



# SLIGP Budget Amendments

## How to Complete your Phase 2 Modification

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DEPARTMENT OF COMMERCE  
UNITED STATES OF AMERICA

NTIA  
NATIONAL TELECOMMUNICATIONS & INFORMATION ADMINISTRATION

# SLIGP Budget Amendments

## How to Complete your Phase 2 Modification

**SLIGP** State and Local Implementation Grant Program

Meeting Information  
(206) 402-0823  
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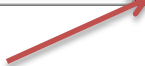
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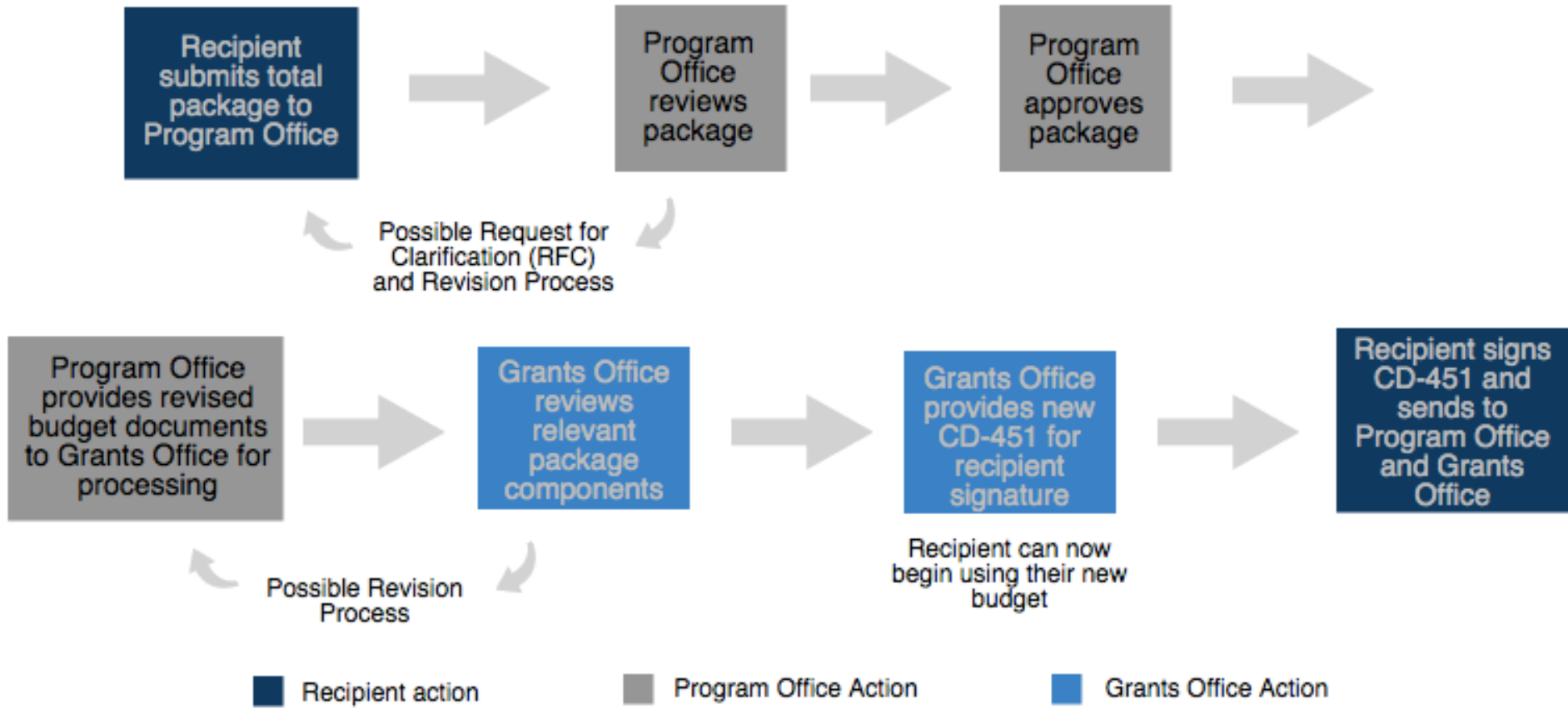


