

U.S. Department of Commerce State and Local Implementation Grant Program Close Out Report				2. Award or Grant Number:	55-10-S13055	
1. Recipient Name				Wisconsin Department of Justice	4. EIN:	396006427
3. Street Address				17 W. Main Street	6. Report Date (MM/DD/YYYY):	4/20/2018
5. City, State, Zip Code				Madison, Wisconsin 53707-7857	7. Reporting Period End Date: (MM/DD/YYYY)	2/28/2018
<b>10a. Project/Grant Period</b>						
Start Date: (MM/DD/YYYY)		8/1/2013	10b. End Date: (MM/DD/YYYY)		2/28/2018	
<b>Part A: Metrics - Final PPR Milestone Data (cumulative through the last quarter)</b>						
	Project Type (Capacity Building, SCIP Update,	Project Deliverable Quantity (Number & Indicator Description)	Description of Milestone Category			
1	Stakeholders Engaged	4724	<i>Actual number of individuals reached via stakeholder meetings during the period of performance</i>			
2	Individuals Sent to Broadband Conferences	116	<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)	5.1	<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	<i>Actual number of contracts executed during the period of performance</i>			
5	Governance Meetings	132	<i>Actual number of governance, subcommittee, or working group meetings held during the period of performance</i>			
6	Education and Outreach Materials Distributed	10972	<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	6	<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"> <li>• Not Complete</li> <li>• Partial Dataset Submitted to FirstNet</li> <li>• Complete Dataset Submitted to FirstNet</li> </ul>			
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				
<b>Part B: Narrative</b>						
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)						

1. **Stakeholders engaged:** Over the course of the grant period, 4,724 stakeholders participated in various types of outreach activities related to FirstNet. These activities included quarterly Regional SCIP Implementation Council meetings, presentations and breakout sessions at stakeholder annual association conferences, FirstNet updates at quarterly Interoperability Council meetings, tribal outreach, and stakeholder involvement in the State Plan review process. SLIGP funds were used for time and travel of state staff and Regional Interoperability Coordinators and stakeholder time and travel was documented as in-kind match.
2. **Individuals sent to Broadband Conferences:** State staff and the Regional Interoperability Coordinators would attend conferences across the state and nation to perform outreach and keep up-to-date on new information related to FirstNet and public safety broadband. Conferences included FirstNet SPOC events, Association of Public Safety Communications Officials (APCO) annual conference, APCO Emerging Technology Forum, APCO Broadband Summits, PSCR Broadband Stakeholder meetings, Wisconsin Chiefs of Police Association, Badger State Sheriff's Association, Wisconsin State Fire Chief's Association, Wisconsin EMS Association, and Wisconsin chapter APCO/NENA conferences.
3. **Staff Hired:** Wisconsin's SLIGP project was consistently understaffed throughout the performance period for various reasons. Staff turnover and lack of interest or qualifications in positions that were posted were among the main issues. Over the course of the grant period, a total 5.1 FTE were hired that utilized a percentage of SLIGP funds.
4. **Contracts executed:** Two contracts were executed with the intent of using SLIGP funds for outreach, education, and preparing for FirstNet Consultation. The first contract was with University of Wisconsin-Extensions for developing outreach and education tools. Some challenges were encountered related to contract execution and receiving detailed invoices for deliverables so the contract was closed. In 2016, the Department of Justice executed a contract with Televate, LLC to assist with outreach, data collection, and preparing for State Plan review. Televate performed project coordination for the Wisconsin Public Safety Broadband (WIPSB) project, a governance assessment, coverage reviews with all 72 counties and three major metropolitan areas on critical and extended service areas, distributed a user population and needs assessment survey, drafted newsletters for outreach, developed a website for the WIPSB project, assisted with submitting a five phase build out proposal to FirstNet, developed a State Plan Decision Process, and assisted in reviewing the draft and final state plan for Wisconsin.
5. **Governance meetings:** Governance meetings consisted of FirstNet updates by state staff or the six Regional Interoperability Coordinators at the Interoperability Council's and the six Regional SCIP Implementation Councils' quarterly meetings. Other governance meetings included the Nationwide Public Safety Broadband Network (NPSBN) Subcommittee and the Technical and Operational State Plan Workgroups where FirstNet was the main topic of discussion. Governance meetings of the NPSBN Subcommittee and Interoperability Council were essential for establishing requirements for stakeholders, assessing data collected and the five year phased build out proposal, reviewing the state plan and providing an opt-in recommendation for the Governor. SLIGP funds were used for staff time coordinating and attending these governance meetings and in-kind match for time and travel of governance members.
6. **Education and outreach materials distributed:** Outreach and education materials such as newsletters and FirstNet FAQ sheets were distributed at various state conferences and meetings where state staff participated in exhibitor booths, breakout sessions, and presentations. SLIGP funds were used for some printing costs.
7. **Sub recipient agreements executed:** There were six sub-recipient agreements that were executed for the purpose of outreach and education to the six interoperability regions in Wisconsin. These sub-grants included: North Central Wisconsin Regional Planning Commission, Calumet County, Douglas County, West Central Wisconsin Regional Planning Commission, City of Milwaukee, and Dane County. The six SLIGP Regional Interoperability Coordinators (SLIGP RICs) performed FirstNet updates at their respective Regional SCIP Implementation Council meetings, participated in outreach at association conferences, distributed weekly FirstNet updates to their regional stakeholders via email correspondence, and assisted with data collection efforts. The SLIGP RICs were crucial in identifying county contacts and coordinating regional meetings to keep stakeholders informed on efforts at the state and national level related to FirstNet.
8. **Coverage:** Initially, data was collected on temporary venues/tourist areas, waterways, major highways, and high concentrations of seasonal housing areas. Maps with these data overlays were submitted to FirstNet for the 2015 data collection deadline. An extended deadline was issued until 9/30/2016 and Wisconsin submitted additional data and a phased build out plan based on survey data collected during 2016 and consultation with the NPSBN Subcommittee. Coverage reviews were performed in all 72 counties and three major metropolitan areas by the end of 2016 and additional data was submitted by 12/19/2016 as authorized by NTIA and FirstNet. Coverage reviews were done either in-person or via Webinar and included identifying critical service areas where coverage is absolutely necessary and extended service areas where there are known coverage issues through an agency's existing cellular provider. Computer Aided Dispatch (CAD) data was also collected from agencies that were willing to share that information. These were documented into a heat map where the data was used to develop another five-phase build out plan that met the required urban and rural milestones.
9. **Users and their operational areas:** Information on user base and operational areas was collected using a Mobile Data Survey Tool (MDST) by the SLIGP RICs and state staff in 2015. An additional survey was distributed in 2016 that requested similar information such as the number of users in an agency, number of vehicles, etc. The state utilized its contract with Televate, LLC for data collection activities. All information was submitted to FirstNet.
10. **Capacity planning:** In the 2016 User Population and Needs Assessment Survey, information was collected on current data users in an agency and the average gigabytes of data used per user, per month. The state utilized its contract with Televate, LLC for data collection activities. All information was analyzed by state staff and Televate, LLC and submitted to FirstNet.
11. **Current providers/procurement:** As part of the 2016 User Population and Needs Assessment survey, information was collected on current service providers and how public safety agencies purchased those services (e.g. through local /state contract vehicles or retail). The state utilized its contract with Televate, LLC for data collection activities. All information was submitted to FirstNet.
12. **State plan decision:** In preparation for the FirstNet state plan, the State of Wisconsin developed a State Plan Decision Process plan that outlined the governance path for the NPSBN Subcommittee, Interoperability Council, and state staff to provide a recommendation to the Governor within the 90-day timeline. This plan was submitted to FirstNet in the final quarter of 2017.

