

**Application for Federal Assistance SF-424**

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify):</b> <input type="text"/>
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<b>* 3. Date Received:</b> 19Jan2018	<b>4. Applicant Identifier:</b> <input type="text"/>
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<b>5a. Federal Entity Identifier:</b> <input type="text"/>	<b>5b. Federal Award Identifier:</b> <input type="text"/>
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**State Use Only:**

<b>6. Date Received by State:</b> <input type="text"/>	<b>7. State Application Identifier:</b> <input type="text"/>
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**8. APPLICANT INFORMATION:**

<b>* a. Legal Name:</b> State of North Carolina, Department of Information Technology		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 562032825	<b>* c. Organizational DUNS:</b> 87-290-4193	

**\* Address:**

<b>* Street1:</b>	4101 Mail Service Center
<b>Street2:</b>	<input type="text"/>
<b>* City:</b>	Raleigh
<b>County/Parish:</b>	<input type="text"/>
<b>* State:</b>	NC
<b>Province:</b>	<input type="text"/>
<b>* Country:</b>	USA: UNITED STATES
<b>* Zip / Postal Code:</b>	27699-4101

**e. Organizational Unit:**

<b>Department Name:</b> <input type="text"/>	<b>Division Name:</b> <input type="text"/>
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**f. Name and contact information of person to be contacted on matters involving this application:**

<b>Prefix:</b> <input type="text"/>	<b>* First Name:</b> Red
<b>Middle Name:</b> <input type="text"/>	
<b>* Last Name:</b> Grasso	
<b>Suffix:</b> <input type="text"/>	
<b>Title:</b> <input type="text"/>	

<b>Organizational Affiliation:</b> <input type="text"/>
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<b>* Telephone Number:</b> 919.961.1131	<b>Fax Number:</b> <input type="text"/>
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<b>* Email:</b> Red.Grasso@nc.gov
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**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

National Telecommunications and Information Administration

**11. Catalog of Federal Domestic Assistance Number:**

11.549

CFDA Title:

State and Local Implementation Grant Program

**\* 12. Funding Opportunity Number:**

2018-NTIA-SLIGP-2

\* Title:

State and Local Implementation Grant Program (SLIGP) 2.0

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

North Carolina FY2018 STATE AND LOCAL IMPLEMENTATION GRANT PROGRAM (SLIGP) 2.0

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments



**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="1,200,000.00"/>
* b. Applicant	<input type="text" value="300,000.00"/>
* c. State	<input type="text" value="0.0"/>
* d. Local	<input type="text" value="0.0"/>
* e. Other	<input type="text" value="0.0"/>
* f. Program Income	<input type="text" value="0.0"/>
* g. TOTAL	<input type="text" value="1,500,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:


\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

**BUDGET INFORMATION - Non-Construction Programs**

OMB Number: 4040-0006  
Expiration Date: 01/31/2019

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. SLIGP 2.0	11.549	\$	\$	\$ 1,200,000.00	\$	\$ 1,200,000.00
2. State Match					300,000.00	300,000.00
3.						
4.						
<b>5. Totals</b>		\$	\$	\$ 1,200,000.00	\$ 300,000.00	\$ 1,500,000.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) SLIGP 2.0	(2) State Match	(3)	(4)	
<b>a. Personnel</b>	\$	\$ 173,333.00	\$	\$	\$ 173,333.00
<b>b. Fringe Benefits</b>		56,869.00			56,869.00
<b>c. Travel</b>	84,735.00	13,545.00			98,280.00
<b>d. Equipment</b>	0.00	0.00			0.00
<b>e. Supplies</b>	7,105.00	4,470.00			11,575.00
<b>f. Contractual</b>	1,044,800.00	0.00			1,044,800.00
<b>g. Construction</b>	0.00	0.00			0.00
<b>h. Other</b>	63,360.00	51,783.00			115,143.00
<b>i. Total Direct Charges (sum of 6a-6h)</b>	1,200,000.00	300,000.00			\$ 1,500,000.00
<b>j. Indirect Charges</b>					\$
<b>k. TOTALS (sum of 6i and 6j)</b>	\$ 1,200,000.00	\$ 300,000.00	\$	\$	\$ 1,500,000.00
<b>7. Program Income</b>	\$	\$	\$	\$	\$

