

## Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission:		* 2. Type of Application:		* If Revision, select appropriate letter(s):	
<input type="checkbox"/> Preapplication		<input type="checkbox"/> New		E: Other (specify)	
<input checked="" type="checkbox"/> Application		<input type="checkbox"/> Continuation		* Other (Specify)	
<input type="checkbox"/> Changed/Corrected Application		<input checked="" type="checkbox"/> Revision		Transfer	
* 3. Date Received:		4. Applicant Identifier:			
07/01/2014					
5a. Federal Entity Identifier:			* 5b. Federal Award Identifier:		
			37-10-S13037		
<b>State Use Only:</b>					
6. Date Received by State:		7. State Application Identifier:			
<b>8. APPLICANT INFORMATION:</b>					
* a. Legal Name: Executive Office of the State of North Carolina					
* b. Employer/Taxpayer Identification Number (EIN/TIN):			* c. Organizational DUNS:		
562032825			872904193		
<b>d. Address:</b>					
* Street1:	3700 Wake Forest Road				
Street2:					
* City:	Raleigh				
County:	Wake				
* State:	NC: North Carolina				
Province:					
* Country:	USA: UNITED STATES				
* Zip / Postal Code:	27609				
<b>e. Organizational Unit:</b>					
Department Name:			Division Name:		
NC - Office of ITS			NC Connect		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>					
Prefix:		* First Name:	George		
Middle Name:					
* Last Name:	Bakolia				
Suffix:					
Title:	Program Director				
Organizational Affiliation:					
North Carolina Office of Information Technology Services					
* Telephone Number:	9196067526	Fax Number:	9199812548		
* Email:	george.bakolia@nc.gov				

**Application for Federal Assistance SF-424**

Version 02

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

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:**

2013-NTIA-SLIGP-01

\* Title:

State and Local Implementation Grant Program (SLIGP)

**13. Competition Identification Number:**

2013-NTIA-SLIGP-01

Title:

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

State of North Carolina

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

North Carolina Public Safety Broadband Initiative

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:**

\* a. Applicant All

\* b. Program/Project

All

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

[Empty box for additional list of Congressional Districts]

**17. Proposed Project:**

\* a. Start Date: 07/01/2014

\* b. End Date: 07/31/2016

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

* a. Federal	3,117,699.78
* b. Applicant	593,038.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	3,710,737.78

**\* 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 [Empty box]
- 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.)**

Yes  No

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: [Empty] \* First Name: Chris

Middle Name: [Empty]

\* Last Name: Estes

Suffix: [Empty]

\* Title: State CIO

\* Telephone Number: 9197546575 Fax Number: 9199812548

\* Email: chris.estes@nc.gov

DocuSigned by:

\* Signature of Authorized Representative:

[Handwritten signature of Chris Estes]

1876773CB86C4FA...

7/10/2014 | 3:04:31 PM ET

**Application for Federal Assistance SF-424**

Version 02

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input area for Applicant Federal Debt Delinquency Explanation]