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.

It is the intent of the state to continue working and advocating the needs and requirements of our public safety stakeholders through education/outreach at state conferences and governance meetings of the NPSBN Subcommittee and Interoperability Council. State staff will continue to meet on a monthly basis with FirstNet/AT&T to discuss FirstNet-related topics and issues for Wisconsin. Staff will also continue to attend national conferences like the International Wireless Communications Expo and the APCO Broadband Summit to keep up-to-date on public safety broadband.

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

All data collection has been completed per the requirements of SLIGP.

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

None have been identified at this time related to public safety broadband. In the future, data collection may be done to gather information on public safety applications that are used, how agencies are using FirstNet voice and data services for day-to-day operations and during major events, how the system can be improved, and future plans for integrating LMR and LTE.

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

Governance was a key component to providing an adequate recommendation to the Governor. Having the governance in place prior to the state plan delivery ensured that most governance members had a sufficient understanding of the NPSBN to make an informed decision and the appropriate stakeholders could be represented. Requesting a third-party governance assessment helped tremendously in identifying ways that Wisconsin governance could be improved.

One best practice that the state implemented was utilizing regional coordinators to assist in data collection, making one-on-one contact with local agencies, and outreach to the regional councils through FirstNet updates as a way to keep stakeholders informed on upcoming activities with the grant. By utilizing regional coordinators that lived within their respective regions, stakeholders were more likely to attend and remain engaged at meetings as opposed to if the state were to attend and give the same update. The SLIGP RICs were invaluable to state staff and helped fill the gap in a constantly understaffed project.

