

U.S. Department of Commerce State and Local Implementation Grant Program Close Out Report			2. Award or Grant Number:	42-10-S13042
			4. EIN:	25-1671669
1. Recipient Name	Pennsylvania State Police		6. Report Date (MM/DD/YYYY):	5/29/2018
3. Street Address	1800 Elmerton Avenue		7. Reporting Period End Date: (MM/DD/YYYY)	2/28/2018
5. City, State, Zip Code	Harrisburg, PA 17110			
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	3607	<i>Actual number of individuals reached via stakeholder meetings during the period of performance</i>	
2	Individuals Sent to Broadband Conferences	46	<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)	1.17	<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	5	<i>Actual number of contracts executed during the period of performance</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	2841	<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"> • 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 figure provided for the number of stakeholders engaged is a culmination of figures shared on previous performance progress reports (PPRs). Unfortunately our website was not set up to track visits; therefore, It is not included. During each of our outreach and education sessions, a packet of information was shared with participants; however, this metric was not included from the start of the project. Governance meetings consisted of our Strategic Workgroup, as well as our Communications Operations Workgroup, both of which meet on a quarterly basis and discuss the FirstNet project but also the STARNet Land Mobile Radio network as well. Only two purchase order were executed during the project; however, we worked with a total of 5 vendors. Over the course of the SLIGP, we sent a total of 46 persons to broadband conferences. These conferences were anything from SPOC conferences to NTIA, PSCR, IWCE, APCO and also regional conferences within our FEMA region. While we did not hire any new persons to work with us on the PA-FirstNet team during this project, a total of 1.17 FTEs were devoted from the personnel within the office while also performing their regular duties. The time devoted was all tracked within a Sharepoint site.</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>Pennsylvania Intends to continue working with FirstNet to meet with our stakeholders beyond the SLIGP. Since the process of hiring a consultant for the SLIGP2 grant project is not completed as of the writing of this report and many of the allowable activities are not fully defined yet, Pennsylvania is not certain exactly what our priority areas will be. The two governance bodies noted above, the Strategic Workgroup and the Communications Operations Workgroup, will continue to meet on their regular schedule.</p>				

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

Pennsylvania's data collection activities were centered around gathering the information that would provide FirstNet and their partner all of the information necessary to portray our needs to spur the most complete state plan possible. Once that information was provided to FirstNet and their partner prior to the September 30, 2016 date, we did not continue to collect any additional data.

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

Pennsylvania does not plan to perform any data collection activities beyond the SLIGP period of performance.

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

During the project, we learned that scheduling meetings with our stakeholders was easier when we asked permission to join an already scheduled general business meeting instead of scheduling a stand alone meeting devoted solely to FirstNet.

Part C: Staffing

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

Name	FTE%	Project(s) Assigned	Change
Single Point of Contact	0.11	Project Leader, attends meetings and decision making responsibilities	no change
Assistant SPOC/Project Manager	0.07	Presents at outreach and education sessions, assists SPOC with leadership responsibilities	no change
Statewide Interoperability Coordinator	0.16	Presents at outreach and education sessions	no change
Administrative Officer	0.55	Presents at outreach and education sessions, responsible for all grant management duties	no change
Policy Specialist	0.17	Attends meetings, writes quarterly PA-FirstNet newsletter	no change
Customer Support	0.02	Attends meetings, assists with outreach and education of stakeholders	no change
GIS Administrator	0.04	Attends meetings, assists with Data Collection, analyzes GIS data and provides reports	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
TreCom Systems Group	Outreach and Education presentations, material and website; event planning, webinars, sharepoint and website hosting for document retention; Data Collection extraction from stakeholders, assembly into meaningful reports and submission to FirstNet; Review and response to public notices and other requests for comment; project management.	Vendor	Y	\$3,440,011.10	\$0.00
All Hazards Consortium	Regional Consultation	Vendor	N	\$19,924.75	\$0.00
ESRI	GIS Refresher Course	Vendor	N	\$96.00	\$0.00
Constant Contact	Software Subscription to house stakeholder information and facilitate meeting invitations	Vendor	N	\$4,140.00	\$0.00
Comcast	Internet Connectivity for the Smartboard	Vendor	N	\$4,232.65	\$0.00

