

U.S. Department of Commerce State and Local Implementation Grant Program Close Out Report			2. Award or Grant Number:	26-10-S13026
			4. EIN:	38-6000134
1. Recipient Name	Michigan State Police - State 911 Administrative Section		6. Report Date (MM/DD/YYYY):	5/29/2018
3. Street Address	7150 Harris Drive		7. Reporting Period End Date: (MM/DD/YYYY)	2/28/2018
5. City, State, Zip Code	Dimondale, Michigan 48821			
10a. Project/Grant Period				
Start Date: (MM/DD/YYYY)	9/1/2013	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	3,665	<i>Actual number of individuals reached via stakeholder meetings during the period of performance</i>	
2	Individuals Sent to Broadband Conferences	131	<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)	1.4	<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	98	<i>Actual number of governance, subcommittee, or working group meetings held during the period of performance</i>	
6	Education and Outreach Materials Distributed	239,219	<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"> • <i>Not Complete</i> • <i>Partial Dataset Submitted to FirstNet</i> • <i>Complete Dataset Submitted to FirstNet</i> 	
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)

Stakeholders engaged

SLIGP funds were used to support stakeholder engagement through presentations to 62 fraternal organization events, 911 meetings and technology forums, statewide homeland security and public safety communications conferences, and through 14 educational webinars over the grant performance period. Over 3,336 stakeholders were directly engaged. This number is taken from participant sign-in sheets and does not include general session audiences or groups that were not formally tracked.

Our message evolved with the progression of FirstNet’s activities. Early presentations were associated with education on the key elements of the legislation and the goal of building the NSPBN. Our next outreach was initially to educate stakeholders on our data collection efforts and activity significantly increased through surveys, direct outreach, and regional workshops to garner participation in the data collection. The state was committed to ensure all stakeholders had the opportunity to provide input towards Governor Snyder’s opt-in/-out decision. In 2016, our message progressed to the State Plan Review Process and encouraged stakeholder involvement. Ultimately, 95 people participated in the formal review process. Following Governor Snyder’s decision to opt-in, the state conducted a series of regional workshops to provide information on the network, coverage objectives and functionality roadmap, and the impact on public safety operations.

Attend Broadband Conferences

The ability to keep up with FirstNet activities and network with peers was critical to the success of the program. Over the grant performance period, SLIGP funds supported 131 stakeholder attendances at 43 state and national conferences, SPOC meetings, and other public safety broadband meetings and training opportunities.

Governance

The Michigan Public Safety Communications Interoperability Board (MPSCIB) was established by Executive Order 2009-55 as the State Interoperability Governing Board (SIGB). The MPSCIB is responsible for advising the Governor on all interoperability aspects of current and future technology in Michigan to ensure the public safety community is well prepared today and in the future with the emergency communications ecosystem. The MPSCIB may also recommend best practices and oversight mechanisms for the implementation of public safety communications systems interoperability and standards in the state, including the development and implementation of Michigan’s Statewide Communications Interoperability Plan (SCIP). The MPSCIB meets quarterly, its membership consists of 16 members, nine of which are appointed by the governor and represent emergency First Responders.

In December 2013, the Michigan Public Safety Broadband (MiPSB) Workgroup was established under the MPSCIB to gather, analyze, and disseminate information relevant to the activities of FirstNet, and aggregate the information into recommendations for the MPSCIB. SME Task Teams are established under the MiPSB Workgroup to provide information and expertise on specific topics. In November 2016, a Charter was adopted to formalize the role of the Workgroup and its membership. The MiPSB Workgroup has 13 members appointed by their respective government entity stakeholder and/or fraternal organization and is composed of a cross-discipline, geographically diverse team that includes local and state representation from all of the Michigan Regional Planning area. Workgroup members are intended to act as ambassadors to their respective agency, and a conduit for information collection and dissemination. The workgroup meets on a monthly basis and holds an annual full-day planning session. SLIGP funds have supported meeting expenses, and workgroup member wages have been used towards grant match support.

In Michigan, FirstNet works through the State’s Single Point of Contact (SPOC), and the MiPSB Program Office to gather requirements from key stakeholders to ensure that the FirstNet network is designed to meet the needs of the public safety community. The MiPSB Program Office is established under the Department of Technology, Management, and Budget (DTMB), and works in partnership with the MPSCIB to support the state’s public safety broadband initiatives. SLIGP funds fully supported the MiPSB Program Office activities.

