

State of North Carolina: Revised SLIGP Detailed Budget Spreadsheet 2017.06.01

ORIGINAL Phase II

REVISED

Category	Total Cost	Federal	Non-Federal	Total Cost	Federal	Non-Federal
a. Salary						
IT Director - Oversight of the Broadband Infrastructure Office, which includes FirstNetNC.	\$115,322.75	\$115,322.75	\$0.00	\$115,322.75	\$115,322.75	\$0.00
IT Project Program Manager (SPOC) - Director of FirstNetNC	\$371,139.81	\$371,139.81	\$0.00	\$398,970.31	\$398,970.31	\$0.00
Networking Specialist (Dpty SPOC) - Deputy Director of FirstNetNC, develops and implements education and outreach efforts.	\$233,068.24	\$233,068.24	\$0.00	\$254,390.49	\$254,390.49	\$0.00
Budget Officer - Performs budget work and responsible for on-going Performance Progress Reports (PPR).	\$112,614.00	\$112,614.00	\$0.00	\$77,662.88	\$77,662.88	\$0.00
Networking Specialist (Tech Dir) - Technical position for oversight on various technologies involved with FirstNet. This position was phased out as the FirstNet project matured.	\$281,421.00	\$281,421.00	\$0.00	\$112,500.00	\$112,500.00	\$0.00
Info & Comms Spec III - Communications Director responsible for messaging and content. This position was moved to in-kind contributions only as needed since information from the FirstNet project stagnated.	\$19,549.89	\$19,549.89	\$0.00	\$24,162.89	\$24,162.89	\$0.00
IT Manager - Originally performed budget work and PPR responsibilities... this position was vacated and the work transferred to the Budget Officer.	\$171,167.08	\$171,167.08	\$0.00	\$13,638.63	\$13,638.63	\$0.00
Administrative Assistant I - Performed administrative duties as related to FirstNet project. This position was eliminated when vacated and work is performed as in-kind match by other State employees as needed.	\$34,400.89	\$34,400.89	\$0.00	\$34,400.89	\$34,400.89	\$0.00
IN-KIND contributions from employees funded with State Appropriations	\$47,465.40	\$0.00	\$47,465.40	\$47,465.40	\$0.00	\$47,465.40
Total Personnel	\$1,386,149.07	\$1,338,683.67	\$47,465.40	\$1,078,514.23	\$1,031,048.83	\$47,465.40
b. Fringe Benefits						
IT Director - Oversight of the Broadband Infrastructure Office, which includes FirstNetNC.	\$30,726.42	\$30,726.42	\$0.00	\$30,726.42	\$30,726.42	\$0.00
IT Project Program Manager (SPOC) - Director of FirstNetNC	\$102,347.42	\$102,347.42	\$0.00	\$111,879.76	\$111,879.76	\$0.00
Networking Specialist (Dpty SPOC) - Deputy Director of FirstNetNC, develops and implements education and outreach efforts.	\$67,172.57	\$67,172.57	\$0.00	\$74,885.84	\$74,885.84	\$0.00
Budget Officer - Performs budget work and responsible for on-going Performance Progress Reports (PPR).	\$35,603.23	\$35,603.23	\$0.00	\$24,026.46	\$24,026.46	\$0.00
Networking Specialist (Tech Dir) - Technical position for oversight on various technologies involved with FirstNet. This position was phased out as the FirstNet project matured.	\$80,466.84	\$80,466.84	\$0.00	\$31,991.83	\$31,991.83	\$0.00
Info & Comms Spec III - Communications Director responsible for messaging and content. This position was moved to in-kind contributions only as needed since information from the FirstNet project stagnated.	\$5,791.20	\$5,791.20	\$0.00	\$7,316.30	\$7,316.30	\$0.00
IT Manager - Originally performed budget work and PPR responsibilities... this position was vacated and the work transferred to the Budget Officer.	\$49,862.39	\$49,862.39	\$0.00	\$3,991.71	\$3,991.71	\$0.00
Administrative Assistant I - Performed administrative duties as related to FirstNet project. This position was eliminated when vacated and work is performed as in-kind match by other State employees as needed.	\$11,444.89	\$11,444.89	\$0.00	\$11,444.89	\$11,444.89	\$0.00
IN-KIND contributions from employees funded with State Appropriations	\$9,171.03	\$0.00	\$9,171.03	\$9,171.03	\$0.00	\$9,171.03
Total Fringe Benefits	\$392,585.98	\$383,414.95	\$9,171.03	\$305,434.25	\$296,263.22	\$9,171.03

