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California Public Library Broadband Grant Program

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Agenda

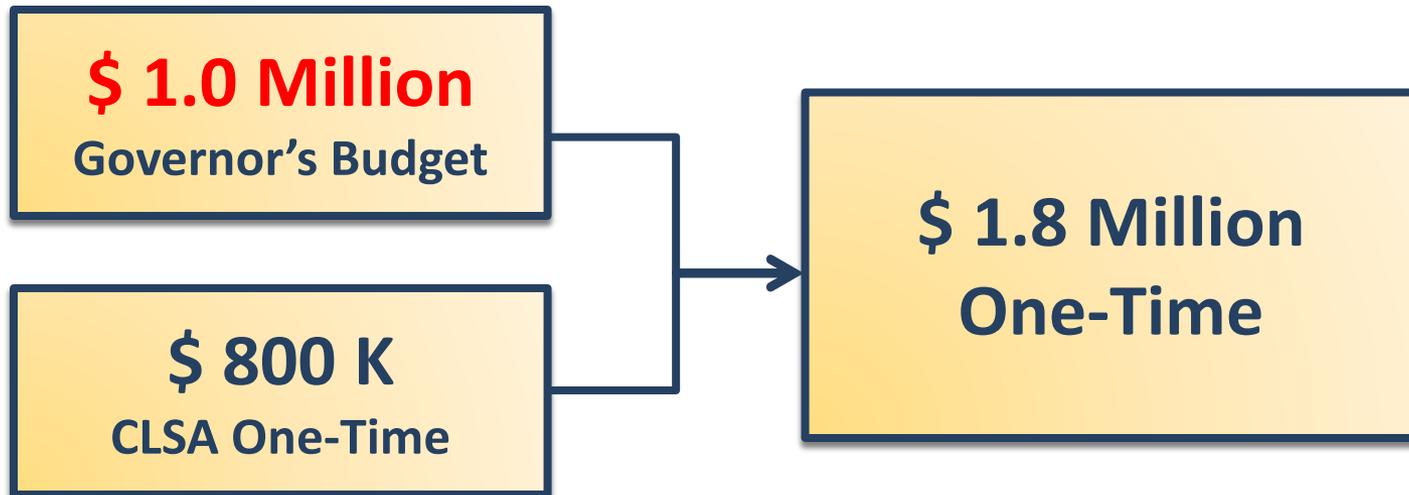
Today's Topics

- Background
- One-Time Grants
- Partners
- The Grant Application
- Dates To Remember
- Questions