## PHASE 2 PACKAGE OVERVIEW

- The following documents are required for a complete Phase 2 package. A complete package is required to recommend the release of the Phase 2 reserve:
  - Cover letter or transmittal email from AOR or SPOC
  - Revised budget detail spreadsheet
  - Revised budget narrative
  - Revised Standard Form (SF)-424A
  - Supplemental Application Narrative Question 14
  - Revised baseline/expenditure plan



# PROCESS FLOW





# BUDGET DETAIL

- Recipients must submit a revised budget detail spreadsheet that aligns with the new period of performance
- Phase 2 represents an opportunity to develop a budget that more accurately represents each recipient's project plan
- Revised budget detail spreadsheets should include costs related to any Phase 2 activities that recipients plan to conduct
- Recipients should leverage the **SLIGP – Sample REVISED Budget Spreadsheet** to update their budgets
- Recipients should reference their last approved budget as they begin to revise their budgets

Sample: Revised SLIGP Detailed Budget Spreadsheet

ORIGINAL					REVISED						
Category	Detailed Description of Budget (for full grant period)			Breakdown of Costs		Category	Detailed Description of Budget (for full grant period)			Breakdown of Costs	
	Quantity	Unit Cost	Total Cost	Federal	Non-Federal		Quantity	Unit Cost	Total Cost	Federal	Non-Federal
<b>a. Personnel</b>						<b>a. Personnel</b>					
<b>SLIGP</b> The SLIGP will spend 10% of the time on SLIGP grant activities for 3 years. The SLIGP annual salary is \$120,000. $10\% \times 3 \text{ years} \times \$120,000$	3 years	\$30,000	\$90,000	\$90,000		<b>SLIGP</b> The SLIGP will spend 10% of the time on SLIGP grant activities for 4 years. The SLIGP annual salary is \$120,000. $10\% \times 4 \text{ years} \times \$120,000$	4 years	\$30,000	\$120,000	\$120,000	
<b>Grant Manager</b> One grant manager will spend 100% of her time on the project for 3 years.	3 years	\$60,000	\$180,000	\$180,000		<b>Grant Manager</b> One grant manager will spend 100% of her time on the project for 4 years.	4 years	\$60,000	\$240,000	\$240,000	
<b>Outreach Coordinator</b> One outreach coordinator will spend 1,000 hours per year for 3 years, on SLIGP work. The hourly rate for this position is \$20.	3,000 hr	\$20	\$60,000		\$60,000	<b>Outreach Coordinator</b> One outreach coordinator will spend 3,000 hours for 4 years, on SLIGP work. The hourly rate for this position is \$20.	3,000 hr	\$20	\$60,000		\$60,000
<b>Total Personnel</b>			\$330,000	\$270,000	\$60,000	<b>Total Personnel</b>			\$420,000	\$420,000	\$60,000
<b>b. Fringe Benefits</b>						<b>b. Fringe Benefits</b>					
<b>SLIGP</b> Fringe is calculated at 28% of salary, for the portion of time spent on SLIGP activities (20%).	\$90,000	28%	\$25,200	\$25,200		<b>SLIGP</b> Fringe is calculated at 28% of salary, for the portion of time spent on SLIGP activities (20%).	\$120,000	28%	\$33,600	\$33,600	
<b>Grant Manager</b> Fringe is calculated at 28% of salary.	\$180,000	28%	\$50,400	\$50,400		<b>Grant Manager</b> Fringe is calculated at 28% of salary.	\$240,000	28%	\$67,200	\$67,200	
<b>Outreach Coordinator</b> Fringe is calculated at 28% of salary.	\$60,000	28%	\$16,800		\$16,800	<b>Outreach Coordinator</b> Fringe is calculated at 28% of salary.	\$60,000	28%	\$16,800		\$16,800
<b>Total Fringe Benefits</b>			\$92,400	\$92,400	\$16,800	<b>Total Fringe Benefits</b>			\$127,600	\$127,600	\$16,800
<b>c. Travel</b>						<b>c. Travel</b>					
Mileage for Working Group Meetings 15 individuals traveling 150 miles roundtrip for 8 meetings; cost per mile is based on state mileage rates.	20,250 miles	\$0.42	\$8,505	\$8,505		Mileage for Working Group Meetings 15 individuals traveling 150 miles roundtrip for 8 meetings; cost per mile is based on state mileage rates.	20,250 miles	\$0.42	\$8,505	\$8,505	
Travel for Regional and National Meetings with FRONTS 12 individuals will attend 8 meetings. Airfare is estimated at \$400/individual. Travel is estimated at \$100/trip for one night, per day is estimated at \$20/day for non-stay, for a total of \$200/day.	80 trips	\$600	\$48,000	\$48,000	\$0	Travel for Regional and National Meetings with FRONTS 12 individuals will attend 8 meetings. Airfare is estimated at \$400/individual. Travel is estimated at \$100/trip for one night, per day is estimated at \$20/day for non-stay, for a total of \$200/day.	80 trips	\$600	\$48,000	\$48,000	\$0
<b>Total Travel</b>			\$56,505	\$56,505	\$0	<b>Total Travel</b>			\$56,505	\$56,505	\$0
<b>d. Equipment</b>						<b>d. Equipment</b>					
TNA	0	\$0	\$0	\$0	\$0	TNA	0	\$0	\$0	\$0	\$0
<b>Total Equipment</b>			\$0	\$0	\$0	<b>Total Equipment</b>			\$0	\$0	\$0
<b>e. Supplies</b>						<b>e. Supplies</b>					
Printer	1	\$4,995	\$4,995	\$4,995		Printer	0	\$0	\$0	\$0	
<b>Total Supplies</b>			\$4,995	\$4,995		<b>Total Supplies</b>			\$0	\$0	



