



Government of the United States Virgin Islands
Office of the Governor
Bureau of Information Technology
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September 9, 2014

Mrs. Yuki Miyamoto
Federal Program Office
US Department of Commerce
National Telecommunication and Information
Administration
Washington, DC 20230

Dear Mrs. Miyamoto:

The Bureau of Information Technology would like to request approval of the following items:

1. Approval of the use of Military Hours under the SLIGP Grant for Mr. Junior Garcia and payment for any additional Loss in salary due to a difference in Military pay vs. his regular pay with the Bureau for periods over 30 days per year.
2. Approval of the Part-time employment of Mrs. Khanisa Figaro as a Program Manger @ 5 hours per day at a rate of \$31.25 per hours (\$65,000 annually if she was employed full time.)
3. Approval of Ms. Figaro to work Full-time on the Grant starting October 6, 2014 (with the approval of the Governor).

First, the Government of the Virgin Islands Bureau of Information Technology would like to formally request the approval of the payment of Military Leave under the State and Local Implementation Grant# 78-10-S13078 for the following employee:

<u>Name of Employee</u>	<u>Position Title</u>	<u>Salary 30 Days</u>	<u>Fringe Benefits</u>
Junior Garcia	Program Manager	\$7,500.00	\$1,895.00

In accordance with the Virgin Islands Code Title 23 Section 1524 subsection (c) a Government employee is entitled to up to 30 days per year paid Military Leave. In addition, said worker's job is not jeopardized due to leave of absence pertaining to Military Duties. Further, a government employee is entitled to the difference in pay if he has exceeded 30 days per year of paid Military Leave, if the Military pay is less than their current salary.

[REDACTED]

Per the attached regulations, Mr. Garcia is entitled to pay for any difference in salary for periods of Official Military duty above the 30 days yearly

allowance. Therefore a request to cover the periods of three (3) months for training is hereby being requested for your kind approval as well.

Second, the Bureau respectfully request the hiring of Mrs. Khanisa Figaro part-time to assist with Grant responsibilities (retroactive to August 18, 2014) five (5) hours per day until she has been officially hired full-time under the grant. As discussed verbally, the requirements under this grant has been tremendous and requires another individual to assist with all activities under the SLIGP. Our original intentions at grant writing was to employ two individuals: a Program Manager and a Project Manager. However, due to the limited amount of available funding this was not possible and a cut back to accommodate funding to cover contractual needs was made. At this time we are utilizing the Savings of \$34,443.69 (Salary \$25,000 & Fringe \$9,443.69= \$34,443.69) realized from Mr. Garcia's start date of December 16, 2013 rather than August 1, 2013. A formal revision to the Budget was not required at that time. A verbal OK was granted but this letter constitutes a formal request for her coming on board.

Third, we are in the process of seeking the approval from the Governor for her full-time employment with the Bureau under this grant since she is now able to work with us on a full-time basis. As stipulated above, the Grant requires at least two full time individuals to complete all the requirements of the Grant. Approval of this request will alleviate a tremendous burden that Mr. Garcia has in attempting to fulfill all the requirements of the SLIGP. It will also provide coverage for SLIGP activities during Mr. Garcia's absence to attend his Military obligations.

Your favorable approval of these three requests will be greatly appreciated. A revised budget to account for the changes is also attached for your review and approval.

Thank you in advance for all of your guidance and assistance.

Humblest Regards,



Reuben D. Molloy, MBA
Director/CITO

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

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.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories		GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
		(1)	(2)	(3)	(4)	
a. Personnel		\$ 292,188.00				\$ 292,188.00
b. Fringe Benefits		\$ 91,000.00				\$ 91,000.00
c. Travel		\$ 87,458.00				\$ 87,458.00
d. Equipment						\$ -
e. Supplies		\$ 7,372.00				\$ 7,372.00
f. Contractual		\$ 22,260.00				\$ 22,260.00
g. Construction						\$ -
h. Other		\$ 15,350.00				\$ 15,350.00
i. Total Direct Charges (sum of 6a-6h)		\$ 515,628.00				\$ 515,628.00
j. Indirect Charges						\$ -
k. TOTALS (sum of 6i and 6j)		\$ 515,628.00	\$	\$	\$	\$ 515,628.00
7. Program Income		\$	\$	\$	\$	\$

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Standard Form 424A (Rev. 7-97)

Previous Edition Usable

Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$

EXPLANATION FOR REVISION

This budget is being revised in order to hire two Program Managers under the SLIGP grant instead of one. The premise is that the enormous amount of work that is required under this grant warrants the hiring of an additional person to assist with carrying out all assignments under this grant. This revision will account for only the remaining pay periods under year one for Program Manager #1 and his subsequent Years two and three Salary since he did not come on board until December 2013.

