

Joint Appropriations Subcommittee on General Government

Department: NC Department of Administration

Statutory Authority: See Division Description for specific authority citations

NCDOA's mission is to deliver services for other state agencies, state employees, our communities, and our fellow citizens effectively, responsively, and cost-efficiently. <http://www.doa.nc.gov/>

The department is committed to quality, service, excellence, transparency and integrity.

Agency Description: The North Carolina Department of Administration (NCDOA) is often referred to as the “business manager” of state government. Created in 1957, the department provides numerous services for state government agencies. The department oversees such operations as building construction, purchasing and contracting for goods and services, maintaining facilities, managing state vehicles, acquiring and disposing of real property and operating auxiliary services such as courier mail delivery and sale of state and federal surplus property.

The department offers other services, including public service telecasts provided by the Agency for Public Telecommunications. The department assists North Carolina’s military veterans through the Division of Veterans Affairs.

In addition to its role as a service provider to other state agencies, the Department of Administration provides staff support to several councils and commissions which advocate for the special needs of North Carolina’s citizens. These programs include the N.C. Human Relations Commission, the N.C. Commission of Indian Affairs, The Youth Advocacy and Involvement Office, the N.C. Council for Women and the newly established N.C. Justice for Sterilization Victims Foundation.

The Department of Administration was re-established by the Executive Organization Act of 1971, to bring more efficient and effective management to state government. Prior to the Act’s enactment, more than 300 agencies reported directly to the Governor. Recognizing the difficulty of providing good management under those conditions, state legislators created the Department of Administration. The Act called for the department to “serve as a staff agency to the Governor and to provide for such ancillary services as other departments of state government might need to ensure efficient and effective operations.”

Fiscal Year 2010-11 Budget and Personnel (General Fund, only):

Budget	Personnel
Total Requirements : 103,636,153	Total Positions: 506.04
Receipts: 42,738,495	Receipted Positions: 62.36
General Fund Appropriation: 60,897,658*	General Fund Supported Positions: 443.68

*Does not include OSP or Board of Ethics which are in DOA General Fund but have been reported separately.

Divisions:

1. Name: Secretary's Office

Description:

The Secretary's Office houses the Secretary, senior management staff who oversee the operating divisions, the State Environmental Clearinghouse, and the General Counsel. Along with the Human Resources Officer, Fiscal Officer and Public Information Office, the Secretary's Office provides centralized management and leadership to the Department of Administration.

2. Name: Agency for Public Telecommunications

Description:

APT provides information and media services, policy advice, telecommunications leadership and innovation to agencies of government in order to improve transparency and access to government proceedings and services, stimulate and increase citizen participation in and interaction with government, and enhance efficiency in North Carolina's government. For more than 30 years, APT has used a variety of cost effective and efficient communications technologies to reach citizens and businesses with information about government services and programs. APT provides other agencies with a high level of expertise on how best to use communications technologies so they don't need to have that sort of expertise on their own staff – they can concentrate on their core mission.

Applicable Statutes: §143B-426.8 thru 12

3. Name: Veteran Affairs Division

Description:

Veterans Affairs Division assists veterans and their families with efficient and quality services by filing claims for all federal, state, and local benefits; training, assisting, and offering guidance to County Veterans Service Officers; and providing Nursing Home Care and burial plots.

Applicable Statutes:

§ GS 165-45 through 55 Nursing Home
GS 65-41 through 43-6 Cemetery
GS 165-19 through 22.1 (Article 5) Scholarships

4. Name: Facility Management Division

Description:

The Facility Management Division provides a safe and healthy work environment for employees and the general public in a cost effective and energy efficient manner by performing routine, preventive, and emergency maintenance to state facilities owned by and allocated to the Department of Administration and by providing renovation services and other maintenance requests as a billed service to state agencies. It has 3 subprograms by which it provides such services:

- Building Maintenance Program
- Landscaping Services Program
- Janitorial Services Program

Applicable Statutes: § 143-341 (8) a-e

5. Name: Mail Service Center

Description:

The Mail Service Center provides mail services including interoffice and courier services in all 100 counties and coordinates pickup / delivery of lab samples, processes outgoing US Postal Mail at a lower rate than the USPS rates it is 100% receipts supported. The MSC X-rays incoming mail to keep the workplace safe. Its goal is to provide mail services to and from state agencies with the highest quality, in the most cost-effective manner, and with a high degree of customer satisfaction.

Applicable Statutes: § 143-341 (8) (g and h) and § 8-103

6. Name: Motor Fleet Management Division

Description:

The Motor Fleet Management Division is a 100% receipts supported operation that provides safe and efficient management, maintenance, repair, and storage of state-owned passenger motor vehicles for all state employees in the performance of their official duties via a centralized source of passenger transportation for all state agencies in the most cost-effective way.