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**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	SLIGP 2.0	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9.	State Match	<input type="text"/>	300,000.00	<input type="text"/>	300,000.00
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. TOTAL (sum of lines 8-11)		\$ <input type="text"/>	\$ 300,000.00	\$ <input type="text"/>	\$ 300,000.00

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b)First	(c) Second	(d) Third	(e) Fourth
16. SLIGP 2.0	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
17. State Match	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. TOTAL (sum of lines 16 - 19)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges: <input type="text"/>	22. Indirect Charges: <input type="text"/>
23. Remarks: <input type="text"/>	

STATE OF NORTH CAROLINA

STATE AND LOCAL IMPLEMENTATION GRANT PROGRAM (SLIGP) 2.0

Application Narrative

**Executive Summary**

The State of North Carolina (NC) is applying for funds available under the State and Local Implementation Grant Program (SLIGP) 2.0 funding opportunity number 2018-NTIA-SLIGP-2. The public safety community in North Carolina is preparing for the National Public Safety Broadband Network (NPSBN) that is being delivered by the First Responder Network Authority (FirstNet).

The SLIGP 2.0 funding will allow the State to deliver valuable to public safety stakeholders as they plan for the implementation of the National Public Safety Broadband Network.

**Planned activities**

NC proposes the following allowable activities under the SLIGP2.0 program.

- The Single Point of Contact (SPOC) will provide ongoing coordination with NTIA and oversee the implementation of grant funds.
- The Statewide Interoperability Executive Committee (SIEC) will contribute towards planning activities to further identify potential public safety users of the NPSBN and prepare for data sharing. This includes the planning and execution of workshops designed to identify gaps and challenges in data sharing strategies. Exploring the scope and role of the Extended Primary User during such workshops will help identify potential users as well as data sources that might be beneficial to public safety.
- Sponsoring stakeholders travel to state and national events to participate in governance discussions (for example SAFECOM working groups), workshops (for example National Governor’s Association, Workshop on Interoperable Communications), and other such opportunities.
- Any data collection as identified by FirstNet.
- SIEC to examine policies needed to strengthen interoperability of data sharing
- Development of policies and agreements to increase sharing of data between existing public safety systems across various agencies within the State or territory using the NPSBN.
- Planning activities to prepare for emergency communications technology transitions.
- Activities to identify and plan for the transition of public safety applications, software, and databases.
- Identifying and documenting on-going coverage needs/gaps within the State.
- Activities to convene stakeholder outreach events to continue planning for NPSBN implementation, as requested by FirstNet.

**Resource and conduct activities**

## State of North Carolina – Budget Justification Narrative

NC is currently managing the SLIGP grant that is set to expire in early 2018. The same staff would be involved with the SLIGP 2.0 program.

The SPOC position will be funded by state appropriations starting on March 1, 2018. This will allow the staff to remain consistent as NC has found some challenges filling time-limited positions that relied on grant funding. The Program Manager will also be a permanent state funded position that is scheduled to start in July 1, 2018.

### **Objectives and outcomes**

NC will conduct data-sharing workshops throughout the State to identify data-sharing gaps, best practices, and explore policies that need to be updated.

Develop recommendations for data sharing for agencies looking to adopt the NPSBN.

Update the Statewide Communication Interoperability Plan with data sharing recommendations for the NPSBN.

SPOC to provide consistent contact for NTIA, FirstNet, and stakeholders for coordination needs. Engage Extended Primary Users directly in the data-sharing conversation.

### **Capacity to manage**

NC has planned for adequate staff and individuals to manage the grant and perform programmatic activities. The recent appropriations to fund 2 positions with state funds will remove the challenges of time-limited positions. This will bring consistency to the program as the Project Director will remain the same as the current person managing the SLIGP 1.0 grant.

