

U.S. Department of Commerce State and Local Implementation Grant Program Close Out Report - Revised 06/08/2018				2. Award or Grant Number:	54-10-513054
				4. EIN:	55-6001347
1. Recipient Name	WV Department of Homeland Security and Emergency Management			6. Report Date (MM/DD/YYYY):	5/23/2018 Revised 06/08/2018
3. Street Address	1900 Kanawha Blvd East Room EB80			7. Reporting Period End Date: (MM/DD/YYYY)	2/28/2018
5. City, State, Zip Code	Charleston, WV 25311				
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	4,838.0	<i>Actual number of individuals reached via stakeholder meetings during the period of performance</i>		
2	Individuals Sent to Broadband Conferences	24.0	<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)	2.35	<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	2.0	<i>Actual number of contracts executed during the period of performance</i>		
5	Governance Meetings	107.0	<i>Actual number of governance, subcommittee, or working group meetings held during the period of performance</i>		
6	Education and Outreach Materials Distributed	34,550.0	<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	0.0	<i>Actual number of agreements executed during the period of performance</i>		
8	Phase 2 - Coverage	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	Not Complete			
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)					
The State of WV engaged in: monthly governance and RIC meetings, annual state and regional conferences, engaged stakeholders thru meetings, email updates, newsletters, workshops, the Initial Consultation meeting, SCIP updates, data collection efforts, outreach and education materials					
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 State of West Virginia plans on continuing Outreach and Education efforts beyond the SLIGP period of performance through email updates to SIEC governance body, RICs, stakeholder groups, and decision makers; SIRN Newsletters; FirstNet flyers, and updates at state and regional meetings and conferences, updates at governance meetings and RIC meetings.					

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

The state of WV purchased a Survey Monkey program to create Data collections surveys to gather information for FirstNet. Fred Mixer was hired to help with the collection and evaluation of the survey responses and create a Survey Results report. We distributed our Data Collection Survey. We distributed the survey via email and held workshops at our annual SIRN conference. Our Data Collection Survey was distributed through our governance body, RICs, emergency response organizations, and SIRN newsletters. through out the state. We then submitted the results to FirstNet

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

The State of West Virginia plans to continue the necessary data collection efforts needed to assist First Net in its effort to provide a the nationwide public safety broadband network. These may include collecting data regarding coverage and drive testing. Collecting information from end-users regarding their challenge areas throughout the state.

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

We learned that distributing updates and news on a weekly and monthly basis via emails and newsletters kept "FirstNet" in front of stakeholders, decision-makers and end-users. Although limited movement of FirstNet created doubts of its fruition. The continual outreach and education efforts made the transition to actually "signing-up for FirstNet" and easy transition.

Part C: Staffing

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

Name	FTE%	Project(s) Assigned	Change
SWIC GE McCabe	90%	Supervising and supporting activities related to technical considerations, outreach, education, phase 2 planning, staff activities, reporting	No Change
Technical Support Advisor Mark Smith Patrick McGue	40%	Provide technical support to the Broadband Committee, SPOC and SWIC. Administering and monitoring the Broadband traffic on the SIRN Broadband Network	No Change
GIS Analyst			
Project Manager Lisa Paxton	100%	Oversee grant administrative support, outreach, assist with phase 2 planning, plan meetings and conferences	No Change
Project Manager Tommy Dingess/ Maggie Leaprot	5%	Oversee grant administrative support	No Change
Data Collection Support Removed in this Closeout Report Fred Mixer		Removed from Staffing Table. He should only be listed in the Subcontracts. Assisted with FirstNet Data Collection efforts	Removed from Staffing Table - only Contract

