

U.S. Department of Commerce State and Local Implementation Grant Program Close Out Report				2. Award or Grant Number:	44-10-S13044
				4. EIN:	560000522
1. Recipient Name	RI Emergency Management Agency			6. Report Date (MM/DD/YYYY):	5/29/2018
3. Street Address	645 New London Ave			7. Reporting Period End Date: (MM/DD/YYYY)	3/30/2018
5. City, State, Zip Code	Cranston, RI 02920-3003				
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	1926	Actual number of individuals reached via stakeholder meetings during the period of performance		
2	Individuals Sent to Broadband Conferences	10	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)	0.75	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	46	Actual number of governance, subcommittee, or working group meetings held during the period of performance		
6	Education and Outreach Materials Distributed	93	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	3	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	Partial 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)					

A. Stakeholder Engagement -- Major element of the Rhode Island SCIP/FirstNet program. Rather than establish a stand-alone publicity effort, RIEMA chose to leverage every outreach opportunity to discuss FirstNet. This included public safety meetings (e.g. Interoperable Communications Committee, Emergency Management Advisory Council, Police and Fire Chiefs Associations), planning meetings (e.g. Statewide Communications Interoperability Plan development, state decision meetings), conferences (e.g. RI Emergency Preparedness Conference), training (e.g. Police and Fire Academies), and FirstNet managed meetings (e.g. RI State Consultation). Through these activities, RIEMA reached 1926 stakeholders.

B. Governance Meetings -- As established at the outset of the RI FirstNet Program, the Rhode Island Interoperable Communications Committee (ICC) was given responsibility for RI FirstNet oversight and governance. As such, FirstNet was on the agenda at every ICC meeting for the duration of the grant. In addition, in the last quarters of the grant period meetings with the Governor's Decision team were included in the count (46 meetings). Note that in Q2 it was reported that Rhode Island held 45 governance meetings. There is no documentation that accompanies the number and hence removing that number from the total count. Also, a couple of the quarterly reports were corrected, leading to the number of 46.

C. Staff Hired (Full-Time Equivalent (FTE)) -- The primary appointment for the FirstNet project was Tom Guthlein, RIEMA Operations Branch Chief. In his role on FirstNet, Tom served as the Single Point of Contact (SPOC), Statewide Interoperability Coordinator (SWIC), & FirstNet Program Officer. In the first few month of the project, he served as a full-time FTE (100%) and then dropped back to .75 FTE. As indicated in our quarterly reports, in the period of 10/1/16-3/30/17 Tom was temporarily reassigned by the Governor to a different project. During this time, his duties were picked up by the Project Manager.

D. Subrecipient Agreements Executed -- To leverage his extensive experience with NTIA-funded broadband programs, Stuart Freiman, an employee of the RI Commerce Corporation, was brought into the program to serve as Project Manager. This was accomplished through three sub-awards to the RI Commerce Corporation covering the period July 1, 2015 -- Feb 28, 2018.

E. Contracts Executed -- There were two contracts executed during the course of the program. The first was awarded to EA Engineering, Science and Technology to perform data collection, analysis and reporting on both phases of the FirstNet Data Collection Project. This is described in more detail in the Data Collection narrative. The second was awarded to Colony Personnel Services for Temporary Clerk/Secretary services for the period 12/1/14 thru 3/30/15. This award was discovered in the course of our grant closeout preparation and although calculated in our financial reports, was not specifically identified in any of our quarterly reports.

F. Individuals Sent to Broadband Conferences -- In total, RIEMA completed 10 person-trips to FirstNet SPOC meetings which were attended by Tom Guthlein and/or Stuart Freiman. This number was double-checked and is consistent with the number reported in the cumulative quantitative sections of the grant PPRs.

G. Education and Outreach Materials Distributed -- RIEMA did not keep close tabs on materials distributed through the course of the project and hence the low number in the closeout report. The number 93 indicated covers the distribution of the SCIP as well as Rhode Island FirstNet Annual 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.

Through the course of the follow-on SLIGP 2.0 grant period, RIEMA intends to maintain Tom Guthlein as FirstNet Program Officer and Stuart Freiman as Project Manager. They form the core of a FirstNet Program Office which will continue to work with the ICC to provide governance and oversight to the program as FirstNet implementation moves forward. In addition, the Program Office will continue planning activities to anticipate and assure a smooth transition to the new technology. This includes the development of data sharing agreements and outreach as appropriate. In addition, we expect further guidance from FirstNet on proposed outreach and data collection activities.

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

The data collection process was performed by RIEMA in collaboration with EA Engineering, Science and Technology (EA), the subcontractor for the project. EA developed the project process flows, online survey, data repository, reports and GIS analysis. In total, RIEMA identified 238 Public Safety Entities (PSEs) in the state which qualify as potential FirstNet users. The initial report was submitted to FirstNet on September 30, 2015. It contained a summary of collected data and estimated number of personnel and devices for eligible public safety entities based on the known PSEs. Approximately one year later, following FirstNet guidance, EA, in collaboration with RIEMA performed a second round of data collection. The final report was submitted to FirstNet on September 30, 2016.

