

U.S. Department of Commerce State and Local Implementation Grant Program Close Out Report				2. Award or Grant Number:	40-10-513040
				4. EIN:	73-6017987
1. Recipient Name	State of Oklahoma - Office of Management & Enterprise Services			6. Report Date (MM/DD/YYYY):	5/29/2018
3. Street Address	3115 North Lincoln Blvd.			7. Reporting Period End Date: (MM/DD/YYYY)	5/29/2018
5. City, State, Zip Code	Oklahoma City, OK 73105				
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	5322	Actual number of individuals reached via stakeholder meetings during the period of performance		
2	Individuals Sent to Broadband Conferences	59	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)	5.4	Actual number of state personnel FTEs who began supporting SLIGP activities during the period of performance (may be a decimal)		
4	Contracts Executed	6	Actual number of contracts executed during the period of performance		
5	Governance Meetings	118	Actual number of governance, subcommittee, or working group meetings held during the period of performance		
6	Education and Outreach Materials Distributed	67594	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: <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)					

1. The State of Oklahoma engaged 5,322 stakeholders over the period of performance. Meetings with these stakeholders included individual consultations, outreach meetings, regional and statewide conferences, as well as the Band 14 Demonstration, Working Groups, and the FirstNet Lunch & Learn. 2. The State of Oklahoma sent 59 individuals to broadband conferences over the period of performance. These conferences included FirstNet SPOC Meetings, PSCR Conferences, surrounding State FirstNet Consultations, IWCE, IWCE LTE Conference, QPP Meetings, APCO National, and the APCO Broadband Summit. 3. The State of Oklahoma has 5.4 FTE supporting SLIGP over the period of performance. The Program Coordinator (1.0) and the Tribal Liaison (1.0) which are federally funded. The Grant Manager / SPOC (.35), Law Enforcement Liaison (.35), two Administrative Support Staff (.80), two LMR / Backhaul SMEs (.40), two LMR / LTE SMEs (.80), two Accountants (.60), and two Attorneys (.10) under the State Match. 4. The State of Oklahoma has executed 6 Contracts over the period of performance. The Office of Management & Enterprise Services for Website Creation and Development (formerly labeled as "Oklahoma Interactive"), the University of Oklahoma for Grant / Project Planning, Ron Commingdeer and Associates for Legal Advice and Reviews, the Hilton Embassy Suites (OKC) for the FirstNet Consultation, the Hilton Embassy Suites (Tulsa) for the State Plan Retreat, and TeleVate LLC for Broadband Consultations. *NOTE: Multiple Venues were used without an actual contract for Outreach Meetings due to the price being negligible. A list of these venues and amounts invoiced are available upon request.* 5. The State of Oklahoma performed 118 Governance Board Meetings over the period of performance. These meetings included the OKPSBN Governing Board, the OKPSBN Steering Committee, and the OKPSBN Working Group Meetings. 6. The State of Oklahoma has distributed 67,594 educational materials over the period of performance. This includes hard copies of outreach and education documents, electronic copies of outreach and educational materials, as well as hits to the www.OKPSBN.ok.gov website, the OKPSBN Facebook, and the OKPSBN Twitter. 7. The State of Oklahoma did not execute subrecipient agreements over the period of performance. 8 - 12. As of February 28, 2018, 55 Counties and 35 Tribal Nations participated in coverage reviews - Public Safety entities from all 77 counties and 39 Tribal Nations participated in user population surveys. All datasets are complete and have been submitted to FirstNet.

NOTE: Upon completion of the SLIGP 1.0 Project on February 28, 2018, the State of Oklahoma's Office of Management and Enterprise Services (OMES) performed an internal audit to review grant expenditures, grant draws, and state matching fund documentation. This internal audit was performed on both the programmatic and financial components of the grant by the State SPOC, the State Broadband Coordinator, the Budget Analyst and the Administrative Assistant. During this internal audit, coding errors were found throughout the period of performance. Supplies/Materials that were purchased by grant employees and later reimbursed by the grant were miscoded under "Travel" rather than "Supplies/Materials" as well as Registrations for Conferences attended by grant employees were miscoded under "Travel" rather than "Other". These have been corrected on our internal system and have been properly documented on this closeout report. Please note this corrective action will cause our final totals in the categories of "Travel", "Supplies/Materials", and "Other" to differ greatly between the previous Quarterly Reports submitted and the final Closeout Report.