NORTH CAROLINA SLIGP REVISED DETAILED BUDGET SPREADSHEET

Category	Detailed Description of Budget (for full grant period)				Breakdown of Costs	
	Quantity	Unit Cost	Total Cost	Federal	Non-Federal	
<b>a. Personnel</b>						
Program Director	100% FTE		\$316,564	\$316,564		
Project Manager	100% FTE		\$193,942	\$193,942	\$0	
Financial Analyst	100% FTE		\$112,283	\$112,283	\$0	
Network Analyst	100% FTE		\$142,904	\$142,904	\$0	
Technical Writer/Content Manager	100% FTE		\$102,074	\$102,074	\$0	
Education/Outreach Analyst	100% FTE		\$102,074	\$102,074	\$0	
Administrative/Grant Support Assistant	100% FTE		\$86,764	\$86,764	\$0	
General Counsel	30% PTE (%0 1styr)		\$77,609	\$77,609	\$0	
<b>Total Personnel</b>			<b>\$1,134,214</b>	<b>\$1,134,213.78</b>	<b>\$0</b>	
<b>b. Fringe Benefits</b>						
Program Director			Total Cost	Federal	Non-Federal	
			\$84,660	\$84,660	\$0	
Project Manager			\$52,975	\$52,975	\$0	
Financial Analyst			\$35,042	\$35,042	\$0	
Network Analyst			\$41,765	\$41,765	\$0	
Technical Writer/Content Manager			\$32,798	\$32,798	\$0	
Education/Outreach Analyst			\$32,798	\$32,798	\$0	
Administrative/Grant Support Assistant			\$29,438	\$29,438	\$0	
General Counsel			\$20,159	\$20,159	\$0	
<b>Total Fringe Benefits</b>			<b>\$329,635</b>	<b>\$329,635</b>	<b>\$0</b>	
<b>c. Travel</b>						
In State Travel for Project Staff (Regional meetings and visits to all state/local/tribal areas) project staff traveling at an estimated three days per week (156 days out of the year), 200 miles per day, thus yielding 31,200 miles for the year, (1st year - only 21,600 miles); cost per mile is based on a state mileage rate that is the same as the IRS standard mileage rate - Estimated	62,400 miles	\$0.57	\$35,568	\$35,568	\$0	
InState Travel for Project staff . Hotel estimated at \$100/night, in-state per-diem at \$38/day for an avg of 3 days, for a total of \$138 per trip.	120 person-trips	\$138.00	\$16,560	\$16,560		

In State Travel for Non-Project Staff Partners/Stakeholders - includes documented mileage and overnight accommodations, if necessary - Estimated					\$90,000	\$0
Out of State Travel for Project Staff (FirstNet and NGA conferences/forums and out of state meetings). Airfare is estimated at \$500/ticket; hotel is estimated at \$200/night for 3 nights; out-of-state per diem is estimated at \$38.75/day for 3-4 days, for a total of \$1,200/trip	12 person trips	\$1,200	\$14,400	\$14,400	\$14,400	\$0
<b>Total Travel</b>			<b>\$156,528</b>		<b>\$156,528</b>	<b>\$0</b>
<b>d. Equipment</b>			<b>Total Cost</b>		<b>Federal</b>	<b>Non-Federal</b>
N/A	0	\$0	\$0	\$0	\$0	\$0
<b>Total Equipment</b>			<b>\$0</b>		<b>\$0</b>	<b>\$0</b>
<b>e. Supplies</b>			<b>Total Cost</b>		<b>Federal</b>	<b>Non-Federal</b>
Printers	0	\$0	\$0	\$0	\$0	\$0
Laptops	0	\$0	\$0	\$0	\$0	\$0
Copier - Not Used	0	\$0	\$0	\$0	\$0	\$0
Desk Phones - Not Charged	0	\$0	\$0	\$0	\$0	\$0
Cellphone Lease for project team estimated at \$50 per member/per month	1	\$8,400	\$8,400	\$8,400	\$8,400	\$0
Data Collection Equipment	5	\$612	\$3,060	\$3,060	\$3,060	\$0
Cameras/GPS Devices						
Office Supplies for 24 months	1	\$4,800	\$4,800	\$4,800	\$4,800	\$0
Training Material/Printing - Not Used	0	\$0.00	\$0	\$0	\$0	\$0
<b>Total Supplies</b>			<b>\$16,260</b>		<b>\$16,260</b>	<b>\$0</b>
<b>f. Contractual</b>			<b>Total Cost</b>		<b>Federal</b>	<b>Non-Federal</b>
Contractual Services	0	\$0	\$1,860,000	\$1,860,000	\$1,375,000	\$485,000
Local cooperative efforts for development of MOUs			\$50,000	\$50,000	\$50,000	\$0
<b>Total Contractual</b>			<b>\$1,910,000</b>		<b>\$1,425,000</b>	<b>\$485,000</b>
<b>g. Construction</b>			<b>Total Cost</b>		<b>Federal</b>	<b>Non-Federal</b>
N/A	0	\$0	\$0	\$0	\$0	\$0
<b>Total Construction</b>			<b>\$0</b>		<b>\$0</b>	<b>\$0</b>
<b>h. Other</b>			<b>Total Cost</b>		<b>Federal</b>	<b>Non-Federal</b>
Data Service/IT Maintenance for the equivalent of 7 positions( avg. \$3,432 per person for 2 years).	7	\$3,432	\$48,038	\$48,038	\$0	\$48,038
Hosting Services Hosting for databases, web pages, social media for 24 months \$2,500/month	24	\$2,500	\$60,000	\$60,000	\$0	\$60,000
In-State Meetings Total of 38 meetings are anticipated in all three regions of the state;	38	\$0	\$18,432	\$18,432	\$18,432	\$0