# BUDGET NARRATIVE

- Recipients must submit a new budget narrative documenting how they intend to use the federal and match funds in each object class category
- Recipients should provide a narrative breakdown and explanation of all the costs that appear in their revised budget detail spreadsheet
- If recipients have added activities or moved money between object class categories, all costs must match costs reported in the revised budget detail
- Recipients should leverage the **SLIGP – SAMPLE Budget Narrative** to update their budget narratives

## Sample Revised Budget Narrative

<b>Personnel</b>	
<i>Federal:</i>	<i>\$270,000</i>
<i>Non-Federal:</i>	<i>\$90,000</i>
<i>Total:</i>	<i>\$360,000</i>

See the Detailed Budget Spreadsheet for calculations

- SWIC (Federal): The SWIC will provide oversight for the SLIGP grant, ensuring that all activities are completed on time and within budget. The SWIC will be the primary point of contact for consultation with FirstNet, and will work to expand the State's governance structure. The budgeted costs (30% time) are only for the duties associated with public safety broadband and the SLIGP grant, not the additional land mobile radio and general interoperable communication duties of the SWIC.
- Grant Manager (Federal): This person will provide grant management support, including completing progress reports, managing the project's budget, and ensuring grant activities are completed on time. She will spend 100% of her time on SLIGP grant activities.
- Outreach Coordinator (Non-Federal): This person will organize meetings with local and tribal jurisdictions, and communicate information about grant activities to key stakeholders. This position will spend 100% of his time on SLIGP grant activities. All of this expense will be provided as an in-kind match. The source of this match is the State's general fund and is not from another Federal source.