### **Staffing plan**

North Carolina proposes the following staffing plan to accomplish the SLIGP2.0 activities:

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

The Project Director oversees the entire program on behalf of North Carolina. He is responsible for leading, planning, directing and administering the SLIGP2.0 grant and ensuring its success from a schedule, budget, quality, and deliverable perspective. He represents the state in national and regional forums specific to the NPSBN. He is responsible for all SLIGP2.0 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).

- **Program Manager (1)** [Classification – Networking Specialist]

This position will take the lead in the development and the delivery of activities for the SLIGP2.0 program. Assistance will be provided by other project contractors and possibly other constituents. The individual will work very closely with all consultants and contractors for delivery of activities. This person is responsible for performance reports and ensuring grant compliance. 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 contracts will be used to supplement staffing needs:

- **Temporary Solutions - Staff Support**

This contract will allow temporary part-time assistance with administrative, operational, and technical issues. Challenges with temporary full-time positions are overcome partly by utilizing this method of targeted part-time tasks from a staffing agency. Contractors with public safety experience, cellular knowledge, or familiarity with State administrative procedures can be hired as needed to support the program activities.



## State of North Carolina – Budget Justification Narrative

- **TBD - Program Consultant**

The Program Consultant provides input to successful activities that are being delivered in other states. This contract will also provide assistance with grant management utilizing best practices from a wide variety of experiences and programs. Services offered by national contracting firm to take advantage of a wider perspective about the NPSBN and bring that experience to the project here in North Carolina. This will allow stakeholders to have a better view of the national network rather than just a silo from North Carolina. The services would include delivery of such workshops or governance meetings that would enhance the SLIGP 2.0 efforts in NC.

- **TBD - Delivery Contractor**

Contractor will provide assistance with event and activity delivery. Contractor will have experience and tools for delivering programs and events throughout the State of North Carolina to various public safety stakeholders. This includes a registration website program to display a list of events, register participants, relationships with meeting space venues across the State, and staff located throughout the State to work directly with stakeholders on SLIGP2.0 activities.

- **NC Center for Geographic Information and Analysis (CGIA) – GIS Support**

CGIA is housed within NC Department of Information Technology and provides GIS support and analysis. CGIA is the lead organization in the state for GIS and provides data management and mapping for the original FirstNet consultation program. CGIA is a state agency that operates on a cost recovery basis. They operate in compliance with legislated guidelines while providing centralized services. 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 as allowable for coverage gap analysis.

**State of North Carolina – Budget Justification Narrative**

**STATE OF NORTH CAROLINA**

**STATE AND LOCAL IMPLEMENTATION GRANT PROGRAM (SLIGP) 2.0**

**Budget Narrative**

Totals	Total Award	Increment 1	Increment 2 NTE
Federal:	\$1,200,000	\$425,000	\$775,000
Non-Federal:	\$300,000	\$133,659	\$166,341
Total:	\$1,500,000	\$558,659	\$941,341

<b>Personnel</b>	Total Amount:	
	Increment 1	Increment 2 NTE
	\$173,333	
Federal:	\$0	\$0
Non-Federal:	\$65,000	\$108,333
Total:	\$65,000	\$108,333

**See the Detailed Budget Spreadsheet for calculations**

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

This person is the State Point of Contact (SPOC). This position will spend 30% of their time on SLIGP 2.0 activities for 2 years. The annual salary is \$100,000 based on estimates for this position.

- **Program Manager (1)** [Classification – Networking Specialist]

This person is the Deputy SPOC. This position will start July 1<sup>st</sup>, 2018 and will spend 80% of their time on SLIGP 2.0 activities. The annual salary is \$85,000 based on estimates for this position.

Additional staff support will come from contracts.