c. Travel						
Travel, In-State	\$114,423.83	\$91,287.00	\$23,136.83	\$55,270.65	\$39,575.75	\$15,694.90
Travel, Out-of-State	\$114,498.00	\$114,498.00	\$0.00	\$126,476.43	\$82,596.22	\$43,880.21
Total Travel	\$228,921.83	\$205,785.00	\$23,136.83	\$181,747.08	\$122,171.97	\$59,575.11
d. Equipment						
N/A	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
Total Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Supplies						
Operational - Office supplies (basic supplies, toner, postage)	\$15,215.55	\$15,215.55	\$0.00	\$5,686.67	\$4,166.67	\$1,520.00
ACTUAL expenditures reconciliation for Supplies - no budget items in this row	\$0.00	\$0.00	\$0.00	\$10,342.95	\$2,910.55	\$7,432.40
EMPTY - placeholder for future use	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Supplies	\$15,215.55	\$15,215.55	\$0.00	\$16,029.62	\$7,077.22	\$8,952.40
f. Contractual						
General Support:	\$421,980.00	\$141,980.00	\$280,000.00	\$263,898.06	\$216,980.00	\$46,918.06
Education & Outreach:	\$405,654.98	\$405,654.98		\$224,054.98	\$224,054.98	\$0.00
Data Collection & Analysis:	\$325,460.00	\$325,460.00		\$66,460.00	\$46,460.00	\$20,000.00
Other:	\$186,388.05	\$139,469.99	\$46,918.06	\$145,759.90	\$119,871.62	\$25,888.28
Total Contractual	\$1,339,483.03	\$1,012,564.97	\$326,918.06	\$700,172.94	\$607,366.60	\$92,806.34
g. Other						
{IN-KIND} Volunteer Hrs from Partners (see Narrative)	\$125,630.00	\$0.00	\$125,630.00	\$131,919.01	\$0.00	\$131,919.01
{IN-KIND} Facility Office Space	\$58,007.00	\$0.00	\$58,007.00	\$58,123.00	\$0.00	\$58,123.00
Operational - computers/email/shared drive/phones	\$95,035.86	\$95,035.86	\$0.00	\$32,500.00	\$32,500.00	\$0.00
Events (facility rental and food)	\$38,000.00	\$38,000.00	\$0.00	\$112,000.00	\$112,000.00	\$0.00
Communications materials, banners, etc.	\$12,000.00	\$12,000.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00
Printing	\$16,999.78	\$16,999.78	\$0.00	\$10,750.00	\$10,750.00	\$0.00
ACTUAL expenditures reconciliation for Other - no budget items in this row	\$2,710.19	\$0.00	\$2,710.19	\$93,574.66	\$65,129.52	\$28,445.14
EMPTY - placeholder for future use	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$348,382.83	\$162,035.64	\$186,347.19	\$445,866.67	\$227,379.52	\$218,487.15
Total Direct Charges	\$3,710,738.29	\$3,117,699.78	\$593,038.51	\$2,727,764.80	\$2,291,307.36	\$436,457.43
h. Indirect Costs						

North Carolina has no indirect cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTALS	\$3,710,738.29	\$3,117,699.78	\$593,038.51	\$2,727,764.796	\$2,291,307.36	\$436,457.43

De-obligation

\$826,392.41	\$156,581.08
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STATE OF NORTH CAROLINA

STATE AND LOCAL IMPLEMENTATION GRANT PROGRAM (SLIGP)

Budget Justification Narrative – De-obligation of funds in support of SLIGP 2.0

20 May 2017

Budget Modification Summary

At the request of the National Telecommunications and Information Administration, the State of North Carolina has agreed to modify the State and Local Implementation Grant Program (SLIGP) award budget. In support of NTIA’s desire to have a ‘SLIGP 2.0’ program, the State of NC would like to de-obligate **\$826,392.41** of the federal funds awarded under the SLIGP program.

The highlights of this budget listed below will leave adequate funding for the state to meet its obligations under the SLIGP award. This budget modification contemplates that all programmatic activities would cease on February 1, 2018 and the award closeout activities would cease on May 1, 2018.

- Funding for 2.5 FTEs (SPOC, Deputy SPOC, Business Officer)
- Approximately \$95,000 to support travel of staff and stakeholders
- \$180,000 for contractor to review and audit award at closeout
- \$30,000 for Outreach Liaison activities to support education during the last year
- \$150,000 to host FirstNetNC conferences around the state for SLIGP activities
- \$60,000 for LTE/FirstNet technical training for public safety

BUDGET JUSTIFICATION NARRATIVE

Personnel with Fringe

Amended	2014-2015	2015-2016	2016-2017	2017-2018	Total
Federal	\$237,947.86	\$356,627.38	\$235,931.68	\$200,541.92	\$1,031,048.83
Federal Fringe	\$66,206.52	\$101,638.74	\$67,378.98	\$61,038.99	\$296,263.22
Federal Total	\$304,154.37	\$458,266.11	\$303,310.66	\$261,580.91	\$1,327,312.05
Non-Federal	\$47,465.40	\$0.00	\$0.00	\$0.00	\$47,465.40
Non-Federal Fringe	\$9,171.03	\$0.00	\$0.00	\$0.00	\$9,171.03
Non-Federal Total	\$56,636.43	\$0.00	\$0.00	\$0.00	\$56,636.43
TOTAL	\$360,790.80	\$458,266.11	\$303,310.66	\$261,580.91	\$1,383,948.48

See new NC SLIGP Baseline and Detailed Budget spreadsheet for calculations.

Fringe benefits for the staff members of the FirstNet program constitute a portion of the direct costs for the grant. Benefits are calculated as follows: SSI at 6.2% of salary up to \$113,700 and a 1.45% Medicare tax on all salaries for a total of 7.65%. The State Health Plan tax is calculated at

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\$5,378 annually and State Retirement System at 15.21%. Fringe calculations are based on the aforementioned percentages calculated against the adjusted salaries for the years.