Applicable Statutes: §143-340 -8 (i)

7. Name: Purchase & Contract Division

Description:

The Division of Purchase & Contract serves as lead procurement management authority for state departments, institutions, and agencies, universities and community colleges by (1) providing purchasing services for effective and economical acquisition of goods and services; (2) making purchasing services available to local governments, local education agencies, charitable non-profit organizations; (3) providing purchasing training to state personnel; (4) conducting compliance reviews; (5) administering the state's E-procurement Program; (6) maintaining the online bid distribution system; and (7) supporting the Office for Historically Underutilized Business goals program, and (8) monitoring and reporting EO50 Price Matching Awards.

Applicable Statutes:

§143-48

§143-49

§143-52.1

§143-53

§143-129.9

§143-135.9

8. Name: Division for Historically Underutilized Business

Description:

The Office promotes economic opportunities for historically underutilized businesses in state government contracting and procurement that will foster their growth and profitability through broader participation in the procurement of goods, services and construction. The office manages the statewide certification of historically underutilized firms and maintains an online database for access by agencies and local MWBEs. The division supports the HUB Advisory Board and Minority Business Capital Projects Advisory Board. The HUB Office carries out its work with three subprograms:

- Statewide Certification Program
- Outreach Program
- HUB Compliance Program

Applicable Statutes:

§ 143-48	§143-128.3
§ 143-48.4	§143-135.5
§143-128.2	S.L. 2001-424 section 7.9

9. Name: State Construction Division

Description:

The State Construction Office provides professional architectural and engineering services and management leadership to state agencies to assure proper and efficient expenditures by

- Analyzing cost estimates and contracts relating to construction or renovation of state buildings;
- Reviewing and approving plans and specifications for the construction or renovation of state buildings;
- Supervising of the letting of contracts for the design, construction or renovation of state buildings;
- Inspecting and accepting work done and materials used in the construction or renovation of state buildings;
- Conducting assessments of state facilities to identify deficiencies, and
- Providing administrative and technical support to the State Building Commission.

Applicable Statutes:

Chapter 44A, Article 3	Chapter 143, Article 1B	Chapter 143, Article 8
§44A-25	143-48, Article 3	§143-128
§44A-26	Chapter 143, Article 3B	§143-128.1 thru 3
§44A-29	§143-64.12	§143-129
§44A-33	§143-64.15	§143-129.1
§113A-65.1	§143-64.15A	§143-129.4
Chapter 133, Article I	§143-64.17	§143-131
§133-1	§143-64.17A	§143-132
§133-1.1	§143-64.17B	§143-133
§133-2	Chapter 143, Article 3D	§143-134
§133-4	§143-64.31	Chapter 143, Article 8
§133-4.1	§143-64.33	§143-134.1 thru 3
Chapter 133, Article 3	§143-64.34	§143-135
§133-23		§143-135.1 thru 8
§133-28		§143-135.25 thru 28
§133-31		Chapter 143, Article 8C
§133-32		§143-135.35 thru 40
§143-15.3A		§143-341
§143-18.1		§143-34.1
§143-31		§143-345.11
§143-32		

10. Name: State Property Office Division

Description:

The State Property Office manages state property transactions on behalf of state agencies through deeds, leases, easements, licenses, or otherwise; it also administers the state's unappropriated and submerged lands; and it maintains an inventory of state owned lands, buildings, and space in buildings for use by state agencies to efficiently and effectively manage their allocated properties. The division carries out its work with four subprograms:

- Real Estate Program
- Leasing Program
- Ecosystem Enhancement Program
- Land Records Program

Applicable Statutes:

§143-341
§342
§143-415
§146-1 thru 7
§146-9 thru 17
§146-22 thru 35
§146-64
§146-71 thru 74
143-214.8

11. Name: Surplus Property Division

Description:

The Division of Surplus Property consists of two separate entities, the State Surplus Property agency, and the Federal Surplus Property agency. Both are 100% receipts supported operations that dispose of property declared surplus by agencies and the federal government. The division mission is to act as a clearinghouse to locate and process property deemed surplus by the State or federal governments and distribute available property to qualified recipients pursuant to governing laws in a manner that will minimize the impact to the General Fund.

State Surplus disposes of property declared surplus by using agencies through transfers or sales to other agencies, political subdivisions, qualified non profit tax exempt organizations, sale to the public or by recycling in a manner that provides the most benefit.

Federal Surplus acquires, warehouses, and distributes property deemed surplus by the federal government to state agencies, political subdivisions or qualified non profit tax exempt organizations or health related services to North Carolina residents.

Applicable Statutes:

§ 143-63.1. Sale, disposal and destruction of firearms.
State Surplus Property: §143-64.01 thru 64.05; Rules: 01 NCAC.
Federal Surplus Property: §143-64.1 thru 64.7 Federal Statutes Public Law 94-519; Rules:

12. Name: State Parking Division

Description:

A 100 percent receipts-supported agency, the State Parking Division works to provide effective and efficient parking and transportation options that enable employees, departments and visitors to have access to the downtown state government complex.

Each department maintains allocation of spaces. Each Agency is allotted a number of parking spaces that is determined by a ratio of employees located within the downtown state government complex as a percentage of the total downtown state government complex employees. Each agency designates a parking coordinator and administers guidelines for assignment of parking to individual employees, and each agency maintains any wait lists, which is not currently transmitted to the State Parking Office. A snapshot of 'inventory used' began collection in 2009.