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/Subject.)	RFP/RFQ Issued (Y/N)	Total Federal Funds Allocated	Total Matching Funds Allocated
	Legal Services	Vendor	N	\$22,500.00	\$0.00
Lisa Paxton	Program Manager	Vendor	Y	\$25,200.00	\$0.00
	Support Assistant	Vendor	N	\$100,000.00	\$0.00
Fred Mixer	FirstNet Data Collection Support	Vendor	Y	\$42,000.00	\$0.00
	Broadband SME	Vendor	N	\$136,500.00	\$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	\$435,000	\$120,000	\$555,000	\$322,726.68	\$119,857.00	\$442,583.68
b. Personnel Fringe Benefits	\$130,500	\$0	\$130,500	\$77,366.18	\$0.00	\$77,366.18
c. Travel	\$60,000	\$17,974	\$77,974	\$34,340.44	\$17,974.00	\$52,314.44
d. Equipment	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00
e. Materials/Supplies	\$25,025	\$1,500	\$26,525	\$18,261.01	\$811.00	\$19,072.01
f. Subcontracts Total	\$159,273	\$0	\$159,273	\$31,724.15	\$0.00	\$31,724.15
g. Other	\$11,700	\$65,993	\$77,693	\$1,001.55	\$66,825.00	\$67,826.55
Indirect			\$0	\$0.00	\$0.00	\$0.00
h. Total Costs	\$821,498	\$205,467	\$1,026,965	\$485,420	\$205,467	\$690,887
i. % of Total	80%	20%	100%	70%	30%	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. The SLIGP funds were instrumental in planning; and education and outreach to stakeholders regarding all aspects of FirstNet. Funds were used in data collection efforts; FirstNet Workshops; Flyers and updates; newsletters: funding a portion of governance meetings were Information was discussed and pushed out via State and Regional meetings and Annual SIRN Conferences; FirstNet Initial Consultation Meeting; funding staff; office space and supplies. Challenge: Maintaining interest of stakeholders and end-users in FirstNet</i>
Were SLIGP funds helpful in planning for your FirstNet consultation?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Narrative. FirstNet funds allowed for WV to reach out and educate stakeholders and decision-makers through out the state. It covered the cost of staff, travel, invitations, registration, agendas, the presentation, binders, speaker bios, Name badges and tent cards, and lunch. Challenges Nothing to report</i>
Were SLIGP funds helpful in informing your stakeholders about FirstNet?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Narrative. The SLIGP funds were helpful in informing are stakeholders by producing outreach and educational materials distributed over the course of the grant. These included: binders for workshops: flyers, newsletters; emails and updates. Also paying staff to create and produce the out reach and educational materials. Challenge: Maintaining interest of stakeholders and end-users in FirstNet</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>Narrative. West Virginia had a governance body in place. SLIGP funds help support the governance meetings which kept FirstNet information and discussions in the forefront of the Broadband Committee: Planning Committee; Technical Committee; Regional Interoperable Committees RIC; and stakeholders Challenge: Maintaining interest of stakeholders and end-users in FirstNet</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>Narrative. SLIGP funds allowed for travel and time to attend FirstNet regional and state governance meetings and conferences to gain FirstNet knowledge and assist in education and outreach to stakeholders and end users. SLIGP funds also allowed for contract support to be added for support planning, and data collection efforts. Survey Monkey software was purchased to conduct Data Collection Surveys and Stakeholders and End User surveys Challenge: Maintaining interest of stakeholders and end-users in FirstNet</i>
Were SLIGP funds helpful in updating your Statewide Communications Interoperability Plan?	Agree	What was most helpful? What challenges did you encounter?	<i>Narrative. SLIGP funds allowed time for staff to prepare for the meeting; a % of the travel for the SIEC - governance body to attend the workshop; and a % of their time to attend. Challenges Nothing to report</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>Narrative. SLIGP funds allowed time for staff to prepare draft of the State Plan; a % of the travel for the SIEC - governance body to attend the workshop; and a % of their time to attend and develop the state plan. Challenges Nothing to report</i>
Were SLIGP funds helpful in conducting FirstNet determined data collection?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Narrative. SLIGP funds also allowed for contract support to be added to support planning, and data collection efforts. Survey Monkey software was purchased to conduct Data Collection Surveys Challenge: Maintaining interest of stakeholders and end-users in FirstNet and taking the survey</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: Col. Michael Todorovich, Deputy Executive Director, WV Div. Homeland Security and Emergency Management	Telephone (area code, number, and extension)	(304) 558-5380
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Signature of Authorized Certifying Official: Sign here 	Date:	6/8/2018