Education and Outreach materials

Twitter has been an effective social media communication tool. The @MiPSBB account was launched during Q4 and gained over 100 followers within the first two months. At the end of Q19, the account had grown to 618 followers. The state averaged 20-25 new posts per month with a high of 66 in a single month, and 15-20 retweets per month with a high of 44 in a single month. A PowerPoint content library was established on a SharePoint site and customized PowerPoint presentations were produced for each target audience during each phase of stakeholder engagement. The state utilized the FirstNet Fact Sheets and FAQs to create both printed handouts and e-brochures. SLIGP funding was used to create an educational video providing background on FirstNet, how it can improve the state’s public safety communications network, and to encourage participation in the State Plan review process.

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 MiPSB Program Office will continue to support stakeholder engagement through presentations at fraternal organization events, forums, and conferences as requested, and continue to attend state and national conferences to keep apprised of FirstNet activity. Michigan will retain the MPSCIB / MiPSB Workgroup governance model established under the SLIGP program and continue to use Task Teams to provide subject matter expertise to the program. Using MiPSB Workgroup Members as ambassadors to their respective agency was an effective conduit for two-way communication. Annual planning sessions will ensure the program continues to represent the public safety community’s priorities.

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

Michigan collected extensive data on users and operational areas primarily through electronic surveys, direct outreach, and regional workshops and submitted our analysis in September 2015, and a supplemental report in September 2016. The responses represented an estimated 29 percent of all first responders within the state, and included a representative distribution between public safety disciplines, as well as urban and rural departments.

Electronic surveys were the primary method of outreach and data collection. The MiPSB team constructed an online survey consisting of questions contained in the Mobile Data Survey Tool (MDST) developed by the Department of Homeland Security's Office of Emergency Communications (DHS/OEC). Public Safety Answering Point (PSAP) directors were identified as a highly engaged stakeholder group and were asked to act as the primary point of contact for their agency as well as for the public safety agencies they serve. The survey received 118 responses of 143 PSAPs.

Supplemental surveys were disseminated to all public safety agencies consisting of questions related to phased deployment priorities, current coverage levels, coverage objectives, current data usage, data applications, and procurement methods. This resulted in 89 agency responses.

In addition to the MDST survey, a direct request was sent to the PSAPs to obtain 12 months of Calls for Service (CFS) location data. Over 7 million CFS location responses were received from 50 agencies, which were then converted to a Geographic Information System (GIS) format and compared with the FirstNet Coverage Objective Baseline Map provided to Michigan on May 8, 2015. Michigan also engaged Emergency Management personnel to identify areas of high value from a domestic-security perspective in order to identify critical infrastructure that may not have been taken into consideration by FirstNet for coverage purposes.

Eight regional planning workshops were conducted from December 2015 through April 2016. The attendees were given a presentation to educate them on the NPSBN and then were requested to provide feedback in evaluating current coverage data and identifying gaps in proposed coverage and capacity based on their knowledge of the local area. This resulted in better data gathering, feedback on the concerns and interest of the participants, and provided better information to share with their communities and disciplines.

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

Through SLIGP 2 funding, Michigan intends to prepare a planning document for emergency communication centers technology transition planning, and will use a similar strategy. An electronic survey will be used to collect the current technical configurations in use by PSAPs and emergency operation centers and any necessary follow up will be conducted through direct outreach. Regional planning workshops will further identify and define the requirements.

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

Using MiPSB Workgroup Members as ambassadors to their respective agency was an effective conduit for two-way communication. Annual planning sessions ensured the program represented the public safety community's priorities.

The state was challenged with retaining Tribal engagement in public safety broadband activity. Tribal representation was identified in the MiPSB Workgroup Charter, however that position remains vacant. The Michigan team had excellent success in engaging the Tribal Nations in the FirstNet Initial Consultation with 50% participation. Following the Initial Consultation, interest was almost non-existent. Outreach was conducted through the Governor's Tribal Affairs Office, communication to the Michigan Tribal Council, direct outreach to the respective tribal boards, and by the FirstNet Tribal Liaison Team. Unlike some of the western states with vast reservation land, it is believed that most of Michigan's tribal members rely on local and state public safety agencies to provide support and their interests were represented by those agencies.