Office Lease		36 months		\$37,631	\$37,631	\$0
Office Furniture for 7 Employees - REVISED		0	\$0.00	\$0	\$0	\$0
<b>Total Other</b>				<b>\$164,101</b>	<b>\$56,063</b>	<b>\$108,038</b>
<b>Total Direct Charges</b>						
i. Indirect Costs		<b>Quantity</b>	<b>Unit Cost</b>	<b>\$3,710,738</b>	<b>Total Cost</b>	<b>\$593,038</b>
N/A		0	\$0	\$0	\$0	\$0
<b>Total Indirect</b>						
<b>TOTALS</b>				<b>\$3,710,738</b>	<b>\$3,117,699.78</b>	<b>\$593,038</b>

**STATE OF NORTH CAROLINA**  
**STATE AND LOCAL IMPLEMENTATION GRANT PROGRAM (SLIGP)**

**Budget Justification Narrative**

**July 8, 2014**

**BUDGET JUSTIFICATION NARRATIVE**

**Personnel**

	<b>2<sup>nd</sup> Year</b>	<b>3<sup>rd</sup> Year</b>	<b>All 2 Years</b>
<b>Federal</b>	<b>\$563,305</b>	<b>\$570,908.78</b>	<b>\$1,134,213.78</b>
<b>Non-Federal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$563,305</b>	<b>\$570,908.78</b>	<b>\$1,134,213.78</b>

See the Detailed Budget Spreadsheet for calculations.

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

- **Program Director (1)**

The Program Director oversees the entire program on behalf of North Carolina. The Director is responsible for leading, planning, directing and administering the SLIGP project and ensuring its success from a schedule, budget, quality and deliverable perspective. Represents the state in national and regional forums specific to the FirstNet initiative. Briefs state senior executives and members of the General Assembly on the program's progress.

- **Project Manager (1)**

The project manager has total responsibility for all SLIGP project activities and tasks. This position provides technical and business expertise to ensure the project is properly planned, appropriately monitored and managed, performed in accordance with statewide standards and practices, and is completed on-time, within budget, with the desired quality, and providing the expected technical capabilities and business benefits or results.

- **Financial Analyst (1)**

The financial analyst will work together with the Program Director and the Project Manager in the formal development, execution and management of the SLIGP budget. The budget 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.

- **Network Analyst (1)**

This individual will assist with all the networking 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

## State of North Carolina – Budget Justification Narrative

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.

- **Technical Writer (1)**

The incumbent will be responsible for the development of various types of documentation but also web content for the SLIGP program. Primary responsibilities include the modification of existing state public safety plans relevant to this effort and the development of new ones as needed. Web content preparation must follow state web best practices and policies for consistency purposes. Review and editing for proper use of terminology, style, direction, content, grammar, punctuation and clarity; designs layout format. The incumbent will also be responsible for the maintenance of a document library and version control.

- **Education/Outreach Analyst (1)**

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 technical/content manager 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.

- **Administrative/Grant Support Assistant (1)**

The administrative/grant support assistant will have typical administrative duties such as the coordination of meetings, writing correspondence and assisting the project team in logistical support. The employee must be familiar with a personal computer and its operations but also with the Microsoft Product Suite software. Additional responsibilities include coordinating with the project manager to ensure compliance with grant guidelines, mail distribution, interacting with people trying to reach members of the project team and assisting in the preparation of education and training material copying and distribution.