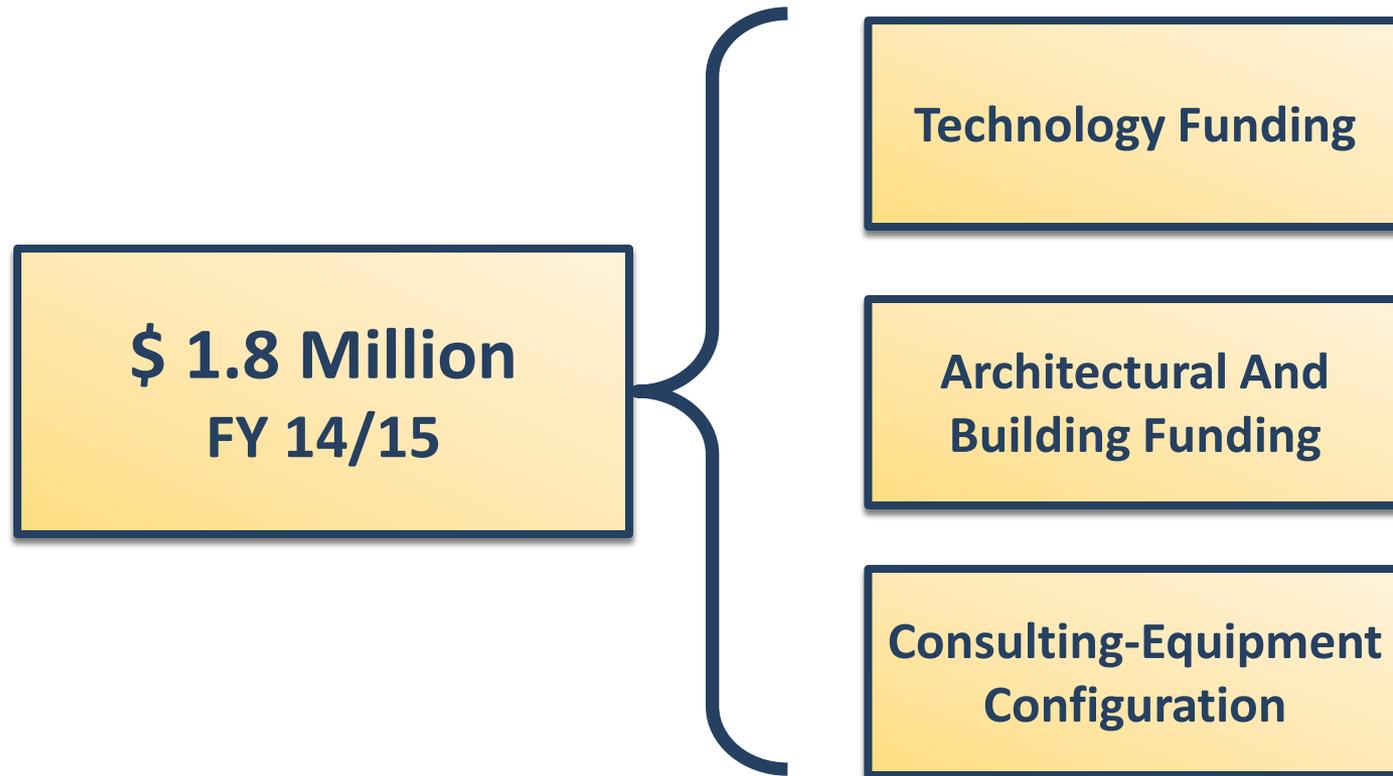
Background



Available Funds For Grants



One-Time Grants: 3 Areas



Partners

California State Library

- Program management and oversight.

SCLC

- Fiscal Agent and grant monitors for the grant program.
- *Working on process to extend their services to Grant Applicants-Ex-Equipment purchasing, contracting, etc. Pending, more info to follow.

CALIFA

- Aggregator for statewide broadband project
- Entity coordinating bulk equipment purchases to take advantage of consortium pricing for network equipment.

CENIC

- Provider of high-capacity broadband services: CalREN



The Grant Application

California Public Library Broadband Project



Grant Application Program

SECTION I – GENERAL INFORMATION	4
Introduction.....	4
A. Program Eligibility	5
B. Program Expectations.....	5
C. Funding Availability & Matching Requirements.....	5
D. Eligible Costs	6
E. Ineligible Costs	6
F. Definitions	6
SECTION II – THE APPLICATION PROCESS	7
A. Application Submission	7
B. Contents of the Application	7
C. Application Review & Approval Process	7
D. Award Criteria.....	7
E. Post-Approval Process	8
F. Disbursement of Funds.....	8
G. Reporting & Record Keeping Requirements	8
APPENDIX A-Grant Application	9
APPENDIX B-Eligible Expenses.....	15
APPENDIX C-Grant Award Amounts	17

Section 1

GENERAL INFORMATION

Program Eligibility: A Library Must

Program Eligibility

- Be a public library that participates in the California Library Services Act.
- Have participated in the statewide broadband needs assessment in the 2013-2014 fiscal year.
- Have submitted a Letter of Agency to the California State Library by Oct. 31, 2014.
- Have participated in engineering calls with Corporation For Education Network Initiatives In California representatives in November and December 2014.
- Remain in the California Public Library E-rate consortium and sign contracts to connect to the California Research and Education Network in Fiscal Year 2015-2016 or in 2014-2015.

Program Expectations: A Library Must

Program Expectations

- 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.
- Encumber all funds for the project on or before **June 30, 2015**. The project will be completed **by December 31, 2015**.
- 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.

Funding Availability And Match

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 Grant documents, Appendix C for local per-capita library income 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

Eligible Costs: Use Grant Funds For

Grant Funds Can Be Used For:

- Technology: Network equipment and equipment installation and configuration. (See Appendix B for eligible expenses.)
- Architectural and Structural: Building modifications necessary to install and operate the network equipment. (See Appendix B 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.

Ineligible Costs: Grants Cannot Fund

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.

Section 2

THE APPLICATION PROCESS

Application Submission

**Submit Applications
To:**

- **Point of Contact** – Interested applicants should work through Diane Satchwell, dsatchwell@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 dsatchwell@socallibraries.org no later than March 6, 2015.
- Applications are reviewed within two weeks of receipt.

