

California Public Library Broadband Project

Grant Guidelines



**Grant Application Program
2015-2016**

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SECTION I – GENERAL INFORMATION

A. Program Eligibility

Applicants requesting a grant must meet **all** of the criteria below:

- Be a public library that participates in the California Library Services Act.
- Submitted the required Letters of Agency to Califa by October 1, 2015.
- Participated in engineering calls with Corporation for Education Network Initiatives In California (CENIC) representatives.
- Remain in the California Public Library E-rate consortium and sign contracts by March 1, 2016 to connect to the California Research and Education Network (CalREN) in 2016-2017.

B. Program Expectations

Applicants receiving grants through this program must meet all of the following requirements:

- Agree with the terms of the grant process.
- Make best efforts to meet any agreed-upon project dates.
- Designate project managers and contacts for the project and make those individuals available for consultation and ongoing project tasks.
- Provide progress reports.
- Use funds only for the purposes described in the grant request.
- Provide documentation for all matching funds.
- All funds for the project will be encumbered on or before December 31, 2016. The project will be completed by March 1, 2017.
- Promptly return funds for use elsewhere in the broadband project if a local project is cancelled.
- Agree to participate in a post-award survey to collect information on connectivity attributes, project status, service benefits, economic impacts and other information as requested.

C. Funding Availability & Matching Requirements

Given finite, one-time resources, grant maximums have been established based on the most recent available per-capita spending on libraries, by jurisdiction. The match, when required, may be cash or in-kind. This methodology has been used previously by the State Library in awarding various grants.

Library groupings and award amounts are as follows. (See Appendix B for local per-capita library investment numbers, maximum grant award and required match.)

	Maximum Grant Award	Required Match
LIPC under \$50	\$30,000	None
LIPC of \$50–\$99.99	\$24,000	25 percent
LIPC of \$100 and over	\$20,000	50 percent

D. Eligible Costs

Grant funds are intended specifically for projects arising out of the broadband engineering surveys conducted in summer and fall of 2015. The grant program covers three eligible areas for funding:

- Technology: Network equipment and equipment installation and configuration. (See Appendix A for eligible expenses.)
- Architectural and Structural: Building modifications necessary to install and operate the network equipment, including costs for electrical service installation or upgrades, installation of conduit for network Point-of-Entry services, and purchase and installation of any required Heating, Ventilation and Air Conditioning products and services. (See Appendix A for eligible expenses.)
- Network Consulting: Consultant costs associated with equipment configuration.

If the grant request does not cover the full cost of items listed in the application, detail the amount and sources of funds to be used to pay for the balance in the Explanation section of the application. Any change to the project budget or match fund post-award must be approved by the California State Library.

E. Ineligible Costs

Grant funds cannot be used for:

- Recurring costs related to connectivity.
- Internal salary costs of the applicant.
- Replacement of existing grant funds received by the applicant.
- Reimbursing travel costs for library staff.
- Indirect costs related to the administration of the grant.
- Replacement of existing customer-used computer equipment or standard work stations used for public access.

F. Definitions

Terms used in this document are defined as follows.

LIPC: Local Income Per Capita, annual operating income derived from local government sources.

Match: The minimum amount of money a grantee is required to contribute to the project budget defined in the grant application.

Lead Agency: The agency receiving the grant funds and responsible for completing the project. For libraries that are a department or division of a city or county government, the lead agency could be the city or county. Libraries and library entities such as cooperatives or consortia that operate as special taxing districts, Joint Powers Authorities, or are otherwise independent of other administrative entities could be their own lead agency.

SECTION II – THE APPLICATION PROCESS

A. Application Submission

- **Point of Contact** – Interested applicants should work through Diane Satchwell, Broadband@socallibraries.org to apply. This point of contact can answer questions regarding the applicant or project eligibility or application completion. Applications can be downloaded at <http://www.library.ca.gov/lds/broadband.html>
- **Deadline** – Applications must be submitted electronically to Broadband@socallibraries.org no later than December 11, 2015.
- Applications are reviewed within two weeks of receipt.

B. Contents of the Application

All applications must include the following:

- An Application Form signed by the Library Director.
- A detailed project description.
- A detailed project timeline. Grant funds must be encumbered by December 31, 2016. The project must be completed by March 1, 2017 and all encumbrances liquidated by March 31, 2017. Libraries unable to make this deadline must work with the California State Library to obtain an extension.
- A detailed project budget. If the grant request does not cover the full cost of any item listed in the application, detail the amount and sources of funds to be used to pay for the balance in the Explanation field.

C. Application Review & Approval Process

- Applicants submitting incomplete applications will be allowed to resubmit. Their project may be delayed depending on the timing of application resubmission.
- In some cases, the applicant may be asked to provide clarification and/or to submit additional documentation in support of its application. The extent of the information required and the timeliness of the response will determine whether the project can be considered.

D. Award Criteria

- All eligibility criteria must be met.
- A reasonable budget that includes details on matching funds both cash and in-kind.

E. Post-Approval Process

- Applicants will receive written notification of application status within 30 days of submission.
- Award notifications will include additional instructions and details on the next steps and contractual requirements.
- Any changes in project specifications, timeline, budget and/or match will require written approval of the State Library.

F. Disbursement of Funds

- Grant funds are managed by the Southern California Library Cooperative who will work with each awardee to determine the best way to disburse funds.

G. Reporting & Record Keeping Requirements

- Awardees are responsible for complying with all state and federal rules regarding the maintenance of appropriate contractual and accounting documentation. These files must be available for review by the California State Library, auditors, the lead agencies, and/or fiscal agent upon request.
- Awardees are responsible for keeping their lead agency updated as to the status of the project and shall report any changes at once.
- Awardees are required to participate in post-project impact surveys to collect quantitative and qualitative data on the results of the implemented projects, which may include – but are not limited to – new/retained data and statistics about use, cost savings, staff time savings, new/retained customers, increased community access to broadband, and other success stories.