The following personnel will be needed on a full-time basis for the entire project:

- **Program Director (1)** [Classification – IT Project Program Manager]

The Program Director oversees the entire program on behalf of North Carolina. He is responsible for leading, planning, directing and administering the SLIGP project and ensuring its success from a schedule, budget, quality and deliverable perspective. He represents the state in national and regional forums specific to the FirstNet initiative. He briefs state senior executives and members of the General Assembly on the program's progress. He is responsible for all SLIGP project activities and tasks. He must have both technical and business (Public Safety operations) expertise to ensure proper execution of the Grant. This person is the State Point of Contact (SPOC)

- **Outreach Network Analyst (1)** [Classification – Networking Specialist]

This position will take the lead in the development and the delivery of training materials for the SLIGP program. Assistance will be provided by other project team members and possibly other constituents. The individual will work very closely with the team's education and outreach liaisons to make certain that the material developed and distributed is consistent. Collaboration and presentation skills will be essential since there will be substantial interaction with users on a daily basis. This person is the Deputy SPOC.

The following personnel will be utilized on a part-time basis:

- **Business Officer/Financial/Grant Support Analyst (1)** [Classification – Industrial Development Representative]

This person will be primarily responsible for supporting Program Staff in the formal development, execution and management of the SLIGP budget. This analyst is expected to monitor all expenditures and disbursements on a daily basis and to work closely with members of the project team to make certain the budget follows state and federal budgetary guidelines. The analyst will also prepare trend analyses and forecasts of expenditures as needed. Additionally, this person will have administrative support duties such as the coordination of meetings, writing correspondence and assisting the project team in logistical support. Furthermore, responsibilities include coordinating with the project manager to ensure compliance with grant guidelines, interacting with people trying to reach members of the project team and assisting in the coordination and preparation of education and training materials/events. This position was added at 50% funding in April 2016, assuming the duties of the Program Manager that was previously vacated.

- **Broadband Director (1)** [Classification – IT Director]

The Broadband Director oversees the entire Broadband program on behalf of North Carolina. He is responsible for oversight to the SLIGP project and has the primary role of interface to the Governor and Legislature. On occasion, he represents the state in national and regional forums specific to the FirstNet initiative. He briefs state senior executives and members of the General Assembly on the program's progress. His expertise in State business ensures proper coordination

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and oversight of the Grant. This position was funded at 37% until July 2016 at which point it was fully funded by State Appropriations. The duties have not changed and efforts related to SLIGP could be tracked as an in-kind match. Such match is not reflected in the current revision as the budget is de-obligating federal grant funds and some match contributions were also reduced to keep from committing to over-matching.

The following personnel were utilized in the past:

- **Program Manager (1)** [Classification – IT Manager]

The program manager/financial analyst will work together with the Program Director to execute the project plan and assist in the management of the SLIGP budget. The Program Manager is expected to monitor all expenditures and disbursements and to work closely with members of the project team to make certain the budget follows state and federal budgetary guidelines. The Program Manager will also prepare trend analyses and forecasts of expenditures as needed. This position was split time from July 2015 until October 2015. This position was vacant from November 2015 until April 2016, at which time it was removed and the duties were moved to the Business Officer/Financial/Grant Support Analyst.

- **Technical Network Analyst (1)** [Classification – Networking Specialist]

This individual will assist with technical aspects of the outreach program. Duties of this position will include: studying and documenting existing technical implementations and gathering new requirements; identifying potential network impacts to existing computer networks and applications; assisting staff and partners to understand computer network, infrastructure needs, and applications requirements; assisting in the preparation of outreach documents, web pages and briefings; assisting staff with outreach and data collection relating to existing network environments currently used by local government, partner agencies and any other first responder entity identified in the state. As the FirstNet project matured, it was realized that a fulltime position focused on technical aspects was not needed for this program. This position was funded at 100% until March 2016 and then eliminated.

- **Administrative Assistant (1)** [Classification – Administrative Assistant I]

This position provides administrative support to the FirstNetNC team and project. The position transitioned to a split time within the Broadband Infrastructure Office in January 2015. This position was eliminated in the quarter ending September 2015 with duties transitioning to contract staff as needs arise.

- **Information & Communications Specialist (1)** [Classification – Information & Communications Specialist III]

This position, with a background in communications, provides expertise to the team in developing communications and outreach materials. The position is responsible for development and management of communications and outreach content, management of all social media and email updates, media relations, as well as coordination of communications with the broader department. This position was a split position until the quarter ending December 2015 in which it become 0% FirstNet to concentrate on the larger Broadband Infrastructure Office. Duties will be

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transitioned to contract staff as needed. NOTE – Time spent on SLIGP efforts could be used as in-kind match in the future if work is performed by this position.

FY 2014-2015

During the 1 Jul 2014 – 30 Jun 2015 period, time-limited staff levels did not ramp up as originally expected due (in part) to retirement of original Program lead. SLIGP efforts were accomplished by permanent state-funded positions and those efforts were captured as in-kind match. With a new program lead hired in October 2014, the state-funded positions no longer worked on SLIGP efforts and two additional full time staff were hired as time-limited SLIGP funded positions. The overall effort was reduced from original projections due to the long time needed to advertise, interview, and “on-board” new staff.

FY 2015-2016

During the 1 Jul 2015 – 30 Jun 2016 period, there was a loss of two staff from the effort. It is now clear that hiring State Government personnel for a non-permanent position is problematic as the FirstNetNC effort can only utilize “time limited” positions (the State has not allocated any permanent positions to the SLIGP effort). Often, people prefer permanent employment and this staffing conflict has caused the FirstNetNC office to reassess the approach to hiring. While operating in an understaffed capacity, this causes additional responsibilities and burdens on the existing staff. Contract staff and non-SLIGP funded State employees have been utilized to perform support tasks.