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

- **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 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.

## State of North Carolina – Budget Justification Narrative

### Fringe Benefits

	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	All 2 Years
<b>Federal</b>	<b>\$164,014</b>	<b>\$165,621</b>	<b>\$329,635</b>
<b>Non-Federal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$164,014</b>	<b>\$165,621</b>	<b>\$329,635</b>

See the 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. The State Health Plan tax is calculated at \$5,192 annually and State Retirement System at 14.31%.

### Travel

	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	All 2 Years
<b>Federal</b>	<b>\$78,264</b>	<b>\$78,264</b>	<b>\$156,528</b>
<b>Non-Federal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$78,264</b>	<b>\$78,264</b>	<b>\$156,528</b>

See the Detailed Budget Spreadsheet for calculations.

- **In State and Out of State Travel for Project Staff** – To support the program, North Carolina 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 effort. Travel within North Carolina will include coordination with local first responders and other participants. The budget assumes the use of a state-furnished vehicles for the majority of the travel.
- **In State Travel for Meeting Non-Project Staff Partners/Stakeholders** – To encourage full participation in hosted in-state meetings, documented mileage and overnight accommodations will be reimbursed in accordance with State of North Carolina allowances.

### Equipment

	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	All 2 Years
<b>Federal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Non-Federal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

See the Detailed Budget Spreadsheet for calculations.

There are no equipment items in the project budget.

## State of North Carolina – Budget Justification Narrative

### Supplies

	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	All 2 Years
<b>Federal</b>	<b>\$9,660</b>	<b>\$6,600</b>	<b>\$16,260</b>
<b>Non-Federal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$9,660</b>	<b>\$6,600</b>	<b>\$16,260</b>

See the Detailed Budget Spreadsheet for calculations.

- **Cellphone Lease** charges are in the budget, calculated for 7 employees. 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.
- **Office Supplies** are budgeted for, with the category encompassing items (e.g., staples, sticky notes, hole-punch machines) typically used in the modern office environment.
- **Data Collection Equipment** is for equipment needed for Phase 2 survey and documentation work.

### Contractual Services

	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	All 2 Years
<b>Federal</b>	<b>\$725,000</b>	<b>\$700,000</b>	<b>\$1,425,000</b>
<b>Non-Federal</b>	<b>\$250,000</b>	<b>\$235,000</b>	<b>\$485,000</b>
<b>Total</b>	<b>\$975,000</b>	<b>\$935,000</b>	<b>\$1,910,000</b>

See the Detailed Budget Spreadsheet for calculations.

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

- **ITS Services** - Contracted services will be sought from the NC Office of Information Technology Services. Since some of the ITS contractual services will span over both Phase 1 and Phase 2 periods, our Statements of Work (SOWs) will clearly distinguish the amount of effort and cost specific to Phase 1 activities. Assistance will be needed in the planning efforts, consultation period with the FirstNet team, data gathering assessment, networking assessment and finally all GIS activities necessary. The GIS activities envisioned will include participation in planned meetings with other staff members, local participants and FirstNet personnel during the Phase 1 planning phase. Their involvement will continue into Phase 2 in responding to requests from FirstNet staff for delivering geospatial analysis and cartographic products specific to data coverage by county or locality throughout the state. It will also involve data management and analysis and comparison of existing GIS mapping sources. ITS is North Carolina's main IT support organization that provides many IT related services on a cost recovery basis based on services fees established by the North Carolina Office of Budget and Management. The ITS organization operates in compliance with A-87 guidelines while providing centralized services. This allows cost sharing for such services among other agencies

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

without creating duplicative systems or expenses. Use of such shared services is required and is not subject to competitive bidding.