Program Manager # 2 will be hired part time for three pay periods under this grant. Her work schedule will require 100% of her time five hours per day for a total of ten (10) work days in a bi-weekly period. Subsequently, she will be hired full time at 100% of her time for the remaining pay periods for Year 2 and Year 3. Fringe benefits have been adjusted accordingly.

The funds to cover this change was made from Contractual which was reduced. It is felt that since we are in a better position of knowing what needs to be done, this work can be done by the staff and not contracted out. Therefore, funding from contractual were removed to cover this initiative. A small increase was made to Supplies to cover any excess dollars not needed in Contractual.

**V.I. BUREAU OF INFORMATION TECHNOLOGY
SLIGP DETAILED BUDGET SPREADSHEET**

Category	Detailed Description of Budget (for full			Breakdown of Cost	
a. Personnel	Quantity	Unit Cost	Total Cost	Federal	* Non-Federal
Program Manager # I Program Manager #1 will spend 100% of the time on the SLIGP grant activities for 16 pay periods in year 1 (26 pay periods = one year). The Program Manager annual salary is \$40,000 (\$2,500 per pay period times 16 pay periods $\$2,500 \times 16 = \$40,000$). $\$40,000 \times 100\% = \$40,000$.	16 pay periods	\$ 2,500.00	\$ 40,000.00	\$ 40,000.00	\$0
Program Manager # I The Program Manager will spend 100% of the time on the SLIGP grant activities for Years 2 and 3. The Program Manager annual Salary is \$65,000. $\$65,000 \times 100\% \times 2 = \$130,000$.	2	\$65,000.00	\$ 130,000.00	\$ 130,000.00	\$0
Program Manager # II will spend 100% of her time 5 hours a day for 10 days per pay period part-time at a Salary of \$31.25 per hour $\$31.25 \times 5 \text{ hours} = \156.25 $\times 10 \text{ days} = \$1,562.50 \times 3 \text{ pay periods} = \$4,687.50$.	3 pay periods	\$ 1,562.50	\$ 4,688.00	\$ 4,688.00	\$0
Program Manager # II The Program Manager will spend 100% of the time on the SLIGP grant activities for 21 pay periods in year 2 (starting October 6, 2014 pay period). The Program Manager bi-weekly Salary is \$2,500 per pay periods for 21 pay period in year 2. $\$2,500 \times 21 \text{ pay periods} \times 100\% = \$52,500$.	21 pay periods	\$ 2,500.00	\$ 52,500.00	\$ 52,500.00	\$0

Category	Detailed Description of Budget (for full grant period)			Breakdown of Cost	
	Quantity	Unit Cost	Total Cost	Federal	* Non-Federal
a. Personnel (continued)					
Program Manager # II The Program Manager II will spend 100% of the time on the SLIGP grant activities for Year 3. The Program Manager annual Salary is \$65,000. $\$65,000 \times 100\% = \$65,000$ or \$2,500/pay period x 26 pay periods ($\$2,500 \times 26 = 65,000$).	1 year	\$65,000.00	\$ 65,000.00	\$ 65,000.00	\$0
Total Personnel			\$ 292,188.00	\$ 292,188.00	\$0
b. Fringe Benefits					
Program Manager Fringe is calculated at approximately 31.145% of Salary,	3 years	\$30,333.33	\$ 91,000.00	\$ 91,000.00	\$0
Total Fringe Benefits			\$ 91,000.00	\$ 91,000.00	\$0
c. Travel					
Pre-Award Cost-Consultation Meeting 05/14-05/16/2013					
Travel to National Meetings for 9 Individuals for airfare	9	\$ 777.44	\$ 6,997.00	\$ 6,997.00	\$0
Per Diem @ \$75.00/day for 9 persons for 4 days (\$300/person).	36	\$ 75.00	\$ 2,700.00	\$ 2,700.00	\$0
Hotel for Pre-Award Workshop for 8 persons (one person will have no hotel cost) cost per day \$255.67 for four (4) days (3 nights)	8	\$ 767.01	\$ 6,136	\$ 6,136	\$0
Incidental cost @ \$100/person for taxi, metro, checked baggage.	9	\$ 100.00	\$ 900.00	\$ 900.00	\$0
Total Pre-Award Cost for Travel			\$ 16,733	\$ 16,733	\$0