FY 2016-2017

We do not expect to have more than minimal Staff changes for this period.

FY 2017-2018

During the last seven months of the SLIGP effort, we project staff losses will occur due to need by many personnel to find more secure employment. That said, we do see a continued need to help the North Carolina response community with continued Education and Outreach – as well as program management.

Travel

Amended	2014-2015	2015-2016	2016-2017	2017-2018	Total
Federal	\$14,568.48	\$11,405.99	\$35,652.50	\$60,545.00	\$122,171.97
Non-Federal	\$6,536.83	\$15,416.90	\$37,621.38	\$0.00	\$59,575.11
TOTAL	\$21,105.31	\$26,822.89	\$73,273.88	\$60,545.00	\$181,747.08

See new NC SLIGP Baseline and Detailed Budget spreadsheet for calculations.

- **In State and Out of State Travel for Project Staff** – To support completion of the FirstNet SLIGP effort, North Carolina Project Staff personnel involved in the project will have requirements to travel throughout the state and to conferences and meetings outside the state. Travel outside the state will include attendance at FirstNet and National Governors Association meetings, as well as conferences that address issues associated with the FirstNet effort. Travel within North Carolina will include coordination with local

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first responders and other participants. All travel calculations are at the State allowed rates (lower than Federal rates) and in accordance to State travel policies.

- **Travel for Meeting Non-Project Staff Partners/Stakeholders** – FirstNetNC must assist local responder participation in hosted meetings; where requested by local responders - documented mileage and overnight accommodations/per diem will be reimbursed in accordance with State of North Carolina allowances. When the local responders and associated Government Officials do not request reimbursement, their time and travel will be used as part of the State “match” as per NTIA guidance and approved volunteer and mileage rates.

FY 2014-2015

During the 1 Jul 2014 – 30 Jun 2015, staff traveled to a number of FirstNet sponsored out of State efforts. SPOC meetings, attendance at adjacent and nearby State Consultation meetings, and FirstNet related Governance meetings were among the events attended. Additionally, FirstNetNC Staff traveled to multiple meetings around North Carolina, both for general FirstNet topic focused meetings (numerous meetings were advertised and performed across the state) as well as targeted meetings for specific Agencies or professional groups.

FY 2015-2016

During the 1 Jul 2015 – 30 Jun 2016 period, FirstNetNC Staff continued to attend in-state education and outreach meetings as well as FirstNet sponsored out of State efforts (SPOC meetings, adjacent State consultation activities, NTIA sponsored FirstNet meetings, NGA/NASCIO FirstNet related meetings). During this time frame, the General Assembly had allocated \$140,000 in match funding which was originally all allocated to Contractual Services in our Phase II budget submission. FirstNetNC is moving some of these funds to the Travel and Supplies categories in order to get the matching funds spent prior to the expiration of their availability.

FY 2016-2017

During the 1 Jul 2016 – 30 Jun 2017 period, FirstNetNC Staff will continue to attend in-state education and outreach meetings as well as FirstNet sponsored out of State efforts (SPOC meetings, adjacent State consultation activities, NTIA sponsored FirstNet meetings, NGA/NASCIO FirstNet related meetings). During this time frame, the General Assembly had allocated \$140,000 in match funding which was originally all allocated to Contractual Services in our Phase II budget submission. FirstNetNC is moving some of these funds to the Travel and Supplies categories in order to get the matching funds spent prior to the expiration of their availability.

FY 2017-2018

During the last seven months of the SLIGP effort, we project FirstNetNC Staff will continue to attend in-state education and outreach as well as FirstNet sponsored out of State efforts (SPOC meetings, adjacent State consultation activities, NTIA sponsored FirstNet meetings, NGA/NASCIO FirstNet related meetings). As buildout of FirstNet is expected to begin in this time frame, many responder Agencies will need additional attention as they begin to have more questions about being a part of the effort.

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Equipment

There are no equipment items in the project budget.

Supplies

Amended	2014-2015	2015-2016	2016-2017	2017-2018	Total
Federal	\$1,215.55	\$1,695.00	\$0.00	\$4,166.67	\$7,077.22
Non-Federal	\$0.00	\$7,090.14	\$1,862.26	\$0.00	\$8,952.40
TOTAL	\$1,215.55	\$8,785.14	\$1,862.26	\$4,166.67	\$16,029.62

See new NC SLIGP Baseline and Detailed Budget spreadsheet for calculations.

- **Office Supplies** are budgeted for, with the category encompassing items (e.g.: printer toner cartridges, staples, sticky notes, hole-punch machines) typically used in the modern office environment.
- **Training Material/Printing** costs are included in the budget. Though electronic media will be used extensively, hard-copy documents are still preferred by a number of persons in the public safety field. The production and distribution of paper documents will ensure that a broad base of users and the public are educated and included in FirstNet activities.

FY 2014-2015

During the 1 Jul 2014 – 30 Jun 2015, the FirstNetNC Office was moved to the Office of Information Technology Services (OITS) from the North Carolina Department of Public Safety effective 1 July 2014. As part of this move, the original SLIGP effort was reestablished with OITS and the SLIGP Grant was amended. Concurrent with the organizational move, the FirstNetNC office was also relocated and there were some limited office supplies purchased as a result of the move.