- **Data Collection/Inventory** – Additional contracted services will be sought from a variety of contractors for the data collection and inventory phase of the program. These services may include: database development, data collection and verification, purchasing of data sets, on-the-ground inventories, and contracted services for completion of Phase 2. Data collection services will be competitively bid according to North Carolina procurement policies. This line item is for turnkey contracts for activities which are to be determined by FirstNet prior to the start of Phase 2. Costs reimbursed under this line item will be from firm, fixed-price task orders.
- **Local cooperative efforts for Development of MOUs** – This line item is for reimbursements for local government’s documented expenditures relative to the preparation and drafting of Memoranda of Understanding (e.g., for a small municipality that secures the services of legal counsel).

**Construction**

	<b>2<sup>nd</sup> Year</b>	<b>3<sup>rd</sup> Year</b>	<b>All 2 Years</b>
<b>Federal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Non-Federal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

See the Detailed Budget Spreadsheet for calculations.

There are no construction items in the project budget.

**Other**

	<b>2<sup>nd</sup> Year</b>	<b>3<sup>rd</sup> Year</b>	<b>All 2 Years</b>
<b>Federal</b>	<b>\$27,728</b>	<b>\$28,335</b>	<b>\$56,063</b>
<b>Non-Federal</b>	<b>\$54,024</b>	<b>\$54,014</b>	<b>\$108,038</b>
<b>Total</b>	<b>\$81,752</b>	<b>\$82,349</b>	<b>\$164,101</b>

See the Detailed Budget Spreadsheet for calculations.

- **Data Services/IT Maintenance** is estimated at a standard rate of \$3,430 per position for each. This will fund the on-going maintenance and support related to use of the IT equipment and common services such as e-mail.
- **Hosting Services** is estimated at \$2,500 each month. This will provide for necessary data storage needs throughout the project, a project website and collaboration platform to host databases and web pages, and to connect with social media.

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

- **Outreach** – Outreach is a key component to the success of the SLIGP. Funds for outreach, trainings and meetings are requested as follows:

**In-State** –North Carolina anticipates holding approximately 12 meetings each year. The meetings will be informational and educational but will also serve as a platform for planning at the local level. In addition, data collection and inventory work will take place which will require for some of these meetings to be sufficiently long in duration as to be responsive to the participants.

**Out-of-State** – This funding will support participation in outreach, training and networking events out-of-state, that have direct relevance to the success of SLIGP. Funding will support participation in these national conferences/meetings and cover items such as booths and exhibits.

- **Office Lease Space** – 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.

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 and Appendix B, respectively):

**2<sup>nd</sup> Year**

Project Director	240 sq. ft.
Project Manager	160 sq. ft.
Professional Staff (108 sq. ft. x4)	432 sq. ft.
Administrative/Grant Support Assistant	96 sq. ft.
PT Employees (2x% of their FTE)	68 sq. ft.
General Space (600 sq. ft. x20%)	120 sq. ft.
Circulation space (1,116 x 25%)	279 sq. ft.

TOTAL 1,395 sq. ft.

1,395 sq. ft. at \$13.27 = \$18,512 annually

**3<sup>rd</sup> Year**

Project Director	240 sq. ft.
Project Manager	160 sq. ft.
Professional Staff (108 sq. ft. x4)	432 sq. ft.
Administrative/Grant Support Assistant	96 sq. ft.
PT Employees (2x% of their FTE)	68 sq. ft.
General Space (600 sq. ft. x20%)	120 sq. ft.
Circulation space (1,116 x 25%)	279 sq. ft.

TOTAL 1,395 sq. ft.