<b>Fringe</b>	
<i>Federal:</i>	<i>\$75,600</i>
<i>Non-Federal:</i>	<i>\$25,200</i>
<i>Total:</i>	<i>\$100,800</i>

See the Detailed Budget Spreadsheet for calculations

- SWIC (Federal): Benefits include FICA, unemployment, and retirement. This position spends 30% of the time on SLIGP, so 30% of the fringe benefits have been allocated to this grant.
- Grant Manager (Federal): Benefits include FICA, unemployment, and retirement. This position spends 100% of her time on SLIGP, so all fringe benefits have been allocated to this grant.

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# STANDARD FORM (SF)-424A

- The SF-424A is a high-level breakdown of federal and match spending in each object class category
- Recipients must submit a revised SF- 424A reflecting the changes outlined in the revised budget detail spreadsheet and budget narrative
- Recipients should ensure their SF-424A aligns with the object class categories in their new budget detail spreadsheet exactly

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
SLIGP					
a. Personnel	\$ 658,800.00				\$ 658,800.00
b. Fringe Benefits	72,009.00				72,009.00
c. Travel	428,400.00				428,400.00
d. Equipment	0.00				0.00
e. Supplies	43,230.00				43,230.00
f. Contractual	837,500.00				837,500.00
g. Construction	0.00				0.00
h. Other	516,226.00				516,226.00
i. Total Direct Charges (sum of 6a-6h)	2,556,165.00				\$ 2,556,165.00
j. Indirect Charges	0.00				\$ 0.00
k. TOTALS (sum of 6i and 6j)	\$ 2,556,165.00	\$	\$	\$	\$ 2,556,165.00
7. Program Income	\$	\$	\$	\$	\$

Sample SF-424A





# SUPPLEMENTAL APPLICATION NARRATIVE

## QUESTION 14

- Recipients must submit a revised response to “Question 14: Phase Two Funding” in their supplemental application narrative
- Question 14 asks, “*Describe the activities that you expect to undertake with the Phase 2 funding when it is made available to the State, Territory, or District*”
- Recipients should note which FirstNet-determined data collection activities they plan to conduct and should provide as much detail as possible around what they plan on doing under each data collection category



# THE BASELINE/EXPENDITURE PLAN: WHAT IS IT?

The baseline/expenditure plan provides insight to NTIA into specific activities recipients will accomplish over the four-and-a-half -year award period through the following:

- Identifies “Milestone Activity Categories” (e.g., stakeholder meetings and governance meetings) that reflect the types of activities that recipients will undertake
- Asks recipients to project spending of federal and non-federal funds by quarter for the remainder of their period of performance

Recipients can now revise their baseline/expenditure plans to reflect any necessary changes and the extended period of performance

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# NTIA GUIDANCE AND INSTRUCTIONS FOR COMPLETING THE BASELINE/EXPENDITURE PLAN

## NTIA Guidance

- NTIA has clarified the milestone activity categories and directions based on a more in-depth view of the activities recipients will undertake
- All recipients should complete the baseline/expenditure plan according to the guidance provided here as it is more expansive than the guidance provided with the form
- NTIA has provided an audio/visual tutorial (Captivate) to supplement this guidance

## Spreadsheet Instructions

- On the first page of the baseline expenditure plans, SLIGP recipients should project progress toward milestone categories for each quarter of their SLIGP grant; these projections are not cumulative
- On the second page of the baseline expenditure plans, SLIGP recipients should project spending toward specific cost categories; these projections are cumulative



# SLIGP GRANT QUARTERLY CALENDAR

The following table serves as a reference for recipients

Quarter	Calendar Period	Quarter	Calendar Period
Q1 – Q7	July 1, 2013 – March 31, 2015	Q13	July 1, 2016 – September 30, 2016
Q8	April 1, 2015 – June 30, 2015	Q14	October 1, 2016 – December 31, 2016
Q9	July 1, 2015 – September 30, 2015	Q15	January 1, 2017 – March 31, 2017
Q10	October 1, 2015 – December 31, 2015	Q16	April 1, 2017 – June 30, 2017
Q11	January 1, 2016 – March 31, 2016	Q17	July 1, 2017 – September 30, 2017
Q12	April 1, 2016 – June 30, 2016	Q18	October 1, 2017 – December 31, 2017*
		Q19	January 1, 2018 – March 31, 2018*