<b>Fringe</b>	Total Amount:	
	Increment 1	Increment 2 NTE
	\$56,869	
Federal:	\$0	\$0
Non-Federal:	\$21,326	\$35,543
Total:	\$21,326	\$35,543

**See the Detailed Budget Spreadsheet for calculations**

Fringe benefits are calculated as follows: Social Security Insurance and Medicare tax on all salaries total 7.65% during the FY17-18 and FY18-19. The State Health Plan tax is calculated at \$5,869 annually and State Retirement System at 17.13% for FY17-18. This increases in FY18-19

**State of North Carolina – Budget Justification Narrative**

which is calculated at State Health Plan tax at \$6,104 annually and State Retirement System at 18.44%.

**Travel**

	<b>Total Amount:                   \$98,280</b>	
	Increment 1	Increment 2 NTE
Federal:	\$23,310	\$61,425
Non-Federal:	\$13,545	\$0
Total:	\$36,855	\$61,425

**See the Detailed Budget Spreadsheet for calculations**

- **In State and Out of State Travel** – In-state calculation w \$125 mileage + \$40 per diem + \$150 Hotel = \$315 per trip and out-of-state calculation is 500 Airfare + (\$40 per diem + \$150 Hotel) \* 4 days = \$1260 per trip. DIT anticipates supporting stakeholders and staff travel to support SLIGP 2.0 activities. Travel outside the state will include attendance at governance workshops, FirstNet meetings, as well as events that address issues associated with the implementation of the NPSBN. Travel within North Carolina will include coordination with local 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.

**Equipment**

	<b>Total Amount:                   \$0</b>	
	Increment 1	Increment 2 NTE
Federal:	\$0	\$0
Non-Federal:	\$0	\$0
Total:	\$0	\$0

**See the Detailed Budget Spreadsheet for calculations**

No equipment purchases for this grant

**Supplies**

	<b>Total Amount:                   \$11,575</b>	
	Increment 1	Increment 2 NTE
Federal:	\$0	\$7,105
Non-Federal:	\$4,470	\$0
Total:	\$4,470	\$7,105

**See the Detailed Budget Spreadsheet for calculations**

- **Office supplies, Email and phone service** are included this category. DIT charges for managed services. Based on the FY16-17 actuals, this was \$5,479 for that year. This was increased to \$5,784 when adding office supplies which was averaged to \$482 per month.

**State of North Carolina – Budget Justification Narrative**

**Contractual**

	<b>Total Amount:                    \$1,044,800</b>	
	Increment 1	Increment 2 NTE
Federal:	\$391,800	\$653,000
Non-Federal:	\$0	\$0
Total:	\$391,800	\$653,000

**See the Detailed Budget Spreadsheet for calculations**

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

- **Staff Support** - The use of a temporary staffing agency has allowed NC to remain flexible in accomplishing program goals. Staffing can average \$100/hour and 1330 hours is estimated for the total needs of the project.
- **Program Consultant** – Consulting services was estimated at \$150 per hour with a need for 420 hours total for this project.
- **Delivery Contractor** – Contractor will provide assistance with event and activity delivery in association with SLIGP 2.0 activities. As planning for the NPSBN is largely a local need, the bulk of the grant money is found here to support such allowable activities.
- **GIS** – The Center for Geographic Information and Analysis (CGIA) charges \$84/hour. It is estimated that 700 hours will be needed in support of this grant based on actuals from prior work.

**Construction**

	<b>Total Amount:                    \$0</b>	
	Increment 1	Increment 2 NTE
Federal:	\$0	\$0
Non-Federal:	\$0	\$0
Total:	\$0	\$0

**See the Detailed Budget Spreadsheet for calculations**

There are no construction costs.

**Other**

	<b>Total Amount:                    \$115,143</b>	
	Increment 1	Increment 2 NTE
Federal:	\$9,890	\$53,470
Non-Federal:	\$29,318	\$22,464
Total:	\$39,208	\$75,934

## State of North Carolina – Budget Justification Narrative

### See the Detailed Budget Spreadsheet for calculations

Other reflects several expenses that do not fit in the previous categories. The following items fall in this category

- **In-Kind hours** – See below for description.
- **In-Kind Facility Office Space** – See below for description
- **Events** – Based on actuals from previous events, \$16,000 for a venue to provide A/V equipment, catering, and audience space large enough for 200+ stakeholders. A total of 5 events are anticipated.