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.

The OKPSBN Office will continue to hold Governing Board Meetings on a quarterly basis through the buildout phases of the FirstNet State Plan to ensure that areas of concern from Public Safety Stakeholders are properly addressed by the FirstNet Authority, the State, and the Partner. The OKPSBN will continue to assist in any efforts as requested by the FirstNet Authority and/or the NTIA.

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

The OKPSBN performed data collection in the form of LTE Coverage Reviews and User Population Surveys. LTE Coverage Reviews included meeting with communications-savvy stakeholders in a county / tribal nation to review their area and plot specific points where LTE Coverage is Critical (meaning must be covered to use broadband service) and where it should be Extended (meaning buildout in the area would be beneficial). User Population Surveys were provided to all First Responder and Public Safety entities and requested information on Land Mobile Radio (LMR) usage, broadband services and application usage, and basic demographic information. Final data collection activity included Partner-Specific Coverage issues requested by public safety entities after the Nationwide RFP was awarded.

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

The OKPSBN Office will remain active for public safety stakeholders to provide LTE coverage areas of concern. This information will be delivered to the Public Private Partner in order to be addressed and the OKPSBN Office will assist in communicating concerns to the Authority and Partner as needed.

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

Lesson #1: Stakeholder Engagement activities need to be differentiated based on the stakeholder demographic (urban vs. rural - paid agency vs. volunteer agency - local/county entity vs. tribal entity). Each group requires different meeting times, locations, and information that best explains the program to their subgroup rather than providing generic or overall information. Lesson #2: Public Safety stakeholders prefer to work directly with state/federal officials rather than a third party vendor (such as a consultant). Performing data collection was easier and more detailed when asked by state officials as the entities were more trusting and willing to participate. Third party vendors made them ill at ease. Lesson #3: Demonstrations, such as the Band 14 Demo, were highly engaging compared to regular meetings / presentation. Interactive demonstrations during presentations were far more beneficial to public safety stakeholders.

Part C: Staffing

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

Name	FTE%	Project(s) Assigned	Change
Program Coordinator - Federal Funded Position	100%	Outreach & Education, Data Collection, State Plan Review, Grant Management, Website Development	No Change
Tribal Liaison - Federal Funded Position	100%	Outreach & Education (Tribal Specific), Website Development, Administrative Duties	No Change
Grant Manager (SPOC) - State Match	35%	Governance and Steering Committee Organization, Public Relations, Grant Oversight	No Change
Law Enforcement Liaison - State Match	35%	Outreach & Education, Data Collection, State Plan Review	No Change
Administrative Support - State Match (2)	40%	Administrative Assistance, Communications with Committee Members, Travel Coordination	No Change
LMR / Backhaul - State Match (2)	20%	LMR Communications Expertise, State Plan Review	No Change
LMR / LTE - State Match (2)	40%	Radio Technology Specialist, State Plan Review	No Change
Accountant - State Match (2)	30%	Review of Grant Budget, State Match Tracking, Travel Management	No Change
Legal Attorney - State Match (2)	5%	Contract Reviews, Governance and Charter Documents	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
Office of Management & Enterprise Services / Oklahoma Interactive	Website Creation and Development	Vendor	N	\$7,250.00	
University of Oklahoma	Grant Planning / Project Planning	Vendor	N	\$4,733.74	
Event Centers (Multiple)	Venue Rental / Food & Beverage	Vendor	N	\$11,485.47	
Ron Commingdeer and Associates	Legal Advice and Reviews	Vendor	N	\$3,518.75	
Hilton - Embassy Suites (OKC)	Event Venue / Food & Beverage (FirstNet Consultation)	Vendor	Y	\$19,534.30	
Hilton - Embassy Suites (Tulsa)	Event Venue / Food & Beverage (State Plan Retreat)	Vendor	Y	\$13,883.13	
Televate LLC Consultants	Broadband Consultants	Vendor	Y	\$1,282,771.98	