FY 2015-2016

During the 1 Jul 2015 – 30 Jun 2016 period, FirstNetNC was physically moved again and OITS became a cabinet level department – now known as the Department of Information Technology (DIT). As the education and outreach has ramped up, additional printed and presentation materials as well as scaled up office supply procurement is necessary. During this time frame, the General Assembly had allocated \$140,000 in match funding which was originally all allocated to Contractual Services in our Phase II budget submission. FirstNetNC is moving some of these funds to the Travel and Supplies categories in order to get the matching funds spent prior to the expiration of their availability.

FY 2016-2017

During the 1 Jul 2016 – 30 Jun 2017 period, FirstNetNC continued to have printing costs as well as a need for standard office supplies. During this time frame, the General Assembly had allocated \$140,000 in match funding which was originally all allocated to Contractual Services

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in our Phase II budget submission. FirstNetNC is moving some of these funds to the Travel and Supplies categories in order to get the matching funds spent prior to the expiration of their availability.

FY 2017-2018

During the last seven months of the SLIGP effort, we project FirstNetNC to continue to need printed materials as well as office materials – but at a decreased level. As FirstNetNC is closing during this period the amount of funds to support the office are expected to decrease from the previous calendar periods.

Contractual Services (subcontracts)

Amended	2014-2015	2015-2016	2016-2017	2017-2018	Total
Federal	\$65,694.98	\$59,871.62	\$41,800.00	\$440,000.00	\$607,366.60
Non-Federal	\$46,918.06	\$8,892.28	\$36,996.00	\$0.00	\$92,806.34
TOTAL	\$112,613.04	\$68,763.90	\$78,796.00	\$440,000.00	\$700,172.94

See new NC SLIGP Baseline and Detailed Budget spreadsheet for calculations.

Program

It is anticipated that the following services will be contracted in support of the program till the completion of the effort:

- **Education and Outreach Liaisons (8 accounted for under contracts)**
These persons will be responsible for the promotion of the SLIGP program within their respective areas of specialization (Police, Fire, EMS, Emergency Management, and Local Government). Due to the geographic extent of the state (seven hours to drive coast to mountains) we plan to have up to 8 part time Liaisons. Recruitment of Outreach Liaisons with a public safety background has not achieved the desired number yet. However, FirstNetNC is working with FirstNet and AT&T to understand the new role of direct education and outreach to the public safety community now that a vendor is on-board. FirstNetNC will coordinate activities with the federal FirstNet office and their partner.
- **GIS - DIT** – Contracted services were needed from the NC Department of Information Technology (DIT) through the Center for Geographic Information and Analysis (CGIA). CGIA is the lead organization in the state for GIS and provides data management and mapping for the FirstNetNC program. DIT and CGIA are state agencies that operate on a cost recovery basis. They operate in compliance with legislated guidelines while providing centralized services. This allows cost sharing for such services among other agencies without creating duplicative systems or expenses. Use of such shared services is required and is not subject to competitive bidding. This line item is for turnkey contracts for planning and data collection activities which are to be determined by FirstNet. Costs reimbursed under this line item will be from firm, fixed-price task orders.
- **Research Analyst – DoC** – In order to support planning and gathering of data required under Phase II of the SLIGP, a data analyst will be contracted from the North Carolina

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Department of Commerce (DoC). This individual will have responsibilities for planning, gathering, database development, data verification, purchasing of data sets, data research activities, and analyzing First Responder data to support the second phase of the SLIGP.

- **Outreach/Data Collection/Inventory** – Additional contracted services will be sought from a variety of contractors for the education, outreach, data collection and inventory efforts of the program. These services may include contracted services for completion of education, outreach, and data collection. This line item is for turnkey contracts for activities which are to be determined by FirstNet. Costs reimbursed under this line item will be from firm, fixed-price task orders.
- **Hosting Services** will be utilized to support the education and outreach efforts. This will provide a project website and collaboration platform to host databases and web pages, and to connect with social media.
- **Conferences** – as technical staff working to support First Responder Agencies need to also be educated and informed, FirstNetNC held a Technical Conference in 2016 with much success. This conference presented a variety of topics directly on and related to the FirstNet program to the public safety community. FirstNetNC plans to repeat such events during the remainder of the program especially as more information becomes available of what FirstNet can offer in the way of data connectivity.
- **Best Practices** – This line item is for reimbursements for local government’s documented expenditures in support of FirstNet in accordance with SLIGP guidelines and State policies.

FY 2014-2015

During the 1 Jul 2014 – 30 Jun 2015, GIS planning and related planning was performed to support FirstNetNC efforts to support all phases of the Grant

FY 2015-2016

During the 1 Jul 2015 – 30 Jun 2016 period, FirstNetNC was tasked by Federal FirstNet to perform a major data collection effort as well as significant education and outreach efforts

FY 2016-2017

During the 1 Jul 2016 – 30 Jun 2017 period, FirstNetNC expects to continue data collection as well as ramp up education and outreach – given FirstNet should have progressed sufficiently towards successful execution of the program. As the draft State plan might be delivered in this period, FirstNetNC expects to have increased education and outreach efforts to support delivery of information to responder agencies and key decision makers across the State.

FY 2017-2018

During the last seven months of the SLIGP effort, we project FirstNetNC to reduce data collection and education/outreach efforts. Though those efforts will continue on an as needed/requested level.