Electronic surveys were a productive method for data collection, and using PSAP directors as the primary point of contact for their respective areas produced excellent results. However, extended communication at the agency level using this method was limited and Regional Workshops were the most effective means in providing education and outreach to the "boots on the ground."

State-hosted webinars were an effective method to deliver a specific message or instruction (i.e. during the State Plan Review process), however participation was poor when used as a general education and outreach tool. In order to maintain interest, we adapted our strategy to provide fresh information and/or instructions at the beginning of the webinar and end with a session on "FirstNet 101." That way, returning participants could sign off and new participants could remain to learn about the key elements of the legislation, goal of the NPSBN, and state activities to date.

Part C: Staffing

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

Name	FTE%	Project(s) Assigned	Change
Grant Director	10%	Provide oversight of all grant fiduciary activities and reporting requirements for the state	No Change
Shared Services Director	10%	Executive support, manages the SWIC and SLIGP Program Manager	No Change
Shared Services Director Administrative Support	10%	Administrative support of SLIGP efforts, scheduling meetings, preparing materials, HR activities	No Change
SWIC (MPSCS Director)	50%	SIGB co-Chair, provide direction on interoperable communication activity, support broadband activities	No Change
SWIC Administrative Support	10%	Administrative support of SLIGP and SIGB efforts, scheduling meetings, preparing materials	No Change
Subject Matter Expert Engineer 1	20%	Provided technical support to project	No Change
Subject Matter Expert Engineer 2	20%	Provided technical support to project	No Change
Budget and Procurement Analyst	10%	Advise in all procurement and purchasing required for SLIGP. Monitor and track staff time reporting and project invoices	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
State of Michigan, Dept of Technology, Management, and Budget (DTMB)	Program management and staffing	Vendor	N	\$1,305,834.18	
BearCom (formerly CTS)	Consulting and general program support	Vendor	Y	\$1,125,929.82	\$175,000.00
Michigan State University / Kellogg Hotel & Conference Center	FirstNet Initial Consultation facility	Vendor	N	\$2,500.00	
AIC	Consulting and general program support	Vendor	N	\$123,455.00	
Cynergyze	Consulting and general program support	Vendor	N	\$118,420.00	\$8,880.00

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	\$288,000.00	\$288,000.00	\$0.00	\$256,246.87	\$256,246.87
b. Personnel Fringe Benefits	\$0.00	\$213,000.00	\$213,000.00	\$0.00	\$188,861.11	\$188,861.11
c. Travel	\$97,100.00	\$2,966.00	\$100,066.00	\$83,656.66	\$2,966.00	\$86,622.66
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Materials/Supplies	\$13,950.00	\$3,900.00	\$17,850.00	\$13,561.35	\$3,360.00	\$16,921.35
f. Subcontracts Total	\$2,873,756.00	\$183,880.00	\$3,057,636.00	\$2,676,139.00	\$183,880.00	\$2,860,019.00
g. Other	\$62,211.00	\$70,004.00	\$132,215.00	\$40,690.40	\$68,010.65	\$108,701.05
Indirect	\$0.00	\$0.00	\$0.00			\$0.00
h. Total Costs	\$3,047,017.00	\$761,750.00	\$3,808,767.00	\$2,814,047.41	\$703,324.63	\$3,517,372.04
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 funding was critical to the success of our education and outreach efforts, data collection, and stakeholder involvement in the State Plan Review process. Without these funds, the state would not have had the resources to ensure stakeholder participation in Governor Snyder's decision on whether to opt-in/out of the FirstNet plan to build the NPSBN in Michigan. Not allowing SLIGP funding to issue a Request for Proposal (RFP) for an alternate Radio Access Network (RAN) or to conduct a comparative analysis created a challenge, however we felt it was critical to the decision and state general funds were identified.
Were SLIGP funds helpful in planning for your FirstNet consultation?	Strongly Agree	What was most helpful? What challenges did you encounter?	SLIGP funds were used to conduct education and outreach to key stakeholders prior to the Initial Consultation Meeting. This was critical to the success of the meeting and generating interest for stakeholder participation. Michigan had 110 attendees, with state, local, tribal, federal, and industry representatives. Participation was limited from the Northern Michigan or Upper Peninsula areas. A second meeting closer to those areas may have been beneficial.
Were SLIGP funds helpful in informing your stakeholders about FirstNet?	Strongly Agree	What was most helpful? What challenges did you encounter?	The MiPSB Program conducted education and outreach presentation at 62 events and would not have been possible without SLIGP funds. Maintaining stakeholder involvement was challenging due to the gap in time between the initial outreach efforts, data collection, and the state plan review process.
Were SLIGP funds helpful in developing a governance structure for broadband in your state?	Agree	What was most helpful? What challenges did you encounter?	The Michigan Public Safety Broadband (MiPSB) Workgroup was established in December 2013 under the Michigan Public Safety Interoperability Board (MPSCIB). The MiPSB Program Office coordinates the Workgroup's efforts and provides administrative support. The MiPSB Program Office is fully supported through SLIGP funds. In Michigan, 911 governance falls under the State 911 Committee (SNC), and neither the MPSCIB or SNC has a permanent seat on the other. The MiPSB Program Office and the State 911 Administrator's Office have an excellent working relationship to facilitate information sharing between groups.