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	\$0.00	\$610,074.00	\$610,074.00	\$0.00	\$373,332.57	\$373,332.57
b. Personnel Fringe Benefits	\$0.00	\$378,701.00	\$378,701.00	\$0.00	\$280,805.43	\$280,805.43
c. Travel	\$49,225.00	\$0.00	\$49,225.00	\$40,507.42	\$2,696.00	\$43,203.42
d. Equipment	\$37,354.00	\$0.00	\$37,354.00	\$37,353.85	\$0.00	\$37,353.85
e. Materials/Supplies	\$22,500.00	\$0.00	\$22,500.00	\$0.00	\$0.00	\$0.00
f. Subcontracts Total	\$3,716,860.00	\$0.00	\$3,716,860.00	\$3,468,404.50	\$0.00	\$3,468,404.50
g. Other	\$129,159.00	\$0.00	\$129,159.00	\$4,769.00	\$233,315.02	\$238,084.02
Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
h. Total Costs	\$3,955,098.00	\$988,775.00	\$4,943,873.00	\$3,551,034.77	\$890,149.02	\$4,441,183.79
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?	SLIGP funds allowed our project to hire consultants that had experience and expertise that we simply did not possess. With the assistance of those consultants, we collected a robust amount of data to share with FirstNet and educated our stakeholders in a manner that effectively spread the message. The greatest challenge was getting to the right person within the stakeholder organization to obtain the information that would be helpful in planning the FirstNet network in Pennsylvania.
Were SLIGP funds helpful in planning for your FirstNet consultation?	Strongly Agree	What was most helpful? What challenges did you encounter?	SLIGP funds not only paid for the facility where our Initial Consultation was held but it also paid for the consultant that assisted us by planning the event for us. The greatest challenge for Pennsylvania was determining how to get the right persons to attend as well as making sure that those stakeholders understood the importance of the event.
Were SLIGP funds helpful in informing your stakeholders about FirstNet?	Strongly Agree	What was most helpful? What challenges did you encounter?	The SLIGP funds allowed our project to accomplish significant outreach and education efforts throughout the commonwealth. Throughout the project, we participated in 173 events with our stakeholders. We also created a virtual briefing with the assistance of a consultant that has been viewed 1,599 times.
Were SLIGP funds helpful in developing a governance structure for broadband in your state?	Neutral	What was most helpful? What challenges did you encounter?	The Commonwealth of Pennsylvania used a "working group" that also oversees the statewide radio network to provide governance for the FirstNet project as well. This group, made up of top level officials, meets on a quarterly basis and will continue to provide governance for broadband in our state as the Nationwide Public Safety Broadband Network is constructed.
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?	In Pennsylvania, out of state travel is restricted unless the travel is operationally necessary or funded by outside means. The availability of SLIGP funds allowed our PA-FirstNet team to travel to broadband conferences to stay informed. The SLIGP funds also allowed the PA-FirstNet team to participate in the FirstNet Initial consultations held by many of the states that border Pennsylvania. Pennsylvania, with the assistance of a consultant team that was made possible by SLIGP funding, also created multiple surveys to assist in collecting data and allowed the team to travel to our stakeholders to assist them in pulling the data together. That data was submitted to FirstNet to help in establishing a state plan for the Commonwealth but it also prepared the PA-FirstNet team for the eventual opt-in decision.
Were SLIGP funds helpful in updating your Statewide Communications Interoperability Plan?	Neutral	What was most helpful? What challenges did you encounter?	The Commonwealth of Pennsylvania used the Department of Homeland Security's Technical Assistance Workshop funding to begin the process of revising our Statewide Communications Interoperability Plan and completed the process using time devoted by members of the Bureau of Communications and Information Services within the PA State Police which was used as match on the project.
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?	The data that was collected and provided to FirstNet for the development of our state plan also provided us with material that we could use to compare to our state plan allowing us to know if the state plan truly met the needs of our stakeholders. The greatest challenge was in analyzing the data effectively since we were not able to obtain shape files from AT&T that would have allowed us to save significant amounts of time.
Were SLIGP funds helpful in conducting FirstNet determined data collection?	Strongly Agree	What was most helpful? What challenges did you encounter?	With the assistance of consultants hired with SLIGP funds, we were able to develop multiple surveys that were distributed to our stakeholders. Our consultants also devoted time to sitting down with our stakeholders to gather the data for the surveys to ensure that the information provided was accurate and complete. One of the most substantial challenges was to make the right people aware of the importance of the data we were trying to gather and to then assist them in pulling that information together.

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.

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Sean Georgia, acting Major		Email Address:	sgeorgia@pa.gov
Signature of Authorized Certifying Official:		Date:	06/11/18
Sign here 			