The Parking Division manages additional programs such as visitor lot management, GO-Pass program, Van pool subsidy program, and administers routine maintenance of the lots.

Applicable Statutes: § GS 143-340 (18) AND (19)

13. Name: Non Public Education Division

Description:

The Division provides oversight to all private elementary / secondary schools, including home schools. Home Schools are those in which the parent/guardian teaches his/her own children while Conventional Non-Public Schools are those which teach other people's children. DNPE also administers the non-public school student driving eligibility certificate program. The Division produces the annual listing of schools in our online NC Directory of Non-Public Schools to ensure that other agencies needing to verify the registration of a non-public school has access to this data for their work needs. Specific subprograms of the division include:

- Home School Registration
- Private School Oversight

Applicable Statutes: § 115C-548 thru 566

14. Name: NC Commission on Indian Affairs

Description:

The Commission on Indian Affairs serves as a state level advocacy agency to address needs of the American Indian population in NC, which includes eight state-recognized tribes and four Urban Indian Associations. It administers both state and federally funded programs that establish aid and protection for Indians as needs are demonstrated; assist Indian communities in social and economic development; advocates and promotes educational opportunities for youth, economic development, provides housing assistance, and addresses health issues facing our state's Indian population.

The North Carolina Commission of Indian Affairs was created in 1971 by the North Carolina General Assembly in response to the requests of concerned Indian citizens from across the state.

Applicable Statutes:

- § 143B-404 thru 411
- §143B-405
- §143B-406

15. Name: NC Council for Women

Description:

To advise the Governor, legislature and principal state departments on the issues affecting women in North Carolina and to advocate for and direct the needed resources to programs in localities and counties serving victims of domestic violence or sexual assault or are displaced homemakers in transition. The office staffs the NC Council for Women board and the Domestic Violence Commission. The office operates the abuser treatment certification program.

CFW operates with a centralized staff based in Raleigh and five regional offices, staffed by regional directors and some administrative support. Grant administration for the 230 grants and oversight is served by staff in Raleigh and regional staff. DOA General Counsel staff assist with legal needs and DOA Fiscal provides fiscal oversight of grants. The CFW currently administers the grants for Domestic Violence service providers, Sexual Assault providers and 35 Displaced Homemaker programs (competitively awarded).

CFW staffs the NC Council for Women board (20 members appointed and serving the Governor). The CFW staffs the NC Domestic Violence Commission (Membership comes from legislative and gubernatorial appointments and ex-officio membership).

Applicable Statutes:

§143B-393

§143B-394

16. Name: NC Human Relations Commission

Description:

The Human Relations Commission advocates for, enforce, and promote equality of opportunity in the areas of housing, public accommodations, government services, and employment and to foster harmonious human relations throughout the state. It does this by facilitating the resolution of fair housing complaints, create public awareness of antidiscrimination laws, and in general promoting equal opportunities in the areas of employment, housing, public accommodations, recreation, education, justice and governmental services. The HRC enforces the NC State Fair Housing Act and is fully equivalent with the Division of Fair Housing within the US Department of Housing and Urban Development. The HRC serves as a resource to the Community Block Grant Recipients to develop adequate Fair housing plans and supports 57 autonomous commissions through NC. It also provides support to the MLK, Jr. Commission and the NC Human Relations Commission and staffs the MLK mini-grant awards.

In addition, the commission also serves as a clearinghouse to disseminate information concerning North Carolina's employment law to citizens.

Applicable Statute: § 143B-391

17. Name: Youth Advocacy and Involvement Office

Description:

The Youth Advocacy and Involvement Office's purpose is to improve the quality of life for North Carolina's children and youth through individual and system advocacy, leadership development, positive youth programs, and education by real world experience. The Office administers the State Government Internship program, Students Against Destructive Decisions (SADD) program, Mini-Grant program and State Youth Council, which sponsors the annual Youth Legislative Assembly. The Office staffs the NC Internship Council, State Youth Council, the NC Youth Advisory Council, the NC Child and Family Leadership Council and the Governor's Advocacy council on Children and Youth

Applicable Statutes:

GS143B-385.6

GS143B-387

GS143B-388

GS143B-417

[also GS143B-414 *discusses function of Governor's Advocacy Council for Children & Youth*]

18. Name: NC Justice for Sterilization Victims Foundation (NCJSVF)

Description:

To provide justice and compensate victims who were forcibly sterilized by the State of North Carolina, the Foundation will function as a clearinghouse to assist victims of the North Carolina Eugenics Board program. Foundation staff also will support a separate Gubernatorial Task Force. Approximately 7,600 people were sterilized by the North Carolina Eugenics Board program that operated from 1929 until 1974. In 2010, the State Center for Health Statistics estimated that 2,944 victims may still be alive.

Applicable Statutes: Appropriations Act of 2009 (SL 2009-451)