**Part C: Staffing**

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

Name	FTE%	Project(s) Assigned	Change
Program and Policy Analyst 1	0.5	Provides administrative support relating to grant management, governance meetings, outreach activities, and fulfill program requirements	Three separate individuals held this position
Program and Policy Analyst 2	0.5	Provides administrative support relating to grant management, governance meetings, outreach activities, and fulfill program requirements	Two separate individuals held this position
Justice Program Supervisor (SWIC)	0.5	Overall program oversight	Two separate individuals held this position
Grant Specialist 1	0.1	Provides financial balances, completes Financial Status Report (FSR), completes travel reimbursements and pays general costs	One individual held this position
LTE	0.25	Provides program support for day to day work and meetings	One individual held this position

**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**

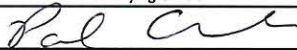
Name	Subcontract Purpose	Type (Vendor/Subrec.)	RFP/RFQ Issued (Y/N)	Total Federal Funds Allocated	Total Matching Funds Allocated
UW-Extension	Develop training videos and promotional materials	Vendor	N	\$16,153.00	N/A
Televate, LLC	Public Safety Broadband Consultation, outreach, project support, and data collection services	Vendor	N	\$608,995.00	N/A
Six sub-grants	Public Safety Wireless Broadband Planning Facilitation	Subrecipients	N	\$631,434.00	N/A

**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	\$416,118.00	\$0.00	\$416,118.00	\$227,014.00	\$0.00	\$227,014.00
b. Personnel Fringe Benefits	\$163,410.00	\$0.00	\$163,410.00	\$82,651.00	\$0.00	\$82,651.00
c. Travel	\$75,697.00	\$221,616.00	\$297,313.00	\$68,945.00	\$187,517.00	\$256,462.00
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Materials/Supplies	\$6,457.00	\$0.00	\$6,457.00	\$4,383.00	\$0.00	\$4,383.00
f. Subcontracts Total	\$1,462,923.00	\$0.00	\$1,462,923.00	\$1,256,582.00	\$0.00	\$1,256,582.00
g. Other	\$57,061.00	\$952,205.00	\$409,266.00	\$25,748.00	\$340,970.00	\$366,718.00
Indirect	\$113,267.00	\$0.00	\$113,267.00	\$53,158.00	\$0.00	\$53,158.00
h. Total Costs	\$2,294,933.00	\$573,821.00	\$2,868,754.00	\$1,718,481.00	\$528,487.00	\$2,246,968.00
i. % of Total	80%	20%	100%	76%	24%	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>The grant program provided the motivation needed to begin planning for FirstNet in Wisconsin. Wisconsin formed a Public Safety Wireless Broadband Workgroup early in the process to begin planning for the grant and the workgroup was eventually established as a standing subcommittee within the Interoperability Council to assist in consultation with FirstNet and the state plan decision process. A few of the challenges that were encountered was expending all of the funds within the extensive grant requirements and proper staffing to administer the funds.</i>
Were SLIGP funds helpful in planning for your FirstNet consultation?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Wisconsin was able to utilize SLIGP funding to hire consultants and subcontractors to assist in preparing for FirstNet consultation. Part of the funding was used to perform a governance assessment to ensure that Wisconsin was prepared for FirstNet consultation and the state plan decision. SLIGP funds were also utilized for the required data collection that resulted in a state plan that mostly met the needs of the public safety community in Wisconsin.</i>
Were SLIGP funds helpful in informing your stakeholders about FirstNet?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>The state worked extensively on outreach and education to stakeholders throughout the grant period. Without SLIGP, funds for travel, attendance at association conferences, and funding for Regional Coordinators for outreach and education would have been severely limited. This would have resulted in lack of knowledge about FirstNet at inception and decreased participation in the data collection effort and state plan review. A few challenges that were encountered during outreach were coordinating the message among the various parties that were performing the outreach with stakeholders, hitting all of the major stakeholder groups (e.g. volunteer fire had limited availability during regular business hours), and mitigating misinformation before it spread.</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>Without SLIGP funds, Wisconsin probably would not have developed an NPSBN/Broadband Subcommittee until after FirstNet came to fruition. SLIGP provided the motivation needed to jumpstart the initiative in Wisconsin.</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, without the additional funding for travel, Wisconsin staff would have lacked the most current information from FirstNet as well as what other states were doing to support this initiative effectively.</i>
Were SLIGP funds helpful in updating your Statewide Communications Interoperability Plan?	Neutral	What was most helpful? What challenges did you encounter?	<i>With lack of personnel to initiate the SCIP planning process, Wisconsin has heavily relied on Technical Assistance from the U.S. DHS/Office of Emergency Communications.</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 were useful because Wisconsin was able to utilize them for hiring consultants to assist in preparing for and reviewing the FirstNet state plan.</i>
Were SLIGP funds helpful in conducting FirstNet determined data collection?	Strongly Agree	What was most helpful? What challenges did you encounter?	<i>Wisconsin was able to utilize SLIGP funds for hiring sub-contractors to assist with initial data collection and consultants to perform additional data collection to fill any gaps from previous data submissions.</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:		
Paul W. Connell, Deputy Attorney General	Telephone (area code, number, and extension)	608-264-6362
Signature of Authorized Certifying Official:	Email Address:	<a href="mailto:connellpw@doj.state.wi.us">connellpw@doj.state.wi.us</a>
	Date:	5/8/18