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Other

Amended	2014-2015	2015-2016	2016-2017	2017-2018	Total
Federal	\$16,995.99	\$29,624.10	\$50,759.43	\$130,000.00	\$227,379.52
Non-Federal	\$60,833.19	\$41,374.50	\$80,879.46	\$35,400.00	\$218,487.15
TOTAL	\$77,829.18	\$70,998.60	\$131,638.89	\$165,400.00	\$445,866.67

See new NC SLIGP Baseline and Detailed Budget spreadsheet for calculations.

- **Data Services/IT Maintenance** is estimated at a standard rate of \$2,500 per position for year. This will fund the on-going maintenance and support related to use of the IT equipment.
- A **Network Printer** is in the budget, for use by project staff.
- **Laptops** are in the budget, with an estimated per unit cost of \$1,000. Laptops are not in the budget for existing staff that already have computers at their disposal.
- **Cellphone Lease** charges are in the budget, calculated for 3 employees in the 1st, 2nd, and 3rd years. Cellular services necessary for work-related communications, especially important in that SLIGP implementation in North Carolina is to be accomplished with a fair amount of travel.
- A **Copier** is in the budget, for use by project staff.
- **Events** – Outreach is a key component to the success of the SLIGP. Funds are budgeted for use of specific out outreach meetings.

FY 2014-2015

During the 1 Jul 2014 – 30 Jun 2015 most of the budget was standard expense items as listed above.

FY 2015-2016

During the 1 Jul 2015 – 30 Jun 2016 period there will be continued usage charges for the data services and phone services. Printing costs for communications support will increase the costs this year with meeting room charges coming becoming more the norm.

FY 2016-2017

During the 1 Jul 2016 – 30 Jun 2017 period the expenses are much as the previous year with the belief that more printed materials are expected.

FY 2017-2018

During the last seven months of the SLIGP effort costs will taper off due to only 7 of 12 months that the office will be operational.

DESCRIPTION OF MATCH FUNDS

In-kind match calculations have been accounted for in the attached spreadsheet to include time allotted by the SLIGP work team to plan for implementation and to collect and compile information necessary for grant submission. In-kind match calculations have also been accounted for as below.

- **Personnel Salaries** – During the initial year during staff transitions, the North Carolina effort tracked in detail the time and salary information of DIT staff (State Personnel) supporting the project. These data are inclusive of HR, Fiscal, Admin, and DIT Leadership. For the first five months of NC FY 2015-2016, FirstNetNC was told that DIT planned to pursue an approved indirect cost basis so these hours were not tracked. However, starting November 2015, FirstNetNC received new guidance that DIT was not going to pursue an approved indirect cost basis. Going forward FirstNetNC will account for these hours; however, as further hiring of time limited State employees is not being pursued, the amounts are expected to be slightly increased starting in July 2016 as various administrative duties are performed by fulltime state employees not funded by SLIGP. The IT Director, who will continue to spend a projected 37% of time supporting the effort, is one example of such match that could be tracked.
- **Travel** – Where responders travel to meetings that have as their SOLE PURPOSE to attend FirstNet Education and Outreach/Data Collection meetings, we account for that travel and also use as part of our Match Funding. Travel is calculated round trip from the town where that individual works to the location of the meeting. Calculations are at STATE rates which are sometimes lower than Federal mileage rates and never higher. Computations are reflected in the “Non-Personnel Details” tab of the NC SLIGP Baseline and Detailed Budget spreadsheet. State appropriated funds have also been allocated for Travel as matching funds.
- **Supplies** – State appropriation money was moved into this category to cover some of the supplies needed by the program.
- **Subcontracts** – During the transition to OITS (now DIT) contractors were utilized to assist in planning and strategizing how the FirstNetNC program should proceed under the new leading agency (SLIGP moved to OITS effective 1 Jul 2014). These hours are accounted for in the Match tab of the detailed spreadsheet under section f. Subcontracts (M. Ozburn and K. Wright in the SLIGP – Match Tab). In addition to the two contractors, one State employee (A. Sadowski) assisted in the planning and strategic planning and his time is also accounted for as part of the match as an “in-kind” match. Please note that A. Sadowski was later hired as the Program Director (Classification – IT Project Program Manager) but this work captured as in-kind match was performed while he was employed at the NC State Highway Patrol and non-SLIGP funded.
- The \$140,000 State appropriated was originally envisioned to develop training and course materials to provide education on FirstNet/LTE technologies. Several hurdles were encountered including achieving a buy-in from a national perspective to produce materials that would be relevant to the nation. The total of the state appropriations will

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not be needed to achieve the such subcontracts and state appropriations are being moved to Travel and Supplies. Remaining state appropriations are being used to fund the anticipated Conferences.

- **Other (Volunteer Hours and In-Kind Personnel)**

Volunteer Hours – Given the extensive education and outreach efforts, the time expended by First Responder agencies across the state is significant and this time is being utilized as a State Match. The numbers and times are tracked and derived volunteer time values (for North Carolina) are used. The Labor rate was used rather than asking for salary data from each attendee so as to be less intrusive to the individuals attending the meetings.

Using the \$21.47 per volunteer hour valuation, a \$45,000 per annum value (for both the years 1 July 2015 – 30 June 2016 and 1 July 2016 – 30 June 2017) equates to $\$45,000/\$21.47 = 2096$ hours of time by North Carolina First Responder personnel – or 175 hours per month. Given our plan to have 2FTE and 8 part-time outreach Liaison personnel doing education and outreach – this equates to 18 hours of contact time per month per outreach staff person. Given one single meeting of 20 people for one hour exceeds this number – we are comfortable with using this projection. Similarly, at an event where we are given 15 minutes to make a presentation and 80 people are at the event... then we again exceed this metric. Lastly, if we have five small meetings in one month attended by four people and the meeting lasts one hour, we have again exceeded the metric. Past experience is that small meetings typically last longer than large group presentations as these types of meetings are more conversational and thus last longer than a 15-minute group presentation.