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

Within the SLIGP 2.0 timeframe, RIEMA intends to follow FirstNet's guidance on additional data collection activity.

Lessons Learned: First and foremost, the FirstNet program and resulting SLIGP funding has allowed the State public safety community to take a giant leap forward in understanding the relevance and importance of broadband technology in its operational and communications infrastructure. Second, the data collection process helped to better understand the State's current broadband capacity and public safety uses, as well as future requirements.

Part C: Staffing

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

Name	FTE%	Project(s) Assigned	Change
Thomas Guthlein	75	RIEMA Operations Section Chief, FirstNet Program Officer, SWIC, SPOC	N

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
Colony Personnel Services	Temporary administrative support	Vendor	N	\$3,880.06	\$0.00
EA Engineering Science and Technology, Inc.	Initial and follow up stakeholder data collection projects in support of FirstNet data collection deliverables	Vendor	N	\$82,243.62	\$0.00
Ri Commerce Corporation (Year 1)	Sub-grant award for FirstNet project management and subject matter expertise	Subrecipient	N	\$94,000.00	\$68,042.24 (\$36,227.56 for Commerce contribution of direct expenses for Stuart Freiman covering fringe benefits and \$31,814.68 indirect expenses)
Ri Commerce Corporation (Year 2)	Sub-grant award for FirstNet project management and subject matter expertise	Subrecipient	N	\$100,431.00	\$74,790.97 (Commerce contribution of indirect expenses assignable to Stuart Freiman)
Ri Commerce Corporation (Year 3)	Sub-grant award for FirstNet project management and subject matter expertise	Subrecipient	N	\$75,664.73	\$46,132.79 (Commerce contribution of indirect expenses assignable to Stuart Freiman)


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	\$286,269.12	\$0.00	\$286,269.12	\$247,434.81	\$0.00	\$247,434.81
b. Personnel Fringe Benefits	\$119,019.38	\$0.00	\$119,019.38	\$113,442.40	\$0.00	\$113,442.40
c. Travel	\$20,800.04	\$0.00	\$20,800.04	\$6,221.19	\$0.00	\$6,221.19
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Materials/Supplies	\$5,822.04	\$0.00	\$5,822.04	\$2,071.56	\$0.00	\$2,071.56
f. Subcontracts Total	\$314,431.00	\$188,966.00	\$503,397.00	\$356,624.86	\$188,966.00	\$545,590.86
g. Other	\$9,521.42	\$0.00	\$9,521.42	\$2,930.51	\$0.00	\$2,930.51
Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
h. Total Costs	\$755,863.00	\$188,966.00	\$944,829.00	\$728,725.33	\$188,966.00	\$917,691.33

i. % of Total	80%	20%	100%	79%	21%	100%
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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 critical to the State's participation in the FirstNet program. It is certain that the State couldn't and wouldn't have resourced the project at the level it did without them. The biggest challenges that RIEMA faced were related to staff transitions & continuity over the long course of the grant and understanding and achieving a viable match plan.</i>
Were SLIGP funds helpful in planning for your FirstNet consultation?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Yes. Funds were used to plan, organize and hold the meeting.</i>
Were SLIGP funds helpful in informing your stakeholders about FirstNet?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>As noted in the narrative (Part B.), stakeholder engagement was a major element of the overall RI FirstNet program. SLIGP funds provided RI with the opportunity to perform extensive and prolonged outreach.</i>
Were SLIGP funds helpful in developing a governance structure for broadband in your state?	Neutral	What was most helpful? What challenges did you encounter?	<i>The Interoperable Communications Committee was formed by RI State legislation and pre-dated the FirstNet project. However, given its charter, it became the clear choice for FirstNet governance.</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. Attendance at the SPOC meetings was essential to growing RI knowledge and expertise on FirstNet and funds were used specifically for that purpose. With regards to contract support, the Project Management position was a vital part of the FirstNet project and the SLIGP funds were key in that sub-award.</i>
Were SLIGP funds helpful in updating your Statewide Communications Interoperability Plan?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>The update to the RI SCIP to include broadband technology and specifically FirstNet was enabled and directly attributable to SLIGP funding.</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>Yes. As part of the entire stakeholder outreach and governance process, SLIGP funding provided RI with the resources it needed to organize and implement the entire State Plan review process.</i>
Were SLIGP funds helpful in conducting FirstNet determined data collection?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>As one of the contracted expenses, the RI FirstNet data collection project was directly attributable to SLIGP funding.</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)
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Sign here		Date:
		6/22/2018