\*18 month SLIGP grant extensions were provided to all recipients not to extend beyond February 2018. Recipients will have a 12/31/2017, 1/31/2018 or 2/28/2018 end date



# MILESTONE CATEGORIES TAB EXPLAINED

- The baseline/expenditure plan identifies the following milestone categories. The instructions direct recipients to identify the number of activities they plan to complete each quarter. NTIA reviews projected and actual progress towards milestone categories each quarter
  - Stakeholder Meetings
  - Broadband Conferences
  - Staff Hires (Full-Time Equivalent) (FTE)
  - Contract Executions
  - Governance Meetings
  - Education and Outreach Materials
  - Subrecipient Agreements Executed
  - Phase 2 Activities
    - Coverage
    - Users and Their Operational Areas
    - Capacity Planning
    - Current Providers/Procurement
    - State Plan Decision



# MILESTONE CATEGORIES: DEFINITIONS

Milestone Activity Categories	Definition	Data To Be Reflected
<p>1. Stakeholders Engaged at Meetings (number of individuals reached via stakeholder meetings)</p>	<p>Events during which SLIGP-funded staff, or representatives of the SLIGP program, meet with stakeholders for the purpose of consultation, education, and outreach. Events may include meetings, conferences, and regional summits. Events do NOT include governance meetings or conferences that do NOT include stakeholders</p>	<p>Number of individuals reached via meetings</p>
<p>2. Broadband Conferences Attended (number of individuals sent to third-party broadband conferences)</p>	<p>Broadband conferences hosted by a third party that you attend as part of your SLIGP activities (examples include IWCE, PSCR, APCO, etc.)</p>	<p>Number of people who are sent to conferences using SLIGP grant funds</p>



# MILESTONE CATEGORIES: DEFINITIONS (CONT.)

Milestone Activity Category	Definition	Data To Be Reflected
<p><b>3. Staff Hires (Full-Time Equivalent) (FTE)</b></p>	<p>State personnel FTEs supporting SLIGP. This includes new hires and existing staff who will start spending time supporting SLIGP during the quarter, and should align with the staff listed in the "Personnel" cost category. This includes individuals devoting 100% of their time to SLIGP, as well as individuals spending a portion of their time supporting SLIGP. It includes individuals supported by Federal and matching funds. This should NOT include contractors or vendors.</p>	<p>Number of FTEs that began supporting SLIGP activities</p>
<p><b>4. Contract Executions</b></p>	<p>Contracts that are executed by the recipient. This should align with the number of contracts listed in the "Contractual" cost category</p>	<p>Number of contracts executed</p>



# MILESTONE CATEGORIES: DEFINITIONS (CONT.)

Milestone Activity Category	Definition	Data To Be Reflected
5. Governance Meetings	Meetings of the governance body. This includes meetings by subcommittees or working groups for the purpose of governance	Number of meetings held
6. Education and Outreach Materials	Materials developed and/or distributed by the recipient for the purpose of informing others about SLIGP and the NPSBN. This category also includes materials developed for project websites and social media accounts	Number of materials distributed plus hits to any websites supported by SLIGP funding
7. Subrecipient Agreements Executed	Subrecipient agreements that are executed by the recipient. This should align with any subrecipients listed in the "Other" cost category	Number of agreements executed