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	\$297,500.00	\$335,044.00	\$632,544.00	\$151,081.95	\$335,044.00	\$486,125.95
b. Personnel Fringe Benefits	\$115,326.00	\$169,879.00	\$285,205.00	\$61,582.95	\$169,879.00	\$231,461.95
c. Travel	\$219,105.00		\$219,105.00	\$70,078.82		\$70,078.82
d. Equipment	\$0.00		\$0.00	\$0.00		\$0.00
e. Materials/Supplies	\$8,230.00		\$8,230.00	\$23,631.56		\$23,631.56
f. Subcontracts Total	\$1,265,679.00		\$1,265,679.00	\$1,343,177.37		\$1,343,177.37
g. Other	\$18,974.00		\$18,974.00	\$53,418.77		\$53,418.77
Indirect	\$0.00		\$0.00	\$0.00		\$0.00
h. Total Costs	\$1,924,814.00	\$504,923.00	\$2,429,737.00	\$1,702,971.42	\$504,923.00	\$2,207,894.42
i. % of Total	79%	21%	100%	77%	23%	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?	These funds allowed the State of Oklahoma to set up the Oklahoma Public Safety Broadband Network (OKPSBN) office. This office focused on providing outreach and education on the NPSBN, performing data collection for FirstNet, and reviewing the FirstNet State Plan. The only major challenge we encountered in using this funding was hiring staff. Due to the limited time the grant funding was in place, the State was concerned with having funding to continue staff positions after the grant expiration.
Were SLIGP funds helpful in planning for your FirstNet consultation?	Strongly Agree	What was most helpful? What challenges did you encounter?	These funds allowed the State of Oklahoma to work with the FirstNet Authority and our Consultants to organize and present an inclusive and informative consultation which resulted in positive stakeholder interaction. The only challenge was being able to fully develop a working relationship with our Tribal nations prior to the consultation.
Were SLIGP funds helpful in informing your stakeholders about FirstNet?	Strongly Agree	What was most helpful? What challenges did you encounter?	These funds allowed the State of Oklahoma to travel to every county and tribal nation within the State and meet with stakeholders at all types of outreach events, conferences, and public safety meetings as well as provide handouts, educational materials, and contact information. The only challenge was meeting with rural/volunteer services as their schedule fluctuates compared to urban/paid agencies.
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?	These funds allowed the State of Oklahoma to develop the OKPSBN Governing Board which consisted of multiple state public safety agency heads as well as leadership from non-profit public safety organizations. The only challenge was ensuring that all public safety stakeholders were properly represented without having a board too large that a quorum would not be established at each meeting.
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?	These funds allowed the State of Oklahoma to send members of our OKPSBN Staff, Steering Committee, and Working Groups to Local, State, Tribal, and National Conferences that would have otherwise been unavailable due to limited state funding and an executive order to limit travel. The only challenge was that certain locations for conferences and training seminars outside of the state were difficult to receive approval as they are considered "vacation destinations" (i.e. Las Vegas, NV).
Were SLIGP funds helpful in updating your Statewide Communications Interoperability Plan?	Neutral	What was most helpful? What challenges did you encounter?	The State of Oklahoma did not use SLIGP funds to update the SCIP.
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?	These funds allowed the State of Oklahoma to perform a State Plan Retreat with our Steering Committee, Working Groups, Consultant, FirstNet, and the Public Private Partner. Through this 3-Day retreat, each State Plan reviewer was able to discuss questions, comments, and concerns and receive answers and explanations in real time. The only challenge was that funding could not be used to compare the FirstNet State Plan with the Alternate State Plan.
Were SLIGP funds helpful in conducting FirstNet determined data collection?	Strongly Agree	What was most helpful? What challenges did you encounter?	These funds allowed the State of Oklahoma to perform LTE coverage reviews in all 77 counties, perform user population surveys to over 1,000 different public safety agencies, and provide updated data submissions to FirstNet by overlaying tribal data packets with state/county/local packets. A major challenge we encountered was using a contracted vendor to assist in contacting public safety entities. Many stakeholders would prefer to work directly with State Officials rather than discuss concerns with a contracted third party.

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)	405-522-8922
James D. Hock, State Broadband Coordinator		Email Address:	james.hock@omes.ok.gov
Signature of Authorized Certifying Official:		Date:	6/14/2018 - Revised
			