c. Travel	Quantity	Unit Cost	Total Cost	Federal	Non-Federal
Post-Award Cost					
Travel to National Meetings for 5 Individuals for airfare for 5 meetings	25	\$ 1,000.00	\$ 25,000.00	\$ 25,000.00	
Per Diem @ \$75.00/day for 5 persons for 5 days at National Meeting @ 5 meetings.	125	\$ 75.00	\$ 9,375.00	\$ 9,375.00	
Hotel Accommodations for 5 persons for 4 days @ \$300/day at 5 National Meetings.	100	300	\$ 30,000.00	\$ 30,000.00	
Incidental cost @ \$100/person ie, taxi, metro, checked baggage for 5 persons at 5 National Meeting.	25	100	\$ 2,500.00	\$ 2,500.00	
Inter-Island travel between St. Thomas & St. John	5 round trips	\$ 30.00	\$ 150.00	\$ 150.00	
Inter-Island travel between St. Thomas & St. Croix trips for group meetings or out-reach activities.	20	\$ 185.00	\$ 3,700.00	\$ 3,700.00	
Total Post Award Travel Cost			\$ 70,725.00	\$ 70,725.00	
Total Travel			\$ 87,458	\$ 87,458	\$0
d. Equipment	Quantity	Unit Cost	Total Cost	Federal	Non-Federal
N/A	0	\$0	\$0	\$0	\$0
Total Equipment			\$0	\$0	\$0
e. Supplies	Quantity	Unit Cost	Total Cost	Federal	Non-Federal
Lap Top for the Program Manager	1	\$ 1,517.00	\$ 1,517.00	\$ 1,517.00	\$0

e. Supplies (continued)					
	Quantity	Unit Cost	Total Cost	Federal	Non-Federal
Printer	1	\$ 4,955.00	\$ 4,955.00	\$ 4,955.00	\$0
Office Supplies budgeted at \$25/month for 3 years	36 months	\$25.00	\$ 900.00	\$ 900.00	\$0
Total Supplies			\$7,372	\$ 7,372.00	\$ -
f. Contractual	Quantity	Unit Cost	Total Cost	Federal	Non-Federal
Data Collection 371 hours year/for 1 year; average hourly rate is \$60.00	371	60	\$ 22,260.00	\$ 22,260.00	\$0
Total Contractual			\$ 22,260.00	\$ 22,260.00	\$0
g. Construction	Quantity	Unit Cost	Total Cost	Federal	Non-Federal
N/A	0	\$0	\$0	\$0	\$0
Total Construction			\$0	\$0	\$0
h. Other	Quantity	Unit Cost	Total Cost	Federal	Non-Federal
Out-reach related cost meeting space for approximately 100 attendees per meeting @ \$1300.00 for Room Rental for a total of 6 meetings. In an analysis of meeting space in the Virgin Islands it has been determined that \$1300 is the going rate for same.	6	1300	\$ 7,800.00	\$ 7,800.00	\$0

h. Other (continued)	Quantity	Unit Cost	Total Cost	Federal	Non-Federal
Wireless Connection for laptop. One (1) laptop \$75.00 x 12 months/years x 3 years= 36 months. The monthly cost of the Laptop connection is \$75.00.	36	75	\$ 2,700.00	\$ 2,700.00	\$0
Printing 5 fliers, 5,000 copies each.	25000	0.18	\$ 4,500.00	\$ 4,500.00	\$0
AVAYA Telephone & cost of installation	1	350	\$ 350.00	\$ 350.00	\$0
Total Other	3		\$ 15,350.00	\$ 15,350.00	\$0
TOTAL DIRECT CHARGES			\$ 515,628.00	\$ 515,628.00	0
	Quantity	Unit Cost	Total Cost	Federal	Non-Federal
i. Indirect Costs	0	\$0	\$0	\$0	\$0
Total Indirect			\$0	\$0	\$0
TOTALS			\$515,628	\$ 515,628	\$0

* Please Note that the Virgin Islands is not required to provide a match in accordance with 48 U.S.C. 1469a which indicates that the requirements for local matching funds under \$200,000 is waived for certain territories. Additionally we confirm that one half of the Federal Funds will be held in reserve until Phase II begins.

Budget Summary

Category	Federal Share	Non-Federal	Total Grant
Pre-Award Cost			
Travel	\$ 16,733.00		
Post Award Cost			
Personnel	\$ 292,188.00		
Fringe	\$ 91,000.00		
Travel	\$ 70,725.00		
Equipment	\$ -		
Supplies	\$ 7,372.00		
Contractual	\$ 22,260.00		
Construction	\$ -		
Other	\$ 15,350.00		
Total Post Award Cost	\$ 498,895.00	\$0	
Total SLIGP Grant	\$ 515,628.00	\$0	\$ 515,628.00

§ 1522. Authority of Governor for the attachment of articles and to order the closing of establishments

CROSS REFERENCES

Penalty for curfew violation, see section 3034 of Title 14.