Contents Of The Application

Applications Must Include:

- An Application Form signed by the Library Director.
- A detailed project description.
- A detailed project timeline. Grant funds must be encumbered by **June 30, 2015**. The project must be completed by December 31, 2015 and all encumbrances liquidated by **June 30, 2016**. 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.

Review And Approval Process

Review And Approval Process:

- Applicants submitting incomplete applications will be allowed to resubmit. Their project may be delayed depending on the timing of application resubmission.
- These priorities will guide the selection process:
 - Response(s) to the Broadband Survey that indicate a high level of readiness for broadband implementation.
 - Corporation For Education Network Initiatives In California technical review.
 - Immediate availability of matching funds.
- 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.

Award Criteria



Award Criteria:

- 
- All eligibility criteria must be met.
 - The projects must be completed by **December 31, 2015.**
 - A reasonable budget that includes the required match.

Post-Approval Process

Post-Approval:

- 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.

Disbursement Of Funds



Payment:

- 90% will be paid upfront.
- 10 % will be paid on a reimbursement basis following completion of the project and the applicant's submission of satisfactory expense documentation.

Reporting And Record Keeping

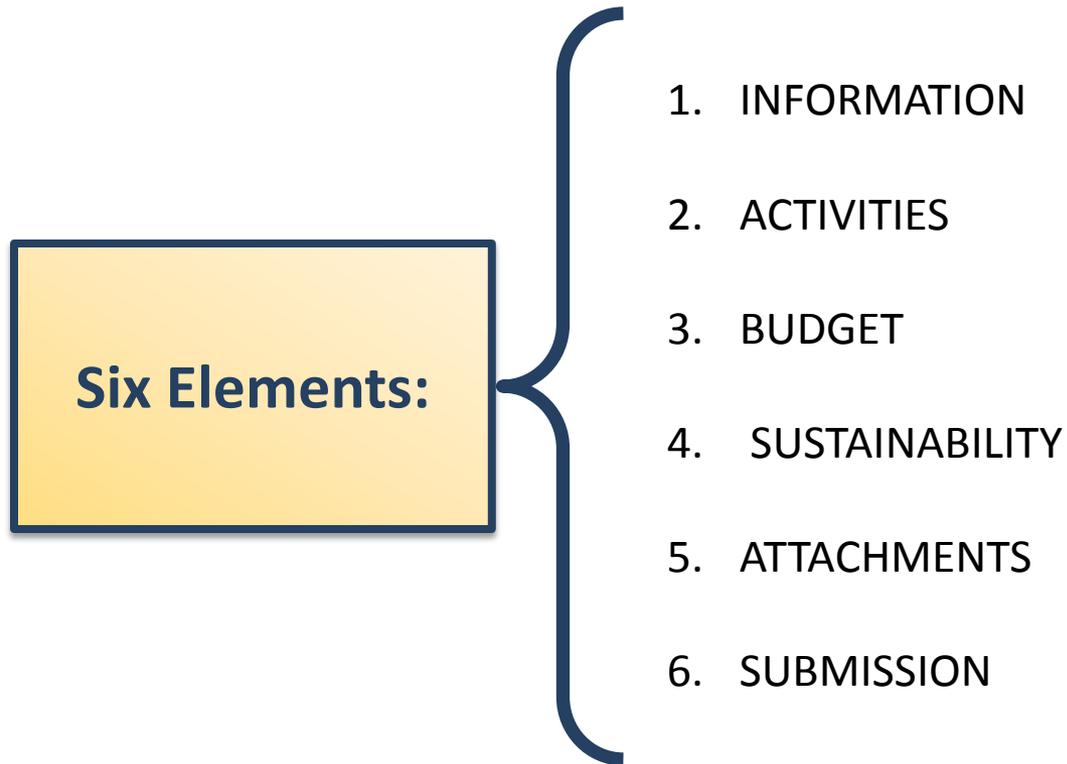
Reporting Requirements:

- 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.

Section 3

THE GRANT APPLICATION APPENDIX A

Grant Application



Key Dates



Dates To Remember:

- 
- March 6, 2015-Applications Due
 - June 30, 2015-All funds encumbered
 - December 31, 2015-Project completed
 - June 30, 2016-All encumbrances liquidated

Questions?

Jarrid Keller- Jarrid.Keller@library.ca.gov

Joe Ford-jbford@jbford.com

Download Applications at:

<http://www.library.ca.gov/lds/broadband.html>

Thank you!