### DESCRIPTION OF MATCH FUNDS

**In-kind match calculations have been accounted for in the attached spreadsheet to include time allotted by the SLIGP 2.0 work team. In-kind match calculations have also been accounted for as below.**

- **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 Budget Worksheet. State appropriated funds have also been allocated for Travel as matching funds during FY17-18.
- **Supplies** – State appropriation money is available during FY17-18 and will be spent on supplies during the first 4 months of the program.
- **Other (In-Kind Personnel, Volunteer Hours, and Office Space)**

**NC Employees** - During the program, NC will fund both positions (SPOC and Program Manager). Other employees will contribute to the overall execution, support, and supervision of grant activities and personnel. These contributions may include HR, Fiscal, Admin, and Leadership. The Program Manager will track in detail the time and salary information of staff (State Personnel) supporting the project. For budget purposes, this was estimated using the same volunteer rate in order to be a very conservative estimate.

**Volunteer Hours** – Given the extensive engagement with public safety stakeholders that is planned, the time expended by the stakeholders will be tracked as donated time for allowable activities. The numbers and times are tracked and derived volunteer time values for North Carolina are used. The rate comes from Independent Sector (<http://www.independentsector.org/resource/the-value-of-volunteer-time/>) as recognized by the federal government's Corporation for National & Community Service (<https://www.nationalservice.gov/vcla/research>) for setting such rate. This rate is used rather than asking for salary data from each attendee so as to be less intrusive to the

**State of North Carolina – Budget Justification Narrative**

individuals attending the meetings. At the time of writing this, the current volunteer rate for North Carolina is \$22.99 per hour.

**Facility Office Space** - As SLIGP 2.0 staff require office space to support the effort, the office space used as a match. 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. 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)

	Qty	Sq Ft	Total	
Office Space				
Project Director (IT Director)	0	240	0	
Project Manager (SPOC)	0.3	160	48	
Program Manager	0.8	108	86.4	
Admin support	1	108	108	
General Space (20% of Office Space)	0.2	242.4	48.48	
Circulation Space (25% of General and Offices)	0.25	290.88	72.72	
<b>TOTAL SQ FT</b>			<b>363.6</b>	
<b>Total Price given \$14.65 per year per sq. ft.</b>			<b>\$5,326.74</b>	\$1,331.69 per quarter

Attached appendix A are the State guidelines for personnel.

**Indirect**

Total Amount:		\$0
	Increment 1	Increment 2 NTE
Federal:	\$0	\$0
Non-Federal:	\$0	\$0
Total:	\$0	\$0

**See the Detailed Budget Spreadsheet for calculations**

There are no indirect costs.



State of North Carolina – Budget Justification Narrative

**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

## State of North Carolina – Budget Justification Narrative

### 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.

## State of North Carolina – Budget Justification Narrative

- 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:

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

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

CRC is always open space.

## State of North Carolina – Budget Justification Narrative

- 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.