After 2014-2015, we have not accounted for State personnel who assist FirstNet education and outreach (HR, Legal, PR, Fiscal, Management, etc.). We will track these numbers as a potential future “match” if we find we need to show more match funds than we currently project. Note: we are also not pursuing an approved indirect cost basis, so we reserve the option to use these support times as “In-Kind Personnel” in the future.

Examples include:

- **General Counsel (1)**

This position will be responsible for handling all legal matters pertaining to the program and will work with the appropriate entities in the development of any MOAs. This position will also provide advice and counsel to the SLIGP program team. Position will be responsible for facilitating ongoing intergovernmental relations. Incumbent will function with a dotted line reporting relationship to the Governor’s General Counsel in order to facilitate communication and collaboration. Support will also be furnished in the areas of drafting and reviewing of contracts, in collaboration with other General Counsel members from the Attorney General’s Office and the Governor’s Office.

- **Strategic Communications (1)**

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This person will be responsible for the promotion of the SLIGP program at the state level with senior executives and the media. The individual will manage internal and external communications and work with staff to develop and publish appropriate communication messages for all constituents. As required, work with staff to prepare speeches, presentations, and other communications related tasks. This person will also assist in the preparation of required reports for the General Assembly. This person’s time could be an in-kind contribution to the SLIGP work, with the person’s salary allocated from the North Carolina Department of Information Technology personnel budget and not from any federal source.

- **Human Relations (multiple)**

These personnel support the NC SLIGP effort by performing typical Human Relations activities such as Personnel, Payroll, Training, Recruiting, Worker Safety, etc.

- **Fiscal (multiple)**

These personnel support the NC SLIGP effort by performing typical financial functions needed for back end Finance: allocation, distribution, tracking, reporting, auditing, and analysis.

- **Other (Facility Space in-Kind)**

As the FirstNetNC staff require office space to support the SLIGP effort, the office space used was a match by the State. In North Carolina, state agencies do not make lease payments to the Department of Administration. Rather, the State Property Office in the Department of Administration negotiates lease terms for each department. This rate is \$14.65 per square foot annually for DIT where FirstNetNC is housed.

Office Lease Space contributions are based on the following calculations which arrived at by application of the Department of Administration Space Guidelines and through yearly costs per square foot (see Appendix A for NC State Government Guidelines)

	FY14-15	Qty	Sq Ft	Total
Office Space				
Project Director (IT Director)		0.37	240	88.8
Project Manager (IT Project Prog Manager)		1	160	160
Professional Staff (Dpty SPOC, etc.)		2	108	216
Admin Assistant		1	96	96
PT Employees (Outreach Liaisons)		8	22	176
General Space (20% of Office Space)		0.2	736.8	147.36
Circulation Space (25% of General and Offices)		0.25	884.16	221.04
	TOTAL SQ FT			1105.2
Total Price given \$14.65 per year per sq. ft.				\$16,191.18

	FY15-16	Qty	Sq Ft
Office Space			

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Project Director (IT Director)	0.37	240	88.8
Project Manager (IT Project Prog Manager)	1	160	160
Professional Staff (Dpty SPOC, etc.)	2	108	216
Admin Assistant	1	96	96
PT Employees (Outreach Liaisons)	8	22	176
General Space (20% of Office Space)	0.2	736.8	147.36
Circulation Space (25% of General and Offices)	0.25	884.16	221.04
TOTAL SQ FT			1105.2
Total Price given \$14.65 per year per sq. ft.			\$16,191.18

FY16-17	Qty	Sq Ft	
Office Space			
Project Director (IT Director)	0	240	0
Project Manager (IT Project Prog Manager)	1	160	160
Professional Staff (Dpty SPOC, etc.)	1.5	108	162
Admin Assistant	0	96	0
PT Employees (Outreach Liaisons)	4	22	88
General Space (20% of Office Space)	0.2	410	82
Circulation Space (25% of General and Offices)	0.25	492	123
TOTAL SQ FT			615
Total Price given \$14.65 per year per sq. ft.			\$9,009.75

FY17-18	Qty	Sq Ft	
Office Space			
Project Director (IT Director)	0	240	0
Project Manager (IT Project Prog Manager)	1	160	160
Professional Staff (Dpty SPOC, etc.)	1.5	108	162
Admin Assistant	0	96	0
PT Employees (Outreach Liaisons)	0	22	0
General Space (20% of Office Space)	0.2	322	64.4
Circulation Space (25% of General and Offices)	0.25	386.4	96.6
TOTAL SQ FT			483
Total Price given \$14.65 per year per sq. ft.			\$7,075.95
Calculate at 10/12 given that the program ends 2 months prior to the end of the fiscal year			\$5,896.63

Grand Total		\$47,288.74
Originally reported in FY14-15*		\$58,123.00
Difference		-\$10,834.27

*Originally in FY14-15 the calculation was misunderstood as a per month rate and not a per year rate. This caused us to report \$58,123 during that year rather than the intended \$16,191.18.