# PHASE 2 MILESTONE CATEGORIES: DEFINITIONS

Milestone Activity Category	Definition	Data To Be Reflected
8. Phase 2 - Coverage	Identify desired coverage within the state/territory and proposed build-out phases	<p>For each Phase 2 milestone category, provide the status of activity:</p> <ul style="list-style-type: none"> <li>• <b>Stage 1:</b> Process development</li> <li>• <b>Stage 2:</b> Data collection in progress</li> <li>• <b>Stage 3:</b> Collection complete; Analyzing/aggregating data</li> <li>• <b>Stage 4:</b> Data submitted to FirstNet</li> <li>• <b>Stage 5:</b> Continued/iterative data collection</li> <li>• <b>Stage 6:</b> Submitted iterative data to FirstNet</li> </ul>
9. Phase 2 – Users and Their Operational Areas	Gather information on potential user base and their operational areas	
10. Phase 2 – Capacity Planning	Estimate current data usage and projected data usage on FirstNet	
11. Phase 2 – Current Providers/Procurement	Identify current service providers and plans, procurement vehicles and barriers to adoption	
12. Phase 2 – State Plan Decision	Document the process for state plan review and decision making	



## COMPLETING THE MILESTONE CATEGORIES TAB: EXAMPLE

**Broadband Conferences Attended (project the number of broadband conferences attended by SLIGP-funded individuals)**

- A recipient reported sending 8 SLIGP-funded individuals to broadband conferences in quarters 1-7. They looked at the calendar and know that in some future quarters they will send 2 or 3 SLIGP-funded staff to conferences – The total number of SLIGP funded staff to be sent to conferences is 20

**Phase 2 – Users and Their Operational Areas (project status of activities)**

- In preparation for Phase 2 data collection activities a recipient assessed that they will spend one quarter developing their data collection process, two quarters collecting their initial data, one quarter analyzing what they collected, and will report in one quarter that the data was sent to FirstNet. The following quarter they will resume data collection because data collection is an iterative process and will ultimately submit data to FirstNet

See example Milestone Categories table on the next slide



# COMPLETING THE MILESTONE CATEGORIES TAB: EXAMPLE (CONT.)

SAMPLE														
Quarter														
Category	Total	Q1 - 7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16	Q17	Q18	Q19
Broadband Conferences	20	8	0	3	0	0	2	3	0	2	0	2	0	0
Data Collection: Users and Operational Areas	N/A	0	Stage 1	Stage 2	Stage 2	Stage 3	Stage 4	Stage 5	Stage 5	Stage 5	Stage 5	Stage 6		



# KEY INDICATORS (EXPENDITURES BY COST CATEGORY): EXPLAINED

- The baseline/expenditure plan asks recipients to project quarterly spending for the award period
- The directions in the form state expenses "should be reported in the quarter you are anticipating expending the funds." We are also requesting that you report expenditures cumulatively. For example if a recipient plans on spending \$10,000 on travel in Q8 and \$15,000 in Q9 then the total projected in Q9 should be \$25,000
- Recipients may now reflect Phase 2 expenditures in the object class categories they have used to budget Phase 2 activities

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# COMPLETING THE KEY INDICATORS TAB: EXAMPLE

## Contractual: Federal Funds

- A recipient plans to ramp up the contractor's engagement during the next few quarters. The total budget for contracts is \$725,000. Between Q1 and Q7 they have spent \$50,000
- Federal expenditures for contractual support during the next five quarters would be:
  - Q8 - \$50,000
  - Q9 - \$75,000
  - Q10 - \$75,000
  - Q11 - \$75,000
  - Q12 - \$50,000
- In quarters 13-19 the recipient plans to maintain a steady level of contractor support, spending approximately \$50,000 each quarter.