## NC SLIGP 2.0 Detailed Budget Spreadsheet

Category	Detailed Description of Budget (for full grant period)			Increment 1		Increment 2		Total Breakdown of Costs		Total Project Costs
	Quantity	Unit Cost	Total Cost	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	
<b>a. Personnel</b>										
Project Director/SPOC: Spends 30% of their time on SLIGP 2.0 Grant Activities for the full 24 months of award. The annual salary is \$100,000.	2	\$30,000	\$60,000	\$ -	\$ 22,500	\$ -	\$ 37,500	\$ -	\$ 60,000	\$ 60,000
Program Manager. Spends 80% of their time on SLIGP 2.0 grant activities for 20 months of the award (new hire starting FY18-19). The annual salary is \$85,000.	1.666666667	\$68,000	\$113,333	\$ -	\$ 42,500	\$ -	\$ 70,833	\$ -	\$ 113,333	\$ 113,333
<b>Total Personnel</b>			<b>\$173,333</b>	<b>\$ -</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>\$ 108,333</b>	<b>\$ -</b>	<b>\$ 173,333</b>	<b>\$ 173,333</b>
<b>b. Fringe</b>										
SPOC/Project Director: Fringe is calculated at 24.78% of salary for retirement and social security and \$5,869 flat for medical during FY17-18 and at 26.09% of salary for retirement and social security and \$6,104 flat for medical during FY18-19, for the portion of time spent on SLIGP 2.0 activities.	30%	\$ 60,000	\$ 19,162		\$ 7,186	\$ -	\$ 11,976	\$ -	\$ 19,162	\$ 19,162
Program Manager: Fringe is calculated the same as SPOC, although only calculated for the last 20 months of award	80%	\$ 113,333	\$ 37,707	\$ -	\$ 14,140	\$ -	\$ 23,567	\$ -	\$ 37,707	\$ 37,707
<b>Total Fringe</b>			<b>\$ 56,869</b>	<b>\$ -</b>	<b>\$ 21,326</b>	<b>\$ -</b>	<b>\$ 35,543</b>	<b>\$ -</b>	<b>\$ 56,869</b>	<b>\$ 56,869</b>

The SLIGP 2.0 NOFO is the official competition document.

Nothing in this document or other supplemental materials is intended to conflict with or supersede the NOFO in any way.

Any perceived conflict must be resolved by reference to the NOFO.

<b>c. Travel</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Federal</b>	<b>Non-Federal</b>	<b>Federal</b>	<b>Non-Federal</b>	<b>Federal</b>	<b>Non-Federal</b>	
In-State: 15 trips per quarter for 8 quarters for a total of 120 trips. \$125 mileage + \$40 per diem + \$150 Hotel = \$315 per trip. State has some match funds available during FY17-18	120	\$ 315	\$ 37,800	\$ 9,450	\$ 4,725	\$ 23,625	\$ -	\$ 33,075	\$ 4,725	\$ 37,800
Out of state travel for regional and national meetings with FirstNet or other approved stakeholders. 6 trips per quarter for 8 quarters for a total of 48 trips. \$500 Airfare + (\$40 per diem + \$150 Hotel) * 4 days = \$1260 per trip. State has some match funds available during FY17-18	48	\$ 1,260	\$ 60,480	\$ 13,860	\$ 8,820	\$ 37,800	\$ -	\$ 51,660	\$ 8,820	\$ 60,480
<b>Total Travel</b>			<b>\$ 98,280</b>	<b>\$ 23,310</b>	<b>\$ 13,545</b>	<b>\$ 61,425</b>	<b>\$ -</b>	<b>\$ 84,735</b>	<b>\$ 13,545</b>	<b>\$ 98,280</b>
<b>d. Equipment</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Federal</b>	<b>Non-Federal</b>	<b>Federal</b>	<b>Non-Federal</b>	<b>Federal</b>	<b>Non-Federal</b>	
			\$ -	\$0				\$ -		
<b>Total Equipment</b>			<b>\$ -</b>	<b>\$0</b>	<b>\$ -</b>			<b>\$ -</b>		<b>\$ -</b>