§ 1524. Leaves of absence to governmental employees

* * *

(c) An officer or employee of the Government of the Virgin Islands, its agencies, authorities and public corporations, who is on federal active duty, or training duty as a reserve of the Armed Forces, or a member of the National Guard, in excess of 30 days in a calendar year, is entitled to the difference in salary between the pay received from the military and his salary as an officer or employee of the Government of the Virgin Islands, if the military salary is not greater than the Government of the Virgin Islands salary. Such an officer or employee incurs no loss of time, performance or efficiency rating for each day of active duty or training duty.—Amended Dec. 22, 2005, No. 6818, § 1, Sess. L. 2005, p. 488.

HISTORY

Amendments—2005. Act 6818, § 1, added subsection (c).

§ 1525. Leaves of absence to employees of private enterprise

A person in the employ of a private employer shall, upon request, be granted a leave of absence by his employer for the period required to perform Territorial Active Military Service. Upon his release from that service, or upon his discharge from hospitalization incident to that service, such employee shall be permitted to return to his position with such seniority, status, pay grade and vacation as he would have had if he had not been absent for such purposes. He shall report for work at the beginning of his next regularly scheduled working period after the calendar day following his release, or within a reasonable time thereafter if delayed return is due to factors beyond the employee's control. Failure to report for work at such next regularly scheduled working period shall make the employee subject to the conduct rules of the employer pertaining to explanations and discipline with respect to absence from scheduled work. If the employee is not qualified to perform the duties of his position by reason of disability sustained during Territorial Active Military Service, but is qualified to perform the duties of any other position in the employ of the employer or his successor in interest, he shall be restored by that employer

or successor to such other position as will provide him like seniority, status, and pay grade, or the nearest approximation thereof consistent with the circumstances in his case.—Amended Dec. 22, 2005, No. 6818, § 2, Sess. L. 2005, p. 488; Feb. 2, 2010, No. 7149, § 12, Sess. L. 2009, p. 413.

HISTORY

Amendments—2009. Act 7149, § 12, deleted “or federal active duty” at the end of the first sentence and deleted the second sentence which formerly read: “For such military qualified leave, the employer is responsible for paying only the difference in pay between the military salary and the salary provided by the employer, if the military salary is lower.”

—2005. Act 6818, § 2, in the first sentence, deleted the period following “Service” and inserted “or federal active duty ... salary is lower.”

*Subchapter III. Specific Provisions Regarding Members and
Officers*

§ 1556a. Virgin Islands National Veterans Guard

Every member of the National Guard of the Virgin Islands who retires from the Guard with twenty years of military service shall be entitled to all benefits granted under Virgin Islands law to veterans of the armed services.—Added May 2, 2001, No. 6394, § 2, Sess. L. 2001, p. 7.

HISTORY

Editor's note. Act May 2, 2001, No. 6394, § 3 provided: “A veteran may not be denied any right, privilege or benefit conferred under Virgin Islands law solely on the basis that he is eligible for similar rights, privileges or benefits by virtue of his veteran's status.”

For
TABLES AND INDEX
see
TABLES AND INDEX VOLUMES
of
VIRGIN ISLANDS CODE ANNOTATED

Personnel

Federal:	\$292,188
Non-Federal:	\$ 0
Total:	\$292,188

See the Detailed Budget Spreadsheet for calculations

- x Two (2) Program Managers (Federal): The Program Managers under the direction of the SLIGP will provide oversight for the SLIGP grant, ensuring that all activities are completed on time and within budget. The Program Managers will be the primary points of contact for consultation with FirstNet, and will work to expand the State's governance structure. The budgeted costs (100% time) are only for the duties associated with public safety broadband and the SLIGP grant, and not for additional land mobile radio and general interoperable communication duties as would the SWIC. In addition, the Program Managers will create a master plan to incorporate the NPSWBN technological requirements into our existing radio and broadband network infrastructure. The NPSWBN Master Plan would then become one of the public safety plans whose implementation is monitored by the PSC and reported to the Governor. They will have the responsibility of researching Long Term Evolution (LTE) technologies, educating, coordination of all SLIGP activities, managing the SLIGP budget, documenting all SLIGP activities, preparing USVI team for the FIRSTNET consultations, and assuring compliance with SLIGP requirements. These efforts will be done in collaboration with existing Bureau of Information Technology staff.
- x They will provide all Grant Management functions as well. The Program Managers will provide grant management support, including completing progress reports, managing the project's budget, and ensuring grant activities are completed on time.
- x They will also serve as Outreach Coordinator and provide services such as organize meetings with local jurisdictions, and communicate information about grant activities to key stakeholders.