1,395 sq. ft. at \$13.70 = \$19,119 annually

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

**APPENDIX A: SPACE GUIDELINES**

## State of North Carolina – Budget Justification Narrative

### 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.

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

**APPENDIX B: OFFICE SPACE RENT**

Governor's Crime Commission Front Street Rent

18,922 SF

	Cost/SF	Annual Rent	Monthly Rent
Year 1	\$ 12.50	\$ 236,525.00	\$ 19,710.42
Year 2	\$ 12.88	\$ 243,620.75	\$ 20,301.73
Year 3	\$ 13.26	\$ 250,929.37	\$ 20,910.78
Year 4	\$ 13.66	\$ 258,457.25	\$ 21,538.10
Year 5	\$ 14.07	\$ 266,210.97	\$ 22,184.25
Year 6	\$ 14.49	\$ 274,197.30	\$ 22,849.78
Year 7	\$ 14.93	\$ 282,423.22	\$ 23,535.27
Year 8	\$ 15.37	\$ 290,895.92	\$ 24,241.33
Year 9	\$ 15.83	\$ 299,622.79	\$ 24,968.57
Year 10	\$ 16.31	\$ 282,893.85	\$ 25,717.62

	Cost/SF	Annual Rent	Monthly Rent
Year 1	\$ 16.80	\$ 317,889.60	\$ 26,490.80
Year 2	\$ 17.30	\$ 327,350.60	\$ 27,279.22
Year 3	\$ 17.82	\$ 337,190.04	\$ 28,099.17
Year 4	\$ 18.36	\$ 347,407.92	\$ 28,950.66
Year 5	\$ 18.91	\$ 357,815.02	\$ 29,817.92

**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.

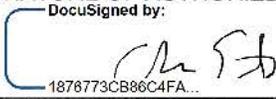
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**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.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
DocuSigned by:  1876773CB86C4FA...		State CIO	
APPLICANT ORGANIZATION		DATE SUBMITTED	
Executive Office of the State of North Carolina		7/10/2014   3:04:31 PM ET	

**CERTIFICATION REGARDING LOBBYING**

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.

**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.

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

NAME OF APPLICANT

Chris Estes, State CID

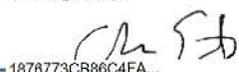
AWARD NUMBER AND/OR PROJECT NAME

37-10-S13037

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DocuSigned by:



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DATE

7/10/2014 | 3:04:31 PM ET



**STATE OF NORTH CAROLINA  
OFFICE OF THE GOVERNOR**

**PAT McCrory  
GOVERNOR**

**May 14, 2014**

**State and Local Implementation Grant Program  
Office of Public Safety Communications (OPSC)  
National Telecommunications and Information Administration  
U.S. Department of Commerce  
1401 Constitution Avenue, NW HCHB  
Room 7324  
Washington, DC 20230**

**Re: National Public Safety Broadband State and Local Implementation Grant Program (SLIGP)**

**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 North Carolina Office of Information Technology Services 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 (SLIGP), pursuant to Funding Opportunity No. 2013-NTIA-SLIGP-01. The Office of Information Technology Services has been designated to manage and implement all aspects of the State and Local Implementation Grant Program (SLIGP) and all responsibility for the SLIGP program has officially transferred from the Department of Public Safety to the State CIO.**

**The Office of Information Technology Services is managed by the State Chief Information Officer Chris Estes. The SCIO's Office is responsible for a variety of infrastructure services and activities, including planning and oversight of projects such as the SLIGP program. In addition, I have asked the State Chief Information Officer to begin to align various technology infrastructure efforts under the "NC Connect" effort that will be under his authority and leadership.**

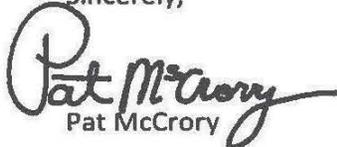
**Mr. Estes has designated Director George Bakolia as the single point of contact (SPOC) for NC FirstNet. As part of my Executive Team, Mr. Estes will ensure that my Cabinet members and I remain informed**

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about this important project. He and Director Bakolia have established an excellent working team to prepare the State's application, and both gentlemen are committed to the success of those efforts.

I look forward to North Carolina's continuing participation in this project. Under the leadership of SCIO Estes and Director Bakolia, we anticipate significant positive outcomes for our citizens and our neighboring states.

Sincerely,

A handwritten signature in black ink that reads "Pat McCrory". The signature is written in a cursive style with a large, prominent initial "P".

Pat McCrory  
Governor of North Carolina