<p>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.)?</p>	<p>Strongly Agree</p>	<p>What was most helpful? What challenges did you encounter?</p>	<p>Over the grant performance period, SLIGP funds supported 131 stakeholder attendances at 43 state and national conferences, SPOC meetings, and other public safety broadband meetings and training opportunities. In addition to the formal procedural training, FirstNet presentations and activity updates, the networking between peers regarding program activities, best practices, and lessons learned was invaluable.</p> <p>SLIGP funds were used for SME contractual support to fill gaps in technical knowledge, collect and analyze data to identify Michigan's priorities for the NPSBN, develop education and outreach strategies, and provide general program support. An RFP was issued and Consolidated Telecom Services (CTS) was selected in July 2015. CTS was purchased by BearCom in August 2016, the contract was absorbed, and SME personnel were replaced and/or re-assigned roles. Ultimately, this was a very positive change.</p>
<p>Were SLIGP funds helpful in updating your Statewide Communications Interoperability Plan?</p>	<p>Agree</p>	<p>What was most helpful? What challenges did you encounter?</p>	<p>Michigan's SCIP was updated to recognize FirstNet and the NPSBN, establishment of the MIPSB Workgroup under the MPSCIB, SLIGP funds to support initial consultation with FirstNet and planning for the NPSBN, and the outreach and education strategy. Since the selection of AT&T as FirstNet's commercial partner, the state has been working with the FirstNet/AT&T team to identify policies and procedures and intends to include training and exercises in the next iteration.</p>
<p>Were SLIGP funds helpful in preparing for your review of the FirstNet developed State Plan?</p>	<p>Strongly Agree</p>	<p>What was most helpful? What challenges did you encounter?</p>	<p>SLIGP funds were used to develop presentations, conduct webinars, create a strategy for the review process, identify key stakeholders, host executive leadership meetings, and to draft the recommendation to Governor Snyder. Without these funds, the state would not have had the resources to ensure Governor Snyder had the information to make an informed decision on whether to opt-in/out of the FirstNet plan to build the NPSBN in Michigan.</p>
<p>Were SLIGP funds helpful in conducting FirstNet determined data collection?</p>	<p>Strongly Agree</p>	<p>What was most helpful? What challenges did you encounter?</p>	<p>SLIGP funds were used to conduct outreach and collect data on users and operational areas through electronic surveys, direct outreach, and regional workshops. The responses represented an estimated 29 percent of all first responders within the state, and included a representative distribution between public safety disciplines, as well as urban and rural departments. Our analysis was submitted to FirstNet in September 2015 and a supplemental report in September 2016.</p>

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.

<p>Typed or printed name and title of Authorized Certifying Official:</p>	<p>Telephone (area code, number, and extension)</p>	<p>517-373-0084</p>
<p>Pamela Matelski, Director, Michigan's Public Safety Broadband Program</p>	<p>Email Address:</p>	<p>matelskip1@michigan.gov</p>
<p>Signature of Authorized Certifying Official: Sign here <i>Pamela Matelski</i></p>	<p>Date:</p>	<p>6/25/2018</p>