e. Supplies	Quantity	Unit Cost	Total Cost	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	
General Office supplies, to include but not limited to copy paper, pens, binders, laptop, email service, phone service, etc - average estimate \$482.00 per month	24	\$ 482	\$ 11,575	\$ -	\$ 4,470	\$ 7,105		\$ 7,105	\$ 4,470	\$ 11,575
<b>Total Supplies</b>			<b>\$ 11,575</b>	<b>\$ -</b>	<b>\$ 4,470</b>	<b>\$ 7,105</b>	<b>\$ -</b>	<b>\$ 7,105</b>	<b>\$ 4,470</b>	<b>\$ 11,575</b>
f. Contractual	Quantity	Unit Cost	Total Cost	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	
Staff Support (Admin staff through temporary staffing agency used on part time basis to help arrange travel etc., technologist assistance for workshops)	1330	\$ 100	\$ 133,000	\$ 49,875	\$ -	\$ 83,125	\$ -	\$ 133,000	\$ -	\$ 133,000
Program Consultant (NC has match funds available during FY17-18, after that the rest will be federal)	420	\$ 150	\$ 63,000	\$ 23,625.00	\$ -	\$ 39,375	\$ -	\$ 63,000	\$ -	\$ 63,000
Delivery Contractor - Policy workshops, Planning workshops, and FirstNet requested stakeholder	3950	\$ 200	\$ 790,000	\$ 296,250	\$ -	\$ 493,750	\$ -	\$ 790,000	\$ -	\$ 790,000
GIS Support for coverage gap analysis	700	\$ 84	\$ 58,800	\$ 22,050	\$ -	\$ 36,750	\$ -	\$ 58,800	\$ -	\$ 58,800
<b>Total Contractual</b>			<b>\$ 1,044,800</b>	<b>\$ 391,800</b>	<b>\$ -</b>	<b>\$ 653,000</b>	<b>\$ -</b>	<b>\$ 1,044,800</b>	<b>\$ -</b>	<b>\$ 1,044,800</b>
g. Construction	Quantity	Unit Cost	Total Cost	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	
			\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Construction</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>
h. Other	Quantity	Unit Cost	Total Cost	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	
{In-Kind} Stakeholder time for attendance at governance meetings, stakeholder events and FirstNet events. Average of \$22.99/hour based on volunteer rate. 40 stakeholders for a 1-hour meeting each month plus 10 hours from other NC staff each month of 50 hours per month for a total of 1,200 hours minus 100 hours for Decembers due to holidays equals 1,100 hours.	1100	\$22.99	\$25,289	\$ -	\$9,483	\$0	\$15,806	\$0	\$25,289	\$ 25,289
{In-Kind} Facility Office Space for staff, calculated at State rate of \$1331.69 per quarter for percentage of time spent on SLIGP	8	\$1,331.69	\$10,654	\$ -	\$3,995	\$0	\$6,658	\$0	\$10,654	\$ 10,654
Events (facilities rental, food, etc.) estimated at \$15,840 per event with 2 events planned per year plus a final ending event (NC has match funds available during FY17-18, after that the rest will be federal)	5	\$15,840.00	\$79,200	\$ 9,890	\$15,840	\$53,470	\$0	\$63,360	\$15,840	\$ 79,200
<b>Total Other</b>			<b>\$115,143</b>	<b>\$9,890</b>	<b>\$29,318</b>	<b>\$53,470</b>	<b>\$22,464</b>	<b>\$63,360</b>	<b>\$51,783</b>	<b>\$115,143</b>

				Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	
<b>Total Direct Charges</b>			\$ 1,500,000	\$ 425,000	\$ 133,659	\$ 775,000	\$ 166,341	\$ 1,200,000	\$ 300,000	\$ 1,500,000
<b>i. Indirect Costs</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Federal</b>	<b>Non-Federal</b>	<b>Federal</b>	<b>Non-Federal</b>	<b>Federal</b>	<b>Non-Federal</b>	
No indirect costs claimed	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Indirect</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>			\$ 1,500,000	\$ 425,000	\$ 133,659	\$ 775,000	\$ 166,341	\$ 1,200,000	\$ 300,000	\$ 1,500,000

Match Proportion:	76%	24%	82%	18%	80%	20%
Goal:					80%	20%

Totals	Total Award	Increment 1	Increment 2 NTE
Federal:	\$1,200,000	\$425,000	\$775,000
Non-Federal:	\$300,000	\$133,659	\$166,341
Total:	\$1,500,000	\$558,659	\$941,341

## Personnel

Total Amount:		\$173,333
	Increment 1	Increment 2 NTE
Federal:	\$0	\$0
Non-Federal:	\$65,000	\$108,333
Total:	\$65,000	\$108,333