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Given the reduction in staff over the life of the program, the total amount is now below the original amount reported. This leaves a total of \$10,834.27 over. This amount is being subtracted from the Other in-kind Personnel category (see Detailed Budget spreadsheet under Match funds for Q16) and is reflected in our tracking document that shows such funds.

Attached appendix A are the State guidelines for personnel.

APPENDIX A: North Carolina State Government Office Space Guidelines

**SPACE GUIDELINES
STAFF**

<u>Position</u>	<u>Square Footage Range</u>	<u>Elec</u>	<u>Tele/Data</u>
Cabinet Level	360	5	2
Deputy or Assistant Secretary	270	5	2
Division Director (Managers report to)	240	4	1
Manager (Supervisors reports to)	160	4	1
Supervisor (Professional Staff reports to)	130	4	1
Attorney (Specialty Office)	120	4	1
Professional Staff (No one reports to)	108	4	1
Administrative Asst. (Specialty Office)	96	4	1
Clerical/Temp/Contractor/Intern	80 (Workstation)	4	1

SPACE GUIDELINES MISCELLANEOUS

2/25/2008

General Guidelines (Apply to most State Agencies):

- See attached "Space Guidelines - Staff" for office allocations.
- Conference Rooms: Provide 15 sf per person attending. The number of attendees is generally equal to the number of staff but regional type offices may serve more. These rooms should be sized on routine, (not extreme) use. For example, if an agency has staff meetings for 20 each month, but brings in their field staff of 20 more only twice a year, their conference room should seat 20 not 40.
- Training Rooms: Typically not required but frequently requested. Verify the need first. If needed for computer training, size based on 25 sf per person. Physical training, such as hand-to-hand, requires about 60 sf per person.
- Circulation: Circulation percentages vary with lease size and use. In general, leases below 10,000 sf are allocated 25%, leases between 10,000 sf and 25,000 sf are allocated 30%, and leases over 25,000 sf are allocated 35%. As the number of small spaces (such as workstations or professional staff offices) increases relative to the number of large spaces (such as large conference and storage rooms), the circulation percentage should increase.
- Itinerant Offices: Routinely provided only for VR (130 sf) and ESC (108 sf). Provided elsewhere only where documented need exists. Always use 108 sf except as noted for VR.
- File Storage: Allow 9 sf per vertical cabinet and 14 sf per lateral cabinet. These areas are usually open space. Secure file storage is provided for medical records only (although more and more requests are coming in to secure personnel records too. I usually suggest lockable cabinets for any non-medical files).
- LAN Rooms: Usually 8 x 10. Can be smaller in small leases. Always enclosed space. In small leases, this can also serve as storage space.
- Kitchenettes: Typically 6 x 10 (Small), 8 x 10 (Large). However, large leases (50 people or more) may require larger Break Rooms to accommodate vending machines and more counter space. Leases for 100 people or more may require multiple Kitchenettes – maybe one large one with vending etc. and one or more small ones dispersed throughout the space. Remember that these rooms are typically not intended as a place to eat. They are meant to provide a space for a coffee pot, refrigerator, and microwave. See ESC Guidelines for the only current exception. Kitchenettes are usually enclosed space.

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- Copy/Fax/Work Areas: 8 x 10 (Small), 10 x 12 (Large). Large leases usually require more than one copy area. Usually open unless confidentiality is a concern (such as an HIV/STD office).
- Restrooms: Restrooms are based on the number of fixtures required to serve the occupant load of the building or space. These calculations can be a little involved, however, so unless your lease has excessive meeting space (high occupancy) or excessive storage space (low occupancy), use the following estimates to account for restroom space:

Restroom Allowances

Size of Lease in SF	Required Restroom SF	Comments
1000 or less	50	Unisex Restroom
1000 to 3000	180	Male and Female
3000 to 7500	240	Male and Female
7500 to 10000	400	Male and Female
10000 to 15000	500	Male and Female
15000 to 25000	600	Male and Female
25000 to 35000	800	Male and Female
35000 to 50000	1000	Male and Female

CDSA:

- See CDSA Template.

ESC:

- Career Resource Center: This area is sized based on the number of Computers/Terminals identified in their specs x 15 sf each x 1.5 (for 50% circulation). For example, the CRC in an ESC office with 12 computers and 2 terminals would be sized as follows:

$(14 \text{ computers or terminals} \times 15\text{sf}/\text{computer or terminal}) \times 1.5 = 315 \text{ sf}$

I typically round up 5% (+/-), so this CRC would be 330 sf, or 15' x 22'.

CRC is always open space.

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- Break Room: ESC is the only agency that has a documented policy that prohibits employees from eating at their desks. Because of this restriction, we have always provided ESC office with a Break Room large enough for a table or two. There is no hard-and-fast rule for sizing these rooms, but ESC has historically multiplied 1/3 of the staff x 15 sf. For example, the Break Room in an ESC office with 30 staff would be sized as follows:

$$(1/3 \times 30) \times 15 \text{ sf} = 150 \text{ sf}$$

The minimum size Break Room for an ESC office regardless of staff should be about 120 sf. This is an enclosed room.

- Employer Interview Rooms: One should be provided at each location. This is an enclosed room.
- Waiting Areas: vary by location, and there's no rule-of-thumb to rely on. However, 40 to 50 sf/consultant is a place to start. The last few specs that ESC has approved have been in this range.

VR/IL:

- See VR/IL Guidelines.