

U.S. Department of Commerce State and Local Implementation Grant Program Close Out Report				2. Award or Grant Number:	78-10-S13078
				4. EIN:	90101838
1. Recipient Name	United States Virgin Islands- Office of the Governor - Bureau of Information Technology			6. Report Date (MM/DD/YYYY):	5/29/2018
3. Street Address	8000 Nisky Shopping Center, Suite 600 A			7. Reporting Period End Date: (MM/DD/YYYY)	2/28/2018
5. City, State, Zip Code	Charlotte Amalie, VI 00802				
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, etc.)	Project Deliverable Quantity (Number & Indicator Description)	Description of Milestone Category		
1	Stakeholders Engaged	1954	<i>Actual number of individuals reached via stakeholder meetings during the period of performance</i>		
2	Individuals Sent to Broadband Conferences	35	<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)	2	<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	0	<i>Actual number of contracts executed during the period of performance</i>		
5	Governance Meetings	22	<i>Actual number of governance, subcommittee, or working group meetings held during the period of performance</i>		
6	Education and Outreach Materials Distributed	4385	<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>SLIGP funds allowed the USVI to complete many activities outlined in the grant. Convened 22 governance meetings during the period of performance in which FirstNetVI provided relevant updates local and national efforts. Through board meetings, stakeholder meetings, and one-on-one sessions FirstNetVI engaged upwards of 1900 stakeholders during said period. Our 2015 Initial Consultation meeting funded through SLIGP was held on St. Thomas and included representation from over 20 public safety entities across the territory and invigorated interest among the stakeholders. Our geography has posed a challenge for inter-island stakeholder engagement, as cost of travel between islands results in limited participation from other islands. Moving forward, all sessions should be offered in both districts.</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>Beyond the period of performance, the USVI SPOC team plans to continue attending the territory's communications interoperability governing board meetings, keep stakeholders informed on the territory's position with FirstNet through education and outreach sessions, workshops, social media, newsletters and other venues. FirstNetVI plans to build focus groups to solicit input on contracting, applications, devices, etc.</p>					

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

USVI SPOC team successfully surveyed and submitted data collected from 20 of 37 identified federal, local, and volunteer agencies operating within the territory. Through collaboration with the office of the Lt. Governor's GIS team, Department of Tourism, VI Police Department, and others, the team identified essential coverage areas based on crime statistics, points of interests, and other measures.

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

The USVI plans to continue data collection activities beyond the period of performance in the coverage and operational areas. The SPOC team plans to further identify potential subscribers and assess the hurricanes' impact on communications/Data transfer. We've realized that there are several groups identified within non-public safety related offices that play a supportive role or function as it relates to response, recovery, or mitigation.

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

We noticed that the most beneficial ways of stakeholder engagement were through on-site education sessions at the departments, during shift change. Providing quarterly updates to the Governance Body also ensured that all primary stakeholders were well informed in the FirstNet process.

Part C: Staffing

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

Name	FTE%	Project(s) Assigned	Change
Program Manager 1	100	Assist SPOC with project planning, review deliverables, and daily grant activities.	Resigned January 2016
Program Manager 2	100	Assist SPOC with project planning, review deliverables, Education and Outreach, and daily grant activities.	Changed to Full-Time Status in December 2014
Finance Manager	0	Administer Financial compotent of SLIGP	Resigned February 2016
Finance Manager	0	Administer Financial compotent of SLIGP	Hasina Harris is BIT's new financial manager as of May 2016. Mrs. Harris will provide support for SLIGP.
SPOC	0	Single Point of Contact and Overseer	No Longer Serves in that capacity as of August 2016
SPOC	0	Single Point of Contact and Overseer	Angelo Riddick has been appointed BIT's Director/CIO as of November 2016, and was officially designated as SPOC by the Governor.

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

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	\$365,938.00		\$365,938.00	\$360,285.26		\$360,285.26
b. Personnel Fringe Benefits	\$135,084.00		\$135,084.00	\$130,457.05		\$130,457.05
c. Travel	\$76,436.00		\$76,436.00	\$60,659.51		\$60,659.51
d. Equipment	\$0.00		\$0.00	\$0.00		\$0.00
e. Materials/Supplies	\$7,372.00		\$7,372.00	\$7,521.06		\$7,521.06

f. Subcontracts Total	\$0.00		\$0.00	\$0.00		\$0.00
g. Other	\$10,798.00		\$10,798.00	\$14,613.50		\$14,613.50
Indirect	\$0.00		\$0.00	\$0.00		\$0.00
h. Total Costs	\$595,628.00	\$0.00	\$595,628.00	\$573,536.38	\$0.00	\$573,536.38
i. % of Total	100%	0%	100%	100%	0%	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>SLIGP funds were extremely helpful in preparing the territory for FirstNet. Of most significance, funds were used to employ two fulltime employees dedicated to meeting the grant's objectives. A major challenge was the 18-month term extension with no supplemental funding to support the extended period of performance. The USVI completed many of the grant objectives and FirstNet requirements internally due to budget constraints.</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 planning for the USVI FirstNet consultation. Funds were used to host planning sessions, interview stakeholders, collect data, and spread awareness. The biggest challenge was ensuring stakeholder participation from all islands, as the meeting was held on St. Thomas, and inter-island travel is costly.</i>
Were SLIGP funds helpful in informing your stakeholders about FirstNet?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>SLIGP funds facilitated the rental spaces, printing of handout materials, retained FTEs to conduct outreach and education sessions. As of the extended period of performance, the USVI experienced challenges with hosting outreach and education sessions on all islands, due to budgetary concerns/projections.</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>SLIGP funds were used to host Governance workshops, the SPOC team worked with the Office of Emergency Communications (OEC) to establish guidelines and best practices in developing governance structures. The team also referenced the 2015 Emergency Communications Governance Guide developed by SAFECOM and NCSWIC. The Board was established via executive order under Governor John P. DeLongh. Challenges with maintaining meeting cadence and Board member attendance.</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>SLIGP funds was helpful in facilitating travel to broadband conferences, process improvement training, and so forth. The allowed for 35 individuals to attend broadband conference throughout the period of performance. Attendance at the BI-annual SPOCfests were very instrumental in forging and building relationships, getting updates on all things FirstNet from a national level, and hearing from other states and territories on best practice and stakeholder engagement. Budgetary constraints due to term extension and lengthy procurement process caused some challenges with procuring contract services.</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 SLIGP funds were most helpful in coordinating the SCIP workshop and ensuring participation from SMEs. Challenge with coordination and garnering stakeholder input from all 3 islands.</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 was helpful in facilitating the State-Plan Review process. Budgetary constraints due to term extension and lengthy procurement process restricted our ability to secure a vendor to assist with assessment and response of the StatePlan.</i>
Were SLIGP funds helpful in conducting FirstNet determined data collection?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>At the time of Data collection, the USVI was under a tight budget constraint as it relates to SLIGP funds; however, the funds were used to hire two program managers who conducted surveys and completed all FirstNet data collection requirements.</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.			
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Signature of Authorized Certifying Official:		Date:	5/23/2018
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