## Fringe

Total Amount:		\$56,869
	Increment 1	Increment 2 NTE
Federal:	\$0	\$0
Non-Federal:	\$21,326	\$35,543
Total:	\$21,326	\$35,543

## Travel

Total Amount:		\$98,280
	Increment 1	Increment 2 NTE
Federal:	\$23,310	\$61,425
Non-Federal:	\$13,545	\$0
Total:	\$36,855	\$61,425

## Equipment

Total Amount:		\$0
	Increment 1	Increment 2 NTE
Federal:	\$0	\$0
Non-Federal:	\$0	\$0
Total:	\$0	\$0

## Supplies

Total Amount:		\$11,575
	Increment 1	Increment 2 NTE
Federal:	\$0	\$7,105
Non-Federal:	\$4,470	\$0
Total:	\$4,470	\$7,105

## Contractual

Total Amount:		\$1,044,800
	Increment 1	Increment 2 NTE
Federal:	\$391,800	\$653,000
Non-Federal:	\$0	\$0
Total:	\$391,800	\$653,000

**Construction**

Total Amount:		\$0
	Increment 1	Increment 2 NTE
Federal:	\$0	\$0
Non-Federal:	\$0	\$0
Total:	\$0	\$0

**Other**

Total Amount:		\$115,143
	Increment 1	Increment 2 NTE
Federal:	\$9,890	\$53,470
Non-Federal:	\$29,318	\$22,464
Total:	\$39,208	\$75,934

**Indirect**

Total Amount:		\$0
	Increment 1	Increment 2 NTE
Federal:	\$0	\$0
Non-Federal:	\$0	\$0
Total:	\$0	\$0

### ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

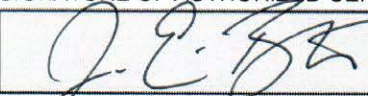
**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.



9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Secretary and State Chief Information Officer
APPLICANT ORGANIZATION North Carolina Department of Information Technology	DATE SUBMITTED 1-22-18



Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, 'New Restrictions on Lobbying.' The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant, or cooperative agreement.

**LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

**Statement for Loan Guarantees and Loan Insurance**

The undersigned states, to the best of his or her knowledge and belief, that:

In any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

\* NAME OF APPLICANT

North Carolina Department of Information Technology

\* AWARD NUMBER

\* PROJECT NAME

North Carolina FY2018 STATE AND LOCAL IMPLEMENTATION GRANT PROGRAM 2.0

Prefix:

\* First Name:

Joseph

Middle Name:

Eric

\* Last Name:

Boyette

Suffix:

\* Title:

Secretary and State Chief Information Officer

\* SIGNATURE:



\* DATE:

1-22-18

*Office of the Governor  
State of North Carolina*

*Roy Cooper  
Governor*



*20301 Mail Service Center  
Raleigh, N.C. 27699-0301*

January 26, 2018

State and Local Implementation Grant Program  
National Telecommunications and Information Administration  
U. S. Department of Commerce

RE: State and Local Implementation Grant Program 2.0

To Whom It May Concern:

This letter is to advise you that, as the Governor of the State of North Carolina, I hereby designate the Department of Information Technology as the Eligible Entity to receive grants on behalf of North Carolina under the National Telecommunications and Information Administration State and Local Implementation Grant Program 2.0 (SLIGP 2.0), pursuant to funding opportunity number 2018-NTIA-SLIGP-2.

The Department of Information Technology is managed by the Secretary and State Chief Information Officer, J. Eric Boyette. Secretary Boyette is hereby authorized to act as my designee in all matters regarding the SLIGP 2.0 grant.

Secretary Boyette has appointed Mr. Red Grasso to be North Carolina's SPOC for the prior State and Local Implementation Grant Program (SLIGP). This appointment will remain in effect for the upcoming SLIGP 2.0 grant award. Secretary Boyette will continue to serve as the Authorized Organization Representative.

Very truly yours,

  
Roy Cooper