See example Key Indicators table on the next slide

# COMPLETING THE KEY INDICATORS TAB: EXAMPLE (CONT.)



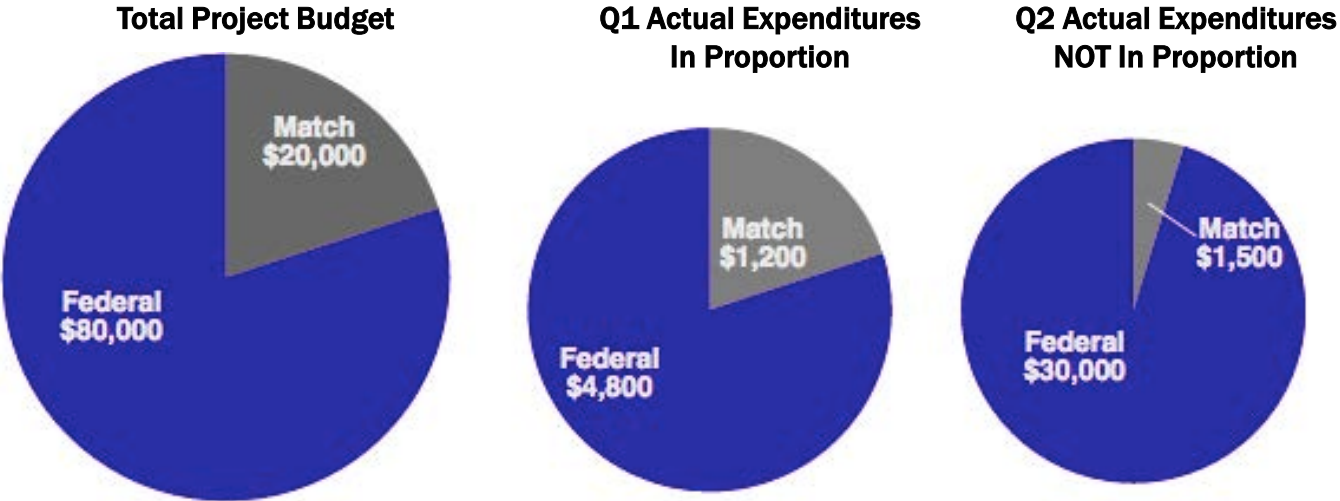
SAMPLE														
Quarter														
Category	Total	Q1 -7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16	Q17	Q18	Q19
Contractual*	\$725K	\$50K	\$100K	\$175K	\$250K	\$325K	\$375K	\$425K	\$475K	\$525K	\$575K	\$625K	\$675K	\$725K

\*Recipients should report dollar figures in whole dollars (e.g. \$725,000)



# MATCH PROPORTIONALITY

- DOC Standard Terms and Conditions state that the non-Federal share is expected to be paid out at the same general rate as the Federal share
- If your budget is 20% match and 80% federal funds, then each quarter your total actual expenditures should be at least 20% match and at most 80% federal funds. This proportionality should be reflected in your B/E Plan
- If you are unable to meet match proportionality requirements, you must request a waiver from the Program and Grants Office





## **BASELINE/EXPENDITURE PLAN: TIPS**

- **Refer to your budget detail and budget narrative when completing the “Milestone Categories.” Many recipients indicated the planned number of meetings, trips, new staff, etc. when developing their budgets**
- **Take into account start-up time for your Phase 2 activities.**
- **Take into account the time needed to hire any new staff or contractors, to procure supplies, etc.**
- **Alert your FPO if you anticipate being out of proportion in your federal and match spending. If you are unable to meet match proportionality requirements, you must request a waiver from the Program and Grants Office**
- **Use any project plans that you have developed to help complete your B/E plan**
- **Reach out to your assigned FPO if you have any questions or concerns**





# SUBMITTING YOUR BUDGET AMENDMENT PACKAGE

## Recipients should:

- Email the entire package to the SLIGP email account ([sligp@ntia.doc.gov](mailto:sligp@ntia.doc.gov)) and cc: your assigned FPO
  - Cover letter or transmittal email from AOR or SPOC
  - Revised budget detail spreadsheet
  - Revised budget narrative
  - Revised Standard Form (SF)-424A
  - Supplemental Application Narrative Question 14
  - Revised baseline/expenditure plan
- FPOs will review the entire package and will contact recipients with any questions
- Recipients may be asked to revise documents in their package to clarify any issues; FPOs will inform recipients when the package has been recommended to the Grants Officer for processing and approval
- FPOs will email you a copy of your baseline/expenditure plan with Q1-7 filled out with data from your approved PPRs
- Templates and instructions on how to complete your phase 2 package are on the SLIGP website

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# Questions?