Fringe

Federal:	\$91,000
Non-Federal:	\$ 0
Total:	\$91,000

See the Detailed Budget Spreadsheet for calculations

- x Two (2) Program Managers (Federal): Benefits include FICA, Workman's Compensation, health insurance and retirement. These positions spends 100% of the time on SLIGP, so 100% of the fringe benefits have been allocated to this grant. Their duties include grants management and outreach support as well as outlined above.

Travel

Pre- Award

Federal: \$16,733**Non-Federal: \$0****Total: \$16,733**

See the Detailed Budget Spreadsheet for calculations

- x Travel for Regional and National Meetings with FirstNet (Federal): Staff will attend national and regional conferences to meet with FirstNet and share information and collaborate with other grant recipients. Travel costs include airfare, hotel, per diem and other miscellaneous cost (ie. taxi, metro, shuttle services, and checked baggage).

Travel

Post Award

Federal: \$70,725**Non-Federal: \$0****Total: \$70,725**

See the Detailed Budget Spreadsheet for calculations

- x Travel for Regional and National Meetings with FirstNet (Federal): Staff will attend national and regional conferences to meet with FirstNet and share information and collaborate with other grant recipients. Travel costs include airfare, hotel, per diem and other miscellaneous cost (ie. taxi, metro, shuttle services, and checked baggage). Also included is cost for inter-island travel from St. Thomas to St. Croix and vice versa and for travel from St. Thomas to St. John

Equipment**Federal: \$0****Non-Federal: \$0****Total: \$0**

We do not plan to have any equipment costs for this grant program.

Supplies**Federal: \$7,372****Non-Federal: \$0****Total: 7,372**

See the Detailed Budget Spreadsheet for calculations

- x **Printer (Federal):** A printer will be purchased for the Program Managers who will perform Grant Management and Outreach Coordinator functions to support their grant-related activities under this grant. The cost for this printer will be 100% Federal.
- x **Office Supplies (Federal):** This includes paper, folders, pens, and other general office supplies which will be used by the Program Managers for grant-related activities. This item will be 100% federally funded since this grant has a zero match requirement for the Territory of the Virgin Islands.
- x **Laptop (Federal):** A new laptop for the Program Managers for use while on travel and for conducting other grant-related work will be procured under this grant. This item will be 100% federally funded in accordance with the zero match requirement for the Territory.

Contractual

Federal:	\$22,260
Non-Federal:	\$0
Total:	\$22,260

See the Detailed Budget Spreadsheet for calculations

- x **Data Collection (Federal):** During Phase 2, the Territory will contract with a data collection firm to gather information about existing infrastructure, potential users, and other information as requested by FirstNet/NTIA.

Construction

Federal:	\$0
Non-Federal:	\$0
Total:	\$0

We do not plan to have any construction costs for this grant program.

Other

Federal: \$15,350
Non-Federal: \$0
Total: \$15,350

See the Detailed Budget Spreadsheet for calculations

- x Wireless Connection for a Laptop (Federal – 100%): The one laptop purchased is for the Program Managers who will perform Grants Management and Outreach Coordinator functions under this grant and who will have wireless connections to facilitate work while at meetings and on travel.
- x Printing (Federal – 100%): As part of the Territory education and outreach activities, we plan to produce five fliers that provide information on the PSBN and how it can be used by various public safety entities. We plan to print copies and distribute them at meetings with local jurisdictions.
- x Outreach related activities cost including cost for meeting space (Federal -100%).
The outreach efforts would be structured on educating the First Responders on the data gathering needs under this grant and in helping them to understand the purpose of FirstNet. Our efforts will also help them to understand the type of infrastructure that is needed as well as educate them on LTE Technology.
- X AVAYA telephones and cost of installation (Federal – 100%)

Indirect Cost

Federal: \$0
Non-Federal: \$0
Total: \$0

- x Indirect Cost (Federal and Non-Federal): The Territory does not have a Negotiated Indirect Cost Rate Agreement with the U.S. Department of Labor for the Bureau of Information Technology at this time. Once one is established it would be applied to future grants.

TOTALS

Federal: \$515,628*
Non-Federal: \$0
Total: \$515,628

*Amount includes \$16,733 Pre-Award cost for attending a consultation meeting from May 14 – 16, 2013 in Arlington, Virginia. Additionally we confirm that one half of the Federal Funds will be held in reserve until Phase II begins.