: 4/17/18 5/29/2018